

# OsloMet RISE

## Interim Board Regulations

*(Valid for an interim period of six months, upto June 2026)*

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### 1. Purpose and Scope

1.1 These Interim Board Regulations govern the operation, responsibilities, and conduct of the Interim Board of OsloMet RISE.

1.2 The purpose of the Interim Board is to:

- Establish functional governance structures,
- Ensure representation of members during the transition period,
- Develop proposals for permanent statutes and regulations.

1.3 These regulations are temporary and shall serve as the foundation for future permanent regulations to be adopted by a subsequent elected board or Annual General Assembly.

### 2. Duration of the Interim Board

2.1 The Interim Board shall serve for a fixed term of **six (6) months** from the date of its formal establishment. The end date of the interim board is decided to be on June 30, 2026.

2.2 The mandate of the Interim Board automatically expires at the end of this period, unless explicitly extended by a formal decision of the organization.

### 3. Composition of the Interim Board

3.1 The Interim Board consists of members appointed or confirmed in accordance with the interim governance structure of OsloMet RISE.

3.2 The roles of the Interim Board include, but are not limited to:

- Co-Presidents (also referred as Co-chairs)
- General Secretary
- Treasurer
- Communications Officer
- Events Officers (2)
- Institutional Liaison Officers (2)

3.3 All Interim Board members are considered collectively responsible for the functioning of the organization during the interim period.

### 4. Duties and Responsibilities of Board Members

4.1 All Interim Board members are expected to:

- Act in the best interest of OsloMet RISE and its members,

- Perform the duties associated with their role in a timely and responsible manner,
- Participate actively in board meetings and assigned tasks.

4.2 Board members must familiarize themselves with:

- These Interim Board Regulations,
- Adopted decisions and minutes,
- Ongoing initiatives and commitments of the organization.

## 5. Meetings and Attendance

**5.1** The Interim Board shall meet regularly, normally once per month.

**5.2** Board members are expected to attend all scheduled meetings unless prevented by valid reasons, such as illness or unavoidable professional obligations.

**5.3** In cases where a board member is unable to attend a meeting due to unforeseen circumstances, the member shall notify the **General Secretary** as soon as reasonably possible. If the affected member is the **General Secretary**, notification shall be given to one of the **Chairs**.

**5.4** Failure to attend **more than two (2) board meetings without valid justification** may trigger a review of the member's continuation on the Interim Board.

**5.5** In such cases, the Chairs and General Secretary shall:

- Contact the board member.
- Seek clarification regarding the absence.
- Propose appropriate measures to the Interim Board.

**5.6** If concerns regarding attendance relate to one of the Chairs or the General Secretary, the same procedures shall apply, with the remaining Chair or another designated board member facilitating the process.

**5.7** If concerns relate to both Chairs or the General Secretary collectively, or if the matter cannot be resolved within the Interim Board, any board member may formally refer to the issue to the Advisory Group in accordance with Section 6.

## 6. Failure to Perform Duties

**6.1** If a board member repeatedly fails to carry out assigned responsibilities or non-responsive to emails to other forms of communications from the board, the matter shall be raised within the Interim Board.

**6.2** Following discussion, the Interim Board may:

- Issue a formal reminder.
- Reassign responsibilities.
- Recommend voluntary withdrawal from the Interim Board.

**6.3** In serious or persistent cases, the Interim Board may decide, by **simple majority vote**, to relieve the member of the board for the remainder of the interim period.

**6.4** If concerns regarding performance relate to one of the Chairs or the General Secretary, the same procedures shall apply, with the remaining Chair or another designated board member facilitating the process.

**6.5** If concerns relate to both Chairs or the General Secretary collectively, or if the matter cannot be resolved within the Interim Board, any board member may formally refer to the issue to the Advisory Group.

**6.6** In such cases, the Advisory Group is mandated to:

- Review the matter in a fair and impartial manner;
- Seek clarification from all involved parties;
- Recommend appropriate corrective actions, reassignment of responsibilities, or other measures in line with these regulations.

**6.7** The recommendations of the Advisory Group shall be reported to the Interim Board and documented in the official meeting minutes.

## 7. Decision-Making and Adoption of Regulations

7.1 The Interim Board is empowered to make operational decisions necessary for the functioning of the organization.

7.2 Decisions shall normally be taken by a **simple majority**, unless otherwise specified.

7.3 The Interim Board may adopt interim policies, guidelines, or procedures, provided that:

- They are clearly marked as *interim*,
- They do not pre-empt the authority of future elected bodies.

## 8. Proposals and Motions

8.1 Matters requiring board consideration shall be submitted as **Board Proposals** to the General Secretary at least a week prior to meetings where possible. The General Secretary is responsible for informing the executive board of this.

8.2 Proposals must clearly state:

- The requested decision,
- Any implications (financial, organizational, or policy-related).

8.3 Decisions on proposals shall be documented in the meeting minutes.

## 9. Conduct and Collegiality

9.1 Interim Board members shall act with professionalism, collegiality, and mutual respect.

9.2 Disagreements shall be handled constructively and within the board, not through public or informal channels.

9.3 The Interim Board shall strive for transparency while respecting confidentiality where required.

## 10. Representation and External Communication

10.1 Anyone appointed by the executive board or the Co-president may formally represent OsloMet RISE in institutional meetings or external communication.

10.2 Individual board members should keep the best interests of the OsloMet RISE when they represent the organization in official positions.

## **11. Conflicts of Interest**

11.1 Board members must declare any potential conflicts of interest related to matters under discussion.

11.2 In such cases, the member may be asked to abstain from discussion or decision-making on the relevant matter.

## **12. Documentation and Transparency**

12.1 All board meetings shall be documented through written minutes.

12.2 Decisions, action points, and adopted interim regulations shall be stored in the organization's shared documentation system (e.g., Teams/OneNote).

## **13. Transition to Permanent Governance**

13.1 One of the primary responsibilities of the Interim Board is to:

- Draft and/or regulate proposals for permanent statutes and governance structures,
- Document lessons learned during the interim period.

13.2 These materials shall be handed over to the next elected board or General Assembly.

## **14. Adoption and Amendments**

14.1 These Interim Board Regulations come into force upon approval by the Interim Board.

14.2 Amendments during the interim period require a formal board decision and must be clearly documented.

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*Draft prepared by: Bineeth Kuriakose, General Secretary, OsloMet RISE on 19.01.2026*

*Approved by the Executive Board (Interim board) on board meeting 29.1.2026*

Signed and in practice from 30.01.2026

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