

**Rules of Procedure
of the Council of the European Meteorological Society e.V. (EMS)**

- revised at the 24th Session of Council on 18 March 2011
- latest revision at the 38th Session of Council, approved by the General Assembly on 02 Sept 2018

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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 Assembly.

Composition of the Council

Rule 2

Each Member Society elected at a General Assembly to provide representation on the Council shall communicate to the Executive Secretary of the Society the name of the person from that Society who will represent it at the Council. For continuity, the Representative normally shall remain 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 the EMS General Assembly to serve on the Council, the Member Societies in that State shall communicate to the Executive Secretary which Society (to be known as a Representative Society) shall represent all the Member Societies of that State in Council.

Rule 4

Member Societies which have not paid their subscription for the preceding 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, nor 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 immediately following the General Assembly at which a Member is elected.

Rule 6

6.1 Associate Members who do not have permanent observer status as defined in article 5.2.7 of the Constitution are assigned by a Council vote to one of the following Council categories :

- (1) national or regional weather services;
- (2) meteorological manufacturers and companies;
- (3) meteorological service providers in the private sector;
- (4) major meteorological research and/or education institutes.

6.2 Each category may select amongst its members the Associate Member which shall represent them at the next Council session. The result of this selection is submitted to the Executive Secretary by the selected Associate Member before the next Council session.

Observers and experts

Rule 7

7.1 The following persons are entitled to attend a Council session as observers :

- (i) single representatives of Associate Members with permanent observer status as defined in article 5.2.7 of the Constitution;
- (ii) single representatives of Associate Member categories as defined under Rule 6;
- (iii) chairpersons of Council committees as designated under Rule 61.

7.2 The Bureau may decide by a simple majority vote to invite persons of the following categories to attend one or more of its sessions as observers :

- (i) representatives of EMS Member Societies which presently are not serving on the Council;
- (ii) representatives of non-European Meteorological Societies, or of organizations with which EMS has cooperative agreements;
- (iii) experts whose presence is relevant to the current Council agenda.

7.3 The Council in session may decide by a two-thirds majority vote that observers invited under Rule 7.2 are invited to attend all subsequent sessions of the Council until the invitation is withdrawn.

Rule 8

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

- (i) for each person who will attend a Council session as observer, notification of his or her identity must be in the hands of the Executive Secretary before the session;
- (ii) observers shall not have a vote;
- (iii) observers shall not attend any part of the session which is held in camera;
- (iv) observers will receive the full documentation without confidential documents and documents for in camera.

Rule 9

A session of Council may, in particular cases, add to or modify the conditions listed in Rules 7 and 8.

Convocation and agenda of sessions of Council

Rule 10

The President shall convene sessions of the Council both immediately preceding the annual General Assembly session and at least once between any two General Assembly sessions. Date and place are 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 11

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 10 or Rule 13.

Rule 12

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 six 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 three weeks before the date of the session, in the English language. Any additional documents for consideration during the session should be sent to the Representatives as soon as they are available.

Rule 13

Any Representative of a Council Member 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 session, be sent out by the Executive Secretary to the Representatives in the English language.

Rule 14

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 15

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 (see Articles 5.2.1 and 5.3 of the Constitution). If a session 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 discussions which take place may be recorded and notified to the President by any one present.

Conduct of debates

Rule 16

In addition to exercising any power conferred upon him elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 15 and 31) shall open the sessions, direct the discussions, ensure the observance of the 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 the sessions, and 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 session.

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 Speaker shall be decided by the Presiding Officer, in accordance with the existing Rules of Procedure and usually immediately (see Rules 29 and 30). A Representative Speaker may appeal against the ruling of the Presiding Officer. Discussion on such an appeal shall be limited to the appellant and the Presiding Officer. If the appeal is maintained, it shall be put to the vote immediately and the ruling of the Presiding Officer shall stand unless that ruling is overruled by an appropriate majority of the Representative Member Societies present and voting (see Rules 36, 37, 38, 39, 40 and 41).

Rule 21

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 22

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 23

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

Rule 24

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 25

A Representative of a Council Member 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.

Rule 26

During the discussion of any matter, a Representative of a Council Member 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 27

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

Rule 28

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

Rule 29

The following proposals shall have precedence in the following order over other proposals before the session: a) to suspend the session; b) to adjourn or to close the session; c) to adjourn the debate on the item under discussion; d) to close the debate on the item under discussion; e) to discuss a point of order (see Rules 20, 26, 27 and 30).

Rule 30

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 a vote. The Presiding Officer may permit Representatives to explain their vote, either before or after the count, except in cases where a secret ballot (see Rules 48 and 49) is held.

Rule 31

If for any reasons the President resigns or is unable to carry out his function, the Vice-President shall have the same powers and duties as the President. If the Vice-President is not present the Treasurer 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 15).

Rule 32

Persons with a financial or personal interest in the outcome of any debate should declare it to the session and neither speak nor vote in that debate. The Executive Secretary shall normally leave the room when his/**her** conduct, 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/**she** 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 33

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

Rule 34

Sessions shall be strictly restricted to Representatives and to those persons whose presence has been agreed to (see Rule 7).

Rule 35

Public statements on behalf of the Council upon the proceedings and conclusions of the Council shall be issued only by the President, a person authorized by the President or a person authorized by the Council. A first draft of the minutes of each session of the Council shall be sent to all Member Societies of the EMS within fifteen days of the conclusion of the session.

General rules for voting

Rule 36

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

Rule 37

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 38 and 41).

Rule 38

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 39

Financial matters shall be decided by a two-thirds majority of the votes cast for and against (see Rules 40, 41 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 an equal number of votes is cast for and against a simple-majority proposal, or 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 Representative has notified the Executive Secretary or President of EMS that it has been prevented from attending the vote by force majeure. Then the Presiding Officer shall have no casting vote and the decision shall be postponed.

Rule 42

In instances when a Representative is prevented from attending by force majeure, the Representative 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 37, 38 and 41).

Rule 44

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

Voting at Council sessions

Rule 45

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 15 above.

Rule 46

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 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 of a Council Member shall be recorded in the minutes of the session of Council.

Rule 47

At the request of at least two Representatives present at the session, 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. Tellers shall write down their votes before they collect the votes of the other Representatives.

Rule 48

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

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 is a ballot, that can be called by the President at any time between sessions of the Council at the request of at least two Council Members. The invitation to vote can be sent around to the Council Members at once upon receipt of the request, if it concerns (a) an urgent matter, (b) a matter which has been described earlier by the EMS Council in session as something which should be settled in this fashion or (c) an uncontroversial or procedural matter for which a prompt decision will enhance the effectiveness or efficiency of EMS's activities. For other matters, sending out an invitation to vote by correspondence must be preceded by sending around adequate information on the matter to be voted upon not less than 30 days earlier, so that Representatives who wish to exchange views on the matter can do so before the invitation to vote is sent out.

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 exclusively by the Executive Secretary within 30 days of the date on which the invitation to vote was sent to Council Members. Votes received after that date, and votes circulated to others than the Executive Secretary alone, shall be considered invalid.

Rule 53

The quorum for voting by correspondence shall be the same as that required during a session of Council. If the number of replies received by the Executive Secretary during the period specified in Rule 53 does not reach the required quorum, the proposal shall be considered to be rejected; in that case it may, however, be re-submitted at the next session of Council.

Rule 54

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 Assembly or session of Council, whichever is the later.

Rule 55

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 56

Except in rare emergency sessions of the Council (see Rule 12), 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 session at least eighteen hours before the opening of the session at which they are to be discussed.

Rule 57

Rule 57.1 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.

Rule 57.2 The decisions and a first draft of the minutes, reviewed by the President and participating Representatives shall be distributed within four weeks after the end of the session to all Member Societies and to Representatives, who may still 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 in the English language has been made within thirty days of its postal dispatch, 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. The text of any amendment to the first draft minutes shall be distributed to all Council Members.

Rule 58

The Executive Secretary shall distribute Minutes approved by the President as rapidly as possible to all Members, Representatives, and to 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 59

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

Rule 60

The Council is authorized to establish committees and other subsidiary bodies as it sees fit, subject to overall financial constraints decided by the General Assembly. The Rules of Procedure of these subsidiary bodies should be broadly consistent with the Rules of Procedure of the Council and the General Assembly. Nomination of the chairperson of the subsidiary body is subject to approval by Council. Subsidiary bodies shall, wherever possible, carry out their proceedings by correspondence.

Rule 61

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

Rule 62

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

Rule 63

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

Bank Account

Rule 64

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 authorized 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 according to the scale authorized by Council. Such payments may be authorized by one Officer or a single person designated by Council. Otherwise, cheques and purchase orders for amounts exceeding the limit set by Council are to be authorized by any two Officers, or any one Officer and the Executive Secretary.

Rule 65

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 after approval by a Council session.