



Association of International Affairs

Steering Document

Board Meetings

Updated at board meeting: 2/9/2020

Summoning:

1. The president shall summon all members to a board meeting at least (3) days in advance.
2. The meeting agenda should be sent along with the summoning. The agenda shall include all the relevant background information and decision or discussion points. The meeting agenda can be sent out separately but no less than (3) days before the meeting.

Basis for discussion and decision points:

1. Discussion points should be included in the meeting agenda and sent along with the summoning of the board meeting. Discussion points can be added after the summoning of the meeting but should in principle not be added later than (3) days before the meeting.
2. Decision points should be included in the meeting agenda and sent along with the summoning of the board meeting. Every decision point is required to have a coherent motion which should be included in the summoning of the board meeting.
3. Decision points can be added to the agenda after the summoning of the meeting. In case of this the sender of the decision point is obliged to send out a separate email together with the attached motion. Motions should not be sent out later than (3) days before the meeting.
4. If a member would like to add a decision point later than 3 days before the meeting the member has to follow the actions stated on point 3. The member has to address the

urgency of the motion. The board will decide whether to address the motion or not at the meeting.

Motions should include:

1. Sender.
2. Background information on the matter.
3. Analyses of matter: Incentive for motion, costs and if possible suggested date and duration.
4. Decision proposal “to let..”

Board meetings:

1. All members of the board are to read the summoning, agenda and the decision or discussion-basis beforehand and are to come to the meeting well prepared.
2. All board members should have prepared their ”information point” so that the information that is brought up is relevant for the board, it should be well summarized yet informative. Therefore it is required to beforehand think about what needs to be addressed at the meeting and what can be handled with the people to whom it concerns.
3. The meeting president leads the meeting, is responsible for distributing the right to speak accordingly to the list of speakers, should if necessary cut the conversation and summarize discussions as well as take notes on decision proposals.
4. Show of hands and list of speakers is to be applied. Also point of order, reply and the option of closing the debate if those present wish to.
5. All members that are present are responsible for keeping a good tone and actively listen to discussions as well as waiting for their turn to speak.
6. All members that are present are responsible for keeping the discussion and the issues in line with the agenda and topic. All are also responsible for keeping to the subject and to avoid endless discussion as well as paraphrasing.
7. If a board member cannot attend a meeting he or she is responsible to catch up on the meeting in its entirety.

