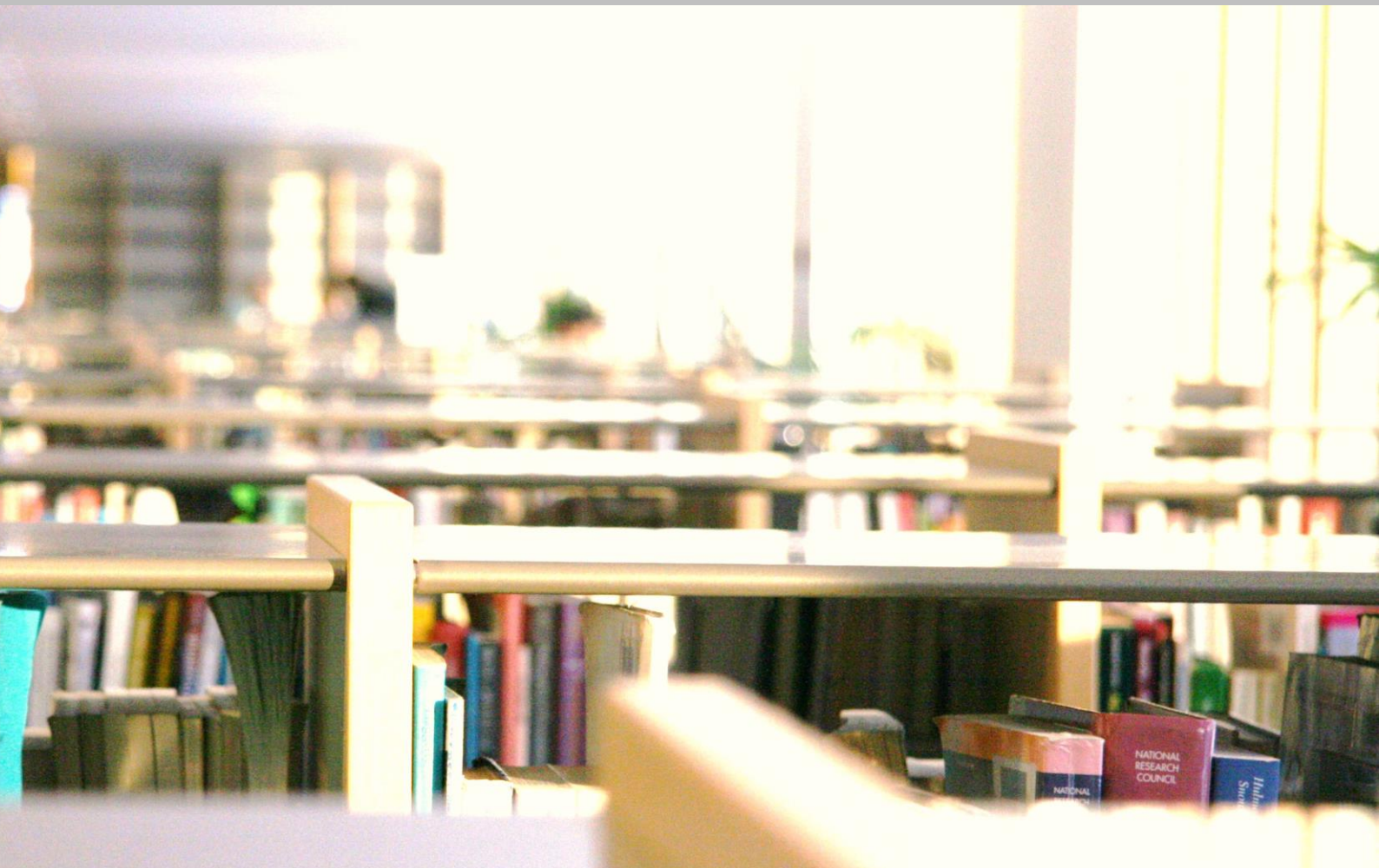

Word List

List of common terms in Swedish Associations, translated to english



List of common terms & words in Swedish associations

The Swedish form of associations and the terms used within the sphere of associations is quite unique it is importante to note that the terms as translated and explained below is an estimate, and may not be a universal translation.

The list is presented in alphabetical order.

Abstain - Avstå

If you do not want to vote on a suggestion, for example if you believe that a suggestion goes against the organisation's statutes or values, or you simply do not support either of the suggestions then you can abstain (See acclamation). Abstain counts as a vote, and should be recorded in the minutes from the meeting.

Acclamation - Acklamation

The most frequent type of acclamation is a voice vote, in which the voting group (delegates) is asked who supports and then who opposes the proposed suggestion for decision. To vote this way, you always say "yes". You never say "no". The meeting chairperson will first ask if the delegates support a suggestion, if you do support, now you say yes. The chairperson will then ask if you are against the suggestion. If you are against it, now you say yes. Lastly, the chairperson will ask if anybody wants to abstain from the decision (don't want to vote for or against), if you abstain - now you say yes. The meeting chairperson announces which claim they heard the strongest support for, wait for a few seconds in case someone believes they heard it wrongly, and then confirm the decision with the gavel (hammer). See Vote Count to see what to do when you think the meeting chairperson heard the acclamation wrongly. Decisions at the meeting are taken by simple majority.

Accredited auditor - Auktoriserad/Godkänd revisor

The accredited auditor is a certified neutral third party auditor, and is usually charged with inspecting the organisation's economic bookwork/accounts, making sure that no laws are broken and that the organisation's statutes are followed.

Adjourn - Ajournera

To adjourn the meeting means that meeting is paused until a later date or time, but will continue after the break. Before the meeting is adjourned, the meeting chairperson announces when the meeting is to officially start again. *For example: The meeting is adjourned from 13.02 December 13th 2017 until 09.01 December 14th 2017.*

Adjustment of vote tally - Justering av röstlängden

This happens several times during a meeting, usually before voting/elections. This means that the tellers count the number of people with the right to vote that are present, and adjusts the amount of votes present at the meeting, so that this can be noted down.

Agenda - Dagordning/föredragningslista

A list of all points to be handled during the meeting, including everything from the opening of a meeting until the meeting is closed. Can also work as a sort of schedule to see in which order things are handled.

Answered - Besvarad

A motion is considered *answered* if that which the motion demands is already fulfilled, or something that is on its way to being fulfilled by the organisation. A motion can also be considered *answered* if the federation board sympathises with the sentiment of the motion, but the board thinks that the claim/suggestion is phrased in a way that makes it hard, or impossible to fulfill.

Approve - Bifalla

When a suggestion is approved, the meeting chairperson will signal with the gavel (See acclamation). The opposite to this is rejection - avslag.

Claim/Suggestion - Yrkande/Förslag

A claim is the literal phrase that the meeting votes for, or against. All claims/suggestions must be presented to the meeting presidium in writing, and cannot contain any arguments. In Swedish, it must begin with the word “att”, and is by definition an infinite clause. This is in Swedish referred to as an “att-sats. In English a claim/suggestion should start with “**That**”. *E.g. The board suggests to the meeting: **That** the phrase under chapter 3 § 10 in the statutes is changed from “XXX” to “YYY”.*

Closed voting

Closed voting shall be held if requested. Elections are held by closed voting if the number of candidates exceeds the number of posts, or if anyone request closed voting. Closed voting means that you can vote anonymously. The elected tellers take care of counting the votes.

Conflict of interest - Jäv

Where somebody (delegate or someone in a position of trust) has personal interests, e.g. something to lose or gain, that might prevent her/him from acting objectively. An example might be if somebody runs a business providing a product or service that the organisation wants to buy, or a person with voting rights that is standing for election. Conflict of Interest should be declared and managed.

Consolidate - Jämka

To simplify the decision process the chairpeople may choose to bring together similar claims. This must first be approved by those whom have laid the claims.

Counter-proposal vote - Kontrapositionsvotering

A vote which is held to get a counter-proposal against the main proposal.

Demand the word - Begära ordet

To demand the word at the meeting you raise your hand into the air, and you'll be noted down on the list of speakers.

Election committee - Valberedning

The current election committee is chosen by the previous meeting. The committee is charged with the task to recommend candidates to the different positions within the organisation (See position of trust).

Formalities - Formalia

The formalities are the items that the meeting must address before the meeting moves on to the motions and proposals that are to be presented and voted on at the meeting. For example, this includes the election of the meeting minute-taker, the tellers and ballot committee, and the approval of the meeting's agenda.

Freedom from liability - Ansvarsfrihet

The meeting decides if the board from the past term shall be granted freedom from liability. The federation's trusted auditors inspect the past board's work from during the year, making sure the organisations' bylaws and statutes have been followed, and present a recommendation to the meeting about whether the meeting should give freedom from liability or not. *E.g. The board was granted freedom from liability.*

Main claim/suggestion- Huvudförslag

The main claim or suggestion, is the claim/suggestion which has the largest amount of support at the meeting (see opinion square - påverkanstorg). In case of an election, the election committee's proposal is always the main one.

Mandate period - mandatperiod

The period of the time that the persons elected at the present meeting will sit in the board. E.g. 1st January 2018 - 31st December 2018 or 1st July 2018 – 31st of June 2019.

Meeting presidium

The meeting chairperson and meeting secretary are the meeting presidium. Usually, they sit side-by-side and together have authority during the meeting. The meeting chairperson is elected to distribute the word and otherwise lead the meeting. The meeting secretary is elected to record minutes during the meeting.

Minute-adjuster - Justerare

The meeting elects a number of people, usually two, whom along with the chair of the meeting and the meeting minute-taker adjust the minutes. At the most meetings, the adjusters also act as the tellers and ballot committee.

Motion - motion

A motion is a suggestions from a member or group of members. Motions are submitted before the meeting and are thus not the same as claims/suggestions put forward at the meeting (see claim/suggestion).

Nomination - nominering

When people/a person are suggested to a position of trust/elected trustee. You may nominate yourself or others.

Opinion Square - Åsikts-/Påverkanstorg

A specified time during the meeting where delegates can discuss any received motions/propositions and propose changes, for example to the proposed work plan or budget for the following year.

Point of order - Ordningsfråga

A question that is about how the meeting works or something practical. If you have a question of order then you form a T with your hands and signal to the meeting presidium. Then the meeting chairperson will let the matter go before all the speakers in debate. (Examples of order questions can be: suggestion to close the debate, set a time limitation, or take a break).

Position of confidence/elected trustee - Förtroendevald

A person in a position of confidence is someone elected by the meeting that has a position of responsibility within the federation. For example, the chairperson, the vice chairperson, the federation secretary and the federation treasurer. The elected trustee is responsible with following the organisations' statutes as well as fulfilling the tasks included within their mandate.

Proposition - proposition

A proposition is a suggestion to the meeting, from the board of an association.

Rejection - Avslag

To say no to a proposal. Opposite to approve - bifall.

Speaker list

The list that the meeting presidium write to list which people want to speak about a specific point.

Table - Bordläggga

To *table* something means to postpone the discussion on something. It might mean to postpone it indefinitely, but usually it just means that the discussion should be resumed at a later date or time.

The word is free - ordet är fritt

The meeting chairperson says this when it opens up for debate - then you can sign up for the speaker list.

Trusted auditor - Verksamhetsrevisor

The trusted auditors are elected at each meeting to inspect the work that the federal board do. The trusted auditor's task is to make sure that the board, for example, follow the organisations' statutes and can fulfill their mandate.

Unanimous - Enhällig

If a vote is unanimous it means that all the delegates voted the same.

Vote Count - Votering

If a delegate thinks that the result of an acclamation is wrong, you can request a vote count. To do this, you call "Vote count!" before the chairperson has confirmed the decision with the gavel. The meeting chairperson must then explain how they perceived the outcome of the acclamation. The vote is then repeated in the same way as acclamation, but instead of shouting "Yes!", you will hold up your hand. If you still think the result is wrong even after this you can request that the tellers count the vote, or that the decision is taken with a closed vote.