

3<sup>rd</sup> EMS General Assembly  
Budapest, Hungary, 27 September 2001  
Minutes  
approved by the Forth EMS General Assembly

*Notes. A.: All votes are denoted as (x/y/z) wherein x is the number of votes cast in favour, y is the number cast against a point voted upon and z is the number of abstentions. These minutes follow the points of order according to the agenda.*

*B: The quorum of 10 Members present was met.*

**Present:**

**Entitled to vote**

Pal Ambrozy (MMT, Budapest), Tage Andersson (SMS, Sweden), Alica Bajic (HMD, Zagreb), Jan Bednar (CeMS, Praha), Renato Carvalho (APMG, Lisbon), Tanja Cegnar (SMD, Ljubljana), Stanley Cornford (EMS Treasurer and Vice-President, RMS, Bracknell), Otilia Diaconu (SMR, Romania), Raino Heino (GS, Helsinki), Dragan Radovanovic (MDS, Belgrade), Seiji Kruizinga (NVBM, Wageningen), Nicholas Prezerakos (HMH, Athens), René Morin (EMS President, SMF, Paris), Fritz Neuwirth (EMS Vice President, ÖGM, Vienna and observer, ZAMG, Vienna), Alex Rubli (SGM, Zurich and observer, MeteoSwiss, Zurich), Pavel Stasny (SMS, Slovakia), Werner Wehry (DMG, Berlin).

**Observers/Guests**

Francois Duvernet (Météo France, Toulouse), Ingemar Eriksson (AerotechTelub AB, Växjö), Erkki Jatila (GS, Finland), Ingmar Karro (SMHI, Norrköping), Dimitris Katsimardos (HMH, Athens), Richard Pettifer (RMS, Reading), Aranka Maller (MMT, Budapest), Ivan Obrusnik (CHMI, Praha), Helena Vondrackova (CeMS, Praha), Jon Wieringa (EMS Vice-President, NVBM, Wageningen).

**In attendance:** Arne Spekat (EMS Executive Secretary, Berlin)

Beginning: 14:00 End: 16:00

**1. Welcome**

The EMS President René Morin chaired and formally opened the 3<sup>rd</sup> EMS General Assembly. Following the decisions at the 2<sup>nd</sup> General Assembly in Cambridge, this Assembly has substantially grown in size owing to the fact that EMS has a growing number of Associate Members. Highlighting the 2001 Council and General Assembly was the fact that it took place during the joint ECAM/EMS First Annual Meeting and the fact that a number of EMS Committees were founded, which start their activities immediately. Thus EMS has evolved from the period when it was starting to live into the next phase, when it will start to act.

Subsequently, representatives and observers present then briefly introduced themselves.

**2. Acceptance of the Agenda**

The Agenda, as it was presented to the Council Meeting was adopted by a vote of (17/0/0).

**3. Acceptance of the Minutes of the 4<sup>th</sup> Council Meeting**

The Minutes of the 2<sup>nd</sup> General Assembly (then: General Meeting) in Cambridge were accepted by a vote of (17/0/0).

**4. Reports by EMS Officers and Councillors**

Brief summaries of reports distributed prior to the Council Meeting were given and shall not be repeated here. The EMS President congratulated Vice-President Jon Wieringa, who recently became Honorary Member of NVBM.

**5. Membership**

**a) Welcome of new Members**

An invitation for the Serbian Meteorological Society had been extended by the 4<sup>th</sup> EMS Council Meeting in Praha. The 3<sup>rd</sup> EMS General Assembly formally welcomed and greeted MDS as a new Member. Resolution 11 with respect to this welcoming was passed by a vote of (16/0/1).

#### **b) Welcome of Associate Members**

Since the last General Assembly, eleven Associate Members have joined EMS, three more being in the application process. The EMS President read the categories and names of the Associate Members and welcomed their observers to this General Assembly. However, further initiative of all Members must be undertaken. The EMS President asked the Assembly to submit names of candidates which could possibly become Associate Members.

#### **c) Invitation to the Meteorological Society of the Former Yugoslav Republic of Macedonia (FYROM) to join EMS**

Unanimously welcomed and acknowledged as a potential new Member in EMS, the General Assembly extended an invitation to the Meteorological Society of the Former Yugoslav Republic of Macedonia (FYROM) "Met Mak" to join EMS. The aforementioned name shall be used when referring to this Society. Resolution 12 was voted (17/0/0).

### **6. EMS Committees**

Following the activities of Working Groups which devised the respective Terms of Reference, four EMS Committees have been formally launched during the 5<sup>th</sup> EMS Council Meeting in Budapest. The full lists of Chairs, Co-Chairs, Members and Secretaries are expected to be available in early December 2001.

#### **a) Accreditation**

As a precursor activity to this Committee's work a joint RMS-EMS Seminar on Accreditation had been held 11 July 2000 in Cambridge. Printed copies of a report, compiled by the EMS Executive Secretary, are available from the EMS Secretariat in Berlin. The report and the results of a study in the United Kingdom are also available through the EMS Web Site

Report: [http://www.emetsoc.org/accreditation\\_seminar.html](http://www.emetsoc.org/accreditation_seminar.html)

Study: [http://www.emetsoc.org/accreditation/m\\_g\\_study\\_title.html](http://www.emetsoc.org/accreditation/m_g_study_title.html)

#### **b) Education**

The Committee's Chair, Jon Wieringa pointed out that education-experienced Committee Members with some available time would be needed and that he is asking the EMS Members for nominations of persons. A proposal for a EU-SOCRATES project was submitted in June 2001 by an EMS working group consisting of Charles Duncan (Edinburgh University), the EMS Executive Secretary and himself, and by December 2001 the EU will inform EMS whether the proposal is accepted. It was pointed out that the work for this project might become one of the crucial activities of this Committee, and that, no matter what the EU's decision will be, a participation in the EWOC Conference 2003 in Madrid will become the Committee's first milestone.

#### **c) Meetings**

This Committee will shape EMS' image as well as its financial prospects. Organizing, harmonizing and co-ordinating Meetings is one of the core expectations of EMS. René Morin will belong to this Committee.

#### **d) Media**

This ambitious Committee, chaired by Tanja Cegnar (President of the Slovenian Meteorological Society and TV weather presenter, herself) will have to draw from a variety of sources, some of them being outside of the EMS Community. Here, the crucial factor is EMS neutral and independent stance. The EMS President pointed out that EMS has been approached by AMS and WMO to co-organize a Media Conference - first proposed to be held in 2003, now planned for 2004. Moreover, contacts with IABM President Fleming, and past IABM President Niedek have been established.

### **7. Finance and Planning**

#### **a) Report of the Treasurer**

The EMS Treasurer presented an overview on the Society's financial situation, and graphs of the Society's cash flow and the expected income in the following years. It should be noted that, owing to regulations which are in conjunction with EMS' tax-favoured status as a registered charity in Germany, it is necessary to ear-mark money each year for the use in a subsequent fiscal year. This ear-marking is an acceptable and common practice in Germany, though the money has to be spent in "near-real time". Building up a base of risk capital to cushion financial side-effects of conferences will have to be

clarified with a German tax advisor. Founding a separate body which will then deal solely with Conference Organization is difficult, since the organization of Meetings is a central goal of EMS according to the Constitution and the tax-favoured status requires such activities.

The Treasurer reported about the decision of the EMS Council to keep the current fee structure until further notice.

Resolution 13 with respect to the Treasurer's report was voted (16/0/1).

## **b) Prospects for 2002 and 2003**

The EMS President pointed out that among the activities of EMS in the near future the following priorities should be kept: (i) Organizing Conferences, maintaining good relationships with AMS and EGS; attracting further Members and Associate Members; (ii) launching activities along the lines of the EMS Committees; (iii) keeping up the information flow and launching or maintaining publication activities; (iv) updating ECTOM, supporting young scientists and participating in a network of employment opportunity information (started by RMS at their web site).

As for the 2<sup>nd</sup> Annual Meeting of EMS, several details need to be clarified, yet a common future of the Annual Meetings relies on linkages with European Conferences, such as ECAM, ECAC, ICAM, EUROTORNADO and ERAD, to name a few. Proposals concerning the format of the ECAC/EMS2, to be held in Brussels, 22-25 October, 2002 need to be finalized. Owing to administrative constraints, a probable arrangement will include a joint opening session of both conferences and one afternoon for EMS. The topic for EMS' share of the common conference was proposed to be "Climatic variability and the European Economy". An attribution to natural vs. anthropogenic climate change is not foreseen. The conference announcement flyer is to be drafted and printed rather soon. EMS will further add to the conference by recruiting exhibitors.

A first milestone for the EMS Meetings Committee will be the 6<sup>th</sup> ECAM/3<sup>rd</sup> EMS Annual Meeting, to be held in Italy 2003, possibly incorporating one or more other European Conferences.

Other conferences in the near future include the conference series on *Mountain Meteorology* (alternately held in the USA and Europe, the next is in early spring 2002 in Utah), to which the EMS Executive Secretary will be "lent" as organizational support. The *EWOC 2003* Conference in Madrid has been mentioned in Section 6b. Another important conference with possible EMS participation is to be held in Brussels in 2003, when *150 Years of Maritime Meteorological Conferences* will be celebrated. Future EMS Councillor Renato Carvalho (APMG, Lisbon) announced that his Society would be willing to add to the historic dimension of this conference since in that same year (1853), geophysical instrumental records started in Portugal.

Among the activities of EMS in the near future will also be that Committees on Other Aspects of Meteorology (working title, a Working Group to draft Terms of Reference is chaired by Stan Cornford, Bracknell) and on Publications (a similar Working Group, probably chaired by Mike Phillips - EUMETSAT, Darmstadt) will be launched in 2002. A Panel for a Young Scientists' Award is described in Section 8.

## **8. Young Scientists' Award**

One of the options to co-sponsor conferences in cash and kind will be an award given to outstanding young scientists. As an initial action, an award of 2000 Euros will be given for the first time in 2002. The details are left to a Working Group set up by the EMS Council to draft Terms of Reference for a Young Scientists' Award Panel (chaired by Werner Wehry, Berlin).

It was pointed out that such a Young Scientists' Award should take into account existing awards of similar type (e.g., by WMO). A distinct EMS approach might be to include the requirement that the recipient of the award will receive it upon invitation to an EMS Conference.

## **9. Rules of Procedure for the General Assembly**

With very slight modifications the Rules of Procedure, distributed with the General Assembly's Working Papers will serve as the fundamental set of Rules. It should be noted, however, that the EMS terminology will henceforth include the word "Bureau" for the President and the Vice-Presidents.

Resolution 14 was voted (17/0/0) in favour of the acceptance of the presented Rules of Procedure for the General Assembly.

## **10. Any other business**

### **a) Honorary Companionship**

The EMS Executive Secretary presented the idea of a Honorary Companionship (the term "Membership" being assigned to Societies, Organizations, Weather Services, Companies etc.). So far, linking

particular dedicated and honourable individuals with EMS had not been introduced, and the idea will be further discussed.

**b) Miscellaneous**

Each participating Member or Associate Member was presented with a copy of the European Meteorological Calendar (sponsored by DMG) and a copy of the recently published Book of Lectures from the Commemorative Symposium "50<sup>th</sup> Anniversary of Numerical Weather Prediction" (sponsored by EMS).

The representatives were reminded that the exchange of Bulletins from their Societies/Companies/Organizations and the submission of material to be published in the EMS Newsletter and the EMS web site needs to be encouraged.

**11. Time and place of the next Council Meeting**

The next General Assembly will take place in Brussels October 2002 during the ECAC/EMS2-Conference.

René Morin closed the 3<sup>rd</sup> EMS General Assembly at 16:00

*Arne Spekat, 21 November 2001*

## **RESOLUTION 11**

This General Assembly welcomes the Meteorolosko drustvo Srbije as new EMS Member.

## **RESOLUTION 12**

This General Assembly of the European Meteorological Society decides to invite the Meteorological Society of the Former Yugoslav Republic of Macedonia (FYROM) to join EMS.

## **RESOLUTION 13**

This General Assembly approves the Financial Report of the Treasurer.

## **RESOLUTION 14**

This General Assembly decides to accept the modified Rules of Procedure of the EMS General Assembly as they were updated at the Council Meeting in Budapest, 27 September 2001.

REVISED EMS GENERAL ASSEMBLY RULES OF PROCEDURE - 21 AUGUST 2001, with amendments made during the 5<sup>th</sup> EMS Council Meeting, 27 September 2001.

Representatives of European Meteorological Societies assembled at Budapest, Hungary, 27 September 2001, under Article 5.1 of the Constitution of the European Meteorological Society (EMS) adopted the following modified Rules of Procedure for the General Assembly of the Society:

### **Composition of the General Assembly**

#### **Rule 1**

Before each General Assembly, 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 Assembly.

#### **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 Assembly, and which Society (to be known as a Representative Society) shall represent them all in the votes (see Rule 16).

#### **Members**

#### **Rule 3**

Membership of the EMS begins on the day that a Society is elected by Council. Associate Membership of the EMS, as defined under Article 3.5 of the EMS Constitution, begins on the day that the Associate Member is elected by a vote of at least two-thirds of the Council.

#### **Rule 4**

Annual subscriptions of members refer to the full year beginning January 1st, and become due each year for new members on election and for current members on invoicing by the Executive Secretary. Annual subscriptions of Societies leaving the EMS will not be refunded. Member Societies, whose subscription is more than twelve months overdue, revert automatically to observer status until back subscriptions are paid.

## **Observers**

### **Rule 5**

The General Assembly allows observers to attend an Assembly session. Apart from representatives of Member Societies which are too much behind in payment of their subscription (see Rule 4), these observers should be in one of the following categories:

- (i) representatives of Associate Members of the EMS;
- (ii) representatives of non-European Meteorological Societies;
- (iii) representatives of European Meteorological Societies which are not Members of the EMS;
- (iv) chairpersons of committees established by the Council or General Assembly;
- (v) representatives of organizations which the Council has decided by a simple majority vote to invite to a particular General Assembly;
- (vi) experts whom the Council has decided by a simple majority vote to invite to a particular General Assembly.

### **Rule 6**

A General Assembly may invite observers of the categories (v) or (vi) of Rule 5 to attend all subsequent sessions of the General Assembly until the invitation is withdrawn.

### **Rule 7**

The conditions under which observers may attend a General Assembly of the Society are as follows:

- (i) a notification of the attendance of an observer must be in hands of the Executive Secretary before the opening of the General Assembly;
- (ii) an observer shall speak only when invited to do so by the Presiding Officer. An observer may be invited to comment on motions but shall not propose or second them;
- (iii) an observer shall not have a vote;
- (iv) an observer shall not attend any part of the Assembly which is held in camera;
- (v) an observer may be provided with appropriate documents at the discretion of the Executive Secretary.

### **Rule 8**

A General Assembly in session may, in particular cases, add to or modify the conditions listed in Rules 5, 6 and 7 for that session by a two-thirds majority vote.

## **Convocation and agenda of the Assembly**

### **Rule 9**

The President shall convene the General Assembly 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 10**

The agenda for a General Assembly shall be decided by the Assembly, 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 9 or Rule 12.

### **Rule 11**

Notice of the convening of a General Assembly, and the provisional agenda, shall be sent to all Member Societies as soon as possible and at least six 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 three weeks before the date of the Assembly, 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 12

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 Assembly. Such proposals should be addressed to the President, through the Executive Secretary, accompanied by explanatory memoranda in the English language. They shall, if received at least two weeks before the Assembly, be sent out by the Executive Secretary to the Member Societies.

#### Rule 13

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

### **Quorum**

#### Rule 14

Under Article 5.1.2 of the Constitution, the presence of ten Representative Societies shall constitute a quorum at a General Assembly, except that, in addition, one of those present shall be one of the officers of the EMS. If an Assembly has less than ten Member Societies present, or no officer of the EMS is 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 15

In addition to exercising any power conferred upon him elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 14 and 31) shall open and close the Assembly, 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 the Assembly. 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 an Assembly.

#### Rule 16

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 17

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 18

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

#### Rule 19

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

#### Rule 20

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 29 and 30). 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 36, 37, 38, 39, 40 and 41).

#### Rule 21

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

#### Rule 22

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 18.

#### Rule 23

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

#### Rule 24

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 25

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.

#### Rule 26

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 27

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

#### Rule 28

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 29

The following proposals shall have precedence in the following order over other proposals before the Assembly: a) to suspend the Assembly; b) to adjourn or to close the Assembly; c) to adjourn the debate on the item under discussion; d) to close the debate on the item under discussion; e) to discuss a point of order (see Rules 20, 21, 22 and 28).

#### Rule 30

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 (see Rule 48) is held. The Presiding Officer shall not permit the delegate raising the point of order to explain his vote.



Rule 31

If for any reason the President resigns or is unable to carry out his functions, the senior Vice-President present shall have the same powers and duties as the President. If no other officer of the EMS is present at a General Assembly, it has no quorum (see Rule 14).

Rule 32

Persons with a financial or personal interest in the outcome of any debate should declare it to the Assembly and neither speak nor vote in that debate. The Executive Secretary shall normally leave the room when his employment, conduct, 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 the Executive Secretary before the end of the Assembly by the Presiding Officer, and shall be included in the minutes of the Assembly prepared by the Executive Secretary.

### **Publicity of the Assembly**

Rule 33

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

Rule 34

In case of a session to be held in camera, the session shall be strictly restricted to Representative Speakers and to those persons whose presence the General Assembly as a whole has agreed to.

Rule 35

Public statements on behalf of the EMS as a whole upon the proceedings and conclusions of a General Assembly 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 Assembly.

### **General Rules for Voting**

Rule 36

Unless otherwise specified in the Constitution or these Rules of Procedure, all decisions of a General Assembly 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

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

Rule 39

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 40

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

Rule 41

If an equal number of votes is cast for and against a simple-majority proposal, or 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 the EMS that it has been prevented from attending the vote by force majeure. In the latter case the Presiding Officer shall have no casting vote and the decision shall be postponed.

**Rule 42**

For the purposes of Rules 40 and 41, it shall be decided by a simple majority what constitutes force majeure (see Rules 36, 37, 38 and 39) .

**Rule 43**

The Presiding Officer shall decide which matters are financial (see Rule 38).

**Rule 44**

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

### **Voting at the General Assembly**

**Rule 45**

At the beginning of each General Assembly, 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 14 above .

**Rule 46**

Voting shall normally be by show of hands of Representative Speakers, and its summary results shall be recorded in the minutes of the Assembly. However, any Representative Speaker may request a vote by roll-call, which shall be taken in alphabetical order of the full names of the Member 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.

**Rule 47**

At the request of at least two Representative Speakers present at the Assembly, 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 Assembly from among the delegates present to count the votes, assisted by the Executive Secretary or other person chosen by the Assembly.

**Rule 48**

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

### **Voting by Correspondence**

**Rule 49**

A vote by correspondence is a ballot, that can be called by the President at any time between sessions of the General Assembly at the request either of at least two Representative Member Societies or of a majority of the EMS bureau, which consists of the President and the Vice-Presidents, provided that the matter has been discussed in Council and the minutes have been circulated.

**Rule 50**

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 51**

Votes by correspondence must be received exclusively 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, and votes circulated to others than the Executive Secretary alone, shall be considered invalid.

#### Rule 52

The quorum for voting by correspondence shall be the same as that required for a General Assembly. If the number of replies received by the Executive Secretary during the 30 days' period specified in Rule 51 does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be re-submitted at the next General Assembly, or submitted for a decision of the Council.

#### Rule 53

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. After this notification, this designation of particular individuals shall continue until the Executive Secretary is notified otherwise.

#### Rule 54

In addition to the provision of Rules 2 and 53, when 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 55

A statement certifying the results of the voting by correspondence shall be established by the Executive Secretary. The Executive Secretary shall retain the voting slips until the end of the subsequent General Assembly.

#### Rule 56

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.

### **Minutes and Documents**

#### Rule 57

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

#### Rule 58

The Executive Secretary shall prepare a list of decisions and the minutes, giving the substance of the discussion and the decisions taken at each session of the General Assembly. The decisions and the minutes shall be distributed as soon as possible, certainly within three weeks, 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 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 59

The Executive Secretary shall distribute the finally approved Minutes as rapidly as possible to all

Member Societies and other participants in the Assembly. The texts of all resolutions and recommendations made by the Council, and a list of decisions, shall be annexed.

## **Council**

### **Rule 60**

The Council established under Article 5.2 of the Constitution shall report to an annual General Assembly.

Finalized minutes of the General Assembly and of sessions of Council shall be distributed to all Member Societies at the same time as to members of the Council.

### **Rule 61**

The Council, under Article 5.2 of the Constitution shall establish and record its own Rules of Procedure.

These shall, however, be consistent with the Constitution and with these Rules of Procedure of the General Assembly.

### **Rule 62**

The Council is authorized to establish subsidiary bodies as it sees fit, subject to overall financial constraints decided by the General Assembly, and to approve the Terms of Reference of these subsidiary bodies. Bodies subsidiary to the Council shall, whenever possible, carry out their work by correspondence.

### **Rule 63**

Travel and subsistence expenses of persons attending the General Assembly, and of meetings of bodies established by it and by Council, shall normally be borne by their own Societies. Deviations from this rule should be agreed to in advance by the establishing Council or General Assembly.

### **Rule 64**

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

### **Rule 65**

Bodies established by the Council shall submit annual reports to the Council.

### **Rule 66**

Unless otherwise specified by the body setting it up, the Rules of Procedure applicable to the General Assembly apply to the proceedings of any bodies set up by the General Assembly, and the Rules of Procedure applicable to the Council apply to the proceedings of any bodies set up by the Council.

## **Secretariat**

### **Rule 67**

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 Assembly 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 Assembly and of the Council, and carry out any other tasks the General Assembly 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 the General Assembly, sessions of the Council and subsidiary bodies set up by either, at the discretion of the General Assembly;
- (e) make arrangements for the General Assembly and sessions of the Council;
- (f) organize and perform the secretarial duties at the General Assembly 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 60; provide any public information service that the Council may consider necessary for the EMS;
- (h) if agreed with the President, act as the Society's interface with its legal advisers in any legal matters which may arise.