



**RULES OF PROCEDURE
THE PRESIDUM OF THE INTERNATIONAL DANCE ORGANIZATION
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Rules of procedure, as laid down by the Presidium of the International Dance Organization in accordance with article 8 of the Statutes:

Article 1:

Meetings of the Presidium are called by the President. Moreover, any member of the Presidium may require the President to call a meeting.

Meetings shall be called at 4 weeks' notice by e-mail or in any other manner of writing. If the matter to be debated is urgent, the President may dispense from the 4 weeks' notice.

The notice of the meeting shall be accompanied with the agenda, which, however, can be altered or supplemented until 10 days before the meeting.

Any member of the Presidium may, after receiving the notice with the agenda, propose changes or additions until 10 days before the meeting.

Article 2:

The meetings of the Presidium are presided over by a chairman. The chairman is the President, and in his absence, the Senior Vice President. If neither is present, the chairman is elected among the members present at the meeting.

Article 3:

Subjects to be debated at the meetings of the Presidium are brought before the meeting by the member or members of the Presidium who wish to discuss the subject, or any member, authorized by the President to bring forward the subject.

Subsequently, any of the other members present at the meeting is entitled to speak on the subject concerned.

After the first speech, the chairman may limit the debate to only one more speech by the members present at the meeting.

Article 4:

Moreover, the President may decide that matters shall be negotiated outside of meetings. The members of the Presidium will be informed of the matter by e-mail or by any other manner of writing. The notice shall include the deadline for statements concerning the matter, as well as the deadline for a vote on the matter. The President will determine the two deadlines. Statements and vote will take place by e-mail or by any other manner of writing.

Article 5:

Motions that have been debated may be carried or amended. Motions that have been submitted too late, may be debated, provided that this is approved by all the members present.

Article 6:

The Presidium forms a quorum when a minimum of two thirds of the members of the Presidium are present, or the President, Senior Vice President and Treasurer are present. In the latter case, however, a minimum of half the members of the Presidium must be present.

The above rules apply to negotiations outside of meetings as well, cf. article 4, so that the quorum is determined in accordance with the number of members that have actually voted on the matter.

Members cannot vote by proxy.

Resolutions are passed by a simple majority of votes.

Article 7:

Visitors may be invited to attend the meetings of the Presidium. The chairman decides whether the visitors should be allowed to speak. The visitors are not entitled to vote.

Article 8:

All formal matters are decided by the chairman.

Article 9:

The Vice President will keep minutes of every meeting of the Presidium and the minutes shall be forwarded to all the members of the Presidium no later than one week after the meeting.

The President shall forward to all members of the Presidium the result of the vote on resolutions carried outside of meetings, cf. article 4. within a week at the latest.

Thus passed