

**Rules of procedure
for
the Council of Employees
in
the Danish Society of Engineers, IDA**

§ 1. Management

The Chairperson of the Council of Employees chairs the meetings of the Council of Employees. If the Chairperson is absent, the Council of Employees elects a chair from among its members.

Section 2. If the matter is urgent, the Chairperson may send out consultations via email, and ask members of the Council of Employees to consider the matter at short notice. The Chairperson may also choose to convene extraordinary meetings. For briefings, the Chairperson may also use email.

§ 2. Meetings and convening meetings

The Chairperson sends out agenda material for the meeting of the Council of Employees at least five weekdays before the meeting.

Section 2. The Council of Employees determines its own frequency of meetings with approximately eight meetings per year. Furthermore, one to two seminars are held each year.

Section 3. The frequency of meetings is determined every six months for the next six months. In addition, meetings may be held when the Chairperson considers it necessary. Meeting format, place and day are determined by the Council of Employees.

§ 3. Agenda

The Chairperson lays down the agenda and sends this as well as the necessary material to the members of the Council of Employees, the deputies to the Council of Employees as well as to the spokesperson for IDA Public Sector and IDA Private Sector, respectively. If necessary, material to the agenda can be forwarded at a later time.

Section 2. A case may be processed and put to the vote outside the agenda when at least five of the present voting members vote in favour of this. Ballots may be reproduced/repeated by name. A case that only contains a message to the Council of Employees can always be presented as a briefing under AOB.

Section 3. An item must be included on the agenda if a member of the Council of Employees makes a reasoned request by no later than ten weekdays before the meeting.

§ 4. Participation in meetings

Members of the Council of Employees who are unable to attend a meeting must notify this to the IDA Secretariat as quickly as possible. The Secretariat subsequently convenes deputies as far as possible.

Section 2. The Chairperson may invite guests to the meetings whose participation in the meeting may be important for the processing of the case.

Section 3. Members of the Council of Employees are entitled to reimbursement of travel expenses in accordance with "Guidelines for reimbursement of expenses incurred in connection with travels for IDA".

§ 5. Processing of cases

The Chairperson must give the floor to the meeting participants in the order in which this has been requested. However, the Chairperson himself or herself may take the floor at any stage of the processing of the case, just as the Chairperson may always allow members to make a brief comment.

Section 2. The Chairperson may exclude a meeting participant from speaking if the member deviates from the topic or violates these rules of procedure despite reprimands.

Section 3. The Chairperson may recommend that the meeting be suspended.

Section 4. If it is proposed that the processing of a case be concluded, such proposal must be put to the vote immediately.

§ 6. Decisions

The Council of Employees has a quorum when the Council of Employees has been legally convened and when at least four members are present.

Section 2. When the Chairperson deems that a case has been duly processed, the Chairperson formulates the questions that may be voted on. If voting is not required, the case may be decided by a statement from the Chairperson.

Section 3. A member of the Council of Employees may not take part in the processing of matters in which said member may have a particular personal or financial interest outside the Society, as well as in matters relating motions of no-confidence related to said member.

Section 4. However, a member of the Council of Employees cannot be declared incompetent in matters solely on the basis of the person's political interests in the Society, including in matters regarding election of the person to positions of trust.

§ 7. Confidential cases

Prior to a meeting, the Chairperson may decide that a case must be processed confidentially, and written material will therefore not necessarily be submitted in advance. However, any material will be distributed at the meeting.

Section 2. During the meeting, the Chairperson may decide that a case undergoing processing must be processed confidentially or non-confidentially.

Section 3. No information about confidential cases, including the minutes of confidential cases, must be published, other than what has been announced by the Chairperson. The minutes of a confidential case will only be available to the Executive Committee, the Council of Employees and the Secretariat.

§ 8. Minutes

Minutes must be taken of the meetings and sent to the members within a week as far as possible. Any remarks to the minutes must be forwarded to the minutes taker by no later than one week after the minutes have been sent out. If no remarks are received, the minutes will be considered as approved. If there are remarks to the minutes, these must be entered in the minutes, and the remarks will be brought up at the next meeting at which the minutes with any remarks are approved.

Section 2. The cases processed and the decisions taken must be entered in the minutes. Moreover, any member is entitled to have a remark regarding the rules of procedure or a case processed entered into the minutes.

Section 3. The approved minutes are sent to the Executive Committee, IDA Public Sector and IDA Private Sector and are uploaded to IDA's website, unless the minutes are about a confidential case, cf. § 7, Section 3.

§ 9. Appointment of members

The Council of Employees appoints IDA representatives to committees, boards, councils, etc. where the Council of Employees must be represented.

To the extent necessary, the representatives appointed by the Council of Employees are required to keep the Council of Employees informed of the work/activities within the relevant area. In matters of significant importance for the Council of Employees, such information should be given before any decision is taken on the matter on the relevant committee.

§ 10. Finances

The Council of Employees has disposable funds from which the Council of Employees can allocate funds for projects and events. The size of these funds is determined by the Board of Representatives. The Chairperson of the Council of Employees has the authority to approve allocations of up to DKK 50,000. The Chairperson of the Council of Employees will provide information about any allocations at the next meeting.

§ 11. Revision of the rules of procedure

The rules of procedure are revised annually, or when requested by a majority of the Council of Employees.

§ 12. Adoption of the rules of procedure

These rules of procedure were adopted at the meeting of the Council of Employees on 22 September 2010. Amended on 8 November 2011 and on 14 April 2015.