



Instructions for the Prom Committee

Is tasked with arranging the annual prom in the fourth study period.

1. Composition

- 1.1. Chairman, elected by a general assembly.
- 1.2. Two to four members, elected by a general assembly.

2. Operations

- 2.1. To plan and organize the annual prom during spring at Industrial Engineering & Management and invite the division's members.

3. Obligations

- 3.1. The **chairman** is obliged
 - 3.1.1. **to** lead and coordinate the Prom Committee's work.
 - 3.1.2. **to** ensure that the Prom Committee reports its' operations to the board of the student body continuously.
 - 3.1.3. **to** produce and revise a business plan for the committee together with the members of the Prom Committee.
 - 3.1.4. **to** be responsible for the committee's financial obligations together with the budget responsible of the Prom Committee.
 - 3.1.5. **to** make sure the committee is represented at meetings of the student union.
- 3.2. For **member with financial responsibility**
 - 3.2.1. **to** make a budget for and keep track of the committees expenses and revenue together with the chairman.
 - 3.2.2. **to** manage accounting and invoicing for the Prom Committee together with the treasurer of the board of the student body.
 - 3.2.3. **to** ensure that the accounting documents and associated annexes are compiled and reported as part of the student body's accounting.
- 3.3. For **other members**



- 3.3.1. **to** work towards the goals of the operations and the role given by the committee.

4. Procedure of committee meetings

- 4.1. The Prom Committee meets when needed or when requested by members, although at least twice per term.
- 4.2. Notes shall be taken during meetings of the Prom Committee and all decisions shall be recorded.
- 4.3. The chairman is entitled to co-opt one or more persons to the meeting.

5. Quorum

- 5.1. All members mentioned in 1 have voting rights.
- 5.2. 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.
- 5.3. Member with interest in proceedings or bias has no voting right.
- 5.4. The Prom Committee has a quorum with at least half of its' members present.

6. Appeal

- 6.1. Decisions of the Prom Committee can be appealed to the board of the student body.
- 6.2. The board of the student body can overrule decisions made by the Prom Committee.

7. Recruitment

- 7.1. The Prom Committee should, in consultation with the Nomination Committee, inform about recruitment in the second study period.
- 7.2. The Prom Committee should, in consultation with the Nomination Committee, plan and arrange activities for aspiring members.



8. Miscellaneous

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

Created: 2015-09-15 by Vincent Brigel and Johan Andersson.

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