



## **INTERNAL RULES OF PROCEDURE**

### **of the European Council of Engineers Chambers (ECEC)**

adopted according to Point 11 of the ECEC Statutes  
by the 7th ECEC-GAM in Ljubljana on Nov. 20th 2010,  
by the 9th ECEC-GAM in Vienna on Nov. 17th 2012 and  
by the 10th ECEC-GAM in Athens on Oct. 12th 2013

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#### **1. Elections**

**1.1** Candidates for elections have to send a curriculum vitae (CV) and a letter of nomination from the member organisation to the Secretary General until 5 weeks before the elections take place. It must be clear for which position the candidate is nominated. It has to be clarified, if the candidate is nominated for another position /other positions if he is not elected for the chosen position. These CV and letters of nomination have to be made available to all member organisations four weeks before the General Assembly meeting.

**1.2** Only if there is no candidate for a certain position, it is possible to propose a candidate in the General Assembly meeting.

**1.3** The Secretary General prepares the ballots. In case that a candidate is not elected for a position but has notified that he also wants to candidate for other positions, the ballots have to be changed accordingly. New ballots also have to be prepared in case there is no decision in the first round of voting.

**1.4** On the Executive Board's suggestion the General Assembly appoints three persons to conduct the elections. One to chair the elections, two to count the votes and note the results.

They may not be members of the Executive Board.

**1.5** Elections are written and secret. If there is only one candidate for a position the General Assembly elects the candidate by acclamation.

#### **1.6 Election of President**

**1.6.1** All names of candidates are listed on a ballot in alphabetical order. Each head of delegation of a member organisation has to mark one candidate.

**1.6.2** If no candidate gets the required majority (abstentions, equal votes) in the first round of voting a second round of voting takes place in which the majority of votes decides. In case of equal votes the decision is taken by lot.

#### **1.7 Election of Vice-Presidents**

**1.7.1** All names of candidates are listed on a ballot. Each head of delegation of a member organisation has to mark up to three candidates on the ballot.

1.7.2 If more than three candidates get a simple majority in the first round of voting a second round of voting takes place with those candidates who already got a simple majority in the first round. In the second round the majority of votes decides. In cases of equal votes the decision is taken by lot.

1.7.3 If there are less than three candidates who get a simple majority in the first round of voting only those candidates who did not get a simple majority have to go into another round of voting in which the majority of votes decides. In case of equal votes the decision is taken by lot.

## **1.8 Election of Secretary General**

1.8.1 All names of candidates are listed on a ballot in alphabetical order. Each head of delegation of a member organisation has to mark one candidate.

1.8.2 If no candidate gets the required majority (abstentions, equal votes) in the first round of voting a second round of voting takes place in which the majority of votes decides. In case of equal votes the decision is taken by lot.

## **1.9 Election of Treasurer**

1.9.1 All names of candidates are listed on a ballot in alphabetical order. Each head of delegation of a member organisation has to mark one candidate.

1.9.2 If no candidate gets the required majority (abstentions, equal votes) in the first round of voting a second round of voting takes place in which the majority of votes decides. In case of equal votes the decision is taken by lot.

## **1.10 Election of Auditors**

1.10.1 All names of candidates are listed on a ballot. Each head of delegation of a member organisation has to mark up to two candidates on the ballot.

1.10.2 If more than two candidates get a simple majority in the first round of voting a second round of voting takes place with those candidates who already got a simple majority in the first round. In the second round the majority of votes decides. In cases of equal votes the decision is taken by lot.

1.10.3 If there are less than two candidates who get a simple majority in the first round of voting only those candidates who did not get a simple majority have to go into another round of voting in which the majority of votes decides. In case of equal votes the decision is taken by lot.

1.10.4 A person cannot be Auditor in the year following a period in which he was a member of the Executive Board.

1.11 If a member has failed to pay the subscription fee it cannot use its active and passive voting right at the General Assembly meeting. If the money is not on the ECEC account one week before the General Assembly meeting, the member organisation has the opportunity to prove the transfer with a confirmation paper at the meeting.

## **2. Financial matters**

### **2.1 Calculation of subscription fees**

The Treasurer is responsible to calculate the subscription fees. He presents the calculation for the year following the last General Assembly meeting of the year to the ECEC Executive Board at the latest one month before the General Assembly Meeting.



He also has to calculate the subscription fees in case of requests from potential new member organisations.

The calculation is done on the base of the number of active Chartered Engineers of each member organisation and the GDP of the member country from two years before. Information source for GDPs is Eurostat. Only if no Eurostat data is available other official sources can be used.

There is a starting fee of 1.500 Euro. Regardless of the result of the above mentioned calculation method this starting fee is also applicable to member organisations with less than 500 members.

For the calculation of the subscription fees the Treasurer sends an e-mail to each member organisation with the basic calculation data he intends to use. He requests the member organisation to update and correct their data if necessary. The member organisations are obliged to give correct information. If the Treasurer does not receive an answer within 4 weeks it is assumed that the data is correct.

If it turns out later, that the subscription fee would be higher if the member organisation would have given the new data, the member organisation is obliged to pay the remargin.

The subscription fee for associated members is a lump sum of 1.000 Euro.

## **2.2 Administration of subscription fees**

The Treasurer has to send out the invoices to the member organisations with a registered letter in January. The reminders are sent out per e-mail. One month before the General Assembly meeting the Treasurer officially informs those member organisations that have not paid the fee that they have no active and passive voting right at the General Assembly Meeting in case of non-payment.

Any costs arising from the administration of subscription fees are covered by ECEC.

## **2.3 Proposal of annual Budget**

The Treasurer proposes the annual budgets for decision in the Executive Board which presents them to the General Assembly for approval.

For the preparation of the proposal the Treasurer will receive information about the planned activities from the President and the Secretary General.

## **2.4 Proposal of annual accounts**

The Treasurer proposes the annual accounts for decision in the Executive Board which presents them to the General Assembly for approval.

He also has to provide the Auditors with the necessary information to enable them to control the accounts. This has to take place 6 weeks before the General Assembly at the latest, so that the Auditors are able to prepare their report for the General Assembly on time.

## **2.5 Reimbursement of costs**

2.5.1 Costs for reimbursement are invoiced to the ECEC Treasurer via the national member organisation to which the person belongs. Copies of the original documents have to be attached to this invoice (e.g. invoices, flight tickets, tram tickets).

In exceptional cases a person can invoice travel costs directly to the ECEC Treasurer. In that case original invoices are necessary.

2.5.2 The costs have to be invoiced to ECEC within three months after their emergence.



2.5.3 ECEC will pay the travelling costs of the Members of the Executive Board concerning their Board meetings and their participation at the GAM. The President shall be entitled to recover from ECEC all expenses incurred necessarily in the performance of his duties as President.

Costs for meetings between the Treasurer, the President and the Secretary General in preparation of the budget or in case of urgent ECEC topics are covered by the ECEC.

2.5.4 ECEC will pay all costs for persons who are invited to meetings of the ECEC bodies or other events and meetings by the ECEC President with an official task. This also includes chairpersons of working groups and ECEC delegates to other organisations reporting to the Executive Board. The costs of chairpersons of working groups are also taken over for working group meetings.

2.5.5 Each member has to pay all costs concerning the participation on the General Assembly meetings and working groups.

### **3. Liability**

**3.1** To avoid any cases of personal liability of Executive Board members a national member organisation who has nominated a candidate for Executive Board /Auditors shall contract a liability insurance for his/her candidate when he/she is elected for the Executive Board /as Auditor. The insurance shall cover his/her work as Executive Board member/Auditor.