



Oxalis Community Annual Plenary Meeting

November 10, 2023, Online

Agenda and Notes

Agenda details and Formalities

Last updated October 12, 2023

Oxalis Community
c/o NORSTELLA, P.O.Box 150, 3476 Saetre,
Norway

1 Introduction

This Document covers the agenda and explanatory notes associated with the 2023 Annual Plenary Meeting of the Oxalis Community - to be held as a digital meeting on Friday November 10th 2023, at 9:30 AM CET - 10:30 AM CET.

This document presents the Agenda of the meeting, as well as an overview of formalities related to:

1. Alteration of the Agenda
2. Voting eligibility, participation and valid representation
3. Voting procedures, approvals and elections.

1.1 Meeting logistics

Time and venue: November 10th – on Microsoft Teams (URL distributed by e-mail to registered participants)

The agenda is listed below.

09.30 - 10.00 CET: Open Oxalis Community Meeting. The meeting is open to all interested parties

10:00 – 10:30 CET: Oxalis Community Annual Plenary Meeting

Registration of participation in the meeting will be done electronically in the [Registration tool](https://www.oxalis.network/join-meeting)
<https://www.oxalis.network/join-meeting>

2 Agenda, Oxalis Community Annual Plenary Meeting

1. Welcome & Introduction
2. Procedures
 - a. Approval of notice
 - b. Approval of delegates present
 - c. Presentation of chair, scrutineer, minute taker, co-signatory
3. Registered issues
4. Voting items
 - a. Election of candidates to Oxalis Management Team
5. Any other business
6. Announcement of the election results

7. Closing.

3 Explanatory notes

3.1 Purpose and context of the meeting

The main purpose of the meeting is:

1. Inform and engage members and interested parties about the current status, the strategy and activities to secure the continued development and governance of Oxalis.
2. Elect members to the community governance body, as terms are ending.

3.2 Member Eligibility and Participation

The meeting is open for all Oxalis implementers and stakeholders to join as observers. Voting rights are limited to gold members, registered before October 11th, 2023.

Please find details related to Oxalis membership types made available at the Oxalis Community website: <https://www.oxalis.network/join>

A notification of this meeting was sent to all known Oxalis member and implementers and stakeholders and published at the Oxalis Community website on October 4th 2023.

3.2.1 Rules for Eligibility of Votes:

1. The meeting is open for all Oxalis implementers and stakeholders
2. Voting rights are limited to Oxalis Community Gold members, with one vote per organisation. (Please see the Oxalis website for details)
3. Oxalis Community gold members will:
 - a. Receive voting instructions no later than 2 days prior to the meeting
 - b. Be notified by mail when new background material is made available at the Oxalis website
 - c. Can delegate their votes formally to other organisations (vote by proxy).
4. Organisations formally representing other organisations are entitled to vote on their behalf.

All Oxalis gold members are urged to participate in the Annual Plenary meeting either directly or through representation by another organisation.

For the Annual Plenary Meeting a quorum of two thirds of all gold members is needed for the meeting to be held and votes taken. Votes registered before the meeting will be included in the quorum.

3.2.2 How to Participate Directly

Anyone interested in participating in the Oxalis Community Annual Plenary Meeting is kindly asked to fill out the registration form at <https://www.oxalis.network/join-meeting>.

All member organisations with voting rights will receive advance information on voting by e-mail.

Gold members also hold the right to submit change requests or comments to the agenda and the background material prior to the meeting.

Regular members will not have voting rights at the meeting but holds the right to submit change requests or comments to the agenda and the background material prior to the meeting.

Other participants will have no voting rights and no possibility to submit change requests.

If more than one person from a member organisation is attending, all persons are to register individually, and only the person holding the voting right, can vote on behalf of the organisation.

The person given the voting right of the member organisation should ideally be a person that will be specified as the main contact person for the member organization, but it is acceptable if the voting right is given to another person to whom the authorized representative has delegated this responsibility.

Members are responsible for the internal validity of their representation procedures, being aware that the persons representing them at the meeting may exercise all their membership rights, including casting a vote on any agenda item where this is foreseen.

The authorized representative of each member is expected to have undergone all formal or operational procedures internal to the member organization that may be necessary to be validly represented by the person designated, and that adherence to these procedures have been internally documented as part of the member organization's records. NORSTELLA will not require such records to be presented by the Member.

3.2.3 How to participate through a Valid Representative (proxy)

If a committed member with voting right is not able to send a designated representative from within their organisation, they may be validly represented by another member as a proxy.

To be validly represented by a proxy in the meeting, the Member should declare its intent, as described below, not to be present at the meeting and appoint the other committed Member with the voting right that will represent them. This should be done by:

1. Registering as attendee in the [registration tool](#) - entering in the registration form:

The registration information: of the Organisation not attending, and the name and organisation of the person whom the vote is delegated.¹

3.2.4 How to submit request for changes to the Agenda and the items laid out for voting

Gold members of the Oxalis Community can suggest changes to the Agenda as well as to the topics laid out for voting. Any comments, or request for change, should be consolidated at organisational level and sent to NORSTELLA by the person identified as the valid representative of the organisation:

TO: oxalis@NORSTELLA.no, or <https://www.oxalis.network/contact-us>,

Subject: Request for Change of [Name of the Background document]

For NORSTELLA to evaluate the change request and present it for the audience at the meeting, written request for changes must be submitted by EOB November 3rd 2023.

Requests for changes will be presented at the meeting, including NORSTELLAs justification for implementing the changes - or not.

Members also have the right to suggest minor changes during the meeting, but it is preferable that significant changes are provided in writing in advance.

¹ Alternate delegation can be done by sending an e-mail to oxalis@NORSTELLA.no, or <https://www.oxalis.network/contact-us> stating the name of the organization not attending in the submission form, and entering the name and organization of the person to whom the vote is delegated.

4 The Agenda

This document communicates to members of the Oxalis Community the agenda items, the time and the meeting logistic of the Annual Plenary Meeting.

Background documents related to all voting items will be published at the Oxalis Community website in advance. The main contact person of an organisation registered as Gold member will be notified directly when the documentation is published.

Updates to background documents will only be announced at the website.

4.1 Welcome and procedures (5 minutes)

- “Welcome & Introduction”: introduces the Chair of the meeting, the main purpose and the voting routines.
- “Participation and Agenda”: covers the formalities of the meeting, obtaining formal approval, or final revision of the Agenda and identifies the roles of Scrutineer and Minute taker.

4.2 Registered issues (TBD)

Any agenda items that might be proposed by Oxalis members before November 3rd 2023.

4.3 Voting items (10 minutes)

The 2023 Annual Plenary Meeting includes 1 voting item:

- 1) Election of members to Oxalis Management Team

The details of the voting items will be laid out in background documents, uploaded to the Oxalis Website no later than November 3rd 2023.

4.3.1 Election of members to the Oxalis Management Team

The Oxalis Community Management Team members are to be elected at the Annual Plenary Meetings -by community members with voting rights.

Members with voting rights have been informed about the voting procedures in advance. The candidates will be presented during the meeting and an electronic ballot will be conducted during the meeting.

4.4 Any other business

Will only be included if some member(s) suggests in the beginning of the meeting – item(s) to be discussed as “any other business”.

4.5 Announcement of election results (2 minutes)

Formal announcement of the result of the elections held and votes casted during the Annual Plenary Meeting.

5 Further questions

Members are welcome to communicate their questions and concerns to: oxalis@NORSTELLA.no, or <https://www.oxalis.network/contact-us>