



## Minutes

### EMS General Meeting

### 15 September 1999

#### Participants

Ove Akesson (SMS, Sweden), Pal Ambrózy (MMT, Hungary), Tage Anderson (SMS, Sweden), Anna Karin Åqvist (SMS, Sweden), Alica Bajic (HMD, Croatia), Tanja Cegnar (SMD, Slovenia), Morgane Daudier (SMF, France, taking minutes), Stanley Cornford (RMS, Great Britain), Helge Faurberg (DaMS, Denmark), Marjana Gajic-Capka (HMD, Croatia), Guðmundur Hafsteinsson (FIV, Iceland), Raino Heino (GS, Finland), Ab Maas (NVBM, Netherlands), René Morin (SMF), Fritz Neuwirth (ÖGM, Austria), Ivan Obrusnik (CmeS, Czech Republic – as well as representing SMS, Slovakia), Richard Pettifer (RMS, Great Britain), Arne Spekat (DMG, Germany, taking minutes), Werner Wehry (DMG, Germany), Jon Wieringa (NVBM, Netherlands)

*Note: votes are written as (x/y/z), x denoting the number of votes in favour, y the number of votes against and z the number of abstentions.*

Meeting begins: 14:10

#### 1. Introduction

The General Meeting welcomed the decision of the EMS Council to elect René Morin as its president and to elect Stanley Cornford, Fritz Neuwirth and Jon Wieringa as Vice Presidents. In his opening remarks, René Morin underlined the importance and growth potential for EMS which indirectly represents more than 10000 members from Meteorological Societies across Europe (the signatures of the representatives from Spain and Romania still missing, the signature of the Icelandic Meteorological Society just added at the Meeting's beginning). To the points of order of the General Meeting, he reminded the participants that, even though there may be more than one representative of a Society present only one can participate in votes.

#### 2. EMS Secretary

René Morin introduced the person proposed by the German Meteorological Society and presented to EMS Council at its meeting in the morning of September 15, 1999 for the post of the Executive Secretary, Arne Spekat, to the General Meeting for approval. He thanked the German Meteorological Society for its commitment to EMS, a commitment that includes an extra contribution to EMS. He furthermore thanked the Free University of Berlin for its highly appreciated assistance by offering office space, electricity and the use of computer facilities free of charge. The Meeting passed Resolution No. 1 concerning the Secretariat and the Executive Secretary with a vote of (13/0/0).

#### 3. Amendments to the Constitution

The EMS constitution as signed by the representatives of the Member Societies on 14 September 1999 lacks some details to meet the requirements of the German authorities necessary for a registration according to §2 of the EMS Constitution. An amended version of the Constitution was transmitted to the potential Member Societies on 15 July 1999. The General Meeting voted (13/0/0) in favour of the adoption of these amendments.

#### **4. Finances**

The EMS Treasurer, Stanley Cornford introduced a preliminary EMS budget for the the period until December 2000. In order to ensure proper membership fees, all Member Societies are asked to transmit the number of their members as of December 1998 to the EMS Executive Secretary. As for the banking and payment details, Stanley Cornford proposed to open a bank account at an international bank with branches in the Capital of Europe. For the time being, a standard system of financial transactions, including e.g. cheques will be adopted. When the Treasurer is convinced that an internet banking system is secure and convenient enough for the financial purposes of the EMS, the Society will adopt this option of internet authorization. The Meeting passed Resolutions 3 and 4 with votes of (13/0/0) in both cases.

#### **5. Statement of Mission, Activities and Means**

Stanley Cornford introduced a paper with an EMS Statement of Mission, a list of activities and a list of goals to the General Meeting. In its first meeting, the EMS Council had assigned the leadership to Working Groups on activities 1 and 2 to Fritz Neuwirth, co-led with Tanja Cegnar. René Morin will take the lead in activity 3 and Jon Wieringa, Fritz Neuwirth and Tage Anderson will be co-leading activities 4 and 5. As one of the first EMS involvements, the co-organization of the next European Conference on Applied Meteorology (ECAM) 2001 in Hungary will be an important EMS milestone. The General Meeting voted (13/0/0) in favour of Resolution 2 (acceptance of Statement of Mission and outline of activities).

René Morin reported that he will be introducing EMS at the Annual Meeting of the American Meteorological Society (AMS) in January 2000 in Long Beach. He and the EMS Executive Secretary will be seeking contact to the appropriate persons in AMS.

Items of high visibility for a Meteorological Society are, in general, publications, of which calendars turned out to be particularly successful. The German and the French Meteorological Societies are publishing a Meteorological Calendar for a number of years. It is planned to turn this calendar, which, since many years is published in English, French and German into a European Meteorological Calendar. Stanley Cornford informed the General Meeting that the Calendar of the Royal Meteorological Society will not be published beyond 2000, and that RMS will take part in the European Meteorological Calendar.

With respect to item II.ii in the „Means“ text, the Czech and Slovak delegate, Ivan Obrusnik, remarked that the setup of an EMS web site should not be among the aims for the year 2000, but should become reality earlier. The EMS Executive Secretary reported that prior to EMS founding he had voluntarily drafted an EMS Web Site, conceptually and technically, for which he had asked the potential Member societies for short portraits in English and graphical material to be used in such a Web Site. Meanwhile, English web pages for eight societies are already available as part of the German Meteorological Society web site. Even though an application for a World Wide Web domain has yet to be made, a preliminary EMS web site will be available by October 1999. He thanked those Societies who had responded in this short period and asked all remaining Societies for support (supply of an English text and, if available, a logo) towards the EMS Web Site.

Resolution 2, and thus the statement of mission and an outline of proposed activities was approved by the General Meeting with a (13/0/0) vote.

#### **6. Next General Meeting**

The Royal Meteorological Society will celebrate its 150<sup>th</sup> birthday in 2000. A commemorative conference to will be held in Cambridge in July of that year, probably somewhere near the

11<sup>th</sup>. Stanley Cornford proposed that the next General Meeting and a Meeting of the Council should take place during that time.

## **7. Miscellaneous**

René Morin informed the General Meeting that the EMS Council will convene at 3 March 2000 for its second meeting.

The General Meeting discussed the status of an Associated EMS Membership, as exemplified by the Polish Geophysical Society. It became clear that this particular Society can by no means afford an EMS membership, because 1 Euro per member would use up all their budget.

René Morin informed the General Meeting that a representative from Bulgaria had been in contact with him and had been a guest at the Council Meeting of 15 September. It is possible that a Meteorological Society will be formed in Bulgaria. Informal contacts with EMS will be established.

Jon Wieringa reiterated the importance of the proposed COST action towards meteorological education in school, presentation criteria of weather reports in the media, and accreditation. He underlined that this could be the first serious piece of EMS action and co-operation between the Member Societies. He informed the General Meeting about a meeting of the COST Technical Committee on 30 September-1 October 1999, where this proposed COST action will be debated and asked the Member Societies for support by naming appropriate contact persons.

Meeting adjourns: 15:30

27 September 1999

Minutes written by EMS Executive Secretary, Arne Spekat, and signed by EMS President, René Morin

Annex to these minutes:

1. Constitution as of July 1999
2. Resolutions 1-4
3. Rules of Procedure for the General Meeting
4. Statement of Mission, Activities and Means of EMS
5. Financial Aspects

## **Constitution of the European Meteorological Society**

### *Preamble*

In the nations of Europe, Societies of professional meteorologists, weather and climate scientists, users of applied meteorology and dedicated weather amateurs have encouraged and enabled the advance of meteorology for many years.

On the eve of the 21<sup>st</sup> century, these Meteorological Societies wish to establish a permanent organization for their cooperation, particularly to deal with those aspects of meteorology which can be solved only on a Europe-wide basis or are best approached on that scale.

To this end, representatives of the following Societies met at Norrköping, Sweden, on 14 September 1999 and, empowered by their governing bodies to do so, adopted the following constitution :

- Associação Portuguesa de Meteorologia e Geofísica, Portugal
- Asociación Meteorológica Española, Spain
- Associazione Geofisica Italiana, Italy
- Ceska Meteorologicka Spolecnost, Czech Republic
- Dansk Meteorologisk Selskab, Denmark
- Deutsche Meteorologische Gesellschaft, Germany
- Helliniki Meteorologiki Hetairia, Greece
- Félag íslenskra veðurfræðinga, Iceland
- Geofysiikan Seura, Finland
- Hrvatsko Meteorološko Društvo, Croatia
- Magyar Meteorológiai Társaság, Hungary
- Nederlandse Vereniging voor Beroeps Meteorologen, The Netherlands
- Österreichische Gesellschaft für Meteorologie, Austria
- Royal Meteorological Society, United Kingdom
- Schweizerische Gesellschaft für Meteorologie, Switzerland
- Slovenska Meteorologica Spolocnost, Slovakia
- Slovensko Meteorologosko Društvo, Slovenia
- Societa Meteorologica Romana, Romania
- Société Météorologique de France, France
- Svenska Meteorologiska Sällskapet, Sweden
- Unione Italiana Meteorologia (UNIMET), Italy

### *The constitution*

1. **Name**  
The name of the Society shall be the European Meteorological Society and shall be abbreviated as EMS.
2. **Seat**  
The seat of the Society shall be the seat of the Secretariat of the Society.
3. **Membership**
  - 3.1 The Society shall be an Association of European Societies, mostly at the national level, which shall be scientifically based Societies in the fields of meteorology and related sciences, and their applications. Europe is defined as the area of WMO Regional Association Six.
  - 3.2 New Members shall be elected by vote of at least two-thirds of the Council of the Society.

- 3.3 Members may leave voluntarily at any time.
- 3.4 Membership may otherwise be terminated only by vote of at least two-thirds of the Members present at General Meeting of Members, called by the President, with at least four weeks notice.

#### 4. **Purpose**

- 4.1 The objectives of the Society are to advance meteorology (and sciences related to it) at a European-wide level, and to assist the development of applications of these subjects for the benefit of the people of Europe and elsewhere.
- 4.2 To these ends, the Society will concentrate its efforts into activities which can only be carried out at the European level, or which are carried out more effectively at that level than by a single Member Society. The Council may establish groups which have special interests at the European level.

#### 5. **Organization**

##### 5.1 General Meetings

- 5.1.1 There shall be a General Meeting of Members, called by the President at least once a year in the State of a Member, chaired by one of the Officers (see 5.3), normally the President. At a General Meeting, financial matters shall be decided by a two-thirds majority of Members present. The presiding Officer shall have a deciding vote and shall also decide which matters are financial. Other matters shall be decided by a simple majority.
- 5.1.2 At General meetings, ten Members shall constitute a quorum. Members may send any number of representatives to a General Meeting, but only one shall be designated by the Member to speak and vote on behalf of the Member in any particular discussion.
- 5.1.3 The General Meeting shall establish and adopt its own rules of procedure.

##### 5.2 Council

- 5.2.1 There shall be a Council. It shall meet at least once between any two sessions of the General Meeting. The Council plans and directs the activities, and manages the properties and affairs, of the Society, in accordance with this constitution and decisions of the General Meeting of the Society.
- 5.2.2 The Council shall consist of representatives appointed by the governing bodies of the National Meteorological Societies of three permanent Members (France, Germany and the United Kingdom), plus six Members elected by the annual General Meeting who shall each normally serve for a period of two years.
- 5.2.3 Voting at the Council shall be by two-thirds majority on financial matters and by a simple majority on other matters. The presiding Officer shall have a deciding vote. The presiding Officer shall also decide which matters are financial matters.
- 5.2.4 At Council, seven Members shall constitute a quorum.
- 5.2.5 The Council shall prepare its own Rules of Procedure, in accordance with rules under 5.2.2 and 5.2.3, for approval by a General Meeting.
- 5.2.6 The Council shall approve Rules of Procedure for the secretariat, including rules on financial matters.

##### 5.3 Officers

- 5.3.1 **President**: the Council shall appoint as President an individual member of the Council who is a former President of one of the Member Societies. The appointment shall be for a term of three years and Presidents shall not be eligible for re-election.
- 5.3.2 **Vice-Presidents** : the Council shall elect, from amongst the Presidents or former Presidents, Secretaries or former Secretaries, Treasurers or former Treasurers, of member Societies, or from individual Members of the Council with at least one year's service on the Council, three Vice-Presidents, one of whom shall also serve as Treasurer. Vice-Presidents shall be elected annually and be eligible for re-election.

##### 5.4 Cross-Membership of Member Societies

The President of each Member Society shall ex-officio be a member, free of charge, of all other Member Societies.

##### 5.5. Secretariat matters

- 5.5.1 Secretariat: there shall be a Secretariat of appropriate size, composition and location. These shall be decided by a two-thirds vote of the Members present and voting at a General Meeting, having heard a recommendation by the Council. The Secretariat shall coordinate and assist the work of the Officers and the General Meeting.
- 5.5.2 Executive Secretary
- 5.5.2.1 The Executive Secretary shall be the senior official employed by the Society.
- 5.5.2.2 The Executive Secretary shall report to the Council, act as its Secretary and direct the work of the Secretariat.
- 5.5.2.3 The Executive Secretary shall be appointed by the Council, for such period as it may decide and on terms which accord with the law of the country in which the Secretariat is located. Other staff, if any, shall be appointed by the Executive Secretary, within a complement agreed by the Council and on terms agreed by the Council which accord with the law in the country of employment.
- 5.5.2.4 The terms of appointments shall be agreed by Council by simple majority vote.
- 5.5.3 Bank account : there shall be a bank account in the currency of the country in which the Secretariat is located. On the decision of Council, accounts may be set up elsewhere and in other currencies. Orders and payments up to an amount which shall be decided by Council from time to time shall be valid on the signature of any one of the Officers of the Society or that of the Executive Secretary or a named deputy, if any. Orders and payments exceeding that amount shall be valid on the signatures of either an Officer and the Executive Secretary (or nominated deputy), or on the signature of the Executive Secretary alone following written authorization for each occasion by an Officer of the Society.

## 6. **Funding**

The Society shall be a non-profit-making body funding its activities by revenues raised from those activities, as well as by annual membership fees from Member Societies, donations and other income.

## 7. **Communications**

- 7.1. Communications within the Society, and between the Society and its Members shall be in English. However, important documents, such as contractual documents, may, upon request to the Executive Secretary by one or more Members, be in either the English, French or German languages. Documents to be used in litigation, or for other legal purposes in the State in which the seat of the Society is located, shall be in a language of that State.
- 7.2. Each document appearing in more than one language shall state which language version is definitive.

## 8. **Applicable law**

In case of a legal dispute, the applicable law shall be that of the State in which the seat of the Society is located.

## 9. **Changes in this Constitution**

This constitution may be amended by two-thirds vote of the Members present at a General Meeting. Such a General Meeting may either be one called for the purpose, with at least eight weeks notice by the Council or at least six Members of the Society, or by an annual General Meeting.

## 10. **Arrangements for dissolving the Society.**

The Society shall be dissolved only by a decision of a General Meeting. Arrangements shall be made according to the law of the State in which the seat of the Society is located. The Meeting shall decide how any outstanding funds, assets or debts shall be shared.

## Start up and transition arrangements

### A. **Members of Council**

The six Members of Council referred to in paragraph 5.2.2, will normally serve for two years. However, initially, in order to ensure later continuity, three Members shall serve for a period of one year and three for a period of two years.

### B. **Funding**

- B.1 During an initial period, not exceeding two years (i.e. until the end of 2000), all Member Societies shall pay a minimum contribution of one EURO for each of their members, irrespective of category, free of banking charges for the period up to 31 December 1999, and a similar amount for the year up to 31 December 2000. In addition, Members are expected to make voluntary contributions according to their capacity.
- B.2 For a further period of three years, all Members shall pay an annual contribution proposed annually by Council and agreed by a two-thirds majority at an annual General Meeting.
- B.3 In addition, during the first three years, (i.e. until the end of 2001) the permanent Members shall make a substantial contribution to an amount negotiated between themselves and agreed by the Council.
- B.4 Subsequently, and subject to paragraphs 3.3 and 6 of the Constitution, Members shall make contributions as proposed by Council and agreed by a subsequent General Meeting.

## RESOLUTIONS FOR GENERAL MEETING

### RESOLUTION 1

This General Meeting decides that there shall be an EMS secretariat set up in Berlin, with an Executive Secretary employed half-time.

### RESOLUTION 2

This General Meeting decides that the proposed statement of mission and outline of proposed activities dated 14 September, 1999 shall be the basis for immediate actions.

### RESOLUTION 3

This General Meeting of the European Meteorological Society instructs the Officers and Council of the Society to open an account at a convenient major international bank with branches in the main European capitals. Individual cheques for amount up to 500 euros may be signed by anyone of the President, three Vice-Presidents or the Executive Secretary, provided the total amount signed for in this way on behalf of the Society does not exceed 1000 euros in any one calendar week. Cheques for amounts exceeding these limits and any standing orders, shall be signed by any two Officers of the Society, or by any one Officer and the Executive Secretary personally.

### RESOLUTION 4

This General Meeting instructs the Executive Secretary to assist the Treasurer in drafting rules and regulations for the financial management of the Society which the Treasurer shall put to Council for approval.



RULES OF PROCEDURE OF GENERAL MEETINGS  
OF THE EUROPEAN METEOROLOGICAL SOCIETY

Representatives of European Meteorological Societies assembled at Norrköping, Sweden, 14 September 1999, having adopted the Constitution of a European Meteorological Society (EMS), under Article 5.1 of that Constitution provisionally adopted the following Rules of Procedure for General Meetings of the Society:

Composition of delegations

Rule 1

Before each General Meeting, each Member Society shall communicate to the Executive Secretary of the Society whether it intends to participate, and, if so, the names of the persons who will represent it at the General Meeting.

Rule 2

In addition to the provision of Rule 1, where a State has more than one Member Society, the Member Societies in that State shall communicate to the Executive Secretary the names of speakers who shall represent all the Member Societies of that State at the General Meeting, and which Society (to be known as a Representative Society) shall represent them all in any vote.

Rule 3

- 3.1 Membership of EMS begins on the day a Society is elected.
- 3.2 Subscriptions for new Members joining after the foundation of EMS will be calculated pro rata for the remaining months of the current year, and become due on election.
- 3.3 Annual subscriptions of current Members become due on 1 January each year.
- 3.4 Annual subscriptions of Societies leaving EMS will not be refunded.

Rule 4

Subject to rule 1, Member Societies which have not paid their subscription for the current year shall be eligible to act and speak (or under Rule 2 act as a Representative Society) but shall not take part in any vote.

Observers

Rule 5

- 5.1 The General Meeting or the Council may invite observers to attend one or more particular EMS General Meetings.
- 5.2 A General Meeting may invite observers to attend all subsequent General Meetings until the invitation is withdrawn.
- 5.3 Apart from observers representing European Meteorological Societies which are not Members of EMS, or organizations with which EMS has cooperative agreements, these observers may be :
  - (i) representatives of non-European Meteorological Societies;
  - (ii) organizations which the Council may decide by two-thirds vote to invite to a particular General Meeting;
  - (iii) experts whom the Council may decide by a two-thirds majority vote to invite to a meeting or meetings.

Rule 6

- The conditions under which observers may attend a General Meeting of the Society shall be as follows:
- (i) a notification of the attendance of observers shall be signed by the competent authority of a Member Society and shall be sent to the Executive Secretary before the opening of the General Meeting;
  - (ii) an observer may be invited to comment on but shall not propose or second motions. An observer shall not have a vote;
  - (iii) an observer shall not attend any part of the meeting which may be held in camera;
  - (iv) an observer may be provided with appropriate documents at the discretion of the Executive Secretary.

Rule 7

A General Meeting may, in particular cases, add to or modify the conditions listed in Rules 5 and 6.  
Convocation and agenda of meetings

#### Rule 8

The President shall convene General Meetings of the Society at least once in each calendar year, on the date and in the place fixed by the Council, the decision being by simple majority of the Representative Societies present and participating in the vote, or at the written request of Member Societies of at least five different States, the request to be addressed to the President through the Executive Secretary, stating the matters to be placed on the agenda.

#### Rule 9

The agenda for a General Meeting shall be decided by the Meeting, but a provisional agenda shall be established by the President with the assistance of the Executive Secretary, taking due account of any requests made under Rule 8 or Rule 11.

#### Rule 10

Notice of the convening of a General Meeting, and the provisional agenda, shall be sent to all Member Societies as soon as possible and at least eight weeks before the date of the session. Any documentation relating to items on the provisional agenda should be sent to all Member Societies as soon as possible and at least six weeks before the date of the Meeting, in the English language. Any additional documents for consideration during the session should be sent to the Member Societies as soon as they are available.

#### Rule 11

Any Member Society may propose the addition of items to the provisional agenda at any time, but preferably at least two weeks before the date of the Meeting. Such proposals should be addressed to the President, through the Executive Secretary, accompanied by explanatory memoranda. They shall, if sent in at least two weeks before the meeting, be sent out by the Executive Secretary to the Member Societies in the English language.

#### Rule 12

The provisional agenda shall be submitted to the General Meeting for approval as soon as possible after opening of the Meeting. The Meeting may amend the agenda at any time.

#### Quorum

##### Rule 13

Under Article 5.1.2 of the Constitution, the presence of ten Representative Societies shall constitute a quorum at a General Meeting, except that, in addition, one of those present shall be one of the Officers of EMS (see Article 5.3 of the Constitution). If a Meeting has less than ten Member Societies present, or no Officer of EMS present, it shall adjourn and reconvene in one hour. It shall adjourn in this fashion not more than twice. Any informal discussions which take place may be recorded and notified to the Council by any member present.

#### Conduct of Debates

##### Rule 14

In addition to exercising any power conferred upon him elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 13 and 30) shall open and close the meetings, direct the discussions, ensure the observance of the provisions of the Constitution and of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Presiding Officer shall ensure the maintenance of order at meetings. The Presiding Officer shall rule on points of order and shall have, in particular, the power, subject to there not being a two-thirds majority vote against, to adjourn or close a debate and to adjourn or close a meeting.

##### Rule 15

During the debate on any one agenda item, one speaker (known as the Representative Speaker for that item) shall represent all Member Societies in any one State.

#### Rule 16

The Presiding Officer may call a speaker to order if the Presiding Officer considers remarks are irrelevant to the subject under discussion. Subject to the provisions of Rule 17, the time allowed to each speaker may be limited by the Presiding Officer.

#### Rule 17

Proposals shall normally be debated and voted upon in the sequence in which they have been presented.

#### Rule 18

During the debate on an item of the agenda, Representative Speakers may present proposals on, or amendments to, the subject under consideration.

#### Rule 19

A point of order raised by any Representative Speaker shall be decided by the Presiding Officer, in accordance with the existing Rules of Procedure and usually immediately (see Rules 28 and 29). A Representative Speaker may appeal against the ruling of the Presiding Officer. Discussion on such an appeal shall be limited to the appellant and the Presiding Officer. If the appeal is maintained, it shall be put to the vote immediately and the ruling of the Presiding Officer shall stand unless that ruling is overruled by an appropriate majority of the Representative Member Societies present and voting (see Rules 35, 36, 37, 38, 39, 40 and 41).

#### Rule 20

Neither the speaker raising a point of order nor any other speaker may speak on the substance of the subject under discussion until the point of order has been determined.

#### Rule 21

If two or more amendments to a motion, or to an amendment, are proposed, a discussion shall be held and a vote shall be taken first on the amendment furthest removed in substance from the original proposal or amendment, and then on the amendment next furthest removed until all the amendments maintained have been put to the vote. The Presiding Officer shall have the power to determine the order of voting on amendments under this Rule, subject to Rule 17.

#### Rule 22

A proposal or an amendment may be withdrawn by the proposer unless an amendment to it is under discussion or has been adopted.

#### Rule 23

Amendments shall be voted on before the proposal or amendment to which they refer. When all amendments have been disposed of, the original proposal, as modified by adopted amendments, shall be voted on.

#### Rule 24

A Representative Speaker may request that parts of a proposal, document or amendment be voted on separately. If objection is made to the request for division, the request for division shall be voted upon. Permission to speak on the request for division shall be given at most to two speakers in favour and two speakers against. If the request for division is accepted, those parts of the proposal, document or amendment which are approved individually shall subsequently be put to the vote as a whole. If all parts of the proposal, document or amendment have been rejected, the proposal, document or amendment shall be considered to have been rejected as a whole.

#### Rule 25

During the discussion of any matter, a Representative Speaker may propose the postponement of the debate to a specified time. Such proposals shall not be debated, but shall immediately be put to a vote.

#### Rule 26

A Representative Speaker may propose at any time the adjournment or the suspension of the meeting. Such a proposal shall not be debated, but shall immediately be put to a vote.

**Rule 27**

A Representative Speaker may at any time propose the closure of the debate, whether or not any other Representative Speaker has signified a wish to speak. Permission to speak on the closure of the debate may be accorded to not more than two Representative Speakers both opposing the closure, after which the proposal shall be immediately put to the vote.

#### Rule 28

The following proposals shall have precedence in the following order over other proposals before the meeting:

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on the item under discussion;
- d) for the closure of the debate on the item under discussion.
- e) to discuss a point of order (see Rules 19, 20, 21 and 27).

#### Rule 29

After the Presiding Officer has announced that voting has begun, no one may interrupt the voting, except on a point of order concerning the manner of conducting the vote. The Presiding Officer may permit Representative Speakers to explain their vote, either before or after the count, except in cases where a secret ballot (cf. Rule 48) is held. The Presiding Officer shall not permit the delegate raising the point of order to explain his vote.

#### Rule 30

If for any reason the President resigns or is unable to carry out his functions, the most senior Vice-President present shall have the same powers and duties as the President. If no Officer of the EMS is present at a General Meeting, it has no quorum (see Rule 13 above).

#### Rule 31

Persons with a financial or personal interest in the outcome of any debate should declare it to the Meeting and neither speak nor vote in that debate. The Executive Secretary shall normally leave the room when his employment, personal emoluments and conditions of service are being discussed, though this should normally be overridden if the debate includes similar matters for staff for whom he is responsible. (Decisions - but not an account of the debate - taken in the absence of the Executive Secretary shall be announced to him by the Presiding Officer, and shall be included in the minutes of the Meeting prepared by the Executive Secretary.)

#### Publicity of Meetings

##### Rule 32

Unless otherwise decided, General Meetings of the EMS shall be held in private. On decision of a Meeting, the whole or part of that or a subsequent Meeting may be held in public or in camera.

##### Rule 33

Sessions held in camera, shall be strictly restricted to Representative Speakers and to those persons whose presence has been agreed to.

##### Rule 34

Public statements on behalf of the EMS as a whole upon the proceedings and conclusions of a General Meeting shall be issued only by the President, a person authorized by the President, a person authorized by the Council or a person specifically authorized for a particular occasion by the General Meeting.

#### General Rules for Voting

##### Rule 35

The President and Vice-Presidents (see Article 5.3 of the Constitution) shall be elected by simple majority of the Council of the EMS.

##### Rule 36

Unless otherwise specified in the Constitution or these Rules of Procedure, all decisions of a General Meeting of the EMS shall be determined by a simple majority of the votes cast for and against.

##### Rule 37

The number of votes needed to constitute a simple majority shall be the next integer immediately above half the votes cast for and against.

##### Rule 38

If an equal number of votes is cast for and against a proposal, the Presiding Officer shall have a casting vote.

#### Rule 39

Financial matters shall be decided by a two-thirds majority of the votes cast for and against.

#### Rule 40

The number of votes needed to constitute a two-thirds majority shall be the next integer immediately above two-thirds of the total of votes cast for and against.

#### Rule 41

If the number of votes cast for a proposal requiring a two-thirds majority is exactly equal to twice the number of votes against, the Presiding Officer shall have a casting vote, except in instances when a Representative Member has notified the Executive Secretary or President of EMS that it has been prevented from attending the vote by force majeure, when the Presiding Officer shall have no casting vote and the decision shall be postponed.

#### Rule 42

In instances when a Representative Member is prevented from attending by force majeure, the Member concerned shall, if possible, so notify the Executive Secretary or the President of the EMS.

#### Rule 43

For the purposes of Rules 41 and 42, what constitutes force majeure, shall be decided by a simple majority (see Rules 36, 37 and 38).

#### Rule 44

The Presiding Officer shall decide which matters are financial matters (see Rules 39, 40 and 41).

#### Rule 45

In cases of doubt about the validity of voting slips, the Presiding Officer shall decide.

#### Voting at General Meetings

##### Rule 46

At the beginning of each General Meeting, the Presiding Officer shall examine whether the number of accredited Representative Members represented constitutes a quorum as defined in Article 5.1.2 of the Constitution and Rule 13 above.

##### Rule 47

Voting shall normally be by show of hands of Representative Speakers. However, any Representative Speaker may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the Societies in the English language as used by the Executive Secretary in correspondence. If a vote by roll-call takes place, the vote or abstention of each Representative Member Society shall be recorded in the minutes of the Meeting.

##### Rule 48

At the request of at least two Representative Speakers present at the meeting, voting shall be by secret ballot. Voting by secret ballot shall take precedence over vote by roll-call if both have been requested. In all votes by secret ballot two tellers shall be appointed by the meeting from among the delegates present to count the votes, assisted by the Executive Secretary or other person chosen by the Meeting.

##### Rule 49

For secret ballots, the number of votes for and against, and the number of abstentions, shall be recorded in the minutes of the Meeting.

#### Voting by Correspondence

##### Rule 50

A vote by correspondence may be called by the President at any time between General Meetings at the request of at least two Representative Members or of the President and the Executive Secretary.

##### Rule 51

Voting by correspondence shall be conducted by the Executive Secretary. Any proposal submitted to a vote by correspondence shall be arranged so that independent questions are voted upon separately.

##### Rule 52

Votes by correspondence must be received by the Executive Secretary within 30 days of the date on which the invitation to vote was sent to Member Societies. Votes received after that date shall be considered invalid.

#### Rule 53

The quorum for voting by correspondence shall be the same as that required for a General Meeting. If the number of replies received by the Executive Secretary during the 30 days' period specified in Rule 52 does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be re-submitted at the next General Meeting, or submitted for a decision of the Council .

#### Rule 54

Each Member Society shall designate a person authorized to vote in a vote by correspondence. A deputy for this purpose shall also be designated. The names of these persons shall be communicated to the Executive Secretary. Once notified, the designation of particular individuals shall continue until EMS is notified otherwise.

#### Rule 55

In addition to the provision of Rules 2 and 54, where a State has more than one Member Society, the Member Societies in that State shall each communicate to the Executive Secretary the name of the Representative Society which shall designate a person authorized to vote on behalf of the Member Societies of that State in a vote by correspondence.

#### Rule 56

A statement certifying the results of the voting by correspondence shall be established by the Executive Secretary. Unless instructed otherwise by the Meeting, the Executive Secretary shall retain the voting slips until the end of the subsequent General Meeting.

#### Rule 57

The Executive Secretary shall communicate the results of a vote by correspondence to all Member Societies, in the form of numbers of votes cast for and against and the number of abstentions, and a list showing the votes of individual Representative Member Societies. Voting by correspondence shall not be secret and Rule 49 shall not apply to votes by correspondence.

#### Minutes and Documents

##### Rule 58

The Executive Secretary shall ensure that all documents distributed during, and intended for consideration at, a General Meeting shall normally be sent to participants to arrive at least three weeks before the meeting. Only urgent matters may be raised in papers made available at the beginning of Meetings and papers generated during a Meeting shall normally be available to participants at least eighteen hours before they are discussed.

##### Rule 59

The Executive Secretary shall prepare a list of decisions and summarized minutes, giving the substance of the discussion and the decisions taken at each session of the General Meeting. The decisions and the minutes shall be distributed as soon as possible to all Member Societies and other participants in the session, who may suggest amendments in writing to the Executive Secretary within thirty days following the date of distribution. Any disagreement on the subject of these proposed changes shall be settled by the President, after consultation with the Society or participant concerned. Those decisions and minutes to which no objection has been made within thirty days of its postal despatch in the English language shall be held to be adopted. Where objections have been received, the relevant parts of the minutes or decisions shall be held to be adopted, in their amended form if appropriate, once the President has decided on the text. The text of any amendment shall be distributed to all Member Societies and other participants in the session.

##### Rule 60

The Executive Secretary shall distribute approved Minutes as rapidly as possible to all Member Societies and other participants in the Meeting. The texts of all resolutions and recommendations made by the Council, and a list of decisions, shall be annexed.

#### Council

##### Rule 61

The Council established under Article 5.2 of the Constitution shall report to an annual General Meeting. Finalized minutes of General Meetings and sessions of Council shall be distributed to all Member Societies at the same time as to members of the Council.

##### Rule 62

Under Article 5.2 of the Constitution, the Council shall establish and record its own Rules of Procedure. They shall, however, be consistent with the Constitution and with these Rules of Procedure of the General Meeting.

#### Rule 63

The Council is authorized to establish subsidiary bodies as it sees fit, subject to overall financial constraints decided by the General Meeting, and to approve the Rules of Procedure of these subsidiary bodies, provided they are broadly consistent with these Rules of Procedure of the General Meeting. Subsidiary bodies shall, whenever possible, carry out their proceedings by correspondence.

Rule 64 Travel and subsistence expenses of persons attending General Meetings, and meetings of bodies established by it and by Council, shall normally be borne by their own Societies.

#### Rule 65

Council, and any other bodies established by the General Meeting, shall submit annual reports, including audited financial reports, to the General Meeting.

#### Rule 66

Bodies established by the Council shall submit annual reports to the Council. Bodies subsidiary to the Council shall, whenever possible, carry out their proceedings by correspondence.

#### Rule 67

Unless otherwise specified by the General Meeting or by Council, the Rules of Procedure applicable to the General Meeting apply to the proceedings of Council and of any bodies set up by either the General Meeting or by the Council.

#### Secretariat

##### Rule 68

In carrying out the functions assigned to him by Article 5.5.2 of the Constitution, the Executive Secretary shall be assisted by other members of the Secretariat whose posts have been authorized by the General Meeting under Articles 5.5.1 and 5.5.2 of the Constitution. The functions of the Secretariat shall be to:

- (a) uphold the Constitution, carry out the duties assigned to it by the Constitution and by the Rules of Procedure of the General Meeting and of the Council, and carry out any other tasks the General Meeting or the Council may assign to it, having taken account of time, financial and capacity constraints on the secretariat;
- (b) execute the day-to-day management of the accounts;
- (c) organize scientific conferences, seminars and other events of Europe-wide scientific importance;
- (d) prepare and distribute the documentation for items on the agenda of General Meetings and sessions of the Council;
- (e) make arrangements for General Meetings and sessions of the Council;
- (f) organize and perform the secretarial duties at General Meetings and sessions of the Council;
- (g) maintain files of correspondence arising from all matters concerning the EMS; prepare and distribute the summarised minutes in accordance with Rules 57, 58, 59 and 61; provide any public information service that the Council may consider;
- (h) if agreed with the President, act as the Society's interface with its legal advisers in any legal matters which may arise.



**EUROPEAN METEOROLOGICAL SOCIETY**  
**PROPOSED STATEMENT OF MISSION**  
**AND OUTLINE OF PROPOSED ACTIVITIES -**  
**A BASIS FOR DISCUSSION**

**Statement of mission**

The objectives of the European Meteorological Society (EMS) are

- (a) to advance meteorology (and sciences related to it) at a European-wide level;
- (b) to assist the development of applications of meteorology (and sciences related to it) for the public benefit of the peoples of Europe and elsewhere, including the organizing, or co-organizing with Member Societies of relevant conferences;
- (c) to promote public understanding of meteorology (and sciences related to it), and the ability to make use of it, through schools and more generally;
- (d) to promote professional meteorology, particularly in the applications field, *inter alia* by providing a forum for the discussion of a European perspective on the accreditation of meteorologists;
- (e) to promote the exchange of ideas and knowledge, access to conferences and meetings, and the exchange of journals between individual members, and potential members, of all Member Societies;
- (f) to help Member Societies benefit all classes of their individual members, amateurs, users of meteorological services and knowledge, and professionals in both the applied and research fields;
- (g) to interact in its areas of competence with the American Meteorological and other non-European Meteorological Societies, the European Union, the European Geophysical Society, ECAM, other appropriate European bodies and WMO;
- (h) to achieve objectives (a) to (g) synergetically, taking a European view, responding to changing circumstances, enhancing successful activities of its Member Societies and not damaging them, and seeking niches where Europe-wide activity is needed and is not being provided by other organizations.

**Activities**

To these ends, the EMS intends that by the end of the year 2001, it will have

- (1) improved the exchange between Member Societies of information on their activities, developments and opportunities,
- (2) encouraged the use by members of all Member Societies of facilities and opportunities provided by other Member Societies, including
  - (2.i) the purchase of journals and, where possible, books at preferential rates;
  - (2.ii) attendance at conferences, seminars and workshops at the same rates,
 and
  - (2.iii) possible assistance for attendance at conferences, seminars and workshops;
- (3) established good working relationships with the American and other non-European Meteorological Societies, the European Geophysical Society, European Union, ECAM and other appropriate European bodies, as well as WMO, to enhance the public welfare;
- (4) obtained funding from European Commission sources to support educational and public information activities in promoting understanding and use of meteorology;

(5) established a standing forum for discussion of a European perspective on the accreditation of professionals.

### **Means**

So that these activities may be achieved, the EMS will

(I) **By the end of 1999:**

- (I.i) decide on the seat of its secretariat;
- (I.ii) adopt a Constitution which provides a suitable status for the EMS under the law of country of the Society's seat, consistent with the objectives of the Society;
- (I.iii) elect its Officers and Council;
- (I.iv) adopt Rules of Procedure as provided by the Constitution;
- (I.iv) establish a salaried secretariat of one person, half-time, in Berlin, Germany;
- (I.iv) compile estimates of expenditure and income for the years ending 31 December, 1999, 2000 and 2001;

(II) **By the end of 2000:**

- (II.i) operate the Constitution, including its financial aspects;
- (II.ii) establish a permanent web presence for communication to, from and between Member Societies;
- (II.iii) broaden the content of the EMS Newsletter and increase its circulation including the use electronic distribution;
- (II.iv) offer the EMS calendar to members of all Member Societies and continue to do so in future years);
- (II.v) gather information on efforts in meteorological education in Member Societies, and together with them, make a plan to build on their efforts (to culminate in action before the Madrid Conference on School and popular Education in 2003);
- (II.vi) make plans for how journals and meetings of Member Societies, or the information in the journals and meetings, might become more widely available to the members of other Member Societies;
- (II.vii) together with the European Geophysical Society, make plans for a positive and synergetic relationship;
- (II.viii) make plans for relationships with the European Union and other European bodies to enhance the public welfare.

(III) **By the end of 2001**

- (III.i) operate the Constitution, including its financial aspects;
- (III.ii) evolve a suitable strategy to make best use of the opportunities of electronic communication between members of all Member Societies for their personal ability to advance the science and for the administration of individual Societies and for EMS as a whole;
- (III.iii) put the EMS Newsletter on the web and publicize this; revise the circulation list of the printed version.

## European Meteorological Society, 15 September 1999

**FINANCIAL PROSPECTS****General**

For the EMS to function it will need money. For example, if we are to have our modest one-person half-time arrangement, that person must be paid. Article 6 of the constitution says that «The Society shall be a non-profit making body funding its activities by revenues raised from those activities, as well as by annual membership fees from Member Societies, donations and other income. »

The German Meteorological Society (DMG) has generously offered to host the secretariat and provide basic office facilities, and support, for an initial period. This kind offer will keep down budgets initially. In the long run, it would be sensible for activities of the EMS themselves to provide a substantial part of the whole budget.

**September 1999 to December 2000**

The startup and transition arrangements attached to, but not part of, the Constitution adopted on 14 September 1999 suggest

- B.1 During an initial period, not exceeding two years (i.e. until the end of 2000), all Member Societies shall pay a minimum contribution of one EURO for each of their members, irrespective of category, free of banking charges, for the period up to 31 December 1999, and a similar amount for the year up to 31 December 2000. In addition, Members are expected to make voluntary contributions according to their capacity.
- B.2 For a further period of three years, all Members shall pay an annual contribution proposed annually by Council and agreed by a two-thirds majority at an annual General Meeting.
- B.3 In addition, during the first three years, (i.e. until the end of 2001) the permanent Members shall make a substantial contribution to an amount negotiated between themselves and agreed by the Council.
- B.4 Subsequently, and subject to paragraphs 3.3 and 6 of the Constitution, Members shall make contributions as proposed by Council and agreed by a subsequent General Meeting.

For the period September 1999 to December 2000, the outgoings of the EMS under these arrangements, including funding of co-ordination activities by the secretariat, the issue of two EMS Newsletters a year and other activities listed in the companion paper which begins with the Society's Mission Statement, but excluding outgoings on other self-funding activities, is likely to be close to

Salary, insurance and immediate staff costs	33 000 Euros
Travelling and other mission costs	10 000 Euros
Contribution to office expenses	2 000 Euros
Telephone, computing, office machinery	5 000 Euros
EMS Newsletter production costs	5 000 Euros
10% unforeseen contingencies	6 000 Euros
Balance on December 2000	3 000 Euros
<b>TOTAL</b>	<b>64 000 Euros</b>

The income for the period will partly depend on the total number of members in all our Societies taken together. On the basis of 8000 members, however, the income expected between September 1999 and December 2000 is likely to be close to

From all Member Societies (1 Euro/year/Member)	16 000 Euros
From permanent Members :	
DMG	10 000 Euros
RMS	10 000 Euros
SMF	10 000 Euros
From DMG as a special subvention :	18 000 Euros
<b>TOTAL</b>	<b>64 000 Euros</b>

**January 2001-December 2001**

Permanent Members should make a substantial contribution made by all Members.

**January 2001-December 2003**

All Members should pay an annual contribution of an amount per head of their membership (in all classes), proposed annually by the Council, amended if necessary by the annual General Meeting, and then agreed by the annual General Meeting.

**ACTION NEEDED**

1. All Members should notify the Executive Secretary, before 30 September 1999, of the number of members (of all kinds) they had on 31 December 1998. This figure will be used to fix the contributions for 1999 and 2000.  
Before 31 January 2000, all Members Societies should notify the EMS Secretariat of the number of members (of all classes) they had on 31 December 1999. Council will use these figures from Members in fixing the annual contribution for the year 2001, and so *mutatis mutandis* until December 2003 or until a General Meeting, having heard the advice of Council, decides otherwise.
2. EMS should pass a formal resolution, deciding to open an account at the seat of the Society with an international bank with branches in the main European capitals, and then to open the account. The bank will require a formal resolution :
3. The Secretariat of the Society will need guidance on what constitutes prudent practice in managing the financial affairs of the Society :