



UiO : **Institutt for musikkvitenskap**
Det humanistiske fakultet

Regulations and procedures



Management and administration regulations

- Jurisdiction
 - Plans, policies and priorities for the organization
 - Long term plans for research, education and communication
 - Annual plan and budget
 - The Department's internal organization of subject areas, groups or the like, with in the limits established by the Faculty or the University
- Composition of the Board
- Election period

Department management

- Head of Department
 - Head of the Board
 - Overall responsibility and authority for all tasks not assigned to the Department Board's jurisdiction and has general authority to determine ongoing individual cases
 - Responsible for preparing proposals for resolutions in matters which are under the Boards jurisdiction
- Head of Administration
 - Responsible for the management of the Department in consultation with and on delegation from the Head of Department

Rules of procedure for governing bodies (UiO)

- Notice of meeting members at least one week before the meeting
- The agenda should be made known at least one week before the meeting
 - Changes or additions to the agenda can be made no later than three days before the meeting
- Head of Department chairs the meetings

Frequency of meetings

- Meeting should be held as often as necessary
- And:
 - When Rector or the University Director requires a meeting
 - When a member of the Board requires a meeting

The Board's negotiations

- Meeting are open to the public
- Exceptions
 - Matters concerning individuals
 - Appointments
 - Dismissals
 - Dicipinary measures
 - Suspensions
 - Matters which by law or regulations are exempt public disclosure
- Meetings can be closed for other reasons if necessary
- Others can be invited to meetings if relevant for the matter

Resolutions

- The Board can pass resolutions when more than half of its members are present
- A proposal is adopted by a simple majority
- The Chair of the Board has the casting vote on a tie, in all other matters than elections
- In elections a tie vote is decided by drawing lots

Protocol

- Should be kept from the Board meetings
- It must be stated in the protocol how each member voted
- Any special statements should be drawn up and submitted at the meeting
- Blank ballots are not accepted other than in elections
- Members of the Board are required to attend and vote unless they have a valid reason
- A non attendance should be reported to the Head of Administration, and a deputy should be called