



COTEC GENERAL ASSEMBLY 2013

Agenda for the General Assembly

1 st COTEC General Assembly	St Paul's Bay, Malta, 21st - 22nd October
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Agenda items marked with a * means they are followed by attached document.

All proposals mentioned in this agenda are proposed by the executive committee and must have a secondary at the meeting.

Comments or proposals to go with the minutes from the meeting must be delivered in writing.

1. Opening of the General Assembly (GA)

2. Welcome speech

3. Approval of the representatives eligible to vote

The Vice President Finance will confirm that the member association of the present representatives can vote according to the Rules of procedures. Proxies must be confirmed by the treasurer before the meeting starts.

4. Approval of the meeting invitation

The invitation has to be sent out according to the rules of procedures.

5. Election of a chairperson for the meeting

The GA has to elect a chairperson for the meeting other than the president.

The Executive committee proposes Stephanie Saenger as chairperson for the meeting.

Proposal:

The Executive proposes to the General Assembly that Stephanie Saenger will chair the meeting.

6. * Approval of the minutes from the Copenhagen meeting

The GA has to approve the minutes from the Council meeting in Copenhagen, May 2013.

7. * Additions to and approval of the agenda

Members can ask for an item to be added to the agenda on number 15.

All items the representatives want to discuss and be recorded in the action minutes of the meeting must be presented before the agenda is approved.

If this agenda item is a statement, this should be written down and available in hard copy for all members. GA has to accept the addition(s) to the agenda by vote.

8. Election of two representatives to sign the minutes of the meeting

Since there will be one year to the next GA the minutes has to be approved before the next GA. The GA will elect two persons to control and sign the action minutes on behalf of the representatives. The action minutes will also be signed by the past President and the Vice president.

9. * Approval of the COTEC Executive committee annual report 2013

The Executive committee will present the annual report according to the Action Plan 2013. The president will present and comment the annual report. This includes also the report from WFOT and ENOTHE.

10. * Report on the financial situation for the first six month of 2013

The Vice President presents and comments the accounts for the first half of the current year.

11. * Adopting the Action Plan for 2014

The Executive committee will present the proposal for the Action Plan for the next year based on the adopted Political Program, received proposals from the National Associations, previous work and expected challenges for COTEC in the coming year.

12. * Adopting the budget for 2014

The proposal for the budget for the next year will be based on expected income according to the decision at the Copenhagen Council meeting and the financing of the actions at the Action Plan for the next year.

13. * Election of the Executive committee

At the first election in the new organisational model all positions in the executive committee will be elected for four years. It is important that the executive committee exist of people with different experience and competencies and from different parts of Europe. The first person to be elected is the president.

14. Election of an electoral committee

The electoral committee exist of three representatives elected at the meeting. All representatives are eligible for election and can propose candidates.

15. Any other issues

Any other agenda items which have been approved at the agenda are discussed here.

16. * Adoption of new member association Lithuania

The National OT association in Lithuania has applied to join COTEC.

17. Election of the host for the General Assembly 2014

The executive will present the proposal(s) for hosting of the next GA meeting based on received proposals.

18. Closing of the meeting