



## 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 the institution.
- ii. Treasurer, elected by the institution.
- iii. Two members, elected by by the institution.

### 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.



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- 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.



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## 7. Recruitment

- i. For recruitment of a new Berkeley committee shall the Berkeley committee in consultation with the institution reach out with information the year before the exchange falls.

## 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.

Created:

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Translated: Martin Marklund, 2016-09-15