

# **CHI TECH**

**BIANNUAL MEETING  
HANDBOOK**

# WELCOME TO THE FALL BIANNUAL MEETING OF 2019!

The warmest welcome to all of you! HI TECH is the student association at Jönköping University - School of Engineering. It is an association that have almost 3000 members, you are one of them. HI TECH has four committees, HIKE, HINT, HI LIFE, HI EDUCATION and two project groups involving over 150 students. HI TECH want to make sure that you as a student have the best time of your life while studying here at Jönköping University.

HI TECH always strive to make sure that the students voices at the School of Engineering are heard. Each semester there is a biannual meeting where the student's has the chance to raise their voice, vote about who's going to be represented in the board the following year and decide what should be in the description of what HI TECH will work with, the Plan of Operation.

HI TECH also constantly work with creating opportunities for the students to grow a network with companies and other students.

Stop by our office and say hi!

## THE BOARD MEMBERS

### Elected in the fall:

Vice President  
Internal Organizer  
Head of Finance  
Head of HI LIFE  
Head of Affairs  
Head of Communication

### Elected in the spring:

President of HI TECH  
Head of IT  
Head of HI EDUCATION  
Head of HINT  
Head of HIKE  
Purchase Manager

# HI TECH



HI LIFE



THANKS TO ALL OF OUR SPONSORS!



# VOICE YOUR OPINION PRIOR TO THE BM

## **What is a proposition?**

A proposition is a proposal made by the Board of HI TECH which is to be considered by the BM.

## **What is a motion?**

A motion is a proposal made by one or several members of HI TECH which is to be consideration of the biannual meeting. It is possible to propose amendments, of a general or specific nature, to the actions or policies of HI TECH.

## **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 biannual meeting to consider. If you wish for the biannual meeting to consider motions pertaining to multiple topics, it is better to write several motions than including different issues in a single motion. Submit your motion(s) to [hitech@student.ju.se](mailto:hitech@student.ju.se) no later than two weeks prior to the biannual meeting.

## **Interpellation**

An interpellation is a question from one or several members to the Board of HI TECH. Regardless of the scope of this question, it must receive a written answer by the Board of HI TECH. Send your question to [hitech@student.ju.se](mailto:hitech@student.ju.se) no later than two weeks prior to the BM.

# WHAT IS THE BIANNUAL MEETING (BM)?

The BM is the highest decision-making body of the members of HI TECH.

The BM convenes at least once per semester. The BM approves the plan of operations and budget of HI TECH for the following operational year, and considers amendments to the by-laws and the policy documents.

Furthermore the board, the associations auditor and members of the Nomination Committee, are elected by the BM. Those eligible to vote at the BM are ALL the members of HI TECH, who, in accordance with the by-laws are students at Jönköping University who have paid the membership fee to HI TECH.

## **What matters are considered by the BM?**

The BM considers matters concerning over all guidelines and strategies of HI TECH, such as the plan of operations and the by-laws. The BM is, of course, open to all members of HI TECH.

## **What are you allowed to do as an attendee at the BM?**

As a member, you are entitled to speak at the BM. 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 prior to the BM.

# VOICE YOUR OPINION DURING THE BM

## **Motions**

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

A motion during the BM could concern e.g. to take a break or change a proposition from the board.

## **Reservation in the minutes**

Registration a reservation in the minutes regarding a decision is a way for you to voice your dissent with the resolution the BM 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.

# 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 BM.

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

**Agenda** – Suggested order and manner in which the BM will consider the proposed matters.

**Approval of the attendance of non-members** – This is a resolution to allow a non-member to attend the BM. 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, by-laws and the guidelines provided by the BM.

## **B**

**Biannual Meeting (BM)** – The highest decision-making body of HI TECH, which convenes twice a year barring extra ordinary meeting(s).

**BM documents** – These include the agenda and relevant information pertaining to the matters proposed for the consideration by the BM.

**By-laws** – The rules and regulations of HI TECH. These regulate the operations of HI TECH, what is allowed and what is not.

**The Board** – Directs the operations of HI TECH.

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

## **C**

**Candidate** – Person running for one of the available positions.

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

## **D**

**Delegates** – Representatives of the Student Associations and their suppliants are delegates to the annual meeting of the Student Union. Delegates have the right to vote at the Annual Meeting.

## **L**

**List of speakers** – Used at the BM 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 BM, recording all matters which were debated and which resolutions were taken.

**Motion before BM** – Proposal made by member(s), submitted to the Board no later than two (2) weeks prior to the BM..

**Motion during BM** – A proposal introducing a matter for the consideration of the BM.

**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.

## **N**

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

## **P**

**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 BM.

## 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 BM shall be sent to the members no later than three weeks prior to the BM, 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 BM documents in due time prior to the meeting.

## S

**Secretary of the meeting** – Takes the minutes during the BM.

## 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 BM.

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

**Thanks for attending  
the Biannual Meeting!**