

LXXVI NATIONAL COUNCIL MEETING

WORKING MATERIALS

Groningen, May 11th – 12th, 2019



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The European Law Students' Association

THE NETHERLANDS

76th National Council Meeting
of ELSA The Netherlands
Groningen, 11-12 May 2019

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The European Law Students' Association

THE NETHERLANDS

GENERAL INFORMATION

FOREWORD

Dear Network,

In the following document please find all necessary information concerning the third National Council Meeting of ELSA the Netherlands of the term 2018/2019, organized by ELSA Groningen. Before travelling to Groningen, please read these materials thoroughly and come prepared!

We wish for NCM Groningen to be very fruitful in discussions, be open in sharing of ideas and in a thriving social program! We are very happy to come all together again and enjoy this meeting for the second time.

We are looking forward to seeing all of you again!

Sincerely yours,

Tessa, Ifigenia, Rebecca, Margot and Maddy

ELSA the Netherlands 2018/2019

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THE NATIONAL COUNCIL MEETING GUIDE

What is a National Council Meeting?

The National Council Meeting is one of the three statutory meetings of ELSA the Netherlands.

It brings together officers of all areas from the whole Dutch ELSA Network. It consists of both plenary and workshop sessions. The main aims of this meeting are:

- a. to provide an opportunity for all officers to meet, to get informed about the latest updates in their respective areas and to exchange ideas, and
- b. to summon the Council, which discusses issues concerning the administration and the further development of the Association.

The Council represents the Members of ELSA the Netherlands and is the supreme decision-making body of the Association, whose decisions are binding upon the National Board, the Members and the Observers of ELSA the Netherlands. A Council decision can only be overturned by a subsequent Council decision.

The National Council Meeting is held on a triannual basis.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

The following Workshops will be held during the NCM:

Board Management, External Relations and Expansion (BEE): conducted by the President of the National Board and attended by Local Presidents and other BEE officers.

Internal Management (IM): conducted by the Secretary General of the National Board and attended by Local Secretaries General and other IM officers.

Financial Management (FM): conducted by the Treasurer of National Board and attended by Local Treasurers and other FM officers.

Marketing (MKT): conducted by the Vice President for Marketing of the National Board and

THE NATIONAL COUNCIL MEETING GUIDE

attended by Local Vice Presidents for Marketing and other Marketing officers.

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Academic Activities (AA): conducted by the Vice President for Academic of the National Board and attended by Local Vice Presidents for Academic Activities, Local Vice Presidents for Moot Court Competitions and other AA and MCC officers.

Seminars and Conferences (S&C): conducted by the External Guest and coordinated by the National Board and attended by Local Vice Presidents for Seminars and Conferences and other S&C officers.

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

Who is a Council Meeting Officer?

There are at least five Council Meeting Officers supporting the Council proceedings during each NCM: the *Chair*, at least two *Secretaries*, at least two *Tellers*. The Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an NCM are carried out properly.

The role of the Chair of the Plenary is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting Officers, to invite people to address the Council, to decide when to put proposals to a vote, to supervise the voting procedure, to announce the result of the voting procedure, to supervise the election procedure, to bring the meeting to order and to resolve any question concerning the Council Meeting proceedings.

The role of each Secretary is to keep the minutes of the plenary sessions. The Secretaries are responsible to the Secretary General of the National Board and should always refer to her in case of difficulty.

The role of each Teller is to count the votes, compare the results of the counting procedure, and inform the Chair about the result. The Tellers shall not be voting delegates.

OBLIGATIONS OF THE LOCAL GROUPS

Important Information!

In accordance with article 10, Section 3 of the Standing Orders of ELSA the Netherlands:

If not all delegates of a local group have paid their participation fee before the start of the NCM, the local group's voting rights will be suspended until their debt is paid.

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the National Board in due time before the NCM at treasurer@nl.elsa.org

Moreover, in accordance with article 12 of the Standing Orders of ELSA the Netherlands:

Section 1 The **National Board** will send out one State of the Network inquiry per local group at the latest **two (2) weeks** before the start of the NCM. **This must be filled out at the latest one (1) week before the start of the NCM;**

Section 2 If not all board members of a local group have filled out their respective inquiry before the start of the Opening Plenary, the local group's voting rights will be suspended for that NCM.

The local board members are jointly responsible for filling out the inquiry for any vacant positions.

Finally, it is highly recommended that the Member Local Groups, which are not going to be represented in the Council by their own delegates, give a proxy to another Member Local Group following the rules of article 16 of the Standing Orders of ELSA the Netherlands.

A template of proxy can be found in the Annex.

GENERAL REMINDER

REMINDERS

General Information

Everyone is expected to be present on Saturday, May 11th before 10:00 at Van Swinderen Huys

The plenary will start at 10:00 sharp – due to limited amount of time, we would like to ask you to obey the time plan presented below.

Important Contacts:

Konrad Turnbull - Head of the OC, Secretary General ELSA Groningen

+1 (304) 433-4533 secgen.elsagroningen@gmail.com

Ifigenia Polizos - Secretary General ELSA the Netherlands

+31683010193 secgen@nl.elsa.org

Workshops & Plenary Location:

Van Swinderen Huys

Oude Boteringestraat 19,

9712 GC Groningen

Hostel:

Bud Gett Hostel

Rademarkt 3-3a,

9711 CS Groningen

GENERAL REMINDER

General Reminder

If you really want to enjoy this NCM,

DO NOT FORGET THE FOLLOWING:

“Be prepared to speak and to speak be prepared!”

To be prepared for the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: ICM Opatija and ICM Baku;
- Read the minutes of at least the two previous NCMs: NCM Nijmegen and NCM Rotterdam.
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 49th edition of the [Council Meeting Decision Book](#);
- Read the One Year Operational Plan of the National Board 2018/2019;
- Bring your marketing materials so that you can promote your events.

To be prepared for your stay in Groningen...

- Check out the Facebook event and Participants' group of the NCM Nijmegen for further details, and make sure you have taken note of all the instructions given by the Organising Committee;
- Make travel arrangements to be in Groningen in time for the Opening of the NCM at 10.00 on Saturday, May 11th, 2019;
- Bring a business formal attire for the plenary sessions;

To be prepared for being celebrated as a true legend...

- Consider being a Plenary Secretary;
- Consider being a Teller;

To be prepared for the time of your life...

- Bring your LOCAL DRINKS and SWEETS!
- Bring your good mood and happy smiles!
- Bring all of your ELSA Spirit!

GENERAL REMINDER

Memento

Voting Rights in the Plenary

Each Member National Group has two voting cards/rights and **may not** split them during any voting procedure. Your Local Group is **NOT** eligible to vote in the Plenary unless:

1. the Local Board has filled in and submitted the **State of the Network Inquiry** to the National Board before the opening of the National Council Meeting;

Please make sure that the Secretary General of the National Board has received the responses of your Local Group to the State of the Network Inquiry.

2. the Local Board has **paid out all debts** due to ELSA the Netherlands;

Please confirm the debt situation of your Local Group with the Treasurer of the National Board prior to the NCM.

Proxy

If your Local Group is a Member of ELSA the Netherlands and will not be represented by its own delegates at the National Council Meeting, the Local Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

The Proxy must include:

- the names of the Local Group which gives a proxy and of the Local Group that receives the proxy;
- the dates during which the proxy will be valid;
- the signatures of two elected Local Board members authenticating the letter; and
- the contact details of a person responsible from the proxy-giver Local Group.

The Proxy should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday, so that your voting cards/rights be given to the Local Group acting as proxy. Please make sure that the Proxy is submitted to the Secretary General of the National Board in due time. You can find a draft Proxy in the Annex.

GENERAL REMINDER

Reporting Time

After the daily Workshop sessions are over, the Local Groups will be granted reporting time at the hours designated on the general timetable

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the plenary sessions. It is also a perfect moment to foster real ELSA Spirit within your delegation, since an NCM is the right place to create friendships outside and inside your local team.

Voting Rights in the Workshops

In the Workshops, both area and joint ones, each Member Local Group has only one vote, no matter how many people from the same Local Group are present. Make sure that you prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the Local Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants.

In order to ensure the best possible efficiency to the Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the plenary sessions:

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if not matching the following criteria:
 1. having an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be given to the Vice President for Marketing of ELSA the Netherlands before 08:00 pm (20:00) of the day before they are to be made.

GENERAL REMINDER

Finger Rules for the Workshops

The “finger rules” are intended to make the job of the Chair and the Vice Chair of the Workshops easier and to ensure that the discussions are as effective and smooth as possible.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

One finger: New idea/topic

Two fingers: Reply/comment

Three fingers: End the discussion – the current debate is not useful

Pinkie finger: Technical remark (e.g. “open the window” or “the text projected is too small”)

Scissors gesture: Remove/cut from the speakers’ list.

Thumb up/down: Show immediate feedback to a statement, instead of asking for the word to only say “I like this idea” or “I don’t like this idea”.

The priority amongst the different gestures goes in the following order and is depicted in the pictures below: pinkie, three fingers, two fingers and one finger. With this system, the Chair can more easily moderate the discussions. Scissors gesture and thumbs up/down do not require a direct reaction by the Chair and that is why there is no priority rule applied for them.



DRAFT TIMETABLES AND AGENDAS

NCM TIMETABLE

General Timetable

	May 11 th	May 12 th
	SATURDAY	SUNDAY
09:00	ARRIVAL	BREAKFAST
09:30		
10:00	Workshops	Workshops
10:30		
11:00		
11:30		
12:00		
12:30		
13:00		
13:30		
14:00	Opening Plenary	Final Plenary
14:30		
15:00		
15:30		
16:00		
16:30		
17:00		
17:30		
18:00	Free Time	
18:30		
19:00	DINNER	
19:30		
20:00		
20:30		
21:00	Social Program	
21:30		

DRAFT PLENARY AGENDA

Opening Plenary: Saturday May 11th, 2019

- 10:00 **Opening of the LXXVI National Council Meeting**
Tessa Robijn, President of ELSA the Netherlands
- 10:10 **Announcements**
- 14:00 **Incoming Mail & Introduction of international guests**
Ifigenia Polizos, Secretary General of ELSA the Netherlands
- 14:05 **Handing out Voting Cards**
Ifigenia Polizos, Secretary General of ELSA the Netherlands
- 14:20 **Election of Council Meeting Officers: Secretaries and Tellers**
Tessa Robijn, President of ELSA the Netherlands
- 14:25 **Approval of the National Council Meeting Agenda and presentation of the
National Council Meeting structure**
Tessa Robijn, President of ELSA the Netherlands
- 14:30 **Approval of the Minutes of the LXXV National Council Meeting in
Nijmegen**
Tessa Robijn, President of ELSA the Netherlands
- 14:35 **Presentation and Q&A LXXIV National Council Meeting in Nijmegen**
Organization Committee NCM Nijmegen
- 14:45 **Presentation of candidate(s) for NCM I host**
ELSA Utrecht

DRAFT PLENARY AGENDA

- 15:00 **Presentation and Q&A for Candidate Observer Group ELSA the Hague**
Raluca Nedelcu
- 15:15 **Voting on Candidate Observer Group**
Tessa Robijn, President of ELSA the Netherlands
- 15:30 **Voting on Candidate NCM I Host**
Tessa Robijn, President of ELSA the Netherlands
- 16:00 **WVTTK**
Tessa Robijn, President of ELSA the Netherlands
- 16:15 **Questions**
Ifigenia Polizos, Secretary General of ELSA the Netherlands
- 16:30 **End of the Opening Plenary**
Tessa Robijn, President of ELSA the Netherlands

DRAFT PLENARY AGENDA

Final Plenary: Sunday May 12th, 2019

- 14:00 **Opening of the Final Plenary**
Tessa Robijn, President of ELSA the Netherlands
- 14:05 **Announcements**
- 14:10 **Revision of the list of votes**
Ifigenia Polizos, Secretary General of ELSA the Netherlands
- 14:15 **Presentation and Q&A about NCM Rotterdam**
ELSA Rotterdam
- 14:20 **Presentation of the Budget 2019/2020**
Treasurer of ELSA the Netherlands, Rebecca Quazi
- 14:30 **Voting on the Budget 2019/2020**
Tessa Robijn, President of ELSA the Netherlands
- 14:40 **Presentation and approval of proposals made by the National Board**
Tessa Robijn, President of ELSA the Netherlands
- 15:20 **Presentation of the Candidates for the National Board 2019/2020**
Tessa Robijn, President of ELSA the Netherlands
- 16:00 **Voting on the Candidates for the National Board 2019/2020**
Tessa Robijn, President of ELSA the Netherlands
- 16:30 **Results of the elections for the National Board 2019/2020**
Tessa Robijn, President of ELSA the Netherlands
- 16:40 **WVTTK**
Tessa Robijn, President of ELSA the Netherlands
- 16:45 **Questions**
Tessa Robijn, President of ELSA the Netherlands
- 16:35 **Roundtable**
Tessa Robijn, President of ELSA the Netherlands

DRAFT PLENARY AGENDA

17:00 **Closing of the LXXV National Council Meeting**
Tessa Robijn, President of ELSA the Netherlands

DRAFT PLENARY AGENDA

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION

Preparations and Reminders for the Board Management, External Relations and Expansion Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.
- Read the minutes from IPM Tallinn and ICM Baku.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at president@elsa.org or on Facebook.

It is my pleasure to welcome you to the BEE Workshop!

Tessa Robijn
President
ELSA the Netherlands 2018/2019

DRAFT PLENARY AGENDA

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:10 – 11:30

Hello – It's me... (BEE)

Description:

At this point, you are all familiar with this one. Prepare a 5-minute presentation of your past months and those to come as well as some questions for your fellow Presidents.

Preparation:

Prepare that 5 min presentation!

11:30 – 13:00

Semi-acquisition, one more time (BEE+FM)

Description:

We will go over the semi-acquisition proposal once more.

Preparation:

None

Sunday, May 12th, 2019 (10:00 – 13:00)

10:00 – 11:30

Back to the future (BEE)

Description:

A glimpse of the future by looking into the past! We will try to create the ideal timeline for all our successors, including holidays, returning events, et cetera.

Preparation:

Bring a list of all your activities this year (by date), as well as a schedule of your uni exam weeks and holidays.

DRAFT PLENARY AGENDA

11:30 – 13:00

Transition of the Daily Board (BEE + IM + FM)

Description:

During this workshop we will focus on how to conduct a proper transition for your successor, all the way from a general one to your area transitions

Preparation:

Think about your transition, what went well and what went wrong. Prepare ideas for the transition you will deliver to your successors

INTERNAL MANAGEMENT

Preparations and Reminders for the Internal Management Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at secgen@nl.elsa.org or on Facebook.

It is my pleasure to welcome you to the IM Workshop!

Ifigenia Polizos

Secretary General

ELSA the Netherlands 2018/2019

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:10 – 11:30

Evaluation

Description:

During this workshop we will discuss what happened during the term. Our successes, our mistakes and what we could have done better. We will also have a small recap of what happened during ICM Baku.

Preparation:

Bring your OYOP.

11:30 – 13:00

Human Resources

Description:

During this workshop we will discuss the new Human Resources Model of ELSA and the Human Resources Strategy Proposal of ELSA the Netherlands.

Preparation:

Read the new Human Resources Model of ELSA (it will be sent to the IM mailing list) and the Human Resources Strategy Proposal of ELSA the Netherlands.

Sunday, May 12th, 2019 (10:00 – 13:00)

10:00 – 11:00

Proposals

Description:

During this workshop we will discuss all the Standing Orders proposals and the IM related Decision Book Proposals

Preparation:

Read all the Standing Orders proposals and the IM related Decision Book Proposal

11:00 – 11:30

Candidacy Workshop

Description:

This will be an opportunity for the candidate for the position of Secretary General of the National Board 2019/2020 to present their action plan to the IM officers and for them to ask questions to the candidate prior to the Final Plenary

Preparation:

Think about the questions you want to ask to the candidate for the position of Secretary General of the National Board 2019/2020

11:30 – 13:00

Transition of the Daily Board (BEE + IM + FM)

Description:

During this workshop we will focus on how to conduct a proper transition for your successor, all the way from a general one to your area transitions

Preparation:

Think about your transition, what went well and what went wrong. Prepare ideas for the transition you will deliver to your successors

FINANCIAL MANAGEMENT

Preparations and Reminders for the Financial Management Workshop

In order to actively participate and contribute to the Workshop sessions, please do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.

Please read all the documents mentioned above. It might take some time, but it will allow you and your fellow participants to get the most out of this meeting.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at treasurer@nl.elsa.org or any Social Network.

Rebecca Quazi

Treasurer

ELSA the Netherlands 2018/2019

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:10 – 11:30

Year Review

Description:

In this workshop we will evaluate our year together and brainstorm on how we can improve the next academic year

Preparation:

Prepare a 5-10 minutes preparation on how your year went, what you are proud of and what you think could have been done better.

15:30 – 17:00

Semi-acquisition plan proposal

Description:

We will go over the semi-acquisition proposal once more.

Preparation:

None

Sunday, May 12th, 2019 (10:00 – 13:00)

10:00 – 11:30

Miscellaneous

Description:

A wrap up from all NCMs and from this year. Any topic that you want to discuss, this is the place to bring it up!

Preparation:

Bring all your local drinks, let's make it an FM partyyy!

11:30 – 13:00

Transition of the Daily Board (BEE & IM & FM)

Description:

During this workshop we will focus on how to conduct a proper transition for your successor, all the way from a general one to your area transitions

Preparation:

Think about your transition, what went well and what went wrong. Prepare ideas for the transition you will deliver to your successors

MARKETING

Preparations and Reminders for the Marketing Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.
- Read and bring with you a copy of the [ELSA Brandbook](#).

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at marketing@nl.elsa.org or on Facebook.

Please use the MKT mailing list (mkt@elsa-thenetherlands.org) and our Facebook Group and start the discussion!

Welcome to the Marketing Workshop!

Margot Rumpel

Vice President for Marketing

ELSA the Netherlands 2018/2019

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:10 – 10:30

Update from the Network

Description:

A brief update of what has been happening in the ELSA network, both international and national.

Preparation:

Prepare to ask any questions regarding the ICM, the work of the National Board etc.

10:30 – 11:30

Evaluation

Description:

No different than previous NCMs, we will look into the past and analyze the work we have done as Marketeers – this time as a foundation we will build the transition on.

Preparation:

Think about and note down your tasks as a Marketing Officer so far and be prepared to briefly present your activity report. Evaluate your work in advance – is it exactly as you imagined it would be in the beginning of your term?

11:30 – 13:00

Transition: Part I

Description:

As most of our terms near their end, transition shall be a focus point for all of us. Thus, we shall be discussing good practices when it comes to transition, as well as any past experiences had. We will also talk a little bit about the future - what are the plans on the national and local level and how can we prepare our successors for them.

Preparation:

Make sure to read the Transition Manual on the Officers' Portal and think about your experiences and your plans for transition.

ACADEMIC ACTIVITIES

Sunday, May 12th, 2019 (10:00 – 13:00)

10:00 – 12:00

Transition: Part II

Description:

This Workshop will serve as a continuation of our Transition workshop on Saturday.

Preparation:

Make sure to read the Transition Manual on the Officers' Portal and think about your experiences and your plans for transition.

12:00 – 13:00

Miscellaneous

Description:

We shall evaluate and discuss the Marketing Workshops over the year. Feel free to discuss how you feel, whether this year met your expectations and what would you change.

Preparation:

None

ACADEMIC ACTIVITIES

Preparations and Reminders for the Academic Activities Workshop

Please read the following materials carefully:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.
- [AA Handbook](#)
- [MCC Handbook](#)
- [LRG Handbook](#)
- [ENC Package](#)

. Please read this agenda carefully; should you need any clarifications, do not hesitate to contact the AA and MCC Officers of ELSA international at academicactivities@nl.elsa.org.

Maddy Geraarts

Vice President for Academic Activities

ELSA the Netherlands 2018/2019

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:10 – 11:30

End of Year Review

Description:

In this workshop we will discuss how your year was as VP AA/MCC and look back at your time in this position.

Preparation:

Think back on the last 12 months and what your overall feeling was for the year and what were your favourite moments from it and what you wish to be seen carried on from your successor.

11:30 – 13:00

Tips & Tricks

Description:

Sometimes not everything we learn comes from handbooks or our predecessors when learning about our role as VP AA/MCC. In this workshop we will discuss important aspects you learnt yourself to be invaluable or handy when you were VP AA/MCC and organising events.

Preparation:

Make a list of tips you discovered to be super useful to you that were not in the handbooks of AA/MCC that you wish you'd known beforehand.

Sunday, May 12th, 2019 (10:00 – 13:00)

10:00 – 11:30

Transition (AA/MCC & S&C)

Description:

In this workshop we are going to go over your own transition that you had and then discuss what you would like to see be included for the transition of your successor.

Preparation:

Think back to your transition and whether it was good, average or bad; what would you want to change, be improved or included in the transition for the next VP AA/MCC in your local board?

11:30 – 13:00

Make your mark!

Description:

The previous workshops have been preparation for this very one! In this workshop we will put together a document that is a transition/handbook of tips tailored for the Dutch network and will subsequently be put on the Dutch Officers' Portal of the ELSA the Netherlands website.

Preparation:

Remember your input from the previous workshops of this NCM and what tips and advice you would like to be seen put in a handbook book/transition guide for the VP AA/MCC successors.

SEMINARS AND CONFERENCES

Preparations and Reminders for the Seminars and Conferences Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#),
- Read relevant parts of the [International Council Meeting Decision Book](#);
- Read Statutes, Standing Orders and the Decision Book of ELSA the Netherlands.
- [S&C Handbook](#)

Moreover, please go through the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the National Board at seminarsconferences@nl.elsa.org or on Facebook.

Welcome to the S&C Workshop!

Draft Agenda

Saturday, May 11th, 2019 (10:10 – 13:00)

10:15 – 11:30

Fundraising for Projects (+ BEE will merge in)

Description:

During this workshop, delivered by the President of ELSA, you will learn all about fundraising your Projects.

Preparation:

None

11:30 – 13:00

Delegations: how to

Description:

During this workshop we will discuss one of the most important projects of the Seminars & Conferences area, the Delegations.

Preparation:

None

PROPOSALS

THE NATIONAL BOARD

No 1: Statutes amendment concerning the Advisory Board

The National Board is proposing the following to the Council:

Statutes

3. Raad van Advies

Lid 1. Doelbepaling

1. De raad van advies heeft tot taak gevraagd en ongevraagd het bestuur te adviseren over het beleid en de daaraan verbonden activiteiten. Het bestuur kan de Raad van Advies benaderen met vragen en uitlatingen.

Lid 2. Taken

De bevoegdheden e.g. taken van de Raad van Advies houden onder andere in: - evaluatie proposals; - evaluatie van statutenwijziging; - zicht op dagelijkse gang van zaken; - minimaal twee keer per jaar (waarvan een keer aan het begin en een keer aan het einde van het jaar) gesprek met het Nationaal Bestuur; - bericht over de huidige stand van zaken op de eerste National Council Meeting van dat het academisch jaar; Council mag te allen tijde Raad van Advies benaderen; Raad van Advies mag zich van uitlatingen onthouden nationale vraagstukken

Lid 3. Benoeming

1. De benoeming van bestuursleden geschiedt uit één of meer bindende voordrachten, behoudens het bepaalde in lid 4. Tot het opmaken van zulk een voordracht zijn bevoegd zowel het bestuur als minimaal vier leden. De voordracht van het bestuur worden bij de oproeping voor de vergadering meegedeeld. Een voordracht door minimaal vier of meer leden moet voor de aanvang van de vergadering schriftelijk bij het bestuur worden ingediend. De bindende voordracht wordt enkel en alleen gedaan na (schriftelijk) advies van de huidige Raad van Advies.

2. Aan elke voordracht kan het bindend karakter worden ontnomen door een met tenminste twee/derde van de uitgebrachte stemmen genomen besluit van de algemene vergadering, genomen in een vergadering waarin tenminste twee/derde van de leden vertegenwoordigd is.

3. Behoudens het in dit artikel genoemde, hebben de leden van de Raad van Advies

THE NATIONAL BOARD

bevoegdheden noch verplichtingen ten opzichte van de vereniging die voortvloeien uit hun lid zijn van de Raad van Advies

Lid 4. Termijn

4. 1 Het bestuur wordt verkozen voor een onbepaalde, voortdurende termijn. Ontslag wordt verleent door het Nationale Bestuur.

Lid 5. Samenstelling Raad van Advies

5.1 De Raad van Advies bestaat uit minstens 2 en maximaal 7 personen.

5.2 De Raad van Advies bestaat niet uit personen die op dat moment een functie in een lokaal en/of nationaal ELSA bestuur houden.

5.3 Het Bestuur houdt een bestand bij van de leden van de Raad van Advies.

English

3. Advisory Board

Paragraph 1. Purpose determination

1. The advisory board has the task, solicited and unsolicited, of advising the board on policy and related activities. The board can approach the Advisory Board with questions and statements.

Paragraph 2. Tasks

The powers, for example, tasks of the Advisory Board include:

- evaluation proposals; - evaluation of amendment of the articles of association; -overview of daily affairs; - at least twice a year (including once at the beginning and once at the end of the year) interview with the National Administration; - report on the current state of affairs at the first National Council Meeting of that academic year; Council may approach the Advisory Board at any time; Advisory Board may refrain from statements on national issues.

Paragraph 3. Appointment

1. The appointment of board members is made from one or more binding nominations, subject to the provisions of paragraph 4. Both the board and at least four members are authorized to draw up such a nomination. The nomination of the board is communicated with the convocation for the meeting. A nomination by a minimum of four or more members must be submitted in writing to the board before the start of the meeting. The binding nomination is only made after (written) advice from the current Advisory Board.
2. The binding nature of each nomination can be removed by a decision of the general meeting taken with at least two-thirds of the votes cast, taken at a meeting in which at least two-thirds of the members are represented.
3. Subject to the provisions of this article, the members of the Advisory Board have neither power nor obligations towards the association that arise from their membership of the Advisory Board.

Paragraph 4. Term

THE NATIONAL BOARD

4.1 The board is elected for an indefinite, continuous term. Dismissal is granted by the National Board.

Paragraph 5. Composition of the Advisory Board

5.1 The Advisory Board consists of at least two and at most seven people.

5.2 The Advisory Board does not consist of persons who currently hold a position in a local and/or national ELSA board.

5.3 The Board keeps a file of the members of the Advisory Board.

Comments:

This proposal aims for the creation of an Advisory Board of ELSA the Netherlands, which will advise the National Board on policy and related activities.

No 2: Standing Orders amendment concerning Proposals

The National Board is proposing the following to the Council:

Standing Orders

Article 13

Section 3: Proposals shall be included in the Working Materials of the National Council Meeting they will be voted upon.

No 3: Standing Orders amendment concerning the Activity Report of the National Board

The National Board is proposing the following to the Council:

Standing Orders

Article 14

The National Board shall send an Activity Report to the network, prior to each National Council Meeting

Comment:

This is to ensure that the Council stays informed regarding the activities of each member of the National Board

No 4: Decision Book amendment concerning External Relations

The National Board is proposing the following to the Council:

External Relations

1. Definitions

1.1 The term “international contact” is governed by the External Regulations section of the Decision Book of ELSA International.

1.2 The term “national contact” covers:

(a) Any firm with two or more offices in cities holding the seat of a Local Group

(b) Any firm with two or more offices in the Netherlands and has over 50 legal employees

(c) Any enterprise with two or more offices in the Netherlands and has over 100 employees

(d) Any enterprise already having established a cont(r)act with the National Board

1.3 The term “local contact” covers:

(a) Any enterprise that is not an international or national contract and is reasonably within the territory of a Local Group

(b) Any enterprise already having established a cont(r)act with a Local Board

1.4 A “concrete reason” is one that is given by providing tangible proof of correspondence that is part of achieving a certain concrete aim or desired outcome with the contact.

1.5 The term “semi-centralisation” covers the part that has been centralised by the Local Groups together with the National Board.

Comment:

This is part of technical changes we try to introduce in the regulations

No 5: Decision Book amendment concerning External Relations

The National Board is proposing the following to the Council:

External Relations

2. Exclusivity

2.1 Only ELSA International has the right to contact international contacts.

2.2 Only the National Board has the right to contact national contacts. Before approaching a national contact, Local Groups shall request permission to the National Board in accordance with Article 3.1.

2.3 Only the respective Local Group has the right to contact their local contacts. Before approaching another Group's local contact, the National Board or Local Groups shall request permission of the respective Group in accordance with Article 3.1.

2.4 The National Board shall arbitrate should any conflict arise between Groups regarding the exclusivity.

Comment:

This is part of technical changes we try to introduce in the regulations

No 6: Decision Book amendment concerning External Relations

The National Board is proposing the following to the Council:

External Relations

3. Procedure

3.1 Before contacting an international, national or local contact to which they have no exclusive rights, the Local Groups shall notify the President of ELSA the Netherlands, stating in an email:

- (a) Which enterprise they wish to approach;
- (b) Which office of the enterprise is concerned;
- (c) And the reason for approaching.

The National Board shall respond within at least 10 days from the time of receiving the email and indicate a concrete reason if posing a veto to the notification. The National Board shall herein adhere to the procedures laid down in the Decision Book of ELSA International for international contacts, and Article 3.2 of this Decision Book for local contacts.

3.2 The semi-centralised contacts cover the ones that have been agreed upon by the Council. Only these contacts will be managed by the National Board.

Semi-centralized contacts may include:

- (a) **Non-law related** firms outside of the zone of any Local Group;
- (b) Already existing contacts of the National Group;
- (c) Non-law related firms that **got** agreed upon by the Council;

3.3 Before taking a decision regarding a local contact, the National Board (either on behalf of ELSA International, ELSA the Netherlands, or a Local Group) shall send an email to the President and Treasurer of the Local Group concerned, stating:

- (a) Which enterprise they wish to approach;
- (b) Which office of the enterprise is concerned;
- (c) Which Board is requesting the contact;
- (d) And the reason for approaching (only for National or Local requests).

The Local Group concerned shall respond within **10 (ten)** days from the time of receiving the email and indicate a concrete reason if posing a veto to the notification.

3.4 The Group may proceed with the approach once the deadline (laid down in Article 3.1 and 3.2) has expired, the National Board (in accordance with the approval of the Local Group, if applicable) has agreed or if no concrete reason for refusal has been given.

Comments:

This is part of technical changes we try to introduce in the regulations.

No 7: Decision Book amendment concerning External Relations

The National Board is proposing the following to the Council:

External Relations

4. Sanctions

4.1 Should a Local Group breach the procedure as stated in Article 3.1, the Local Group must transfer the funds received from the contact to ELSA the Netherlands and will have to assume any possible sanctions imposed on ELSA the Netherlands by ELSA International.

4.2 Should the National Board breach the procedure as stated in Article 3.2, the National Board must transfer the funds received from the contact to the Local Group concerned.

4.3 Any sanctions following Article 4.1 may be disputed before the Council and retracted with a 2/3rd majority.

4.4 Any sanctions following Article 4.2 may be disputed before the Council and retracted with a full majority, excluding the Local Groups whose exclusivity has been breached.

Comment:

This is part of technical changes we try to introduce in the regulations.

No 8: Decision Book amendment concerning External Relations

The National Board is proposing the following to the Council:

External Relations

5. Dutch Contacts Portfolio

5.1 The President of the National Board shall take responsibility for the Dutch Contacts Portfolio (DCP), in which the following information is contained:

- (a) Which enterprises the National and Local Groups currently have cont(r)acts with;
- (b) What the nature of the contact is (general, project or STEP Partnership);
- (c) And who the contact person of the Local Group is with regards to contact requests.

5.2 The information shall be updated with every State of the Network and every listing sent in by a Local Group. Every listing will be followed by a confirmation of the National President.

5.3 Neither the National Board nor the Local Groups may reject contact requests on the basis of having established contacts if those contacts have not been added to the DCP prior to the contact request.

5.4 The National Board has the authority to not enter a contact into the DCP should the Local Group not be able to provide sufficient proof of a cont(r)act having been established on a permanent basis. A decision by a simple majority of the Council may contest this decision.

5.5 The DCP may not be sent to anyone outside of the Treasurer and the President of ELSA the Netherlands. The National Board shall present the state of the DCP during the NCM to those requesting it.

5.6 Once an enterprise has been listed in the Dutch Contact Portfolio, every following contract with that enterprise must include a clause in which both parties agree that previous contracts may not be altered as a cause of the contract that is being drafted unless the original lister consents to this.

Comment:

This is part of technical changes we try to introduce in the regulations.

No 9: Decision Book amendment concerning Marketing

The National Board is proposing the following to the Council:

Marketing

1. Authority of ELSA the Netherlands

1.1 ELSA the Netherlands has the authority, to follow up on promises made in agreements, to ask for Local Groups to execute the following requests as listed below.

Each of those requests must be compatible with what can be seen as reasonable to ask of any Local Group. ELSA the Netherlands has the authority to ask of the Local Group to;

1.2.1. Send emails to all members of that group with text provided by ELSA the Netherlands;

1.2.2. Put by ELSA the Netherlands provided digital banners **and other** additional information regarding vacancies, internships and others on their local website;

1.2.3. Place **messages provided** by ELSA the Netherlands provided messages on the social media of the Local Group;

1.2.4. Ask of the Local Group to use a physical banner which must be provided by ELSA the Netherlands;

1.2.5. Use by ELSA the Netherlands provided trademarks and/or sponsor and/or partner names or note those names and/or trademarks on the promotion materials that Local Groups use (like; Posters, flyers, clothing, PowerPoint sheets **and other**);

1.2.6. Put a promotional poster on the University of which the Local Group relates to. The poster must be provided by ELSA the Netherlands;

1.2.7. Put brand marks and/or partner names provided by ELSA the Netherlands in the signature of the email of the Local Group;

Comment:

This is part of technical changes we try to introduce in the regulations.

No 10: Decision Book amendment concerning Marketing

The National Board is proposing the following to the Council:

Marketing

1. Authority of ELSA the Netherlands

1. Authority of ELSA the Netherlands

(...)

1.5 Anything that is stated in this article falls within the exclusive authority of ELSA the Netherlands and shall not be provided for any other Group without consent of the National Board.

1.6 Failure to comply with the requirements falling within the scope of this Article will result in the denial of the Local Group's share of the partnership income of ELSA the Netherlands for that term. The National Board shall notify the Local Group of the violation before imposing the sanction, setting a reasonable term for rectification.

1.7 The Local Group may request a pardon of a penalty following Article 1.6 during the last NCM of the term.

Comment:

This is part of technical changes we try to introduce in the regulations

No 11: Decision Book amendment concerning Internal Management

The National Board is proposing the following to the Council:

Internal Management

2. Coaching System

Section 1: The National Board will divide the Local Groups amongst themselves as they see fit based on the needs of each Local Group and the proximity of the Local Group to the residency of the National Board member

Section 2: National Board members may become coaches to the Local Group they initially belonged unless there are substantial reasons not to.

Comment:

This will ensure the better allocation of coaching groups to each National Board member with respect to the needs of each Local Group .

No 12: Decision Book amendment concerning Internal Management

The National Board is proposing the following to the Council:

Internal Management

3. Local Groups' Activity Reports

Local Groups will have to send an Activity Report to the network prior to each National Council Meeting

Comment:

This is to ensure that the National Board stays informed regarding the activities of each Local Group

No 13: Decision Book amendment concerning Internal Management

The National Board is proposing the following to the Council:

Internal Management

4. OYOP

Local Groups will have to send the National Board their One Year Operational Plan (OYOP) prior to the first National Council Meeting of each term.

Comments:

This will allow the National Board to know what are the goals of each Local Group and will make it easier for the National Board to assist them in their goals.

No 14: Decision Book amendment concerning Internal Management

The National Board is proposing the following to the Council:

Internal Management

5. Transition

Section 1: The Transition of the upcoming National Board shall be conducted within 30 days from the last day of the third National Council Meeting of each term

Section 2: Local Groups shall conduct transitions prior to the end of each term unless there is a vacant board or position. In that case, transition shall take place prior to the first NCM of the following term.

Comments:

This is will ensure that transition happens both on a National and a Local Level.

No 15: Decision Book amendment concerning Internal Management

The National Board is proposing the following to the Council:

Internal Management

6. Human Resources Strategy

1. Introduction

1.1 The Human Resources Strategy of ELSA the Netherlands constitutes a framework to be implemented both on National and Local level, and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA Members within the Dutch ELSA Network.

1.2 This section of the Decision Book shall only be regarded as a summary of the Human Resources Strategy of ELSA the Netherlands. There shall be a Handbook on Human Resources explaining the following strategy.

2. Human Resources Strategy

2.1 The Human Resources Strategy shall be divided into five stages:

- a) Recruitment;
- b) Engagement;
- c) Development;
- d) Retention;
- e) Transition and Exit.

2.2 The Recruitment stage shall have a focus on attracting members regardless of their year of study or educational institution. This stage shall take place across all the levels of the Dutch ELSA Network and is subdivided into:

- I. Attraction,
- II. Selection,

2.2.1 The Attraction process shall focus on potential members being attracted. This shall be applicable on all levels within the Dutch ELSA network.

THE NATIONAL BOARD

2.2.2 The Selection process shall focus on mutual selection between the member and the relevant part of the Dutch ELSA Network. Selection shall be influenced by the Vision of ELSA.

2.3 The Engagement stage shall have a focus on the integration of members and their active involvement within the Dutch ELSA Network and it is subdivided into:

I. Integration,

II. Accommodation,

III. Communication,

2.3.1 The Integration process shall have a focus on making members feel part of the network and involving them in the activities of the network.

2.3.2 The Accommodation process shall have a focus on motivating members to become more active while giving them the freedom of deciding the extent of their involvement.

2.3.3 The Communication process shall have a focus on maintaining a connection with the members so that they feel more included and integrated.

2.4 The Development stage shall have a focus on the cultivation of skills and acquirement of knowledge important both for the professional life of the members and their role within the Dutch ELSA Network. It is subdivided into:

I. Choice,

II. Trainings,

2.4.1 The Choice process will allow the member on how and in which area they will become active

2.4.2. After the choice has been made, the responsible board member shall be the one to provide training to the active member regarding ELSA and their function within the Dutch ELSA Network

2.5. The Retention stage shall focus on retaining the motivation of active members and on the knowledge within the Dutch ELSA network. It is subdivided into:

I. Motivation and Appreciation,

II. Evaluation,

III. Maintenance,

2.5.1 The Motivation and Appreciation process shall focus on inspiring members to continue their active work by showing them appreciation and allowing them to be more involved in important matters within the Dutch ELSA Network

2.5.2 The Evaluation process shall focus on evaluating if current practices yield results and whether there is a need for improvement in certain aspects.

THE NATIONAL BOARD

2.5.3 The Maintenance process shall focus on the retention of ELSA knowledge within the Dutch ELSA network. This is to safeguard that there will not be any loss of time in covering basic ELSA knowledge and will allow the further development of the active members of ELSA the Netherlands.

2.6. The Transition and Exit stage shall focus on transit from being an active member to an alumnus and the possible exit of the member from ELSA the Netherlands. All that while making sure knowledge is properly transitioned to the next generations. It is subdivided into:

I. Decision,

II. Transition,

III. Alumni,

2.6.1. The Decision process shall focus on the choice to become an alumnus or exit the association. The active member shall take steps to find a successor, if possible when choosing not to be active anymore.

2.6.2 The Transition process shall focus on transmitting properly the previously acquired knowledge to the successor. In the case that there is no successor, the active member shall make sure the previously acquired knowledge is properly recorded.

2.6.3 The Alumni process shall focus on allowing previously active members to remain involved within the Dutch ELSA network.

3. Implementation of the Human Resources Strategy

3.1 The Human Resources Strategy shall be a guideline for the Dutch ELSA network and Local Groups may adapt it to their own needs, if necessary.

3.2 The Human Resources Strategy Stages shall follow one another; however, both the National Group and the Local Groups may start from or pick the stage they want to implement in their Group.

3.3. There shall be an annual evaluation of the Strategy at the end of each term.

Comments:

This Strategy has been drafted taking into consideration the new Human Resources Model of ELSA, the previous Human Resources Cycles of ELSA and the Human Resources Inquiry that all Local Secretary Generals of ELSA the Netherlands have filled in.

ANNEX – PROXY

From: ELSA _____ (proxy giver)

To: ELSA _____ (acting as proxy)

This proxy shall be valid for:

Event:

LXXV National Council Meeting to be held in Groningen.

Dates:

(please specify the dates that your proxy is going to be valid for, e.g. If your national delegation is not present in the Opening Plenary, but is going to attend the rest of the NCM, please write only the date of the Opening Plenary)

The proxy giver ELSA _____ hereby authorises ELSA _____ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided, at the LXXV National Council Meeting to be held in Groningen between May 11th -12th 2019.

On behalf of ELSA _____ (proxy giver)

Name of the Local Board Member:	Name of the Local Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the National Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+ _____) _____

Email address: _____

NOMINATION SHEET



The European Law Students' Association
THE NETHERLANDS

Nomination

By signing this form, ELSA

Seconded by ELSA

Nominates

for the position of

of ELSA the Netherlands 2019/2020

Date:

President nominating ELSA group

President seconding ELSA group

elsa

The European Law Students' Association

THE NETHERLANDS