



## MANAGEMENT COLLEGE

"Management Management College" Ltd., Reg.Nr. 50203022521, educational establishment registration Nr. 3347802535, Lomonosova street 1, k-4, Riga, LV-1019, phone 28007735, e-mail: info@managementcollege.eu, www.managementcollege.eu

**APPROVED**

on 15.06.2017.

At the meeting of the Council,  
Protocol Nr.1

### **Management College Board Regulations**

Riga, June 15, 2017.

#### **I. General Question**

1. The Council of the Management College (hereinafter - the Council) shall be the decision-making body of the Management College (hereinafter – the College), which shall perform the tasks specified in the By-Laws of the Management College.

#### **II. Composition of the Council and organization of work**

2. The Council shall be elected and shall act according to the Management College By-Laws and these Regulations. The term of office of the Council shall be three years.
3. The elections and the meeting of the Council shall be organized for the first time by the Director.
4. The representatives of the academic and general staff shall be nominated for work in the Council at the meeting of the relevant staff, the student representatives shall be nominated at the meeting of the student self-government.
5. If the elected council member terminates the employment (study) relationship with the Management College, new elections to the vacant position of a member of the Council are organised.
6. A member of the Council may be revoked if his or her activities in the Council do not satisfy the group of staff who elected a member of the Council. The personnel group shall convene the meeting, justify the non-compliance of the member of the Council with the position and shall take a decision by a majority of the votes openly.
7. In the event of the termination of work in the Council by an authorized representative of employers, the Council shall ask that or another employer's institution to delegate another representative.
8. The Chairman of the Council and the representatives of the Council shall carry out their duties in the Council free of charge.

### **III. Agenda for Council meetings**

9. The Council shall elect the Chairman and the Secretary of the Council at its first meeting by a simple majority.
10. The Chairman of the Council:
  - 10.1. plans and organizes the work of the Council;
  - 10.2. draws up the agenda for the Council meetings and organizes the consideration of the items envisaged;
  - 10.3. convenes and manages the meetings of the Council;
  - 10.4. invites other persons to attend the meeting of the Council, if necessary;
11. The place, date, time, agenda and draft documents to be discussed shall be announced by the Chairman of the Council to the members of the Council not later than one week before the current meeting.
12. An extraordinary meeting shall be convened if requested so by the Board, the Chairman of the Council, the Director of the Management College or not less than one-third of the total number of members of the Council.
13. Proposals on matters to be examined at the meeting of the Council shall be entitled to be submitted by the Chairman of the Council, by the Director of the Management College, as well as by one-third of the total number of members of the Council. The proposals shall be submitted to the Chairman of the Council.
14. The decision-making in the Council shall take place according to paragraphs 18, 19, 20 and 21 of the Management College By-Laws.
15. The activities of the Council shall be technically ensured and recorded by the Secretary of the Council.

### **IV. Council decisions and their rule of law**

16. Decisions taken by the Council on strategic, financial and economic matters shall enter into force after their approval by the Board.
17. The Secretary shall take minutes of the meetings of the Council. The signed minutes of the Council meeting, including the decisions taken, shall be forwarded to all members of the Council and persons who have been invited (if requested) within five days after the meeting.
18. The Council Secretary shall be responsible for the storage of the minutes of the meeting according to regulatory enactments.
19. The Director of the Management College shall provide academic staff, general staff, and students with the opportunity to familiarize themselves with the issues examined in the Council and the decisions taken.

**President of the Council**

**I.Pumpure**