



GENERAL ASSEMBLY INFORMATION SHEET

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What is a General Assembly?

A General Assembly is an event to which all members of the association are invited, and is mandatory to host at least one GA a year. During GA's, the Board is answerable for its executed policy of the past period to all the attending members and needs to propose the policy of the upcoming period. It is the only institution where changes in the organization and structure of an association can be discussed and voted upon.

Structure of a GA

Every GA will start with an agenda, which will list the points of discussion. During the presentation of the agenda, motions can be proposed to either include, remove, or change points to the agenda. Each motion presented needs to receive "seconds" in order to be discussed and then voted upon in favour of. The agenda is then approved by a majority vote. Each point will be presented by the Chair, Treasurer or any third party involved. After each point the floor will be open up for discussion or proposal of amendments to new policies. This will be followed by the standard voting procedure where a majority vote is needed.

How does the voting procedure work?

A majority of points presented at the GA need to receive a majority vote (50% + 1) in order to pass. For some points a $\frac{2}{3}$ majority is required and the chair will inform the members when this is the case (check the statutes for more information on this). The chair will start by asking who is against, followed by who is in favor, followed by who abstains.

Voting by acclamation: the chair can choose to invoke voting by acclamation at the beginning of the GA. This entails that the chair will ask who is against and should there be no-one against the proposed change, it automatically passes. If there is even one member against, the chair will ask who is in favor, followed by who abstains. The chair must always introduce whether the members are in favor of voting by acclamation.

How can I propose an amendment to a policy manual change *during a GA*?

During the discussion an individual can choose to change the formulation of a new policy, this needs to be clearly stated. Entirely new policy amendments *are not allowed and should have been sent in earlier*. The Chair will then move to vote on this amendment of the new proposed policy. Passing this amendment does not entail the new policy as a whole has been approved.

How do I propose amendments to the policy manual?

Amendments should be submitted in a word document; the amended article has to be stated, followed by the old article and the new one. Any changes made to the old article have to be marked red. In case you want to propose an entirely new article, add "New proposed article" as the heading and state the number of the article.

For example:

Article 1: The EUCSA

Old: 1.2.3. All EUCSA bean bags will only be bought in the color blue.

New: 1.2.3. All EUCSA bean bags will only be bought in the color orange.

A new article should be formatted as follows:

Article 3: General Assemblies, EUCSA Elections and Re-Election Procedures

New article proposed under 3.6. General Assemblies

3.6. [...]

Please keep in mind that all proposed amendments that are sent in before the set deadline will be passed on at the GA if at least 1.5% of the EUCSA members have signed it. If this is not the case, it is up to the board's discretion to determine whether it will be discussed.

GA minutes

The secretary will keep track of the minutes during the GA. This will be edited after the GA and sent out to all the members as soon as possible. Each member has the right to comment on the minutes edited by the secretary and request a change of the formulation of the minutes.

Organogram of the organization of EUCSA

In the organogram below, the structure of EUCSA is illustrated. The General Assembly, consisting of the EUCSA members, is the highest power within EUCSA and the EUCSA board is seen as the daily executive board of the association. In other words, the members are in principle the ones who decide on the policy, which is executed by the EUCSA board. The advisory board is installed by the EUCSA board in accordance with the related articles in both the statutes and policy manual. They advise the board on everything they deem necessary, although their advice is non-binding. As illustrated by the organogram, the committees are installed by the board and formally fall under the responsibility of the board. Changes can only be made to the policy manual and not the statutes as those are invoked under Dutch law.

