



FRAMEWORK FOR BUSINESS MEETINGS

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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. According to §16 of the ENFSI Constitution this document describes internal regularities in addition to §§14-15 of the ENFSI Constitution.

2. Definition

A Business Meeting is a formal meeting of the Membership.

3. Attendance

- The Annual Meeting shall be open for the Permanent representatives, the chairpersons of the Standing Committees and the Honorary Members.
- The Board shall be entitled to invite Expert Working Group (EWG) chairpersons, representatives of Expert Working Groups 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 Permanent representative may be accompanied by an interpreter.

4. Period and duration

- The Annual Meeting shall preferably be organised in May.
- The Annual Meeting shall normally last two and a half days.

5. Venue selection

- 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 at the Annual Meeting.
- The candidates shall give a presentation on the venue.
- The Permanent representatives shall vote on the next-but-one 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 and ENFSI Working Groups might be requested to present a lecture relevant to the theme.
- 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.

8. Agenda

- The Agenda, prepared by the Secretariat, shall be approved by the Board taking into account issues raised by members.
- At least the following issues shall be on the Agenda of the Annual Meeting:
 - Membership;
 - ENFSI Reports (Board, Standing Committees and EWGs);
 - Board elections (if applicable)
 - Finances
 - Venue for the next-but-one Annual Meeting
 - Votings

9. Decision making

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.

10. Board elections

10.1 Preparation

- 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

- 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.
- The minutes shall be distributed to the Membership.

Amendments against previous version

20-03-2019

Topic 1:

The corresponding paragraphs of the ENFSI Constitution have been added. Parts repeating the content of the ENFSI Constitution were removed.

Topic 3:

Permanent representative replaces Member-representative
Expert Working Group (EWG) replaces WG

Topic 4:

Parts repeating the content of the ENFSI Constitution were removed and the specification that the meeting shall be organized from Thursday to Saturday was cancelled.

Topic 5:

Parts repeating the content of the ENFSI Constitution were removed.
“The evaluation as well as the Board’s advice on the venue” was removed.
“The candidates shall give a presentation on the venue” was added.

Topic 6:

“Guest speakers” replaced “one or two keynote guest speakers”.

Topic 7:

Parts repeating the content of the ENFSI Constitution were removed.

Topic 8:

Parts repeating the content of the ENFSI Constitution were removed.
“The Agenda, prepared by the Secretariat, shall be approved by the Board taking into account issues raised by members” replaced “The Agenda shall be decided by the Board taking account of issues raised by Members”.
“ENFSI Reports (Board, Standing Committee and EWGs)” replaced “Reports regarding the Strategic Plans”.
“Board elections” was extended through (if applicable).
“Appointment of the financial audit team” was removed.

Topic 9:

Parts repeating the content of the ENFSI Constitution were removed.
9.1 The election by acclamation was removed.

Topic 10:

10.1 Content repeating the ENFSI Constitution was removed.
“Permanent representative” replaced “Member-representative”.
10.2 “Votings for new Board members shall take place at the first day of the Annual Meeting” was removed.

Topic 11 was removed due to the repetition of content of the ENFSI Constitution.

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”.

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.