

Operating Procedures of the Edinburgh Hacklab

26th April 2011

Article 1: Membership

- 1.1 Monthly subscription for the Hacklab shall be £30 (thirty pounds) per calendar month.
- 1.2 Candidates for membership shall be nominated to the mailing list by an existing member.
- 1.3 Existing members have one week to discuss and vote on acceptance of the candidate for full membership. The last voting email from each member in that week is the only one that will be counted.
- 1.4 If at the end of the week, two members vote against the candidate, the candidate shall be rejected, otherwise an invite to join will be extended by the proposer to the candidate.
- 1.5 The new member shall be given a set of keys upon payment of the full amount of the first monthly subscription.

Article 2: Agenda and running of the Annual General Meeting

- 2.1 At the beginning of the AGM, a chair shall be elected by show of hands. It is suggested but not necessary that this be someone other than a committee member. The chair shall take minutes and post them to the mailing list and wiki after the meeting.
- 2.2 The treasurer shall deliver his or her annual report.
- 2.3 The chair shall then open up the floor to discussion on the report and the preceding year in general.
- 2.4 The existing committee shall step down and a new one elected using the process defined below.
- 2.5 The members present will discuss and agree the membership subscription for the coming year.
- 2.6 The chair will then adjourn the meeting.

Article 3: Election of Committee

- 3.1 The chair shall seek nominations from the floor for the position of treasurer.
- 3.2 Once all nominees are in, the chair shall conduct a secret ballot of members present for the position of treasurer and the winner announced. The election shall be held by Exhaustive Ballot.
- 3.3 The chair shall then seek nominations for the vacant committee member positions.
- 3.4 Elections for the committee members shall be by Single Transferable Vote.
- 3.5 If the chair wishes to stand for a committee position, another chair must be selected by show of hands before the ballot proceeds.
- 3.6 In the event of a tie, the best of three rounds of rock/paper/scissors decides the position.

Article 4: Use of resources

- 4.1 Anything labelled not to be touched, is not to be touched. Stuff in a labelled box counts as labelled.
- 4.2 Anything unlabelled is OK to be touched and used, but not consumed or destroyed. If you break it, you pay for it or replace it.
- 4.3 Anything labelled as permissible to consume or destroy, is permitted to be consumed or destroyed. If there are terms of use on the labelling, observe and respect them.

Article 5: Amendment

- 5.1 These Operating Procedures may be amended by the consensus of the membership.