



Building professionalism in project management.™

Project Management Institute – Switzerland Chapter

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PMI Switzerland Chapter Proposed Parliamentary Procedures

These Parliamentary Procedures are intended to augment the By-Laws of the PMI Switzerland Chapter. The purpose of this document is to define the procedures for official chapter meetings and elections.

The Annual Member Meeting

The Annual Member Meeting has the following powers:

- to appoint and modify the bylaws as well as to accept regulations
- to elect the Board of Directors and the auditors
- to elect the nomination committee for the annual election process
- to set the membership dues
- to accept the activity report
- to accept the Financial Summary and the auditors report
- to discharge the Board of Directors
- to accept the requests from the Board of Directors and from members
- the right to invalidate decisions of the Board of Directors
- to decide over the dissolution (liquidation) of the association

The Annual Member Meeting is held once a year. It is scheduled so that it does not conflict with the PMI Annual Symposium. The Annual Member Meeting is convened by sending an electronic mail (E-Mail) to all members; members for whom no valid E-Mail address is known are sent a fax or a letter by mail. The agenda of the meeting from the Board of Directors is appended to this invitation. The convening period is four weeks. The same applies to Special Member Meetings.

The President chairs the Member Meeting, in his/her absence by the Vice President Members. If he/she too is absent, the Member Meeting elects a chairperson for the meeting.

The meeting's chairperson generally determines the method of voting. A written vote must take place if this is requested by 1/3 (one-third) of the members present.

The Member Meeting accepts resolutions with a simple majority (50.1 %) of the cast valid votes; abstentions are considered invalid votes. A 2/3 (two-thirds) majority of the valid cast votes is required to reverse or veto a decision of the Board of Directors.

An agenda is proposed by the Board and can be changed and/or supplemented by any member up to two weeks before the meeting date. The meeting will then follow the published agenda.



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Quorum

A quorum at all annual and special meetings of the PMI Chapter Switzerland shall be ten percent (10%) of the voting membership in good standing, present in person.

Board of Directors

The members of the Board of Directors are elected with simple majority by the Annual Member Meeting for one calendar year, however, they remain in office beyond the expiration of their term until a new election has taken place. All members of the board must be members in good standing of the association.

Special Member Meetings

A Special Member Meeting is convened by the President either at his/her discretion or upon request of one-third of the members.

Dissolution

A 2/3 majority of *all* members is required to dissolve the association.