

**46th EMS Council Session**

22 & 23 March 2021

Virtual Meeting

Minutes of 29 April 2021

**adopted**

**Participants:** (voting councillors underlined)

*Tanja Cegnar (Chair EMS Media and Communications Committee, Tromp Committee, ISB regional representative)*

*Mojca Dolinar (Chair EMS Awards Committee) – on 22 Mar*

*Bert Holtslag (EMS President)*

*Sylvain Joffre (Chair EMS Committee on Meetings)*

*Martina Junge (EMS Executive Secretary)*

*Robert Mureau (Chair EMS Technology Achievement Award Committee)*

*Panagiotis Nastos (EMTE, Greece) – on 23 Mar*

*Shanti Majithia (RMetS, United Kingdom)*

*Dominique Marbouty (Météo et Climat, France)*

*Jordi Mazon (ACAM, Spain) – 23 Mar*

*Robert Riddaway (Chair Strategy working group) – on 23 Mar 9:00-10:00*

*Hans Roosekrans (KNMI, Observer for NMHSs) – on 22 Mar*

*Heinke Schlünzen (DMG, Germany)*

*Dennis Schulze (MeteoIQ, Observer for Service Providers)*

*Gert-Jan Steeneveld (NVBM, The Netherlands) – on 22 Mar*

*Paulína Valová (SMS, Slovakia)*

*Saskia Willemse (SGM, Switzerland)*

*Meda Andrei (RMS, Romania) – on 23 Mar*

*Excused: Sorin Cheval (ARMAE, Romania)*

The Session opened on 22 March 2021 at 14:00h, adjourned at 17:00, reconvened at 9:00 on 23 March and closed around 11:30h.

*Chair: Bert Holtslag, EMS President*

*Minutes: Martina Junge*

## **1. Opening of the 46th Session**

The EMS President opened the 46th Session of the EMS Council by welcoming all participants.

With seven Council members present on 22 March 2021, the necessary quorum of seven was attained. On 23 March 2021, nine Council members were present. Votes are given as (acceptance: rejection: abstention).

## **2. Acceptance of Agenda and declaration of AOB items**

A proposal for the agenda was distributed with the invitation to attend the Council meeting. As there was no topic to discuss under "Membership", the agenda was accepted as provided in **Annex A**.

### 3. Implementation of decisions taken at the 44th and 45th Session of the EMS Council

The draft minutes of the 44th and 45th Sessions of the EMS Council have been distributed to all participants of those meetings. Revisions that were submitted to the Executive Secretary within four weeks after distribution have been implemented after review by the President. The minutes were subsequently held adopted (Rules of procedure 57). They are available from <https://www.emetsoc.org/about-ems/council/council-meetings/>.

The implementation of decisions and short-term actions recorded in the minutes of these two meetings has been detailed in paper *C46\_03\_implementation-of-C44-C45-decisions-and-actions*, provided in part II of the minutes – Annexes. All decisions of both meetings have been implemented; all actions agreed at C44 had been implemented by the time of the Council Session; the majority of actions agreed at C45 had a longer timeframe than C46 and thus were still open.

### 4. Report of the President and Bureau

The EMS President reported on the activities since the last Council Session as well as on initiatives taken by the EMS Bureau (part II – Annexes: paper *C46\_04\_Report\_President\_Bureau*). In addition, he raised the issues on who can make statements on behalf of the EMS, and on support for the RMetS accreditation scheme.

#### **a. Public statements that are supported by the EMS and its Members**

The issue whether statements should rather be supported by the EMS on behalf of its Members than by individual Member Societies, was raised in the President's Report.

Points raised during the discussion of this item were:

- Involving all Member organisations in the process would be complicated and long;
- Providing a list of Members who support a statement might be detrimental in case not supported by many;
- Seeking support by Associate Members who have themselves often an elaborated structure for this decision might additionally complicate the process.

In light of all the arguments, the Council agreed the following:

**C46.01 EMS statements:** The Council agreed the following two-step procedure for statements in the name of the EMS: a) The Bureau will assess any statement as to its potential relevance and importance, as well as to issues being critical, and decides whether Council needs to be consulted; b) Based on the assessment of the Bureau, either the Council will be consulted for a discussion and decision on statements to be supported on behalf of the EMS, or the Bureau takes such a decision. (Votes: 7:0:0)

#### **b. Accreditation in Europe**

A proposal was made by the RMetS on involving individuals from European countries becoming involved in the RMetS accreditation scheme and assessment where people with a native language other than English seek to qualify for that recognition.

After some clarifications and additional information provided by the RMetS Representative, Council members expressed interest to support the professional accreditation scheme. More details will be provided by the RMetS, in particular examples of assessment check lists, and which requirements apply for potential assessors.

**C46.02 Report of the President:** The Council approved the Report of the President and Bureau. (Votes: 7:0:0)

## 5. Report of the Treasurer

The financial report (part II – Annexes: paper *C46\_06\_Report-Treasurer*) was presented by the Treasurer. She highlighted that due to the cancelled Annual Meeting the accounts have been reduced in 2020 but the Free Reserves have not been reduced due to this being an exceptional situation. She also reported on the Membership Fees applicable for 2021: The fees for Member Societies will be based on the 1.249€/individual member of a Member Society. For the contributions by the permanent members of Council and fees by Associate Members it was agreed to discuss these together at the spring meeting 2022, with the view that these should be increased at some stage. The Associate Members are invited to consider what a rise would mean in practice for their organisations. She also explained the three reasons why the update of the Budget 2021 now shows higher expenditures than in the version agreed by Council in September 2021.

**Action 1:** The EMS Council will discuss raising contributions by permanent members and by Associate Membership Fees at its session in spring 2022.

**C46.03 Report of the Treasurer:** The Council approved the Report of the Treasurer. (Votes: 7:0:0)

The President thanked the Treasurer, Heinke Schlünzen, for her excellent work in preparing and presenting the accounts and the budget.

## 6. Report of the Secretariat

The Executive Secretary reported on the activities and actions of the Secretariat since the last Council Session (part II – Annexes: paper *C44\_06\_report-secretariat*).

The report included more details on the proposal by the Spanish Meteorological Society (AME) to run the AME Meteovideo competition as an EMS competition in future. (part II – Annexes: paper *C44\_06b\_AME-on-meteovideo*). The following points were raised in the discussion:

- The Treasurer pointed out that these would be considerable additional costs that could at most be assigned every fourth year; in addition, the resources to be provided by the EMS secretariat (i.e. person work hours) need to be considered;
- A better understanding whether a video competition would really bring any distinction in terms of added value as compared to the existing photo competition and what this might be should be gained;
- Just inviting interesting videos would not provide much benefit to the EMS; rather specific topics like for example, visualising extreme events or impacts of extreme events, might provide useful material that can be used for the EMS outreach channels.

**Action 2:** The Council agreed a) to go ahead with the photo competition Europhotometeo as planned for 2022, without any additional video competition, and b) review the proposal for a meteo video competition in one year.

The President thanked AME for researching and providing more details and information.

## 7. Report Committee on Meetings

The Chair of the Committee on Meetings (CoM) reported on the further preparations for the EMS online Annual Meeting 2021 (part II – Annexes: paper *C46\_07\_Report-CoM*). Some additional considerations for the online format were provided by Council members such as that interactive poster sessions can provide very good opportunities for discussions, and that procedures have to be put in place to stop authors going overtime for oral presentations.

**C46.04 Programme and Science Committee EMS2022:** The Council approved the Composition of the Programme and Science Committee for the EMS Annual Meeting 2022 in Bonn as provided in paper **Annex C**. (Votes: 7:0:0)

### **Dates for EMS2024 in Barcelona**

The Council expressed a preference for the week 2-6 September 2024 for the EMS2024 to be held in Barcelona.

The Council thanked Sylvain Joffre and the other members of CoM for continuing to develop the Annual Meetings in terms of their relevance, quality and scope, and taking on board all the new challenges connected to the online meetings.

## 8. Report Awards

### **a. Outstanding Contribution Award**

**C46.05 Outstanding Contribution Awards:** The Council selected Frank Beyrich, DWD, as the recipient of the EMS Outstanding Contribution Award 2021. Frank Beyrich is honoured for his relentless activity as the Programme Stream Moderator of the stream Understanding Weather and Climate Processes, always providing a broader view of the portfolio of sessions for a clearer allocation of topics and articulation of sessions between Programme Streams, but also contributing to the smaller scale definition of topics, and being in communication with all convenors of his Programme Stream as well as keeping an ear open for all requirements and suggestions.

### **b. Report of the Awards Committee**

**C46.06 EMS Silver Medal 2021:** The Council selected Erik Lundtang Petersen, Denmark, as the recipient of the EMS Silver Medal 2021 to honour him for his outstanding scientific contribution to wind energy meteorology and his leading role in the creation of the European Wind Atlas which is regarded as a major contribution to the future of European resilience.

**Action 3:** For the next Council Session C47 an agenda item on inviting nominations for the EMS Silver Medal of female candidates only every 2nd year will be included.

### **c. Technology Achievement Award**

**C46.07 EMS Technology Achievement Award 2021:** The Council selected Geert Jan van Oldenborgh as the recipient of the EMS Technology Achievement Award 2021 to honour him for the development of the Climate Explorer as an immensely useful web-based application providing easy access to climate data, statistical tools, data from climate model experiments, which is widely used by climate researchers and for academic teaching with thousands of registered users.

The Council thanked Mojca Dolinar and Robert Mureau and the other members of both, the Awards Committee and the Technology Achievement Award Committee, for their work which is recognised as being both important and time-consuming.

#### **d. EMS Tromp Awards**

The Chair of the EMS Tromp Award Selection Committees reported that the Tromp Foundation is happy to continue the prestigious EMS Tromp Award for biometeorology and six Tromp Foundation Travel /Conference Awards for Young Scientists to attend the EMS Annual Meeting in 2021. Both types of awards have already been announced on the EMS and EMS2021 websites and are also communicated via the social media over the next couple of weeks; support of Council members to advertise the Tromp awards in their communities was appreciated. The Council thanked the Tromp Foundation for funding the awards, and highlighted that awards are a very important activity of the EMS.

Tanja Cegnar also shortly mentioned an award planned by the International Society of Biometeorology (ISB) in the same area; this was picked up under item 13 (collaboration).

### **9. Report Media and Communication Committee**

**C46.08 Media and Communication Committee:** The Council approved the membership of the selection committees for the three Media Awards in 2021. (Votes 7:0:0)

**The EMS Outreach & Communication Award Selection committee:** Tanja Cegnar, Slovenia – MCC (chair); Patricia de Rosnay – member of the Awards Committee; Tomas Halenka, Czech Republic; Rasmus Benestad, Norway; Liz Bentley, United Kingdom; Thomas Wostal, Austria; Gerald Fleming, Ireland; Inge Niedek – Germany.

**The EMS Media Weather Forecast Award Selection committee** Jay Trobec, AMS, Chair; Tanja Cegnar, Slovenia; Karsten Schwanke, Germany; Panos Giannopoulos – Hellenic National Meteorological Service; Claire Martin – Vice Chairman IABM, Canada; Haleh Kootval, Switzerland; Stanislava Tsalova, Bulgaria; Zoltan Úveges, Hungary - *2020 Media Weather Forecast Award winner.*

**The EMS Journalistic Award Selection committee:** Rasmus Benestad, Norway – chair; Inge Niedek, Germany; Tanja Cegnar, Slovenia; Patricia de Rosnay, UK; Committee; Gerald Fleming, Ireland; Margaritis Proedrou, Greece; Tomas Molina, Spain.

The Committee on Media and Communication proposed that an awards ceremony video for the Media Awardees 2020 is produced by the committee and will be published on the EMS website and YouTube Channel and also advertised through social media and the ems-message. The Council did welcome the proposal agreed that:

**Action 4:** The Media Awards ceremony 2020 will be published on the EMS channel and advertised through social media and newsletter.

The Council thanked Tanja Cegnar and the other members of the Committee on Media and Communication for their many initiatives and important contributions to the EMS activities.

### **10. Report from the Working Group on Education established by the General Assembly**

The progress of the small working group created at the General Assembly in September 2020 with the task to explore possibilities for new activities and initiatives by EMS in the area of education was provided to Council (paper *C46\_10\_education*).

The Council thanked the people in the working group for having explored the options as to what could be feasible for the EMS in this area, and subsequently discussed some of the possible activities that had been proposed by the group:

- Expanding the education programme at the EMS Annual Meeting session programme: The chair of the CoM and the Moderator of the ES (Engagement with Society) Programme Stream will work on the further development of the education session and also try to involve more convenors; (**Action 5**)
- The CoM will look at the possibilities to organise a teacher's evening session in connection with the Annual Meeting. (**Action 6**)

As to developing an award specifically for projects dealing with education, no specific action is taken at this stage and its priority considered in connection with the Strategic Plan (item 11); it was agreed that such an award would not be endowed with a financial reward.

## 11. The new strategic plan

Based on input from Council at Session C45 in February 2021, a revised strategy plan that included assigning priorities to the various activities under each objective and a draft for an implementation plan was presented by Bob Riddaway (part II – Annexes: *C46\_11\_Strategic-Plan*).

A number of aspects with respect to the priorities of development activities and the implementation of the Strategic Plan have been discussed/agreed:

- Priorities should be determined with overall objectives in mind, not per objective; criteria how to define priority have been spelled out (importance; urgency) and Council members are asked to provide their views on the priorities of the activities; in a second step the resources (financial and human resources) needed for the implementation need to be considered.
- The time frame of the Strategic Plan has been defined as the three years, running from September 2021 to 2024.
- The monitoring of the implementation will be overseen by the EMS Vice President; a report on progress will be considered by Council once a year.
- The involvement of all Council members and beyond will be crucial for the successful implementation of the Strategic Plan. Member Societies should already be informed about the Strategic Plan once it has been adopted and can prepare on how they could become involved in the implementation before the General Assembly.

**Action 7:** Council members will send feedback about any aspect of the Strategic Plan, with an emphasis on the introduction, to the Chair of the Strategy Working Group by Friday 9 April 2021.

**Action 8:** Council members will send feedback about any aspect of the implementation plan, with an emphasis on reviewing the priorities and on (their own) membership of the Dedicated Groups by Friday 9 April 2021.

**Action 9:** The final version of the Strategic Plan will be submitted to Council by 1 May 2021 for approval by correspondence. The Strategic Plan will then be submitted to the General Assembly at the 23rd Session in autumn 2021.

The President thanked Bob Riddaway for the immense work on the Strategic Plan and noted the progress that has been made since the last Council Session.

## 12. Rules of Procedure for the General Assembly and the Council

At the 22nd General Assembly the constitution of the EMS was amended mainly to include the option to hold virtual sessions of the EMS bodies. Related to this, the voting procedures as established in the Rules of Procedure (RoP) for General Assembly and Council respectively, require corresponding changes. Thus amendments of both the RoP for Council and the RoP for the General Assembly were proposed in document *C46\_11\_Rules-of-Procedure*.

**C46.09 Rules of Procedure of the Council of the EMS:** The Council adopted the Rules of Procedure of the Council of the EMS as provided in **Annex D** and will submit these for approval to the General Assembly. (Votes 9:0:0)

**Action 10:** The Council agreed the proposal for Rules of Procedure of the EMS General Assembly as provided in **Annex E** for discussion and adoption at the 23rd General Assembly.

## 13. Collaboration

### a. Collaboration with the IFMS

The President reported what had happened since Council discussed about EMS' involvement in IFMS initiatives at the Sessions C45 in 2020 (part II – Annexes: paper *C46\_13a\_IFMS*), and provided the letters that had been exchanged for reference. He invited Council to consider the response of the IFMS President and agree any action to be taken.

After a discussion of the various aspects provided in the letter from the IFMS President, the following points were made:

- **WWOSC:** EMS Council saw no reason to reverse its earlier view to not become the responsible organiser of a World Weather Open Science Conference (WWOSC).
- **African Met Society/ies:** The EMS is ready to provide through its Members information on how to create and grow national meteorological societies for example through contributions to webinars such as the planned one on 7 April 21: [Steps to create a National Meteorological Society & IFMS Initiative on Collaboration](#)

**Action 11:** The RMetS Representative will provide details on the involvement of the RMetS in IFMS activities beyond delegating the RMetS Chief Executive as Council Member for Region VI on the IFMS Council.

### b. Collaboration with International Society of Biometeorology (ISB)

Tanja Cegnar as the regional representative for Europe on the ISB board and as such responsible for the connections of ISB with European organisations, reported on the status of drafting a proposal for an MoU between the ISB and EMS. The draft had been advanced but assumed that the EMS Annual Meetings take place as in-person meetings.

The MoU foresees that

- ISB launches a biennial life achievement award in the area of biometeorology (avoiding overlap with the EMS Tromp Award which is for a specific outstanding publication) which would be given at the EMS Annual Meetings, with the awardee being funded by the ISB to attend the conference;
- The timing of the ISB conferences (every three years) and the EMS Annual Meetings is coordinated to avoid overlapping.

- Each organisation advertises each other's conferences and promotes to contribute abstracts and presentations.

Revisions are now being made to provide more flexibility in the agreement independent of the specific format of the EMS conference. The Council did welcome the initiative, and will discuss specifics once the draft proposal has been provided.

**Action 12:** A proposal for a Memorandum of Understanding between ISB and EMS will be provided to Council at the next Council Session.

**Action 13:** Tanja Cegnar will provide the dates for the 2021 ISB Conference as early as possible.

#### **14. Topics to be discussed at the General Assembly**

In addition to standard items such as the Reports of the President and Bureau, the Treasurer and from the Secretariat, the Strategic Plan including the Implementation Plan and the revisions of Rules of Procedure for the General Assembly and for Council are important items to be discussed.

It was noticed that it will be important that a sense of ownership of the Strategic Plan by Member Societies is developed in order to be successful in putting the Strategic Plan into practice through contributions of the wider EMS network.

#### **15. Council Composition**

##### **a. Council Composition 2021 – 2022**

Based on the information on which Member Societies have so far never or not for many years been represented on Council and considering that a wide geographical spread of Member countries should be reflected in the composition, Council agreed that the Societies from Iceland (VeF) and Slovenia (SMS) should be invited to nominate Representatives for election at the 23rd General Assembly.

For both Societies in the past the main concern has been the resources needed to attend in-person Sessions twice a year; with the decision to hold at least one of the sessions online each year, the options for participating are much improved.

##### **b. Considerations on splitting a term of Council between two Representative Societies**

At the 46th Session of Council it was commented that sharing representation between two Societies appears to be problematic because of the learning curve involved in becoming a new member of Council. This was accepted as a general view of Council. However, there is also the aspect that it is beneficial to have many different Member Societies involved. The Council agreed the following:

- Only in case a country has more than one EMS Member Society the three-year term to represent on Council can be split between two Societies; however,
- Both, the Representative and the Deputy, need to commit to attend all Sessions during the full three-year term to allow collecting experience from the start for both; and
- It is recommended that the changeover of representation is happening after one year, or two years, not in between.



**16. AOB**

No point was raised under this item.

**17. Next Session of Council and General Assembly**

The 47<sup>th</sup> Session of Council will be held on 26 August 2021, 9:30-13 CEST.

The 23rd General Assembly will be held 31 August 2021, 14-17 CEST.

In closing, the President thanked all Council representatives and committee chairs for their attendance and active participation in this session.

**Annex A: Agenda**

**Annex B: Accounts 2020 and Budget 2021**

**Annex C: PSC – Composition for the EMS Annual Meeting 2022**

**Annex D: RoP Council**

**Annex E: RoP General Assembly**

**Annex F: List of Decisions and Actions**

**Annex A: Agenda agreed by the EMS Council**

1. Opening
2. Acceptance of the Agenda and declaration of AOB
3. Implementation of decisions and actions agreed at the 44th and 45th Sessions
4. Report of the President on the activities of the Bureau
5. Report of the Treasurer
6. Report of the Secretariat
7. Report of the Committee on Meetings
8. Awards
9. Report of the Media and Communication Committee
10. Report from the Working Group on Education established by the General Assembly
11. The new strategic plan
12. Rules of Procedure for the General Assembly and the Council
13. Collaboration
14. Topics to be discussed at the General Assembly
15. Council composition term 2021 – 2022
16. AOB
17. Time and place of the 47th Council Session

**Annex B: Accounts 2020 and Budget 2021 (Column G)**

Carried forward from previous year:	257.732,03	257.732,03		184.539,27		184.539,27	
	BUDGET 2020 (approved at C42)	accounts 31 Dec 2020		BUDGET 2021 (approved at C44)		BUDGET 2021 - review -	
<b>Income</b>							
Income from Members	19.000,00	19.748,88		19.000,00		19.500,00	
Income from Associate Members	33.000,00	32.600,00		33.000,00		32.600,00	
Annual Meeting	52.000,00	-	a)	52.000,00		52.000,00	
VAT Annual Meeting	3.640,00	-	b)	2.000,00		3.640,00	
Interest	40,00	9,92		40,00		10,00	
<b>Total</b>	<b>107.680,00</b>	<b>52.358,80</b>		<b>106.040,00</b>		<b>107.750,00</b>	
<b>Expenditure</b>							
Salaries	91.000,00	88.540,94	c)	92.000,00	f), g)	99.651,61	f), g), h)
Committees, Project Teams	5.500,00	-		5.500,00	i)	5.500,00	i)
Awards	10.700,00	1.000,00		13.000,00	j)	13.000,00	j)
Europhotometeo	2.250,00	2.000,00		-		-	
Workshops	650,00	-		650,00		650,00	
Publications	1.500,00	760,30		1.500,00		1.500,00	
Honoraries, Fees, Insurances	4.500,00	5.067,15		4.500,00		4.500,00	
Travelling	10.000,00	5.194,68		10.000,00		10.000,00	
Support for topical meetings	150,00	-		150,00		150,00	
Banking charges	150,00	291,21		150,00		290,00	
Office costs	1.000,00	1.206,93	d)	1.000,00	d)	2.000,00	d)
Other costs	50,00	59,64		50,00		50,00	
Annual Meeting expenditures	-	13.399,33		-		-	
VAT	8.031,38	8.031,38	e)	-	e)	-	e)
VAT other	-	-		-		-	
<b>Total Expenditure</b>	<b>135.481,38</b>	<b>125.551,56</b>		<b>128.500,00</b>		<b>137.291,61</b>	
<b>Income - Expenditure</b>	<b>- 27.801,38</b>	<b>- 73.192,76</b>		<b>- 22.460,00</b>		<b>- 29.541,61</b>	
<b>Account Balance at/anticipated for 31 Dec</b>	<b>229.930,65</b>	<b>184.539,27</b>		<b>162.079,27</b>		<b>154.997,66</b>	
a) no income from Annual Meeting due to cancellation							
b) no VAT on AM income due to cancellation							
c) employment of student assistant moved to 2021, therefore lower costs							
d) extra expenses for web meetings							
e) In general, VAT on the income from the annual meeting of year N (2019) is paid in year N+1 (2020).							
f) student assistant from 01.02.2021 (photos, video editing, web pages, social media), 8 hours per week							
g) Increase by 1.06% according to German Civil Service (TVöD Bund) are applied for EMS salaries as of 01.01.2021 (according to Council Res. C169 at C28 in 2013, Roskilde).							
h) Following TVöD Bund guidelines, the secretary should have a salary level raise to level 5 from 01.01.2016. This decision is now executed.							
i) funds to contract a communications advisor							
j) additional costs in association with awards2020, not occurred in 2020							

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**Annex C: PSC – Composition for the EMS Annual Meeting 2022**

Chair: **Sylvain Joffre**: EMS Committee on Meetings

**Miriam Andrioli**: World Meteorological Organisation

**Eric Bazile**: Météo France

**Frank Beyrich**: Moderator UP Programme Stream (DWD)

**Dick Blauboer**: EUMETNET (KNMI)

**Carlo Buontempo**: EMS Committee on Meetings (ECMWF)

**Tanja Cegnar**: Moderator ES Programme Stream (EAS)

**Barbara Chimani**: EUMETNET Climate Programme – Deputy Moderator UP Programme Stream (ZAMG)

**Carola Detring**: EMS Committee on Meetings (DWD)

**Marie Doutriaux-Boucher**: EUMETSAT, chair OPA committee

**Christian Csekits**: EUMETNET WGCEF (ZAMG)

**Gerald Fleming**: Deputy Moderator ES Programme Stream

**Renate Hagedorn**: EMS Committee on Meetings (DWD)

**Tim Hewson**: European Centre for Medium-Range Weather Forecasts

**Martina Junge**: European Meteorological Society

**Peter Kalverla**: EMS Committee on Meetings (Netherlands eScienceCenter)

**Frank Kaspar**: Deutscher Wetterdienst

**Haleh Kootval**: EMS Committee on Meetings (Worldbank)

**Marc Korevaar**: Hydrometeorological Equipment Industry – HMEI (Kipp & Zonen/OTT HydroMet)

**Blaž Kurnik**: European Environment Agency

**Matthieu Masbou**: Deutscher Wetterdienst; Hans-Ertel-Zentrum

**Antti Mäkelä**: Deputy Moderator OSA Programme Stream (FMI)

**Andrea Montani**: Moderator OSA Programme Stream (ECMWF; ARPA)

**Marc Prohom**: Catalan Association of Meteorology; meteo.cat

**Enrico Sánchez**: Spanish Meteorological Society

**Dennis Schulze**: PRIMET (MeteoIQ)

**Clemens Simmer**: German Meteorological Society

**Victoria Sinclair**: EMS Committee on Meetings (University of Helsinki)

**Tony Wardle**: MetOffice

representative of **2023-host SMD** and relevant **host University**

**Annex D: 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
  - revised at the 38th Session of Council, approved by the General Assembly 02 Sept 2018
- deleted text is marked as crossed out*  
*new/replacement text in red*

**Composition of the Council****Observers and experts****Convocation and agenda of sessions of Council****Quorum****Conduct of Debates****Publicity of Meetings****General Rules for Voting****Voting at Council****Voting by Correspondence****Minutes and Documents****Annual report to the General Assembly****Bank account****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. *In addition to the Representatives, the President will be a voting member of Council in case the person is not already a Representative. Members of Council are defined as either being a Representative or the EMS President; these are referred to as "member" with lower-case letter, to differentiate from Representative Member which refers to the Society represented on Council.*

**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. **The Council Session may be held as a physical meeting in the country of a Member, as a virtual meeting using video or telephone conferencing tools, or as a hybrid meeting involving both a virtual and physical presence. The format and in case of a physical or hybrid meeting the date and place are fixed agreed by the Council, the decision being made by simple majority of the members Representatives present participating in the event** 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~~ **members of Council** 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~~ **members** 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~~ **members** 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~~ **members of Council** 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 (**physical or virtual**) of seven ~~Representatives~~ **members of Council** shall constitute a quorum at a session of Council, except that, one of those ~~present~~ **participating** 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~~ **members participating** ~~present~~, or no Officer is ~~present~~ **participating**, 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~~ **the person** 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~~ **members of Council** 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~~ **members of Council** 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~~ **participating** the Treasurer shall have the same powers and duties as the President. If no EMS Officer is ~~present~~ **participating**, 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~~ **meeting** when the person's 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 the Executive Secretary 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~~ **members of Council** 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 40**

~~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 member 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 41**

In instances when a Representative member is prevented from attending participating by force majeure, the Representative member concerned shall, if possible, so notify the Executive Secretary or the President of the EMS.

**Rule 42**

In instances when a member has notified the Executive Secretary or President of the EMS that it has been prevented from participating in the vote by force majeure as stated in rule 41, and the force majeure was accepted as stated in rule 43: In case the result of a vote could have been reverted by one additional vote, the decision shall be postponed.

**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~~ ~~members present~~ ~~participating~~ constitutes a quorum as defined in Article 5.2.4 of the Constitution and Rule 15 above.

The count of the number of members includes physically present members as well as those participating in a virtual or hybrid meeting using video or telephone conferencing tools.

**Rule 46**

Voting shall normally be by show of hands of ~~Representatives~~ ~~members~~. However, any ~~Representative~~ ~~member~~ may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the ~~Societies~~ ~~members~~ 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~~ ~~member~~ shall be recorded in the minutes of the session of Council.

**Rule 47**

At the request of at least two ~~Representatives~~ ~~members present~~ ~~participating~~ 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.

- a. For virtual or hybrid sessions a secret ballot for specific decisions has to be requested in advance, until 2 weeks before the opening of the session; This request will have to be put to a vote by correspondence by Council immediately and votes returned within 5 days. Electronic voting for such a decision has to be prepared in advance of the session by the secretariat, employing comparatively secure voting tools; the voting will then take place after the discussion of the specific item during the Council session. The Executive Secretary shall report the result of the electronic voting during the Council session.
- b. For physical meetings: In all votes by secret ballot two tellers shall be appointed by the Council from among the ~~Representatives~~ ~~members present~~ ~~participating~~ 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~~ ~~members~~.

**Rule 48**

In cases of doubt about the validity of voting slips or online voting results, 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 in which votes are cast through electronic communication means; ~~that~~ it 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~~ **members** 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~~ **votes in the form they were cast** 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~~ **members** 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~~ **members**. 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 **participants of the session** ~~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 **appellant 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~~ **members of Council**, and to such other participants in the session as the President may decide. The texts of all ~~resolutions~~ **decisions** and recommendations made by the Council, and a list of ~~decisions~~ **actions**, 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 a 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.

**Annex E: Rules of Procedure of the General Assembly of the European Meteorological Society e.V. (EMS)**

- revised at the 13<sup>th</sup> General Assembly, 11 September 2011, Berlin, Germany
- revised at the 16<sup>th</sup> General Assembly, 05 October 2014, Prague, Czech Republic
- revised at the 20<sup>th</sup> General Assembly, 02 September 2018, Budapest, Hungary

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new/replacement text in red*

**Composition of delegations****Members****Observers****Convocation and agenda of meetings****Quorum****Conduct of Debates****Publicity of the General Assembly****General Rules for Voting****Voting at General Meetings****Voting by Correspondence****Minutes and Documents****Council****Secretariat****Composition of the General Assembly****Rule 1**

Before each General Assembly, each Member Society shall communicate to the Executive Secretary of the Society whether it intends to participate, and, if so, the names of the persons who will represent it at the General Assembly.

**Rule 2**

a) In addition to the provision of Rule 1, where a State has more than one Member Society, the Member Societies in that State shall communicate to the Executive Secretary the names of speakers who shall represent all the Member Societies of that State at the General Assembly, and which Society (to be known as a Representative Society) shall represent them all in the votes (see Rule 16).

b) A Member Society may nominate another Member Society as a proxy to speak and vote on its behalf. Notification of the name of the proxy must be conveyed to the Executive Secretary in writing in advance of the General Assembly. A Member Society can only act as a proxy for one other Member Society.

**Members****Rule 3**

Membership of the EMS begins on the day that a Society is elected by Council. Associate Membership of the EMS, as defined under Article 3.5 of the EMS Constitution, begins on the day that the Associate Member is elected by a vote of at least two-thirds of the Council.

**Rule 4**

Annual subscriptions of members refer to the full year beginning January 1st, and become due each year, for new members on election and for current members on invoicing by the Executive Secretary. Annual subscriptions of Societies leaving the EMS will not be refunded. Non-payment of annual subscriptions of Members or Associate Members in full by 1 September (or the date of the General Assembly, whichever is earlier) of the year following the year when payment is due, will result in the EMS Membership being considered “dormant”. Dormant Members will not be listed on the website as (Associate) Member, and they are not eligible for any Membership benefits. However, should all missed payments be made the Membership can be reinstated without going through a new application process.

**Observers****Rule 5**

The General Assembly allows observers to attend an Assembly session. These observers should be in one of the following categories:

- (i) representatives of Associate Members of the EMS;
- (ii) representatives of non-European Meteorological Societies;
- (iii) representatives of European Meteorological Societies which are not Members of the EMS;
- (iv) chairpersons of committees established by the Council or General Assembly;
- (v) representatives of organizations which the Council Bureau has decided by a simple majority vote to invite to a particular General Assembly;
- (vi) experts whom the Council Bureau has decided by a simple majority vote to invite to a particular General Assembly.

**Rule 6**

A General Assembly may invite observers of the categories (v) or (vi) of Rule 5 to attend all subsequent sessions of the General Assembly until the invitation is withdrawn.

**Rule 7**

The conditions under which observers may attend a General Assembly of the Society are as follows:

- (i) a notification of the attendance of an observer must be ~~in hands of~~ provided to the Executive Secretary before the opening of the General Assembly;
- (ii) an observer shall speak only when invited to do so by the Presiding Officer. An observer may be invited to comment on motions but shall not propose or second them;
- (iii) an observer shall not have a vote;
- (iv) an observer shall not attend any part of the Assembly which is held in camera;
- (v) an observer may be provided with appropriate documents at the discretion of the Executive Secretary.

**Rule 8**

A General Assembly in session may, in particular cases, add to or modify the conditions listed in Rules 5, 6 and 7 for that session by a two-thirds majority vote.

**Convocation and agenda of meetings****Rule 9**

The President shall convene the General Assembly of the Society at least once in each calendar year.

The General Assembly may be held as a physical meeting, as a virtual meeting using video or telephone conferencing tools, or as a hybrid meeting involving both a virtual and physical presence. The date and format, and in case of a physical or hybrid meeting the place, are decided fixed by the Council, the

decision being by simple majority of the ~~Representative Societies present~~ and **members of Council** participating **at the Council Session and** in the vote, or at the written request of Member Societies of at least five 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 General Assembly shall be decided by the Assembly, 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 General Assembly, and the provisional agenda, shall be sent to all Member Societies as soon as possible and at least six weeks before the date of the session. Any documentation relating to items on the provisional agenda should be sent to all Member Societies as soon as possible and at least three weeks before the date of the Assembly, in the English language. Any additional documents for consideration during the session should be sent to the Member Societies as soon as they are available.

## **Rule 12**

Any Member Society may propose the addition of items to the provisional agenda at any time, but preferably at least two weeks before the date of the Assembly. Such proposals should be addressed to the President, through the Executive Secretary, accompanied by explanatory memoranda in the English language. They shall, if received at least two weeks before the Assembly, be sent out by the Executive Secretary to the Member Societies.

## **Rule 13**

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

## **Quorum**

### **Rule 14**

Under Article 5.1.2 of the Constitution, the presence of ten Representative Societies shall constitute a quorum at a General Assembly, except that, in addition, one of those present shall be one of the **O**fficers of the EMS. If an Assembly has less than ten Member Societies present, or no **O**fficer of the is EMS present, it shall adjourn and reconvene in one hour. It shall adjourn in this fashion not more than twice.

Any informal discussions which take place may be recorded and notified to the Council by any member present.

## **Conduct of Debates**

### **Rule 15**

In addition to exercising any power conferred upon ~~him~~ **the person** elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 14 and 31) shall open and close the Assembly, 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 Assembly. 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 an Assembly.



**Rule 16**

During the debate on any one agenda item, one speaker (known as the Representative Speaker for that item) 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 17, 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, only Representative Speakers 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 Representative Speaker raising a point of order nor any other Representative Speaker may speak on the substance of the subject under discussion until the point of order 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, subject to 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 Speaker 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 Speaker 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 Speaker may propose at any time the adjournment or the suspension of the Assembly.

Such a proposal shall not be debated, but shall immediately be put to a vote.

**Rule 28**

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

**Rule 29**

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

- a) to suspend the Assembly;
- b) to adjourn or to close the Assembly;
- 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, 21, 22 and 28).

**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 the vote. The Presiding Officer may permit Representative Speakers to explain their vote, either before or after the count, except in cases where a secret ballot (see Rule 48) is held. The Presiding Officer shall not permit the delegate raising the point of order to explain his vote.

**Rule 31**

If for any reason the President resigns or is unable to carry out his functions, the Vice-President shall have the same powers and duties as the President. If no other Officer of the EMS is present at a General Assembly, it has no quorum (see Rule 14).

**Rule 32**

Persons with a financial or personal interest in the outcome of any debate should declare it to the Assembly and neither speak nor vote in that debate. The Executive Secretary shall normally leave the room meeting when her/his employment, conduct, 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 the Executive Secretary 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 before the end of the Assembly by the Presiding Officer, and shall be included in the minutes of the Assembly prepared by the Executive Secretary.

## Publicity of the General Assembly

### Rule 33

Unless otherwise decided, the General Assembly of the EMS shall be held in private. On decision of an Assembly, the whole or part of that or a subsequent Assembly may be held in public or in camera.

### Rule 34

In case of a session to be held in camera, the session shall be strictly restricted to Representative Speakers and to those persons whose presence the General Assembly as a whole has agreed to.

### Rule 35

Public statements on behalf of the EMS as a whole upon the proceedings and conclusions of a General Assembly shall be issued only by the President, a person authorized by the President, a person authorized by the Council or a person specifically authorized for a particular occasion by the General Assembly.

## General Rules for Voting

### Rule 36

Unless otherwise specified in the Constitution or these Rules of Procedure, all decisions of a General Assembly of the EMS shall be determined by a simple majority of the votes cast for and against.

### 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

Financial matters shall be decided by a two-thirds majority of the votes cast for and against.

### ~~Rule 39~~

~~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.~~

*Comment: This definition is wrong. A 2/3 majority is clear (at least 2/3) and does not need to be defined. The rule is deleted.*

### Rule 41 39

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 Member has notified the Executive Secretary or president of the EMS that it has been prevented from attending the vote by force majeure. In the latter case the Presiding Officer shall have no casting vote and the decision shall be postponed.~~

### Rule 40

In instances when a Representative Member is prevented from ~~attending~~ participating in a vote by force majeure, the Member concerned shall if possible so notify the Executive Secretary or the President of the EMS.

### Rule 41

In instances when a Representative Member has notified the Executive Secretary or President of the

EMS that it has been prevented from participating in the vote by force majeure as stated in rule 40, and the force majeure was accepted as stated in rule 42: In case the result of a vote could have been reverted by one additional vote, the decision shall be postponed.

#### **Rule 42**

For the purposes of Rules 40 and 41, it shall be decided by a simple majority what constitutes force majeure (see Rules 36, 37 and 38 ~~and 39~~).

#### **Rule 43**

The Presiding Officer shall decide which matters are financial (see Rule 38).

#### **~~Rule 44~~**

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

*Comment:* The GA22 decided not to keep the option for secret votes; this rule is not needed anymore.

### **Voting at the General Assembly**

#### **~~Rule 45~~ 44**

At the beginning of each General Assembly, the Presiding Officer shall examine whether the number of accredited Representative Members represented constitutes a quorum as defined in Article 5.1.2 of the Constitution and Rule 14 above .

#### **~~Rule 46~~ 45**

Voting shall normally be by show of hands of Representative Speakers, and its summary results shall be recorded in the minutes of the Assembly. However, any Representative Speaker may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the Member 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 Member Society shall be recorded in the minutes.

#### **~~Rule 47~~**

~~At the request of at least two Representative Speakers present at the Assembly, 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 Assembly from among the delegates present to count the votes, assisted by the Executive Secretary or other person chosen by the Assembly.~~

#### **~~Rule 48~~**

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

*comment:* The GA22 decided not to keep the option for secret votes.

### **Voting by Correspondence**

#### **~~Rule 49~~ 46**

A vote by correspondence is a ballot **in which votes are cast through electronic communication means**; ~~that~~ it can be called by the President at any time between sessions of the General Assembly at the request either of at least two Representative Member Societies or of a majority of the EMS Bureau provided that the matter has been discussed in Council and the minutes have been circulated.

**Rule 50 47**

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 51 48**

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 Member Societies. Votes received after that date, and votes circulated to others than the Executive Secretary alone, shall be considered invalid.

**Rule 52 49**

The quorum for voting by correspondence shall be the same as that required for a General Assembly. If the number of replies received by the Executive Secretary during the 30 days' period specified in Rule 51 48 does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be re-submitted at the next General Assembly, or submitted for a decision of the Council.

**Rule 53 50**

Each Member Society shall designate a person authorized to vote in a vote by correspondence. A deputy for this purpose shall also be designated. The names of these persons shall be communicated to the Executive Secretary. After this notification, this designation of particular individuals shall continue until the Executive Secretary is notified otherwise.

**Rule 54 51**

In addition to the provision of Rules 2 and 53 50, when a State has more than one Member Society, the Member Societies in that State shall each communicate to the Executive Secretary the name of the Representative Society which shall designate a person authorized to vote on behalf of the Member Societies of that State in a vote by correspondence.

**Rule 55 52**

A statement certifying the results of the voting by correspondence shall be established by the Executive Secretary. The Executive Secretary shall retain the ~~voting slips~~ **votes in the form they were cast** until the end of the subsequent General Assembly.

*comment: to account for the electronic form of the vote*

**Rule 56 53**

The Executive Secretary shall communicate the results of a vote by correspondence to all Member Societies, in the form of numbers of votes cast for and against and the number of abstentions, and a list showing the votes of individual Representative Member Societies.

**Minutes and Documents****Rule 57 54**

The Executive Secretary shall ensure that all documents distributed during, and intended for consideration at, a General Assembly shall normally be sent to participants ~~to arrive~~ at least three weeks before the Assembly. Only urgent matters may be raised in papers made available at the beginning of the Assembly ~~and papers generated during an Assembly shall normally be available to participants at least eighteen hours before they are discussed.~~

*comment: this does not appear to make sense or be in any way necessary or practical*

**Rule 58 55**

The Executive Secretary shall prepare a list of decisions and the minutes, giving the substance of the discussion and the decisions taken at each session of the General Assembly. The decisions and the

minutes shall be distributed as soon as possible, certainly within three weeks, to all Member Societies and other participants in the session, 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 participant concerned. Those decisions and minutes to which no objection has been made within thirty days of its despatch 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. The text of any amendment shall be distributed to all Member Societies and other participants in the session.

**Rule 59 56**

The Executive Secretary shall distribute the finally approved Minutes as rapidly as possible to all Member Societies and other participants in the Assembly. The texts of all resolutions and recommendations made by the Council, and a list of decisions, shall be annexed.

**Council****Rule 60 57**

The Council established under Article 5.2 of the Constitution shall report to an annual General Assembly.

~~Finalized~~ **Approved** minutes of the General Assembly and of sessions of Council shall be distributed to all Member Societies ~~at the same time as to~~ **and** members of the Council **at the same time**.

**Rule 61 58**

The Council, under Article 5.2 of the Constitution shall establish and record its own Rules of Procedure. These shall, however, be consistent with the Constitution and with these Rules of Procedure of the General Assembly.

**Rule 62 59**

The Council is authorized to establish subsidiary bodies as it sees fit, subject to overall financial constraints decided by the General Assembly, and to approve the Terms of Reference of these subsidiary bodies. Bodies subsidiary to the Council shall, whenever possible, carry out their work by correspondence.

**Rule 63 60**

Travel and subsistence expenses of persons attending the General Assembly, and of meetings of bodies established by it and by Council, shall normally be borne by their own Societies. Deviations from this rule should be agreed to in advance by the establishing Council or General Assembly.

**Rule 64 61**

Council, and any other bodies established by the General Assembly, shall submit annual reports, including adequate financial reports, to the General Assembly.

**Rule 65 62**

Bodies established by the Council shall submit annual reports to the Council.

**Rule 66 63**

Unless otherwise specified by the body setting it up, the Rules of Procedure applicable to the General Assembly apply to the proceedings of any bodies set up by the General Assembly, and the Rules of Procedure applicable to the Council apply to the proceedings of any bodies set up by the Council.

## Secretariat

### Rule ~~67~~ 64

In carrying out the functions assigned to him by Article 5.5.2 of the Constitution, the Executive Secretary shall be assisted by other members of the Secretariat whose posts have been authorized by the General Assembly under Articles 5.5.1 and 5.5.2 of the Constitution. The functions of the Secretariat shall be to:

- (a) uphold the Constitution, carry out the duties assigned to it by the Constitution and by the Rules of Procedure of the General Assembly and of the Council, and carry out any other tasks the General Assembly or the Council may assign to it, having taken account of time, financial and capacity constraints on the secretariat;
- (b) execute the day-to-day management of the accounts;
- (c) organize scientific conferences, seminars and other events of Europe-wide scientific importance;
- (d) prepare and distribute the documentation for items on the agenda of the General Assembly, sessions of the Council and subsidiary bodies set up by either, at the discretion of the General Assembly;
- (e) make arrangements for the General Assembly and sessions of the Council;
- (f) organize and perform the secretarial duties at the General Assembly and sessions of the Council;
- (g) maintain files of correspondence arising from all matters concerning the EMS; prepare and distribute the summarised minutes in accordance with Rules ~~57, 58, 59 and 60~~ 54, 55, 56 and 57; provide any public information service that the Council may consider necessary for the EMS;
- (h) if agreed with the President, act as the Society's interface with its legal advisers in any legal matters which may arise.

**Annex F: List of Decisions and Actions of the EMS Council at, 46th Session, 22-23 March 2021**

- C46.01 EMS statements:** The Council agreed the following two-step procedure for statements in the name of the EMS: a) The Bureau will assess any statement as to its potential relevance and importance, as well as to issues being critical; b) The Council will be consulted for a discussion and decision on the support on behalf of the EMS.
- C46.02 Report of the President and Bureau:** The Council approved the Report of the President and Bureau.
- C46.03 Report of the Treasurer:** The Council approved the Report of the Treasurer.
- C46.04 Programme and Science Committee EMS2022:** The Council approved the Composition of the Programme and Science Committee for the EMS Annual Meeting 2022 in Bonn as provided in paper **Annex C**.
- C46.05 Outstanding Contribution Awards:** The Council selected Frank Beyrich, DWD, as the recipient of the EMS Outstanding Contribution Award 2021. Frank Beyrich is honoured for his relentless activity as the programme Stream Moderator of the Stream Understanding Weather and Climate Processes, always providing a broader view of the portfolio of sessions for a clearer allocation of topics and articulation of sessions between Programme Streams, but also contributing to the smaller scale definition of topics, and being in communication with all convenors of his Programme Stream as well as keeping an ear open for all requirements and suggestions. In addition, Frank has been instrumental in developing the session on observations and measurement techniques as one of the largest in the EMS Annual Meeting.
- C46.06 EMS Silver Medal:** The Council selected Erik Lundtang Petersen, Denmark, as the recipient of the EMS Silver Medal 2021 to honour him for his outstanding scientific contribution to wind energy meteorology and his leading role in the creation of the European Wind Atlas which is regarded as a major contribution to the future of European resilience.
- C46.07 EMS Technology Achievement Award:** The Council selected Geert Jan Oldenburg as the recipient of the EMS Technology Achievement Award 2021 to honour him for the development of the Climate Explorer as an immensely useful web-based application providing easy access to climate data, statistical tools, data from climate model experiments, which is widely used by climate researchers and for academic teaching with thousands of registered users.
- C46.08 Media and Communication Committee:** The Council approved the membership of the selection committees for the three Media Awards in 2021.
- The EMS Outreach & Communication Award Selection committee:** Tanja Cegnar, Slovenia – MCC (chair); Patricia de Rosnay – member of the Awards Committee; Tomas Halenka, Czech Republic; Rasmus Benestad, Norway; Liz Bentley, United Kingdom; Thomas Wostal, Austria ; Gerald Fleming, Ireland; Inge Niedek – Germany.
- The EMS Media Weather Forecast Award Selection committee** Jay Trobec, AMS, Chair; Tanja Cegnar, Slovenia; Karsten Schwanke, Germany; Panos Giannopoulos – Hellenic National Meteorological Service; Claire Martin – Vice Chairman IABM, Canada; Haleh Kootval, Switzerland; Stanislava Tsalova, Bulgaria; Zoltan Úveges, Hungary - *2020 Media Weather Forecast Award winner*.
- The EMS Journalistic Award Selection committee:** Rasmus Benestad, Norway – chair; Inge Niedek, Germany; Tanja Cegnar, Slovenia; Patricia de Rosnay, UK; Committee; Gerald Fleming, Ireland; Margaritis Proedrou, Greece; Tomas Molina, Spain.
- C46.09 Rules of Procedure of the Council of the EMS:** The Council adopted the Rules of Procedure of the Council of the EMS as provided in **Annex D** and will submit these for approval to the General Assembly.



**List of Actions**

- Action 1:** The EMS Council will discuss raising contributions by permanent members and by Associate Membership Fees at its session in spring 2022.
- Action 2:** The Council agreed a) to go ahead with the photo competition Europhotometeo as planned for 2022, without any additional video competition, and b) review the proposal for a meteo video competition in one year.
- Action 3:** For the next Council Session C47 the discussion and decision on inviting only nominations of female candidates every 2nd year will be put on the agenda.
- Action 4:** The Media Awards ceremony 2020 will be published on the EMS channel and advertised through social media and newsletter.
- Action 5:** Expanding the education programme at the EMS Annual Meeting session programme: The chair of the CoM and the Moderator of the ES (Engagement with Society) Programme Stream will work on the further development of the education session and also try to involve more convenors.
- Action 6:** The CoM will look at the possibilities to organise a teacher's evening session in connection with the Annual Meeting.
- Action 7:** Council members will send feedback about any aspect of the Strategic Plan, with an emphasis on the introduction, to the Chair of the Strategy Working Group by Friday 9 April 2021.
- Action 8:** Council members will send feedback about any aspect of the implementation plan, with an emphasis on reviewing the priorities and on (their own) membership of the Dedicated Groups by Friday 9 April 2021.
- Action 9:** The final version of the Strategic Plan will be submitted to Council by 1 May 2021 for approval by correspondence. The Strategic Plan will then be submitted to the General Assembly at the 23rd Session in autumn 2021.
- Action 10:** The Council agreed the proposal for Rules of Procedure of the EMS General Assembly as provided in **Annex E** for discussion and adoption at the 23rd General Assembly.
- Action 11:** The RMetS Representative will provide details on the involvement of the RMetS in IFMS activities beyond delegation the Chief Executive as Council Member for Region VI on the IFMS Council.
- Action 12:** A proposal for a Memorandum of Understanding between ISB and EMS will be provided to Council at the next Council Session.
- Action 13:** Tanja Cegnar will provide the dates for the 2021 ISB Conference as early as possible.