

GENERAL ASSEMBLY REGULATIONS

Voting Rights and Duties of the General Assembly

1. Article 3b/e/f of the statutes lays down the voting rights.
2. According to Article 3e of the statutes, only current members who have paid their fees until the General Assembly are entitled to vote at the General Assembly. Members joining in the current year must have been approved by Council and paid fees before the General Assembly.
3. According to Article 3e of the statutes the number of votes for each member shall depend on the amount paid in fees, on the basis of regulations laid down by the General Assembly.
4. Article 5 of the EUROPARC Federation Statutes adopted in Regensburg, Germany, 27th October 2015, defines the duties of the General Assembly.
5. Article 5a of the statutes states that the General Assembly shall take place every year.
6. The invitation to the General Assembly shall be issued in writing no later than four weeks before the opening day of the General Assembly. It shall be sent to all members together with an agenda.
7. Before the General Assembly the voting cards are handed out to those entitled to vote. Delegates are required to sign for the voting cards. Members' entitlement to vote will be checked in advance by the Directorate according to the records of payment of membership fees.
8. When voting, every question shall be determined by the members raising their voting cards for an open count (hereinafter referred to as "show of hands with voting cards").
9. The General Assembly shall be chaired by the EUROPARC President, in so far as he or she has not delegated this task to another member of the Council.

Changes to General Assembly Regulations

10. According to Article 5b of the statutes, individual proposals made by members on which the General Assembly is required to vote must be circulated to the Council in writing not less than ten weeks before the start of the General Assembly. These proposals if accepted by Council should be circulated to members not less than four weeks before the General Assembly.

Regulations for Statute Changes

11. The statutes of the EUROPARC Federation can be amended at an Ordinary General Assembly (see Article 5c of the existing EUROPARC Statutes, Regensburg, Germany, 2015).
12. A document from the serving Council shall be enclosed with the invitation, in which the necessity for the amendment to the statutes is explained in the three official Federation languages (English, German and French) and the paragraphs which are to be changed are given in their existing form and with the proposed changes.

13. The amendment to the statutes need to be circulated not less than four weeks before the beginning of the meeting and stating the items to be discussed.
14. Proposed amendments to the statutes from members may be made in writing to the EUROPARC administrative office, to be received no later than 14 days before the General Assembly. The serving Council shall incorporate members' proposals as far as possible into the final document for decision.
15. Proposals for amendments may not be made during the General Assembly.
16. The vote for the amendment to the statutes shall be taken by a show of hands with voting cards. A change of statutes requires a two-thirds majority of the votes cast (Article 5c of the statutes).
17. A separate vote may be taken on each of the paragraphs to be amended if this is proposed by one of the members present and entitled to vote and supported by a simple majority. In this case the vote shall also be taken by a show of hands with voting cards, but paragraph by paragraph. The amendment of individual paragraphs of the Statutes also requires a two-thirds majority of the votes cast (Article 5c of the statutes).
18. The German text of the Statutes is legally binding.
19. The Extraordinary General Assembly shall be chaired by the EUROPARC President, in so far as he or she has not delegated this task to another member of the Council.

Council Elections Regulations

20. Article 7 of the statutes, Council Elections shall be held every three years, and General Assemblies at least every year.
21. Members may nominate further candidates for the Council after the initial proposal is circulated. Nominations shall be made in writing to the Directorate no later than 14 days before the opening of the General Assembly.
22. The composition and duties of the Council are defined in Article 7a/b of the EUROPARC Statutes (Regensburg, Germany, 2015). Certain functions can be delegated to the Director as described in their terms of reference.
23. When elections are to be held, these shall be announced on the agenda which is sent out with the invitation four weeks before the opening of the General Assembly.
24. Members will be invited in the 6 months before the elections are scheduled to nominate candidates for election as President or as Council Members. The full list of candidates nominated is sent out with the invitation four weeks in advance of the General Assembly
25. The nominations should be made in the spirit of the document on the roles and profiles of Council Members.
26. Candidates for a position on the Council must be nominated by a member organisation other than his/her own.
27. Before the elections the General Assembly shall appoint an election committee comprising an election chairman and two committee members. The election committee shall be proposed by the Council and appointed by the General Assembly with a simple majority.

28. Separate votes shall be taken for the election of the President, and the six Council members.
29. If for any of these offices there are more candidates than positions to be filled, the vote shall be taken by secret ballot. If this is not the case the vote may be taken by a show of hands with voting cards, unless a request for a secret ballot is brought forward and supported by at least 10% of the members present and entitled to vote.
30. When several candidates run for the same position, the candidate who receives the highest number of votes shall be appointed to the Council.
31. In the event of a tied vote, a final ballot shall be held. The final ballot between two candidates who have received the same number of votes shall be taken by a show of hands with voting cards and decided by a simple majority.
32. A record of the complete election process shall be kept, which shall be signed by the election chairman and by the person taking the minutes.
33. The results of the elections shall be published on the EUROPARC website.
34. Candidates for a position on the Council must be members of the EUROPARC Federation or belong to a member organisation (see Article 7a/8 of the statutes).
35. Working groups and other recognised Federation members participatory mechanisms are regulated by the working groups guidelines produced by Council.
36. Article 10 states that the level of membership fees shall be adjusted every two years according to the average rate of inflation in the European Union. The above levels of fees required for each number of votes shall be adjusted accordingly and ratified by the General Assembly.

Regulations on Section's composition

37. In the spirit of the art 8 d of the statutes, sections within the EUROPARC council will establish an agreement about the composition of associates of the section. This agreement will be established accordingly with the specificity of each section, type of organisation and both statutes in order there is a clear majority of EUROPARC members and clearly fulfils the aims of the Federation.

General Regulations

38. Proposals for changes to the General Assembly Regulations must be sent in writing to the EUROPARC directorate not later than ten weeks before the opening of the General Assembly.