

General Assembly Procedures

What is a General Assembly?

A General Assembly is a meeting for all members of Universalis. During a General Assembly the members of Universalis are brought up to date about what goes on in their study association. Every UCM student is a member of Universalis. Whenever a member of Universalis wants to make a change to the way how the association is run, regardless of the size of the change, the change must be approved by the General Assembly. A change is usually to be proposed as a **motion**. If the absolute majority of voting members attending the General Assembly votes in favour of the motion, it shall be adopted in the Policy Manual. Whereas the '**Statutes**' define all the legal regulations of Universalis, the '**Policy Manual**' introduces detailed interpretations of the Statutes. In case of a conflict between the two, the Statutes will prevail.

Proxies

If you are not be able to attend a General Assembly, but still wish to use your vote you can provide a written proxy to another member of Universalis (who will be present) to vote on your behalf. After asking whether that person is okay with that, you should send an email to info@ucmuniversalis.com in order to inform the General Assembly about the proxy. The written proxy must be submitted prior to the concerned General Assembly. Each member of Universalis may serve as a proxy for up to two other members.

Motions – Policy Manual

Universalis works according to the rules and regulations as stated in the Statutes and Policy Manual. Changes to the Policy Manual can be made using 'motions'. If the Board wishes to make a motion, the written motion should at the latest be published two weeks in advance of the concerned General Assembly. Motions handed in by members other than those of the Board will be accepted up to one week before the General Assembly.

What might, for example, happen is that the Board publishes a motion and another member of Universalis partially disagrees with the motion. He or she can then send in a written 'counter motion'. So basically, one would then slightly change the motion as to improve it. Both motions will then together be discussed during the General Assembly.

All motions must be voted upon. Every member of Universalis has an equal vote. If a member has been provided with one or two written proxies to vote on other members' behalf, that member will be representing multiple members, thus, cast multiple votes. A motion is approved when an absolute majority of the members who are present at General Assembly and are voting, vote in favour of the motion. This means that if there are, for example, 100 members of Universalis attending, of which 20 decide to not cast a vote on a motion, there need to be 41 members of Universalis voting in favour of the motion.

To hand in a motion for the Policy Manual: please send your completed motion form to info@ucmuniversalis.com.

Motions – Statutes

If one wishes to make changes to the Statutes, one must write out his proposal. The proposal must be published and be visibly provided to all members of Universalis. The proposal must be published latest 5 days before the General Assembly and must remain issued until the day after the General Assembly. Contrarily to voting upon motions regarding the Policy Manual, a proposal for a change in the Statutes needs two-thirds of the present voting members to be in favour of the proposal.

To hand in a proposal for the Statutes, please send your completed proposal form to info@ucmuniversalis.com.