

Rules of procedure for the Assembly of Delegates of IDA Public Sector

These rules of procedure were adopted by the Assembly of Delegates of IDA Public Sector on 21 May 2013, and were approved without amendments by the Assembly of Delegates of IDA Public Sector on 2 June 2016.

§ 1

Meetings of the Assembly of Delegates

Section 1. Ordinary meetings of the Assembly of Delegates are convened in the second quarter of the year.

Section 2. Extraordinary meetings of the Assembly of Delegates are held when the Board deems it necessary or on written request by at least 15 delegates, stating the agenda.

Section 3. Notice of ordinary meetings must be given at least 28 days in advance and must include an agenda.

Section 4. Notice of extraordinary meetings must be given at least 14 days in advance.

§ 2

Agenda

Section 1. The Board of IDA Public Sector draws up the agenda for meetings of the Assembly of Delegates. The agenda must be submitted according to § 5, Section 7 of the Statutes for IDA Public Sector.

Section 2. The agenda for the ordinary meeting must include at least:

- Election of the chair
- Approval of the agenda
- Report from the Board
- Presentation of financial statements
- Proposed budget for the coming year
- Proposals received
- Election
- AOB

Section 3. The agenda for the inaugural meeting of the Assembly of Delegates must also include:

- Approval of the rules of procedure for meetings of the Assembly of Delegates
- Election of the chairperson
- Election of members to the Board of IDA Public Sector
- Election of deputies to the Board of IDA Public Sector

Section 4. An item must be included on the agenda if a proposal for the agenda has been submitted by no later than 21 days before the ordinary meeting.

§ 3

Participation in meetings

Section 1. Fractions, clubs and academic clubs under IDA Public Sector appoint delegates in accordance with § 5, Section 2 of the Statutes for IDA Public Sector. Trade union representatives who are members of IDA at a public-sector workplace without a fraction/club/academic club are also delegates.

Section 2. The Chairperson may invite others to participate in meetings of the Assembly of Delegates.

Section 3. Delegates are entitled to reimbursement for travel expenses in connection with participation in meetings of the Assembly of Delegates according to the relevant guidelines laid down by IDA.

Section 4. Publicly employed members are entitled to participate with speaking rights in meetings of the Assembly of Delegates.

§ 4

Chairing meetings

Section 1. Meetings of the Assembly of Delegates are chaired by a chair elected by the Assembly of Delegates.

Section 2. The chair lays down procedures for negotiations.

§ 5

Election of the Chairperson and the Board

Section 1. *The Assembly of Delegates elects from among its members a chairperson for three years in the same years that IDA holds elections to the Board of Representatives – the inaugural meeting of the Assembly of Delegates.*

Section 2. *The Board proposes a potential chairperson candidate to the Assembly of Delegates.*

Section 3. At the inaugural meeting, the Assembly of Delegates elects from among its members ten members in addition to the Chairperson to the Board for a three-year period.

Section 4. The Assembly of Delegates should ensure that the Board elected is representative of workplace and geography in relation to public-sector workplaces.

Section 5. The Board proposes potential member candidates to the Board of the Assembly of Delegates, such that a representative Board can be elected, cf. § 5, Section 4.

Section 6. The Assembly of Delegates elects from among its members five deputies in prioritised order for one year at a time.

Section 7. The Assembly of Delegates should ensure that deputies are elected in prioritised order representative of workplace and geography in relation to public-sector workplaces.

Section 8. The Board proposes potential deputy candidates to the Assembly of Delegates, such that representative deputies can be elected, cf. § 5, Section 7.

§ 6 Decisions

Section 1. The Assembly of Delegates has a quorum when it has been convened in accordance with the Statutes for IDA Public Sector.

Section 2. Voting at the Assembly of Delegates is by simple majority. Written ballots are only used if requested by at least one member.

§ 7 Minutes

Section 1. Minutes must be taken of meetings of the Assembly of Delegates.

Section 2. Minutes of meetings of the Assembly of Delegates are sent to the delegates and uploaded to IDA's website.

§ 8
Change of Chairperson

Section 1. At the inaugural meeting, the outgoing Chairperson acts as Chairperson until the end of the meeting.

Section 2. The newly-elected Chairperson will accept the role as Chairperson at the end of the inaugural meeting.