



## Instructions for the Berkeley committee

The committee shall plan and organize the exchange the years which the exchange takes place.

### 1. Composition

- i. Chairman, elected by a general assembly.
- ii. Treasurer, elected by a general assembly.
- iii. Two members, elected by a general assembly.

### 2. Operations

- i. **to** strive for an exchange with the University of California and/or the Leland Stanford Junior University.
- ii. **to** inform the members of the student body about the admission to the committee and ensure that the educational counsellors of the IEM-programme designate the committee's members of the student body in a relevant and fair way.
- iii. **to** coordinate the application of company projects in case such are part of the exchange to assure that the committee's, the student body's and the IEM-programme's good reputation among companies and organisations is upheld.

### 3. Obligations

- i. The chairman is obliged **to** delegate work tasks within the committee.
- ii. The treasurer is obliged **to** handle and ensure the committees finances and accounting.
- iii. Chairman, treasurer and other members are obliged **to** work according to the aims of the operations and the role they've been given within the committee.



#### 4. Procedure of committee meetings

- i. The Berkeley committee meets when needed or when so requested by members, at least twice per term.
- ii. Notes shall be taken during meetings of the Berkeley committee, and all decisions shall be recorded.
- iii. The chairman is entitled to co-opt one or more person to the meeting.

#### 5. Quorum

- i. All members mentioned in 1 have voting rights.
- ii. Every member present has the same number of votes. Decisions are made with simple majority. In case of undecided voting, the chairman has the casting vote.
- iii. Member with interest in proceedings or bias has no voting right.
- iv. The Berkeley committee has a quorum with at least half of its' members present.

#### 6. Appeal

- i. Decisions of the Berkeley committee can be appealed to the board of the student body.
- ii. The board of the student body can overrule decisions made by the Berkeley committee.

#### 7. Rekrytering

- i. For recruitment of a new Berkeley committee the Berkeley committee, in consultation with the Nomination Committee, shall distribute information regarding the election in the fourth study period of years in which the exchange takes place.



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## 8. Miscellaneous

- i. The Berkeley committee shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- ii. The Berkeley committee shall strive to have continuity in its' operations and perform a well-planned hand-over when the new Berkeley committee has been elected.
- iii. The Berkeley committee shall follow the regulations, statutes and policies of the student body.

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