



Europeana Network Association Decision-making Grid

Last updated 17 August 2016

Decision	Body	Timing	Means	Quorum	Votes needed for decision to pass	Votes needed if no quorum	When vote is tied...	Voting by proxy allowed?	Other procedures to be followed
Approval of the Association's annual policy	GA	7 days from (and including) the meeting of the GA	Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA



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Approval of the annual budget	GA	7 days from (and including) the meeting of the GA	Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Approval of the financial report	GA	7 days from (and including) the meeting of the GA	Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Approval of the annual report	GA	7 days from (and including) the meeting of the GA	Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Election of Councillors <u>Vote for up to 3 candidates</u>	GA	7 days from (and including) the meeting of the GA	Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA <u>Vote for up to 3 candidates</u>
Approval of the minutes of the previous GA meeting	GA		Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Approval of modifications to the Statutes	GA		Electronic	10%	2/3 of votes	Quorum always needed	Rejected	No	Decision must be put on the agenda of the GA + prior consultation/approval of Europeana Foundation needed.



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Endorsement of Europeana Foundation Business Plan	GA		Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Any other decision	GA		Electronic	10%	Majority (>50%)	2/3 of votes	Rejected	No	Decision must be put on the agenda of the GA
Approval of Working Groups and Task Forces	MC	Anytime	In person or electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Modifications to Terms of Reference for Task Forces and Working Groups	MC	Anytime	Electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Election of Management Board members (each Councillor gets as many votes as there are open seats)	MC	Within two weeks after the beginning of the year	Electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Nomination of annual Voting Committee	MC	At first physical MC meeting of the year	In person	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	



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Introduction or modification of membership fees	MC	Anytime	In person	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Setting and/or modification of Bylaws	MC	Anytime	In person	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Dismissal of Councillors	MC	Anytime	In person and/or electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Removal of Association Members	MC	Anytime	In person and/or electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	Statutes 10.1 c & d
Any other decision	MC	Anytime	In person and/or electronic	50%	Majority (>50%)	Quorum always needed	Rejected	Yes; by fellow Councillor	
Admission of new Members to the Association	MB	Before the dissemination of the monthly Newsletter	Electronic	More than 50% (= min. 4)	Majority (>50%)	Quorum always needed	Chair has a casting vote	No	List of candidate members is posted on Basecamp by the European Network Team; if no Board Member objects within 4 days, they are admitted.
Deciding on what proposals are to be submitted to	MB, in consultation with MC	At least 2 months before the GA (agenda needs to		More than 50% (= min. 4)	Majority (>50%)	Quorum always needed	Chair has a casting vote	No	Agenda (incl. list of decisions) needs to be circulated to GA at least 2



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the General Assembly		be circulated 2 months before)							months before the AGM
Deciding on the agenda for MC physical meetings	MB	At least 8 days before the MC meeting		More than 50% (= min. 4)	Majority (>50%)	Quorum always needed	Chair has a casting vote	No	
Any other decision	MB	Anytime	In person or electronic	More than 50% (= min. 4)	Majority (>50%)	Quorum always needed	Chair has a casting vote	No	At least 4 Board Members are needed for every decision