Abbreviations and definitions used at SI GA 2015

Abbreviations

AC	Area Coordinator
CHF	Swiss Francs currency (this is the currency used for banking by SI)
DC	Development Committee
DOLPHIN	A computer system for Servas, developed under the direction of the ICT
DV	Distant Vote
DVA	Distant Vote Administrator
Exco or EXCO	Executive Committee of Servas International
GA	General Assembly
HL	Host List
HLC	Host List Coordinator
ICT	Information & Communication Team
NGO	Non-governmental organization
NS	National Secretary
Pres	President
re	Regarding
Sec	Secretary
ServasOnline System (SOLSYS)	Servas on-line Internet presence and computer system, approved at 2012 GA. A prototype has been developed (abbreviation SOLSYS).
SI or S.I.	Servas International
SWG	Subject Working Group
Treas	Treasurer
VP	Vice President

In addition to the above listed abbreviations, the following three letter prefixes have been used in the agenda item numbers to identify the originators of the agenda items.

ARG	Argentina
AUS	Australia
BRA	Brazil
CAN	Canada
COS	Costa Rica
EXC	Executive Committee of Servas International
FRA	France
GER	Germany
ITA	Italy
KOR	Korea
POL	Poland
SWE	Sweden
URU	Uruguay
USA	United States of America

Definitions:

Subject Working Groups (SWG) – Subject Working Groups work together before the start of the conference, during the conference, and afterwards.

Subject Working Group (SWG) Sessions – the sessions **at the conference** that will occur before the formal GA sessions to discuss the topics and create motions which will then be voted on in the formal GA sessions. All attendees shall have speaking rights in the sessions. There will be no formal voting in the sessions, although the group may use voting to decide between options.

Workshops – will be held to prepare attendees for the SI General Assembly as well as for other discussions and gatherings around certain subjects or activities.
All delegates are strongly advised to attend the workshop on "Rules of Order" which apply to the Formal Voting Sessions.
There will be no voting in the workshops.

Topic Groups – proposed as a fast track for people who share an interest to meet each other during SICOGA. A Topic Group will arrange to get together at agreed times outside of the main SI General Assembly programme. Groups are likely to be both large and small and covering specialised interests as well as more general ones.

Formal Voting Session – the general; assembly main decision-making sessions, which all delegates must attend, where and motions are voted on.

National Group – a group of individuals within a country who represent Servas in that country. They may or may not have voting rights at the GA.

Member Group – a national group which has the right to a vote at the GA (through their delegate)

Delegate – a person who is attending the conference representing his/her member group (country), and who has a vote in the GA.

Non-delegate – a person attending the conference who does not have voting rights.

Attendee – a person who is attending and participating in the conference activities. Attendees are either delegates or non-delegates. Note that some non-delegates (e.g. Exco and other SI officers) have speaking rights at the GA, but not voting rights.

Agenda Items - the submissions from National Secretaries and EXCO for the GA Agenda, received by the SI President six months before the start of the SI GA.

Motion – something that can be voted on at the GA formal session. A motion provides the text of the decision that is recorded in the minutes. A motion will also include the person responsible for the next steps to carry it out (if applicable) and the budget and other resources required to complete it.

Amendment – a suggestion to change the motion being discussed. The amendment must be discussed and voted on before the original (or amended) motion can be finalized and voted on.

Abstention – If a delegate does not vote for or against a motion, then they are abstaining. Abstentions do not affect whether a motion is passed or not. For example, if there are 40 delegates, 18 vote for the motion, 16 vote against it and 6 abstain, then the motion passes.