

# Assembly Procedure openHAB Foundation

**(only the German version is legally binding, the English version is only a non-binding translation)**

This Assembly Procedure results are based on the constitution of the openHAB Foundation.

## Assembly

1. The general assembly shall take place in a meeting facility.

## Proceedings

1. The President opens the meeting and welcomes the members present.
2. The General Assembly determines a Chairman and a Secretary.
3. The Chairman announces the quorum.
4. The Chairman requests the approval of the agenda.
5. The meeting takes place according to the agenda. Every decision should be preceded by a debate.
6. "Miscellaneous" agenda items should only be used for information and announcements and not create any decisions.

## Resolutions and elections

1. Voting is done openly unless any member requests a secret vote.
2. An open vote is done by a show of hands.
3. For the election of the President, the Vice-President and Chief Financial Officer a secret ballot is used.
4. Members may be elected in their absence. This requires the written consent of the absent member to the president. This consent must be presented for the election.

## Board Meetings

1. Board Meetings can be conducted either in a meeting facility, virtual event or a combination of both.
2. Virtual events use commonly available video conferencing software (such as Google Hangouts or Skype). Connection information will be sent by email at least 24 hours in advance of the event.
3. Virtual participants may vote by raising hands.

## Auditors

1. The general meeting may, for a period of two fiscal years, choose an auditor who is not a member of the Management Board. This position is available for re-election.
2. The Auditor verifies the cash and accounts of the Chief Financial Officer after the close of each fiscal year and reports the findings at the Annual General Meeting.
3. The role of an auditor is voluntary and he receives no salary for work performed.
4. Under their own discretion or if requested by the General Assembly the auditor may use an outside certified accountant or financial professional so long as the association has the financials means to do so.

## **Commencement**

This assembly order was created by the General Assembly on 20.05.2016.

All decisions are effective immediately.

This assembly order supersedes all assembly regulations previously adopted.