

## General Assembly 2021

### REGULATIONS

#### Voting Rights and Duties of the General Assembly

1. Article 3b/e/f of the statutes lays down the membership categories and who has the right to vote.
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 during the General Assembly only members who have paid their fees have a right to vote. The number of votes for each member shall be based on the current regulations laid down by the Council and which have to be approved by the General Assembly.
4. Article 5 of the EUROPARC Federation Statutes amended in São Pedro do Sul on September 6th 2017 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 eight 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. Members 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 changes to the General Assembly Regulations, to 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. Motions to take a decision to amend the regulations of the General Assembly may not be made during the General Assembly.
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 changes proposed by EUROPARC council, 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 articles 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 article by article. The amendment of individual articles 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 5 a. of the statutes: the General Assembly shall take place every year. The invitation to the General Assembly shall be made in writing, by fax or e-mail eight weeks before the date of the assembly.
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. 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. Commissions, working groups and other recognised Federation members participatory mechanisms are regulated by the guidelines produced by Council.

## Regulations on Section's composition

36. 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.