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Organization

**Committees
Decision-Making Process**



Committees

Decision-Making Process

This document outlines the decision-making processes of the Buhurt International Committees, detailing how its members will have the opportunity to vote and make decisions transparently.

Committees	2
Decision-Making Process	2
1. Meetings	3
1.1. General meetings	3
1.1.1. Definition and Organization	3
1.1.2. Quorum	3
1.1.3. Meeting Procedure	3
1.2. Council Meetings	4
1.2.1. Definition and Organization	4
1.2.2. Quorum	4
1.2.3. Meeting Procedure	4
2. Voting System	5

1. Meetings

1.1. General meetings

1.1.1. Definition and Organization

- General Meetings are assemblies that include all members of the Committee, from Trainees to the Council members. Advisors may also be invited if the Council deems it necessary.
- The Council organizes General Meetings whenever the situation requires it. This could be when new documents need approval, before or after a significant event, or for other important matters.
- The Committee must hold at least one General Meeting per year, with a minimum of one month before the General Assembly of Buhurt International.

1.1.2. Quorum

- For a General Meeting to be valid, it must meet the quorum of 25% (1/4) of all Committee members, and a minimum of 3 Council members.
- If this quorum is not met, the General Meeting is deemed invalid, and the Council must schedule a new one.

1.1.3. Meeting Procedure

- General Meetings can be conducted using any online meeting tool.
- All members of the Committee must be notified via email at least 15 days before the scheduled date of the meeting.
- The International Head leads the General Meetings, appointing a Secretary to take minutes.
- The International Head also coordinates the agenda, facilitates discussions, and ensures all members have equal opportunity to participate.
- If the International Head is unavailable, the Deputy International Head will lead the General Meeting.
- If the Deputy International Head is unavailable, the Council will designate another Council

Member to lead the General meeting and appoint a Secretary before the day of the General Meeting.

- Meeting minutes must be shared with all Committee Members within 15 days of the Committee Meeting via Buhurt International's forum.

1.2. Council Meetings

1.2.1. Definition and Organization

- Council Meetings are gatherings of the Council members to discuss ongoing projects, evaluate or approve documents, decide on promotions to higher hierarchy ranks, issue penalties for rule violations etc.
- The Council organizes Council meetings whenever necessary. This may occur, for example, when new documents need approval, or before or after a major tournament.
- The Council is required to hold at least one Council Meeting per quarter.

1.2.2. Quorum

- For a Council Meeting to be valid, a minimum of 3 Committee Members must be present.

1.2.3. Meeting Procedure

- Council Meetings can be conducted using any online meeting platform.
- All Council Members must be invited via email or other written communication at least 7 days before the scheduled date of the meeting.
- The International Head leads the Council Meetings, appointing a Secretary to take minutes.
- The International Head also coordinates the agenda, facilitates discussions, and ensures all members have equal opportunity to participate.
- If the International Head is unavailable, the Deputy International Head will lead the General Meeting.
- If the Deputy International Head is unavailable, the Council will designate another Council Member to lead the General meeting and appoint a Secretary before the day of the General Meeting.
- Meeting minutes must be shared with all Committee Members within 15 days of the Committee Meeting via Buhurt International's forum.

2. Voting System

- The decision-making process based on voting ensures that every member within the Committee has the opportunity to express their opinion and contribute to decisions.
- Voting enables a democratic approach where each member's input is taken into account, fostering a sense of inclusivity and shared responsibility. This approach helps ensure that all voices are heard, promoting transparency and collective ownership in the committee's operations.
- During a vote, each Committee member is granted with 1 vote. The vote have a different weight depending on the rank of the Committee member:

Rank	Weight
International	2
Conference	2
National	1
Trainees	1

- All decisions require a simple majority to pass (50% plus 1).
- In the event of a tie, the "vote of Minerva" is applied: the member designated to lead the meeting, whether it is the International Head, Deputy International Head or a Council member, have a vote weighting +1 to sort the tie.
- Assigning different vote weights is intended to prioritize the experience and expertise of the members in the decision-making process.
- Each vote is personal and cannot be transferred or delegated to another Committee member.

3. Change log

This will be the change log of this document. It will be updated regularly and we will display what has been removed/added/reworded/formatted. This way we keep transparent communication and clarity about the rules

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