

	<b>FEDERATION EUROPEENNE DES GEOLOGUES</b> <b>EUROPEAN FEDERATION OF GEOLOGISTS</b> <b>FEDERACION EUROPEA DE GEOLOGOS</b>	Number: N8 Rev 1 Issue: Ver 9 Date: May 2018
	<b>REGULATIONS</b>	Approval Authority
	<b>Council Meetings</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that meetings of Council are conducted in a manner to ensure good governance of the European Federation of Geologists

## 2 SCOPE

This Regulation covers the conduct of meetings of Council.

## 3 PROCEDURE

### General

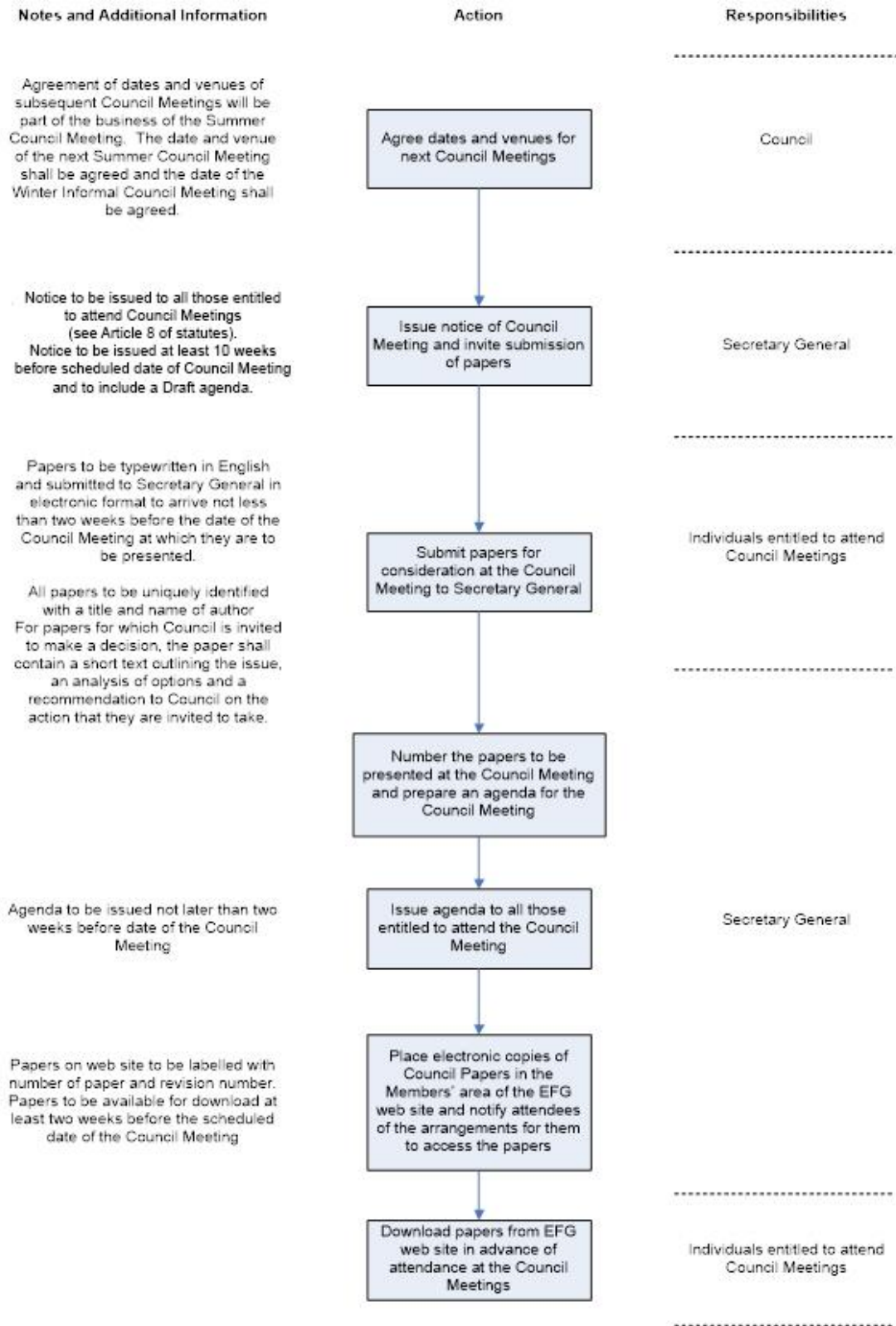
- 3.1 Meetings of Council shall be held on two occasions each year; at a location to be agreed by Council in the summer (normally May or June) and in Brussels in the winter (normally November or December).
- 3.2 The summer meeting will normally be hosted by a Full Member of the EFG at a location (normally the capital city) in the country of the host National Association. National Associations that are Full Members of the EFG shall normally take turns to host the summer Council Meeting.
- 3.3 Expenses of meetings including meeting rooms and refreshments during the meeting will be paid for by the host National Association. The host will also make all necessary arrangements for meals during the council meetings. The host is encouraged to seek sponsorship to cover costs of the meeting and related activities.
- 3.4 Council meetings shall normally take place on a Saturday and Sunday commencing on the Saturday morning and concluding not later than 13:00 hrs (local time) on the Sunday.
- 3.5 Other activities should be arranged on the days preceding or following the Council Meeting, including educational activities such as workshops, conferences and field excursions as well as meetings of Working Groups and Panels of Experts in order to take advantage of the presence of individuals who are also attending the Council Meeting. However, these other activities shall not form a part of the Council Meeting.
- 3.6 The summer Council Meeting shall be a formal meeting at which decisions affecting the running of the EFG shall be taken. Particular business to be transacted at the summer Council Meeting shall include:
  - (i) Election of Officers;
  - (ii) Approval of audited accounts for previous year;
  - (iii) Approval of Budget for the succeeding year, including approval of Member subscriptions for the succeeding year;
  - (iv) Approval of work plan for succeeding year;
  - (v) Approval of revisions to the Statutes and Regulations;
  - (vi) Election of new Members of the EFG;

## *European Federation of Geologists – Regulation N8 – Ver 9*

- (vii) Approval of Licensed Bodies;
  - (viii) Suspension or expulsion of Members;
  - (ix) Other business requiring a formal decision by Council.
- 3.7 The winter meeting shall be designated as an informal Council Meeting. The business of the meeting shall comprise presentation of reports for information and discussion. No business shall be transacted at the meeting that requires formal decisions to be taken by Council.
- 3.8 Council may decide to designate a winter meeting as a formal Council Meeting. The decision to designate a winter meeting as a formal Council Meeting normally shall be taken at the preceding summer (formal) Council Meeting by voting (see Paragraphs 3.16 and 3.17 below).
- 3.9 The President shall chair meetings of Council. In the President's absence the meeting shall be chaired by the Vice President or a member of Council appointed by the Council Members present.
- 3.10 If the Board becomes aware of any matters related to the operation of the EFG that need to be communicated to Council at times between the normal Council Meetings, these matters shall be communicated to Council Members by the President using electronic means. Such matters shall be identified as being "for information" or "for approval". Where approval is sought for a Board proposal, the Board shall give the Council a reasonable period for response. If a formal vote is required, this shall be carried out in accordance with 3.28 below.

### **Preparation and Issue of Papers**

- 3.11 The business at Council Meetings shall be conducted through the consideration of papers prepared and issued in advance of each Council Meeting.
- 3.12 Notice of the EFG Council Meetings shall be issued by the Secretary General to Council at least 10 weeks before the scheduled date of the Council Meeting.
- 3.13 The Board shall agree a draft agenda for the meeting and circulate it to Council with the notice of the meeting.
- 3.14 Documents for presentation at Council Meetings shall be submitted to the Secretary General and Office in electronic form at least 2 weeks before the Council Meeting. Each paper shall be identified with the name of the National Association, Officer, Official or Staff Member that is presenting the paper.
- 3.15 Members of Council may request that the Board includes additional agenda items in advance of the meeting. The Board reserve the right not to include these items in the draft agenda.
- 3.16 In order to ensure a professional, efficient and informed discussion, all relevant documents and annexes, shall be made available electronically by the Secretary General to Council not later than 2 weeks before the meeting date. Where an agenda item has associated documents they shall be uniquely identified with that item.
- 3.17 In the case of an agenda item requiring a decision, the Board shall provide a short text outlining the issue, an analysis of options and a recommendation.
- 3.18 The procedure for the preparation and issue of papers is summarised in the following flow chart.



3.19 Any Full Member that is unable to attend a Council Meeting shall inform the Secretary General at least two weeks in advance of the meeting. If they wish to cast a vote on any matters on the Agenda their proxy vote shall be communicated to the President in advance of the start of the meeting.

**Late Papers**

## *European Federation of Geologists – Regulation N8 – Ver 9*

- 3.20 No matters affecting the governance or finances of the EFG may be introduced at a Council Meeting and voted on unless that matter has been notified to the Council Members through a paper prepared and submitted in accordance with the procedures and timescales stated in the flow chart attached to paragraph 3.18 above. Any such matters shall be deferred to the succeeding Council Meeting or dealt with at an Extraordinary General Meeting. How the matter is to be dealt with shall be decided by a vote in Council.
- 3.21 At the sole discretion of the President or, if the President is absent, the Chair of the Council Meeting, papers that are submitted too late to meet the timescale set out in Paragraph 3.9 above and are related solely to matters of information upon which Council is not required to take a decision, may be included in the business of the meeting.

### **Agenda for Council Meetings**

- 3.22 The Board shall prepare and circulate a draft agenda for each Council Meeting in accordance with the procedure in Paragraphs 3.11 – 3.18 above.
- 3.23 The agenda shall normally comprise the following items:
- (i) Apologies for absence;
  - (ii) Roll call and confirmation of delegations;
  - (iii) Confirmation of voting rights and that at least 50% of the Full Members are represented in person or by proxy (in case any binding decisions are required to be taken);
  - (iv) Approval of agenda;
  - (v) Minutes of previous meeting and matters arising;
  - (vi) Reports from the Officers (President, Vice President, Secretary General, Delegate for European Union Matters);
  - (vii) Treasurer's Report and statement of accounts approved by the Board (audited before the summer meeting);
  - (viii) EFG Office Report;
  - (ix) Reports from Working Groups and Panels of Experts;
  - (x) Reports from the Licensed Bodies;
  - (xi) National Association Reports;
  - (xii) Dates and locations of next meetings; and
  - (xiii) Any other business.

### **Minutes**

- 3.24 Minutes of every meeting of Council shall be taken. The Secretary General shall be responsible for ensuring that the minutes are taken and shall circulate a draft of these for comment to the Board, Full Members, Associate Members, Observer Members, Officials and Staff Members within 6 weeks after the meeting.
- 3.25 Minutes shall be approved by Council and a record of that approval (including any amendments) shall be recorded in the minutes of the meeting that approved them.

### **Voting**

## *European Federation of Geologists – Regulation N8 – Ver 9*

- 3.26 In order for a member to exercise their voting rights at a meeting, the annual fee shall have been received by the Treasurer at least **4** weeks before the meeting. Voting is made only by those members present at a meeting unless either a member has given a proxy vote to the president in advance of the meeting or if Council has been informed in advance of votes that are to be made by electronic vote.
- 3.27 Half of the Full Members shall form a quorum. In situations where a Council meeting is not quorate, the Board (comprising the Officers of the EFG) shall have the power to call an Extraordinary General Meeting to take decisions pertaining to the good government of the EFG and the proper management of its concerns.
- 3.28 Voting shall be conducted as follows:
- (i) For election of Officers in accordance with Regulation N7.
  - (ii) For all other matters by a show of hands or by proxy held by the President: Each Full Member that is not suspended shall be entitled to a single vote.
  - (iii) The decision of the majority of Full Members voting shall be the decision of the meeting except where specified otherwise in the Statutes. The person holding the chair shall have a casting vote, except as set out below;
- 3.29 Deferral of a vote can be called for if any motion in Council is considered by any member to differ significantly from the position given in the papers presented before the meeting. The deferral is to allow the member association to consider the matter and obtain a mandate for their vote. The timing and mechanism of voting after the agreed deferral period shall be agreed by Council.
- 3.30 For urgent matters that require a vote by Council because an issue needs to be decided by Council before the next Council Meeting, voting may be conducted by electronic means in accordance with the Statutes. The issue requiring a vote shall be communicated to all members of Council by e-mail by either the President or the Secretary General. The e-mail shall clearly state the issue on which a decision is required and the basis for voting. A deadline for receipt of e-mailed votes must be clearly stated. The voting shall only be binding if at least half of the Full Members submit a vote by the stated deadline. If a Member does not vote by the deadline the silence shall be taken as a vote in favour of the proposal.

### **Payment of Expenses for attendance at Council Meetings**

- 3.31 Officers and Officials of the EFG are encouraged to seek external sponsorship to cover their expenses for attending Council Meetings. In the event that Officers and Officials are unable to secure external sponsorship, they may claim expenses in accordance with Regulation N9.
- 3.32 Members of staff of the EFG may claim for expenses incurred in attending Council Meetings in accordance with the terms and conditions as set out in their Conditions of Employment.
- 3.33 Delegates of Full Members, Associate Members and Observer Members; Past Presidents of the EFG and Observers at Council Meeting are required to cover their own expenses related to attendance at Council Meetings. They shall not be entitled to claim from the EFG, or be paid by the EFG, any expenses or fees related to their attendance at Council Meetings.

## **4 RECORDS**

- 4.1 The Secretary General is responsible for maintaining the following records:
- Copies of all papers presented at Council Meetings;
  - Approved Minutes of Council Meetings;
  - Register of the officially appointed delegates for each of the Full Members of the EFG; and

*European Federation of Geologists – Regulation N8 – Ver 9*

- Records of the names and contact details of other people entitled to attend Council Meetings.