

This document is a translation of the original document in Swedish "Instruktion för protokollföring- och hantering". If the information in English is different from the Swedish version, it is the Swedish version that applies.

Instruction for keeping and handling meeting minutes

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§1 This instruction specifies how meeting minutes are to be kept and handled within Medicinska Föreningen. The instruction applies to all union bodies and can also be used in other contexts when minutes are being kept within the Association.

Content

- §2 The Association's meeting minutes template shall be used when keeping minutes, the template can be found at the Association's website.
- §3 The name of the Association and the name of the union body in question must be clearly stated in the meeting minutes. On the first page of the minutes the following must be stated: Date, time, place for the meeting and the attendants. The Association's logo must embellish the document.
- §4 The meeting minutes shall be numbered in accordance with to the ongoing calendar year, starting at "1" at the beginning of each calendar year. This number shall be stated on the minutes' first page. Every page in the meeting minutes shall be numbered with the page number as well as the total number of pages in the minutes, excluding appendices.
- §5 For each matter treated the following must be noted: The headline, the number on the agenda and the name of any rapporteur. The meeting minutes must clearly show what decision was made in which matter and what pleas that preceded. Additionally, it shall be noted if the decision was made by the means of vote or head count, if the decision was unanimous that shall be noted and if there was a head count the result must be accounted for in exact numbers.
- §6 In the meeting minutes there must be a list of the appendices belonging to those meeting minutes.

Signing

- §7 The meeting minutes must be signed by the secretary, the chairperson and the adjuster and this can be done by hand or digitally. The digital tool used for e-signing must be approved by the Association's Computer Committee for the signature to be valid.

Adjusting

- §8 Directives on how and when the executive union bodies, the Board and the Union Council shall adjust their meeting minutes can be found in the Association's bylaws.

- §9 When finding significant errors in the meeting minutes, the adjuster must notify the record keeper and they should then correct the error and print a new original version of the minutes. Minor errors can be corrected with a ballpoint pen and a note in the minutes' margin along with the adjuster's signature and the date of the day.
- §10 The adjustment is confirmed when the adjuster has put their signature at the appropriate row at the end of the minutes and their initials at every adjusted page in the minutes, including appendices.

Storing/safe keeping

- §11 The original meeting minutes are to be stored at its assigned place at the student union office in Solna or at the Association's archive. The minutes should also be made available for the union body's members digitally.

Announcement

- §12 The meeting minutes shall be shared with the members of the union body and shall be notified to the next meeting of the union body.