

# **International Association of Applied Mathematics and Mechanics (GAMM)**

## **- Working rules of the Board of Directors -**

### **1. Tasks of the Board of Directors**

The tasks of the Board of Directors are regulated in § 10 of the GAMM statutes.

### **2. Meetings of the Board of Directors**

- 2.1. Meetings of the Board of Directors will be convened in writing by the secretary or a member of the presidium at least four weeks in advance.
- 2.2. The secretary must provide the members of the Board of Directors with the documents for deliberation and the agenda in writing at least two weeks in advance.
- 2.3. Each member of the Board of Directors has the right to submit items for the agenda to the presidium or the secretary.
- 2.4. At a duly convened meeting, the Board of Directors has a quorum if more than half of the members of the Board of Directors are in attendance.
- 2.5. All deliberations of the Board of Directors in any form shall be confidential as a matter of principle. Disagreements within the Board of Directors may not be disclosed to others.

### **3. Resolutions**

- 3.1. Resolutions passed by the Board of Directors are binding on all members of the body. However, members of the Board of Directors are not bound by previous resolutions of the Board of Directors when voting at the annual general meeting.
- 3.2. The announcement of resolutions passed by the Board of Directors is the responsibility of the secretary, unless otherwise decided.
- 3.3. The president or the secretary may bring about resolutions outside of meetings of the Board of Directors by conducting a survey in writing (also by email, Doodle, etc.). In case of surveys via email, the voting period must be at least one week from the date the email was sent. Such resolutions will only be valid if at least half of the members of the Board of Directors have participated in the vote.
- 3.4. All resolutions must be documented in minutes (resolution list in the Executive Board cloud storage).

### **4. Minutes**

- 4.1. Minutes of the results must be prepared for each meeting of the Board of Directors, which must be signed by the secretary.
- 4.2. The secretary will forward the minutes to the members of the presidium for approval and for forwarding to the other members of the Board of Directors and the GAMM office no later than two weeks following the meeting.

- 4.3. Objections to the minutes should be raised no later than at the next meeting of the Board of Directors.
- 4.4. The minutes of all meetings must be archived in the Executive Board cloud storage after they have been approved.

## **5. Extended Board of Directors**

- 5.1. The Board of Directors can invite guests to attend its meetings. Guests don't have any voting rights.
- 5.2. They may include representatives of the branches, local conference chairs of the current and future annual conferences, editors of scientific publications by GAMM, and representatives of GAMM at other organizations.
- 5.3. The Board of Directors may choose its own forms of discussion for the various groups.

## **6. Amendments to the working rules**

- 6.1. Any amendment to the working rules requires an absolute majority of all members of the Board of Directors.

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These working rules were adopted in accordance with § 10 of the statutes by the Board of Directors on January 27, 2023 in a video conference.