

Rules of Procedure of the General Assembly

Article 1: PRINCIPLES

1.1 These Rules of Procedure of the General Assembly are meant for the General Assembly (GA) of Machiavelli.

1.2 These Rules of Procedure of the General Assembly have the aim to keep the General Assembly orderly and to have it run to the principles of proper administration.

Article 2: GENERAL CONDITIONS

2.1 Each year, there are at least three General Assemblies: the Annual Assembly, the Semi-Annual Assembly and the Nomination Assembly.

2.2 Written motions and discussion pieces must be delivered, at the latest, twenty-four hours before the start of the meeting to the Presidium.

Article 3: TASKS OF THE PRESIDIUM

3.1 The Presidium has the following tasks:

- a. Make sure the documents of the meeting are sent out within the conditions as specified in Article 7 of these rules;
- b. Filling the technical position of chairmanship during the GA;
- c. Facilitating the GA;
- d. Keeping minutes of the GA;
- e. Archiving meeting documents with the Board.

3.2 The Presidium can delegate the tasks internally as they see fit.

3.3 The Board lends support when necessary to the Presidium when they execute their tasks.

Article 4: THE ANNUAL ASSEMBLY

4.1 The Annual Assembly will be, as stated in the statutes, held yearly in the month of October at the latest.

4.2 During the Annual Assembly, the departing board presents the Yearly Financial Report.

4.3 When it comes to the handling of the Yearly Financial Report, the Audit Committee needs to provide a voting recommendation. This should be done in writing and submitted to the Presidium, before the start of the GA.

4.3 The Yearly Financial Report is then voted on by the GA. If the Yearly Financial Report is rejected, this should be considered a notion of rejection.

- 4.5 If the Yearly Financial Report, and the Year Report (from the previous GA) are accepted, the Presidium will discharge the Board.
- 4.6 If the Yearly Financial Report, and/or the Year Report (from the previous GA) are rejected the Board will be dismissed and not discharged. The Candidate Board can still be installed.
- 4.7 Afterwards, the Presidium will install the Candidate Board in accordance with the previously accepted Candidates of the Nomination Assembly. They will be installed through acclamation voting.
- 4.8 If the composition of the Nominated Board has been changed there will be separate Regular Voting for each person added to the prospective Board after the Nomination Assembly.
- 4.9 Next, the newly installed Board presents their Policy Plan and Budget. If a Nominated Board Member has withdrawn, the new board has to present the plan for the internal division of tasks.
- 4.10 When it comes to the handling of the Budget, the Audit Committee needs to provide a voting recommendation. This should be done in writing and submitted to the Presidium before the start of the GA.
- 4.11 Both the Policy Plan and Budget have to be voted on separately by the GA.
- 4.12 If the Policy Plan is rejected, the Presidium will facilitate a discussion between the Board and members addressing the objections to the Policy Plan in which amendments can be proposed. After which, the Policy Plan will be brought to a vote once again.
- 4.13 If the Policy Plan is rejected once again, the Board should consider this a notion of rejection. The Presidium will arrange an emergency GA within 14 days for the Policy Plan to be re-proposed.
- 4.14 If the Budget is rejected, the Presidium will facilitate a discussion between the Board and members addressing the objections to the Budget. The Presidium will arrange an emergency GA within 14 days for the Budget to be re-proposed.
- 4.15 After voting on the Policy Plan and the Budget, the Presidium will discharge the leaving member(s) of the Audit Committee.
- 4.16 Next, the new Audit Committee Member(s) are proposed to the GA and installed.
- 4.17 Then, if necessary the Presidium will discharge the leaving member(s) of the Advisory Council and or Audit Committee.
- 4.18 Next, if necessary the new Advisory Council member(s) and or Audit Committee members are proposed to the GA and installed.

Article 5: THE SEMI-ANNUAL ASSEMBLY

- 5.1 The Semi-Annual Assembly takes place in February, and the latest in the first week of March.

5.2 During the Semi-Annual Assembly, the Board presents their Half-Year Report before the Assembly and it is then voted on.

5.3 If the Half-Year Report is rejected, the Presidium will facilitate a discussion between the Board and members addressing the objections to the Half-Year Report in which amendments can be proposed. After which, the Half-Year Report will be brought to a vote once again.

5.4 If the Half-Year Report is rejected once again, the Board should consider this a notion of rejection. The Presidium will arrange an emergency GA within 14 days for the Half-Year Report to be re-proposed.

5.5 Furthermore, the Board presents their Financial Half-Year Report, including the voting recommendation from the Audit Committee, after which it will be brought to a vote.

5.6 If the Financial Half-Year Report is rejected, the Board should consider this a notion of rejection. The Presidium will facilitate a discussion between the Board and members addressing the objections to the Financial Half-Year Report. The Presidium will arrange an emergency GA within 14 days for the Financial Half-Year Report to be re-proposed.

5.7 At the Semi-Annual Assembly, the Application Committee is discharged.

5.8 Subsequently, the new Application Committee is voted on and installed. The GA will vote on the External Member and Internal Member through the People Voting system as explained in Article 11.1.

5.9 At the Semi-Annual Assembly the Presidium Members are discharged, and the new candidates for the Presidium are installed through acclamation, in accordance with the rules outlined in Article 12 of the Internal Rules of Procedure.

5.10 If necessary the Presidium will discharge the leaving member(s) of the Advisory Council and or Audit Committee at this General Assembly.

5.11 If necessary the new Advisory Council member(s) and or Audit Committee members are proposed to the GA and installed.

Article 6: THE NOMINATION ASSEMBLY

6.1 The Nomination Assembly takes place in June, at the latest.

6.2 The Board presents their Year Report and the Financial Update.

6.3 The Year Report is voted on by GA. If the Year Report is rejected, the Presidium will facilitate a discussion between the Board and members addressing the objections to the Year Report in which amendments can be proposed. After which, the Year Report will be brought to a vote once again. If it is rejected again, this will be considered a notion of rejection and the Board will be dismissed at the following GA, rather than discharged.

6.4 The Financial Update is an optional presentation by the Treasurer and is not voted on by the GA.

6.5 The Nomination Assembly takes place within four weeks after the announcement of the prospective board by the Application Committee.

6.6 The Nominated Candidate Board, as selected by the Application Committee, will be listed in the invitation of the Nomination Assembly to the members.

6.7 The Chair of the Application Committee will give a verbal explanation of the procedure of the interviews and a short individual explanation of the members of the Nominated Candidate Board.

6.8 Subsequently, the Nominated Candidate Board members will introduce themselves to the Assembly. After that, the GA can ask questions to both the Nominated Candidate Board members, and the Application Committee.

6.9 Afterwards, the Nominated Candidate Board will be voted on as a whole through Regular Voting. If it is rejected, the Presidium will facilitate a discussion between the members, the Board, and the Application Committee about any relevant points. Additionally, the Application Committee can request for objections to be raised by members. Following this, the Application Committee will propose the next Nominated Candidate Board to the GA. This can occur at the same GA, or the next GA.

6.10 In the case of an incomplete Board that is nominated, this Board will be considered complete.

Article 7: AGENDA AND INVITATIONS OF THE GA

7.1 The Presidium establishes the agenda of the GA, in discussion with the Board.

7.2 Members and Bodies can submit agenda points to the Presidium, at the latest, twenty-four hours before the start of the GA. When the Presidium decides to not put the subject on the agenda, it will notify the submitter immediately.

7.3 The agenda and the invitation of the GA, as well as the submitted documents, will be drafted by the Presidium and sent by the Secretary to all Machiavelli members, at the latest fourteen days before the start of the Assembly.

7.4 From the day of the sending, all documents and the agenda are available for inspection at the office of the Association and on the Association website, with the exception of the documents that the Presidium or the Board sees as private.

7.5 There is the possibility of follow-up sending when the Presidium decides on certain documents of great importance.

7.6 This follow-up sending will happen before the start of the GA.

Article 8: MINUTES

8.1 The routine of business during the discussion and decision making of all agenda points is recorded in the minutes.

8.2 The Presidium takes care of taking minutes. When this, for some reason, is not possible, the task goes over to the Board. At the beginning of the Assembly, the chair of the Presidium announces who is taking the minutes.

8.3 The concept of the minutes with action points attached will be published within three weeks after the GA at the latest.

8.4 The action points will be addressed at the next GA.

Article 9: AUTHORISATIONS

9.1 Before each GA, a member can authorise someone present at the GA to vote for them.

9.2 Each attending member can hold a maximum of one authorisation for the attending GA.

9.3 Authorisations are required to be submitted in writing before the start of the GA.

9.4 Any member with voting rights can be authorised to vote on behalf of another member. This means members who are discharged during a GA can begin voting on behalf of someone else once they are discharged.

9.5 The Presidium can nullify any authorisation before the Assembly is closed when it deems that these were acquired under false pretences, or if there was a reward received for the relinquishing of authorisation.

Article 10: QUORUM

10.1 A quorum should be confirmed and announced at the start of the GA.

10.2 There must be at least ten general members present at the GA and there must be at least 1 member of the Advisory Council present.

10.3 Authorisations do not count towards the reaching of the quorum.

10.4 If the quorum is not reached, there must be a new GA written up as soon as possible.

Article 11: VOTING PROCEDURES

11.1 Ordinary members have voting rights. Associate Members, Honorary Members and Donors cannot vote as established within the Statutes and Regulations. The Board members should withhold from voting.

11.2 Regular Voting is used to vote on Reports, Financial Reports, the Nominated Candidate Board, Motions and Amendments. During Regular Voting there are four available options: For, Against, Abstention and a Blanco vote.

11.3 The Presidium is in charge of collecting voting ballots. To ensure voting calculations are valid, the Presidium will select a controlling member to check the ballots and calculations.

11.4 Once votes are collected the Presidium is in charge of calculating the voting outcome. To calculate the outcome, votes should be counted both in regard to the voting being accepted and rejected.

11.5 A subject is accepted when the amount of For votes is bigger than the sum of the Against and Blanco votes. Abstention votes are not considered.

Accepted: number of votes For > number of votes Against + Blanco votes

11.6 A subject is rejected when the amount of Against votes is bigger than the sum of the For and Blanco votes. Abstention votes are not considered.

Rejected: number of votes Against > number of votes For + Blanco votes

11.7 If the vote can neither be accepted nor rejected or if voting is both accepted and rejected, voting ceases.

11.8 If the voting ceases, the subject will be challenged again. With this, amendments can be brought forward. After sufficient discussion, the Presidium can enter the subject into a vote again. The votes will be counted and calculated again as explained in Articles 11.3 - 11.6.

11.9 If the voting ceases again in the second round, the proposal gets rejected.

11.10 During People Voting there are different voting ballots and options. The People Voting Ballots will include the names of all candidates, and an abstention option. This is the case for the voting on the Internal and External Member of the Application Committee. Members who have voting rights have the right to vote for themselves.

11.11 The Presidium is in charge of collecting voting ballots. To ensure voting calculations are valid, the Presidium will select a controlling member to check the ballots and calculations.

11.12 The Presidium is responsible for counting the votes. The candidate with the most votes is the winning candidate. In the event there is a tie between candidates, the Presidium will facilitate a round of discussion, and then there will be a revote with the same voting options as the first round.

11.13 When voting for a person, the concerned person is allowed to request the individual result of the vote from the Presidium, after the GA has closed, provided that this person will keep the information confidential.

11.14 Lastly, Acclamation Voting is used for installing candidates into the Presidium, installing the Candidate Board, installing the Audit Committee members, and installing the Advisory Council members.

Article 12: EXPLANATION OF VOTE AND VOTING RECOMMENDATION

12.1 It is allowed for the Board to give a voting recommendation before the voting takes place.

12.3 The GA can ask the Board for a voting recommendation. It is not required for the Board to give the voting recommendation.

12.4 Members of Machiavelli who are not ordinary members can provide voting advice during the GA.

Article 13: MOTIONS

13.1 Anyone with voting rights or the Board can submit a motion.

13.2 Motions should be submitted to the Presidium at least 24 hours before the start of the GA.

13.3 While dealing with each agenda or discussion point, members of the Board can submit motions, as long as they are related to an agenda or discussion point that is being dealt with.

13.4 A motion that is submitted during the GA should be related to an agenda or discussion point that is discussed during the GA.

13.5 Written motions must be signed and dated by the submitters.

13.6 Written motions must include a voting proposition, upon which one can vote both for and against.

Article 14: AMENDMENTS

14.1 Anyone with voting rights can submit amendments.

14.2 Amendments can be submitted to documents for the Assembly, and to subjects and proposals that are addressed in the GA.

14.3 The Presidium can decide whether those amendments have no relation to the original document or have the intention to cause inadmissible damage to the original document. If this is the case these amendments will be rejected and not considered.

Article 15: DEROGATION OF THE RULES

15.1 The GA, at all times, can decide to derogate from the notions of these regulations, as long as there are no objections from the present members, the Board, or the Presidium and there is no infringement with the Statutes or the Internal Rules of Procedure.

Article 16: MOTION OF ORDER

16.1 Each member, extraordinary member, or the Board can submit a motion of order.

16.2 The order in which one will speak will be interrupted when a motion of order is submitted unless the chair of the Assembly reasons otherwise.

16.3 Immediately, there will be a decision about the motion of order, after the chair has given everyone who wants a turn to speak about this motion.

Article 17: FINAL PROVISIONS

17.1 These Rules of Procedure of the General Assembly were revised at the General Assembly on the 8th of June 2022.

17.2 Amendments to the Rules of Procedure of the General Assembly need to be accepted through Regular Voting at the GA.

17.3 These Rules of Procedure count 8 pages.

These Rules of Procedures were revised by:

Vivienne Erbach

Vice Chair of the Presidium 2022-23

Bente Ferwerda

Chair of Machiavelli 2021-22

on the 8th of June 2022.