

RULES OF PROCEDURE OF THE GENERAL ASSEMBLY OF THE EUROPEAN MUSIC SCHOOL UNION

In accordance with Article VI, Item 8 of the EMU Statutes, the General Assembly adopts the following rules of procedure:

I. Preparation of the General Assembly

- a) The date of the General Assembly shall be communicated to members in writing at least six months in advance.
- b) The convocation and proposal agenda shall be sent to members no later than two months before the General Assembly.
- c) Whenever possible, working documents for the meeting shall be sent along with the convocation and proposal agenda two months in advance, but no later than two weeks before the General Assembly.
- d) Members may submit motions and proposals regarding the agenda in writing to the Bureau at least one month before the Assembly. These submissions shall be communicated to members at least two weeks before the General Assembly.

II. Conduct of the General Assembly

- a) At the start of the General Assembly, the Chairman shall confirm that the Assembly has been duly convened and verify the number of voting members present.
- b) If the President and Vice-President are unable to chair the meeting, the General Assembly shall elect another Board member to chair the session.
- c) The General Assembly shall decide on all tabled motions. Voting shall generally be conducted by a show of hands. In the event of a tie, the motion is rejected. No new motions may be introduced regarding agenda items that have already been concluded.
- d) As stated in Article VI, Item 6 of the EMU Statutes, resolutions of the General Assembly shall normally be adopted by a simple majority (more than half of the valid votes cast).
- e) The agenda shall be approved by the General Assembly.
- f) The minutes of the General Assembly shall include motions, resolutions, and voting results. These minutes shall be distributed to members no later than two months after the meeting. If no objections are raised within the following two months, the minutes shall be considered approved. Any objections shall be addressed at the next General Assembly.

III. Election of the Board

- a) Before the election begins, the General Assembly shall appoint an election board consisting of one scrutineer and two tellers.

b) The election process shall proceed in the following order:

- Election of the President
- Election of the Vice-President
- Election of 3 to 5 additional Board members

c) Together with the convocation for the General Assembly, ordinary members shall be invited to nominate candidates for all Board positions: President, Vice-President, and 3 to 5 additional members. Nominations, including a curriculum vitae and a letter of motivation, must be submitted to the President at least one month before the General Assembly. These proposals shall be communicated to members at least two weeks prior to the meeting. Nominated candidates will be invited to give a short presentation at the General Assembly.

The President shall confirm in advance that candidates are willing to accept their respective positions if elected. The language used during Board meetings is English.

d) During the election, the scrutineer shall chair the General Assembly. Once the election is concluded, the newly elected President shall assume the Chair.

e) Voting shall be conducted by secret ballot unless a unanimous resolution of the General Assembly requests an open vote.

f) In secret ballots, the ballot paper lists all candidates running for the respective position. Voters may only cast votes up to the number of vacant positions. Ballot papers with more votes than available positions are invalid.

g) The President and Vice-President shall be elected separately. The candidate receiving the majority of valid votes cast shall be declared elected.

h) The remaining Board members (up to five) shall be elected on the same ballot. Candidates who receive both the highest number of votes shall be elected.

i) In the event of a tie, a runoff election will be held. If the runoff also results in a tie, the winner will be determined by drawing lots..

IV. Election of the Auditors

a) The General Assembly shall propose candidates for the position of auditors.

b) Voting shall be conducted by a show of hands unless a secret ballot is requested by any member. Secret ballot procedures shall follow the provisions outlined in Section III.

V. Complementary Provisions

a) In exceptional cases, the General Assembly may deviate from the rules of procedure by a majority resolution of voting members present.

b) Amendments to the rules of procedure require a two-thirds majority vote of ordinary members present at the General Assembly.

c) The revised Rules of Procedure shall come into effect on 29 May 2025.