

Regulations for the annual general meeting (AGM) at Trondheim International School

These regulations apply to the meetings and proceedings during the annual meeting of Trondheim International School Foundation

The AGM's composition, notice of meeting, preparation, agenda, etc. are stated in the foundation's statutes. The same rules apply for changing these regulations as changing of the foundation's bylaws. Changes in these regulations shall be adopted by simple majority vote and shall apply from the time the annual meeting determines.

1. Meeting opening

- 1.1 All participants need to be registered on arrival before the start of the meeting.
- 1.2 Members needing to leave the meeting before its conclusion will have to be registered, as well as if they return
- 1.3 Parents cannot give others the authority to vote on their behalf at the meeting.
- 1.4 Parents who meet after the meeting is opened need to be registered before they take place.
- 1.5 The Annual Meeting has a quorum when the bylaws requirement of meeting call is met and the meeting is opened.

2. Chairperson of the meeting

- 2.1 A board member or chairperson leads the annual meeting. The Board can delegate the meeting chair role to a parent or the principal of the school

3. Agenda

- 3.1 The Board puts forward proposals for the agenda. The proposal is to be sent to parents with the relevant documents.
- 3.2 The Annual Meeting may by simple majority vote to change the order of the issues on the agenda.

4. Oration

- 4.1 All speakers will use the podium.
- 4.2 The speaker should direct their words to the chairperson. The speaker should keep to the case or the part of the case the discussion applies to. The meeting chair ensures that this is followed.
- 4.3 Respectful behavior toward the meeting and its participants is expected.
- 4.4 Audio recording of the AGM requires the approval of a 2 / 3 majority
- 4.5 The right to vote, speak and submit proposals in the annual meeting is as follows:

The right to speak, vote and submit proposals:

- Parents at the school

The right to speak and submit proposals

- Principal

The right to speak

- Elected staff representatives
- Representatives from public authorities

The chairperson may decide that others should have the right to speak on relevant issues.

5. Limits to speaking time

- 5.1 Before and during a debate on any issue, the chairperson may decide to limit the speaking time.
- 5.2 After a limit is set, those who wish to speak on the subject must be given a chance before the time runs out.
- 5.3 After the limit is set, proposals cannot be made. There is no opportunity to withdraw a proposal at this point either

6 Proposals

- 6.1 Proposals must be submitted in writing to the meetings chairperson. The proposal must be signed by the proposing party. The chairman will read the proposal to the AGM.
- 6.2 The following items may be submitted orally: that the matter should be postponed sent to the board or other body, proposals about elections, or that a proposal cannot be adopted.

6.3 A proposal must be clearly marked so that the sentence, paragraph, section, etc. in the appropriate case, is referred to.

7. Voting

7.1 A contingent to count the votes is chosen at the opening of the meeting

7.2 When the discussion is over, the chairperson takes the matter to a vote. From that point there is no further discussion, nor can new proposals be put forth.

7.3 The AGM members are obliged to vote. There is an opportunity to vote blank

7.4 Cases are decided by a simple majority vote, unless otherwise specified. In the case of a tie vote the proposal is rejected.

7.5 Before the final vote on an issue, the annual meeting may conduct sample surveys. These are not binding.

7.6 Cases are decided by open voting. Paper ballots are used if at least 1 / 3 of the electorate request it.

7.7 When there is an election the vote shall take place in writing whenever there are more candidates than vacant positions. If there is only one candidate, the election can take place with acclaim. If requested by a parent, a written vote will be conducted.

All registered Annual Meeting attendees are required to vote. In voting for candidates, each ballot submitted must contain the same number of votes as vacant positions. This means that if there are 3 empty seats, then one must choose 3 names. Ballots that are improperly completed will be disqualified. In the case of a tie, the decision will be made by drawing lots.

All decisions made are valid for two years unless otherwise specified.

8. Other Business

8.1 The last post on the agenda is for other business. This is a post intended for short posts of informative character, or questions to the school board and / or management. There are no decisions made under this paragraph.

8.2 Participants having other business must deliver this to the chairperson within the time announced at the meeting start.

9. Protocol

9.1 The Annual Meeting keeps minutes of the proceedings.

9.2 The Annual Meeting selects its secretary.

9.3 At the opening of the meeting the AGM appoints 3 people to sign the protocol.

9.4 The chairperson decides whether specific notations to the protocol will be permitted. If someone objects to the decision, the AGM will decide this by a simple majority