



# Vademecum Compendium of Cultural Policies and Trends

## Content

Membership Charter for the Association of the Compendium of Cultural Policies and Trends (CCPT).....	2
Rules of Procedure - General Assembly of the Association of the Compendium of Cultural Policies and Trends .....	4
Rules of procedure of Assembly of Compendium Experts (ACE)- Table revised.....	11
Rules of Procedure for the Board - Association “Compendium of Cultural Policies and Trends” (CCPT) .....	20



## **Membership Charter for the Association of the Compendium of Cultural Policies and Trends (CCPT)**

### **Financial Rights and Responsibilities of members**

#### **Preamble**

In accordance with Article 4.2 of the Association's Deed of Incorporation, the Membership Charter comprises the rights and responsibilities of members of the Association of the Compendium of Cultural Policies and Trends (CCPT) that were **not** included in the Association's Deed of Incorporation. The focus is thus limited to the financial rights and responsibilities of members. Rights and responsibilities not included in the Deed of Incorporation and related to meeting procedure and the general running of the Association are set out in the Association's Rules of Procedure for the Board and for the Assembly of Compendium Experts.

#### **Article 1 – Fee amount**

The annual membership fee for Stakeholder members and Standing members shall be fixed on an annual basis by the Board in the year preceding the calendar year in which it is due. If deemed appropriate, the Board may consult the Service Provider, the General Assembly and the Assembly of Compendium Experts on this amount.

#### **Article 2 - Currency**

The membership fee shall be payable in Euros only.

#### **Article 3 - Contributions in kind**

In exceptional cases, as determined by the Board, a Standing member's membership fee may be payable by contributions in kind, such as the preparation of a country and summary country profile, the hosting of an Assembly, the provision of IT services in development of the Compendium or other significant service for the Association and the Compendium Information System, as determined by the Board.

#### **Article 4 – New members**

1. New members which join in the course of the year may pay the annual fee in its entirety in support of the Association and the Compendium should they so wish.
2. Otherwise, any new Member which joins in the course of the year (after 31 January), shall pay a fee calculated on a pro rata basis for the month in which it joined. This fee shall be credited to the current Budget.



### **Article 5 – Request for Fees**

The Association’s members shall be informed of the amount of the membership fee in the Association’s “Request for Fees”, sent to members at the latest by 30 October of the year preceding the calendar year in which the fee is due.

### **Article 6 – Fee payment**

1. The membership fee is payable in one instalment by bank transfer into the Association’s bank account and is due at the latest by 30 March of the calendar year in which it is due.
2. If it is more administratively suitable for the member, the membership fee may be paid in the year preceding the calendar year in which it is due.
3. Details of the Association’s bank account shall be appended to the annual “Request for Fees”.

### **Article 7 – Late payment of fees or unpaid fees**

1. If a fee remains unpaid in whole or in part at the close of the calendar year, the budgetary receipts account shall be credited with the amount of the fee called, the unpaid amount being debited to a debtors account.
2. Any Member not able to pay its membership fee by 30 March must inform the Board promptly.
3. The Board together with the member shall try to find a workable solution for the annual fee payment.
4. In the event membership is discontinued and the member has a seat on the Board, the General Assembly shall elect the new Board member in accordance with the Board’s Rules of Procedure.

### **Article 8 – Withdrawal, suspension or discontinuance of membership**

In case of the withdrawal or discontinuance of membership, the Board shall examine the financial consequences and shall make the appropriate arrangements.



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

Purpose	Content	Notes
<i>RoP raison d'être</i>	<p><b>Preamble</b></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>	
<i>No. of meetings per year, ordinary</i>	<p><b>Article 1      <i>Ordinary and Extraordinary Meetings</i></b></p> <p>1.1      The ordinary meeting of the General Assembly shall take place once a year in the first half of the calendar year in the form of a presence meeting at which meeting the adoption of the annual accounts as prepared by the Board must be considered. <i>(Article 14.3 of the Deed of Incorporation).</i></p>	



<p><i>Convening the General Assembly</i></p> <p><i>Additional meetings</i></p> <p><i>Convening of Extraordinary meetings</i></p> <p><i>G.A. meeting to appoint a temporary Board member</i></p>	<p>1.2 General Assembly meetings are convened by the Chair of the Board or, in case of his/her inability to act, by the Vice-Chair of the Board, with six (6) weeks' notice. The invitation shall include a preliminary agenda (Article 14.7 of the Deed of Incorporation).</p> <p>1.3 Additional meetings in the form of presence meetings or via the use of information technology may be convened by the Board if necessary (<i>Article 14.3 of the Deed of Incorporation</i>).</p> <p>1.4 An extraordinary meeting shall be convened by the Board if it is in the Association's best interest or if one-third of the members of the Association so require via a written statement addressed to the Board and indicating the purpose and reasons of the extraordinary meeting of the General Assembly. The Board shall have the right to refuse to hold an extraordinary meeting of the General Assembly but only if it is of the opinion that the holding of such a meeting shall not be in the Association's best interests. In that case the Board shall inform all members of the request and the reasons for refusing to convene such a meeting. (<i>Article 14.4 of the Deed of Incorporation</i>).</p> <p>1.5 If all Board members are unable to act, the General Assembly shall have the authority to appoint a person to carry out such duties and exercise such powers and authority temporarily. Such a meeting may be convened by any member of the Association (<i>Article 10.3 of the Deed of Incorporation</i>).</p>	
<p><i>Official language</i></p> <p><i>Other languages possible</i></p>	<p><b>Article 2 Working language</b></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>	



<i>Translation from other languages</i>	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.	
<i>Drafting the agenda</i>	<b>Article 3 Meeting Agenda</b> 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.	
<i>Additional agenda items</i>	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.	
<i>Extraordinary meeting agendas</i>	3.3 For extraordinary meetings, the draft agenda may be circulated to members one day before the meeting.	
<i>Deadline for meeting documents</i>	<b>Article 4 Documentation</b> 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.	
<i>Exceptions</i>	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.	
<i>Not public</i>	<b>Article 5 Privacy of Meetings</b> 5.1. Meetings shall not be held in public.	
<i>Board participation</i>	5.2 Two members of the Assembly of Compendium Experts shall be entitled to participate in the	



<p><i>Service Provider participation</i></p> <p><i>Guest participants</i></p>	<p>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>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><b>Article 6      Proposals</b></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><b>Article 7      Voting and majorities</b></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><i>Simple majority</i></p> <p><i>Representation by proxy</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><b>Article 8      <i>Reconsideration of a question</i></b></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><i>Chair's role</i></p> <p><i>Vice-Chair's role</i></p>	<p><b>Article 9      <i>Chair and Vice-Chair</i></b></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 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><b>Article 10      <i>Termination and dismissal</i></b></p> <p>10.1 An Association member may terminate their membership with the Association by notifying the</p>	





<i>Dismissal</i>	<p>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><i>Meeting format</i></p> <p><i>Variations to the format</i></p> <p><i>Draft agenda</i></p>	<p><b>Article 11      <i>The Annual Assembly of the Compendium Association and Public Forum</i></b></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>11.2 The annual Assembly of the Association shall comprise:</p> <ul style="list-style-type: none"> <li>- a General Assembly meeting of one day's duration</li> <li>- a Board meeting of half a day's duration,</li> <li>- a meeting of the Assembly of Compendium Experts of one day's duration</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>- a Public Forum event of half a day's duration</li> </ul> <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>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>	
<i>Application of RoP and Deed of Incorporation</i>	<p><b>Article 12      <i>Final Provisions</i></b></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>	



<i>Interpretation of RoP</i>	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.	
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## Rules of procedure of Assembly of Compendium Experts (ACE)

Purpose	Content	Notes
<p><i>RoP raison d'être</i></p>	<p><b>Preamble</b></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, 12.3, 13.6 and 13.11.</p> <p>They are aimed at developing and preserving recognition of the Assembly of Compendium Experts' inspirational role in the Association of the Compendium of Cultural Policies and Trends, as well as its significant professional contribution to the content of the Compendium and at securing its political independence ('arms-length status'). The Assembly of Compendium Experts is a key player in enabling the Association to fulfil its objectives as effectively as possible.</p>	
<p><i>Experts or any other natural person</i></p> <p><i>Appointment of Compendium Experts</i></p> <p><i>Term of appointment</i></p>	<p><b>Article 1      <i>Members of the Assembly of Compendium Experts</i></b></p> <p>1.1      Members of the Assembly of Compendium Experts can only be experts who contribute to the Compendium's content or any other natural persons with exceptional experience in the fields of activity of the Association and who are in good public standing.</p> <p>1.2      The Board shall have the right to appoint one member in respect of each Contracting Party of the European Cultural Convention in consultation with the respective Government.</p> <p>1.3      The term of appointment of a member of the Assembly of Compendium Experts shall be three (3) years and reappointment shall be possible with due observance of and in accordance with the Rules of Procedure. The Board shall keep a list of the members of the Assembly of Compendium Experts and their contact details. The Board may admit additional persons as members of the Assembly at the request of non-Governmental organizations or</p>	



<p><i>Observers</i></p>	<p>Governments or public authorities of states with due observance of and in accordance with the Rules of Procedure.</p> <p>1.4 Observers to the Assembly of Compendium Experts comprising natural and legal persons with proven expertise in the field of culture may participate in the Assembly of Compendium Experts meetings. Observers shall be appointed by the Chair of the Board. Proposals for observers may be submitted by the Board or members of the Assembly of Compendium Experts individually or collectively or the Service Provider.</p>	
<p><i>No. of meetings per year, ordinary and extraordinary</i></p> <p><i>Convening of Extraordinary meetings</i></p> <p><i>Meeting invitations</i></p>	<p><b>Article 2</b>      <b>Ordinary and Extraordinary Meetings</b></p> <p>2.1 The Assembly of Compendium Experts shall meet once a year in the form of a presence meeting and as often as necessary via either a presence meeting or by using information technology (<i>Article 13.3 of the Deed of Incorporation</i>).</p> <p>2.2 Extraordinary meetings shall be convened by the Chair if two-thirds of the members of the Assembly of Compendium Experts express such a demand to the Chair (<i>Article 13.4 of the Deed of Incorporation</i>).</p> <p>2.3 Invitations to meetings are signed and sent by the Chair of the Assembly of Compendium Experts, assisted by the Service Provider.</p>	
<p><i>Official language</i></p> <p><i>Other languages possible</i></p> <p><i>Translation from other languages</i></p>	<p><b>Article 3</b>      <b>Working language</b></p> <p>3.1 The official working language of the Assembly of Compendium Experts is English.</p> <p>3.2 A Compendium Expert may speak in a language other than English as long as they organize and pay for the interpretation.</p> <p>3.3 Any document drafted in a language other than English shall be translated into English. The Compendium Expert 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><i>Extraordinary meetings</i></p>	<p><b>Article 4      <i>Meeting Agenda</i></b></p> <p>4.1      The Chair of the Assembly of Compendium Experts, in close consultation with the other Compendium Experts, or the Committee of ACE representatives as appropriate (see Article 12 below), and on the advice of the Service Provider, shall draw up the draft agenda which should be concrete, operational and result-oriented. The draft agenda shall be circulated at least six (6) weeks in advance (<i>Article 13.3 of the Deed of Incorporation</i>)</p> <p>4.2      Proposals for additional items to be included on the agenda of an Assembly of Compendium Experts meeting shall be sent to the Chair 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>4.3      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><b>Article 5      <i>Documentation</i></b></p> <p>5.1      Documents requiring a decision shall be sent in English to Compendium Experts at least two (2) weeks before the start of the meeting at which the decision is to be taken.</p> <p>5.2      In exceptional cases and if no Compendium Expert objects, the Assembly of Compendium Experts 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><b>Article 6      <i>Privacy of Meetings</i></b></p> <p>6.1.      Meetings shall not be held in public.</p> <p>6.2      Two members of the Board of the Compendium Association shall be entitled to participate in the meetings of the Assembly of Compendium Experts, without voting rights.</p>	



<p><i>Service Provider participation</i></p> <p><i>Guest participants</i></p>	<p>6.3. The Service Provider may at the invitation of the Assembly of Compendium Experts or of the Committee of ACE representatives (see Article 12 below) participate in Assembly meetings and contribute to the debates, without voting rights.</p> <p>6.4 The Assembly of Compendium Experts or the Committee of ACE representatives may invite guests to participate in meetings, without voting rights, where it is deemed that the guest's or guests' participation would help the Assembly of Compendium Experts and/or the Committee of ACE representatives 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><b>Article 7 Proposals</b></p> <p>7.1 Compendium Experts and the Service Provider, where appropriate, may make proposals either in writing and submit them any time before an Assembly meeting or orally during Assembly meetings.</p> <p>7.2 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 Compendium Expert.</p> <p>7.3 Decisions to be taken on proposals submitted orally during an Assembly of Compendium Experts' meeting may be postponed at the proposal of one Compendium Expert until such time he/she and/or the other Compendium Experts 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><b>Article 8 Voting and majorities</b></p> <p>8.1 Each Compendium Expert shall have one (1) vote at meetings of the Assembly of Compendium Experts.</p> <p>8.2 The Assembly shall decide by simple majority of its members present (<i>Article 13.7 of the Deed of Incorporation</i>).</p> <p>8.3 Members of the Assembly of Compendium Experts may be represented at a meeting of the Assembly by a proxy in writing held by another member of the</p>	



<i>Votes cast definition</i>	<p>Assembly, provided that no such member shall hold more than one such proxy (<i>Article 13.9 of the Deed of Incorporation</i>).</p> <p>8.4 For the purposes of these Rules, ‘votes cast’ shall mean the votes of members cast for or against.</p>	
<i>Reexamination of a decision</i>	<p><b>Article 9      <i>Reconsideration of a question</i></b></p> <p>When a decision has been taken it is only re-examined if a Compendium Expert so requests, and if this request receives a simple majority of the votes cast.</p>	
<p><i>Appointments of office holders</i></p> <p><i>Office holder elections</i></p> <p><i>Term of office renewal</i></p> <p><i>Duration notification</i></p>	<p><b>Article 10      <i>Assembly of Compendium Experts’ appointments</i></b></p> <p>10.1 Appointments to the offices of Chair, Vice-Chair, Secretary (<i>Article 12.4 of the Deed of Incorporation</i>) and Assembly members to the Committee of ACE representatives (see Article 12 below) shall be by election. The work of these office holders is voluntary and not remunerated.</p> <p>10.2 Elections shall be by show of hands unless any of the Assembly members requests a secret ballot, provided this request is supported by 2 other Assembly members. A secret ballot shall be carried out under the supervision of the minute-taker (the Secretary).</p> <p>10.3 The term of office of the Chair, the Vice-Chair, the Treasurer, the Secretary and 2 Assembly members of the Committee of ACE representatives shall be one year. It may be renewed once.</p> <p>10.4 The duration of each office holder’s mandate shall be duly notified in the mandate/letter of nomination.</p>	
<i>Chair conducts proceedings</i>	<p><b>Article 11      <i>The Chair and Vice Chair</i></b></p> <p>11.1 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 Assembly or a Compendium Expert departs from</p>	



<p><i>Vice Chair</i></p>	<p>the subject under discussion or from the Assembly's mandate as set out in the Deed of Incorporation (<i>Article 13.1 and 13.2 of the Deed of Incorporation</i>).</p> <p>11.2 The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another Compendium Expert from the Assembly of Compendium Experts and appointed by the latter or the Committee of ACE representatives.</p>	
<p><i>Minute taker</i></p> <p><i>Replacement minute taker</i></p> <p><i>Approval and signing of minutes</i></p> <p><i>Dissemination of minutes and other documents</i></p>	<p><b>Article 12      <i>The Secretary</i></b></p> <p>12.1 The Secretary to the Assembly shall be responsible for the Assembly's meetings' administrative organisation (convocations, minutes, correspondence, etc), as well as the minute-taker.</p> <p>12.2 In the absence of the Secretary, a Compendium Expert without office shall be the minute-taker at the Assembly meeting.</p> <p>12.3 Once prepared by the Secretary, the minutes shall subsequently be agreed upon by all participating Assembly members, before being signed by the minute-taker and the Chair (<i>Article 13.8 of the Deed of Incorporation</i>).</p> <p>12.4 The minutes and other documents discussed, amended and adopted by the Assembly shall be brought to the attention of all members and observers of the Association of the Compendium of Cultural Policies and Trends by the Secretary and published on the web portal of the Association (<i>Article 13.8 of the Deed of Incorporation</i>) by the web person responsible.</p>	
<p><i>Definition of Committee of ACE representatives</i></p>	<p><b>Article 13      <i>Committee of ACE representatives</i></b></p> <p>13.1 If it is impractical for a decision to be taken by the entire Assembly of Compendium Experts on advice to be given to the Association, having regard to time restrictions or other circumstances, a decision on the advice to be given may be taken by the Committee of ACE representatives if deemed</p>	





<p><i>Constitution of the Committee of ACE representatives</i></p> <p><i>Proposals and opinions of other bodies</i></p> <p><i>Reporting to the Assembly</i></p>	<p>necessary by the Chair of the Assembly of Compendium Experts, and with the approval of the Board of the Association.</p> <p>13.2 The Committee of ACE representatives shall be established at the annual presence meeting of the Assembly of Compendium Experts. The members of the Committee of ACE representatives shall comprise:</p> <ul style="list-style-type: none"> <li>- the Chair of the Assembly of Compendium Experts (ex officio),</li> <li>- the Vice-Chair of the Assembly of Compendium Experts (ex officio),</li> <li>- 3 Compendium Experts, elected by the Assembly of Compendium Experts, in accordance with the procedure set out in Article 10.2 above.</li> </ul> <p>13.3 In their discussions, the Committee of ACE representatives may consider input from:</p> <ul style="list-style-type: none"> <li>- Compendium Experts, either individually or collectively,</li> <li>- internationally recognised cultural experts (see Article 13 below),</li> <li>- Service Provider;</li> <li>- any other expert of proven experience in the field of culture or other material deemed necessary.</li> </ul> <p>13.4 If needs be, the Committee of ACE representatives shall report to the full Assembly either in writing or orally at presence meetings or meetings organised via information technology.</p>	
<p><i>Establishment of the list</i></p> <p><i>List referral</i></p>	<p><b>Article 14 List of International Experts in Culture</b></p> <p>14.1 The Assembly of Compendium Experts shall draw up and maintain a list of internationally recognised experts in the field of culture for each of the countries with a country profile on the Compendium database. This list must be approved by both the Board and the General Assembly.</p> <p>14.2 Such experts will be called on from time to time and according to their availability to give their expert opinion on questions being addressed by the Assembly of Compendium Experts or by the Committee of ACE representatives.</p>	



<i>Maintaining variety</i>	14.3 The Assembly or the Committee of ACE representatives may call on an expert from the list for their particular field of competence and to maintain continuity in a particular project or activity, but should avoid having continual recourse to the same experts, so as to ensure a variety of ideas and opinions.	
<i>Temporary absence from duty</i>	<p><b>Article 15 Absences, resignation and dismissal</b></p> <p>15.1 If a Compendium Expert appointed according to <i>Article 12.3 of the Deed of Incorporation</i> is unable to exercise his/her duties temporarily, he/she shall notify the Chair to this effect and to the duration of their unavailability.</p>	
<i>Absence is greater than one year</i>	15.2 If the temporary absence of a Compendium Expert exceeds one (1) year, the position shall be considered vacant.	
<i>Resignation</i>	15.3 A Compendium Expert may resign his/her position by notifying the Chair of their decision to resign in writing, stating clearly the date of resignation.	
<i>Annual Assembly</i>	<p><b>Article 16 The Annual Assembly of the Compendium Association and Public Forum</b></p> <p>16.1 The Assembly of Compendium Experts shall take part in the annual Assembly of the Association of 3 day's duration.</p>	
<i>Meeting format</i>	<p>16.2 The annual Assembly of the Association shall comprise:</p> <ul style="list-style-type: none"> <li>- a meeting of the Assembly of Compendium Experts of one day's duration</li> <li>- a Board meeting of half a day's duration,</li> <li>- a General Assembly meeting of one day's duration,</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>- a Public Forum event of half a day's duration</li> </ul>	
<i>Variations to the format</i>	16.3 This format may be varied on an ad hoc basis if circumstances so justify and by decision of the Board.	



<i>Draft agenda</i>	16.4 The draft agenda of the Annual Assembly shall be drawn up by 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.	
<i>Application of RoP and Deed of Incorporation</i>	<p><b>Article 17 Final Provisions</b></p> <p>17.1 The provisions set forth in the present Rules of Procedure shall be applied in conjunction with the Deed of Incorporation.</p>	
<i>Interpretation of RoP</i>	17.2 In case of differences of interpretation of the present Rules of Procedure, the provisions set forth in the Deed of Incorporation shall prevail.	



## Rules of Procedure for the Board - Association “Compendium of Cultural Policies and Trends” (CCPT)

Purpose	Content	Notes
<p><i>Raison d'être</i></p>	<p><b>Preamble</b></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, 9.9, 11.5 and 11.6.</p> <p>The Board comprises 7 members:</p> <ul style="list-style-type: none"> <li>- the Council of Europe and ERICarts as the Association's permanent members for what they bring in institutional memory,</li> <li>- a representative appointed by the Chair of the Council of Europe's Steering Committee of Culture, Heritage and Landscape as representative of the Council of Europe member States,</li> <li>- 4 representatives from the Association's General Assembly and</li> <li>- a representative from the Assembly of Compendium Experts, the Association's inspirational body and principal advisor with regard to the development of the structure and content of the Compendium.</li> </ul> <p>The Board meets at least once a year to supervise the administration of the Organisation, formulate its annual programme, budget and work plan. It negotiates the contract with the Association's Service Provider and appoints new Compendium experts, based on open calls of interest or on proposals made by members of the Association or of the Assembly of Compendium Experts, in consultation with the respective Governments of the Contracting Parties of the European Cultural Convention.</p> <p>The Rules of Procedure of the Board 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</p>	



	particular subject addressed by the Rules of Procedure and which they subsequently develop, eg such as the Article 8 on voting and majorities. All such citations are referenced by Article and are in italics.	
<i>Observance of the Deed of incorporation</i>	<p><b>Article 1      <i>General duties of the Board</i></b></p> <p>In addition to its rights and duties under the Compendium Association's Deed of Incorporation, the Board is responsible for and supervises the observance of the Deed of Incorporation, the Membership Charter and the Rules of Procedures by the members of the General Assembly and of the Assembly of Compendium Experts (ACE).</p>	
<i>No. of meetings per year, ordinary and extraordinary</i>	<p><b>Article 2      <i>Ordinary and Extraordinary Meetings</i></b></p> <p>The Board shall meet once a year in the form of a presence meeting and as often as necessary via either a presence meeting or by using information technology. Additional meetings shall be convened by the Chair at the request of at least half the Board members.</p>	
<p><i>Official language</i></p> <p><i>Other languages possible</i></p> <p><i>Translation from other languages</i></p>	<p><b>Article 3      <i>Working language</i></b></p> <p>3.1      The official working language of the Board is English.</p> <p>3.2      A Board member may speak in a language other than English as long as they organize and pay for the interpretation.</p> <p>3.3      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>	
<i>Drawing up of Draft Agenda</i>	<p><b>Article 4      <i>The meeting agenda</i></b></p> <p>4.1      The Chair, in close consultation with the other Board members and the Service Provider, shall draw up the draft agenda which should be concrete, operational and result-oriented.</p>	



<p><i>Proposals for additional items</i></p> <p><i>Draft Agenda for extraordinary meetings</i></p>	<p>4.2 Proposals for additional items to be included on the agenda of a Board meeting shall be sent to the Chair 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>4.3 For extraordinary meetings, the draft agenda may be circulated to members one day before the meeting.</p>	
<p><i>Sending of meeting documents</i></p> <p><i>Exceptions</i></p>	<p><b>Article 5      Documentation</b></p> <p>5.1 Documents requiring a decision shall be sent in English to Board members at least two (2) weeks before the start of the meeting at which the decision is to be taken.</p> <p>5.2 In exceptional cases, the Board may, if no member objects, consider a document submitted later. Documents should be sent by email or similar.</p>	
<p><i>Not public</i></p> <p><i>Service provider participation</i></p> <p><i>Other guests' participation</i></p>	<p><b>Article 6      Privacy of meetings</b></p> <p>6.1. Meetings shall not be held in public.</p> <p>6.2. The Service Provider may at the invitation of the Board participate in Board meetings and contribute to the debates, without voting rights.</p> <p>6.3. The Board may by simple majority of its members decide to invite guests to participate in meetings, without voting rights, where it is deemed that the guest's or guests' participation would help the Board in its decision-making.</p>	
<p><i>Written and oral proposals</i></p>	<p><b>Article 7      Proposals</b></p> <p>7.1 Board members and the Service Provider where appropriate may make proposals either in writing and submit them any time before a Board meeting or orally during Board meetings.</p>	



<p><i>Guests / Service provider proposals</i></p> <p><i>Decision postponement for oral proposals</i></p>	<p>7.2 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 a Board member.</p> <p>7.3 Decisions to be taken on proposals submitted orally during the Board meeting may be postponed at the proposal of one Board member until such time he/she and/or the other Board members have had sufficient time to prepare the material necessary for taking the decision.</p>	
<p><i>Board member voting rights</i></p> <p><i>Quorum</i></p> <p><i>'Vote cast' definition</i></p> <p><i>Simple and qualified majorities</i></p>	<p><b>Article 8      <i>Voting and majorities</i></b></p> <p>8.1 Each member of the Board shall have one (1) vote.</p> <p>8.2 Subject to any contrary provisions in these Rules, voting requires the quorum.</p> <p>8.3 For the purposes of these Rules, 'votes cast' shall mean the votes of members cast for or against.</p> <p>8.4 Decisions shall be voted by a simple majority of its members present, with the exception of:</p> <ul style="list-style-type: none"> <li>i) decisions taken pursuant to <i>Article 15 of the Deed of Incorporation</i>, which requires a majority vote of two thirds (2/3) of the Board members (5 votes)</li> <li>ii) decisions taken pursuant to <i>Articles 16.1 and 16.2 of the Deed of Incorporation</i> which in addition to the majority vote by two-thirds (2/3) of the Board's members (5 votes) require the approval of each of the permanent members of the Association (<i>Article 16.3</i>).</li> </ul>	
<p><i>Reexamination of a decision</i></p>	<p><b>Article 9      <i>Reconsideration of a question</i></b></p> <p>When a decision has been taken it is only re-examined if a member of the Board so requests, and if this request receives a simple majority of the votes cast, with the exception of decisions listed under Article 8.4.i) and ii) above.</p>	



<p><i>Appointments of office holders</i></p> <p><i>Election majority</i></p> <p><i>Term of office renewal</i></p> <p><i>Duration notification</i></p>	<p><b>Article 10      <i>Board appointments</i></b></p> <p>10.1 Appointments to the offices of Chair, Vice-Chair, Treasurer and Secretary (<i>Article 9.4 of the Deed of Incorporation</i>) shall be by election. The election shall be by show of hands unless any of the Board members requests a secret ballot, carried out under the supervision of the minute-taker.</p> <p>10.2 Election of these offices shall require a two-thirds majority (5 votes).</p> <p>10.3 The term of offices of the Chair, the Vice-Chair, the Treasurer and the Secretary shall be three years (<i>Article 9.5, Deed of Incorporation</i>). It may be renewed once.</p> <p>10.4 The duration of each office holder’s mandate shall be duly notified in the mandate/letter of nomination.</p>	
<p><i>Conducting proceedings</i></p> <p><i>Vice Chair</i></p>	<p><b>Article 11      <i>The Chair and Vice Chair</i></b></p> <p>11.1 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 Board or a Board member departs from the subject under discussion or from the Board’s terms of reference.</p> <p>11.2 The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another member of the Board and appointed by the Board.</p>	
<p><i>Minute taker</i></p> <p><i>Replacement minute taker</i></p> <p><i>Approval of minutes</i></p>	<p><b>Article 12      <i>The Secretary</i></b></p> <p>12.1 The Secretary to the Board shall be the minute-taker of Board meetings.</p> <p>12.2 In his/her absence a Board member without office shall be the minute-taker.</p> <p>12.3 Once prepared by the Secretary, the minutes shall subsequently be agreed upon by all participating</p>	





<p><i>Dissemination of minutes and other documents</i></p>	<p>Board Members and observers and be signed by the Chair and the Vice Chair.</p> <p>12.4 The minutes and other documents discussed, amended and adopted by the Board shall be brought to the attention of members of the Compendium Association by the Secretary.</p>	
<p><i>Preparation of annual budget</i></p> <p><i>Preparation of End-of-year account for audit</i></p> <p><i>Prior Submission of accounts to Board</i></p>	<p><b>Article 13      <i>The Treasurer</i></b></p> <p>13.1 The Treasurer shall prepare the annual budget for the Association in cooperation with the Service Provider, taking into account the comments and directions of the Board.</p> <p>13.2 The Treasurer shall prepare the Association’s end-of-year accounts for audit by an independent auditor or accountant, in cooperation with the Service Provider.</p> <p>13.3 The Treasurer shall submit the end-of-year accounts to the Board for their approval prior to the audit by an independent auditor or accountant.</p>	
<p><i>Financial authorisation</i></p> <p><i>Making and receiving payments</i></p>	<p><b>Article 14      <i>Financial Transactions</i></b></p> <p>14.1 All financial transactions of the Association must be authorised by the Chair, and in his/her absence, by the Vice-Chair.</p> <p>14.2 The Chair and the Vice-Chair shall have full permission to make and receive payments via the Association’s bank account, as well as generally manage the account.</p>	
<p><i>Temporary absence from duty</i></p> <p><i>Absence is greater than one year</i></p>	<p><b>Article 15      <i>Vacancies, temporary absences, resignation, dismissal and subsequent appointments</i></b></p> <p>15.1 If a Board Member is unable to exercise his/her duties temporarily he/she shall notify the Chair to this effect and to the duration of their unavailability.</p> <p>15.2 If the temporary absence of a Board member appointed according to <i>Article 9.2 of the Deed of</i></p>	



<p><i>Vacancy arises</i></p> <p><i>Resignation</i></p>	<p><i>Incorporation exceeds one (1) year, the position shall be considered vacant.</i></p> <p>15.3 If a position on the Board becomes vacant for any reason during the current term of office, the Chair of the Board shall notify the Association’s organ responsible for appointing the Board member (<i>Article 9.2 of the Deed of Incorporation</i>) in order for it to proceed with the appointment of a replacement Board member, who shall sit on the Board for the remaining term of office.</p> <p>15.4 A Board member may resign his/her position as Board member by notifying the Chair of their decision to resign in writing, stating clearly the date of resignation.</p>	
<p><i>Annual Assembly</i></p> <p><i>Meeting format</i></p> <p><i>Variations to the format</i></p> <p><i>Draft agenda</i></p>	<p><b>Article 16      <i>The Annual Assembly of the Compendium Association, with Public Forum</i></b></p> <p>16.1 The Board shall identify a venue and appropriate budgetary allocations for the Association’s annual Assembly of 3 day’s duration, with input from the Service Provider.</p> <p>16.2 The annual Assembly of the Association shall comprise :</p> <ul style="list-style-type: none"> <li>- a meeting of the Assembly of Compendium Experts of one day’s duration</li> <li>- a Board meeting of half a day’s duration,</li> <li>- a General Assembly meeting of one day’s duration,</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>- a Public Forum event of half a day’s duration</li> </ul> <p>16.3 The Board may decide to vary this format on an ad hoc basis if circumstances so justify.</p> <p>16.4 The Board will draw up the draft agenda of the Annual Assembly with the Chair of the Assembly of Compendium Experts or its Committee of ACE representatives, on the advice of the Service provider and with input from the host country and host country Compendium Expert. The agenda</p>	



<p><i>Host country input to the event</i></p>	<p>should be concrete, operational and result-oriented.</p> <p>16.5 The Board, or the Service Provider by agreement of the Board, shall invite the host country authority, together with the host country Compendium expert to make suggestions for Assembly and Public Forum speakers and to submit proposals for the agenda of the annual Public Forum event of half a day's duration.</p>	
<p><i>Application of RoP and Deed of Incorporation</i></p> <p><i>Interpretation of RoP</i></p>	<p><b>Article 17 Final Provisions</b></p> <p>17.1 The provisions set forth in the present Rules of Procedure shall be applied in conjunction with the Deed of Incorporation.</p> <p>17.2 In case of differences of interpretation of the present Rules of Procedure, the provisions set forth in the Deed of Incorporation shall prevail.</p>	

