



## Leadership Meeting Conducts and Procedures

### 1. Speaking and voting procedures

*The Leadership Meeting consists of:*

*a) Delegates with speech, proposal and voting rights: One representative from each ISU local branch and the National Board. Voting representatives from each branch can be changed before and during the NA with written notification to the National Secretary.*

*b) Observers with speech and proposal rights:*

- Committee members,*
- ISU National Secretary,*
- Representatives from potential member branches*
- One representative from Norsk Studentunion (NSU)*
- One representative from Studentenes Landsforbund (StL).*
- One representative from Studentenes og Akademikernes Internasjonale Hjelpfond (SAIH).*
- One representative from Spire (Utviklingsfondets Ungdom)*

*With a **simple majority**, speech and proposal rights can be given and removed from one or more specific observers.*

*The Delegates can decide when meetings or parts of meetings should be closed-door meeting (including delegates, the secretary, the chair and others when the situation demands) with an absolute majority vote.*

*The Leadership Meeting has the necessary quorum when **80%** of the delegates are present. **Simple majority** decides Leadership Meeting resolution. The number of voters in the room must be counted before the start of each round of voting. **No** voting delegates are allowed to enter or leave the room until the voting round is completed. If not in the room when discussions start, delegates will not have voting rights for that particular issue.*

*The following procedures require a simple majority of the Leadership Meeting:*

- Approval of Leadership Meeting's resolution or resolutions,*
- Appointment of a Chairperson to the Leadership Meeting,*
- Acceptance of the meeting schedule and agenda,*
- Reopening a closed meeting schedule or agenda &*
- Accepting changes made to the reopened meeting schedule or agenda.*

*The Leadership Meeting can, with a **two-thirds majority** vote, deny delegates their rights given to them in §3.1.1 if their branch has violated §§ 3.3.6. They will then get a status as "not elected" and are not included in the 80% quorum-demand.*

*A vote of **50% or more** gives the decision of the Leadership Meeting. All extraordinary proposals that require a vote must be given in writing to the National Secretary*



## Speaking procedures:

Each delegate and observer is given a numbered sign that will have to be shown/lifted up when you want to make a comment, upon the NA Chairperson's approval.

The signs for delegates and observers should be of different colours and no restrictions on the numbering.

- A delegate wanting to speak raises his/her hand with the sign.
- In a discussion the hand is used to signal with the sign:
  - 1) one finger means opening a new argument,
  - 2) two fingers mean commenting on the previous argument and
  - 3) flat hand on top of the sign means fact information.

Each new argument gets **two minutes**, each comment **one minute**.

Time for comments should not exceed **2 minutes** (per comment). If a reply to your comment is needed, the person to which the question is being addressed will have to seek for the Leadership Meeting chairman's approval by following the same procedure, allow the Chairman to pronounce aloud the number and then reply. The reply cannot exceed **1 minute**.

The chairman can draw the line for comments according to the development of the discussion and time frame.

Please note that it will not under any circumstances be allowed to enter in to one-on-one discussions within the sessions of the Leadership Meeting. Everyone should keep in mind that the Leadership Meeting is a body which is being addressed, and not a public dialogue platform.

## Voting procedures:

Voting on all issues is done by raising the arm with the delegate sign. Votes are counted by the chairman and re-count is done in case of uncertainty.

Each delegate has to vote once and only once at each decision. If a delegate does not want to vote neither for nor against, he/she will be counted as a blank vote.

Proposals for changes or additions on various issues discussed during the Leadership Meeting to be voted on have to be written on a proposal sheet and handed to the organisation's Secretary by the deadline given.

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