

## Speedway -

### Check list for Chairman and Agenda Nordic Meetings 2009

Discipline \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Chairman...Name FMN...

Secretary... Name FMN...

Delegates... Name FMN...

The **Secretary** starts the meeting:

1. Welcome to everyone.
2. Presentation round the table.
3. Fixed time limits for the days - Coffee break
  - Dinner
  - Starting time and place Sunday morning for checking the minutes, for all delegates
  - Information /help desk
4. The group agrees on a Chairman for the meeting. (Not the Secretary).

The **Chairman** takes the meeting from point 5.

5. Make clear how the meeting should be run and what language should be used, English or "Nordic" depending on the delegates. If there are different opinions English should be used always and by everyone at all time.
6. Minutes always in English.
7. Make clear decisions made in this meeting are compulsory for respective countries for the coming year. Decisions made at the Nordic Meeting are not to be changed afterwards in any country.
8. Make clear with the Secretary of the meeting that the minutes shall be hold as short as possible. When a decision is made always check with the Secretary if he/she got it correctly.
9. Make very clear the full meaning of the proposals given to the NMC meeting on Sunday so there will be no misunderstandings.
10. Open the meeting with first point on the:

#### AGENDA

1. Round table, short status report from all countries
2. Going trough and harmonizing of the rules for Nordic meetings
3. Minutes from previous meeting in Norway 2008

4. Time schedule Nordic Championships
5. Proposals from members:
  - 5.1
  - 5.2
  - 5.3

6. Make clear where and when to meet Sunday morning.

Make clear who will represent and speak for the group at the NMC meeting Sunday morning.

Close the meeting in time to go through the written minutes with the Secretary before dinner at 19.00.

Close the meeting.