

FRAMEWORK FOR BUSINESS MEETINGS

DOCUMENT TYPE :	REF. CODE:	ISSUE NO:	ISSUE DATE:
GUIDANCE	BRD-FWK-002	008	27 JUNE 2012

1. Introduction

ENFSI shall have at least one Business Meeting per year. This regular Business Meeting is extended with a Thematic Meeting and is called the Annual Meeting. This framework outlines the structure of the Business Meetings and some practical arrangements.

All requirements and procedures - where appropriate – related to the regular Business Meeting also apply to other Business Meetings.

2. Definition

A Business Meeting is a formal meeting of the Membership.

3. Attendance

- The Annual Meeting shall be open for the Member-representatives, the chairpersons of the Standing Committees and the Honorary Members.
- The Board shall be entitled to invite WG chairpersons, representatives of WG's or other individuals from the ENFSI community to attend the Thematic Meeting and/or the Business Meeting.
- The Board shall be entitled to invite individuals or representatives from other organisations to attend the Thematic Meeting and/or the Business Meeting.
- Any Member-representative may be accompanied by an interpreter.

4. Period and duration

- The Annual Meeting shall preferably be organised in May.
- The exact date of the Annual Meeting shall be announced not later than 4 months prior to the Meeting.
- The Annual Meeting shall normally last two and a half days from a Thursday to a Saturday.

5. Venue selection

- The selection for the next venue shall be made two year ahead by the Membership during the Annual Meeting.
- The candidate hosting institute shall submit an application to the Secretariat not later than three months prior to the Annual Meeting where the decision is taken.

- The Board shall evaluate the applications and rank them in order of merit.
- The ENFSI chairperson shall present the applications, the results of the evaluation as well as the Board's advice at the Annual Meeting.
- The Member-representatives shall vote on the next hosting institute from amongst the candidates.

6. Thematic Meeting

- The organisation of the Thematic Meeting shall be the responsibility of the host institute in collaboration with the Board.
- The theme shall be chosen by the host institute in collaboration with the Board.
- Representatives from the Member-institutes shall be requested to present a lecture relevant to the theme.
- One or two keynote guest speakers from outside the forensic community might be invited to present a lecture as well.

7. Business Meeting

- The Business Meeting shall be organised under the joint responsibility of the host institute and the Board, except for the Agenda for which the Board has full responsibility.
- The Business Meeting shall normally be chaired by the Chairperson or the Chairperson Designate. The Membership has the option to elect another Member-representative to chair the Meeting.
- At least 60% of the Membership must be represented during the meeting.
- The Membership as well as the Board shall be entitled to organise an extra Business Meeting besides the Annual Meeting having given not less than two months notice.
- An extra Business Meeting called by the Membership must be supported at least by 50% of the Member-representatives. A written request indicating the reasons for holding the meeting and including the name of a liaison person must be submitted to the Board.

8. Agenda

- The Agenda shall be decided by the Board taking account of issues raised by Members.
- Agenda proposals must be received - in written form - by the Secretariat not later than 6 weeks before the Business Meeting.
- Agenda proposals supported by at least two Member-representatives must be placed on the Agenda.
- The Chairperson shall subsequently prepare an Agenda for distribution to all Member-representatives not later than 3 weeks before the Business Meeting
- At least the following issues shall be on the Agenda of the Annual Meeting:
 - Membership
 - Reports regarding the Strategic Plans
 - Board elections
 - Finances
 - Appointment of the financial audit team
 - Venue for the next but one Annual Meeting
 - Votings

9. Decision making

9.1 Voting procedure during the Business meeting

- Each Member-institute shall have one vote.
- All voting shall be decided by a simple majority unless otherwise stated.
- Voting shall be by a show of hands unless it relates to the election of persons to office, the appointment of an Honorary Member, the removal of a Member-institute or the venue selection for an ENFSI meeting, when it shall be by secret vote.
- All actual voting shall take place immediately after the actual point in the agenda has been presented and discussed, unless the Membership shall decide otherwise for a particular vote.
- If the number of eligible candidates for a vacancy is only one, the candidate shall be elected by acclamation.
- If only one application for a venue has been submitted, the venue shall be accepted by acclamation.

9.2 Alternative voting procedure

In order to have more decision-making moments, especially for issues which need priority, an alternative way of voting may be used out of the duration of the Business Meeting.

This way of voting shall fulfil these requirements:

- Each Member-institute shall have one vote.
- All voting shall be decided by a simple majority unless otherwise stated.
- Issues which are of major strategic importance in the view of the board are excluded from this alternative voting procedure.
- The proposal shall be formulated in an unequivocal way.
- Issues which are submitted to a secret voting are excluded from this alternative voting procedure.
- Alternative voting shall be organised by the Secretariat under the responsibility of the Board.
- The subject for voting (proposal) shall be sent to the Membership by post or e-mail.
- The Membership shall be given 3 weeks for replying by post or e-mail; the voting is not legitimate if less than 60% of the Membership responds.
- The outcome of the voting shall be communicated by the Board to the Membership.

10. Board elections

10.1 Preparation

- All Board elections shall be made at the Annual Meeting.
- The Chairperson Designate shall be responsible for the election process.
- If the Chairperson Designate is prevented from acting the Board shall choose another Board Member to fulfil the task.
- The nomination process shall be initiated not later than a month before the Annual Meeting.
- Nominations shall be made by any Member-representative with the agreement of the nominee prior to the Meeting or at the Meeting no later than 12 hours before the election takes place.
- All information on nominations shall be communicated to the Membership as soon as possible.

10.2 Voting

- Votings for new Board members shall take place during the first day of the Annual Meeting
- Voting shall be for one position at a time.

- If a candidate gets more than 50% of the votes in the first round the candidate has been elected.
- If no candidate gets more than 50% of the votes in the first round, the two candidates with most votes shall go to the final round.
- The candidate, who shall obtain the most votes in the final round, has been elected.
- If a tie break shall be needed, a drawing of lots arranged by the Chairperson will decide between the two candidates.

11. Minutes

- The Secretary shall take the minutes from the Business Meeting which are to be approved by the Board after having taken into account comments by the Business Meeting participants.
- The minutes shall be distributed to the Membership.

12. Amendments against previous version

17-08-2010

The document type has been amended from policy into guidance. Because the meaning of the document has not been changed, the amendment has not been voted on. Ref. BRD-GEN-001 par. 10.

25-05-2012

Paragraph 9.1, bullet 4: “All actual voting shall take place immediately after the actual point in the agenda has been presented and discussed, unless the Membership shall decide otherwise for a particular vote” replaces “All actual voting shall take place at the end of the Meeting unless the Membership shall decide otherwise for a particular vote”.

Paragraph 10.2, bullet 1 (added): “Votings for new Board members shall take place during the first day of the Annual Meeting”.

Paragraph 10.2, bullet 6: “If a tie break shall be needed, a drawing of lots arranged by the Chairperson will decide between the two candidates” replaces “If a tie break shall be needed the Chairperson will decide between the two candidates”.

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