

## Attachment 1: Electoral Roll

<b>Name</b>	<b>Entered</b>	<b>Left</b>
Jette Strohschneider	Start	End
Lukas Baker	Start	11:28
Carl Cotton	Start	End
Frida Lindberg	Start	End
Jonathan Christopher	-	-
Maguette Fall	Start	End
Annie Anderek	Start	End
Chunchu Song	Start	15:33
Clara Karlsson Schedvin	Start	End
Johan Schneider	Start	End
Demi Bylon	Start	16:00
Thea Sandin	Start	End
Torge Hildebrandt	-	-
Annika Johansson	-	-
Maximilian Onkenhout	Start	End
Bahadir Sirin	Start	End
Freeman Elliott Gunnell	-	-
Daniel Bergdal	Start	End
Magda Andersson	Start	End
Lara A. Franken	-	-
Sofus Rønberg	Start	End
Miljaemilia Wala	Start	End
Ellen Löfgren	Start	End
Damla Akkemik	Start	11:15
Samaneh Mohseni Hosseinabadi	-	-

Linnea Svensson Rotberg	Start	End
Alice Antoniou	-	-
Agnieszka Gryz	Start	End
Ondrej Gomola	Start	17:30
Caroline Danielsson	Start	11:28
Julian Dannefjord	-	-
Fabio Cavaliere	-	-
Elias Matthiessen	-	-
Sofia Gierow	Start	12:05
Kerime van Opijnen	Start	17:30
Riad al Khouri	-	-
Rebecca Edvardsson	Start	17:30
Henrietta Kulleborn	Start	End
Victoria Becker	Start	End
Mara Glas	Start	End
Eveline Verhaar	Start	End
Gabriella Gut	Start	End
Ismar Didic	Start	11:30
Christopher Fletcher-Sandersjö	Start	End
Emma Baker	Start	11:28
Hedda Carlsson	Start	End
Roja Moser	Start	End
Karin Mizser	Start	End
Anna Mizser	Start	End
Karolina Boyoli	Start	16:00
Lovisa Lundin Ziegler	Start	End
Soha Kadhim	Start	End

Camilla Castelanelli	Start	End
James Davies	Start	End

## Attachment 2:

Proposed approximate schedule

08:45-09:00 Registration

9.00-10.15. Opening of the meeting and first session.

10.15-10.30. First break.

10.30-12.00. Second session.

12.00-13.30. Lunch Break.

(13.30- end of the meeting) Session with interruption for breaks roughly every 60 minutes.

### Procedure UPFs Annual Election Meeting 2020

#### An Annual Election Meeting on Zoom

Due to the Corona-pandemic this year's Annual Election Meeting will take place digitally. We will be using Zoom so make sure to try it out beforehand to avoid technical issues just before the meeting.

The meeting will be available through this link (insert link).

It is also very important that you inform the attester responsible for the electoral roll in case you have to leave the meeting before its finished. This person will be announced at the meeting.

#### Request the word

To ensure that only one person speaks at a time we will ask everyone to mute audio unless it's your turn to speak. You can request the word by writing your name and "SL" for speakers list in the public chat in Zoom, once it's your turn the chair of the meeting will give you the floor.

#### Voting

Voting will be done through polling, the polls are a built in feature of zoom and will appear on your screen when it is time to vote.

#### Going into decision

One of the key features of the meeting formalia is when we end discussions about an election or other topic, and have to formally go into decision. To make sure that everyone has a proper chance to speak

their mind the chairperson of the meeting will ask if anyone objects to going into decision. If so, write your name and "object" in the chat to get on the speakers list. Silence will be interpreted as agreement

to help move the meeting along in this new format.

#### Election procedure

##### a) In case of no counter-candidacies

Step 1) The Election Committee presents the nominated candidate for the position

Step 2) The candidate gets 1-2 minutes to hold a speech.

Step 3) The speech is then followed by questions from the Meeting

Step 4) The candidate is taken out of the main session, and the Meeting can discuss the candidate. During this time the Meeting can also ask questions to the Election Committee. If there are no counter-candidacies, speaking in favor of the candidate will not be allowed.

Step 5) The Meeting then votes through secret ballot

Step 6) The main room, with the Meeting, will be given the results of the election

Step 7) The candidate will be informed of the results in the breakout room and then invited back to the main session

##### b) In case of counter-candidacies, or several applicants for the same vacant position

Step 1) All candidates except for the nominated candidate are taken out of the main session, and

will be brought back one at a time.

Step 2) The Election Committee presents the nominated candidate for the position.

Step 3) The nominated candidate will then give a 3-4 minutes speech.

Step 5) The speech is then followed by questions from the Meeting.

Step 6) The nominated then leaves the main room.

Step 7) The same process is repeated for the remaining candidates, one by one, without an introduction from the Election Committee.

Step 8) Hereafter, all candidates leave the main room, where the floor will be open for discussion. The Meeting then discusses the candidates, both please for a candidate and questions to the Election Committee are allowed.

Step 9) The meeting will then vote through a secret ballot.

Step 9) The main room, with the Meeting, will be given the results of the election.

Step 10) The candidates will be informed of the results in the breakout room and then invited back to the main room.

c) In case of no nomination, no counter-candidates, and no registered candidates

Step 1) Chair of the meeting will ask if there are anyone willing to free nominate themselves for the position.

Step 2) The interested candidate(s) will announce that they are running for the position.

Step 3) If there are multiple candidates, one will stay in the main room and the others will be sent out to a breakout room.

Step 4) The candidate gets 3-4 minute to hold a speech.

Step 5) The meeting can ask questions to the candidate(s).

Step 6) The other candidate(s) are taken into the main session one by one, on the same premises as the first candidate.

Step 7) Once all candidates have had a chance to introduce themselves they will be taken out of the main session. The meeting can discuss the candidates, pleas for a candidate is allowed.

Step 8) A vote will be carried out through a secret ballot.

Step 9) The main room will be given the results of the election

Step 10) The candidates will be informed of the results in the breakout room and then invited back to the main room.

Important to have in mind that when there are multiple candidates up for the same position, you are not allowed to speak against a candidate. The only exception to this is if you have important information

about the candidate and it affects the position they are applying for.

Important Meeting Formalia

Meeting Presidium

Secretary of the meeting

Keeps protocol and makes sure that the minutes are accessible to the members once the protocol is attested. The meeting secretary also supports the meeting chair in meeting formalities.

Chair of the meeting

Presides the meeting and makes sure that the meeting is conducted in a proper way and follows the regulatory documents of the meeting.

Attesters and Vote Counters

\*These positions shall not be held by people who are up for election or planning to be up for election\*

Attesters and Vote Counters are meeting functionaries that assist the meeting secretary by overseeing

the course of events that takes place during the meeting. The attesters should during the meeting have

an overview of the following:

- Time of decisions, breaks, opening of the meeting and when the meeting is adjourned
- Attendance/Electoral Roll
- Amendments
- Decisions
- Confirm elections/decision results and results when votation has been called out

Since the attesters- and vote counters should sign the protocol it is preferred that they are in Lund.

## Voting Procedures

### Electoral Roll

Electoral Roll consists of the members who are eligible to vote

### Acclamation

Acclamation is a (normally) voiced vote that is taken on a topic/motion by responding orally. The electoral roll will therefore be given the opportunity to either respond in favor or opposed to the issue up for decision.

The meeting chair decides the winner. If the chair is considered to have ruled wrongly, a votation by other means can be called for by a member of the electoral roll by calling out "votation" before the gavel hits the table. If this happens, the vote counters will decide the winner.

### Ballot Vote

Ballot Vote Is a secret vote where the electoral roll can indicate their choice in an anonymous poll.

### Abstaining

Abstaining means that the person refrain from participating in the election/decision. This should always be used when a member of the electoral roll is biased.

### Bias

A person who is about to vote is considered biased if the matter concerns themselves or someone whom

they have an intimate, related, or close relation with, or if the matter can be expected to result in clear benefit or damage to themselves or that person. Each member of a body who is eligible to vote is responsible for the announcement of bias and must abstain from voting.

## Meeting formalia

### Point of order (POO)

If you want to raise a question as to whether something in the meeting is in line with our by-laws or the procedure of the meeting you can write your name and "Point of order" in the chat, and you'll be given the word. This will be prioritized over the speakers list and will interrupt the current speaker.

This should be used carefully since it interrupts the current speaker.

### Point of Information (POI)

If you feel that you need to inform the meeting of something that is of central relevance to the topic discussed you can write "Point of information" or "POI" in the chat. You will be given the word, and this request will be prioritized over the current speakers list.

### Point of clarification (POC)

If you feel that you need to clarify something, or ask for a clarification, you can write "Point of Clarification" or "POC" in the chat. As with Point of Information you will be given the word, and this request will be prioritized over the current speakers list.

### Note in protocol

Any member of the Association has the right to leave a note in the protocol.

### End of Debate

If you feel that the debate is coming to a standstill and that nothing more can be contributed, you can call for an End of Debate by signing up on the speakers list and once given the word say "I propose an

End of Debate". This will result in a votation on whether or not to accept the End of Debate. If accepted,

everyone can sign up to the speakers list once more, before it is closed.

### Declare Reservation

A member, who does not agree with a decision, has the right to make a reservation. The member is then

freed of responsibility for this decision. Reservations should be handed in to the Secretary of the meeting

before the signing of the protocol is done.

### Proposal

Is a suggestion made by a member to the meeting. To submit proposals you request the word by writing

SL in the chat and then orally present the proposal.

Example of how to phrase a proposal:

- I propose that the annual meeting takes a 15 minute break.

- I propose end of debate

However if you propose amendments to motions then you submit your proposals in the google forms provided in the Annual Meeting Election folder called amendments for motions

### Attachment 3:

Dear members,

You are hereby officially summoned to the Annual Election Meeting of the Association of Foreign Affairs (UPF Lund). The meeting will be held digitally on Zoom on the 15th of May 2021 at 09:00. Invitation (link to the meeting) will be sent out to those who have signed up before the deadline (7th of May) on the 12th of May.

Regardless of if you are up for election, someone who wants to move for a free nomination at the meeting, a member who wants to participate, a member of the board or a trustee - you must sign up as a participant before the deadline.

What is an Annual Meeting?

The Annual Election Meeting is the highest decision-making body within UPF. Here we take decisions concerning the whole association, connected to its operations. At the Election Meeting we mainly elect members to the various positions of trust for the upcoming operational year. All members are welcomed, and everyone who became a member before Thursday 29th of April or renewed their membership before Friday May 7th has the right to vote!

What are we going to do?

We are mainly going to elect the Board of 21/22 and other trustee positions for the upcoming year of operations. We will furthermore handle motions that have been submitted to the meeting.

Do you have ideas for the Association?

Submit your motion to [president@upflund.se](mailto:president@upflund.se) no later than is 29th of April at 23:59. If you have any questions on how to write a motion or what a motion entails, don't hesitate to contact the President.

Sign up to the annual meeting

Due to the Annual Election Meeting being held digitally, we require that everyone who is planning on attending to sign up through this link:

<https://forms.gle/s92FKhQgvPRRV8KC7>

Deadline to sign up to the Annual Election Meeting is on Monday the 7th of May at 23:59. The meeting link and final information will be provided on 12th of May.

Meeting documents can be found below. Here you can find the agenda and the procedural document that goes through the structure for elections and meeting formalia.

<https://drive.google.com/drive/u/1/folders/1JgywiVHarC7NFaGeOzqPkGgWiquir5hs>



## Attachment 4:

UPF Annual Election Meeting  
2021-05-15, 09:00  
Venue: Online, Zoom  
The Association of Foreign Affairs, Lund

1. Opening of the meeting.
2. Election of Secretary of the meeting.
3. Election of attestors and vote counters.
4. Approval of electoral roll.
5. Election of Chair of the meeting.
6. Consideration of whether the summons was carried out in accordance with the by-laws.
7. Approval of the agenda.
8. The Election Committee's Working Procedures
9. Election of the Association's President for the upcoming year of operations.
10. Election of the Association's Vice-President for the upcoming year of operations.
11. Election of the Association's Secretary for the upcoming year of operations.
12. Election of the Association's Treasurer for the upcoming year of operations.
13. Election of the Association's UFS Representative for the upcoming year of operations.
14. Election for other Board Positions for the upcoming year of operations.
  - 14.1. Two Heads of Activity Committee and Board Members.
  - 14.2. Two Heads of Career Committee and Board Members.
  - 14.3. Three Heads of Lecture Committee and Board Members.
  - 14.4. Two Editors-in-chiefs of Magazine committee and Board Members.
  - 14.5. Two Editors-in-chiefs of the Pod&Radio Committee and Board Members.
  - 14.6. Two Heads of PR Committee and Board Members.
  - 14.7. Two Heads of Travel Committee and Board Members.
  - 14.8. Two Heads of Webzine Committee and Board Members.
15. Election of Auditor for the upcoming year of operations.
16. Election of Nominating Committee for the upcoming year of operations.
  - 16.1. One Chairperson of the Nominating Committee.
  - 16.2. Four Members of the Nominating Committee.
  - 16.3. Two Alternate Members of the Nominating Committee.
17. Proposition from the board.
  - 17.1. Election of Inspector
18. Motion(s)
  - 18.1. To adopt Rules and Regulations
  - 18.2. To amend the UPF Statutes
19. Meeting adjourned.

## Attachment 5:

The working procedure of the  
Election Committee Election Committee  
- the Annual Election Meeting 2021-2022 2021-05-03

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Head of the Election Committee: Rebecca Edvardsson

Member(s) of the Election Committee: Sofus Rønberg, James Rhys Davies

In accordance with § 6.8 in the association's statutes, the Election Committee has established this document containing the Election Committee's working procedure during the election period for the Annual Election Meeting 2021-2022.

The document includes

1. methods and procedures used, and
2. critical and ethical reflections.

1. Method and procedures

1.1. Preparations

In late February and early March 2021, the Election Committee (hereafter, the Committee) had several meetings to set the timeline for the application, interview and nomination period.

During this time the Committee also decided the requirements for the applications, which are as follows:

- different positions would not have different application requirements.
- all applicants needed to send a CV and a personal statement to apply for any position for the Annual Election Meeting. If the application was not submitted before the deadline the candidate would not be considered for the applied position.
- the candidates could also choose to upload an example of their work if they wanted to. This would be especially relevant for the applicants that applied for positions in the PR, Magazine and Webzine Committees.

These preparations were finished behind schedule, which gave the PR Committee one week to announce the application period on the association's social media platforms. The delay was partly due to the Committee working on a policy of the working procedures of the Committee. This did however not affect the amount of time the members had to apply or the process in any way. The statutes were changed since the last Annual Election Meeting and therefore there might be some differences in how the Committee has conducted interviews or other parts of the process. Therefore, during the preparation period of the process, the Committee had several meetings with the president and the vice president of the association to ensure that the timeline, process and methods were in accordance with the statutes.

1.2. The application period

The application period opened on the 21st of March and ended on the 6th of April. This ensured that the members had a reasonable amount of time to be notified of the Annual Election Meeting and be able to apply. The reason for it being more than two weeks was because the Easter holidays were between the 2nd of April (Good Friday) until the 5th of April (Easter Monday). Since a lot of members might take this time off and not check their emails (for recommendations) or write their application the Committee decided to also give them the 6th of April to send in their application. This was also decided

with the input of the president and vice president.

The application period was announced on all of the association's social media platforms.

During the application period the Committee had several meetings, deciding how the interviews should be conducted as well as starting to work on the questions for the interviews.

### 1.3. The recommendation period

All members of the association were able to recommend candidates. The recommendation period opened on the 21st of March and ended on the 31st of March. To end the recommendation period before the end of the application period was intentional to leave the Committee enough time to send out the recommendations.

Since the Committee had received few applications by the 31st of March, the Committee reached out to the Board to ask the Heads of the Committees to recommend members of their committee, thereby extending the recommendation period until the 2nd of April.

All the recommendations were sent out by the Committee from the 1st of April until the 3rd of April, depending on when the recommendation was received by the Committee.

After not receiving applications from a lot of the recommended members, the Committee sent out a reminder from the 5th of April until the 6th of April to the recommended members who had not applied.

### 1.4. The interview period

The Committee held a meeting on the 7th of April to review incoming applications and set a schedule for the interviews.

On the 8th of April, all candidates were sent a link to a Doodle schedule where they were able to book one slot. The slots were distributed between weekdays as well as weekends to ensure that the candidates were able to attend. If a candidate was not able to attend any of the slots set, they were asked to contact the Committee and another day and time was decided for an interview.

The interviews were held on the 11th, 15th, 17th, 18th, 19th and 25th of April.

Because of the Covid-19 restrictions, all interviews were held on Zoom. The Committee however were, for most of the interviews, in the office when taking part in the interview. In one instance, a member of the Committee was taking part over Zoom from a location other than the office, since the member had been in close contact with someone who tested positive for corona.

### 1.5. The interview process

#### 1.5.1. Interview questions

All candidates running for the same position were asked the same questions - within reason. Of course, if a candidate had answered a later question in one of their previous questions, it was not necessary to ask them to repeat themselves.

When writing the questions, the Committee used templates from previous years as well as the Competence Profiles Document to ensure that the Committee would be able to decide whether the candidate had the required qualities and competence for the role (see also 2.3.1: Interview questions).

#### 1.5.2. Interview time

The interviews for the same position were all the same length of time.

The interview time for the positions as president or vice president were

set to 60 minutes. For any other position, the interview time was 30 minutes. The motive behind this was that the positions as president or vice president have a different responsibility than the other positions which meant that more questions were needed; questions about their personality, leadership skills, view of the Board and its work, the economy of the association as well as its future (see also 2.3.1: Interview questions).

The Committee tried to find a balance between giving every candidate enough time to answer all of the questions and demonstrate their positive qualities, while also ensuring that interviews are short enough to allow every candidate to be interviewed.

#### 1.5.3. Before an interview

Before the interviews, the Committee members read all the applications.

If there was any conflict of interest regarding a candidate, this was brought up before the interview so that that Committee member could be a note-taker instead of conducting the interview.

#### 1.5.4. During an interview

During an interview, one member of the Committee took notes for the interview protocol, while the other two conducted the interview.

Whilst conducting the interview, the other two members of the Committee also took personal notes. This protocol and these personal notes are confidential.

#### 1.5.5. After an interview

After every interview that was conducted, the Committee sat down to discuss, compare their personal notes and considered whether the candidate had the required qualities for the position. If there wasn't time immediately after an interview, this discussion was delayed until the end of the day.

Immediately after an interview was held, no official decision was made.

The discussion was put in a separate protocol, a summary, which could be referenced during further discussions about who to nominate when all candidates for a position had been interviewed.

### 1.6. The nomination process

On the 25th and 26th of April, after all the interviews were held, the Committee went through all the summaries from the interviews and discussed who to nominate (see also 2. Critical and Ethical reflections for what the Committee considered).

Each member of the Committee had one vote in the decision about which candidate to nominate for which position. If a member of the Committee had a conflict of interest regarding a candidate, they would abstain from taking part in the decision-making for that position.

Before announcing the decision, the Committee drafted its reasons for choosing this candidate.

The candidates were informed about the decision between the 27th of April and the 28th of April. All candidates were emailed about the decision; those who were nominated were asked whether they wished to accept, and those not nominated were asked whether they wished to counter-candidate or register as a candidate for one of the vacant positions.

On the 29th of April the list of the nominations was sent to the president to be added to the Annual Election Meeting's documents, which the association was notified about on the 30th of April.

#### 1.7. The process to counter-candidate or register as a candidate for a vacant position

The information about how to counter-candidate or register as a candidate for a vacant position was sent out in all of the rejection emails. A detailed document of the process of the whole meeting was also put in the Annual Election Meeting's documents. This was accessible as well in the Facebook event.

The period where members could counter-candidate and register as a candidate was between the 30th of April and the 7th of May.

All members of the association were also notified about this on all of the association's social media platforms.

## 2. Critical and ethical reflections

### 2.1. Eligible candidates

Anyone who sent in an application with a CV and a personal statement between the 21st of March and the 6th of April was considered and invited to an interview.

### 2.2. Considerations before the interviews

#### 2.2.1. Applications

During the application process, the Committee asked all candidates to submit a CV and a personal statement. This was so that the Committee could have as much knowledge as possible about who each candidate was before interviewing them, and to know a few things about them to make them feel comfortable before the interview started.

The candidates could also choose to upload an example of their work if they wanted to. Some candidates used this opportunity, but whether or not the candidate had sent in an example was not a deciding factor for the nomination. It did however help the Committee to get a more detailed view of the candidate.

#### 2.2.2. Recommendations

The Committee was well aware that a recommendation system would possibly create the potential for favouritism. Therefore, the system of recommendations was only in order to a) encourage people to apply for a position in the first place and b) to get as much information as possible about each candidate. No candidate was discounted or affected as a result of not being recommended.

### 2.3. Considerations during the interviews

#### 2.3.1. Interview questions

In order for all candidates running for the same position to have an equal opportunity to be nominated, everyone applying for the same position was asked the same questions. The Committee would inform the candidates at the start of the interview about this procedure so that they could skip a question if it had already been answered.

In the case that the same candidate applied for multiple positions, the candidate would be asked which position they would like to be nominated for the most. The Committee would then start off with the questions for this position, and then move to the questions regarding their second priority.

The questions asked were structured to a) start off with an identification of the candidate in general; b) investigate the candidate's

understanding of the position; c) find out how they saw their relationship (and cooperation) with their committee members--or members of the presidium, depending on the position; d) how they would handle stressful situations; e) their relationship to the specific role, their experience and how they could see the role develop; f) specific skill-sets that would be relevant to the position as well as scenarios that could occur in that position; g) the candidate's relationship to the work on the Board; h) what traits would complement them in a co-head/other presidium members; i) if they would like to be considered for other positions; j) if they had any questions or concerns.

#### 2.3.2. Protocol

During the interviews, one member of the Committee took a protocol of the candidates' answers to the questions. When writing the protocol, the note-taker would often paraphrase (it was often too difficult to quote word for word without falling behind) but would not include the note-taker's own thoughts or understanding of what the candidate had said.

This protocol was used for the Committee members to supplement their personal notes on the meeting as well as to settle disagreements about what a candidate had said.

This protocol is confidential and will be deleted before the handover to the following year's Nomination Committee.

#### 2.4. Considerations after the interviews

At the end of each day, the Committee had a debrief where the members of the Committee discussed their thoughts in depth about each candidate. All thoughts were written down, followed by a general verdict on the candidate.

This was so that the Committee could make as objective a decision as possible about which candidate would be most suitable for a position, especially as candidates were being interviewed on different days.

The problem of selective memory was difficult to prevent, but this seemed to be the best way to capture the Committee's initial impressions of each candidate and mitigate any bias that any member might have in favour of the most recent candidate that the Committee interviewed. To further avoid this problem when deciding between the candidates for president and vice-president, it was decided that all these candidates would be interviewed on the same day.

The Committee members deliberated about candidates on the day that they interviewed them, and again after all of the interviews were over. Given the number of high-quality candidates, the Committee spent a long time discussing who the Committee thought were the most suitable candidates.

To ensure that the Committee was not choosing a candidate based on a first impression, the Committee gave themselves at least 24 hours to think over a provisional decision that the Committee had made. If all the Committee members came back the next day and felt the same way about their decision, then the Committee felt comfortable proceeding.

However, in the instances where this was not possible, the Committee deliberated further about which candidate would be more suitable for this particular role. The Committee members were eventually able to come to a decision that the Committee members unanimously agreed upon. Again, where possible, the Committee had 24 hours to think about its provisional

decision.

## 2.5. Considerations during the nomination process

### 2.5.1. Deciding factors

The decision about whether or not to nominate a candidate was made from a combination of priorities in the following order: 1) the interview, 2) the candidate's CV and personal statement and 3) an example of their work (if applicable).

Aside from the Competence Profile Document, the Committee was looking to see how the candidates might work together. The Committee asked questions to get an idea of potential chemistry between candidates, as well as intangible judgements such as their dedication to the role, which may be estimated by how they prepared for the interview, or whether they would be a good member of the board or a good leader. For example, it is equally important for a head of PR to be able to make a new member feel welcome in their committee as it is to be an expert in Photoshop.

### 2.5.2. Diversity

Diversity was taken into account in terms of nationality, gender, educational background, and previous experience within the organisation. The Committee's discussions were limited by the candidates that applied. The candidates were international, which made achieving a nationally diverse field of nominations relatively simple.

A large number of the candidates applying for the presidium were women. This was something that the Committee discussed; at the same time, other factors relating to diversity, such as the candidates' educational backgrounds and previous experience in UPF were also considered.

The trade-off between different aspects of diversity was discussed, and it was agreed that it was inevitable that some areas of diversity would be sacrificed if the Committee tried to boost diversity in other areas. The Committee was satisfied that they had found a good balance between different aspects of diversity within the board, while also ensuring that the most qualified candidate was nominated for each position.

### 2.5.3. Nominating candidates to positions they haven't formally applied for

The Committee would end the interview by asking the candidates if they would like to be considered for other positions within the organization. This was so that if any positions were left vacant that the candidate had strongly considered applying for, the Committee could potentially interview them again for that position.

The Committee was however aware that it had to balance trying to potentially fill all vacant spots open for election with the risk of overreaching and trying to "build a board/organisation" rather than allowing vacant positions to be filled organically by members being able to register as a candidate or open up for free nomination for one of the vacant positions at the annual meeting. However, this possibility was never used. All candidates that were nominated were nominated for a position that they formally applied for.

The question was, nevertheless, a useful one, and as long as future years' Nomination committees are aware of the question's pitfalls and potential to be misused, it may be useful in a situation where there is a shortage of candidates across the board.

### 2.5.4. Impartiality

In the case that a member of the Committee had a conflict of interest (for example a personal relationship to the candidate), the Committee member

would be the one taking minutes during the interview (for the protocol). The member would abstain from both the initial discussion after the interview and voting on the candidate in the case that the decision would come down to a vote.



## Attachment 6:

Nominations

UPF Board 2021-2022 Election Committee

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President

Henrietta Kulleborn

Vice President

Miljaemilia Wala

Secretary

Agnieszka Gryz

Treasurer

Vacant

UFS Representative

Karolina Boyoli

Heads of the Activity Committee

Chunchu Song

Vacant

Heads of the Career Committee

Eveline Verhaar

Vacant

Heads of the Lecture Committee

Annie Anderek

Magda Andersson

Vacant

Heads of the PR Committee

Camilla Castelanelli

Jette Strohschneider

Heads of the Travel Committee

Linnea Svensson Rotberg

Vacant

Editors-in-Chief of the Perspective Magazine

Bahadir Sirin

Vacant

Editors-in-Chief of the Perspective Pod&Radio

Ismar Didić

Vacant

Editors-in-Chief of The Perspective Webzine

Ellen Löfgren

Ondrej Gomola

Other elective positions:

Auditor

Vacant

Head of the Nominating Committee

Vacant

Member of the Nominating Committee

Vacant

Vacant

Vacant

Vacant

## Attachment 7:

Candidates  
Annual Election Meeting Election Committee  
2021-2022

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President  
Henrietta Kulleborn

Vice President  
Miljaemilia Wala

Secretary  
Agnieszka Gryz

Counter-candidate(s):  
Christopher Fletcher Sandersjö

Treasurer  
Vacant

Registered candidate(s):  
Emma Baker

UFS Representative  
Karolina Boyoli

Heads of the Activity Committee  
Chunchu Song  
Vacant

Heads of the Career Committee  
Eveline Verhaar  
Vacant

Registered candidate(s)  
Johan Schneider

Heads of the Lecture Committee  
Annie Anderek  
Magda Andersson  
Vacant

Registered candidate(s)  
Sofia Gierow

Heads of the PR Committee  
Camilla Castelanelli  
Jette Strohschneider

Counter-candidate(s):  
Caroline Danielsson

Heads of the Travel Committee  
Linnea Svensson Rotberg  
Vacant

Editors-in-Chief of the Perspective Magazine  
Bahadir Sirin  
Vacant

Editors-in-Chief of the Perspective Pod&Radio  
Ismar Didić  
Vacant

Editors-in-Chief of The Perspective Webzine  
Ellen Löfgren  
Ondrej Gomola

Other elective positions:  
Auditor  
Vacant

Head of the Nominating Committee  
Vacant

Member of the Nominating Committee  
Vacant  
Vacant  
Vacant  
Vacant

Registered candidate(s)  
Damla Akkemik

## Attachment 8:

### Background

The Inspector position is a new position that was established when the new UPF Statutes entered into force on October 30th 2020. According to point 9 in the UPF Statutes the position is elected at the Annual Election Meeting for a period of 2 years and does not have to be announced. Furthermore, the position is prepared by the Board of the Association.

Because the Presidium works, and acts as a preparatory organ for overall operational matters, the point was brought up for a discussion at a Presidium meeting. There it was suggested that Rikard Bengtsson is a UPF alumni who is currently working at LU and is always helpful towards UPF. Because of this, Rikard seemed to be a clear candidate for taking on the UPF Inspector position. A formal request was sent to Rikard with a description of what the position would entail and the intent to nominate him as the UPF Inspector before the Annual Election Meeting if he accepts the nomination. Once he accepted the nomination, the Board approved to Rikard Bengtsson as the Boards proposition for Inspector to the Annual Election Meeting via Per Capsulam Decision.

### Motivation

Rikard Bengtsson is currently an Associate Professor at the Department of Political Science. While studying at Lund University he was also an active in UPF where he held two different board positions: First Head of Lecture and then President. Rikard has for the past years been a great support to the association and the Board. He has supported UPF by providing board members with help reaching lecturers within specific subjects, connected UPF members to mentors in the Mentorship Programme which is in collaboration with the Diplomatic Club and been available to assist other former board members with other sorts of help.

Furthermore, as an Associate Professor and a social scientist, he is in a position that gives him knowledge and a broad network that have been, and will continue to be, very helpful for UPF. Consequently, he has always been a great asset throughout the years. Because of this, the Board of UPF believes that Rikard will be great Inspector for UPF as he both have work experience relevant to help the Association fulfill its purpose as well as experience of what it's like being active in our Association.

### Proposal

The Board proposes that the Annual Election Meeting decides

To elect Rikard Bengtsson as the UPF Inspector for 2021-2023.

Soha Kadhim  
President 20/21

## Attachment 9:

### Motion about adopting Rules and Regulations

#### Background

Little over one year ago, UPF started working on revising its regulatory documents and adopting new documents to create better transparency and accountability within the Association. When revising the former UPF By-laws, which resulted in our new UPF Statutes, the vision was to establish a secondary document that would act as a complement to the UPF Statutes.

#### Purpose

It is stated in the Statutes that the Rules and Regulations should exist within the hierarchy of the steering documents of the Association, the aim is therefore to fulfill this statement and reiterate the hierarchy of the steering documents.

The Rules and Regulations is created to give an in-depth description regarding the structure of the Association with the goal to make UPF become more transparent in its work. This would be done by having the obligations and responsibilities for all the positions, committees, projects and groups public to ensure that there is a clear understanding of what each position entails. Consequently, the aim is therefore to make each organ and each position clear, not only the Board but for our members as well to increase the accountability within the Association. Moreover, it is created to ensure that potential trustees and board members know what they sign up for when they candidate for certain positions so that they feel like they can perform their tasks to the best of their abilities.

#### Proposal

We propose that the Annual Election Meeting decides

To adopt the Rules and Regulations

Soha Kadhim, President 20/21

Anna Mizser, Head of Career 20/21

Henrietta Kulleborn, Head of Activity 20/21

## Attachment 10:

UPF Lund

### Rules and Regulations

This document sets the rules and regulations for the work of UPF and exists to complement the UPF Statutes with in-depth descriptions in regards to each organ, position, committee, project and working group of the Association. The aim of this document is to achieve better transparency and accountability, where the work of UPF is clear for all members interested in

understanding what we offer and how we operate.

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#### I. Introduction

##### Starting point

The Rules and Regulations document is a complement to the UPF Lund's Statutes and serves to further describe and regulate the associations' different bodies and positions of trust. In case of conflict, the statutes have precedence. The Annual Meeting owns the Rules and Regulations. A change requires one (1) Annual Meeting decision.

##### Language

The Association of Foreign Affairs Lund (UPF Lund) attaches great importance to a diverse participation and the principle of all students being able to represent themselves. Therefore, the working language at all meetings within the association shall be in English. Documents

for all meetings shall be written in English.

#### Rules of Procedure

The Rules of procedure regulates managerial and decision-making matters. The Rules of Procedure gives an overview of the most important rules UPF simulations should follow. The Rules of procedure can be found in a separate procedural document on the website. The Board owns the Rules of procedure. A change made to the procedural document requires one (1) decision by the Board.

#### The Annual Meetings

The Annual Meetings consist of the Annual Election Meeting and the Annual Meeting. The Annual Meetings are the highest decision-making body of UPF Lund. The Annual Meetings owns the Statutes and Rules and Regulations. The Annual Election Meeting elects people to the internal positions of the Association and handles motions submitted to the meeting. The Annual Meeting takes decisions about the various documents that will regulate the upcoming fiscal year. This can for example include the Operational Plan and the Operational Budget.

#### II. Instructions for the Board

The Board is appointed by the Annual Election Meeting and consists of the Presidium and the Heads of each respective committee, with exception to the Nominating Committee. The Board assumes their roles on the 1st of July for a mandate period of one (1) year (until June 30th). The Board meets regularly and works closely with the activities of the Association. The Board acts as the highest decision-making organ for the Association between the Annual Meetings and handles questions that are closer to regular operations, such as by-elections, takes operational decisions and carries out activities on the behalf of the Association. The Board is responsible to regularly evaluate, establish and revise the Association's regulatory documents under the Statutes and Rules and Regulations.

#### §1 The Board is collectively obligated to

- Be responsible for running the regular operations,
- Have an overview of all activities organized by the Association,
- Make sure changes that have been decided upon are implemented,
- Understand and follow the Association's steering document
- Ensure good relations and transparency towards the members of the Association,
- Act as the link between the Board and the committees, and
- Work actively with recruitment.

#### §2 Every Board Member is obligated to

- Attend and actively participate in the board meetings,
- Inform the Presidents and have their absence approved for missing board meetings,
- Come prepared to the board meetings by reading the documents sent out beforehand,
- Always act in the best interest of the Association,
- Attend important recruiting events as a UPF representative, this includes but is not limited to:
  - Hälsningsgillet (Expo Fair),
  - Student Association Fair (SAF),
  - Get Active events,
  - Board trips, and
  - Mingles organized in conjunction with big events.
- Maintain the office. This includes but is not limited to
  - Having office hours which includes being available to members,
  - Cleaning the office, and



- Purchasing fika, on a weekly basis.
- Always work on making sure that the operations within committees and groups are conducted in an inclusive and transparent manner.

§3 The Board is furthermore responsible for creating a Project of the Year. This project must be decided upon through a board decision.

§4 Once the project is decided upon, a project group shall be elected to execute the project. This project should consist of both BoardMembers and regular Members.

§5 The project group is obligated to

- Amongst themselves appoint a person with the responsibility to call for meetings and report back to the Board with their progress,
- Report back to the Board about plans and updates regarding the project, and
- Do the work within their mission according to the instructions they have been given by the Board.

### III. Instructions for the Presidium

The Presidium consists of the President, the Vice President, the Secretary, the Treasurer and the UFS-representative.

§1 The Presidium should at the beginning of each operational year decide how the work of the Presidium shall be conducted throughout the year.

§2 The Presidium is responsible to

- Act as a preparatory organ for the organisational matters of the Association,
- Be a support for the President and the Vice President when needed, in regards to the overall associational matters, and
- Make sure that Knowledge Exchanges are carried out during the operational year.

#### I. Instructions for the President

The President is appointed by the Annual Election Meeting and is a part of the Presidium. The President holds the utmost responsibility. The position is held by one (1) individual.

§1 The President is responsible for representing the Association externally.

§2 The President is the media spokesperson for the Association. The President has the possibility to delegate parts of this responsibility to other members of the Board.

§3 The President is responsible for making sure that the operations comply with the regulatory documents as well as the purpose of UPF during their mandate period.

§4 The President holds the authority to interpret regulatory documents in accordance with §11.1 in the Statutes.

§5 The President is obligated to

- Always act in the best interest of the Association,
- Coordinate the Board,
- Coordinate the Nominating Committee,
- Have a good knowledge of the Association's finances as the individual signatory,
- Have a good knowledge of the regulatory documents of the Association,
- Together with the Treasurer set the Operational Budget,
- Assist the Treasurer in questions regarding the budget, payments and finances of the

Association,

- Together with the Treasurer write applications for grants that UPF applies for on a yearly basis. This includes but is not limited to
  - Folke Bernadotteakademi (FBA),
  - ForumCiv, and
  - Myndigheten för Ungdoms- och Civilsamhällesfrågor (MUCF).
- Together with the Treasurer write reports for the grants that UPF have applied for,
- Make sure that ansvariga utgivare (eng translation: publishers) are elected for the media committees and that the elected candidates are reported to the proper authorities prior to the beginning of November each year,
- Uphold a good relationship with collaboration partners and sign new agreements,
- Attend the UFS Annual Assemblies together with the UFS Representatives and vote in accordance with discussions and/or decisions taken by the Board prior to the Annual Assemblies,
- Manage the UPF Google account,
- Coordinate external education organized by third parties, and
- Educate the Board and Trustees in UPFs regulatory documents.

§6 The President is furthermore responsible together with the Vice President to

- Provide assistance to Board Members and Trustees when needed throughout the year,
- Set dates for Board Meetings and Annual Meetings,
- Compose an Operational Plan and Annual Plan in accordance with the Statutes,
- Evaluate collaboration agreements on a yearly basis, and if needed together with the Treasurer,
- Evaluate potential collaboration request(s) and present proposal(s) to the Board,
- Continue to look for new beneficial collaborations on behalf of the Association throughout the operational year,
- Make sure that the Association has a recruitment strategy for the operational year,
- Make sure Get Active events are organized and that UPF are present at fairs during the academic year,
- Plan board kick-offs and board kick-out,
- Hold individual talks for board members and trustees, and
- According to all evaluations conducted on behalf of the Presidents or Association, strive to adjust the operations in conjunction with the results.

§7 The President is not limited to the points mentioned in this document and should understand that other tasks will potentially end up being their responsibility during the operational year.

§8 The President is responsible for regularly assessing and communicating tasks that are both specific and common with the Vice President.

§9 A President can resign by informing the Board of their decision at a Board Meeting, or call for an extra board meeting if no meeting is scheduled within a reasonable time.

## II. Instructions for the Vice President

The Vice President is appointed by the Annual Election Meeting and is a part of the Presidium. The Vice President position is held by one (1) individual.

§1 The Vice President assists the President in their duties throughout the operational year. In case the President is absent, the Vice President is responsible for carrying out the duties of the President as regulated in the Statutes as well as this document.

§2 The Vice President can assist the President in making sure that the operations comply with the regulatory documents as well as the purpose of UPF during their mandate period.

§3 The Vice President is responsible for the internal communication of the Association. The tasks included are to

- Coordinate the Presidium,
- Coordinate the Trustees that are not part of a committee, with the exception of the Nominating Committee,
- Compose and send weekly updates to the Board,
- Manage the UPF Slack account,
- Plan internal education(s) for the Board & Trustees, and
- Take the President's reporting at Board Meetings.

§4 The Vice President is obligated to

- Always act in the best interest of the Association,
- Have a good understanding of the Association's regulatory documents and finances,
- Assist the Treasurer and President in writing the Operational Budget, Grant applications and reports, if requested,
- Continuously promote and strengthen a healthy work environment for the Board, Trustees and Active Members by creating evaluations;
  - Regarding the stress levels of Board Members and Trustees,
  - Regarding organizational matters and procedures, and
  - For active members regarding their ability to develop and affect the work of their committee.

§5 The Vice President is furthermore responsible together with the President to

- Provide assistance to Board members and Trustees when needed throughout the operational year,
- Set dates for Board Meetings and Annual Meetings,
- Compose an Operational Plan and an Annual Report in accordance with the Statutes,
- Evaluate collaboration agreements on a yearly basis, and if needed together with the Treasurer,
- Evaluate potential collaboration request(s) and present proposal(s) to the Board,
- Continue to look for new beneficial collaborations on behalf of the Association throughout the operational year,
- Make sure that the Association has a recruitment strategy for the operational year,
- Make sure that Get Active events are organized and that UPF has a presence in fairs during the academic year,
- Plan board kick-off and kick-out,
- Hold individual talks with Board Members and Trustees,
- According to evaluations, strive to adjust the operations of the Association in conjunction with the results.

§6 The Vice President is not limited to the points mentioned in this document and should understand that other tasks will be their responsibility during the operational year.

§7 The Vice President is responsible for regularly assessing and communicating tasks that are both specific and common with the President.

§8 In case the President resigns, the Board can call for an Extra Annual Meeting to

elect a new President, if deemed necessary by the Board. The Vice President assumes the role of Acting President until a new President is elected.

### III. Instructions for the Secretary

The Secretary is appointed by the Annual Election Meeting and is a part of the Presidium. The Secretary is responsible for upholding the administrative duties that are mentioned in this section. The position of Secretary is held by one (1) individual.

§1 The Secretary is responsible for writing, making public, and archiving the protocol from board meetings.

§2 The Secretary is obligated to

- Have a certain knowledge of the Rules of Procedures And the Statues,
- Administer the membership registry as well the Senior Collegium registry,
- Write the weekly newsletter, and
- Make sure that the year has been documented and archived in the AF archive, or another suitable alternative.

### IV. Instructions for the Treasurer

The Treasurer is appointed by the Annual Election Meeting and is a part of the Presidium. The Treasurer is responsible for the Association's financial matters. The position of Treasurer is held by one (1) individual.

§1 The Treasurer is obliged to

- Together with the President write the Operational Budget,
- Together with the President apply for Grants. This includes but is not limited to:
  - Folke Bernadotteakademin (FBA),
  - ForumCiv,
  - Myndigheten för Ungdoms- och CIVILSAMHÄLLESFRÅGOR (MUCF).
- Together with the President write Grant reports
- Manage the Association's accounting,
- Write quarterly reports,
- Reimburse members for any UPF related expenses,
- Take part in meetings with paying collaboration partners of the Association if deemed necessary,
- At the end of the operational year write an AnnualBudget Report,
- Assist the Board with any questions regarding the budget, payments and finances of the Association, and
- At the beginning of the operational year make sure that the Heads of the different committees understand how their budget is structured and what parts of their budget are earmarked for various Grants.

### V. Instructions for the UFS-Representative

The UFS Representative is appointed by the Annual Election Meeting and is a part of the Presidium and the Board of UPF. The UFS Representative is furthermore a part of the Board of the Swedish Association of Foreign Affairs (SAIA/UFS). The position is held by (1) one individual.

§1 The UFS Representative is responsible for representing the Association's Board and its members in the Board of the Swedish Association of Foreign Affairs

§2 The UFS Representative is obliged to

- Work in accordance with the standpoints and interests of both the Association's Board and its members,
- Attend local and national board meetings. In case these meetings collide, prioritize the UFS Board Meeting,
- Attend the UFS Annual Assemblies together with the President,
- Commit to upholding constant transparency and communication between the Association's board and the UFS board, and
- Regularly update the Board and Presidium regarding points that will be or have been discussed at the national level. The UFS Representative should furthermore ask for instructions on how to vote on certain matters at national board meetings during the operational year.

§3 The UFS Representative is responsible for creating a channel of communication for the Board regarding UFS matters that cannot be discussed at board meetings but is still relevant for the Board.

#### IV. Instructions for the Committees

##### I. Generic instructions

§1 The Heads of the Committees are responsible for understanding how their committee budgets are structured and use their budgets in accordance with the Association's norms and guidelines.

§2 The committees are responsible for producing events or contents in line with stipulations of approved grants for the Association.

§3 The committees are responsible for planning and carrying out social events and committee hangouts for their active members.

§4 In case working groups are established within a committee, they will be responsible to

- Amongst themselves appoint a person with the responsibility to call for meetings and report back to the Committee,
- If requested by the Heads of the Committee, take minutes at the meetings and report these back to the Heads of the Committee,
- Do the work with their mission or within their focus according to the instructions they have been given by the Heads of the Committee, and
- In case of dissolution due to; lack of active members, having finished their assignment or any other reasons, give a report on the operations to the Heads of the Committee.

§5 If a committee has Trustee positions, the positions will be announced by the Heads of the Committee and are elected internally by the committee as a collective.

§6 If a Trustee wishes to resign from their position, they must inform the Heads of the Committee of their decision, and resign according to what has been agreed upon.

##### II. the Activity Committee

The Activity Committee exists to create a social context in the Association. The committee is led by two (2) Heads of the Committee.

§1 The Activity Committee is responsible for organizing all social events for either

the Association or active members.

§2 The Activity Committee consists of active members and Heads of the Activity Committee. The committee is open and any UPF member can, at any point, become active in the Activity Committee.

§3 The Activity Committee is obligated to

- Every year arrange events, and
- To plan and carry through the Association's recurring social activities including but is not limited to
  - o Sittings,
  - o Annual ball,
  - o Pub nights,
  - o Sports events, and
  - o Inter-committee events.

§4 The Heads of Activity Committee are obligated to

- Summon the Activity Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Activity Committee is following the policies and other steering documents within the Association.

§5 The Activity Committee has three (3) trustee positions. One (1) Ball Coordinator, and one (1) QuizMaster; (1) Event Description Lead.

§6 The Ball coordinator is responsible for planning and coordinating the UPF's annual ball. The Ball Coordinator is furthermore responsible for

- Keep the Heads of Activity updated with the progress of the Ball planning, and
- Ensure that the PR Committee receives marketing information according to their guidelines.

§7 The QuizMaster is responsible for initiating quiz planning, and create quizzes with the help of committee members.

§8 The Event Description Lead is responsible for drafting descriptions of different events with the help of the committee members.

### III. the Career Committee

The Career Committee exists to create a link between the work-life and the Association's members. The committee is led by two (2) Heads of the Committee.

§1 The Career Committee is responsible for the career-related events for active members and members of the Association.

§2 The Career Committee consists of active members and Heads of the Career Committee. The committee is open and any UPF member can, at any point, become active in the Career Committee.

§3 The Career Committee is obligated to

- Every year arrange seminars with a connection to career for all members of the Association, and

- To plan and execute:
  - The Networking Event,
  - The Mentorship Programme, and
  - The Prep-Course every working year.

§4 The Heads of the Career Committee are obligated to

- Summon the Career Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Career Committee is following the policies and other steering documents within the Association.

§5 The Career Committee has two (2) Trustee positions. One (1) Prep Course Lead and one (1) Booking Manager.

§ 6 Prep Course Lead is responsible to

- Coordinate bookings and schedules for the Prep Course,
- Coordinate the invites for the Prep Course,
- Oversee the broader themes of the Prep Course, and
- Being in close contact with the Heads of the Career Committee to coordinate the work.

§ 7 Booking Manager is responsible to

- Book all potential trips, hotels, seminar rooms that are necessary for the events being planned.
- Being in close contact with the Heads of the Career Committee to coordinate the work.

#### IV. the Lecture Committee

The Lecture Committee exists to create lectures and panels that broadens the members' understanding of foreign affairs with a specific focus on current topics and developments. The committee is led by three (3) Heads of the Committee.

§1 The Lecture Committee is obligated to plan and execute lectures and panel discussions on behalf of the Association.

§2 The Lecture Committee consists of active members and Heads of the Lecture Committee. The committee is open and any UPF member can, at any point, become active in the Lecture Committee.

§3 The Heads of the Lecture Committee are obligated to

- Summon the Lecture Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan,
- Make sure that the Lecture Committee is following the policies and other steering documents within the Association, and
- Strive to organize events in accordance with the association's contractual obligations.

#### V. the Magazine Committee

The Magazine Committee exists to create and publish written content in the form of The Perspective Magazine. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Magazine Committee.

§1 The Magazine Committee is responsible for quarterly publishing and printing The Perspective Magazine.

§2 The Magazine Committee consists of active members and Heads of the Magazine Committee. The members are appointed by the Heads of the Magazine Committee.

§3 The Magazine Committee is obligated to

- Assemble the editorial team,
- Quarterly write, publish and print The Perspective Magazine, and
- To make sure that proper disclaimers are added to Magazine issues that are connected to various Grants.

§4 The Heads of Magazine Committee are obligated to

- Summon the committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Magazine Committee is following the policies and other steering documents within the Association.

§5 Magazine Committee has two (2) Sub-Editor trustee positions.

§6 Sub-Editors are responsible to

- Take on additional editorial responsibilities which are decided upon together with the Editors-in-Chief,
- Help develop articles as well as potentially writing their own articles,
- Proof-read and edit other reporters' work by providing in-depth commentary and feedback for the reporters on flow, grammar and angle,
- Fact-check the sources, and
- Be the contact person in case reporters have questions regarding comments given on their articles.

VI. the Pod&Radio Committee

The Pod&Radio Committee exists to create audible content for the association in the form of live radio shows and podcasts. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Pod&RadioCommittee.

§1 The Pod&Radio Committee is obligated to produce audible content for the Association.

§2 The Pod&Radio Committee consists of active members and Heads of the Pod&Radio Committee. The committee is open and any UPF member can, at any point, become active in the Pod&Radio Committee.

§3 The Heads of Pod&Radio Committee are obligated to

- Summon the Pod&Radio Committee,
- Lead the meeting of the committee,
- Provide an introduction to the members of the broadcasting, recording and editing software used,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Pod&Radio Committee is following the policies and other steering documents within the Association.



§4 The Pod&Radio Committee has two (2) trustee positions. One (1) Live Show Trustee and, one (1) Editing Trustee.

§5 The Live Show Trustee is responsible to

- Host the live shows,
- Understand and handle the programme that is being used in the studio for live shows, and
- Coordinate the committee members that are to be part of the live shows.

§6 The Editing Trustee is responsible to

- Support to the committee members, and
- Edit shows in accordance with what has been decided upon with the Heads of Pod&Radio.

VII. the PR Committee

The PR Committee exists to promote the Association and its activities to potential and existing members. The committee is led by two (2) Heads of the Committee.

§1 The PR Committee is responsible for the marketing of events organized by the Association as well as the Association as a whole.

§2 The PR Committee consists of active members and the Heads of the PR Committee. The committee is open and any UPF member can, at any point, become active in the PR Committee.

§3 The PR Committee is obligated to

- Promote what is happening in the Association and keep current members up to date with activities, board meetings, and other important information,
- Promote the advantages of becoming an active member, and
- Maintain the official website of UPF Lund (upflund.se).

§4 The Heads of the PR Committee are obligated to

- Summon the PR Committee,
- Lead the meeting of the committee,
- Be responsible for carrying out the visions from the Operational Plan,
- Make sure that the PR Committee is following the policies and other steering documents within the Association,
- Create and develop merchandise on behalf of the Association, and create opportunities for input from the Board, and
- In conjunction with ordering merchandise, inform the Board of any rules or structure in place for how to sell the merchandise during the operational year.

§5 The PR Committee has three to five (3-5) trustee positions. One to two (1-2) Social Media Lead(s), One (1) Graphic Design Lead, One (1) Website Lead, and One (1) Video Lead.

§6 Social Media Lead(s) are responsible to

- Post the majority of the Facebook, Instagram, Twitter and LinkedIn social media content for UPF events and activities,
- Do the majority of the live posting on social media during UPF events and activities, and
- Dedicate at least 1h per week to these responsibilities.

§7 Graphic Design Lead is responsible to

- Create the graphics for the weekly lectures,
- Create the graphics for events when committee members have not shown interest in doing it themselves, and
- Send the final images for reviews and edits to the Heads of PR.

§8 Website Lead is responsible to

- Update the upflund.se website aesthetics and functionality on both browser- and mobile view,
- Manage biweekly backend and plugin updates in the upflund.se website,
- Manage the Announcements/Weekly activity section on the website,
- Dedicate at least 1 hour per week to these responsibilities, and
- Take on additional tasks which have been agreed upon with the Heads of PR. This may include performing similar maintenance on the perspective.se.

§9 Video Lead is responsible to

- Write script for, planning, directing, shooting and editing a 1-2 minute promotional video for the association with the help from the PR Committee and the Heads of PR, and
- Potentially, pilot creative short video project(s) and contribute to improving the UPF YouTube channel.

VIII. the Travel Committee

The Travel Committee exists to create travels abroad for the members of the Association. The committee is led by two (2) Heads of the Committee.

§1 The Travel Committee organizes the international trips of political interests for the members of the Association.

§2 The Travel Committee consists of active members and Heads of the Travel Committee. The members are appointed by the Heads of the Travel Committee.

§3 The Travel Committee is obligated to

- Arrange two trips per operational year; one during the Autumn semester and one during the Spring semester, and
- To spread the travel experiences to the UPF members. This can be achieved with help from the media committees and their channels.

§4 The Heads of Travel Committee are obligated to

- Summon the Travel Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan,
- Make sure that the Travel Committee is following the policies as well as the other steering documents within the Association, and
- Inform of and collect relevant information of memberstravelling before departure.

§5 The Travel Committee has two (2) Trustee positions. One (1) Travel PR Lead and, one (1) Travel Podcast Lead.

§6 The Travel PR Lead is responsible for:

- The UPF Instagram account during the duration of the trip and there document the trip to the UPF members, and

- The PR working group within the committee.

§7 The Travel Podcast Lead is responsible for:

- Produce at least one podcast during the trip, and
- For the Podcast working group within the committee.

#### IX. the Webzine Committee

The Webzine Committee exists to create online articles for UPF on theperspective.se. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Webzine Committee.

§1 The Webzine Committee is responsible for the online articles of the Association's media outlet called The Perspective.

§2 The Webzine Committee consists of active members and Heads of the Webzine Committee. The committee is open and any UPF member can, at any point, become active in the Webzine Committee.

§3 The Webzine Committee is obligated to

- To write and publish at least one article per week about foreign affairs, and
- To ensure a good variety in topics and a geographical diversity in the subject of articles.

§ 4 The Heads of the Webzine Committee are obligated to

- Summon the Webzine Committee to meetings,
- Lead the meetings of the committee,
- Take minutes at the meetings and report these back to the committee,
- Be responsible for carrying out the visions from the Operational Plan,
- Make sure that the Webzine Committee is following the policies and other steering documents within the Association,
- Edit and publish articles written by the committee, and
- Keep The Perspective website up to date, together with the Heads of the other media committees.

§5 The Webzine Committee has two to three (2-3) Sub-Editors.

§6 The Sub-Editors of the Webzine Committee are responsible to

- Work closely with the Heads of the Committee and handle articles from the point they are handed in by a writer, to publishing,
- Handle practical duties such as editing articles, includes the tasks of:
  - Remove spelling mistakes and grammatical errors,
  - Revise material/prompting sentences,
  - Create a better flow that reads better and adheres to the house style of a particular publication,
  - Ensure that a story fits a particular word count by cutting or expanding material as necessary,
  - Check facts and hyperlinks presented in the article to ensure that they are accurate, adhere to copyright laws, are not unfounded or based on personal opinions, and
  - Crop photos and decide where to use them for the best effect and make sure that the photos are hyperlinked and are included in the same document as the article.
- Manage and respond to emails that are sent to the Sub-Editors inbox,

- Take some additional responsibility for theme weeks, and
- Occasionally assist the Heads of the Committee in running the weekly meetings or taking notes when for example one of the Heads of the Committee cannot make it.

## V. Instructions for policy-related positions

### I. Instructions for the Crisis Group

The Crisis Group is elected by the beginning of the operational year and assumes their roles effective immediately. As mentioned in the Crisis and Risk Mitigation Policy the group should only consist of board members and one of the members should be the President or the Vice President. The Crisis Group should be elected at the first or second board meeting of the operational year.

#### §1 The Crisis Group is obligated to

- Follow the Crisis and Risk Mitigation Policy,
- In case of the need to divert from the policy, be transparent with the Board and motivate why they have diverted from their original mandate,
- Make sure that the Policy is up to date and reflects the operations of the Association, and
- Do an inventory every year for the first aid-kit as well as make sure the Association has everything required to handle a crisis. List of items are provided in the Crisis and Risk Mitigation Policy.

§2 In the case that one of the members of the Crisis Group resigns, a new person from the Board should be elected at the next board meeting.

### II. Instructions for the Discrimination & Harassment Contact (DHC)

At the beginning of the operational year, two individuals should be chosen to act as the Associations Discrimination & Harassment Contact person(s). One of these individuals should be a board member and the other should be an active member.

#### §1 The Discrimination & Harassment Contacts are obligated to

- Actively work to prevent discrimination and sexual harassment from occurring within the organisation,
- Be available to help in situations of discrimination and/or sexual harassment,
- In a situation of discrimination and/or sexual harassment, follow the steps stated in the 'Discrimination & Harassment Contact Policy',
- Handle all information in a confidential manner, and
- Act in an as transparent manner as possible in situations when it's feasible.

§2 In case a Discrimination & Harassment Contact person wishes to resign, they can do so by informing the President of their decision. A new contact person will then be by-elected at a Board Meeting.

§3 The election procedure of electing and by-electing Discrimination & Harassment Contacts are handled by the Nominating Committee.

## VI. Other Trustee positions

### I. Instructions for the Nominating Committee

The Nominating Committee is elected by the Annual Election Meeting and assumes their roles for the following operational year. The committee consists of a maximum of five (5) members and two (2) alternates.

§1 The Nominating Committee is obligated to

- Follow the instructions stated in the Statutes in how to conduct their operations,
- Prepare the elections that are made by the Annual Election Meeting,
- Ensure that the application period is open for at least two (2) weeks,
- Treat all candidates applying for the same positions equally,
- Divide the responsibilities during an interview to ensure that the member of the committee is not leading the interview and taking notes,
- Collect necessary information about the candidates, their qualifications and experiences that can be of relevance to the position they are candidating to,
- Present the reasons for the Nominating Committee's nomination of a candidate,
- Ensure that the election process upholds a certain level of confidentiality when it comes to candidates,
- Abstain from voting in case of conflict of interest for one of the candidates,
- Answer questions about the candidate(s), and
- Answer questions about the procedures for the nomination process.

§2 The Nominating Committee is responsible to

- Conduct the processes for elections taking place at the Annual Election Meeting or at a board meeting, unless otherwise stated in this document or in the Statutes,
- Plan the interviews prior to the announcement of the application period,
- Make sure that their decisions are guided by the guidelines set forth, by both public and private documents,
- Inform the members about the Association's positions of trust and how members shall proceed in order to candidate, or nominate someone, and
- Collect the necessary information about the Association's position of trust.

§3 The Chairperson of the Nominating Committee is obligated to

- Summon the Nominating Committee,
- Make sure that the Nominating Committees work is done thoroughly and in a transparent manner, and
- In case of a draw, have the tie-breaking vote.

§4 In the case of resignation inform the President of their decision. If the Nominating Committee ends up not reaching its quorum, an election of replacements will take place via an Extra Annual Meeting.

II. Instructions for the Auditor(s)

The Auditor(s) is/are elected at the Annual Election Meeting and assume their roles the following fiscal year with a mandate period of one year. After the finished mandate period, the auditor(s) is/are expected to review the Annual Report, the Board's decisions and the Association's finances and send an Audit Report to the Annual Meeting. Because the Auditor(s) job requires impartial review, the Auditor(s) are not allowed to be active in the Association's daily operations, nor do anything that can question their impartiality towards the Board.

§1 The Auditor(s) are obligated to

- Continuously review the Association's management and operations,
- Submit a report including auditing of the Association's decisions, operations, finances as well as the Annual Report,
- Submit a suggestion regarding a decision of discharge for the Board of UPF,
- Continuously suggest required changes in Statutes and other steering documents and

current practice, and

- Best extent to be present at the highest decision-making bodies of the Association.

§2 If the Auditor wishes to resign, they do so by informing the President of their decision. A new auditor will then be appointed via an Extra Annual Meeting.

### III. Instructions for the Inspector

The function of the Inspector is to advise and support the management of the Association's work in a limited manner if requested by the Presidium and/or the Presidents. The Inspector is elected at the Annual Meetings and is held by one (1) individual. The Inspector can support the Association through their network by contributing with names of interesting people for events organized during the operational year.

§1 The Inspector is always welcomed and encouraged to participate in the recurring activities of the Association. If the Inspector is present at social events, and interested, they can hold a speech at these events.

§2 If the Inspector wishes to resign they do so by informing the President of their decision.

### III. Instruction for the Senior Collegium

The Senior Collegium is a network consisting of former board members, deputy board members, trustees elected at the Annual Meetings, honorary members and distinguished members nominated and elected by members of the Collegium. The Collegium is an alumni network which aims to keep former active members of UPF Lund connected after the end of their commitment.

§1 The Senior Collegium is divided into two (2) different groups. One (1) Senior Group and one (1) Working group.

§2 The Senior Group consists of two to five (2-5) alumni that are elected at the Annual Meetings. Their mandate extends over two operational years and are responsible for

- Being a support system for the current board and specifically the Presidium,
- Be in charge of maintaining contact with the Senior Collegium,
- Have an overview of the system used to coordinate the Senior Collegium and the contact with members in the Collegium, and
- Plan the Senior Collegium events.

§3 The Senior Collegium working group is established by the Board. The group consists of two to three (2-3) members of the Board including the Secretary. This working group is responsible for

- Continuing to establish the Senior Collegium by locating and contacting old members of UPF Lund and have them sign up to the Senior Collegium.
- To keep order in the Senior Collegium and keep it up to date, and
- To work towards an efficient and suitable system for dealing with the information of the Senior Collegium.

## Attachment 11:

### Motion about amending the UPF Statutes

#### Background

During the last operational year, the former Vice President of 18/19 and myself worked on amending the UPF By-laws which resulted to the UPF Statutes we have in effect today. According to § 2.1 in UPF Statutes it currently states that “UPF is a member of Akademiska Föreningen (AF)...”. To clarify the issue resulting to this motion is that UPF is a Recognized Association by AF and not a member of AF. This mistake was discovered during the renewal of the contract agreement with AF. As titles within AF result to different obligations, it is important that we refer to our partnership/collaboration with third parties and more specifically in this scenario, AF, correctly. We are not members of AF but Recognized Association by AF.

#### Purpose

The purpose of this motion is to make sure that our Statutes is updated to properly reflect what the collaboration between AF and UPF entails.

#### Proposal

I propose that the Annual Election Meeting decides

To replace §2.1 in the UPF Statutes to the following “UPF is a Recognized Association by Akademiska Föreningen (AF) and adopts AF:s policies. UPF is furthermore a member of the Swedish Association of International Affairs (UFS/SAIA).

Soha Kadhim

President 20/21