### SICOGA 2022 – Servas Acronyms, Abbreviations & Definitions

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Description</th>
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<tbody>
<tr>
<td>IAC</td>
<td>Internal Audit Committee</td>
</tr>
<tr>
<td>CHF</td>
<td>Swiss Francs currency (this is the currency used for banking by SI)</td>
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<tr>
<td>CRT</td>
<td>Conflict Resolution Team</td>
</tr>
<tr>
<td>DC</td>
<td>Development Committee</td>
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<tr>
<td>Dolphin</td>
<td>The previous computer system for Servas, developed under the direction of the ICT</td>
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<tr>
<td>DV</td>
<td>Distant Vote</td>
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<tr>
<td>DVA</td>
<td>Distant Vote Administrator</td>
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<tr>
<td>SI EXCO</td>
<td>Servas International Executive Committee</td>
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<tr>
<td>SICOGA 2022</td>
<td>Servas International Conference and General Assembly 2022</td>
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<tr>
<td>GA</td>
<td>General Assembly</td>
</tr>
<tr>
<td>HL</td>
<td>Host List</td>
</tr>
<tr>
<td>MTS</td>
<td>Membership and Technology Secretary</td>
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<tr>
<td>ICT</td>
<td>Information &amp; Communication Team</td>
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<tr>
<td>Int</td>
<td>International</td>
</tr>
<tr>
<td>KP</td>
<td>Key Person</td>
</tr>
<tr>
<td>VP</td>
<td>Vice President</td>
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<tr>
<td>LOI</td>
<td>Letter of Introduction</td>
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<tr>
<td>MC</td>
<td>Main Contact (in National Servas Groups with not an appointed NS.)</td>
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<tr>
<td>NT</td>
<td>Nominations Team</td>
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<tr>
<td>NGO</td>
<td>Non-governmental organisation</td>
</tr>
<tr>
<td>NS</td>
<td>National Secretary</td>
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<tr>
<td>OT</td>
<td>Organising Team</td>
</tr>
<tr>
<td>Y&amp;FC</td>
<td>Youth &amp; Families Committee</td>
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<tr>
<td>re</td>
<td>Regarding</td>
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<tr>
<td>Servas.Org</td>
<td>Servas International web site at <a href="http://www.servas.org">www.servas.org</a> includes also all members records.</td>
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<tr>
<td>SI or S.I.</td>
<td>Servas International</td>
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<tr>
<td>SWG</td>
<td>Subject Working Group</td>
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<tr>
<td>UN</td>
<td>United Nation</td>
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<tr>
<td>SIF</td>
<td>Servas India Foundation</td>
</tr>
<tr>
<td>INR</td>
<td>India Currency</td>
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DEFINITIONS

**Subject Working Groups** – Subject Working Groups are groups of people who discuss a group of motions that have been combined because they relate to similar subjects. The SWG members work together before the start of the conference, during the conference, and afterwards.

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

**Workshops** - During the SI Conference there will be workshops on different themes related to Servas, as an association, and to its growth. Participants will be invited to attend these workshops, which will also be available online.

**Formal Voting Session** – the General Assembly main decision-making sessions, which all delegates must attend, and where motions are voted on.

**National Group** – a group of individuals within a country who represent Servas in that country. They may or may not be a Member Group.

**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.

**Participant or 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) may be granted 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 President, prior to the SICOA 2022 during November.

**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. A motion is passed if the majority of votes are for it. For example, if there are 40 delegates, 18 vote for the motion, 16 vote against it and 6 abstain, then the motion passes, since more votes were for the motion than against it.

None of the Above - When an election takes place. On the election paper will be presented the name(s) of the candidate(s) for a certain role / position and an additional "None of the Above" option to be chosen. That happens if the voter doesn't agree with none of the candidates mentioned being elected for a specific role / position.