



Rules of Procedure for the Board of Turun KY

1 § General Regulations

In addition to what is stated about the Board in the association's rules, the Board's activities shall follow these rules of procedure.

Each Board member must sign a commitment in January confirming that they have thoroughly familiarized themselves with the Association Act as well as the association's rules and regulations.

2 § Organizing Meeting of the Board

At its first meeting of the term, the Board confirms the areas of responsibility and duties of its members.

The Board shall also decide at its first meeting of the term when and how Board meetings will be convened during the term, and how Board members will be informed of them.

3 § Convening a Board Meeting

The Chair of the Board, or in their absence, the Vice Chair, convenes the meetings.

The Board may meet outside the pre-agreed schedule if the Chair deems it necessary or if one Board member requests a meeting to discuss a specific matter. In such cases, all members must be informed at least one day before the meeting.

For urgent matters, the Board may be convened immediately if all members approve.

01 Board Meetings

4 § Quorum

A Board meeting is quorate when at least half of the Board members, including either the Chair or the Vice Chair, are present. Decisions are made by a simple majority vote. In the event of a tie, the Chair's vote decides, except in elections, where a draw decides.

If both the Chair and Vice Chair are disqualified for a particular item, the Board may elect a temporary Chair for that section. If more than half of the Board members are disqualified from an item, the Board remains quorate as long as quorum was established at the start of the meeting.

5 § Agenda

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29 The Board meeting addresses matters listed in the agenda prepared by the Chair, as well as
30 any additional matters the Board decides to discuss.

31 6 § Meeting Secretary

32 The Board selects a person from among its members or an officer of the association to serve
33 as the meeting secretary.

34 7 § Preparation and Presentation of Matters

35 Matters for Board discussion are prepared and presented by a Board member, an expert
36 institution, an officer, or a special working group appointed by the Board for a specific case.

37 8 § Postponement of Discussion

38 The discussion of a matter appearing for the first time can be postponed to the next meeting if
39 two (2) members request it. Further postponement is decided by a simple majority vote.
40 If the Board decides to discuss a matter not included in the agenda, it must be postponed for
41 further preparation if one (1) Board member so requests.

42 9 § Right to Attend

43 Board meetings are not public. However, individuals who are granted speaking and attendance
44 rights by the Board may participate.

45 10 § Absences

46 A Board member unable to attend a meeting must inform the Chairperson in advance.

47 11 § Disqualification

48 A Board member is disqualified from participating in matters concerning their personal
49 interests. The Chairperson decides on disqualification matters.

50 12 § Voting

51 Decisions are made by a simple majority vote unless otherwise specified in the association's
52 rules or regulations.

53 In matters other than elections, the Chairperson must phrase the vote so that a "yes" or "no"
54 response determines the outcome. If a rejection proposal is made, a vote is first held on
55 whether to accept it. If accepted, the proposal is dismissed. When multiple proposals exist,
56 they are voted on one against the other until a final decision is reached. The first vote is on
57 Board members' proposals, with the final counterproposal being the presenter's proposal.

58 Voting is conducted as determined by the Chairperson. If required, or if an open vote does not
59 yield a clear result, a roll call vote is conducted. If requested by even one Board member, the
60 vote must be conducted as a secret ballot.

61 The option receiving the most votes is adopted unless otherwise stated in the rules, rules of
62 procedure, or other regulations. If votes are tied, the Chairperson's stance decides. If no

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63 counterproposal is made, the Chairperson confirms this and declares the decision without a
64 vote.

65 13 § Elections

66 If no disagreement arises, elections can be conducted without a vote. In case of disagreement,
67 a majority vote is used for selecting a single person, while a personal proportional election with
68 a secret ballot is used for multiple selections.

69 A majority vote is conducted openly unless at least one (1) Board member requests a secret
70 ballot.

71 In majority elections, the candidate with the most votes is elected. If two candidates receive
72 the same number of votes and only one can be elected, the result is determined by draw.

73 In personal proportional elections, each vote is divided among the listed candidates, with the
74 first receiving one (1) vote, the second receiving half (1/2), and so on. Candidates receiving
75 the most votes are elected.

76 Ballots must be stored by the meeting secretary in a sealed envelope until the meeting
77 minutes are approved, after which they may be discarded.

78 14 § Minutes

79 The meeting secretary, under the guidance of the Chairperson, drafts the minutes, recording
80 present members, discussed matters, supported proposals, conducted votes, and Board
81 decisions. The minutes are signed by the Chairperson and secretary and reviewed at the next
82 Board meeting.

83 15 § Dissenting Opinions

84 A Board member who wishes to record a dissenting opinion must declare it before the meeting
85 ends and submit it in writing within two (2) days of the decision.

86 **02 Additional Regulations**

87 16 § Amendments

88 Amendments to these rules of procedure require a simple majority vote at an association
89 assembly.

90 17 § Entry into Force

91 These rules of procedure were approved at the association assembly on April 21st, 2015.