



Rules of procedure for the Electoral Meeting of The Uppsala Association of Foreign Affairs

Dear member,

In this document you will find the meeting procedures for the online electoral meeting of UF Uppsala. These procedures are those that will be voted through in the beginning of the meeting. For detailed instructions regarding how the voting actually works in Zoom, see the attached document “Meeting and voting instructions”.

IMPORTANT: YOU MUST have signed up before the 20th of May to be able to attend. You can find the link to the sign-up in the meeting announcement.

If you have any problems with Zoom and require technical assistance, don't hesitate to reach out to president@ufuppsala.se. You can also direct any questions regarding the procedures to the email.



Rules of procedure

The right to attend and right to vote

1. All members who have signed up through the link in the meeting's summons have the right to attend and speak at the meeting.
2. Only those members whose membership is 21 days or older have the right to vote at the electoral meeting.

Meeting presidium

1. The meeting presidium is elected by the electoral meeting. It consists of a meeting chairperson, meeting secretary and two attesters as well as tellers.
2. The assignment of the meeting chairperson is to preside the meeting.
3. The assignment of the meeting secretary is to keep protocol.
4. The assignment of the attesters as well as tellers is to assist the secretary to overview the course of events that take place during the meeting that will be recorded in protocol – time, attendance, electoral roll and decisions. They furthermore check the vote-count together with the meeting chairperson to ensure a free, fair and democratic election.
5. The board of UF Uppsala will preside the meeting until the meeting chairperson is chosen.

Request to speak

To request to speak, you press the “raise hand”-button in the interaction-menu on Zoom. You are then added to the speaking list.

Speaking list

1. The principle of first-list of speakers is applied. Whoever speaks for the first time in a debate has priority over those who have already been up in the plenary during the same debate.
2. The meeting chairperson is responsible for establishing a list of speakers and distributing the word.

Speaking time

1. The speaking time is normally restricted to 30 seconds for debate and one minutes for presentations. The exception is during the election of president where the candidates get two minutes for presentation.
2. The speaking time for presentation of operational plan and budget, membership fee for the coming operation year, and similar points, are restricted to five minutes.
3. The time for questions for candidates is limited to five minutes but can be extended by the meeting chairperson if necessary.

Reply

1. The meeting president can grant a one-minute maximum reply to who have been addressed in a speech.
2. Reply is requested in immediate connection to the speech.
3. Reply is requested by a person who has been wrongfully perceived or been personally attacked during a debate.
4. The meeting chairperson decides if a requested reply should be granted. Reply breaks the list of speakers.

Point of order

1. Point of order breaks the debate and should be handled before the debate in the point of issues is resumed.
2. Point of order breaks the list of speakers.
3. If a point of order is a matter of pauses, the meeting presidium should place the pauses where they find it appropriate.

Point of information

1. Point of information can be a forgotten fact or an inaccuracy that an attendant at the meetings wants to note. Neither arguments nor new proposals are allowed.
2. The meeting chairperson decides if the point of information shall be granted and break the list of speakers.

To close the debate

1. To insist a closing of the debate should be a point of order and be treated immediately. Related issues are not resumed before close the debate have been discussed properly.
2. The meeting chairperson can move to close the debate if no new arguments are being raised or if the debate has gone on for longer than 10 minutes.

Voting

1. The Yes/No buttons in Zoom are used for ordinary voting, and the meeting chairperson decides the winner. If the meeting chairperson is considered to have ruled wrongly, a re-vote can be called for which will be verified by the tellers.
2. The voting is done openly, if nothing else is requested. If requested, the voting will be undertaken using the Zoom-function "Polling".
3. Decisions by the electoral meeting are decided with simple majority (of the entitled voters), rounded down.

Election of board positions

1. During personal elections, candidates shall after the presentation and questions remove themselves during an eventual discussion but has the right to be present during the voting.

2. Secret ballot is conducted for all elections via the Zoom-function "Polling".
3. During secret ballots, the maximum number of votes one can enter is the number of positions up for election.
4. The point "election of president for the coming operational year" and "election of other board positions for the coming operational year", opens with the possibility to announce your candidacy. After this point, this is no longer possible to do. Each board position will then be processed individually. Before the meeting chairperson opens the floor for a final discussion following all candidate's presentations and questions, the election committee presents their nomination.
5. Simple majority decides elections. The vote-count is verified by the tellers.

Reservations

1. Reservation against a decision is reported immediately in connection to the decision. After the vote, the meeting chairperson will ask if someone wants to make a reservation to the decision. This can then be shown by the Yes/No buttons.

To abstain from voting

1. Members that want to mark that they have not participated in the decision can abstain from voting and it can be noted in the protocol. If so, it should be reported before the voting.