

Rules of Procedure - General Assembly of the Association of the Compendium of Cultural Policies and Trends

Purpose	Content	Notes
<p><i>RoP raison d'être</i></p>	<p>Preamble</p> <p>The current Rules of Procedure take their <i>raison d'être</i> from the Association of the Compendium of Cultural Policies and Trends' Deed of Incorporation and in particular its Articles 9.7, 10.2 and 14.6.</p> <p>The General Assembly comprises the members of the Association of the Compendium of Cultural Policies and Trends, whose commitment and financial support of the Compendium enable the Compendium Association's continued existence. The General Assembly meets at least once a year to oversee the running of the Association, including approving the annual budget and accounts, the annual programme and the annual work plan.</p> <p>The Rules of Procedure of the General Assembly flesh out the rights and duties of its members that were omitted from the Deed of Incorporation as they were not crucial to the essential functioning of the Association. On occasion, rules from the Deed of Incorporation are cited in the Rules of Procedure when they provide the framework or a specific rule for a particular subject addressed by the Rules of Procedure and which they subsequently develop, eg such as the Article on privacy of meetings. All such citations are referenced by Article and are in italics.</p>	

<p><i>Official language</i></p> <p><i>Other languages possible</i></p> <p><i>Translation from other languages</i></p>	<p>Article 2 <i>Working language</i></p> <p>2.1 The official working language of the General Assembly is English.</p> <p>2.2 A member may speak in a language other than English as long as they organize and pay for the interpretation.</p> <p>2.3 Any document drafted in a language other than English shall be translated into English. The member from whom it originates shall be responsible for making the necessary translation arrangements and paying for the related costs.</p>	
<p><i>Drafting the agenda</i></p> <p><i>Additional agenda items</i></p>	<p>Article 3 <i>Meeting Agenda</i></p> <p>3.1 The Chair of the Board, having consulted the Board, the Service Provider and the Chair of the Assembly of Compendium Experts shall draw up the draft agenda which should be concrete, operational and result-oriented.</p> <p>3.2 Proposals for additional items to be included on the agenda of the General Assembly meeting shall be sent to the Chair of the Board at least one (1) week before the meeting and shall be included in an addendum to the agenda; their inclusion in the definitive agenda shall be voted upon at the beginning of the convened meeting.</p>	

<p><i>Extraordinary meeting agendas</i></p>	<p>3.3 For extraordinary meetings, the draft agenda may be circulated to members one day before the meeting.</p>	
<p><i>Deadline for meeting documents</i></p> <p><i>Exceptions</i></p>	<p>Article 4 <i>Documentation</i></p> <p>4.1 Documents requiring a decision shall be sent in English to the members of the General Assembly at least two (2) weeks before the start of the meeting at which the decision is to be taken.</p> <p>4.2 In exceptional cases and if no General Assembly member objects, the General Assembly may consider a document submitted later. Documents should be sent by email or similar.</p>	
<p><i>Not public</i></p> <p><i>Board participation</i></p> <p><i>Service Provider participation</i></p>	<p>Article 5 <i>Privacy of Meetings</i></p> <p>5.1. Meetings shall not be held in public.</p> <p>5.2 Two members of the Assembly of Compendium Experts shall be entitled to participate in the meetings of the General Assembly as observers, without voting rights. The Chair may decide to request such representatives to address the meeting (<i>Article 14.5 of the Deed of Incorporation</i>)</p> <p>5.3. The Service Provider may at the invitation of the Chair of the Board participate in General Assembly meetings and contribute to the debates, without voting rights.</p>	

<p><i>Guest participants</i></p>	<p>5.4 The Chair of the Board, in consultation with the Board and the Service provider may invite guests to participate in meetings, without voting rights, where it is deemed that the guest's or guests' participation would help the General Assembly in its decision-making.</p>	
<p><i>Written and oral proposals</i></p> <p><i>Guests / Service provider proposals</i></p> <p><i>Decision postponement for oral proposals</i></p>	<p>Article 6 Proposals</p> <p>6.1 Members of the General Assembly and the Service Provider, where appropriate, may make proposals either in writing and submit them any time before a General Assembly meeting or orally during the General Assembly meeting.</p> <p>6.2 Proposals made by guest participants either in writing or orally before or during meetings may be put to the vote as long as they are supported by one other member of the General Assembly.</p> <p>6.3 Decisions to be taken on proposals submitted orally during a General Assembly meeting may be postponed at the proposal of one member of the General Assembly until such time he/she and/or the other members of the General Assembly have had sufficient time to prepare the material necessary for taking the decision.</p>	

<p><i>Assembly member voting rights</i></p> <p><i>Simple majority</i></p> <p><i>Representation by proxy</i></p>	<p>Article 7 <i>Voting and majorities</i></p> <p>7.1 All members have the right to participate and vote in the meeting of the General Assembly (<i>Article 14.5 of the Deed of Incorporation</i>).</p> <p>7.2 Resolutions of the General Assembly are adopted with a majority of the valid votes (<i>Article 14.9 of the Deed of Incorporation</i>)</p> <p>7.3 Members of the Association may be represented at a meeting of the General Assembly by a proxy in writing held by another member of the Association, provided that no such member shall hold more than one such proxy (<i>Article 14.10 of the Deed of Incorporation</i>).</p>	
<p><i>Reexamination of a decision</i></p>	<p>Article 8 <i>Reconsideration of a question</i></p> <p>When a decision has been taken it is only re-examined if an Association member so requests, and if this request receives a majority of the votes cast.</p>	
<p><i>Chair and Vice-Chair</i></p>	<p>Article 9 <i>Chair and Vice-Chair</i></p> <p>9.1 The meeting of the General Assembly is chaired by Chair of the Board and in his/her absence the Vice-Chair of the Board. The Chair or his/her replacement will appoint the minute-taker. (<i>Article 14.8 of the Deed of Incorporation</i>). The</p>	

<p><i>Chair's role</i></p> <p><i>Vice-Chair's role</i></p>	<p>work of these office holders is voluntary and not remunerated.</p> <p>9.2 The Chair shall conduct proceedings and sum up the conclusions whenever he or she thinks necessary. He or she may redirect the discussion if the General Assembly or an Association member departs from the subject under discussion or from the General Assembly's mandate as set out in the Deed of Incorporation (<i>Article 14.2 of the Deed of Incorporation</i>).</p> <p>9.3 The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting. If both are absent, the Chair shall be replaced by another Board member and appointed by the Board.</p>	
<p><i>Termination of membership</i></p> <p><i>Dismissal</i></p>	<p>Article 10 Termination and dismissal</p> <p>10.1 An Association member may terminate their membership with the Association by notifying the Chair of the Board of their decision to resign in writing, stating clearly the date of resignation.</p> <p>10.2 The General Assembly may decide with a two-thirds majority of its members present or represented at the meeting to exclude a member of the Association or otherwise terminate their membership of the Association, whether or not at the proposal of the Board (<i>Article 16.4 of the Deed of Incorporation</i>).</p>	
<p><i>Annual Assembly</i></p>	<p>Article 11 The Annual Assembly of the Compendium Association and Public Forum</p> <p>11.1 Members of the General Assembly shall be invited to take part in the annual Assembly of the Association of 3 day's duration.</p>	

<p><i>Meeting format</i></p>	<p>11.2 The annual Assembly of the Association shall comprise:</p> <ul style="list-style-type: none"> - a General Assembly meeting of one day's duration - a Board meeting of half a day's duration, - a meeting of the Assembly of Compendium Experts of one day's duration <p>and</p> <ul style="list-style-type: none"> - a Public Forum event of half a day's duration 	
<p><i>Variations to the format</i></p>	<p>11.3 This format may be varied on an ad hoc basis if circumstances so justify and by decision of the Board.</p>	
<p><i>Draft agenda</i></p>	<p>11.4 The draft agenda of the Annual Assembly shall be drawn up by the Chair of the Board and of the Assembly of Compendium Experts, with input from the Service provider and the host country and host country Compendium Expert. The agenda should be concrete, operational and result-oriented.</p>	
<p><i>Application of RoP and Deed of Incorporation</i></p>	<p>Article 12 Final Provisions</p> <p>12.1 The provisions set forth in the present Rules of Procedure shall be applied in conjunction with the Deed of Incorporation.</p>	
<p><i>Interpretation of RoP</i></p>	<p>12.2 In case of differences of interpretation of the present Rules of Procedure, the provisions set forth in the Deed of Incorporation shall prevail.</p>	