Association of JCI Senators in Europe (ASE)

Internal Rules – Board Meetings

Draft protocol prepared by Paul Hill #49094 for ASE Board meeting Sheffield January 2014.

1. LOCATION AND TIMING OF MEETINGS
	1. Board meetings are normally held five times in each ASE Presidential year – from one JCI European conference to another.
	2. The first meeting of the new board is normally held immediately after the Senate Luncheon at European Conference and the Senate Organising Committee (SOC) of that conference should be asked to make a room available for this purpose. In view of time constraints on the Saturday afternoon, if the meeting venue is not adjacent to the Senate Luncheon, transport will need to be considered.
	3. This meeting should in practice be limited to one hour or less (c. 15:00 to 16.00) as the Bumble Bee meeting will frequently take place that afternoon as well. Where the Bumble Bee is not taking place in the same location at the meeting, transport will again need to be considered.
	4. The second and third meetings will be held between 1 August and 31 January, normally at an event where local Senators will be present. The location of these meetings is at the discretion of the President.
	5. Meetings 2 and 3 will normally take place in the morning (09:00 to 12:30) and may optionally include an “Open Forum” to facilitate discussion between National Senate organisations – see separate protocol.
	6. The fourth meeting of the year will take place during the “Spring” meeting, traditionally hosted by the President in his/her home country; this will normally include an “Open Forum”.
	7. A fifth meeting is normally held during the early part of the following European Conference – to deal with “final” matters before the new President takes over at the AGM. The SOC for this conference should be asked to make a room available for this purpose.
2. REQUIREMENTS FOR MEETING VENUES
	1. There are ten elected members of the board and frequently about 5-6 co-opted members. In addition, National Senate presidents/chairmen are invited to all meetings. Accordingly a meeting table for at least 16 persons is required with additional seating for other attendees.
	2. It is normal for the agenda and other documents/videos to be projected during the meeting and appropriate facilities should be available.
	3. It is expected that the cost of the meeting venue will be covered by the organising committee of the event at which the meeting is to be held. It will be assumed this is the case unless specific arrangements are agreed beforehand with the President and the Treasurer. In arranging a meeting at a specific event the President will confirm the cost arrangements with the organising committee and if ASE expenditure is required, also with the Treasurer.
	4. Refreshments (coffee etc.) before and during the meeting are very much appreciated, together with glasses for “other” refreshment, if possible. If glasses cannot be provided, some plastic cups etc should be provided.
	5. To facilitate downloading of the agenda and documents to board members computers/tablets, a wifi source, preferably free, should be available at the meeting.
3. AGENDA AND BOARD DOCUMENTS
	1. The Agenda for a board meeting will be prepared by the Secretary in consultation with the President and circulated via email and placed on the website not less than 10 days in advance of the meeting.
	2. An example Agenda for a full board meeting is shown in Appendix 1 and for the first meeting of the year in Appendix 2.
	3. Reports by board members should be circulated by email not less than 7 days before the meeting and will be placed on the website to enable easy access thereto before and during the meeting.
	4. *PAH Note: This method of circulation of board documents was in use when I was previously on the board and I believe should be reintroduced.*
4. DECISIONS AT BOARD MEETINGS
	1. It should be remembered that under the Articles, only elected members of the board have a vote at board meetings.

Appendix 1

**Association of JCI Senators in Europe**

**2nd ASE Board meeting 2013/2014**

***Friday, 11th October 2013***

Hotel Métropole, Interlaken

9:00 – 12:00

**AGENDA**

1. Call to Order / Ouverture de la réunion ............................................................................. 2’

2. Welcome and President’s opening remarks / Mots de bienvenue du Président ............... 3’

3. Apologies for absence / Excusés pour leur absence............................................................ 1’

4. Adoption of remaining Agenda & items for inclusion under “any other business” / Adoption de l’ordre du jour et inscription des questions diverses ......................................... 2’

5. Approval of Minutes / Adoption du compte-rendu ............................................................ 5’

5.1. 1st Board meeting, Monaco, June 2013

6. Verbal updates of Board members reports / Commentaires verbaux sur les rapports des membres du Bureau

6.1. Discussion on Ambassadors assigned countries ............................................................ 15’

6.2. Young and Small Organizations Academy (YSOA)........................................................... 10’

6.3. Mont Garni........................................................................................................................ 5’

7. Senate projects

7.1. Open Forums and Best Practices / Open Forum et Meilleures pratiques ...................... 45’

7.2. Training members (Kreispotentialanalys) / Formation des members (analyse du potentiel) .............................................................................................................................. 10’

7.3. Mapping of Senate in Europe / Cartographie du Sénat en Europe................................ 10’

7.4. First timers and Senate Awards / First timers et Récompenses du Sénat ..................... 10’

7.5. Internal Rules / Réglement intérieur ............................................................................. 10’

8. A FUN Programme of Meetings and Events for 2013/2014 / Un programme FUN de rencontres et d’évènements pour 2013/2014...................................................................... 20’

8.1. 4th - 9th November 2013 : Rio - Brazil (World Congress)

8.2. 17th - 19th January 2014 : Sheffield - UK

o Winter European Senate Weekend *(during British Drumming Out)*

o ASE Board Meeting 18th

8.3. 3rd - 6th April 2014 : Nantes - France

o Spring European Senate Weekend and Open Forum (*with French Senate AFS Weekend*)

o ASE Board Meeting 5th

8.4. 11th - 14th June 2014 : Malta (European Conference)

o Summer European Senate Weekend and Open Forum

o ASE Board Meeting 12th

o ASE Annual General Assembly 14th

9. Communication / Communication .................................................................................... 15’

9.1. Website

9.2. e-bulletin, flash

9.3. Social networking

9.4. European Senate

10. Any other business / Questions diverses ........................................................................ 10’

11. Date & venue of next Board Meeting / Date et lieu de la prochaine réunion du Bureau..................................................................................................................................... 1’

12. President’s closing remarks / Mots de cloture du Président............................................ 5’

Appendix 2

**Association of JCI Senators in Europe**

**1st ASE Board meeting 201X/201Y**

***Saturday, following the Senate Luncheon at European conference***

Location

15:00 – 16:00

**AGENDA**

1. Call to Order / Ouverture de la réunion ............................................................................. 2’

2. Welcome and President’s opening remarks / Mots de bienvenue du Président ............... 3’

3. Apologies for absence / Excusés pour leur absence............................................................ 1’

4. Responsibilities of the elected board for the ensuing year

5. Responsibilities of the appointed/co-opted members

6. Programme of meetings and board events for the ensuing year 5’

7. Any other relevant business

8. President’s closing remarks / Mots de cloture du Président............................................ 5’