

The Working format of Annual General Meeting (AGM)

Article 1. The convocation of AGM

The Secretary of the Board sends the members an official convocation 4 (four) weeks before AGM. Convocation is including the official documentations:

- a) Agenda
- b) Annual Report
- c) Financial Report
- d) Auditor Report
- e) The Plan of Action for the next twelve months
- f) Budget proposal for the ongoing financial period

Article 2. The AGM includes:

a) The opening of AGM

The President of IFHOHYP opens the meeting. In the beginning of AGM must be elected following officials of the meeting;

- Chairman, who presides over the AGM
- Secretary, responsible for the minutes of the AGM
- Two inspectors of the minutes
- Two counters of votes
- Other officers needed in AGM

b) Stating the delegates and the observers and other participants

The Delegates have the right to speak and vote. The Observers have the right to speak, but not vote. The information of the amount of the delegates and observers has to be noted in the AGM minute. In case the Board Member is the only delegate to AGM from the General Member, exception can be made to the Article 10 in Articles of Constitution, and the Board Member can be a delegate of his/her organisation in AGM.

The Treasurer gives a list of the General Members that have paid their Membership fee, to the AGM Chairman. In addition to those mentioned in the Articles of Constitution, Article 8, IFHOHYP Board may invite as Observers organisations that are not members of IFHOHYP and individual young hard of hearing people from non member countries.

The host country may have any number of Observers.

c) Verifying the authority of the meeting

Validity of AGM is defined in the IFHOHYP Articles of Constitution, Article 8

d) Accepting the Agenda

The participants may suggest changes to agenda or additional subjects to discuss in item "other subjects".

e) Presentation of the Annual Report

The Secretary or other member of the Board presents the Annual Report made as defined in the Board Working Formats.

f) Presentation of the Financial Report

The Treasurer presents the Financial Report as defined in the Board Working Format

g) The Auditor's Report

The Auditor presents his/her report of the passed year as defined in the Auditor Working Format.

h) Deciding on acceptance of the Annual Report

The AGM decides on the acceptance of the Annual Report. It may ask for additional reports, which has to be sent to the members among the minutes of the meeting.

i) Deciding on acceptance of the Financial Report

The AGM decides of the acceptance of the Financial Report. It may ask for additional information if something in the Auditor's report shows that it is not clear.

j) Presenting the Plan of Action for the year

A Member of the Board is presenting the plan of action for the ongoing year. AGM decides on changing or approving it.

k) Considering and deciding on the members proposals to the actions of IFHOHYP

l) Deciding on the Plan of Action for the year

AGM decides on changing or approving it.

m) Presenting the Budget proposal and deciding on it

The Treasurer presents the Budget proposal for the year. The AGM decides on changing or approving it.

n) Election of the Officers of the Board

The President and the Vice President are elected for two years together and the Secretary and the Treasurer are for alternative two years. The election of the Officers is structured to take place alternately every two years. This means that two Officers with more experience will be able to advise and guide the two Officers in the work of the Board. The required qualifications of the Board Members are defined in the IFHOHYP Articles of Constitution, Article 10. The candidates for Presidency who are not elected are not allowed to present themselves for another post in the Board.

o) Election of the Auditor

The Auditor is elected every year. The required qualifications of the Auditor are defined in the IFHOHYP Articles of Constitution, Article 11.

p) Election of needed Committees

The AGM decides on the needed committees of the ongoing year.

q) Stating the number and type of the members of IFHOHYP

r) Considering and deciding on other subjects presented by the participants

Article 3. Voting in AGM

The Delegates of those General Members who have paid their membership fees before the AGM, has the right to vote.

Elections are made by simple majority. The vote is public and made by showing hands unless one of the Delegates of General Members requests a secret ballot. The election of a person is always made by a secret ballot. In the event of a vote resulting in a draw, a lot decides the result.

When voting of the Board Members, each candidate should receive at least 1/3 (one third) of given votes.

When voting of the President of IFHOHYP, the candidate should receive at least 1/2 (one second) of the given votes.

If in the first round, none of the candidates receives enough votes, the next round is made with the two candidates that have got most of the votes. In case the candidates have the same amount of votes, a lot decides the result.

Article 4. The minutes of the AGM

The Secretary of the AGM is responsible for the minutes of the AGM. The minutes of the AGM includes:

- Date and place of the meeting.
- The Delegates and the Observers in the meeting.
- All the decisions made of all the topics in the Agenda and the main discussion that was leading to the result.
- The appendixes of the corrected reports if decided so in AGM. The persons concerned supplies the corrected report to the AGM Secretary with one month from the AGM.

The minutes has to be signed by the AGM Chairman, The AGM Secretary and the two chosen inspectors of the minutes.

The inspected minutes are sent to the IFHOHYP Secretary, which is responsible of sending a copy to all Members and officials within 8 weeks after every AGM.