

# **Charter of the Researchers' Representatives**

## **Chapter 1: Organisation and Election of the Representatives**

### **Clause 1**

(1) The Researchers' Representatives (hereinafter “the Reps”) are the official representatives of the Researchers at the European University Institute. The responsibility of the Reps is to further the academic, welfare and social interests of all the Researchers as a whole. The Reps work as representatives and cannot be bound by any external mandate.

### **Clause 2**

- (1) The Researchers are represented by 16 Reps consisting of four representatives per Department.
- (2) The Reps are elected by the Researchers of their respective Departments in accordance with Clause 3 below and Schedule 1 to this Charter.
- (3) Within the first week after their election, the new Reps shall establish their internal organization by establishing a division of tasks and appointing four Reps Delegates (one Rep Delegate per department). The Reps Delegates represent the researchers in the central administrative bodies as specified in clause 4. The other Representatives represent the researchers in Departmental meetings and in specific Committees (both department-specific and institute-wide). Apart from these tasks, all Reps can initiate specific projects on issues of common interest for the Researchers' community. The Researchers and the administration will be informed of the task division between Reps.
- (4) The four Reps Delegates will alternate monthly as coordinators of the Reps activities.
- (5) The Reps Delegates will be a contact for the administration and perform in relation to the EUI Administration the functions previously assigned to the four General Representatives (GenReps).
- (6) The Reps may appoint particular Researchers as experts on technical issues to assist them in Committees.
- (7) The Reps work as one group of which they are all equal members. The Reps Delegates and all the other Reps are obliged to keep each other informed about general developments in the Institute and in the respective Departments. Each Rep is invited to write down and communicate to the other Reps a short summary of the discussions held in each Committee session s(he) may have participated. Matters of general Rep policy shall be decided among the Reps when possible by consensus, and otherwise by majority vote.

### **Clause 3**

(1) All Reps are elected by the researchers at yearly elections. The rules governing their election are set out in Schedule 1 to this Charter.

(2) Within the first week after their election, the new Reps shall hold a constitutive meeting, assigning all functions in committees and administrative bodies. Former Reps are invited to attend this meeting.

## **Chapter 2: Functions of the Representatives**

### **Clause 4**

(1) The Reps represent the researchers in the following bodies of the Institute in accordance with the general rules of the Institute:

(a) The Reps send one representative to the High Council with the right to speak.

(b) The Reps have one seat in the Executive Committee. With the consent of the Executive Committee, they can invite another Rep if deemed necessary. The Executive Committee will be informed, by way of the Academic Service, of the Reps Delegate who alternatively will be members of the EC. In order to guarantee continuity, each Reps Delegate to the Executive Committee will as far as possible serve for at least 4 months; occasionally s/he can be replaced by an alternate Reps Delegate. All the documentation for the Executive Committee will be circulated to all Representatives for information.

(c) The Reps shall appoint the 4 Reps Delegates and 3 other Reps to the Academic Council in accordance with Article 9(2)(f) of the Convention Setting up a European University Institute. They shall have voting right in accordance with the voting procedure of Academic Council as defined by Articles 6(5)(a) and 9(4)(b) of said Convention. The Reps will have all together 7 votes. Their names will be communicated to the Academic Service and, if necessary, they can be replaced by their alternates, after having duly informed the Academic Service.

(d) The Reps have the right to meet the Research Council members of their own department at a separate meeting.

(e) The Reps are represented in the Disciplinary Committee, the Admissions Committee and the Doctoral Programme Committee as laid down by the specific rules for these bodies.

(f) The Reps send one representative to the Budget Committee with the right to speak.

(g) The Reps have at least one representative in all other standing Committees of the Institute. Standing Committees shall include, but not be limited to, the Language Committee, the Research Computing Committee, the Library Committee, the Mensa Committee and the 4B Committee. This clause shall apply to all ad hoc or new Committees.

(g) The Reps shall be represented in the national selection committees in accordance with the rules of those committees.

(2) The Reps represent researchers of their respective departments in the following departmental bodies:

- (a) In the departmental meetings of their respective departments. The Reps have the right to be present during unrestricted sessions, regardless of the discussed topic. They have the right to vote and to call a vote on all matters except the evaluation of academic work of researchers (e.g. June Paper) or the selection of academic staff (JMF, Visiting Professors).
- (c) The Reps shall be bound by the same rules of confidentiality as all other members of the department.
- (d) In committees for the appointment of new professors as by the rules laid down in the Academic Council. The Reps involved in the appointment procedure have an *ad personam* right to take part without vote in the closed session of the Academic Council concerning the appointment.
- (3) The Reps are bound to inform on a regular base all the Researchers about their activities and the main developments in the EUI life. The Reps of each Department will take care of sending a monthly update to their fellow Researchers.

### **Clause 5: Budgetary Matters**

- (1) The Reps receive a sum of money from the Institute no less than 20 Euro per researcher per year which is deposited in the Welfare and Social Fund. This money shall be spent by the Welfare and Social Fund Committee according to the norms of its Statute. The normal administrative expenses of the Reps shall also be covered by that endowment.
- (2) Immediately after the elections, the Reps choose one Rep as Treasurer. S(he) will be a member of the Welfare Fund Committee.
- (3) At the end of the term, the Treasurer will present a balanced budget and hand over the account to the new Reps. The Treasurer shall also disclose the finances of this Fund to the researcher community as a whole, according to the rules set in the Statute of the Welfare and Social Fund.
- (4) The budget of the Reps is subject to the general EUI rules on auditing.

### **Clause 6: Reimbursement and other Reps benefits**

- (1) The EUI Administration shall provide the Reps with a common office for the performance of their statutory functions.
- (2) Each Rep is entitled to the extension of one month to the deadline for the submission of the 3<sup>rd</sup>-year chapters.  
Researchers who have been Reps for 2 or more years will enjoy the same extension of one single month.
- (3) Before admission to the fourth year, each Rep is entitled to a reimbursement of 1 month grant for each year in office as an *ex gratia* payment. The EUI will reimburse a maximum of 2 month grants to each former Rep.
- (4) Where a Rep has materially and patently failed to discharge his or her duties under this Charter, this right can be suspended with the positive vote of all the other Reps.

## **SCHEDULE 1 - ELECTION RULES**

- (1) These rules govern the annual elections of the Reps per Clause 1 and 2 of the Researcher Representatives Charter.
- (2) By the first Monday of November, the Reps shall constitute an Election Committee to organise and oversee the elections. This Election Committee shall consist of three Reps who do not run in the elections. The election date shall be determined by the Election Committee.
- (3) The elections must be announced at least two weeks before the election date. The Reps will forward these Election Rules to all the Researchers.
- (4) The deadline for nomination of candidates shall be not less than one week before the date of the election. The Election Committee shall decide on the validity of candidacies in accordance with the election rules contained herein. If no candidates or an insufficient number of candidates have presented themselves a week before the election date, the election is postponed another week. The Reps commit themselves to organising competitive elections, i.e. having more candidates than seats to be filled.
- (5) Only individual researchers can stand for the positions of Reps.
- (6) Candidates are elected individually in each Department and listed alphabetically on the ballot list.
- (7) The preceding provision shall not preclude individual candidates from standing on a similar manifesto or platform to other candidates.
- (8) In the ballot for the Reps of each Department, each researcher shall have four votes. They can cast one, two, three or four votes, but only one vote per candidate.
- (9) In each Department, the four candidates with the highest number of votes are elected.
- (10) If an elected candidate decides not to take up her/his position, the candidate with the next highest number of votes will be deemed elected in her/his place.
- (11) In the ballots, all researchers are entitled to vote once in a free and secret ballot. They can vote either:
  - (a) by electronic vote, on a dedicated webpage whose access is restricted to EUI Researchers for a single voting act. All efforts shall be made by the Election Committee to organize elections according to this electronic system;

- (b) by paper ballot;
  - (c) by e-mailing their vote to the members of the Election Committee. While the Election Committee will endeavour to ensure the secrecy of e-mail votes, the email vote is not anonymous.
- (12) After a mode of voting has been chosen, the researcher cannot use any other modes.
- (13) The places and hours of voting shall be determined by the Election Committee.
- (14) The Election Committee may invite candidates to present themselves for hustings on a determined date.
- (15)
- (a) In case of elections performed with paper ballots, the election count shall be carried out by the Election Committee. Candidates and other interested parties shall be entitled to be present.
  - (b) Final adjudication of all valid, spoiled and blank ballots shall rest with the Election Committee, operating by majority.
  - (c) All votes counted, the Election Committee shall declare the winners and certify the election as valid by the means of an e-mail sent to the distribution list DLEverybody of the EUI.

## **Final Clause**

This Charter of the Researchers' Representatives, including its Schedule 1 on the Election rules, abrogates and replaces the "Draft Charter of the Researcher Representatives" submitted to the Academic Council on the 13<sup>th</sup> October 2003 [IUE 210/2/03 (CA 200) Rev.2 ].

Florence, 14<sup>th</sup> February 2008

Approved by all the Reps