

Rules of procedure for the General Assembly of EAMI (draft)

Proposal by the EAMI Board

2020 August 15th

Introduction of the General Assembly (GA)

1. At a virtual General Assembly, the meeting starts with check-in and counting the number of people eligible to vote. This is conducted by the technical facilitators.
2. The General Assembly is opened by the chair of the Board of EAMI, who chairs the election of 1-3 chairs of the GA.
3. The chair of the GA decides whether the General Assembly is quorate.
4. The chair of the GA elected by the General Assembly is responsible for compliance with these rules of procedure and with the Articles of the Association and has the authority to decide on any questions regarding procedure that may arise.
5. The chair of the GA is responsible for ensuring that the General Assembly is held in accordance with the schedule allowing reasonable time for individual participants to present their views.
6. Two minute-takers are elected, who prepare summary minutes from the General Assembly. The chair of the GA subsequently approves the minutes of the General Assembly.
7. A vote counting committee of at least 3 people is elected. If the meeting is virtual then the votes will be counted by the voting systems and can be announced by the technical facilitators

Conduct of the General Assembly

8. The meeting is held according to the agenda published.
9. The chair of the GA presents a timetable for the course of the General Assembly, stating all agenda items and how long the individual items may last.
10. Any member may request the General Assembly to waive the schedule.
11. When the schedule is in danger of not being met, the chair of the GA must submit proposals to the General Assembly to change the schedule.
12. The order of the items in relation to the published agenda can be changed along the way.
13. The General Assembly may suspend or postpone and later resume any item on the agenda.

Report of the Board of Directors

14. If the report of the Board contains items that are on the agenda for a later decision, those items will be excluded from the vote on the report.

Rules for speaking time

15. The chair of the GA decides whether an agenda item should possibly be divided into sub-items.
16. Anyone who makes a proposal or submits an item is given the floor first. The Board has access to the floor under all points. Finally, during the consideration of a point before voting, the chair of the GA will usually give the floor to the speakers in the following order:
 - a) People who have tabled amendments.
 - b) A representative of the Board.
 - c) The proposer.
17. The speakers are given the floor after notifying the chair of the GA. The chair of the GA may add a short reply.
18. The chair of the GA determines the speaking time. It is usual to allow 3 minutes for the presenter and 2 minutes for the others the first time they go to the podium, and then 1 minute.
19. If time is short, the chair of the GA can reduce the speaking time and/or close a point. The chair of the GA may give a brief remark of not more than 1 minute outside the list of speakers including in respect of the rules of procedure..
20. The chair of the GA or any member may propose that the debate be concluded immediately or after the registered speakers. If such a decision is taken by the GA, only the proposer and the chair of the GA may be further given the floor for a concluding remark.
21. The chair of the GA may, if deemed necessary, introduce a restriction on speaking time, as well as on the conclusion of a debate.
22. The chair of the GA should interrupt a speaker if they feel that the content does not fall under the item. Often the speaker will then be referred to another item on the agenda.
23. The chair of the GA's decision to close an item, limit a speaker's speaking time or settle other questions is final, unless the General Assembly before proceeding to the next item, opposes the chair of the GA's decision. This must be done by requesting that the chair of the GA's decision be overturned, by a vote with a simple absolute majority.
24. If the General Assembly issues a motion of censure to the chair of the GA, this must be adopted by a simple vote. If this is adopted, the chair of the Board must ensure that a new chair of the GA is elected.

Rules for processing proposals

25. Amendments must be in writing and sent electronically including information about the proposer's name and mobile number to: general-assembly-eami@protonmail.com.
26. Only amendments to proposals on the agenda may be tabled.
27. Amendments to proposals on the agenda shall be tabled as early as possible and at the latest during consideration of the item.
28. Amendments shall, where appropriate, be accompanied by information on relevant statutory, financial and other significant matters.
29. The chair of the GA decides the order in which proposals and amendments are put to the vote in accordance with the principle: the most far-reaching amendment is considered first. The proposal is considered in accordance with the amendments.
30. If a proposer withdraws his proposal, another participant at the General Assembly may choose to take over the proposal.
31. It is not possible to vote on amendments to the Articles of Association that have not been issued in advance. However, amendments may be voted on to amendments that are less far-reaching than the original proposal.

Voting rules

32. When conducting a virtual General Assembly, the individual member is responsible for being in possession of an electronic device on which voting tools are installed and operate.
33. All decisions shall be taken by a simple majority of votes, unless otherwise required by the Articles of Association.
34. Voting may take place by show of hands, but must be in writing or electronically if the chair of the GA or a member with the right to vote so requests. When conducting a virtual General Assembly, all voting must be electronic.
35. If you are prevented from attending the General Assembly, you may give a written power of attorney to another member, who may vote on your behalf. Each member can have a maximum of two proxies.
36. The proxy recipient sends signed proxies to the general-assembly-eami@protonmail.com no later than two days before the General Assembly. At a virtual General Assembly, the proxy must bring electronic devices required to vote for the proxies.
37. Voting for the members of the Board will be secret ballot on paper or by electronic means. Each voting member can vote for a maximum of five candidates. The candidates with the largest number of votes are elected until the vacancies are filled. If the number of candidates does not exceed the number of vacancies, the General Assembly can decide unanimously (all must agree) to omit voting and consider all candidates elected.

Appendix

Definitions regarding voting rules

1. A simple absolute majority indicates that more than 50% of the votes cast are in favor of the proposal.
2. Simple, simple majority indicates that the proposal received the most votes from the proposals made.
3. Qualified absolute majority indicates that more than 50% of the votes cast are in favor of the proposal, the qualified lies in which majority it has been adopted, e.g. 2/3 or 3/4 majority. A qualified majority can only be required if it is explicitly stated in the Association's Articles of Association, e.g. in connection with significant decisions and amendments to the Articles of Association.
4. A qualified relative majority states that the majority of votes are in favor of the proposal, with a required minimum of e.g. 1/3 of all votes.
5. Unanimity states that everyone - both by number and distribution number - must vote in favor.