



## RIGA MANAGEMENT COLLEGE

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APPROVED

At the council meeting on 17.09.2020,  
protocol No. 4  
with amendments at the Council meeting on 02.11.2023.  
protocol no. 1-1.5/2023/04

No. 1-4/2023/15b

### **Regulations of the Council of Riga Management College**

Riga

#### **1. General terms**

1.1. The Council of the Riga Management College (hereinafter – the Council) is the decision-making body of the Riga Management College (hereinafter – the College), which performs the tasks specified in the College's statutes.

#### **2. Council composition and work organization**

2.1. The Council is elected and operates in accordance with the College's regulations and these regulations. The term of office of the Council is three years.

2.2. Council elections and council meetings are organized by the director for the first time.

2.3. Academic and general staff representatives are nominated for work in the council at the relevant staff meeting, student representatives are nominated at the student self-government meeting.

2.4. If the elected member of the Council terminates the work (study) relationship with the College, new elections are held for the vacant position of the Council member.

2.5. A member of the Council may be recalled if his activity as a member of the Council does not satisfy the staff group that elected the member of the Council. The staff group convenes a meeting, substantiates the ineligibility of the Council member for the position and, by open voting, adopts a decision by a majority of votes.

2.6. If an authorized representative delegated by employers stops working in the Council, the Council asks this or another institution of the employer to delegate another representative.

2.7. The chairman of the Council and representatives of the Council perform their duties in the Council without remuneration.

### **3. Agenda of Council meetings**

3.1. The Council elects the chairman and secretary of the Council from among themselves at the first meeting with a simple majority of votes.

3.2. Chairman of the Council:

3.2.1. plans and organizes the work of the Council;

3.2.2. develops the agenda of the Council meetings and organizes consideration of the foreseen issues;

3.2.3. convenes and conducts meetings of the Council;

3.2.4. invites other persons to participate in the Council meeting, if necessary;

3.2.5. The place, date, time, agenda and draft documents to be discussed are announced to the members of the Council by the Chairman of the Council no later than one week before the regular meeting.

3.3. An extraordinary meeting is called if requested by the Board, the Chairman of the Council, the Director of the College or not less than one third of the total number of members of the Council.

3.4. The Chairman of the Council, the Director of the College, as well as one third of the total number of Council members are entitled to submit proposals on issues to be considered at the Council meeting. Proposals must be submitted to the Chairman of the Council.

3.5. Decision-making in the council takes place in accordance with clauses 18, 19, 20 and 21 of the College Regulations.

3.6. The activity of the Council is technically ensured and the records are managed by the Secretary of the Council.

### **4. Council decisions and their legality**

4.1. Decisions made by the Council in strategic, financial and economic matters come into force after their approval by the Board.

4.2. The minutes of the council meetings are recorded by the secretary. The signed minutes of the Council meeting, including the adopted decisions, are sent to all members of the Council and persons who were invited (if they request it) within five days after the meeting.

4.3. The Secretary of the Council is responsible for the storage of meeting minutes in accordance with regulatory enactments.

4.4. The director of the college provides the academic staff, general staff and students with the opportunity to familiarize themselves with the issues considered and the decisions made by the Council.