



Association of International Affairs

Steering document

Per Capsulam Decision

Updated at board meeting: 15/10/2020

This steering document concerns Per Capsulam (PC) decisions. A PC-decision is an official decision that is made outside of an ordinary board meeting. This course of action should only be used if it is in such a pressing matter that it cannot wait until the next board meeting. A PC-decision is in line with the organization by laws (§6:9).

1. A PC-decision is voted through an internal email conversation where every board member is included and counts as present.
2. If every board member has voted, the PC-decision is determined.
3. Every PC-decision is allowed a (3) day process from the sending of the motion until the voting counting and the decision is determined. Votes that have not been received at the time of the vote counting should be considered as abstentions.
4. The decision is to be made by simple majority vote which is in line with the by-laws (§6:10).

A PC-decision can be made by sending an email to every board member at the same time, with a headline that begins with “*Per capsulam*”, for example “*Per Capsulam - Changing of budgetpost X*”.

The email thread should include:

1. A description of the situation and an added motion.
2. One or more decision proposals “to let...”.

3. An exact time of the closing of the vote. This should be exactly 3 days after the creation of the email thread.

Every board post should be personally informed that a PC-decision has started. Board members can be contacted in person or by the phone. Topic and time for the end of voting should be included in the conversation. When the decision is determined the sender should compile the result and inform the board at the next board meeting. The compilation should include the decisions “to let..”, the date of the decision and which board members who voted for, against or abstained from voting.