

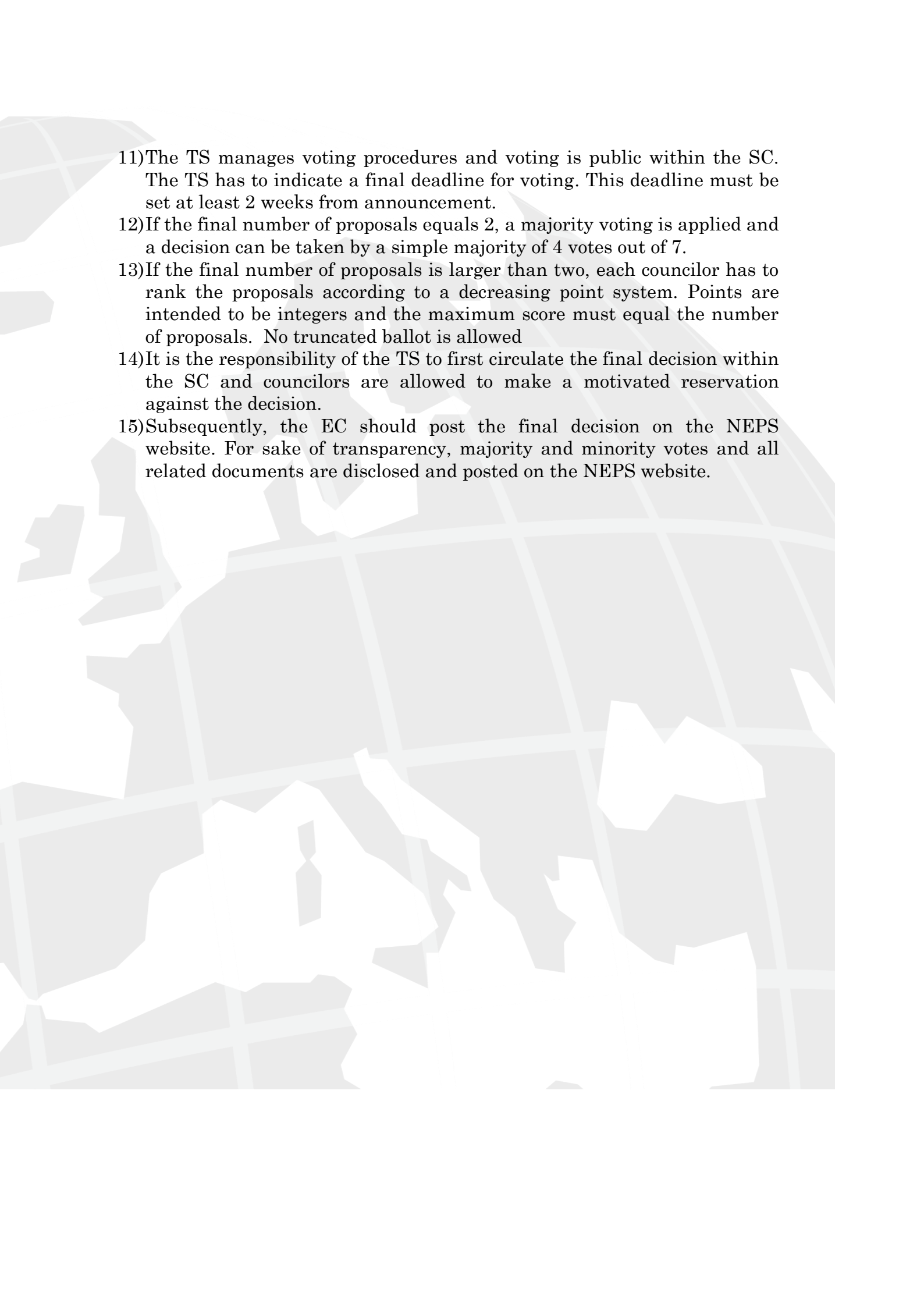


## Decision-Making Procedures of the Steering Committee

March 20, 2013

The Steering Committee of NEPS is committed to reach a unanimous consensus on every issue analyzed and discussed. The Steering Committee of NEPS has decided unanimously to approve some rules on internal voting procedures to be applied when a unanimous consensus is not reached.

- 1) The Executive Coordinator (EC) is responsible for proposing an agenda of issues to be discussed within the Steering Committee (SC) at least two times per semester, and members of the SC can add items to this agenda.
- 2) As a guideline, the main work of the SC should take place during the spring and autumn semester. Tentative periods are September 5<sup>th</sup> – December 20<sup>th</sup> and February 1<sup>st</sup> – May 30<sup>th</sup> every year.
- 3) As guiding principle, the SC is committed to reach a unanimous consensus on every issue analyzed and discussed.
- 4) The SC is participative and applies turnover in management of decision-making. Each councilor has to serve as Temporary Secretary (TS) on some item of the agenda.
- 5) The TS opens the discussion on some item included in the agenda. Discussion has to be democratic and participative and it has to be finished within 12 working days.
- 6) After the discussion has taken place, the TS has to produce a final proposal which incorporates insights emerged in the discussion and eventually has to call a voting round on a final proposal. The TS has to indicate a final deadline for voting on the proposal or when to submit a counter-proposal. This deadline must be set at least 1 week from announcement.
- 7) In order to expedite decision-making, the SC agrees to apply the principle of silence as acceptance. Therefore, silence on a final proposal does constitute acceptance vote on the proposal made by the TS.
- 8) Each councilor has the right to propose counterproposals. Counterproposals have to be produced in a template and they can be motivated.
- 9) If a consensus is not reached but counterproposals are not produced within the deadline the proposal is meant to be accepted.
- 10) If a consensus is not reached and counterproposals are produced within the deadline the SC applies the voting rules listed below.

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- 11) The TS manages voting procedures and voting is public within the SC. The TS has to indicate a final deadline for voting. This deadline must be set at least 2 weeks from announcement.
  - 12) If the final number of proposals equals 2, a majority voting is applied and a decision can be taken by a simple majority of 4 votes out of 7.
  - 13) If the final number of proposals is larger than two, each councilor has to rank the proposals according to a decreasing point system. Points are intended to be integers and the maximum score must equal the number of proposals. No truncated ballot is allowed
  - 14) It is the responsibility of the TS to first circulate the final decision within the SC and councilors are allowed to make a motivated reservation against the decision.
  - 15) Subsequently, the EC should post the final decision on the NEPS website. For sake of transparency, majority and minority votes and all related documents are disclosed and posted on the NEPS website.