



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

DELEGATES GUIDE

Last update: 2023



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

Table of content

1. What is EDSA?	3
2. What does EDSA do?	3
3. What are EDSA's most important documents?	4
4. What are EDSA's most important partners?	6
6. What are different projects in EDSA and how can you/or other members participate?	8
7. What is the delegate's role during their mandate?	12
8. What is the delegate's role when in the meeting?	14
9. How should I prepare for the meeting?	19
10. What are Standing Committees and what is the delegates' role in them?	21
11. How to vote during the General Meeting	22
12. How to create a motion	25
13. How to organise your proxy	27
14. How to do a handover	27
15. The role beyond being a Delegate	28



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

1. What is EDSA?

The European Dental Students' Association (EDSA) was founded in 1988 and currently **represents more than 70,000 dental students from 182 dental schools in 33 different countries.**

The EDSA is a **not-for-profit and independent organisation** open to all local or national dental students' associations in the European region.

This is an official description of our association. But mostly, we are a family of amazing people from all around Europe, who come together at least twice a year to share ideas, create new memories and learn from each other.

2. What does EDSA do?

EDSA's goals are:

- To **inform students** about European organisations and politics in relation to dentistry, while defending the interests of dental students
- To promote, inquire and describe the **harmonisation of dental curriculum** within European dental schools
- To **promote exchange programs** and encourage students to take part in these programs
- To encourage national dental students associations to **cooperate** on an international level
- To **create possibilities for students** to meet each other on an individual level

EDSA believes in **developing and promoting international contacts**, exchanging ideas, fostering collaboration & knowledge transfer, comparing different educational systems and creating a vibrant, connected, multicultural community.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

EDSA hosts biannual meetings, where participants attend training, workshops, standing committees and lectures during the EDSA Meetings and participate in the EDSA's projects.

EDSA also hosts EVPs (European Visiting Programmes), Summer Camps, Winter Camps, Prevention Projects, Research Projects and Webinars.

EDSA also produces a variety of publications, with our magazine informing students of current events in dentistry and policy statements providing the student point of view to European policy-makers.

3. What are EDSA's most important documents?

The Deed of Foundation

The Deed of Foundation sets out the legal relations of EDSA, in particular principal the organisation of the Association, the rights and obligations of shareholders, specifications or Association bodies and their powers and rules of the economic administration of the Association. It may be colloquially referred to as the Constitution.

The Rules of Procedure

EDSA was founded on the 16th of April 2021 by executing a Deed of Foundation. Matters requiring further regulation are regulated by the Rules of Procedure which are adopted and amended by the General Meeting. This document describes the different aspects of EDSA and basically guides you through the way EDSA works. It is essential that you read this document and become familiar with it during your time as a delegate.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

The Code of Conduct

The Code of Conduct outlines the desired standards of conduct for every person that is attending an activity of the EDSA and or is representing EDSA externally. It goes without saying that as a delegate, you must be aware that you represent your student association, your university and EDSA. This must always be in mind when participating in events.

Policy Plan

EDSA endeavours to ensure continuity throughout its mandates. It is for this reason that the Association updates a Policy Plan every two years which outlines the aims and objectives of its actions. Reading this document allows you to understand the scope of EDSA's goals and missions. As a delegate, you can influence or suggest directions in which you would like EDSA to go.

The Mobility Starter Pack

The aim of the Mobility Starter Pack is to provide you with all the information on the organisation of a Mobility Project in your university. The Mobility Guidelines define the requirements to organise an event and how to execute it.

How can you access all these documents?

All of the documents mentioned in this subsection can be found through the Public Access Folder through the following link: [Public Access Folder](#)



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

4. What are EDSA's most important partners?

Stakeholders: ADEE, FDI, FDI-ERO, CED, ESE, EFP

EDSA collaborates with health care and dentistry associations throughout Europe and on an international level. These are, but not limited to:

ADEE (Association for Dental Education in Europe)

FDI (International Dental Federation)

FDI-ERO (The European sub-branch of FDI)

CED (Council of European Dentists)

FEDCAR (Federation of European Dental Competent Authorities and Regulators)

ESE (European Society of Endodontology)

EFP (European Federation of Periodontology)

EADD (European Academy of Digital Dentistry)...

Throughout your term as a delegate, the Vice President of External Affairs will collaborate and communicate with you to discuss the hot topics in dentistry and healthcare but also to ask for your opinion on different matters. You are able to interact with the board and ask questions concerning the representation.

Student Associations

EDSA collaborates with health care and dentistry associations throughout Europe and on an international level. These are, but not limited to:

IADS (The International Dental Students' Association)

AfroDSA (African Dental Students Association)

EPSA (European Pharmaceutical Students' Association)

EMSA (European Medical Students' Association)

ESU (European Students' Union)



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

EFPSA (The European Federation of Psychology Students' Association)
EHSAS (European Healthcare Students Associations' Summit)...

Throughout your term as a delegate, the Vice President of External Affairs will collaborate and communicate with you to discuss the hot topics in the Student World but also to ask for your opinion on different matters. You are able to interact with the board and ask questions concerning the representation.

5. EDSA's communication tools

EDSA uses various communication tools to reach each member internally and within the organization.

Email is one of the most frequently used tools. Communication via email prevents the loss of important information shared, maintains professionalism, and allows EDSA to reach everyone at the same time in a complete way.

In contrast, on smartphones - Whatsapp is an option for conversations, chats, and fast communication. Therefore, you have been added to the Whatsapp group chat with all our delegates.

EDSA also has active social media accounts such as:

- Facebook ([EDSA - European Dental Students' Association](#))
- Instagram ([@edsaweb](#))
- YouTube ([EDSAweb – @edsaweb2456](#))
- LinkedIn ([EDSA - European Dental Students Association](#))
- Twitter ([@edsaweb](#))

As a delegate, you should follow EDSA on our active social media accounts and set notifications for new posts.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

In these ways, delegates can easily forward the information shared with them to their associations.

6. What are different projects in EDSA and how can you/or other members participate?

a) Mobility Projects

A Mobility Project is an Exchange Programme that allows students to visit other dental faculties in foreign countries for a couple of days or weeks with the educational purpose of allowing students to get a brief insight into other dental faculties and build new friendships.

The Mobility Projects that EDSA is offering are European Visiting Programme (EVP), Winter Camps and Summer Camps.

The **European Visiting Programme (EVP)** allows students to visit other dental faculties in foreign countries for a couple of days or weeks for educational purposes. Hosting dental schools set up a programme for foreign students which includes visits to the various departments of the university, sightseeing and a social programme.

Our **Summer Camps** are the ideal place to bond, enjoy, learn and relax. We feel that connecting students during summertime is absolutely mandatory, as people can see the relaxed and fun sides of each other, away from all of the stress students face during the academic year. The educational side of summer camps enables students to explore education systems in foreign countries by taking part in various workshops and lectures. Summer camps offer a perfect combination of fun, friendship, education and networking.

EDSA Winter Camps are a perfect combination of fun and dentistry. They offer a great opportunity to exchange experience in various aspects of dental



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

care and discuss the most important topics in dentistry. The social programme is a true star of our Winter Camps, allowing students to spend time together at Europe's most beautiful ski resorts. Students have the chance to connect while enjoying the fresh air and trying different winter activities.

Where to find more information? All updates and information on EDSA Mobility Projects are available and regularly updated on EDSA's website and social media accounts. Updates on different projects - registration opening/closing dates, participation fee and other general information are regularly sent in the delegates' group chat on Whatsapp. Moreover, each Mobility Project has its own social media accounts (Instagram and Facebook). Registration is done via Google Forms, specifically for each Project. Registration forms are available only during the registration period for each Mobility Project, which is usually two (or more) months before the beginning of the Project and is open for a week or two. For more information feel free to contact the current EDSA Mobility Officer via email: mobility@edsaweb.org.

b) Research

CED Internship

EDSA teams up with the CED (Council of European Dentists) to offer an exciting and unique opportunity for a dental student or young dentist passionate about policy work and public health to become their intern. Being a CED Intern is an opportunity to represent EDSA in the heart of the European Union, directly at the Council of European Dentists in Brussels, Belgium.

Applications for the CED-EDSA Internship are opened each year through EDSA's social media.



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Lecture Competition

The purpose of the EDSA Lecture Competition is to give students and young professionals a chance to showcase their research projects in front of an international jury and win prizes from our sponsors. Students can apply by submitting their abstracts via Google form and the top 10 abstracts will be invited to give a short presentation at one of our biannual meetings.

FDI - ERO Scientific Reward

Together with FDI - ERO, EDSA has launched a project called FDI-ERO Scientific Reward in which students or young dentists can write essays on given topics and get rewarded financially. To apply, students must read the guidelines that can be found on our social media pages.

Research Update Newsletter

EDSA has a research-focused newsletter where we present the latest research papers in dentistry and news about EDSA's involvement in research. The content of a newsletter each month is different and is open to new ideas. Anyone can apply to be in the following newsletter and showcase their study or project they have been working on or write an article on a given topic. The newsletter is sent to an email of all EDSA's Newsletter subscribers every 2 months (it is possible to subscribe to Newsletter [via EDSA's webpage](#)).

c) Volunteer projects

The overall aim of volunteering activities in EDSA is to promote oral health worldwide, within the context of the Sustainable Development Goals (SDGs), including SDG 3 - better health and well-being, SDG 11 - reduced inequalities, and SDG 13 - climate action.

To achieve this, we are working on informative and motivational events about effective volunteering, the current burden of dental disease among disadvantaged communities and how oral health services can be delivered as part of comprehensive public health interventions.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

Currently, we're implementing volunteering activities into our Spring/Summer meetings. We believe we can make positive changes while being present in the specific country and make a difference, focusing on different areas of Volunteering.

d) Prevention

The old saying '*prevention is better than cure*' holds true when applied to prevention, especially in dentistry. It is vitally important to your general health and well-being that you take the necessary steps to prevent the occurrence of major dental problems. And this is what we are trying to spread.

Every month, we run multiple campaigns at improving the oral health knowledge and practices of the population, centrally supporting online campaigns, such as the Cavity Free Future Day, the World Antibiotic Awareness Week and Make Sense Campaigns, as well as supporting local organisations to run excellent hands-on initiatives for their local populations. But there's more and more - Antibiotics Awareness, World Diabetes Day or World Oral Health Day.

A full list of the prevention campaigns EDSA participates in can be found in our [Public Access Folder](#).

With that, we want to encourage European dental students to participate in prevention campaigns, share them with their members and then directly to the patients. Do you take part in one? Let us know!



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

e) Policy

EDSA defends the interests of European dental students and as an international association, we are in an optimal position to influence decisions taken on at all levels, collaborating with different organizations from European bodies to national and local organisations. Moreover, we believe dental students should understand and be actively involved in decision-making affecting our profession. Depending on the biennially updated Policy plan we are working on policy papers to clarify EDSAs' position regarding recent Topics such as Sustainability, Diversity or Public Health.

f) Magazine

EDSA Magazine is published twice a year and students from EDSA member countries have the opportunity to write articles for the magazine. Call for writers will be announced via social media and the newsletter. Students can write about topics suggested by the EDSA Magazine Team or suggest their own topics. The magazine will be printed for all EDSA Meeting participants, article writers and contributors, and on the EDSA website with open access.

7. What is the delegate's role during their mandate?

Now you've read all about EDSA, you may be wondering what your role is...

Each member country of EDSA has a representative, known as a delegate, who represents the views of dental students within the member country. If you are reading this, this is most likely you! As a delegate, you are expected to:

- ✓ promote the interests, goals and ideas promoted by EDSA



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

- ✓ share EDSA's activities and projects with dental students in your country including through social media, emails with your Faculty and in-person
- ✓ exchange your country's thoughts and opinions such as through surveys
- ✓ be active and engaging throughout
- ✓ work, act and promote ideas in the name of EDSA
- ✓ encourage dental students within your country to organise EDSA activities and projects
- ✓ engage within the General Meeting (see section 7)
- ✓ maintaining the confidentiality of documents

The list is not exhaustive. As a Delegate, we would expect you to have an interest as part of your role in developing skills, including:

- Leadership
- Teamwork
- Communication
- Critical analysis
- Time management

Mentor

As part of your role as a delegate, you will be allocated a mentor from the Board. This mentor will be on hand at all times to provide a personal relationship between yourself and the Board. However, the Vice-President of Internal Affairs (vpinternal@edsaweb.org) will always be available to answer any questions about your role.



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

You should think about what skills you would like to develop as part of your role, and let your mentor know.

Communicating with other Delegates

As a Delegate, you will be added to an exclusive group, normally on WhatsApp, which allows you to be connected with other EDSA Delegates, as well as hear updates from the Board in a more informal way. You will also be part of a Google email group which will allow you to receive emails from the Board.

Successful Delegates communicate with their Associations/Country and each other outside of General Meetings to plan and discuss topics and issues to bring to the General Meeting.

A database of delegates can be viewed on our online website, [here](#).

8. What is the delegate's role when in the meeting?

Full Attendance

Generally, two on-site General Meetings take place annually, hosted by a LOC. As a delegate, you are likely to be one of the most experienced or "senior" representatives of your country, therefore your full attendance is not only mandatory for the running of the Association, but will serve as a role model for future Delegates from your country.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

Although timings can vary, you can expect an early start and late finish each day (such as 08:30 starts and 18:00 finishes). Without your presence, the General Meeting cannot function.

You must encourage all participants from your country to join you in a prompt start. We recommend that you arrive 15 minutes before the published start time. More often than not, you will have the chance to grab an extra coffee to wake you up after a long previous day!

The Mummy or Daddy of the Delegation

It is likely many of your delegates may have never attended a General Meeting before and will likely have questions about how to prepare, what is going on at each stage, etc. We would recommend creating a group e.g. on WhatsApp to alleviate any concerns, as well as being able to send reminders to your country's participants.

Country Reports and Standing Committees

As part of the General Meeting, there will be a section on your Country Reports and a presentation as part of your Standing Committee. Country reports will be a similar template for each country, that you will add information to a PowerPoint. Further information on Standing Committees can be found in the section below.

Motions

One of the biggest privileges of a delegate is the opportunity to table a motion within a General Meeting. Motions can take the shape of many forms, such as:

- Amendments to our Rules of Procedure, Constitution or Documents.
- The formation of a task force or working group
- A motion to set EDSA in a new direction of work

Further information on how to create a motion can be found later in this guide.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

Honorary Lifetime Members (HLTM)

Honorary Lifetime Members are individuals who have been of exceptional and exemplary service to the Association. They can be either:

- current or former student from a Full Member of the Association;
- former Delegates of the Association;
- former members of the Board of Directors of the Association, or
- other individuals

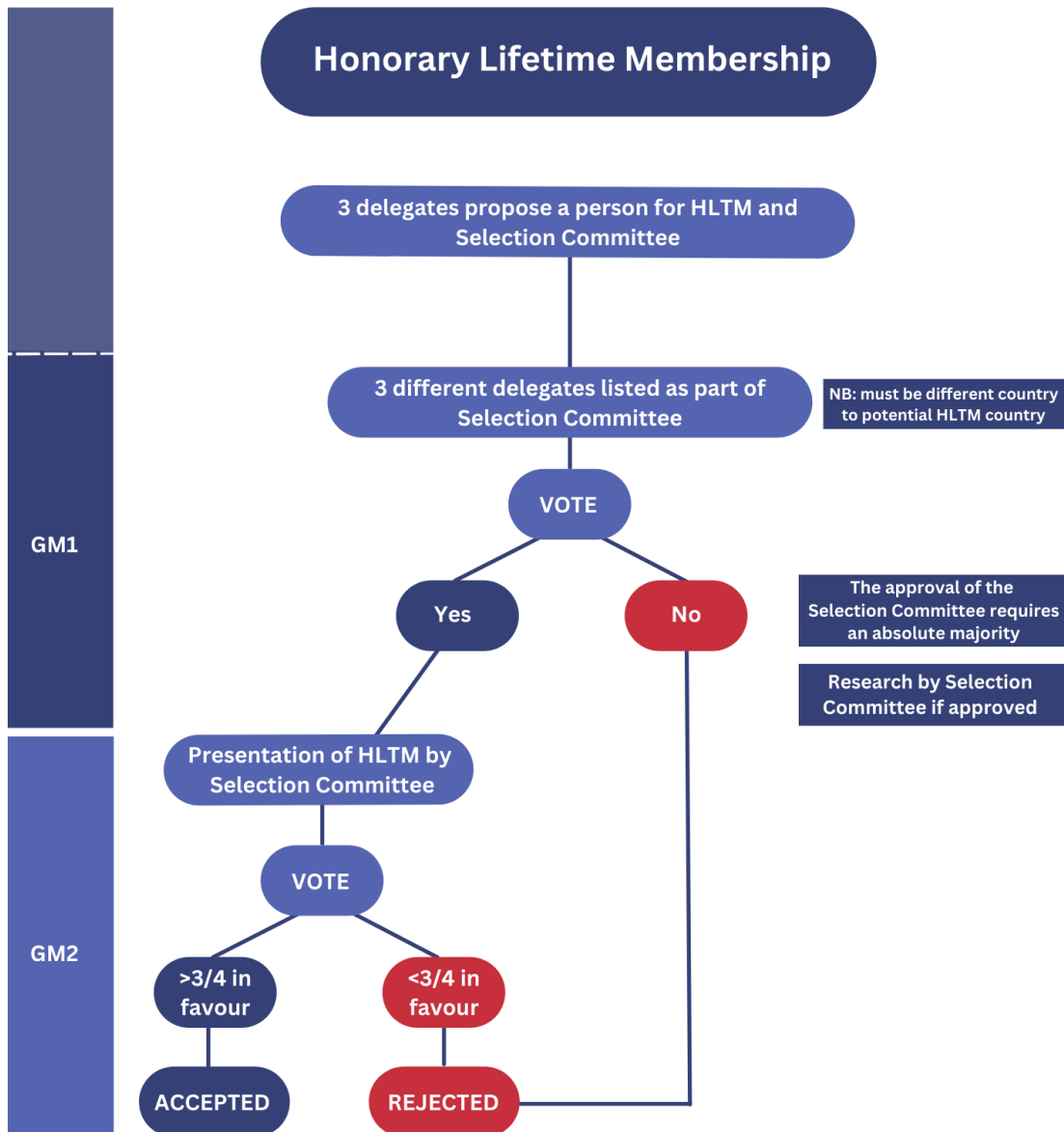
Three Delegates can jointly nominate an individual to be recognised as Honorary Lifetime Member, by completing the HLTM template found on the Public Access Folder, and sent to the General Secretary.

Once nominated, the General Meeting will start the process of research into the HLTM and start the selection procedure. The selection committee is appointed by the General Meeting and consists of a minimum of three Delegates from different countries of the nominees. Delegates who nominated individuals to be recognised as Honorary Lifetime Members and members of the Board of Directors can not be one of members of the Selection Committee.

The selection committee then researches the nominee and presents their findings of the research during the consecutive General Meeting.



Representing the voice of dental students across
33 countries in Europe





Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

A vote is held to see if the General Meeting will accept the individuals as Honorary Lifetime Members by three-fourths majority of votes.

Therefore, you would need a minimum of 6 delegates as part of the process:

- 3 nominating delegates
- and 3 different delegates part of the selection committee (noting cannot be a delegate from the same country as the HLTM nominee)

And in addition:

- an absolute majority of delegates to approve the Selection Committee
- 3/4 majority of delegates approving the delegate after the Selection Committee has presented

It is only fitting for such an individual to be nominated for the highest honour from EDSA to have to go through such obstacles to be approved!

Committee of Delegates (CoD)

During the General Meeting, discussions (including private or confidential topics) may be opted to only be discussed with delegates. This is done during the Committee of Delegates meeting. It is considered constitutionally separate from the General Meeting, but for logistical reasons, it is held during the General Meeting dates (to allow discussions that may be debated during the General Meeting)

As a delegate, you are entitled to invite one (1) guest from your county (as an external to the CoD), subject to approval. The Vice President of Internal Affairs will contact you regarding your choice of guest, in advance. No votes will be taken with externals in the room, so be prepared to let your guest know they may be asked to leave the room several times!



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

The Committee of Delegates has several formal duties, as stated in *Article 3.3* of the Rules of Procedure, however in summary you will be expected to discuss:

- the policy of EDSA prior to ratification during a GM;
- to discuss matters of educational policy relevant to the Association;
- EDSA's participation with other Associations
- to discuss any urgent situations
- to draw up proposals to amend the Constitution or Rules of Procedure.

9. How should I prepare for the meeting?

In order to be an effective delegate during the meeting, it is paramount you prepare effectively.

Ensure you register promptly for the Meeting, as well as ensuring your country has had the registration form circulated well e.g. on social media.

You should particularly encourage board/executive members of your Association to register, as they may be well suited in representing the interests of your dental students.

As a delegate, you may be asked to suggest some appropriate students who you wish are suitable to represent your country. It is paramount you do not have any bias here: the best country delegations are not always the ones where everyone knows each other! Please note, any suggestions are simply suggestions: the Board has the final selection decision.

A big issue can be payments, particularly across different currencies. Explore ways of making cheap international transfers and make them early, to ensure your payment is well received by the LOC. As a delegate, you should keep an eye on whether successful applicants have made payment. Encourage



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

those who change their mind about attending (and have not paid) to notify the LOC immediately.

You should ensure that you have adequate events insurance in place, and any requirements for Visas are communicated with the LOC in advance. Ensure the needs of the country are met and keep an eye on everyone.

Explore flights early. Generally flights 3-4 months in advance are the cheapest, however, use websites such as Skyscanner and Google Flights (with the option to monitor flights) to see trends in price.

As a delegate, you should try to let students in your country know your flight as it can be helpful - especially for the first-time attendee - to have someone to go with if they are alone.

Throughout the year you should consider what direction you believe EDSA should go in, what issues exist either with EDSA or within your country that may be of interest or also of concern to the other member countries within Europe. It is worth having a space where you can note these things down as potential motions to submit.

You should regularly review the Rules of Procedure and Constitution documents. Even if you have read the documents multiple times, there can be small nuances. There have been many cases where Delegates have picked up on "Point of Order" before the Board or even the Supervisory Board have noticed!

Closer to the General Meeting, you should start formulating any motions you wish to have debated, and send this to the Board at least 2 weeks in advance where possible, to allow it to form part of the Agenda. Although motions later will be considered, once the Agenda is set it would require an amendment (and vote) in the order of the Agenda prior to your motion even being discussed.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

You will receive reports from the Board of Directors, Officers and Supervisory Board as well as other documents such as provisional budgets for the next meetings, financial sheets from the previous General Meeting. You will not have time to review these documents well enough on the day they are discussed and approved. Therefore, you should take the time to read each document and write down any questions you may have.

Depending on the schedule, there may be round table discussions or expert panels. To be able to contribute well to these discussions, it is advisable to research the area of the topic.

10. What are Standing Committees and what is the delegates' role in them?

Standing Committees are interactive sessions that create a discussion around chosen topics that are important to us or bother us. The purpose stirs the discussion, exchange ideas, and/or have a final product like a prevention campaign, social media post, newsletter, ideas for improving EDSA, or draft of the policy paper.

EDSA uses the advantage of having students from different countries in a meeting by discussing and expressing various views. Also, incentive meeting participants in the work process of EDSA by making them work on EDSA's projects.

Delegates are divided into different committees and a topic is chosen by the board for their committee. They are requested to give brief information about their country, association, and faculties. Then they are asked to share information about the approach of their countries/unions on the chosen topic.



11. How to vote during the General Meeting

As a delegate, you may cast one (1) vote. In addition to this, the Board of Directors may jointly cast one (1) vote.

During a voting session, the Chair will ask the LOC to shut the doors. No one may leave or enter the room until the voting session is finished.

The Secretary will then start the Roll Call to ensure a quorum is established and record which Delegates are present and which are absent.

There are two main ways of voting during a General Meeting:

- a. Show of hands voting protocol.
- b. Ballot voting (written or electronic)

Recent EDSA Meeting Committees have had a preference for defaulting to use Ballot voting. This is because:

- once delegates are used to the platform, and where votes have been set up, they are quick to "open"
- there is no need to count the votes
- they provide anonymity
- results are automatically recorded and can be displayed to all present quickly.

For less "urgent" ballots, such as holding a Coffee Break, it may be more appropriate to use the Show of hands voting protocol.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

How to use NemoVote

The platform used by EDSA for electronic ballot voting is NemoVote.

1) Locate the default password that was emailed to you today from info@nemovote.com. Check junk if it's not in your inbox. Else, reply to this email. Star/keep the email safe

2) Log onto Nemovote via <https://edsa.nemovote.com/>

3) You will be redirected to the voting homepage, as shown below:

The screenshot shows the NemoVote web application interface. At the top, there is a green header with the NemoVote logo and a user profile for 'Jitesh Jassal'. Below the header, there is a navigation menu on the left with options: My Votes, My Profile, FAQ & Help, and About. The main content area displays a 'Change password' notification and a table of votes. The table has columns for Name, Opened, Vote closes..., Voted, and Actions. One vote is listed: '[TEST VOTE] To feed the Board of Directors', opened on Nov 29, 2022, 10:13:15 PM, manually, with 0 of 1 vote cast. The interface also includes a search bar, pagination controls, and a 'Items per page' dropdown.

Name	Opened ↓	Vote closes...	Voted	Actions
[TEST VOTE] To feed the Board of Directors	Nov 29, 2022, 10:13:15 PM	manually	✗ (0 of 1 vote)	🗳️



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

4) Once a motion is available for you to vote, under "Action" you will see a ballot icon. Click it.

Cast your vote for: [TEST VOTE] To feed the Board of Directors

The Board of Directors is hungry and would like all delegates to buy us some food:

The Croatians on the Board: Zagorski štrukli

The Turkish on the Board: Baklava

The Irish on the Board: Potato bread

The British on the Board: Fish and chips

The French on the Board: Croque monsieur

The Romanians on the Board: Sarmale

The Germans on the Board: Sauerbraten

The Lithuanians on the Board: Bulviniai blynai

The Slovaks on the Board: Bryndzové halušky

Voter list *
General Assembly

You are voting with your voting right from the voter list "General Assembly" with the weight "1"

(1) In favour (2) Against (3) Abstain

[Submit vote](#)

5) Vote either (1) In favour (2) Against (3) Abstain by clicking the circle, where a blue dot will appear, then click "Submit vote"

Each vote will show on our side who has voted, but not how they voted.

There are 33 voting countries, plus the Board (who have one (1) collective vote together), resulting in up to 34 voters.

NB: A simple majority vote is where 50% of those present (assuming at least a quorum) form a majority. An absolute majority vote is where 50% of those eligible to vote, vote in favour (in the above case, 16 people or more.)



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

12. How to create a motion

Motions can, initially, be a daunting process. The first task is to identify an issue or topic you wish to put to the General Meeting. The reasons for making motions have previously been discussed. You may wish to discuss with other participants attending the General Meeting, your national Association and any other relevant person(s). This process can also be done throughout the year. We recommend that you send motions at least 2 weeks prior to a General Meeting, to allow for them to be placed on the agenda. If it is not on the Agenda, it would require a vote to firstly amend the order of the agenda, prior to it even being discussed.

You will then find on our [Public Access Folder](#) a motion template, which will enable you to articulate your motion including the current situation (e.g. a topic EDSA has not discussed before or the current part of the article within a document e.g. Rules of Procedure), the proposed change (e.g. the topic EDSA should discuss or the amendments) followed by an explanation.

Motions should be sent as both a Google/Word doc as well as a PDF. This allows ease of editing e.g. motion numbers.

To ease the process of explaining how motions work, we have created a flowchart to help explain.



EDSA

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe



NB: The Board of Directors do not require a seconder

If a motion wishes to be withdrawn then a simple vote needs to take place by the GM to withdraw it.
The chair can set a time limit about the motion.



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

13. How to organise your proxy

In certain situations, you may not be able to attend a General Meeting. In order to ensure your country's voice is heard, you have the right to have a proxy on your behalf. This can be another student from your country, or another delegate.

You must fill in a proxy form from our [Public Access Folder](#) and email this to the Board of Directors at the earliest instance.

14. How to do a handover

Each country may have different internal rules on how they elect and change their Delegate to represent their students. Once your mandate finishes, you must correctly complete a Delegate Transition (known as a handover).

As part of the Delegate Transition, you must complete a Delegate Transition Document (DTD), which can be found in our Public Access Folder.

In addition to this, you should adhere to the following guidelines as part of completing the DTD:

The outgoing delegate should organise a call to ensure their successor understands their role and responsibilities prior to this document being signed and sent.

1. This document should be signed and sent to vpinternal@edsaweb.org as a PDF document with the subject *[DTD] COUNTRY_NAME* e.g. *[DTD] UNITED KINGDOM*
2. Please date the document on the same date it is e-mailed, not pre-dated.



Representing the voice of dental students across
33 countries in Europe

European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

3. The file should be named in the format: *YYYYMMDD COUNTRY_NAME DTD* e.g. emailing this handover on the 30th October 2022 from the United Kingdom would result in a file name *20221030 UNITED KINGDOM DTD*. You just need to remove (Template) from this file name and replace it with the *YYYYMMDD COUNTRY_NAME DTD*

4. The incoming delegate is responsible for updating the EDSA Delegate Database, accessible [here](#).

5. The incoming delegate must read the Delegates' Guide (so please forward the guide to them).

It is important to adhere to all the above guidelines, as it can save a considerable amount of time of naming files.

15. The role beyond being a Delegate

Alumni Network

The EDSA Alumni Network purposed to connect past, present, and future members of the European Dental Students' Association.

EDSA Alumni can be individuals who have been actively involved within EDSA, to ensure contact with the association. The Alumni Network is considered part of the association. Members that are eligible to become EDSA Alumni:

- Graduated individuals, who have attended at least 2 on-site and/or online meetings,
- Past Delegates,
- Past Board of Directors
- Past Officers
- Past Supervisory Board Members
- Past Co-Leads
- Honorary Lifetime Members



European Dental Students' Association (EDSA)

Academisch Centrum Tandheelkunde Amsterdam
Gustav Mahlerlaan 3004, 1081 LA Amsterdam
Netherlands

edsaweb.org

Representing the voice of dental students across
33 countries in Europe

As a past delegate, you will be able to still continue to contribute towards EDSA's activities, such as attending our meetings (if eligible) as well.

Members who are currently holding one of the listed positions in EDSA are not eligible to apply. The Board of Directors, Officers, and Supervisory Board Members can join any activities of the Alumni Network.

Any individual eligible to become EDSA Alumni should apply by filling out the application form on the website (edsaweb.org).

Alumni will be informed about EDSA events that they can contribute to (Task Force, EDSA General Meetings, Mobility Projects, Prevention Projects, etc.) and participate. Members of the Alumni Network will stay connected to EDSA, be informed about the progress of the association, and may continue to contribute through their support, advice, and experience.

Congratulations on reaching this far through the Delegates Manual. We would appreciate feedback on any changes you would like to suggest about this guide by filling out [this form](#).

We hope you enjoy your time as part of the EDSA Family! You will make life-long friends that you will stay in touch with for years to come. You may even meet a special someone!