



Working Groups - Rules of procedure

(Rev 2017 05 26)

Article 1

At the request of Member associations or within the framework of specific matters, the General Assembly may decide to set up Working Groups.

The Working Group Chairpersons shall report to the Board of Directors.

Discussions in EGEA Working Groups must never involve commercial subjects, such as the cost of equipment or services provided, or any subject that could be considered anti-competitive.

Article 2

Each Working Group consists of a maximum of two official representatives from each Member association nominated by their Member association. Each Member association has one vote.

Additional experts from companies may attend the Working Group meetings, upon proposal of the Member associations and after prior consultation of the Chairperson. Working groups can meet as often as the Chairperson feels necessary.

The representative of a Member association may, if needed, represent one other Member association by proxy and vote on their behalf.

The official representatives of each Member association elect a Chairperson and a Deputy-Chairperson if so decided by the Working Group, amongst the candidates nominated by the Member associations. The Chairperson and the Deputy-Chairperson are elected every two years.

In the event the Chairperson or the Deputy Chairperson does not represent a Member association any longer, he/she is due to resign and therefore a new election must take place.

Article 3

The Chairperson of each Working Group, with the support of the Secretary, is responsible for:

- managing the activity of the Working Group
- collecting subjects of interest from Member associations
- transferring subjects of interest from the Secretariat to the Working Group
- summoning Working Group members for meetings
- drawing up the meeting agendas which must include any decision that is likely to be made
- providing technical support to the EGEA Secretariat if so decided by the Board of Directors.

The notice convening the meeting, the agenda, the draft measures on which the Working Group's opinion is required and any other working papers shall be sent by the Chairperson or the Deputy-Chairperson to the Members of the Working Group through the EGEA Secretariat. These documents must be sent at least 7 days before the date of the meeting.

A summary record of each meeting of the Working Group shall be drawn up under the responsibility of the Chairperson. The record shall be sent to the members of the Working Group through the EGEA Secretariat within not later than two weeks after the meeting.

Article 4 - Decisions

Decisions can be taken by vote if a minimum of 5 Member associations are represented either directly or by proxy.

Decisions within the Working Groups are taken by consensus.

If no consensus can be reached, a two-third majority shall be required.

Article 5 – Working Group activities financing

Working Groups do not have budgets for their activities. If a Working Group decides to start an activity of interest which requires funding, the Chairperson shall enquiry with the Board of Directors who will make the final decision.
