

6. General Assembly : Agenda & Overview of EURORDIS' operations (Statutes Article 11)

Agenda

The established practice at EURORDIS is an Agenda covering:

- President Opening & Highlights of Annual Activity Report
- Treasurer Report & Financial Report
- Report from the Auditors on Account Auditing and Financial report
- Special Report from the Auditors on Regulated Agreements ("Statutory Auditor's Special Report on Regulated Agreements").
- Annual Work Programme, including Action Plan, Governance and Team Charts & Budget
- One or several topics for discussion without votes
- Presentation of candidates to the Board of Directors
- Presentation of Resolutions submitted to members' vote

Oversight – Annual Activity Report and Work Programme

EURORDIS prepares an annual activity report to the members, volunteers, partners, and the public which includes:

- Statement from the President of the Board and the Chief Executive
- The 5 Year Strategy
- The highlights of achievements -for the previous year
- The Annual Activity Report as an account of activities and accomplishments - for the previous year
- The Revenues and Expenses – for the past year
- The Board of Directors members and Officers – as before the Annual General Assembly Meeting
- The full list of Full and Associate Members – as for the past year
- The full list of conferences and events attended by EURORDIS
- The Governance Chart
- The Team Chart – with names
- The Annual Work Programme for the next year –Action Plan, Budget, Governance and Team Charts

EURORDIS also prepares a Financial Report to the members, volunteers, partners, and the public. The report includes a Treasurer' statement, assets & liabilities, revenues & expenses, annexes with detailed explanations on main items, and the report of the Auditors. The report is reviewed by the Auditors in its entirety.

The activity report, action plan and financial report are presented at the General Assembly and are voted on by EURORDIS' full members.

Electronic vote

The vote is opened during the General Assembly and can be opened up to a date that is communicated to the Members at least one month before the General Assembly. The management of the electronic vote is delegated to a service provider with specialization in online voting

Full Members can vote during the General Assembly until the end of the period of the electronic vote that is indicated on the convocation.

Proxy vote is technically not possible for the online general assembly.

The convocation to the Annual General Assembly includes the email of the person who can receive and answer questions. This person also supervises the counting of the votes.

The results of the votes are published on the General Assembly webpage on EURORDIS website and disseminated to the Members through the newsletter.

General questions

Members can ask questions on meeting items to a specified email address that is communicated to them at least one month before the General Assembly in the convocation.

The questions will be answered at the General Assembly and on the webpage of the General Assembly.