

RULES OF PROCEDURE OF THE COUNCIL OF THE EUROPEAN METEOROLOGICAL SOCIETY

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Rule 1

The Council may amend these Rules of Procedure at any time, subject only to their being consistent with the Constitution and with the Rules of Procedure of the General Meeting.

Composition of the Council

Rule 2

Each Member Society elected at a General Meeting to provide representation on the Council, shall communicate to the Executive Secretary of the Society the name of the person who will represent it at the Council, together with the name of a Deputy. For continuity, the Representative shall normally normally should remain in post as long as possible, with a minimum of one year.

Rule 3

In addition to the provision of Rule 2, where a State has more than one Member Society and the Member Societies of that State have been elected by a General Meeting to serve on the Council, the Member Societies in that State shall communicate to the Executive Secretary the name of the Representative who shall represent all the Member Societies of that State at the Council.

Rule 4

Member Societies which have not paid their subscription for the current year shall not be eligible for election to the Council, neither, if already elected, shall they continue to provide a Representative to serve on the Council or to nominate one of their members for election as an Officer of the EMS. However, individuals from such Member Societies already elected as Officers shall continue to serve for the period for which they were elected.

Rule 5

Membership of Council begins at the first session of Council immediately following that at which a Member is elected. Newly elected Officers take post at the same time. Outgoing Officers continue in post until the beginning of this first session immediately following the election of their successor.

Observers and experts

Rule 6

6.1 The Council may invite observers and experts to attend one or more of its meetings.

6.2 The Council may invite observers and experts to attend all subsequent sessions of the Council until the invitation is withdrawn.

6.3 Apart from experts representing European Meteorological Societies which have not been elected to serve on the Council, or organizations with which EMS has cooperative agreements, these observers may be:

- (i) Representatives of non-European Meteorological Societies, or organizations which the Council may decide by two-thirds majority vote to invite to one or more particular sessions;
- (ii) observers or experts whom the Council shall decide by a two-thirds majority vote to invite to one or more of its sessions or a meeting or meetings of its subsidiary bodies.

Rule 7

The conditions under which observers or experts may attend a session of the Council shall be as follows:

- (i) an invitation by the Council shall be formulated;
- (ii) a notification of the attendance of each observer or expert shall be signed by the competent authority of a Member Society and shall be sent to the Executive Secretary before the opening of a session of the Council;
- (iii) observers and experts shall not have a vote;
- (iv) observers and experts shall not attend any part of the meeting which may be held in camera;
- (v) observers and experts may be provided with appropriate documents at the discretion of the Executive Secretary.

Rule 8

A session of Council may, in particular cases, add to or modify the conditions listed in Rules 6 and 7.

Convocation and agenda of sessions of Council

Rule 9

The President shall convene sessions of the Council at least once between any two General Meetings on a date and at a place fixed by the Council, the decision being made by simple majority of the Representatives present and participating in the vote, or at the written request of Member Societies of at least two different States, the request to be addressed to the President through the Executive Secretary, stating the matters to be placed on the agenda.

Rule 10

The agenda for a session of Council shall be decided by the Council, but a provisional agenda shall be established by the President with the assistance of the Executive Secretary, taking due account of any requests made under Rule 9 or Rule 12.

Rule 11

Notice of the convening of a session of Council, and the provisional agenda, shall be sent to all Representatives as soon as possible and, except for rare emergency sessions, at least eight weeks before the date of the session. Any documentation relating to items on the provisional agenda should be sent to all Representatives as soon as possible and, except for rare emergency sessions, at least six weeks before the date of the session, in the English language. Any additional documents for consideration during the session should be sent to Representatives as soon as they become available.

Rule 12

Any Representative may propose the addition of items to the provisional agenda at any time, but preferably at least two weeks before the beginning of the session. Such proposals should be addressed to the President, through the Executive Secretary, accompanied by explanatory memoranda. They shall, if sent in at least two weeks before the meeting, be sent out by the Executive Secretary to Representatives in the English language.

Rule 13

The provisional agenda shall be submitted to the Council for approval as soon as possible after opening of the session. The Council may amend the agenda at any time.

Quorum

Rule 14

Under Article 5.2.4 of the Constitution, the presence of seven Representatives shall constitute a quorum at a session of Council, except that, one of those present shall be an Officer of the EMS. If a meeting has less than seven Representatives present, or no Officer is present, it shall adjourn and reconvene one hour later. It shall adjourn in this fashion not more than twice. Any informal discussion which take place may be recorded and notified to the President by any one present.

Conduct of Debates

Rule 15

In addition to exercising any power conferred upon him elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 14 and 31) shall open meetings, direct discussions, ensure the observance of provisions of the Constitution and of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Presiding Officer shall ensure the maintenance of order at meetings. The Presiding Officer shall rule on points of order and shall have, in particular, the power, subject to there not being a two-thirds majority vote against, to adjourn or close a debate and to adjourn or close a meeting.

Rule 16

During the debate on any one agenda item, only one speaker shall represent all Member Societies in any one State.

Rule 17

The Presiding Officer may call a speaker to order if the Presiding Officer considers remarks are irrelevant to the subject under discussion. Subject to the provisions of Rule 18, the time allowed to each speaker may be limited by the Presiding Officer.

Rule 18

Proposals shall normally be debated and voted upon in the sequence in which they have been presented.

Rule 19

During the debate on an item of the agenda, Representatives may present proposals on, or amendments to, the subject under consideration.

Rule 20

A point of order raised by any Representative shall be dealt with by the Presiding Officer in accordance with the existing Rules of Procedure and usually immediately (see Rules 28 and 29). When requested by the appellant, the point of order shall be put to a vote. Neither the speaker raising a point of order nor any other speaker may speak on the subject under discussion until the point of order raised in the context of that subject has been determined.

Rule 21

If two or more amendments to a motion, or to an amendment, are proposed, a discussion shall be held and a vote shall be taken first on the amendment furthest removed in substance from the original proposal or amendment, and then on the amendment next furthest removed until all the amendments maintained have been put to the vote. The Presiding Officer shall have the power to determine the order of voting on amendments under this Rule, guided by Rule 18.

Rule 22

A proposal or an amendment may be withdrawn by the proposer unless an amendment to it is under discussion or has been adopted.

Rule 23

Amendments shall be voted on before the proposal or amendment to which they refer. When all amendments have been disposed of, the original proposal, as modified by adopted amendments, shall be voted on.

Rule 24

A Representative may request that parts of a proposal, document or amendment be voted on separately. If objection is made to the request for division, the request for division shall be voted upon. Permission to speak on the request for division shall be given at most to two speakers in favour and two speakers against. If the request for division is accepted, those parts of the proposal, document or amendment which are approved individually shall subsequently be put to the vote as a whole. If all parts of a proposal, document or amendment have been rejected, the proposal, document or amendment shall be considered to have been rejected as a whole.

Rule 25

During the discussion of any matter, a Representative may propose the postponement of the debate to a specified time. Such proposals shall not be debated, but shall immediately be put to a vote.

Rule 26

A Representative may propose at any time the adjournment or the suspension of the meeting. Such a proposal shall not be debated, but shall immediately be put to a vote.

Rule 27

A Representatives may at any time propose the closure of the debate, whether or not any other Representative has signified a wish to speak. Permission to speak on the closure of the debate may be accorded to not more than two Representatives both opposing the closure, after which the proposal shall be immediately put to a vote.

Rule 28

The following proposals shall have precedence, in the following order, over other proposals before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) for the closure of the debate on the item under discussion;
- (e) to discuss a point of order (see Rules 20, 21, 22 and 29).

Rule 29

After the Presiding Officer has announced that voting has begun, no one may interrupt the voting, except on a point of order concerning the manner of conducting the vote. The Presiding Officer may permit Representatives to explain their vote, either before or after the count, except in cases where a secret ballot (cf. Rules 48 and 49) is held. The Presiding Officer shall not permit the Representative raising the point of order to explain his vote.

Rule 30

30.1 If for any reasons the President resigns or is unable to carry out his function, the most senior Vice-President present shall have the same powers and duties as the President. If no EMS Officer is present, the Council does not have a quorum (see Rule 14).

30.2 The sequence of seniority among the Officers is as follows: 1 - President: 2 - Treasurer

and Vice-President; 3 - the older of the remaining two Vice-Presidents; 4 - the younger of the remaining two Vice-Presidents

Rule 31

Persons with a financial or personal interest in the outcome of any debate should declare it to the meeting and neither speak nor vote in that debate. The Executive Secretary shall normally leave the room when his employment, personal emoluments and conditions of service are being discussed, though this should normally be overridden if the debate includes similar matters for staff for whom he is responsible. (Decisions - but not an account of the debate - taken in the absence of the Executive Secretary shall be announced to the Executive Secretary and the Council by the Presiding Officer, and shall be included in the minutes of the session prepared by the Executive Secretary.)

Publicity of Meetings

Rule 32

Unless otherwise decided, sessions of the Council shall be held in private. By decision of the Council, the whole or a part of a session may be held in public or in camera.

Rule 33

Sessions shall be strictly restricted to Representatives and to those persons whose presence has been agreed to.

Rule 34

Public statements on behalf of the Council upon the proceedings, decisions and minutes of the Council shall be issued only by the President, a person authorized by the President or a person authorized by the Council.

General Rules for Voting

Rule 35

The President and Vice-Presidents (see Article 5.3 of the Constitution) are elected by simple majority of the Council.

Rule 36

Unless otherwise specified in the Constitution or these Rules of Procedure, all decisions of the Council shall be determined by a simple majority of the votes cast for and against (see Rules 37 and 38).

Rule 37

The number of votes needed to constitute a simple majority shall be the next integer immediately above half the votes cast for and against.

Rule 38

In the context of Rule 36, if an equal number of votes is cast for and against a proposal, the Presiding Officer shall have a casting vote.

Rule 39

Financial matters shall be decided by a two-thirds majority of the votes cast for and against (see Rules 40, 41, 42, 43 and 44).

Rule 40

The number of votes needed to constitute a two-thirds majority shall be the next integer immediately above two-thirds of the total of votes cast for and against.

Rule 41

If the number of votes cast for a proposal requiring a two-thirds majority is exactly equal to twice the number of votes against, the Presiding Officer shall have a casting vote, except in

instances when a Member has notified the Executive Secretary or President of EMS that it has been prevented from being represented at the vote by force majeure, in which case the Presiding Officer shall have no casting vote and the decision shall be postponed.

Rule 42

In instances when force majeure prevents a Member is prevented from being represented, the Member concerned shall, if possible, so notify the Executive Secretary or the President of the EMS.

Rule 43

For the purposes of Rules 41 and 42, what constitutes force majeure, shall be decided by simple majority (see Rules 35, 36, 37 and 38).

Rule 44

The Presiding Officer shall decide which matters are financial matters (see Rules 39, 40 and 41).

Rule 45

In cases of doubt about the validity of voting slips, the Presiding Officer shall decide.

Voting at Council

Rule 46

At the beginning of each session of Council, the Presiding Officer shall examine whether the number of Representatives present constitutes a quorum as defined in Article 5.2.4 of the Constitution and Rule 14 above.

Rule 47

Voting shall normally be by show of hands of Representatives. However, any Representative may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the represented Societies in the English language as used by the Executive Secretary in correspondence. If a vote by roll-call takes place, the vote or abstention of each Representative shall be recorded in the minutes of the session of Council.

Rule 48

At the request of at least two Representatives present at the meeting, voting shall be by secret ballot. Voting by secret ballot shall take precedence over vote by roll-call if both have been requested. In all votes by secret ballot two tellers shall be appointed by the Council from among the Representatives present to count the votes, assisted by the Executive Secretary or other persons chosen by the Council.

Rule 49

For secret ballots, only the number of votes for and against, and the number of abstentions, shall be recorded in the minutes of the session.

Voting by Correspondence

Rule 50

A vote by correspondence may be called by the President at any time between sessions of the Council at the request of a Representative, of the President or of the Executive Secretary.

Rule 51

Voting by correspondence shall be conducted by the Executive Secretary. Any proposal submitted to a vote by correspondence shall be arranged so that independent questions are voted upon separately.

Rule 52

Votes by correspondence must be received by the Executive Secretary within 30 days of the date on which the invitation to vote was sent to Representatives. Votes received after that date shall be considered invalid.

Rule 53

The quorum for voting by correspondence shall be the same as that required during a session of the Council. If the number of replies received by the Executive Secretary during the 30 days' period specified in Rule 52 does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be re-submitted at the next subsequent session of the Council.

Rule 54

Annually, the Executive Secretary shall request each Member with a Representative on the Council to confirm that the Representative and Deputy nominated under Rules 2 and 3 are authorized to vote by correspondence on behalf of the Member.

Rule 55

A statement certifying the results of the voting by correspondence shall be established by the Executive Secretary. Unless instructed otherwise by the Council, the Executive Secretary shall retain the voting slips until the end of the subsequent General Meeting or session of Council, whichever is the later.

Rule 56

The Executive Secretary shall communicate the results of a vote by correspondence to all Representatives in the form of numbers of votes cast for and against and the number of abstentions, and a list showing the votes of individual Representatives. Voting by correspondence shall not be secret and Rule 49 shall not apply to votes by correspondence.

Minutes and Documents**Rule 57**

Except in rare emergency sessions of the Council (see Rule 11), the Executive Secretary shall ensure that all documents distributed during, and intended for consideration in, a session of Council shall be distributed to participants in the meeting at least eighteen hours before the opening of the meeting at which they are to be discussed.

Rule 58

58.1 The Executive Secretary shall prepare a list of decisions and summarized minutes, giving the substance of the discussions and the decisions taken at each session of the Council.

58.2 The decisions and the minutes shall be distributed within fifteen days of the end of the meeting to all Member Societies and to Representatives, who may suggest amendments in writing to the Executive Secretary within thirty days following the date of distribution. Any disagreement on the subject of these proposed changes shall be settled by the President, after consultation with the Society or participants concerned. Those decisions and minutes to which no objection has been made within thirty days of its postal dispatch in the English language shall be held to be adopted. Where objections have been received, the relevant parts of the minutes or decisions shall be held to be adopted, in their amended form if appropriate, once the President has decided on the text.

Rule 59

The Executive Secretary shall distribute Minutes approved by the President as rapidly as possible to all Members, Representatives and such other participants in the session as the President may decide. The texts of all resolutions and recommendations made by the Council, and a list of decisions, shall be annexed.

Annual report to the General Assembly

Rule 60

The Council shall make a Report, including an audited financial report, to each annual General Meeting.

Rule 61

The Council is authorized to establish subsidiary bodies as it sees fit, subject to overall financial constraints decided by the General Meeting, and to approve the Rules of Procedure of these subsidiary bodies, provided they are broadly consistent with the Rules of Procedure of the General Meeting. Subsidiary bodies shall, wherever possible, carry out their proceedings by correspondence.

Rule 62

Travel and subsistence expenses of persons attending sessions of Council, and meetings of bodies established by the Council, shall normally be borne by their own Societies.

Rule 63

Bodies established by the Council shall submit annual reports, including audited financial reports if appropriate, to the Council.

Rule 64

Unless otherwise specified by the Constitution, a General Meeting or by the Council, the Rules of Procedure applicable to the General Meeting apply to the proceedings of any bodies set up by either the General Meeting or by the Council.

Bank account

Rule 65

There shall be a bank account at a bank in the country where the Society has its Seat (Constitution Article 5.5.3). Individual cheques and purchase orders on that account up to the amount decided by the Council, may be signed by the Executive Secretary or one of the Officers of the Society (Constitution Article 5.3) alone. This restriction shall not apply to payments of salary to the Executive Secretary according to the scale authorized by Council. Such payments may be authorized by one Officer alone. Otherwise, cheques and purchase orders for amounts exceeding the limit set by Council are to be signed by any two Officers, or any one Officer and the Executive Secretary.

Rule 66

The Treasurer and the Executive Secretary shall agree prudent rules and regulations for the financial management of the Society which shall form part of these Rules of Procedure.

***Adopted by the 2nd EMS General Assembly
Cambridge, 11 July 2000***