

GUIDELINES

How to write a motion

Amendments and motions are texts proposed by full members or the board and submitted to the vote of all Full Members during the AGM. The purpose of these proposed amendments or motions is to amend or change the Constitution or the Internal Rules of efsli and in order to organise the activities of the Association as effectively as possible.

1. Amendment:

What can be changed by an amendment?

- efsli Constitution
- Internal Rules
- Guidelines

Who can propose an amendment?

- The efsli board or at least two Full Members (the amendment must be signed by the presidents of the national associations)

When shall an amendment be submitted to efsli board?

- 12 weeks before the date of AGM and efsli board will share to Full Member 8 weeks before the AGM

Amendments are regulated by efsli Statutes at article 6 section 1:

1. AMENDMENTS - The AGM may review and take action on proposed amendments to the current Articles of association only at an AGM. (See Internal Rules)

2. PROPOSALS - Any proposal for amendments to the Articles of association can emanate from the Board or from at least two Full Members. The draft of the amendment will be put on the agenda together with the Board recommendations and added to the invitation to the AGM, following the procedure set out in Article 4.1.2. ("8 weeks before")

3. QUORUM & VOTE - A two-thirds (2/3) majority vote by those entitled to vote is required for approval of proposed amendments and the quorum shall always comprise of two-thirds (2/3) of those entitled to vote."

2. Ordinary Motion

What can be changed by an ordinary motion?

- Proposal of new activities, new objectives, actions, changes in the way the Association operates

Who can propose an ordinary motion?

- The efsli board or Full Members (the motion must be signed by the president of the Nasli)

When shall an ordinary motion be submitted to efsli board?

- 12 weeks before the date of AGM and efsli board will share to Full Member 8 weeks before the AGM

Motions are regulated by efsli statutes at article 4. section 1. point 4

4. Motions - Motions to be considered by the AGM shall be submitted to the Board at least twelve (12) weeks before the AGM date. Draft motions received by the Board shall be circulated to the membership at least eight (8) weeks before the AGM date."

Both Amendments and Motions are regulated by article 9 of efsli Internal Rules:

- 9.1. *Amendments to the Constitution [In order to put forward one amendment or more to a motion, please refer to the Constitution article 6].*
- 9.2. *Amendments to the Internal Rules [Either the efsli Board or a full member may put forward a motion or an amendment to a motion in which to be added to the Internal rules].*
- 9.3. *Amendments to the Guidelines [We refer to Guidelines as all kind of legislation existing related to Interpreting and specifically to Sign Language Interpreting. At the same time, we shall consider guidelines any published material approved by the board and by the full members at the AGM (e.g.: Working conditions, code of practice or best practice, organising conferences/seminars, etc), these can be amended as in 9.2].*

How to write an amendment

1. How to write an amendment?

In the submitted amendment it should be clarified:

- Who proposes an amendment;
- A preamble (a short explanation of the aim of the amendment);
- Quote of the sentence of the Constitution/Internal Rules/Guideline to be amended;
- New article/phrasing proposed.

Please note: When a Motion, to the Constitution or Internal Rules, has a financial implication, the Motion must have a proposed Budget Forecast (IR art.10.3).

Template of an amendment

Constitutional Amendment of article [nr], section [nr], point [nr]

Proposal from: name of NASLI/s

Preamble: short explanation of the aim of the amendment

Proposal to change article [nr], section [nr], point [nr] of the sentence:

“.....” [current phrasing]

To:

“.....” [new proposed phrasing]

What should be the number of votes to approve an Amendment/Motion to Constitution?

- A two-thirds (2/3) majority vote by Full Members is required for approval of proposed amendments (included proxy votes)

2. How to write an ordinary motion? Here is a template

- Who proposes an ordinary motion;
- A preamble (a short explanation of the aim of the proposal)
- Motion

Template of an ordinary motion to be proposed at AGMs

Type of Motion: Ordinary Motion

Motion proposed by: Name of the NASLI/s proposing the motion

Preamble:

Short explanation of the aim of the proposal

Motion:

Text of the actual proposal to be voted

What should be the number of votes to approve an ordinary motion?

- A simple majority (51%) majority vote by Full Members is required for approval of proposed ordinary motion (included proxy votes)
Note: When a Motion has a financial implication, the motion must have a proposed Budget Forecast (IR art.10.3).