



This is a guide for attendees and delegates to the Annual Meeting of the Jönköping Student Union.

The purpose of this folder is to provide information on and guide visitors through the proceedings of the Annual Meeting (AM).

What is the Annual Meeting (AM)?

The AM is the highest decision-making body of the Student Union and may be compared to the Riksdag (the Swedish Parliament). The AM convenes at least once a year, barring extraordinary AM(s). The AM approves the plan of operations and budget of the Student Union for the following operational year, and considers amendments to the by-laws and the policy documents. Furthermore, a President, Vice President, Board members, and other elected officials, such as an Auditor of Activities and members of the Nomination Committee, are elected by the AM. Those eligible to vote at the AM are 30 delegates, who, in accordance with the by-laws of the Student Union, are elected by the Student Associations from among their members.

Delegates and seats

The number of seats to which an individual Student Association is entitled at the AM is regulated in the by-laws and based on the current membership of each of the four Student Associations. The members of the Student Associations elect delegates to represent them at the AM.

What matters are considered by the AM?

The AM considers matters concerning overall guidelines and strategies of Jönköping Student Union, such as the plan of operations, goals, visions, the budget, and the membership fee per semester. The AM is, of course, open to members of the Jönköping Student Union and, thus, all students at Jönköping University.

What are you allowed to do as an attendee at the AM?

As a member, you are entitled to speak at the AM. In addition, you may choose to do so in a formal manner by submitting a so-called interpellation (a formal question). As a member, you are also entitled to voice your opinions by making a motion (a proposal to e.g. make an amendment to the by-laws), which is written and submitted either prior to or during the AM.

Voice your opinion prior to the AM

What is a proposition?

A proposition is a proposal made by the Board of the Student Union which is to be considered by the AM.

What is a motion?

A motion is a proposal made by one or several members for the consideration of the AM. It is possible to propose amendments, of a general or specific nature, to the actions or policies of the Jönköping Student Union.

How do you write a motion?

The title should clearly state the topic addressed by the motion. This is then followed by a background and, finally, the motion(s) you wish for the AM to consider. If you wish for the AM to consider motions pertaining to multiple topics, it is better to write several motions than including disparate issues in a single motion. Submit your motion(s) to ordf@js.ju.se. Deadline: 31st of March.

Example: Motion regarding students' financial situation

*In our opinion, students have too little money and we move that:
xxx*

Interpellation

An interpellation is a question from one or several members posed to the Board of the Student Union. Regardless of the scope of this question, it must receive a written answer by the Board of Jönköping Student Union. Fill in one interpellation form per question and submit it to ordf@js.ju.se. Deadline: 31st of March.

Make opinions heard at the AM

Motions

During the AM, all members are entitled to make motions for the AM to consider. Motions are submitted on yellow forms, and the mover(s) fills in the matter to which the motion pertains, their name(s) and the motion they wish for the AM to consider.

Example of a motion

I move that the following paragraph be deleted from item xx in the plan of operations: Xxxxxxx

In favor to: Yyy Yyyyyy

There are different types of motions.

The original motion is called a “main motion”, whereas a motion proposing changes to a main motion is called a “motion to amend” (ändringsyrkande) and one which adds text to a motion is called a “motion to add” (tilläggsyrkande)

Reservation in the minutes

Registering a reservation in the minutes regarding a decision is a way for you to voice your dissent with the resolution the AM has adopted, which is to say you strongly object to it. A reservation which has been registered immediately in connection with the decision means the delegate divests themselves of all legal responsibility as regards the consequences of the decision. Reservation forms are red.

Motions and reservation forms are available at the AM.

Glossary

A

Acclamation – A decision-making method which entails the chairperson putting the question to the assembly and, subsequently, asking all delegates who are in favor of adopting the resolution to say “aye” (ja), followed by asking those who are opposed to say “aye”.

Adjournment – Temporarily suspending the meeting, e.g. during a break, and continuing it at a time fixed by the AM.

Agenda: Suggested order and manner in which the AM will consider the proposed matters.

AM member - Ordinary delegate at the AM.

Annual Meeting (Årsmöte in Swedish) – The highest decision-making body of the Student Union, which convenes once a year barring extra ordinary meeting(s).

AM documents - These include the agenda and relevant information pertaining to the matters proposed for the consideration by the AM.

Annual report – In this document, the Presidium presents the activities of the Student Union during the past year in relation to the plan of operations..

Approval of the attendance of non-members – This is a resolution to allow a non-member to attend the AM. The person may be given the right to attend, to speak and/or to make motions.

Auditor of Activities - Person reviewing the work of the Board and ensuring that they work according to the plan of operations and the guidelines provided by the AM.

B

By-laws – The rules and regulations of Jönköping Student Union. These regulate the operations of the Student Union, what is allowed and what is not.

The Board – Directs the operations of Jönköping Student Union.

Budget - Financial projection of revenue and expenses for the following operational year.

C

Candidate - Person running for the position of elected official, e.g. President, Vice President, Board member, or Auditor of Activities.

Chairperson of the meeting - Directs the meeting and ensures matters are handled in accordance with the by-laws.

D

Delegates – vRepresentatives of the Student Associations and their suppliants (proxies) are delegates to the AM. Delegates have the right to vote at the AM.

Discharge of liability – A resolution approving the actions taken by the Board and the Presidium on behalf of the Student Union during the preceding year. If this resolution is adopted, the members relinquish the option to press charges against or sue the Board or the Presidium for damages, as long as no new information comes to light or it is discovered that crimes against Swedish law have been committed.

F

Financial report – Follow-up of the budget, presenting an account of the financial actions of the Student Union over the past year(s).

Financial Auditor's report – Presented by the Financial Auditor of the Student Union. In the Financial Auditor's report the Auditors make their reports based on their audit of the documentation and financial report of the Student Union, and conclude by recommending the AM either to grant the Board a discharge from liability or not.

I

Interpellation – Formal question posed by one or more Student Union members to the Board of the Student Union, to which it is required to provide a written reply. Should be submitted to the Board no later than three (3) weeks prior to the AM.

L

List of speakers – Used at the AM in the case of a prolonged debate when a large number of speakers have indicated they wish to speak. The purpose of the list of speakers is to structure the debate and allow those who have put up their names on the list to be assigned the floor in proper order.

M

Minutes – Formal notes taken at the AM, recording all matters which were debated and which resolutions were taken.

Motion before AM – fProposal made by member(s), submitted to the Board no later than three (3) weeks prior to the AM..

Motion to limit the debate – Subsidiary motion made when the debate is considered to be dragging on. As a motion to close debate has been made, it is afforded a short debate, after which anyone who wishes to speak are entitled to add their name to the list of speakers; no other speakers are allowed to take the floor.

Motion during AM– A proposal introducing a matter for the consideration of the AM. Motions forms are yellow.

N

Nomination Committee – Interviews and presents the AM with a list of candidates for the posts of elected officials.

P

Person to approve the minutes – The person(s) appointed to, together

with the chairperson for the meeting, approve the minutes of the AM; by signing it, they confirm that the secretary of the meeting has correctly recorded the matters discussed and the resolutions taken by the AM. The person(s) appointed to approve the minutes also function as vote tellers during the AM.

Point of order (subsidiary motion) - A matter pertaining to the practical circumstances or proceedings of the meeting, which may be raised by members. A point of order interrupts the debate and is considered immediately. Examples are motions to limit or extend the limits of the debate, e.g. by limiting the number of speakers or the time speakers are allowed, motions pertaining to the order at the meeting, or other matters of an organizational nature.

Plan of operations - A document which converts visions for the following year into goals to be achieved.

Preparation and approval of the voting list – This is to establish who is entitled to vote and the maximum number of votes, in order to ensure no errors are committed during vote telling.

The Presidium – Directs the operations of the Student Union between Board meetings, is responsible to the Board, and consists of the President and Vice President of the Student Union.

Proposition - A proposal by the Board to be considered by the AM.

R

Reservation in the minutes – If a delegate strongly objects to a decision, they may register a reservation against it in the minutes. A reservation which has been registered immediately in connection with the decision means the delegate divests themselves of all legal responsibility as regards the consequences of the decision.

Resolution on whether the meeting has been duly convened – As the by-laws state that notice of the AM shall be sent to the members no later than three weeks prior to the AM, this item on the agenda acts to determine whether this notice has been given in accordance with the

by-laws and whether all members have been given access to the AM documents in due time prior to the meeting.

S

Seats – The number of seats an individual student association is entitled at the AM is based on its membership

Secretary of the meeting – Takes the minutes during the AM.

Suppleant – ersättare för ledamot (ordinarie delegat).

Suppleant (Deputy) Delegate – Replaces an ordinary delegate who is absent.

V

Voting – A decision-making method which entails delegates voting individually using secret paper ballots.

Voting list – A list of those entitled to vote at the AM.

Vote tellers – One or two individuals who are appointed by the AM to count the votes when it has been moved that secret ballots be used. In addition, the vote tellers are tasked with approving the AM minutes.