

ORPHEUS SOP - GENERAL ASSEMBLY

1. The *General Assembly* announcement should be sent to all members at least 3 months before the *General Assembly* with the exact date, time and place of the meeting.
2. The agenda should be outlined in this communication.
3. At regular *General Assembly* the chair is the president of ORPHEUS or if he or she is not able to come vice-president or another members of *Executive Committee* elected to chair the *General Assembly* by the *Executive Committee*.
4. If there is to be an election of new executive board members then a call for nominations should be issued at least 3 months before the *General Assembly*.
5. Before the start of *General Assembly* a list should be made of all members attending.
6. There should be at least 50% of members present before the start of *General Assembly*.
7. If there are not more than 50% of members present the beginning is postponed for 30 minutes, after which the *General Assembly* should start with only those members present.
8. At the start of the *General Assembly* two chairs are elected who will lead the assembly.
9. The chairs are not members of *Executive Committee*.
10. The possible points that could be included in the agenda of *General Assembly*:
 - (a) Election of chairs of the *General Assembly*
 - (b) Approval of the minutes from the last *General Assembly*
 - (c) President's Report
 - (d) Annual financial reports
 - (e) Auditor report
 - (f) Election of new ORPHEUS *Executive Committee*
 - (g) Election of ORPHEUS auditors
 - (h) Any other business
11. The election of new *Executive Committee* members is conducted by ballots, a list of candidates being presented for the voting. Two ORPHEUS members (one senior and one junior) are elected to be overseers of the voting procedure.
12. First the new *Executive Committee* members are elected and then there is election of the EC posts. This is conducted by ballot and the list of candidates for each post is presented.
13. If the number of candidates is the same as the number of free *Executive Committee* posts then the voting is conducted without ballots. A list of new *Executive Committee* members is presented and the voting is enacted through the raising of hands or by acclamation.

14. If there is only one candidate for *President, Treasurer, Secretary* and *Vice-President* the voting is conducted without ballots. A list of names for each post is presented and the voting is enacted through the raising of hands or by acclamation.

15. The election of auditors follows proposal from the *Executive Committee*. A list of names for each post is presented and the voting is enacted through the raising of hands or by acclamation.

16. The minutes of the *General Assembly* are recorded by the ORPHEUS *Secretary*.