

**23rd EMS General Assembly**

31 August 2021

Virtual

Minutes, 03 November 2021

**adopted**

**Participants:** (voting representatives underlined)

*Rune Carbuhn Anders (DMI, Denmark)*

*Media Andrej (SMR, Romania) - voting for Romanian EMS Member Societies*

*Ekaterina Batchvarova (BMS, Bulgaria) - voting for Bulgarian EMS Member Societies*

*Daniele Cat Berro (SMI, Italy)*

*Tanja Cegnar (SMD, Slovenia)*

*Renato R. Colucci (UMFVG, Italy) – voting for the Italian EMS Member Societies*

*Zoltan Dunkel (MMT, Hungary)*

*Sven-Erik Gryning (DaMS, Denmark)*

*Bert Holtslag (EMS President)*

*Sylvain Joffre (Chair EMS Committee on Meetings)*

*Martina Junge (EMS)*

*Sven Kotlarski (SGM, Switzerland) – until 16:00*

*Dominique Marbouty (Météo et Climat, France)*

*Shanti Majithia (RMetS, UK) – until 16:45*

*Andrea Oestreich (EMS)*

*Manuel Palomares (AME, Spain)*

*Guðrún Nína Petersen (VeF, Iceland)*

*Piia Post (EstMS, Estonia) – until 16:30*

*Marc Prohom (ACAM, Spain; meteo.cat) – ACAM voting for Spanish EMS Member Societies*

*Bob Riddaway (guest, observer)*

*Gert-Jan Steeneveld (NVBM, The Netherlands)*

*Irene Suomi (GS, Finland)*

*Heinke Schlünzen (DMG, Germany)*

*Johannes Schmetz (guest)*

*Paulína Valová (SMS, Slovakia)*

*Kerstin Vejdemo (SMS, Sweden)*

*Dino Zardi (AISAM, Italy)*

27 participants

Chair of the Session: Bert Holtslag, President

Minutes: Martina Junge, Executive Secretary

## 1. Opening of session

The President as the presiding officer opened the 23rd General Assembly and thanked all participants of this Assembly that was again held virtually due to the continuing pandemic situation.

The presence of 17 nominated representatives of EMS Member Societies (from 16:00: 16 repr., from 16:30: 15 repr., from 16:45: 14 repr.) was verified; the quorum is 10. The presiding officer declared that the quorum is fulfilled. Votes are given as (acceptance : abstention : rejection).

## 2. Acceptance of the Agenda and declaration of AOB

The Agenda was accepted as proposed (**Annex A**).

## 3. Minutes of the 22nd EMS General Assembly

The minutes of the 22nd session of the EMS General Assembly were distributed in October 2020 to all participants. Revisions and corrections that were received within 30 days were included in the final minutes. Following the Rules of Procedure the minutes are thus held adopted.

## 4. Report of the President on the activities of the Bureau

The President reported on his activities since the last General Assembly and the activities of the Bureau and the Committees of Council (Minutes part II – Annexes: paper *GA23\_04*).

In addition, the President also drew attention to the Council decision *C46.01* on the procedure for issuing EMS Statements, which includes the capacity of the Bureau to support statements on behalf of the EMS in certain situations (*see minutes [https://www.emetsoc.org/wp-content/uploads/2021/04/C46\\_Minutes\\_adopted\\_2021-04-29.pdf](https://www.emetsoc.org/wp-content/uploads/2021/04/C46_Minutes_adopted_2021-04-29.pdf)*).

The EMS Annual Report 2020 that details activities of the EMS in the previous year has been prepared by Council and was published on the website in August 2021 and issued to all Member Societies and Associate Members as part of the documents for the General Assembly. The Annual Report 2020 was presented to the EMS General Assembly by the EMS Council. The President thanked everyone who provided contributions to the Annual Report, in particular the Executive Secretary for preparing and publishing the final report.

## 5. Verbal report about the outcome of the 47th session of Council

The 47th session of Council was held on 26 August 2021 as a virtual meeting. The President reported on the following outcomes of the Council meeting:

- Council agreed on revised terms for the nominations for Silver Medallists: in future each proposing organisations needs to forward two candidates, namely one female and one male.
- Council agreed on the terms and timeline for the Europhotometeo22, including a new pre-selection committee that included all individuals proposed by EMS Members.
- Considerations were given to increasing Associate & Permanent Member fees by 25% from 2023.
- New members on various committees were assigned: Awards Committee, Technology Achievement Award selection committee, Committee on Meetings (details in C47 Minutes, available from October 2021).
- Council re-elected Heinke Schlünzen as Treasurer for another 3-year term.
- Council approved a Memorandum of Understanding with the International Society for Biometeorology (ISB).

On the latter item, it was clarified that some of the most relevant items in this MoU are the avoidance of conflict of conference dates, promoting the respective sciences and conferences. MoUs so far have normally been adopted by Council and the Membership informed on the decision.

## 6. Financial Report

The Report of the Treasurer was provided to the EMS General Assembly, including the Audit Report on the financial accounts 2020 (Minutes part II – Annexes: paper GA22\_06).

Specifically, the Treasurer drew attention to the following:

- One major item of income is provided through the license fee from the EMS Annual Meeting: as the EMS2020 had to be cancelled due to the COVID-19 pandemic, the lack of this income resulted in a decrease of the EMS financial assets by 73,192.76€ from 31 December 2019 to 31 December 2020, and is putting the EMS in a difficult situation.
- The accounts 2020 have been examined by the auditor appointed by the EMS General Assembly 2020; the audit report testifies that the revenue-and-expenses statement complies with the legal requirements as well as additional rules fixed in the EMS Constitution; payments made by the Society are supported by invoices or other vouchers, related to the association's purpose.
- The 2022 Budget of the EMS as provided to the GA was approved by the EMS Council at the 47th Session (on 26 August 2021). It is assumed that there will be an income of at least 62,000€ from the Annual Meeting in 2022.

In the following discussion, the income amount from the Annual Meeting was discussed, on the background that the recent prior-COVID-19 events had resulted in considerable larger incomes from license fees. However, the Treasurer provided information that the average is close to the income that had been set so far in earlier budgets. The amount in the budget should also be understood as a minimum needed to ensure the financial sustainability of the EMS as an organisation.

## 7. Approval of the Report of the Bureau, including the Financial Report

Having heard the report of the Bureau and the Financial Report, the representative of the NVBM, The Netherlands, Gert-Jan Steeneveld, thanked the entire Bureau for their work to steer the EMS in these difficult times, and proposed to approve the Report.

**GA23.01 Approval of the Report of the Bureau, including the Financial Report (Entlastung):** The General Assembly approved the Report of the Bureau, including the Financial report, for the period since September 2020 (Entlastung). (Votes: 17:0:0)

## 8. Appointment of the Auditor for the accounts 2021

The Council proposed to the EMS General Assembly that the Sozietät Dr. Broll Schmitt Kaufmann & Partner, Berlin/ Dipl.-Finw. Matthias Keil, Germany is contracted to conduct the audit of the EMS accounts 2021.

**GA22.02 Auditor appointment:** The General Assembly appointed the Sozietät Dr. Broll Schmitt Kaufmann & Partner, Berlin/ Dipl.-Finw. Matthias Keil, Germany, to audit the EMS accounts of the year 2021. (Votes: 17:0:0)

## 9. Report of the EMS Secretariat

The EMS Executive Secretary reported on the activities of the secretariat since the last General Assembly (Minutes part II – Annexes: paper GA23\_09). The activities were heavily focussed on preparing

the first virtual Annual Meeting of the EMS, and the Chair of the EMS Committee on Meetings provided up-to-date information on the programme of the imminent event.

The President thanked all staff of the EMS Secretariat for their work and highlighted the vital role they play in supporting the activities of the EMS.

## 10. Strategic Plan 2021 - 2024

The EMS Council had adopted the EMS Strategic Plan 2021-2024 in spring 2021 and also decided on an implementation plan for the Strategic Plan 2021 - 2024 (Minutes part II – Annexes: *paper GA23\_10*). As the involvement of all Council members and the contributions of Member Societies and their individual members will be crucial for the successful implementation of the Strategic Plan, the discussion was focussed on the implementation plan, in particular the proposed priority levels and initial actions. A tour de table was proposed to hear and discuss how each Member Society could actively become involved in the implementation and also to nominate persons for the respective working groups. As it turned out, many had no time to consider the paper and proposed plan in depth, so could not comment on the priorities of the plan and make firm statements on how their Society could contribute.

However, a few objectives/initiatives were marked as critical and/or promising projects:

- objective 4 (Being an effective, influential and well-run organisation): specifically, ensure that EMS's activities are supported by appropriate IT infrastructure, well-documented processes that are robust and comply with legal requirements for finance and data protection, and the required level of funding is critical and has high priority.
- Météo et Climat could contribute to objective 3 (Optimising the use of meteorological intelligence in society) and objective 4 (Being an effective, influential and well-run organisation)
- A Journal of the European Meteorological Society (JEMS): high interest has been shown by a number of people (J. Schmetz, G.-J. Steeneveld, B. Holtslag); in the further exploration it is important to ensure that any new journal would not compete with EMS Members' interests in their own journals creating their Societies' income; the further research needs to include all aspects of the editorial and publication process (i.e. editorial board, infrastructure, finance, other responsibilities, ...)
- ACAM could contribute to Objective 2b (webinars), as the organisation already has gained some experience over the last year; the Finnish delegate (GS) supported this by suggesting that it would be good to share information about online meetings of Societies, which can easily be attended online by members from other countries (if held in English).

The following general questions were raised in the discussion (video and text chat):

- Very fine Strategy! But does EMS have capacity enough to manage? Response: no, hence we need support from all.
- The work now should concentrate on the critical objectives/activities (i.e. priority level, ...)
- We need a viable concept for conferences; the involvement of Early Career Scientists is important here, and would support the development of a European Network of ECS in the weather, water, climate community.
- Education, could maybe be linked to Professional Accreditation.

**Action 1:** A further call to all Members to provide input on the plan, priorities and where they can contribute needs to be issued.

**Action 2:** A working group is set up to further explore the feasibility of a Journal of the EMS: (J. Schmetz, G.-J. Steeneveld, B. Holtslag, others to be invited or those showing interest).

## 11. Amend Constitution and Rules of Procedure

### 11.1 Change of Constitution

The Membership of the EMS was informed on 7 July 2021 about the Bureau's proposal to amend the constitution in section 5.1.: Minutes – part II: paper GA23\_11\_Constitution\_and\_Rules-of-procedure.

**GA23.03 Amendment of the EMS Constitution:** The General Assembly decided to amend the Constitution of the EMS in the paragraph §5.1 as detailed below:

#### 5.1 General Assemblies

5.1.1 There shall be a General Assembly of Members, ~~called by the President in written form~~ at least once a year ~~in the State of a Member~~. Invitations to the General Assembly have to be issued by the President in Textform; Textform includes e-Mail or corresponding digital formats. The General Assembly 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 General Assembly shall be chaired by one of the Officers (see par. 5.3), normally the President. The General Assembly's responsibilities include deciding on constitutional and financial matters, providing strategic direction, and electing representative Members to the Council (detailed in par. 5.2.2). At a General Assembly, financial matters and matters ruled by par. 5.5.1 and par. 9 shall be decided by a two-thirds majority of Members ~~present participating in the event~~. The presiding Officer shall have a deciding vote and shall also decide which matters are financial. Other matters shall be decided by a simple majority. The voting, either in person and/or electronically, shall comply with good practice and the arrangements specified in the Rules of Procedure for the General Assembly (par. 5.1.3). Minutes have to be prepared about the content of the meeting. The chairperson is to sign them.

5.1.2 At General Assemblies, ten Members ~~participating in the event~~ shall constitute a quorum. Members may send any number of representatives to a General Assembly, but only one shall be designated by the Member to speak and vote on behalf of the Member in any particular discussion.

5.1.3 The General Assembly shall establish and adopt its own Rules of Procedure.

5.1.4 The General Assembly, having heard the report of the Council ~~and Bureau~~, including a financial report and a statement (written or otherwise) by the Society's Auditors, shall ~~consider~~ decide whether to approve the accounts of the Society for the past year. The General Assembly shall ~~and elect appoint two auditors~~ ~~an auditor~~ for the forthcoming year.

5.1.5 The General Assembly shall decide about other tasks according to the Constitution and the law.

5.1.6 All Associate Members shall be eligible to attend General Assemblies as observers.

#### German:

### 5 Organisation

#### 5.1 Hauptversammlung

5.1.1 Die ordentliche Hauptversammlung der Mitglieder findet ~~schriftlich einberufen vom Präsidenten~~, mindestens einmal jährlich, ~~im Land eines Mitglieds~~ statt. Die Hauptversammlung ist vom Präsidenten in Textform einzuberufen; die Textform schließt auch E-Mail oder dieser entsprechenden digitalen Kommunikation ein. Die Hauptversammlung kann als physikalische Präsenzveranstaltung im Land eines Mitglieds, virtuelle Versammlung unter zu Hilfenahme von Video- oder Telefonkonferenzsoftware, sowie als Mischform zwischen virtueller und physischer Teilnahme abgehalten werden. Sie Die Hauptversammlung wird vom einem Mitglied des Vorstands (s. §5.3), normalerweise vom Präsidenten geleitet.

Die Aufgaben der Hauptversammlung umfassen Satzungsänderungen und finanzielle Fragen, die Vorgabe

von Leitlinien für die strategische Ausrichtung, sowie die Ernennung nicht-ständiger Repräsentanten des Rates (wie in §5.2.2 geregelt).

Entscheidungen zu finanziellen Fragen, sowie zu Angelegenheiten, die in §5.5.1 und 9 geregelt sind, werden bei einer Hauptversammlung mit einer Mehrheit von zwei Dritteln der ~~anwesenden~~ *teilnehmenden* Mitglieder getroffen. Der Sitzungsleiter befindet darüber, welche Fragen finanzieller Natur sind. Alle anderen zur Abstimmung anstehenden Themen bedürfen der einfachen Mehrheit. Bei Stimmgleichheit entscheidet die Stimme des Sitzungsleiters. *Die Ausübung des Stimmrechts ist sowohl elektronisch als auch persönlich möglich und muss sich an allgemein anerkannten Regeln orientieren; Einzelheiten werden in der Geschäftsordnung für die Hauptversammlung geregelt (siehe §5.1.3.)* Über den Sitzungsinhalt wird ein Protokoll erstellt, das der Sitzungsleiter unterschreibt.

5.1.2 Bei einer Hauptversammlung gibt es ein Quorum von zehn *teilnehmenden* Mitgliedern. Die einzelnen Gesellschaften können eine nicht begrenzte Zahl von Teilnehmern zu einer Hauptversammlung entsenden. Rede- und Stimmrecht in einzelnen Diskussionen hat jedoch nur ein durch das Mitglied benannter Vertreter.

5.1.3 Die Hauptversammlung berät und übernimmt ihre eigene Geschäftsordnung.

5.1.4 Die Hauptversammlung nimmt den Bericht ~~der Kassenprüfer~~ *des Vorstands und des Rates unter Einschluss des Kassenberichtes und einer Stellungnahme des Kassenprüfers (schriftlich oder in anderer Form) entgegen und befindet über die Entlastung des Vorstandes für das vergangene Jahr. Die Hauptversammlung beruft einen Kassenprüfer für das folgende Jahr.*

5.1.5 Die Hauptversammlung befindet über weitere Aufgaben, so weit sich diese aus der Satzung oder nach Gesetz ergeben.

5.1.6 Alle Assoziierten Mitglieder können an Hauptversammlungen als Beobachter teilnehmen.

**(Votes: 14:0:0).**

## 11.2. Approval of Rules of Procedure for the Council

The amendments of the constitution decided by the General Assembly, require that the Rules of Procedure for Council need to be revised to specify the voting procedures also at virtual and hybrid meetings. Council had agreed its revised rules of procedure at C46 session in March, and puts it – according to the constitution – to the General Assembly for approval (paper *GA23\_11\_Constitution\_and\_Rules-of-procedure*, section 11.2.).

**GA23.04 Approving the Rules of Procedure of the Council:** The General Assembly approved the Rules of Procedure for the EMS Council as provided in **Annex C** which forms part of this decision. (Votes: 14:0:0).

## 11.3. Rules of Procedure General Assembly

According to the Constitution, the General Assembly shall establish and adopt its own Rules of Procedure (para 5.1.3). Based on decisions of the 22nd General Assembly to remove the option allowing secret votes at Assemblies, a proposal to amend these Rules of Procedure has been submitted to the General Assembly by the Council (paper *GA23\_11\_Constitution\_and\_Rules-of-procedure*, section 11.3.).

**GA23.05 Amendment of the Rules of Procedure of the General Assembly:** The General Assembly approved revised Rules of Procedure for the EMS General Assembly as provided in **Annex D** which forms part of this decision. (Votes: 14:0:0).

## 12. Council Composition

As reported in paper *GA23\_12\_council-composition* (Minutes – part II) after this session of the General Assembly, the term of two rotating Members on the EMS Council will end. The President thanked Saskia Willemse (SMG, Switzerland) and Panagiotis Nastos (HMH, Greece) for their contributions and critical interventions during the last three years. In particular, their contributions to the development of the new Strategic Plan are highly appreciated by the EMS.

The Council proposed to the General Assembly that two new Members to be elected for three years.

**GA23.06 New Council members starting in 2021:** This General Assembly decides to invite Guðrún Nína Petersen to represent the Veðurfræðifélagið (VeF) and Tanja Cegnar to represent the Slovensko Meteorolosko Drustvo (SMD) on the EMS Council for the term autumn 2021 – autumn 2024. (Votes: 14:0:0)

The issue was raised that one of the criteria for inviting Member Societies to represent on Council is an upcoming Annual Meeting that this country will host. Specifically, for Slovakia, represented on the Council 2019-2022, with the Annual Meeting having been postponed to 2023, the question how to deal with this at this stage was posed.

**Action 3:** The EMS Council is tasked to consider options for Slovakia being involved in Council work in the preparation of the Annual Meeting 2023.

## 13. EMS Membership

The application to become an Associate Member of the EMS by MeteolQ GmbH, Germany, had been accepted by the EMS Council at the 45th Session of Council on 3 February 2021 (Council decisions C45.02) and the application of SMAK, Kosovo (Union of Aviation Meteorologists of Kosovo – UAMK), to join the EMS as Member Society at the 47th Session of Council on 26 August 2021 (Council decisions C47.13).

**GA23.07 EMS Membership:** The General Assembly welcomed the **MeteolQ** GmbH as new EMS Associate Member and **Sindikata Meteorologjike Aeronautike e Kosovës - SMAK**, Kosovo, as new EMS Member Society. (Votes: 14:0:0).

## 14. Agenda items for the 24th General Assembly in 2022

No specific items have been suggested as agenda items for the General Assembly 2022. Following up on the connected discussion under item 12 (Strategic Plan) about the lack of time for Members to prepare for the Assembly it was raised whether providing a short presentation about the content of each item would help discussions at the Assembly. Taking into account the additional workload for all involved in preparing documents for the Assembly it was questioned whether that would be possible.

## 15. AOB

No issues or proposals were raised under this agenda item.

## 16. Time and place General Assembly 24

No decision about the time and place of 24th EMS General Assembly has been taken at this stage.

In addition to arranging the General Assembly around the Annual Meeting as in pre-COVID times, the options to hold the Assembly 24 as a virtual meeting also in 2022 as well as organising it later in the year have been considered; Council will consider the conditions and options in the first part of 2022.

The meeting opened at 15:00 and closed at 17:15.

## **ANNEX A: Accepted Agenda of the 23rd EMS General Assembly**

1. Opening
2. Acceptance of the Agenda and declaration of AOB
3. Minutes of the 22nd EMS General Assembly
4. Report of the President on the activities of the Bureau
5. Verbal report about the outcome of the 47th session of Council
6. Financial Report
7. Approval of the Report of the Bureau, including the Financial Report
8. Appointment of the Auditor for the accounts 2021
9. Report of the Secretariat
10. Strategic Plan 2021 - 2024
11. Amend Constitution and Rules of Procedure
  - 11.1. Change of Constitution
  - 11.2. Approval of Rules of Procedure for the Council
  - 11.3. Rules of Procedure General Assembly
12. Council Composition
13. EMS Membership
14. Agenda items for the 24th General Assembly in 2022
15. AOB
16. Time and place General Assembly 24



**ANNEX B: List of decision and actions by the 22nd EMS General Assembly**

**GA23.01 Approval of the Report of the Treasurer (Entlastung):** The General Assembly approved the Report of the Bureau, including the Financial report, for the period since September 2020 (Entlastung).

**GA22.02 Auditor appointment:** The General Assembly appointed the Sozietät Dr. Broll Schmitt Kaufmann & Partner, Berlin/ Dipl.-Finw. Matthias Keil, Germany, to audit the EMS accounts of the year 2021.

**GA23.03 Amendment of the EMS Constitution:** The General Assembly decided to amend the Constitution of the EMS in the paragraph §5.1 as detailed below:

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5.1.1 There shall be a General Assembly of Members, ~~called by the President in written form~~ at least once a year ~~in the State of a Member~~. *Invitations to the General Assembly have to be issued by the President in Textform; Textform includes e-Mail or corresponding digital formats. The General Assembly 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 General Assembly shall be chaired by one of the Officers (see par. 5.3), normally the President. The General Assembly's responsibilities include deciding on constitutional and financial matters, providing strategic direction, and electing representative Members to the Council (detailed in par. 5.2.2). At a General Assembly, financial matters and matters ruled by par. 5.5.1 and par. 9 shall be decided by a two-thirds majority of Members ~~present participating in the event~~. The presiding Officer shall have a deciding vote and shall also decide which matters are financial. Other matters shall be decided by a simple majority. The voting, either in person and/or electronically, shall comply with good practice and the arrangements specified in the Rules of Procedure for the General Assembly (par. 5.1.3). Minutes have to be prepared about the content of the meeting. The chairperson is to sign them.*

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*Die Aufgaben der Hauptversammlung umfassen Satzungsänderungen und finanzielle Fragen, die Vorgabe*

von Leitlinien für die strategische Ausrichtung, sowie die Ernennung nicht-ständiger Repräsentanten des Rates (wie in §5.2.2 geregelt).

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5.1.6 Alle Assoziierten Mitglieder können an Hauptversammlungen als Beobachter teilnehmen.

**GA23.05 Amendment of the Rules of Procedure of the General Assembly:** The General Assembly approved revised Rules of Procedure for the EMS General Assembly as provided in **Annex D** which forms part of this decision.

**GA23.06 New Council members starting in 2021:** This General Assembly decides to invite Guðrún Nína Petersen to represent the Veðurfræðifélagið (VeF) and Tanja Cegnar to represent the Slovensko Meteorolosko Drustvo (SMD) on the EMS Council for the term autumn 2021 – autumn 2024.

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**GA23.07 EMS Membership:** The General Assembly welcomed the **MeteoIQ GmbH** as new EMS Associate Member and **Sindikata Meteorologjike Aeronautike e Kosovës - SMAK**, Kosovo, as new EMS Member Society.

## List of Actions

**Action 1:** A further call to all Members to provide input on the plan, priorities and where they can contribute needs to be issued.

**Action 2:** A working group is set up to further explore the feasibility of a Journal of the EMS: (J. Schmetz, G.-J. Steeneveld, B. Holtslag

**Action 3:** The EMS Council is tasked to consider options for Slovakia being involved in Council work in the preparation of the Annual Meeting 2023.

## **Annex C: 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
- revised at the 46th Session of Council, approved by the General Assembly 31 Aug 2021

### **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 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 agreed by the Council, the decision being made by simple majority of the members 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 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 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 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 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 members of Council shall constitute a quorum at a session of Council, except that, one of those 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 members participating, or no Officer is 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 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, 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 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 participating the Treasurer shall have the same powers and duties as the President. If no EMS Officer is 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 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.

## **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**

If an equal number of votes is cast for and against a simple-majority proposal the Presiding Officer shall have a casting vote.

### **Rule 41**

In instances when a member is prevented from participating by force majeure, the 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 members 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 members. However, any member may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the members. If a vote by roll-call



takes place, the vote or abstention of each member shall be recorded in the minutes of the session of Council.

## **Rule 47**

At the request of at least two members 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 members 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 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; 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 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 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 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 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 shall be distributed within four weeks after the end of the session to all participants of 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 appellant 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, members of Council, and to such other participants in the session as the President may decide. The texts of all decisions and recommendations made by the Council, and a list of 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 D: Rules of Procedure of the General Assembly of the European Meteorological Society e.V. (EMS)**

- revised at the 13th General Assembly, 11 September 2011, Berlin, Germany
- revised at the 16th General Assembly, 05 October 2014, Prague, Czech Republic
- revised at the 20th General Assembly, 02 September 2018, Budapest, Hungary
- revised at the 23rd General Assembly, 31 August 2021, virtual meeting

**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 Bureau has decided by a simple majority vote to invite to a particular General Assembly;
- (vi) experts whom the 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 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 by the Council, the decision being by simple majority of the 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 Officers of the EMS. If an Assembly has less than ten Member Societies present, or no Officer of the 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 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 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 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**

If an equal number of votes is cast for and against a simple-majority proposal the Presiding Officer shall have a casting vote.

### **Rule 40**

In instances when a Representative Member is prevented from 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) .

### **Rule 43**

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

## Voting at the General Assembly

### Rule 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 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.

## Voting by Correspondence

### Rule 46

A vote by correspondence is a ballot in which votes are cast through electronic communication means; 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 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 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 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 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 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 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 52**

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

## **Rule 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 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.

### **Rule 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 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 57**

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

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

### **Rule 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 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 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 61**

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

**Rule 62**

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

**Rule 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 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 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.