Protocol
Appendix A

RULES OF PROCEDURES FOR THE GENERAL ASSEMBLY

INTRODUCTION

This document is Appendix A to the Protocol of the Association and consists of rules and procedures for the General Assembly. The 'Rules of procedures' are a part of the Protocol and must not contradict the Statutory Base. The 'Rules of procedures' were created as guidelines for the formal procedures required to be followed prior to and during the organisation of the General Assembly in order to have it structured.

PART I: GENERAL ISSUES

I.0. Definition of the General Assembly

The General Assembly is considered the highest decisive body, consisting of one representative per member entity of the association, as defined in the Statutory Base and Protocol.

The Annual Meeting of the General Assembly is defined in the Statutory Base and Protocol. The General Assembly can convene additional meetings as elaborated in the Statutory Base and Protocol.
When rules apply only to the Ordinary Meeting of the General Assembly, it will be stated as such. Otherwise, rules apply to all meetings of the General Assembly, when convened in accordance with the Statutory Base and Protocol. The location or technology used to convene the meeting does not influence the applicability of any regulations stated in this Appendix.

I.1. Attendances and speaking rights at meetings of the General Assembly

I.1.1. All individuals of the Association are allowed to attend meetings of the General Assembly.
I.1.2. All attendees of the General Assembly have the right to speak.
I.1.3. Entity representatives have the right to either ask a question or make a comment at least-once per agenda item.
I.1.4. The person submitting a proposal for review by the General Assembly is the first to

start and the last to finish the discussion.

I.2. Moderator of the General Assembly

I.2.1. The moderator cannot hold a position within the structures of the association or be a candidate for any of the offices subject to election during the General Assembly at the time of appointment.

I.2.2. The duties of the moderator are to chair the session, manage speakers, manage the voting procedure, ensure compliance with rules and maintain order.

I.2.3. The moderator is responsible for executing the roll call in the beginning of a General Assembly session to ensure the quorum.

I.2.4. The moderator can limit the speech times of attendees if necessary.

I.3. Voting

Voting follows the rules specified in the Statutory Base and Protocol**.**

PART II: AGENDA & PROCESS OF THE GENERAL ASSEMBLY MEETINGS

II.1. Preparation of a meeting of the General Assembly

II.1.1. The written notification of the General Assembly and a draft agenda shall be sent by the Board via e-mail at least 30 days prior to the meeting of the General Assembly to all member and candidate entity contact persons.

II.1.2. Each entity present at the meeting of the General Assembly has to nominate one representative to act on behalf of the entity. The name of a representative should be announced to the Board at least 20 days prior to the meeting of the General Assembly.

II.1.3. Any entity or individuals from an entity may request the inclusion of supplementary items in the agenda. Such requests must reach the Board at least 20 days prior to the meeting of the General Assembly.

II.1.4. Proposals related to the modification of Articles of the Statutory Base or the Protocol must be sent to the Board 20 days prior to the meeting of the General Assembly.

II.1.5. The Board has to inform the entities and their nominated representatives about the final agenda and all the received proposals related to the modification of articles of the Statutory Base or the Protocol. This information has to be sent by email 15 days prior to the meeting of the General Assembly.

II.1.6. Any alterations to the proposal after II.1.5. are considered either

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amendments or counter-proposals.

II.1.6.1. Amendments are changes to the proposal that don't affect its meaning, but fix inconsistencies, improve phrasing or grammar.

II.1.6.2. Counter proposals are changes to the proposal that change the meaning of the intended change. Counter proposals can be submitted at the latest 48h before the start of the voting at the meeting of the General Assembly.

II.2 Mandatory Agenda Points

The agenda for an Ordinary General Assembly shall contain at least the following points. The agenda points (II.2.7. - II.2.9.) can be interchanged and split up.
Extraordinary Meetings of the General Assembly are not required to include all agenda items.

II.2.1. Opening of the meeting

II.2.1.1. The president of the Board shall take the chair at the beginning of the meeting of the General Assembly. If the president is not present, someone else from the Board will take over this task.

II.2.1.2. After the entities' representatives have registered for the meeting of the General Assembly, the president of the Board has to present the updated list of entities. The General Assembly has to approve the new list.

II.2.1.3. The General Assembly shall then elect three individuals, excluding the Board members, the moderator, the Secretariat Coordinator and Entity representatives, from the Association to count the votes during the meeting of the General Assembly. These three individuals shall not be candidates for any other office subject to election at the meeting of the General Assembly.

II.2.1.4. The General Assembly shall then appoint a moderator.

II.2.1.5. The General Assembly shall then elect at least two people to take the minutes of the meeting of the General Assembly.

II.2.2.Validity of the meeting, Quorum

II.2.2.1. The moderator will verify the General Assembly's ability to adopt resolutions following the requirements of the Statutory Base (Quorum). These requirements must be fulfilled throughout all sessions of the General Assembly.

II.2.2.2. The moderator shall check fulfilment of the preparation procedures leading up to the General Assembly. If the preparation procedures were not fulfilled, the General Assembly may decide to

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validate the meeting through a resolution passed with a two-thirds majority.

II.2.3. Approval of the agenda

Any subsequent changes to the agenda will require the approval of the General Assembly.

II.2.4. Approvals of minute takers, moderator & vote counters

II.2.5. Announcements

Announcements are the first point on the agenda and are not voted upon. They may explain the state of affairs in the association. This includes the Annual Report presented by the BoE, the Report of the BoE, the Reports of the Regional Teams, and the Report of the AB.

II.2.7. Financial Report

The Financial Report of the past year is presented by the BoE and commented on by the Financial Control Commission on the Financial Report. The Financial Report is discussed and voted upon. The Financial Reports of the Regional Congresses are presented.

II.2.8. Budget

The Budget is presented by a member of the BoE elect and commented on by the FCC. The Budget is discussed and voted upon.

II.2.9. Presentation of Proposals

The Proposals for changes to the Protocol, its Appendices, and the Statutory Base are presented, discussed, and voted upon. The entities to be approved and discharged are presented in the form of Proposals.

II.2.10. Discharge of the old Official Positions

II.2.11. Approval of the new Official Positions

II.2.12. Closure of the meeting

The moderator gives the word to the president of the new Board to close the meeting.

II.3. Minutes of the meeting of the General Assembly

Minutes of the meeting of the General Assembly should be finalised and made public by the previous Board within 90 days after the closing of the meeting of the General Assembly.

PART III: RULES OF PROCEDURE FOR AN ONLINE GENERAL ASSEMBLY

III.1. Procedure

A meeting of the General Assembly can be convened through means of electronic communication accessible to all members of the association. If no meeting of the General Assembly can be convened, decisions can be made in accordance with the Statutory Base.

A General Assembly that is held online follows the rules described in Part II.

The BoE and the moderator must ensure sufficient time for the presentation and discussion of the proposals before voting. Additionally, there must be enough time between the presentation and the vote to allow for the submission of counterproposals.