



## EUROPEAN GARAGE EQUIPMENT ASSOCIATION

### RULES OF PROCEDURE WORKING GROUPS (dated 13.05.2014)

#### Current EGEA Working Groups

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The following Working groups currently exist within EGEA:

- WG1 Vehicle Lifting Equipment
- WG2 Engine Diagnostics/ Emissions/OBD
- WG4 Tyres Servicing Equipment
- WG5 Spraybooths (not active)
- WG6 Brake & Suspension Test Equipment
- WG7 European Market Database & Exhibitions
- WG8 Extraction & Filter systems
- WG9 Mobile Air-Conditioning Systems
- WG10 European Vehicle Test Equipment Network

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#### Working Groups Rules of procedure

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As Chairman of an EGEA Working group you will be expected to organize, manage and promote your group. To help you to do this we have provided the following rules:

##### 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 Groups 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 consist of a maximum of two official representatives from each Member association nominated by their national association. Each national association have one vote.

Additional experts from companies may attend the Working Group meetings, upon proposal of the national associations and after prior consultation of the Secretariat. The number of the group should be kept to a maximum of twenty six, however under special circumstances this number can be increased.

Working groups can meet as often as the Chairman feels necessary. To keep costs low, meetings should be held at the Brussels office.

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

Each Working Group shall be chaired by a representative elected amongst the Working Group members. The candidates for election must be nominated through the national associations.

### Article 3

The Chairman of each Working Group shall draw up the agenda.

The agenda shall distinguish, if need be, between:

- draft measures on which an opinion is required of the Working Group;
- other matters referred to the Working Group, either on the initiative of the Chairman or at the written request of a member of the Working Group.

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 Chairman to the Members of the Working Group. These documents must reach the members not later than 15 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 Chairman. The record shall be sent to the members of the Working Group and to the offices of the EGEA General Secretariat within not later than two weeks after the meeting.

If you require publication of brochures/standards, funds for this must be funded by your group.

### Article 4 - Decisions

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 project funding

Each working group establishes its own budget and sends it for information to the Secretariat who will forward it to the Board for review. The Secretariat shall make an official call for project fundraising to national associations in coordination with the working group Chairman.

This budget will have to be submitted for approval to the Board of Directors and subsequently be included separately in the annual financial statement to be presented to the General Assembly.

The budget for project funding shall be submitted to the Board of Directors at one month before the next Board meeting or by circulating mail.

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