



ASSOCIATION OF FOREIGN AFFAIRS

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Rules of Procedure

This document sets the Rules of Procedure for the formal meetings of the Association of Foreign Affairs. The document includes formalia for both board meetings, Annual Meetings, and Annual Election Meetings, as well as the procedure for both physical and digital meetings.

CONTENT

1. GENERAL RULES OF PROCEDURE	4
1.1 Speaker's List	4
1.2 Point of Order (POO)	4
1.3 Point of Information (POI)	4
1.4 Point of Clarification (POC)	4
1.5 End of Debate	4
1.6 Reply	4
1.7 Reservation	4
1.8 Note in the protocol	5
1.9 Electoral roll	5
1.10 Summons	5
1.11 Co-opted	5
1.12 Meeting Presidium	5
1.13 Per Capsulum	6
1.14 Late appendix	6
1.15 Proposal	6
2 VOTING PROCEDURES	6
2.1 Bias	6
2.2 Right to vote	6
2.3 Majority	7
2.4 Going into decision	7
2.5 Ways of voting	7
2.6 Abstaining	7
3 ELECTION PROCEDURE	7
3.1 In case of no counter-candidacies	7
3.2 In case of counter-candidacies, or several applicants for the same vacant position	8
3.3 In case of no nomination, no counter-candidacies, and no registered candidates	8
4 ANNUAL MEETINGS	9
4.1 Agenda	9
4.2 Registration	9
4.3 Meeting Presidium	9
4.1 Request the word	9

4.5	Decision rights to the Board	9
4.6	Leaving the meeting	10
4.7	Discharge of responsibility	10
5.	BOARD MEETINGS	10
5.1	Quroum	10
5.2	Frequency	10
5.3	Open Board Meeting	10
5.4	Request the word	10
5.5	Control over the Speaker's List	10
5.6	Per Capsulam	10
6.	DIGITAL MEETING	11
6.1	Leaving the meeting	11
6.2	Sound and video	11
6.3	Request the word	11
6.4	Voting	11
6.5	Digital Election Procedures	11

1. GENERAL RULES OF PROCEDURE

1.1 Speaker's List

If a participant wishes to speak during a meeting, they need to put themselves on the Speaker's List. They do this by indicating this to the person in charge of the Speaker's List. The Association uses a three-column Speaker's List. This means that people who haven't been talking at the current point will be prioritised over those who've spoken once or more.

1.2 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 say "Point of order" aloud, 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.

1.3 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 say "Point of information" or "POI" aloud. You will be given the word, and this request will be prioritized over the current speakers list.

1.4 Point of Clarification (POC)

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

1.5 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 to accept the End of Debate. If accepted, everyone can sign up to the speakers list once more before it is closed.

1.6 Reply

If someone who has the word directly addresses another participant of the Meeting, that participant has the right to reply and therefore forgo the Speaker's List. To do this they have to indicate to the Chair of the Meeting that they want to reply, the Chair of the Meeting then decides if a reply is in order.

1.7 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.

1.8 Note in the protocol

Any member of the Association has the right to leave a note in the protocol. This can be anything they find relevant for future reference.

1.9 Electoral roll

Electoral Roll consists of the members who are eligible to vote.

1.10 Summons

Summons is a notification sent out to the relevant participants to different meetings of the Association. Within the Statutes there are rules of when the summons have to be sent out. In case of these rules not being followed, the meeting cannot take place without the participants' approval.

1.11 Co-opted

The Board can decide to co-opt people to a Board Meeting. The co-opted people have the right to be present and to speak. Co-opted people do not have the right to vote, nor the right to move.

1.12 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 overviewing 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
- 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.

1.13 Per Capsulum

A Per Capsulum decision is a board decision made outside of a Board Meeting, in case of urgent matters.

1.14 Late appendix

In case a document has not been sent into the meeting on time, a decision has to be made by the meeting to accept the document as a late appendix. If not accepted, it shall not be processed during the meeting

1.15 Proposal

Proposal is a suggestion made by a member to the meeting. To submit proposals, you request the word by signing up on the Speaker's List and then verbally 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

Proposals regarding change to motions need to be communicated to the rest of the Meeting in writing.

2 VOTING PROCEDURES

2.1 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.

2.2 Right to vote

2.2.1 Annual Meetings

Members who have paid the membership fee at least ten (10) business days prior to the Annual Meetings have a right to vote at the Annual Meetings. In case of renewing a membership, the renewal must be acquired at least five (5) business days prior to the Annual Meetings.

2.2.2 Board Meetings

Board Members have one vote at the Board Meeting. Heads of Committees and Deputy Board Members receive a voting right in the absence of the Head of Committee and Board Member.

2.3 Majority

A simple majority is reached by more than half of the casted votes. A qualified majority requires two-thirds of the present members at the Meeting with a voting right. A blank vote is to be counted as an abstained vote. Unless otherwise is stated, decisions are made with a simple majority.

2.4 Going into decision

Meeting chair can ask to go into decision or anyone at the meeting can ask for end of debate. One of the key features of the meeting formalia is when we end discussions about an election or other topic and must 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, say “object” aloud to be put on the Speaker’s List. Silence will be interpreted as agreement to help move the meeting along in this new format.

2.5 Ways of voting

2.5.1 Acclamation

Acclamation is a 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 Meeting 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 and attestors will decide the winner.

2.5.2 Secret Ballot

Secret Ballot is a vote where the electoral roll can indicate their choice in an anonymous poll.

2.6 Abstaining

Abstaining means that the person refrains from participating in the election/decision. This shall be communicated to the Meeting before the voting is held. This should always be used when a member of the electoral roll is biased.

3 ELECTION PROCEDURE

3.1 In case of no counter-candidacies

- 1) The Nomination Committee presents the nominated candidate for the position.
- 2) The candidate gets 1-2 minutes to hold a speech.
- 3) The speech is then followed by questions from the Meeting.

- 4) The candidate is taken out of the room, and the Meeting can discuss the candidate. During this time the Meeting can also ask questions to the Nomination Committee.
- 5) As there are no counter-candidacies, speaking in favor of the candidate will not be allowed. One is only allowed to speak against a candidate in case one has information regarding the candidate that could threaten the Association or shows the candidate highly inappropriate for the position. If this happens one is allowed to reply in favor of the candidate.
- 6) The Meeting then votes either by acclamation or secret ballot. This is decided by the Chair of the Meeting.
- 7) The Meeting will be given the results of the election.
- 8) The candidate will be informed of the results outside of the meeting room and then invited back into the Meeting.

3.2 In case of counter-candidacies, or several applicants for the same vacant position

- 1) All candidates except for the nominated candidate are taken out of the meeting room and will be brought back one at a time.
- 2) The Nomination Committee presents the nominated candidate for the position.
- 3) The nominated candidate will then give a 3–4-minute speech.
- 5) The speech is then followed by questions from the Meeting.
- 6) The nominated then leaves the meeting room.
- 7) The same process is repeated for the remaining candidates, one by one, without an introduction from the Nomination Committee.
- 8) Hereafter, all candidates leave the Meeting room, where the floor will be open for discussion. The Meeting then discusses the candidates, both asking questions to the Nomination Committee and speaking in favor for a candidate are allowed.
- 9) One is only allowed to speak against a candidate in case one has information regarding the candidate that could threaten the Association or shows the candidate highly inappropriate for the position.
- 10) The Meeting will then vote through a secret ballot.
- 11) The Meeting will be given the results of the election.
- 12) The candidates will be informed of the results outside of the meeting room and then invited back to the Meeting.

3.3 In case of no nomination, no counter-candidacies, and no registered candidates

- 1) Chair of the meeting will ask if there are anyone willing to free nominate themselves for the position.
- 2) The interested candidate(s) will announce that they are running for the position.
- 3) If there are multiple candidates, one will stay in the meeting room and the others will leave the room.
- 4) The candidate gets 3-4 minute to hold a speech.
- 5) The meeting can ask questions to the candidate(s).
- 6) The other candidate(s) are taken into the meeting room one by one, on the same premises as the first candidate.

- 7) Once all candidates have had a chance to introduce themselves, all candidates leave the meeting room, where the floor will be open for discussion. The Meeting then discusses the candidates, during which speaking in favor for a candidate is allowed.
- 9) One is only allowed to speak against a candidate in case one has information regarding the candidate that could threaten the Association or shows the candidate highly inappropriate for the position.
- 10) A vote will be carried out through a secret ballot. In case of only one candidate, acclamation is allowed and can be decided on by the Chair of the Meeting.
- 11) The Meeting will be given the results of the election
- 12) The candidates will be informed of the results outside of the Meeting room and then invited back to the Meeting.

4 ANNUAL MEETINGS

4.1 Agenda

The Annual Meeting must address what is stated under § 4.6 and § 4.7 in the Statutes. And the Annual Election Meeting must address what is stated under § 4.6 and § 4.8 in the Statutes.

4.2 Registration

Registration has to be conducted before the start of the meeting to make sure that the people present have the right to vote.

4.3 Meeting Presidium

As according to the Statutes, the positions of Meeting Presidium should not to the outmost extent be held by the Presidents or the Secretary of the Association. These persons shall not be up for election during the meeting.

4.1 Request the word

To request the word, you raise your hand in signal to the person in charge of the Speaker's List and they will sign you up on the list. Once you are sure that the person has noted you, you can lower your hand. Once it is your turn the Chair of the Meeting will give you the word.

4.5 Decision rights to the Board

If decisions that the Annual Meeting have the right to decide cannot be fulfilled during the Annual Meeting, the Meeting can give this right to decide to the Board. This shall be used scarcely.

It shall be clearly stated in the Meeting protocol when this option has been used, and which mandate the Board has been given by the Annual Meeting.

4.6 Leaving the meeting

One is only allowed to leave the meeting during breaks. If one has to leave before a scheduled break, then one can ask for the meeting to go in to break. This must be approved by the Meeting.

4.7 Discharge of responsibility

When discussing and deciding on discharging the Board of the preceding operational year of their responsibilities, members of that Board are not allowed to be present in the room.

5. BOARD MEETINGS

5.1 Quorum

The Board is eligible to take a decision when at least half of the board Members with the right to vote are present. If Quorum is not reached the meeting cannot be held.

5.2 Frequency

Board Meetings are scheduled by the Presidents approximately every three weeks, preferably on Thursdays. The day is to be when no other weekly UPF events take place. Board Meetings are held on business days and not to be held over the winter holidays.

5.3 Open Board Meeting

An open Board Meeting is to be held ahead of the annual application period for board positions in the spring. The open Board Meeting is open for all to attend and ask questions during, to learn more about the board work. All non-Board Member participant shall be considered co-opted.

5.4 Request the word

To request the word you raise your hand in signal to the person in charge of the Speaker's List and they will sign you up on the list. Once you are sure that the person has noted you, you can lower your hand. Once it is your turn the Chair of the meeting will give you the word.

5.5 Control over the Speaker's List

In Board Meetings the Presidents oversee the Speaker's List, however they are not excluded from the use of the Speaker's List and need to follow the same procedure as the rest of the participants.

5.6 Per Capsulam

If a Per Capsulam decision has been made, the Board needs to ratify the decision during the closest following board meeting.

6. DIGITAL MEETING

Due to the Covid19 pandemic that started 2020, meetings of the Association were held digitally until 2022. For this, Zoom was used, and this part of the procedure document was drawn up to avoid technical issues before and during the meeting.

The following points are complements to the rest of this document, to be applied when digital meetings are held.

6.1 Leaving the meeting

To leave before the end of the meeting one must inform the vote counters and attester, as well as the Meeting Presidium, before leaving the meeting. The leaving of this person is then announced to the Meeting.

6.2 Sound and video

Participants are muted during the session, unless given the word by the Chair of the Meeting. Video should always be on unless the Chair of the Meeting says otherwise.

6.3 Request the word

You can request the word by writing your name and “SL” in the public chat in Zoom, once it is your turn the Chair of the Meeting will give you the floor.

6.4 Voting

Voting is done through voting reactions or secret polls. The polls are a built-in feature of Zoom and will appear on your screen when it is time to vote. During Board Meetings acclamation can be used, where every participant un-mute themselves.

6.5 Digital Election Procedures

When digital elections are held, they follow the regular election procedures, except that candidates are put into breakout rooms instead of physically leaving the meeting room.

If the candidate is sitting together with another meeting participant during the meeting, that participant need to show the candidate physically leaving the room to the rest of the Meeting, before they can discuss and vote.