Proposal : adopt a "committee and subcommittee" structure

There are 9 council members and they all have a speciality (called a "council role") :

- EUDEC Europe coordinator
- EUDEC Europe secretary
- EUDEC Europe facilitator
- or coordinator of one of these committees:
    - Committee "Lobbying and visibility" (every external stuff except organisation of onsite events ; it includes politics, public relations, etc.)
    - Committee "Internal organisation" (every internal stuff except relations with chapters, organisation of onsite events and finances; it includes mediation, students council, admin procedures, etc.)
    - Committee "Relations with chapters"
    - Committee "Conference, congress and other onsite events"
    - Committee "Finances and accounting"
    - Committee "Student involvement and participation"

The role "Student involvement and participation" has to be filled by a student of a EUDEC member school. In case that a student holding the role finishes his/her studies or leaves the EUDEC member school, s/he can still hold the council position until the end of his/her term.

The members of the council are encouraged to choose an assistant, who can replace them in case of their absence.

All other entities stay as they are (Oversight Committee, Legal Responsibles, etc.).

Committee roles and sub-committee

A committee is composed by every member who has a "role" within the committee. Every role has:

- a title
- a purpose
- some responsibilities

For example, in the Committee "Conference, congress and other onsite events", the role "Event feedback" :

- *Title: Role "Event feedbacks"*
- *Purpose: Experiences from previous events help to improve future events*
- *Responsibilities: Gather feedback from participants + publish a report*

A committee can decide to transform a role into "sub-committee" (it's relevant if the burden is too big for a single role).

Impact levels of decisions

Decisions are made depending on its impact level: every decision is made on the lowest level possible:

Impact level of the decision	Way of taking the decision
Low impact decision (impacts only one role)	By the role
Medium impact decision (impacts several roles)	By "advice process" : the role choose the recipients and send them the draft of the future decision. Opinions gathered are not restrictive, the role make his/her own choice.
High impact decision (impact a whole committee - or whole "sub-committee")	Vote within a (sub-)committee : ● in "(sub-)committee meeting" or ● in "asynchronous Basecamp thread" (cf. below)
Strategic decision	Vote in AGM (cf. below)

Making the distinction between these 4 levels is not always easy. Little by little, the group develop its own culture concerning these distinctions. In case a member is not sure how to make a decision, s/he is invited to ask other members what they think about it.

Examples :

- *low impact level (only one role): add a question in the feedback form for event participants*
- *medium impact level (several roles): publish in internal newsletter the progression of the satisfaction score of event participants*
- *high level impact (whole committee): change the participation fee rules of the conference*
- *strategic decision: completely stop to organize conference*

AGM

AGM stays as it is. Only the frequency changes. It is organized 4 times a year, 1 onsite during the annual Conference, and 3 times online. The EUDEC Europe secretary and EUDEC Europe facilitator prepare and facilitate these 4 AGMs. Online votings are abandoned. Members of the council are elected by the AGM. Members can candidate for several council roles. For every council role, if the place is free, an election is organised. As soon as a member is elected, his/her candidatures for other council roles are automatically cancelled. If there is no candidate for a council role, the election of this council role is postponed to the next AGM.

Decision-making within a (sub-)committee

Creating a new role in a (sub-)committee always requires a vote.

For every (sub-)committee, there is a role "coordinator" who is elected within the (sub-)committee (or in case of a new sub-committee creation, the person who held the role earlier, becomes the coordinator of the new sub-committee). If there is an empty role, the "coordinator" can nominate a member for it, by publishing a thread in Basecamp. Any member has 200 hours to oppose this nomination: if they do so, the nomination is cancelled and an election is organized for the role.

All other type of decisions within committees are taken in the "committee meeting" or in an "asynchronous Basecamp thread". All members can participate and vote in a committee, even if they don't have a role in the committee.

"Committee meeting"

It's a gathering (onsite or online) that allows every committee to vote and make decisions (if the impact level is appropriate). Every committee has 2 roles who take a major place in "committee meeting" organisation: role "secretary" and role "facilitator".

Here are the steps for a "committee meeting" (it does not apply to AGM):

- the role "secretary" defines the date of the meeting, beginning and ending hours, and inform the members at least 200 hours before the date
- the role "secretary" defines the agenda by gathering every proposal that has been sent to him/her, and by sorting them by priority level (it's a subjective sorting, and in any case, the proposals that haven't been processed in a previous meeting have priority)
- the role "facilitator" open the meeting, reads the agenda, and asks if any of the members wants to add something to the agenda
- the first proposal is presented by the member who made it : precise wording + explanations about the context and the intention
- a "clarification phase" allows members to ask questions in order to be sure they understand the proposal
- a "debate phase" allows members to express their opinions and arguments
- the vote takes place (cf. "vote process" below for details)
- repeat until there is no proposals anymore
- a "feedback phase" can be organised in order to gather the feelings of participants

In "clarification phase" and "debate phase", the members ask to speak by simply raising their hand (or writing "s" in the chat if it's online meeting). The role "facilitator" updates the "speakers' list" and gives turns accordingly. At any point, the members can also make "priority interventions" (the members indicate it by making a "P" with their 2 hands, or writing "pi" in the chat if it's online meeting), where they have priority over the "speakers' list":

- Info point: bring a very factual and a very short information.
- Law point: alert about the fact that the right of a member is not respected.
- Call for schedule change: extend the session, make a break, etc. If no objection, it is adopted. Otherwise a vote is organized to decide to change schedule or not.
- Call for voting: the role “facilitation” reads the “speakers’ list” and asks if some other members also want to speak ; if there are less than 5 people on the list (or half of the present members), every person on the list can speak 1 minute maximum, and the “debate phase” is over.
- Call for postpone: postpone debate and vote to the next meeting. If no objection, it is adopted. Otherwise a vote is organized to decide to postpone or not.
- Impact level too low: forward debate and decision on a sub-committee or a single role. If no objection, it is adopted. Otherwise a vote is organized to forward it or not.

“Asynchronous Basecamp thread”

It’s useful to organise a vote without having to organise a “committee meeting”.

Because it is asynchronous, it requires some particular process:

- every member in the committee can start a vote in that committee
- s/he creates a thread in the committee Basecamp (in “Forum”) and chooses the category “vote”
- s/he explains his/her proposal in the thread
- s/he lets 200 hours so that every member can write in the comments their vote (cf. “vote process” below), or eventually their clarification questions
- s/he answers to questions as fast as possible
- s/he can cancel the vote anytime, and eventually propose a new vote in another thread (for example if s/he wants to amend his/her proposal)
- s/he closes the vote, after the 200 hours, or if every member of the committee has voted. S/he indicate the results for every type of vote, and the final decision.
- the members can change their vote until the vote is closed

With Basecamp, every member of the committee will be notified when a new thread is created, but it is recommended to send the committee members a notice using another tool.

Vote process

Vote process for a simple proposal

Every member can vote “for”, “against”, “white” or abstain (abstentions are not counted):

- proposal is accepted if “for” > “50% of total number of members who voted” (“for” + “against” + “white”)
- proposal is refused if “against” > “50% of voters”
- otherwise, vote is postponed

"White" means "I cannot decide now, I need more time (and maybe more information)". It's important, because sometimes you don't want to abstain, but you are not ready to vote.

Vote process for a multi-options proposal

If a proposal contains several options, the option “Change nothing” is added if it makes sense. Then, every member can:

- abstain (abstentions are not counted)
- vote “white” (same role as above)
- choose one or several options

The majority is 50% of “people who voted “white” + people who choose at least one option”.

If at least one option has more than the majority, the option with the most votes is adopted. Otherwise, vote is postponed.

In practice, the “facilitator” has to ask:

1. “who vote white”,
2. “who choose at least one option”, (question only useful to calculate the majority)
3. for every option: “who vote for this option”

A member who vote “white” cannot choose an option.

It’s possible to vote for all options (including “Change nothing” if it exists), it’s the contrary of the “white” vote. It means: I want that we take a decision now, whatever it is.

Vote process for an election

An election is similar to a multi-options proposal (the options are the candidates, and there is no “Change nothing” extra-option). The only difference is that the role “secretary” should make an announcement at least 200 hours before the vote, so that members who want to candidate can tell it to the role “secretary”. If the election takes place in a “committee meeting”, the “role secretary” ask just before the “debate phase” if there are some more members who want to candidate.