01.2026.01 Board

Adopted: 10 October 2026 · Basis: Bylaws Article 6

1. **Meetings:** The Board meets at least every three months. Meetings may be held online. The Chair announces each meeting, with its agenda, at least 7 days in advance; in urgent cases this may be shorter.
2. **Requests for a meeting:** If any two members ask, the Chair calls a meeting within 14 days.
3. **Quorum and decisions:** No decision may be taken unless at least 3 members attend. Decisions need a majority of those present; a tie means the proposal fails. Decisions on Motions need the votes of all members; decisions on Policies and amendments to the Bylaws need at least 3 of the 5 members (Bylaws Articles 6 and 10).
4. **Decisions without a meeting:** A proposal may be sent to all members in writing (by email or message). If all members accept it in writing, the decision is taken without a meeting. If any member objects, or does not reply within 7 days, the proposal goes to the next meeting.
5. **Minutes:** The Secretary, the Executive Director or both keeps minutes of every meeting and every decision taken without a meeting. Decisions taken without a meeting are also entered in the minutes of the next meeting.
6. **Summaries:** Summaries of decisions are sent to the Full Members within 15 days. Parts that contain personal data or disciplinary cases are left out.
7. **Register:** Motions are numbered topic.year.item (for example 06.2026.1). The current Bylaws, Motions and Policies are listed on one page of the website, with their versions and dates.
8. **Conflicts of interest:** A member who may not vote on a decision about themselves (Bylaws Article 6) also stays out of the discussion of that item; this is recorded in the minutes.
9. **Handover:** A member whose term ends hands over documents, account access and passwords to their successor within 15 days.