

# **JSU Annual Meeting Guide**



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## Practical Info

**Place:** Kurt Johanssons Aulan

**Date:** 4<sup>th</sup>- 5<sup>th</sup> of May 2026

**Time:** There is no way to predict the number of hours needed for an Annual Meeting. It mainly depends on how many propositions, motions and applications there are and how many questions the attendants wish to ask in relation to all three.

### Schedule:

#### Monday 4<sup>th</sup>

9:00 - Meeting Starts

12:30-13:30 - Lunch at Rio

17:00 - Meeting Ends

#### Tuesday 6<sup>th</sup>

9:00 – Meeting Starts

12:30-13:30 - Lunch at Rio

16:00 - Meeting Ends

Note: The meeting will not be paused in the middle of a decision-making point.

Note: Smaller breaks may be taken outside the above schedule.

Note: Free lunch is provided to all delegates.

As a regular member you must not attend the whole meeting but can join for the points of your interest. However, you will **NOT** be able to join in the middle of a decision point and we ask you to **NOT** leave the meeting during decision point either but in between points.

As a regular member you can attend, speak and put forwards claim at the meeting, however, you may not vote. **Voting is done by the delegates**, elected at the four student associations biannuals during the spring.

## **General Information**

### **What is the Annual Meeting?**

The Annual Meeting (AM) is the highest decision-making body of Jönköping Student Union (JSU). The AM is held at least once a year between 15<sup>th</sup> of April and 15<sup>th</sup> of May. The AM decides upon what shall be done during the next operational year. This means that the meeting approves the Plan of Operations\* and the Budget\*.

Members of JSU as well as the JSU Board may suggest changes to the By-laws\* or other steering documents. If a proposal is submitted from a regular member it is called a Motion\* and if it is submitted from the Board it is called a Proposition\*.

The Annual Meeting also elects the next JSU Board\*, which include the JSU Presidium\* as well as the Operations Controller\*. Also, the JSU Nomination Committee\* is elected but these are non-board positions

### **Who can attend the Annual Meeting?**

All regular members may attend the annual meeting to ask questions, make comments, put forwards claims and speak for candidates. Employees and remunerated of the Student Union can for example also attend and can ask the Annual Meeting to allow them to become co-opted\*.

### **What is a Delegate?**

The voting system at the Annual Meeting is built upon representative democracy. Each faculty shall send a number of delegates. The number is derived from how many regular members each faculty has in comparison to the total number of regular members of JSU. Each faculty is guaranteed one seat out of 30.

It is only the delegates that are entitled to vote at the Annual Meeting.

### **What is your task as a Delegate?**

Your task is to vote for what is best for the students at Jönköping University.

You are a representative of your faculty and should to the largest extent possible consider what is best for your faculty and all students in general.

Your task is to read through all the documents and put forward any questions you might have.

If you find something you do not think should be in for example plan of operation or that a proposal is wrongly formulated, you can put forward a claim\*.

### **What is Delegate substitute?**

A substitute replaces an ordinary delegate who is absent. You may switch as many times as you wish but it must be between decisions points in the agenda.

\*See Glossary

## Glossary

### A

**Acclamation:** The voting is done by the delegates saying “aye” out loud for or against a decision. It can also be done by the delegates raising their “slip” (piece of paper with a unique number on) for or against a decision.

Note: A delegate can at any time ask the voting to be held anonymous.

**Adjournment** (also Breaks): The meeting is temporarily suspended and will continue at determined time. It is the meetings chairperson who decides when breaks are taken and how long these are.

**Adjusters:** There shall be elected two persons, who can attend the whole meeting, which will sign the Meeting Protocol. By signing, they confirm that the secretary of the meeting has correctly recorded the matters discussed and the decisions taken by the AM.

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

**AM documents:** These are several documents and they vary depending on what has been sent into the meeting. It is normally the following:

- Proposed Agenda
- Propositions
- Motions
- Proposed Plan of Operation
- Proposed Budget
- Applications
- Reports

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

### 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. It is only the Annual Meeting who can change this and that with a 2/3 majority of the votes.

**The Board:** Directs the operations of JSU and are the highest decision making body between Annual Meetings. You find the tasks of the Board in the by-laws.

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

## C

**Candidate:** A person running for the position of elected official, e.g. President, Vice President, Board member, Nomination Committee or Operations Controller.

**Claim:** A claim may be put forward by a delegate, regular member attending the meeting or a co-opted. A claim is a suggestion of changing something in an already existing AM document.

A completely new suggestion which is not related to the documents or in some cases to the points in the documents may not be added. For example, you can put forward to add a goal into the plan of operation, but you may not claim to add something new to the by-laws. You may however put forward a claim to change the formulation of a proposition or motion.

Claims shall be in written form and turned in to the Meeting chairperson.

**Close the speakers list:** If an attendee believes that the debate has gone on too long and nothing new is added to the discussion, they can put forward a claim to close the speakers list to the meeting chairperson.

If the claim is approved, all attendees get a last chance to put themselves on the speakers list to make a final comment and after the last person is done from that list, none more may speak for the matter.

Note: you can put forward a claim to open the speakers list again.

Note: The chairperson can also decide to close the speakers list.

**Co-opt:** Non-members can be co-opted by the AM which gives them the right to attend, to speak and/or to make claims.

## 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:** 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 freedom of liability or not.

**Freedom of liability:** A resolution approving the actions taken by the Board on behalf of the Student Union during the preceding year. This means that by granting freedom of liability the Board is released from legal claims or damages which arise from their actions.

## 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.

## M

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

**Meeting Secretary:** Takes the minutes during the AM.

**Meeting Protocol:** The meeting protocol is the minutes from the AM which is signed by two adjusters, the meeting chairperson, secretary and the president of JSU to ensure that the protocol is correct.

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

## N

**Nomination Committee:** Consists of 5 students whose task it is to interview the candidates for the posts of elected officials. They shall also make a nomination for each position and shall present a motivation. They may also choose to not nominate any of the candidates. You find more information about the Nomination Committee and their tasks in the JSU By-laws.

## O

**Operational Controller:** Two persons who are reviewing the work of the Board and ensuring that they work according to the By-laws and other steering documents during the operational year. They shall hand in a report with their perceived view of the work

performed by the Board. You find more information of the Operation Controllers in the By-laws.

## **P**

**Plan of Operations:** A document proposed by the Board with proposed goals for JSU for the next operational year.

**The Presidium:** Consists of the JSU President and the JSU Vice President. Together they have the decision-making power in daily operations between Board meetings. They are the Boards representatives and much of the Boards task are delegated to them. They are responsible for leading and delegate task in the daily operations.

**Proposition:** A proposal by the Board to be considered by the AM. It can be for example, changes to the by-laws or other steering documents. The Board shall always propose a Plan of Operation and Budget and therefore.

## **R**

**Regular Member:** A member of JSU that has the right to attend, speak and put forward claims at the Annual Meeting but do not have the right to vote.

**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 four 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**

**Speakers List:** Once a proposal or report is presented those attending the meeting may ask question, comment and in the case of a proposal speak for or against the proposal. To keep order amongst those wishing to speak the attendees are put on a list controlled by the Meeting Chairperson.

Note: You may make direct replies, which means you wish to answer to a question or comment made by someone else on something you have presented. This means you do not have to wait until it is your turn on the list again to reply to someone. However, it is the meeting chairperson who grants the direct reply so you may not do it without the chairperson's approval.

## **V**

**Vote count:** In the beginning of the meeting and before each decision-making point, the meeting chairperson shall establish the vote count e.g how many that are present at the meeting that have the right to vote. The maximum vote count is 30 and it must be at least 15 in order for the voting to proceed.

**Vote counters:** Two individuals who are appointed by the AM to count the votes when anonymously voting is used.

**Voting list:** A list of those entitled to vote at the AM, in other words a list of all the delegates and the substitutes.