Chapter Meeting no 3 – June 3rd 2019
Agenda

Place: T-Centralen, Drottning Kristinas Väg 29 (KTH Main Campus)
Time: 18:18, June 3rd, 2019

1. **Opening formalities**
    a. Meeting opening
    b. Attendees
    c. Choice of meeting chairperson.
    d. Choice of meeting secretary.
    e. Choice of meeting minutes checker.
    f. Approval of the latest protocol: PhD Chapter Meeting February 27th, 2019
    g. Approval of the meeting agenda

2. **Reports & updates**
    a. Board Reports

3. **Decision points**
    a. Proposition to Introduce PM's*
    b. Motion to Introduce a second Master of Ceremonies*
    c. Motion to Increase the maximum number of members for the PhD Student Council Board*
    d. Motion for Multiple Vice-chair role in PhD School Councils*
    e. Approval of resignation

4. **Elections**
    a. Election of Chairperson
    b. Election of Webmaster
    c. Election of Education Manager
    d. Election of Event Manager
    e. Election of Working group manager
    f. By-election for Vice Chairperson
    g. By-election for Treasurer
    h. By-election for Communication manager
    i. By-election for Council Coordinator
    j. By-election for Business manager
    k. By-election for Nominating Committee (at least 1)
    l. By-election for PhD council
        i. CBH: presidium & board
        ii. EECS: board

iii.   SCI/ABE/ITM: PADs

5. **Development of Current Events/Initiatives**

6. **Additional issues and information**

7. **Meeting closing**

Proposition - Chapter Meeting 20190603

Introduce PM's

Background

The chapter meeting is the highest governing body of the chapter. The chapter meeting is allowed to make decisions regarding the statutes and by-laws of the chapter. However, when it comes to smaller decisions regarding the PhD Chapter's work, it would be useful if the board would be able to create guidelines and rules that are possible to change through board meetings rather than through chapter meetings. To make this possible, the board would like to introduce "PM's" (promemorias) which are rules and guidelines that both the chapter meeting and the board by itself can create and change. Examples of this could be communication policies, workgroup guidelines, etc. Therefore, the board suggest adding this to the bylaws.

Suggestion

To$_1$ Append section 1.3 "Further Governing Documents" in the bylaws, with the following content:

"1.3.1 The PhD chapter board shall have the right to enact further governing documents that are subordinate to the statutes and bylaws. Such governing documents shall be chiefly communicated through promemorias (PM's) that include: rules, policies, directives, procedures and guidelines"

"1.3.2 PM's shall be created, amended or repealed by the PhD Chapter Board at any official board meeting or by the PhD Chapter Meeting. The PM should include whom it addresses, what the guideline is when the PM was created and by whom as well as when the PM was last updated and by whom. The PM's should be accessible through the official website of the PhD Chapter and whenever a new PM is created or any PM is updated, it should be reported in the following PhD Chapter Meeting."

"1.3.3 Unless a PM is enacted detailing the document archiving, the following applies by default:

Formats for diary numbers follow: Dr[YYYY]-[NN]-[SS], whereby: [YYYY] refers to the year of establishing or updating the document, [NN] refers to the body authorising the document, [SS] is a serial number. [NN] is CM for the **C**hapter **M**eeting, PB for the **P**hD Chapter **b**oard or any of its members, CF is for the **C**hapter **F**unctionaries including auditors, nominating committee, and standard bearers, WG is for **W**orking

Groups and Committees subject to the chapter, AB/CB/EE/IT/SC are for the School councils at **AB**E/**CB**H/**EE**CS/**IT**M/**SC**I respectively."

On behalf of the board,

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Robin Palmberg
Stockholm 27 May 2019

Motion - Chapter Meeting 2019-06-03

Introduce a second master of ceremonies

Background

The chapter currently has a master of ceremonies that is solely responsible for all party activities of the PhD Chapter. As similar work is commonly done by a group of people in other chapters, with two masters to guide them, the board suggests adding a second master of ceremonies. To follow the new trend set by the board, one master should be elected from July to June and the other from January to December. That way, the masters will overlap, and it will be easier to spread knowledge within the group.

Suggestion

To$_1$ Append "f) Elect one PhD Chapter Master of Ceremonies"

To$_2$ Append "c) Elect one PhD Chapter Master of Ceremonies"

To$_3$ Change "The PhD Chapter Master of Ceremonies" in section 5.12.3 in the statutes to "The PhD Chapter Masters of Ceremonies"

To$_4$ Change section 5.12.4 in the statutes to:

> "5.12.4 PhD Chapter Masters of Ceremonies
> The PhD Chapter Masters of Ceremonies leads and are responsible for the PhD Chapter MC group operations and functions as hosts/hostesses at PhD Chapter MC Group events."

On behalf of the Master of Ceremonies Group, DrInK,

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Robin Palmberg & Kateryna Morozovska
Stockholm 27 May 2019

Motion - Chapter Meeting 2019-06-03

Increase the maximum number of members for the PhD Student Council Board

Background

The bylaws for the PhD Chapter at KTH (lasted edited on June 8th, 2017) states in 2.9.1 that *"A PhD Student Council Board is elected at a PhD Student Council Meeting and comprises of: a) The PhD Student Council Chairperson; b) The PhD Student Council Vice Chairperson; c) Other members of the PhD Student Council Board, so to have a minimum of 3 (three) members and maximum of 8 (eight) members."*
However, the school merging has increased the number of school committees and therefore the requirements in terms of representation efforts and allocated time. In particular (at least in EECS school), there is one committee per doctoral program plus the general Third Cycle Education council, so 5 (five) in total. Historically, PhD Student Council Boards have assigned at least 2 (two) students for these tasks to ensure the attendance of at least a representative person to each committee meeting. These committees alone require 10 (ten) members in the Council Board at the EECS school. The representative tasks in the other committees (Strategic, Management, Appointment, Docent, Working Environment) and working groups organized by the school are usually assigned to other members to keep the load on the single student low and favour active participation.

As a matter of fact, the compositions of EECS PhD Student Council Boards in 2018 and 2019 have been approved by THS and by the PhD Chapter Board, despite a number of members of 15 (fifteen) and 10 (ten) for 2018 and 2019, respectively.

To ensure proper representation for the PhD students and to reconcile the de jure rule with de facto practices, the EECS student asks:

Suggestion

To increase the maximum number of members for the PhD Student Council Board from 8 to 16. This would allow having 2 student representatives per education committee (10 in total for our school) and a maximum of 6 (other) members to represent the students in all the other committees and working groups at the local level.

On behalf of the EECS Ph.D. Student Council Board,

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Alessandro Enrico
Stockholm 16 April 2019

Motion - Chapter Meeting 2019-06-03

Suggestion for Multiple Vice-chair role in PhD School Councils

Background

After school mergers in 2018, KTH schools became more geographically spread out and its operation became less manageable with one chair and one vice chair roles. CBH school tried out co-chair models to manage the work and found out that it worked to a satisfiable degree.

CBH school council therefore proposes to change the PhD Chapter Bylaws, page 3, §2.9 PhD Student Council Board of Directors (Board) to allow multiple vice chairs for example, on the ground of the number of PhD students in the department/institution, their research field and the geography of their working environment. That way geographically spread out operation can be managed more effectively.

Suggestion

CBH PhD Student Council Board recommend the PhD chapter meeting that in PhD chapter bylaws, section "2 PhD Student Councils", subsection "2.9 PhD Student Council Board of Directors (Board)"
To$_1$ replace instances of " PhD Student Council Vice Chairperson;" with "PhD Student Council Vice Chairperson(s);"
To$_2$ add in article "2.9.3 Vacancies" a paragraph "By default, there is one vacancy for the position of PhD student council vice chairperson. However, the school council meeting or school council board or the school council nominating committee shall have the right to decide on the number of vice chairpersons deemed necessary"

On behalf of CBH School Council,

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Cevin Zhang,
Stockholm 12 May 2019