

Draft 28/05/2014

## RULES OF PROCEDURE OF THE EIROFORUM WORKING GROUP ON PROCUREMENT

THE EIROFORUM WORKING GROUP ON PROCUREMENT ADOPTS THESE RULES OF PROCEDURE:

### *Article 1* Definitions

- 1.1. **“Chairperson”** shall mean the chairperson of the Working Group.
- 1.2. **“Member”** shall mean the person representing an EIROforum organization at a Session.
- 1.3. **“Rules of Procedure”** shall mean these rules governing the functioning of the Working Group.
- 1.4. **“Session”** shall mean any meeting of the Working Group.
- 1.5. **“Working Group”** shall mean the EIROforum Working Group on Procurement

**Comment [AU1]:** Do we also need a Deputy Chairperson

### *Article 2* Chairperson and Deputy Chairpersons

- 2.1. For the purposes of ensuring the functioning of the Working Group, the Members shall elect a Chairperson from among the Members to conduct its business. The elected Chairperson shall serve a period of X years/months. The first Chairperson shall be elected in the beginning of the first Session.
- 2.2. The Chairperson ensures the general coordination of the Working Group activities, speaks on behalf of the Working Group and is responsible for the organization and hosting of the Session until the close of the Session. The Chairperson also provides the secretariat during the period of chairmanship.
- 2.3. In case of resignation, withdrawal or departure of the Chairperson before the end of his/her period in office, the Members shall elect a substitute Chairperson from among the Members for the time remaining until the end of the original term in question.

**Comment [AU2]:** Or would you rather the Chair serves simply for the period from the close of the preceeding Session until the close of the next?

Alternatively, each Chair could come from the organisation hosting the particular Session in question.

*Article 3*  
**Quorum**

3.1. A Session will be quorate if either:

- a) Members representing at least [x] EIROforum organisations are in attendance, (either physically or remotely using available technology); or
- b) Members representing less than [x] EIROforum organisations are in attendance (either physically or remotely using available technology), but:
  - i. a number of those Members that are not in attendance have given prior written notice to the Chairperson expressing their consent for the Session to take place notwithstanding their absence, and
  - ii. the aggregate number of Members both in attendance and who have given written consent to the Session taking place in their absence represents at least [x] EIROforum organisations.

3.2. If a Member is unable to attend a Session (either physically or remotely using available technology), then that Member may appoint an alternate to attend the Session and vote on his/her behalf, so long as written notice of such appointment is given by that Member in writing to the Chairperson prior to the commencement of the Session in question.

**Comment [AU3]:** Is all this needed??

*Article 4*  
**Frequency and Date for Sessions, Notice, Agenda and Participation**

4.1. The Working Group shall meet in a Session at least once per year. The Members shall decide on the dates for Sessions upon proposal by the Chairperson, with the dates for the next Session normally being decided at the end of each Session.

**Comment [AU4]:** Or twice???

4.2. The Chairperson shall send to the Members a call for agenda items at least 60 (sixty) calendar days prior to a Session.

4.3. The Members shall submit any proposals they may have for the provisional agenda of a Session to the Chairperson at least 30 (thirty) calendar days before the Session.

4.4. Based on the Members' proposals, the Chairperson shall draw up a provisional agenda which he/she shall circulate, together with any related documents, to the Members (or other invited participants of the Session in accordance with Article 5) below, at least 30 (thirty) calendar days before the Session, save for in exceptional circumstances in which case the Chairperson shall act appropriately in view of all the circumstances.

4.5. Together with notification of the provisional agenda, the Chairperson shall ask the Members for any additional proposals or requested changes to the provisional agenda to be submitted to the Chairperson for his/her consideration no later than 15 (fifteen) calendar days before the Session. The finalised provisional agenda shall then be sent

to the Members by the Chairperson no less than 10 (ten) calendar days in advance of the Session.

**Comment [AU5]:** This seems heavy, but has the advantage to agree on agenda items in due time.

4.6. The agenda for a Session shall be adopted by the Members as the first item at the beginning of that Session.

4.7. If the notice period for submitting agenda proposals has not been observed, items can only be added to the agenda by simple majority vote. Similarly, when in Session the Working Group may decide to remove or add agenda items on proposal from the Chairperson. The decision to remove or add an item requires a simple majority vote.

4.8. Remote participation at a Session is permitted by any technical means supported by the host venue at the time of the Session. In hosting the Session, the host venue will make its best efforts to provide for technical support to this extent.

#### *Article 5* **Invited Participants**

The Chairperson, after consultation with the Members, may invite other participants from the EIROforum organizations or any other organization, institute, laboratory or similar entity. Such invited participants may attend Sessions on an *ad hoc* basis or until further notice by the Working Group, if deemed appropriate.

**Comment [AU6]:** Should we also accept non-EIROforum organizations as members?

#### *Article 6* **Voting and Decision Making Process**

6.1. All decision making shall in general operate on the principle of consensus. The Chairperson may decide that ad-hoc decisions are taken by simple majority vote.

6.2. The Working Group shall only take decisions on the items included in the agenda adopted by the Working Group at the Session in question.

6.3. The Working Group shall normally vote by a show of hands, and the Chairperson shall state the result announcing the votes in favour or against and any abstentions. The vote or abstention of each Member shall be recorded and attributed in the minutes of the Session.

6.4. Members attending a Session remotely using available technology shall be able to vote by any means supported by the technology.

6.5. Invited participants may be allowed to participate in discussions but shall not have the right to vote.

#### *Article 7* **Conduct of Business**

7.1. The Chairperson shall direct the discussion of the Working Group, maintain order and ensure observance of these Rules of Procedure.

7.2. The Chairperson shall call upon Members in the order in which they request the floor but shall grant priority to points of order..

7.3. During a Session, any Member may propose procedural motions in so far as such procedures are not provided for by these Rules of Procedure. On being seconded by another Member such motions shall be immediately be put to a vote by the Working Group. The Member having proposed the motion may, with the consent of a seconder, withdraw the motion.

#### *Article 8* **Minutes**

8.1. The secretariat appointed by the Chairperson shall take draft minutes of the Session. The minutes shall provide a succinct summary of the substance of statements made and stating the decisions taken by the Working Group.

8.2. After the Session, the Chairperson shall, within 30 (thirty) calendar days, transmit the draft minutes to all Members. They shall be considered as accepted if within 30 (thirty) calendar days from the date of transmission no Member has objected to their content in writing to the Chairperson.

8.3. The Chairperson shall inform all EIROforum Organizations of the decisions taken by the Working Group through circulation of the agreed finalised minutes.

#### *Article 9* **Publication**

Once approved, these Rules of Procedure shall be made available on the EIROforum website.

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