

Meeting formalities - associations

These meeting formalities are based on the new statutes template developed in 2026.

Annual meeting

The annual meeting is the association's highest decision-making body and is held once a year. During the annual meeting, you review the activities and finances of the previous operating and financial year and elect a new board.

The annual meeting will address a number of different points (your statutes state exactly which ones), usually including:

Opening of the meeting

The association president (or other board member) opens the annual meeting. Remember to note at what time the meeting is opened.

Election of meeting chair

At the beginning of the meeting, a person shall be appointed to chair the annual meeting. The meeting chair may not also be the meeting secretary and/or minutes adjuster.

Election of meeting secretary

The meeting secretary is responsible for keeping the minutes during the annual meeting. The meeting secretary may not also be the meeting chair and/or the minutes adjuster.

Election of minutes adjuster

The adjuster is responsible for checking that the minutes are written correctly after the meeting. The adjuster may not also be the meeting chair and/or secretary.

Question whether the annual meeting has been announced in accordance with the statutes

It is decided whether the annual meeting has been announced in accordance with the statutes, that the notice and documents were sent out on time and that all necessary information about, for example, proposals regarding amendments to the statutes or delays has been provided. It must be decided during the annual meeting whether the meeting has been announced in accordance with the statutes. If the annual meeting decides that it has not, the annual meeting is invalid.

Establishment of the agenda

The agenda should be sent out before the annual meeting and is a proposal for the items to be discussed and in what order during the annual meeting.

Annual report for the previous operating year

The annual report is a written account of all the activities that the association has had during the previous operating year, who has been a part of the board, and how many members the association has had. The annual report is presented during the annual meeting and added to the documents. You can follow the template.

Annual report for the previous financial year

The financial report is a summary of the association's finances for the previous financial year, with income and expenses as well as a profit and loss account and balance sheet. This is presented during the annual meeting and added to the documents. You can follow the template.

If the financial report is ready but the auditors report is not ready for the annual meeting, the meeting cannot approve the financial report.

Auditor's report for the previous financial year

The audit report is a written statement from the association's auditor that he has reviewed and analyzed the association's accounts for the previous financial year. If the accounts are in order and the board has carried out its work in accordance with the statutes and the annual meeting, the auditor must propose that the annual meeting grants discharge from liability to the outgoing board. The audit report must be signed by the auditor. The audit report is presented during the annual meeting and added to the documents. The auditor can follow the template.

If the financial report is not ready in time for the annual meeting, the auditor cannot present their report at the annual meeting and cannot be approved.

Decision on discharge of liability for the board of the association for the previous financial year

Based on the auditor's statement regarding discharge from liability, the annual meeting shall decide whether the association's board of directors shall be discharged from liability for the previous financial year. This means that the annual meeting believes that the board has not significantly mismanaged the association and does not intend to take the board to court.

If the financial report and therefore the auditors report are not ready for the annual meeting, the meeting cannot make a decision to discharge the board for the previous financial year. If the financial report is ready but the auditors report is not, the meeting cannot make a decision to discharge the board for the previous financial year.

Establishment of the operating plan for the coming year

The operating plan is a general plan of the association's activities for the coming operating year.

Processing of proposals from the board

Proposals from the board are proposals for changes that the association's board themselves bring forward for the annual meeting, which usually concerns changes to the statutes. The proposals must be prepared by the board at the annual meeting and mentioned in the notice for the annual meeting.

Consideration of received motions

Motions are proposals for changes submitted by the association's members to the annual meeting. The notice of the annual meeting must state the latest date by which motions must be submitted by the members.

The board of the association has to go through all of the motions before the annual meeting and decide whether they want to back the motion and therefore will present it during the annual meeting or not. If the board does not approve of the motion, it will not be processed under the item of motions during the annual meeting. The members may still present their motion at the annual meeting under the item *Other matters*, however without the board's backup.

Election of association president

Decides who will be the association's president during the upcoming term. The notice should include a nomination form where people can run for the board, but you can also run for or be nominated for association president during the annual meeting. When nominated, the nominee must approve or disapprove the nomination.

Establishment of the size of the board of the association

Here, decisions are made about how large the association's board should be in number, excluding the association president.

Election of other board members

Once the size of the board has been determined, the individuals who will fill these positions must be selected. The notice should include a nomination form where people can run for the board, but you can also run for or be nominated for board membership during the annual meeting. When nominated, the nominee must approve or disapprove the nomination.

Election of the auditor

The auditor shall, prior to the next annual meeting, review the association's accounts and operations during the previous operating and financial year and write the audit report. A deputy auditor may also be elected, who may conduct the audit if the regular auditor is unable to complete their assignment. The auditor and deputy auditor may not serve on or have served on the association's board of directors during the previous term of office, be related to anyone on the association's board of directors, or otherwise be in conflict with the association's board of directors. The notice should include a nomination form where people can run for auditor, but one can also run for or be nominated for auditor or deputy auditor during the annual meeting. In the event of a nomination, the nominee must approve or disapprove the nomination.

Other matters

Under *Other matters*, matters can be raised that have not yet been discussed during the annual meeting. Motions that are not backed by the board may be presented here.

Closing of the meeting

The newly elected association president (alternatively the meeting chair) closes the annual meeting. Note at what time the meeting is closed.

Constituent board meeting

The constituent board meeting is always held after a new board has been elected at the annual meeting. During the constituent board meeting, it will be decided who will be the association's treasurer and secretary, as well as the signatory. You can also elect other official roles to the board here if you wish.

Ordinary board meeting

An ordinary board meeting is a board meeting where the board makes decisions. This may involve being a co-organizer during an activity, or other decisions about something that the association should do. A board meeting always deals with decisions and must always be

signed by the meeting officials. When the association is to make decisions about financial issues, events and the like, it must always be done through a board meeting that is signed to have evidence that an official decision has been made. Follow the template.

Reconciliation meeting

A reconciliation meeting is like an ordinary board meeting, but no important decision-making matters are discussed here. Reconciliation meetings are usually held more frequently than ordinary board meetings. During reconciliation meetings, discussion points and information points are raised about matters concerning the association and are to be discussed by the board, but no official decisions may be made. For example, you can inform about how some part of the board's work has gone, discuss association activities or planning, and delegate tasks. Follow the template.