



Rules of Procedure for the Board

General

The following Internal Rules of Procedure are subject to the Articles of Association adopted in Brussels on 4 July 2016 as amended from time to time.

Board Meetings

- (1) The Board shall aim to meet at least twice per year.. Meetings can be held in person or virtually or by a combination of these methods.
- (2) If a member of the Board wants to raise an item in the agenda, the member must notify the President/Secretary General in good time before the agenda is sent to the members of the Board. As a non binding indication, some three days notice would be usual but at least 24 hours notice is otherwise required.
- (3) Each member of the Board may nominate, in writing, to the Chair of the Board , another Board member who may represent that member at Board meetings.
- (4) A member of the Board may be present at the meeting via telephone or video conference equipment.
- (5) Angenda for any Board meetings shall be drawn up under the direction of the President/Secretary General and sent to the members of the Board, together with any accompanying documents, at least 7 days before each meeting.
- (6) At each meeting every member of the Board shall be given an opportunity to report to the Board on their activities. A treasurer's report will also be presented.
- (7) The time and venue for the next meeting of the Board will be determined by correspondence so as to allow for maximum attendance..

Board Minutes

- (8) Minutes of the meetings of the Board shall be circulated among the members of the Board within two weeks of the meeting. In the absence of comments or objections, which must be lodged within a further two week period, the minutes shall become a final draft; and shall be formally approved at the next meeting of the Board.
- (9) Minutes of the meetings of the Board shall be issued to all Members and Observers within one month of their definitive approval through the Secretary General's auspices. In order to comply with this requirement, it shall be sufficient for the Secretary General to cause the minutes of Board meetings to be made available through the Association's website.



Board Members

- (10) Subject to the provision of the Articles of Association, if at any time a member wishes to resign from the Board, they shall send a written request to do so to the Secretary General who will table that request for recording at the next Board meeting. . The Board may appoint a replacement officer from among the Members . If there is no date for a Board meeting within the next two months, the Secretary General will convene a Board Meeting to consider this request.

Bank Account Signatories

- (11) In accordance with Article 10.5.2 of the Articles of Association, all mandates and other instructions issued by the Board to the Association's bank shall be signed or approved by any two of:
- the President;
 - the Vice Presidents;
 - the Secretary General; and
 - the Treasurer;
 - The ENPE Project manager/ Secretariat