

7<sup>th</sup> Meeting of the EMS Council  
Brussels, Belgium, 12 November 2002  
Minutes approved by the 8<sup>th</sup> Council Session

*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 7 Councillors present was met.*

**Present:**

**Councillors**

Stanley Cornford (EMS Treasurer and Vice-President, RMS, Reading), Tomas Halenka (CeMS, Praha), Raino Heino (GS, Helsinki), René Morin (EMS President, SMF, Paris), Hans Richner (SGM, Zurich), Werner Wehry (EMS Vice-President, DMG, Berlin), Jon Wieringa (EMS Vice-President, and chair of the EMS Education Committee, NVBM, Wageningen).

Apologies: Alica Bajic (HMD, Zagreb), Henrique de Oliveira Pires (APMG, Portugal)

**Observers/Experts/Guests**

David Axford (guest, chair of the EMS Accreditation Committee, RMS, Reading), Tanja Cegnar (guest, chair of the EMS Media Committee, SMD, Ljubljana), Dominique Marbouty (guest, chair of the EMS Meetings Committee [from 14:50]), Stefano Micheletti (observer, OSMER, Palmanova – for the Service Providers), Mike Phillips (observer, EUMETSAT, Darmstadt), John Thompson (Observer, WNI Ocean-routes, Aberdeen - for the companies)

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

Beginning: 14:00 End: 18:00

**1. Welcome**

After a welcome address by René Déjaiffe, Secretary-General of the Société Royale Belge d'Astronomie, de Météorologie et de Physique du Globe (SRBA) the 7<sup>th</sup> Meeting of the EMS Council was chaired and formally opened by the EMS President, René Morin. Councillors, observers and guest 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 (7/0/0).

**3. Acceptance of the Minutes of the 6<sup>th</sup> Council Meeting**

The Minutes of the 6<sup>th</sup> Council Meeting in Paris were accepted by a vote of (7/0/0).

**4. Reports of the EMS Bureau**

Brief summaries of reports distributed prior to the Council Meeting were given and shall not be repeated here. It should be noted, though, that the EMS President during his stay at the Severe Weather Conference (ECSS) in Praha 2002 announced that the next ECSS in Léon will be an EMS Meeting. It is necessary to discuss with local Léon organizer Jose Luis the level of involvement of EMS. Furthermore, with respect to the conference to celebrate the 150<sup>th</sup> Anniversary of the first Meteorological Conference, to be held 2003 in Brussels, it was decided that Stan Cornford will be the interim liaison.

**5. Reports of the EMS Committees**

*Accreditation:* The Committee Chair David Axford underlined that the funding situation is rather problematic and prevents the Committee from becoming more active. The European Union had been approached to receive funding. It might take some time until actual grants are given. Council suggested that the directorates of the EU should be contacted as well. For a startup funding, sources from the U.K. might be contacted as well.

*Awards:* The Chair Werner Wehry reported that five Student's Travel Awards of 500 Euro each were presented by the EMS Councillor Hans Richner at the AMS Mountain Meteorology Conference in Utah. The procedure, i.e., to have Societies nominate candidates for the Awards should be kept. Acquisition of industry sponsorship for further awards is a good way, as the example of AMS shows, to gain visi-

bility. The money available for 2003 will be spent on Awards given at the EWOC Conference in Madrid and at the ECAM in Rome. It was furthermore suggested to publish the names of those who received an award in the EMS Newsletter.

*Education:* The Committee Chair Jon Wieringa reported that since April 2002, the Committee is complete. An initial workshop of the Education Committee takes place on 16 November 2002. One of the major items being the contribution of the Education Committee to the EWOC Conference in Madrid.

*Media:* The Committee Chair Tanja Cegnar reported that due to the wide-ranging special community this Committee is dealing with, a larger number of representatives from Associate Members and from non-EMS-Members are required to make it workable. It is doubtful whether it is sufficient to have these as observers. The response to the questionnaire could have been better, yet a comprehensive list of Committee Members was presented at Council. With respect to the location of a meeting of the Media Committee it may be worthwhile to go to the Festival de la Météorologie, which is among media participants; however, for the sake of higher visibility in a wider community, holding such a meeting in conjunction with the 3<sup>rd</sup> EMS Annual Meeting in Rome is even more favourable. It was underlined that, due to the unique background, Tanja Cegnar is the right person to chair the Committee.

*Meetings:* The Committee Chair, Dominique Marbouty, pointed out that the crucial question for EMS is what the balance between running its *own* conference and becoming the focus for already existing conferences should be like. EMS had requested and the ICWED directors had accepted that future ECAM and ECAC conferences are organized by EMS, co-operating with existing Programme Committees; therefore the way is paved for a shift in the structure of the EMS Annual Meeting. It will develop from the current top-down into a bottom-up conference. The 3<sup>rd</sup> Annual Meeting in Rome 2003 marks a transition phase. Its strategically oriented topic will involve a wide spectrum of players, including national and regional Weather Services, as well as companies. A letter of invitation will have to be drafted and sent by mid-December 2002. Though it may be a rather early stage to approach users like airlines or energy companies it is expected that this group will be included in future EMS Annual Meetings. As for the Round Table, which may be jointly held with ECAM, a composition which balances representatives from the private and the public sector is envisaged. Suggested topics were: "What do you expect from EMS?" or "Challenges to EMS in the next decade?" though the decision remains with the Meetings Committee. From 2004 on, the EMS Annual Meetings will be co-organized with the Copernicus organization, which has linkages to the European Geosciences Union (EGU), the successor of EGS. A meeting with the EGS/EGU Secretary, Arne Richter, on planning details will take place in mid-January 2003. Clearly, there is a great advantage in having a constant organizational structure compared to the current state with a constant **change** in organizing bodies of, e.g., ECAC or ECAM. Council voted (7/0/0) in favour of the continuation of this process.

*Publications:* Mike Phillips of EUMETSAT presented updated and modified Terms of Reference for an EMS Publication Committee. Resolution C38 was passed by a vote of (7/0/0), and thus an EMS Publications Committee was established. The EMS President thanked Mike Phillips for all his efforts and underlined the future importance of the work of this committee. He will chair the Committee only for an intermediate time since he is retiring from EUMETSAT. His successor in the Section of Publications and Conferences at EUMETSAT will be David Williams.

*Strategic Development Group:* Stan Cornford presented the idea of a "think tank" within EMS. It may be that its tasks are not unlike that of the EMS Bureau, yet the proposed group is something more solid. Resolution C39 was voted (6/1/0).

## 6. Membership

### 6.1 New Members

The EMS Executive Secretary reported that since the last Council Meeting the following Members joined EMS: The Meteorological Society of the Former Yugoslav Republic of Macedonia (FYROM) "Meteo Mak", the Unione Meteorologica del Friuli-Venezia Giulia (UMFVG) which is the Meteorological Society of the Friuli region and Forskerforbundets meteorologiforening (FM) from Norway. With respect to potential future EMS Members the situation is as follows:

*Bulgaria:* The application of the Aviation Meteorology Club which is the Society of Air Navigation Meteorologists in Bulgaria was welcome. Early on, there was an interest from Bulgaria, expressed at the EMS foundation in Norrköping to join EMS. Council voted (6/1/0) with respect to Resolution C40. A provision that the annual fee is **1 Euro per individual member of the Member Society** was added.

*Spain:* With the application of a regional Society - Associació Catalana de Meteorologia (ACAM) - and a topical Society - Asociación Española de Biometeorología (AEB) - a setup comparable to Italy with

several Societies from one country will develop for Spain as well. Council underlined the necessity that any future Membership of Spain at Council will be by **one** representative. Resolution C41 and C42, respectively were passed by votes of (7/0/0) each. The EMS President will contact the AME President, Luis Balairon with respect to a letter he sent and which was read to Council.

*Denmark:* It was perceived almost as a relief that by its application for EMS Membership, the Danish Meteorological Society (DaMS) is closing a gap. The outstanding categorization of DaMS Members notwithstanding, accepting the application was favoured and Resolution C43 was passed (7/0/0).

## **6.2 Associate Members**

The EMS Executive Secretary reported that since the last Council the following Associate Members joined EMS: The UK Met Office and The Meteorological Service of the Friuli Region (OSMER). In fact, OSMER was sending an observer for the group of Service Providers to the Brussels Council. The Company VCS applied for Associate Membership and Resolution C44 was passed (7/0/0).

## **6.3 EMS Membership Drive**

One of the main activities of EMS is the identification and acquisition of new Members and Associate Members. The responsibility for such a process is proposed to be given to a small working group. Resolution C45 was passed (5/0/2) to establish a co-ordinator and a deputy for the EMS Membership Drive.

## **7. Agreements**

### **7.1 EMS-AMS**

The EMS-AMS Agreement has been signed on behalf of EMS by René Morin and on behalf of AMS by Rick Rosen, who came to Brussels as a special guest at the EMS General Assembly.

### **7.2 EMS-WMO**

The sheer fact that such an agreement will be established between WMO and EMS is a very good sign already. The presented text was accepted by a vote of (7/0/0).

## **8. Finances**

### **8.1 Financial Report**

The EMS Treasurer underlined that, as can be clearly seen from the cash-flow diagram, EMS has had a modest growth without taking a bank loan. The cash-flow management remains excellent. Since the reference points at the end of a calendar year are somewhat arbitrary, the amounts on the EMS annual accounts based on changes between on 31 December and the next are only to a degree reflecting EMS's positive budget situation.

### **8.2 Financial Planning**

The EMS Treasurer presented a budget forecast for the year 2003 and beyond. An active EMS must take the financial situation into account; making revenue and/or being aware of budget limitations is very important. An increase in the 2003 Media Committee budget to 4000 Euros was proposed, balanced by less money spent on invited speakers to the EMS Annual Meeting. Resolution C46 was voted (6/0/1).

### **8.3 Travel Rules**

In order to be even more cost-aware with respect to travelling on EMS missions, a new section was introduced to the EMS Travel Rules which deals with the use of "packages" offered by some travel agencies. Resolution C47 was voted (7/0/0). The use of such arrangements was encouraged.

## **9. Rules of Procedure for the EMS Council**

The EMS Vice President, Jon Wieringa took it upon him to revise and update the Rules of Procedure for the EMS Council. Except for Rule 6 which needed some rephrasing, the work was agreed at the previous Council in Paris. EMS thanked Jon Wieringa for the effort he made to improve and update the Rules and Resolution C48 was voted (6/0/1).

## **10. Composition of the EMS Bureau and Council**

### **10.1 EMS Past President**

In 2002, for the first time in EMS, the term of an EMS President ends. This position is not open for renewal. Since continuity is a very important factor, in particular for the EMS Bureau, it would be re-

sonable and feasible to foresee that the outgoing EMS President is offered the post of EMS Past President for at least one year after stepping down. Resolution C49 with respect to the establishment of a *Past President* post was voted (6/0/1).

#### **10.2 Election of a new EMS President**

Mere words cannot express the gratitude which EMS extends to its first President, René Morin, and his vision and activity to make the ideal of a European Meteorological Society become reality. Essentially, a mere Resolution does not match the scope of the transition. Yet, with passing Resolution C50 by a vote of (6/0/1), Werner Wehry, President of the German Meteorological Society became the second EMS President. Congratulations and all the best to him!

#### **10.3 The EMS Bureau**

The EMS Vice President and Treasurer and, above all, one of the founders of EMS, Stan Cornford, is ending his term as the RMS representative for EMS. He will, together with the first EMS President, remain active in the Strategic Development Group. Resolution C51 with respect to the composition of the new EMS Bureau was voted (6/0/1). Congratulations and all the best for successful work!

#### **10.4 EMS Council**

The composition of the new EMS Council from autumn 2002 on was proposed to the EMS General Assembly on 14 November, including proposed new Councillors Pal Ambrozy (MMT, Hungary), Otilia Diaconu (SMR, Romania) and Tomas Halenka (CeMS, Czech Republic).

#### **11. President Emeritus**

It was decided to leave to a subsequent session of the Council, when René Morin completes his term as Past President, the question of the creation of a post of President Emeritus as a particular honour.

#### **12. Miscellaneous**

No topics were proposed to be discussed under *Miscellaneous*.

#### **13. Time and place of the next Council Session**

The 8<sup>th</sup> EMS Council will convene in Berlin on 28 and 29 March 2003.

René Morin closed the 7<sup>th</sup> EMS Council Meeting at 18:00

*Arne Spekat, 23 December 2002*

## Resolutions

- C38 Setting up of a Publications Committee
- C39 Setting up of a Strategic Development Group
- C40 Proposal to GA to invite the Aeroclub of Bulgaria as a new Member
- C41 Proposal to GA to invite the Associació Catalana de Meteorologia (ACAM) as a new Member
- C42 Proposal to GA to invite the Asociación Española de Biometeorología (AEB) as a new Member
- C43 Proposal to GA to invite the Dansk Meteorologisk Selskab (DaMS) as a new Member
- C44 Invitation to VCS to become an Associate Member of EMS
- C45 Establishment of a Co-ordinator and a deputy for the EMS Membership Drive
- C46 Approval of the finance planning
- C47 Acceptance of the modified rules for travelling on EMS mission
- C48 Acceptance of the modified Rules of Procedure for the EMS Council
- C49 Establishment of an EMS Past President
- C50 Election of a new EMS President
- C51 Election of new EMS Vice Presidents and the EMS Treasurer

### RESOLUTION C38

The Council hereby establishes an EMS Publications Committee based on the following Terms of Reference. The initial Chair of this Committee will be Mike Phillips (EUMETSAT).

## European Meteorological Society Publications Committee

### Terms of Reference

#### Purpose

The Committee on Publications will recommend publication best practices and developments for the consideration of the EMS Council. The Committee shall pay attention to publications and practices already existing in Member Societies and other organisations in order to coordinate the development of an EMS policy aimed at facilitating the generation and distribution of scientific and technical information to a wide range of audiences.

#### Focus of activity

The Committee on Publications shall investigate and recommend activities within the following areas:

- The best publication practices used in Member Societies and other organisations;
- Web-based publication practices and possible coordination by the EMS;
- Cooperation with other Societies (outside EMS) on access to their publications;
- Provision of a catalogue and pricing information on Member Society publications and those of other Members;
- Publication distribution procedures used by Member Societies and other organisations;
- Linking of library catalogues of Member Societies and organisations and inter-library loan facilities;
- Production of specific EMS publications;
- Appropriate sources for production of EMS publications.

The Committee Members will not become involved directly with the publication process but will encourage the persons involved with publications in Member Societies and organisations to cooperate on sharing ideas and information of advantage to each other and also the EMS as a whole.

#### Rules of procedure

Members of the Publications Committee, including the Chair and vice-Chair are approved by the EMS Council for a period of two years and shall include at least one EMS Councillor. Members of the Committee, including,

Chair and vice-Chair shall be eligible for one or more subsequent terms. The Committee may propose new members to the EMS Council.

In an initial phase, the Publications Committee will be chaired by Mike Phillips (EUMETSAT) until 31 January 2003. The EMS Executive Secretary, Arne Spekat, will serve as a committee Member. The future composition will have to take into account the proposals of the initial Committee Chairman's successor and the EMS Members.

The Committee on Publications will work mainly through computer links and telephone but may hold face-to-face meetings when necessary. Such meetings should, when possible, be at the times of other EMS meetings such as Council, annual meetings and conferences.

The Committee on Publications shall report to the EMS Council.

The Committee on Publications may propose a revised Terms of Reference to the EMS Council in the light of experience.

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### **RESOLUTION C39**

The EMS Council sets up a Strategic Development Group with the following Terms of Reference.

1. The Bureau, consisting of the President, Vice-Presidents and Past President, if any, shall constitute a permanent Strategic Development Group.
2. The Group shall consider proposals put to it by the General Assembly, the Council, individual Member Societies or groups of Member Societies, individual Associate Members or groups of Associate Members, the Executive Secretary or its own members.
3. Each year, the Group shall report formally to the session of Council before the session held in association with that year's General Assembly, and at other times as may be appropriate.
4. As appropriate, the report shall make proposals and recommendations to Council for the future long-term development of the Society and for monitoring the progress of innovations previously approved by Council.
5. The existence of the group shall in no way impede the will or ability of Council to consider or frame its own consideration and approval of development plans, or its recommendations to the General Assembly.
6. The Group shall normally meet personally at least once a year.
7. The Treasurer shall make suitably economic financial provision for such meetings.

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### **RESOLUTION C40**

The EMS Council proposes to the EMS General Assembly to extend an invitation to the Aeroclub of Bulgaria to become an EMS Member under the provision that the Annual Fee at present will be one Euro per member.

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### **RESOLUTION C41**

The EMS Council proposes to the EMS General Assembly to extend an invitation to the Associació Catalana de Meteorologia (ACAM) to become an EMS Member.

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### **RESOLUTION C42**

The EMS Council proposes to the EMS General Assembly to extend an invitation to the Asociación Española de Biometeorología (AEB) to become an EMS Member.

### **RESOLUTION C43**

The EMS Council proposes to the EMS General Assembly to extend an invitation to the Dansk Meteorologisk Selskab (DaMS) to become an EMS Member.

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### **RESOLUTION C44**

The EMS Council invites the VCS Aktiengesellschaft Bochum to become an Associate Member.

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### **RESOLUTION C45**

In order to maintain focus on the development of the EMS Membership, in particular with respect to Associate Members, the post of a Co-ordinator for the EMS Membership drive shall be introduced. There shall be a deputy for the Co-ordinator. Both serve for terms of one year length, to be re-confirmed by the EMS Council. René Morin is elected as the first Co-ordinator and Raino Heino is elected as the deputy.

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### **RESOLUTION C46**

The EMS Council approves the financial planning document of the EMS Treasurer.

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### **RESOLUTION C47**

The EMS Council herewith accepts the modified rules for travelling on EMS Mission

#### **TRAVEL AND SUBSISTENCE ALLOWANCES FOR TRAVEL ON EMS DUTY**

##### **Eligibility**

1. Officers, Councillors, the Executive Secretary and any other member of the staff of EMS, whether permanent or temporary, and any person invited to perform a mission on behalf of EMS, shall be entitled to reimbursement of travel expenses.
2. Attendance at General Assemblies and sessions of Council by Officers of EMS and Representatives of Member Societies does not constitute travel on EMS duty under these rules. Member Societies shall bear the travel costs of their Representatives attending General Assemblies of EMS. Equally, the travel costs of Officers and representatives of Member Societies elected to Council attending sessions of Council shall also be borne by their respective Member Societies.

##### **Outward and return travel on EMS duty**

3. Travel on EMS duty shall be economy class, unless Council or the President has agreed exceptionally that a specially invited guest might travel in a superior class.
4. Travel shall normally be by the most economical route and means of transport. Exceptionally, and chiefly for paid employees of EMS, account may be taken of the value to EMS of time saved by using a somewhat less economical route and means of transport. See also paragraph 17 below.
5. Tickets or receipts for their purchase shall support each claim for reimbursement of actual travel costs by public transport by land, sea or air. Receipts shall also support claims for the repayment of taxi fares where the use of public transport was impracticable.
6. A kilometric allowance approved by Council, based on 75 per cent of that adopted by European governments operating within the "Co-ordinated Organizations" (CCG) shall apply if the use of a private car is necessary used and has been authorized by Council or the Executive Secretary. If a private car is used, the claimant agrees to carry passengers authorized by Council or the Executive Secretary at a rate of 10 per cent of the relevant kilometric allowance per passenger. Rates of kilometric allowance in different countries are shown in Annex I.

##### **Subsistence allowance**

7. The daily allowance is calculated to cover hotel bills, meals and normal miscellaneous expenses (such as journeys between hotel and office and local telephone calls) whilst on mission at the detached duty place. Exceptional expenses should be recorded and claimed separately. Other exceptions are set out in paragraphs 13 and 17 below.

8. Those on a properly authorized mission on behalf of EMS shall be paid one day's subsistence allowance for each completed 24-hour period of absence on mission. Except as provided in paragraph 16 below, they shall not be entitled to more than the full daily allowance for each complete 24-hour period of duty. The rates of daily allowance for missions in various countries are approved by Council from time to time and are based on those adopted by the CCG. They are set out in Annex II. The President of EMS shall belong to Group I. The other Officers and Councillors of EMS, and the Executive Secretary of EMS and any authorized Officers of Member Societies working on EMS business, shall belong to Group II. As a mark recognizing their voluntary efforts and contributions to EMS, the full daily subsistence allowance for Officers and Councillors of EMS, and any authorized Officers of Member Societies, shall be 75 per cent of the appropriate Group rate. Travel by others on mission on behalf of EMS shall be authorized specifically by Council, the President or the Executive Secretary who shall allocate a Group appropriate for each mission. Travel in Group I shall be rare and usually confined to distinguished invited guests.

9. No subsistence allowance shall be paid for periods of less than four hours.

10. When the period is between four and eight hours, one quarter of the daily rate shall be paid. This applies also to any period between four and eight hours in excess of any complete period of 24 hours.

11. When the period is more than eight and less than 24 hours, half the daily rate shall be paid. This applies also to any period between of more than eight and less than 24 hours in excess of any complete period of 24 hours.

12. When the period is more than eight and less than 24 hours and hotel accommodation is necessarily used, the full daily rate may be paid.

13. When EMS pays for duty travel and the fares include provision for meals or overnight accommodation, the daily rate of subsistence shall be abated by 15 per cent for each main meal and by 50 per cent for overnight accommodation provided for in the fare.

#### **Special rules for travel by train**

14. In calculating subsistence allowance for travel by train, a single notional standard period of two hours shall be added to the scheduled duration of each through journey, to allow for delays and for travel to and from the terminal railway stations.

#### **Special rules for travel by air**

15. In calculating subsistence allowance for travel by air, a single notional standard period of three hours shall be added to the scheduled duration of each through journey, to allow for delays and for travel to and from the terminal aerodromes and airports.

#### **Special rules for travel by ship**

16. In calculating subsistence allowance for travel by ship, a single notional standard period of four hours shall be added to the scheduled duration of each through voyage, to allow for delays and for travel to and from the terminal ports. When a claimant has been lodged and fed on board in the course of a voyage, the subsistence allowance shall be reduced by seven-tenths for each 24-hour period spent on board.

#### **Use of package arrangements**

17. The use of package arrangements covering accommodation and travel is encouraged when a saving of EMS funds is foreseen, whilst maintaining appropriate standards. When a package is used, and there is a calculated saving to EMS funds, the claimant shall receive, if applicable and on presentation of receipts,

- (i) terminal costs from home or office to the point at which the package is joined, plus
- (ii) transfer costs to the distant hotel, if not included in the package plus
- (iii) similar costs for the return journey, plus
- (iv) half the cost of the package, plus
- (v) half of all necessary local expenses not included in the package, plus
- (vi) half the regular air fare as authorized by the Treasurer, plus
- (vii) half the subsistence allowance calculated under paragraphs 7-16 and 18, plus



(viii) any exceptional unavoidable expenses, as in paragraph 7.

#### **Reimbursement of exceptional expenditure**

18. The daily subsistence rates shall cover normal expenditure whilst on mission, including local travel after first arrival at the mission workplace or hotel and before final departure, local telephone calls and so on. If, however, expenditure on accommodation (bed, breakfast and taxes) necessarily exceeds 60 per cent of the daily subsistence allowance, reimbursement of the excess amount partially or totally on presentation of vouchers and sufficient proof that the additional expense was unavoidable. This reimbursement shall not exceed 30 per cent of the daily subsistence allowance. Those expecting other expenses to be incurred in order to achieve the mission, such as long-distance telephone calls or the hire or purchase of equipment, should seek prior authorization; self-authorization may, however, sometimes be necessary. In all cases, claims for reimbursement of exceptional expenditure must be supported by vouchers.

#### **Rates of exchange of currency**

19. Claims shall be paid in a currency chosen by the claimant. However, the Euro is the basic currency in which the claimed amount is calculated. The rates of exchange used to calculate the amount to be paid shall be based on receipts of money changed by the claimant during the relevant period of duty. If these are not given, and in all other cases, the interbank exchange rate for that period shall be used.

#### **Preimbursement**

20. For properly authorized missions 90% of expected expenditure may be forwarded to the traveller before the mission on request.

#### **Banking charges**

21. Banking charges with respect to the reimbursement shall be borne by EMS.

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#### **RESOLUTION C48**

The EMS Council accepts the modified Rules of Procedure for the EMS Council.

#### **With a new form of rule 6 as of 1 November 2002 of revised RULES OF PROCEDURE OF THE COUNCIL OF THE EUROPEAN METEOROLOGICAL SOCIETY**

Representatives of European Meteorological Societies assembled at Norrköping, Sweden, 14 September 1999, founded a European Meteorological Society (EMS) with a Constitution stating in which way the EMS Council would get and adjust its necessary Rules of Procedure. The EMS Assembly at Cambridge, 11 July 2000, amended the EMS Constitution, and this necessitated appropriate adjustments of then existing Rules of Procedure. The following revised Rules of Procedure for the EMS Council are accepted by the EMS Council session in Brussels, 12 November 2002.

##### **Rule 1**

The Council may amend these Rules of Procedure at any time, subject only to their being consistent with the Constitution and with the Rules of Procedure of the Assembly.

#### **Composition of the Council**

##### **Rule 2**

Each Member Society elected at an Assembly to provide representation on the Council shall communicate to the Executive Secretary of the Society the name of the person who will represent it at the Council, together with the name of a deputy. For continuity, the Representative normally shall remain as long as possible, with a minimum of one year.

##### **Rule 3**

In addition to the provision of Rule 2, where a State has more than one Member Society and the Member Societies of that State have been elected by the EMS Assembly to serve on the Council, the Mem-

ber Societies in that State shall communicate to the Executive Secretary not later than eight weeks before each Council session which Society (to be known as a Representative Society) shall represent all the Member Societies of that State in Council, as well as the name of the person who will represent the Representative Society at the Council session, together with the name of a deputy.

#### Rule 4

Member Societies which have not paid their subscription for the current year shall not be eligible for election to the Council, neither, if already elected, shall they continue to provide a Representative to serve on the Council, nor to nominate one of their members for election as an Officer of the EMS. However, individuals from such Member Societies already elected as Officers shall continue to serve for the period for which they were elected.

#### Rule 5

Membership of Council begins at the first session of Council immediately following the Assembly at which a Member is elected. Newly elected Officers take post at the same time. Outgoing Officers continue in post until the beginning of this first Council session immediately following the election of their successor.

#### Rule 6

6.1 Associate Members who do not have permanent observer status as defined in article 5.2.7 of the Constitution are assigned by a Council vote to one of the following Council categories :

- (1) national or regional weather services;
- (2) meteorological manufacturers and companies;
- (3) meteorological service providers in the private sector;
- (4) major meteorological research and/or education institutes.

6.2 Each category selects amongst its members the Associate Member which shall represent them at the next Council session. The result of this selection is submitted to the Executive Secretary by the selected Associate Member not less than eight weeks before the next Council session. After this session, the selected Associate Member is responsible for organizing selection of the category representative for the following Council session.

### **Observers and experts**

#### Rule 7

7.1 The following persons are entitled to attend a Council session as observers :

- (i) single representatives of Associate Members with permanent observer status as defined in article 5.2.7 of the Constitution;
- (ii) single representatives of Associate Member categories as defined under Rule 6;
- (iii) chairpersons of Council committees as designated under Rule 61.

7.2 The Council may decide by a simple majority vote to invite persons of the following categories to attend one or more of its sessions as observers :

- (i) representatives of EMS Member Societies which presently are not serving on the Council;
- (ii) representatives of non-European Meteorological Societies, or of organizations with which EMS has cooperative agreements;
- (iii) experts whose presence is relevant to the current Council agenda.

7.3 The Council in session may decide by a two-thirds majority vote that observers invited under Rule 7.2 are invited to attend all subsequent sessions of the Council until the invitation is withdrawn.

#### Rule 8

The conditions under which observers can attend a session of the Council shall be as follows :

- (i) for persons to be invited under Rule 7.2 an invitation by the Council shall be formulated, and this must have obtained a simple majority vote at least three weeks before the Council session;
- (ii) for each person who will attend a Council session as observer, notification of his or her identity must be in the hands of the Executive Secretary before the session;
- (iii) observers shall not have a vote;
- (iv) observers shall not attend any part of the session which is held in camera;
- (v) observers may be provided with appropriate documents at the discretion of the Executive Secretary.

**Rule 9**

A session of Council may, in particular cases, add to or modify the conditions listed in Rules 7 and 8.

**Convocation and agenda of sessions of Council**

**Rule 10**

The President shall convene sessions of the Council both immediately preceding the annual Assembly session and at least once between any two Assembly sessions. Date and place are fixed by the Council, the decision being made by simple majority of the Representatives present and participating in the vote, or at the written request of Member Societies of at least two different States, the request to be addressed to the President through the Executive Secretary, stating the matters to be placed on the agenda.

**Rule 11**

The agenda for a session of Council shall be decided by the Council, 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 10 or Rule 13.

**Rule 12**

Notice of the convening of a session of Council, and the provisional agenda, shall be sent to all Representatives as soon as possible and, except for rare emergency sessions, at least six weeks before the date of the session. Any documentation relating to items on the provisional agenda should be sent to all Representatives as soon as possible and, except for rare emergency sessions, at least three weeks before the date of the session, in the English language. Any additional documents for consideration during the session should be sent to the Representatives as soon as they are available.

**Rule 13**

Any Representative of a Council Member may propose the addition of items to the provisional agenda at any time, but preferably at least two weeks before the beginning of the session. 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 session, be sent out by the Executive Secretary to the Representatives in the English language.

**Rule 14**

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

**Quorum**

**Rule 15**

Under Article 5.2.4 of the Constitution, the presence of seven Representatives shall constitute a quorum at a session of Council, except that, one of those present shall be an Officer of the EMS (see Articles 5.2.1 and 5.3 of the Constitution). If a session has less than seven Representatives present, or no Officer is present, it shall adjourn and reconvene one hour later. It shall adjourn in this fashion not more than twice. Any informal discussions which take place may be recorded and notified to the President by any one present.

**Conduct of debates**

**Rule 16**

In addition to exercising any power conferred upon him elsewhere in these Rules of Procedure, the Presiding Officer (see Rules 15 and 31) shall open the sessions, 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 sessions, and 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 session.

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 18, 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, Representatives 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 speaker raising a point of order nor any other speaker may speak on the subject under discussion until the point of order raised in the context of that subject 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, guided by 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 of a Council Member 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 of a Council Member 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 of a Council Member may propose at any time the adjournment or the suspension of the session. Such a proposal shall not be debated, but shall immediately be put to a vote.

#### Rule 28

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

#### Rule 29

The following proposals shall have precedence in the following order over other proposals before the session: a) to suspend the session; b) to adjourn or to close the session; 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, 26, 27 and 30).

#### 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 a vote. The Presiding Officer may permit Representatives to explain their vote, either before or after the count, except in cases where a secret ballot (see Rules 48 and 49) is held.

#### Rule 31

31.1 If for any reasons the President resigns or is unable to carry out his function, the most senior Vice-President present shall have the same powers and duties as the President. If no EMS Officer is present, the Council does not have a quorum (see Rule 15).

31.2 The sequence of seniority amongst the Officers is as follows: 1 - President; 2 - Treasurer and Vice-President; 3 - the older of the remaining two Vice-Presidents; 4 - the younger of the remaining two Vice-Presidents

#### Rule 32

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

### **Publicity of meetings**

#### Rule 33

Unless otherwise decided, session of the Council shall be held in private. On decision of the Council, the whole or a part of a session may be held in public or in camera.

#### Rule 34

Sessions shall be strictly restricted to Representatives and to those persons whose presence has been agreed to (see Rule 7).

#### Rule 35

Public statements on behalf of the Council upon the proceedings and conclusions of the Council shall be issued only by the President, a person authorized by the President or a person authorized by the Council. A first draft of the minutes of each session of the Council shall be sent to all Member Societies of the EMS within fifteen days of the conclusion of the session.

### **General rules for voting**

#### **Rule 36**

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

#### **Rule 37**

Unless otherwise specified in the Constitution or these Rules of Procedure, all decisions of the Council shall be determined by a simple majority of the votes cast for and against (see Rules 38 and 41).

#### **Rule 38**

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 39**

Financial matters shall be decided by a two-thirds majority of the votes cast for and against (see Rules 40, 41 and 44).

#### **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 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 has notified the Executive Secretary or President of EMS that it has been prevented from attending the vote by force majeure. Then the Presiding Officer shall have no casting vote and the decision shall be postponed.

#### **Rule 42**

In instances when a Representative is prevented from attending by force majeure, the Representative 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 simple majority (see Rules 37, 38 and 41).

#### **Rule 44**

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

### **Voting at Council sessions**

#### **Rule 45**

At the beginning of each session of Council, the Presiding Officer shall examine whether the number of Representatives present constitutes a quorum as defined in Article 5.2.4 of the Constitution and Rule 15 above.

#### **Rule 46**

Voting shall normally be by show of hands of Representatives. However, any Representative 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 of a Council Member shall be recorded in the minutes of the session of Council.

**Rule 47**

At the request of at least two Representatives present at the session, 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 Council from among the Representatives present to count the votes, assisted by the Executive Secretary or other persons chosen by the Council. Tellers shall write down their votes before they collect the votes of the other Representatives.

**Rule 48**

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

**Rule 49**

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

**Voting by Correspondence**

**Rule 50**

A vote by correspondence is a ballot, that can be called by the President at any time between sessions of the Council at the request of at least two Council Members. The invitation to vote can be sent around to the Council Members at once upon receipt of the request, if it concerns a matter which has been described earlier by the EMS Council in session as an urgent matter which should be settled in this fashion. For other matters, sending out an invitation to vote by correspondence must be preceded by sending around adequate information on the matter to be voted upon not less than 30 days earlier, so that Representatives who wish to exchange views on the matter can do so before the invitation to vote is sent out.

**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 exclusively by the Executive Secretary within 30 days of the date on which the invitation to vote was sent to Council Members. Votes received after that date, and votes circulated to others than the Executive Secretary alone, shall be considered invalid.

**Rule 53**

The quorum for voting by correspondence shall be the same as that required during a session of Council. If the number of replies received by the Executive Secretary during the period specified in Rule 53 does not reach the required quorum, the proposal shall be considered to be rejected; in that case it may, however, be re-submitted at the next session of Council.

**Rule 54**

A statement certifying the results of the voting by correspondence shall be established by the Executive Secretary. Unless instructed otherwise by the Council, the Executive Secretary shall retain the voting slips until the end of the subsequent Assembly or session of Council, whichever is the later.

**Rule 55**

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

**Rule 56**

Annually, the Executive Secretary shall request each Member with a Representative on the Council to confirm that the Representative and Deputy nominated under Rules 2 and 3 are authorized to vote by correspondence on behalf of the Member.

**Minutes and Documents**

**Rule 57**

Except in rare emergency sessions of the Council (see Rule 12), the Executive Secretary shall ensure that all documents distributed during, and intended for consideration in, a session of Council shall be distributed to participants in the session at least eighteen hours before the opening of the session at which they are to be discussed.

**Rule 58**

**Rule 58.1** The Executive Secretary shall prepare a list of decisions and summarized minutes, giving the substance of the discussions and the decisions taken at each session of the Council.

**Rule 58.2** The decisions and a first draft of the minutes shall be distributed within fifteen days of the end of the session to all Member Societies and to Representatives, 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 participants concerned. Those decisions and minutes, to which no objection in the English language has been made within thirty days of its postal dispatch, 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 to the first draft minutes shall be distributed to all Council Members.

**Rule 59**

The Executive Secretary shall distribute Minutes approved by the President as rapidly as possible to all Members, Representatives, and to such other participants in the session as the President may decide. The texts of all resolutions and recommendations made by the Council, and a list of decisions, shall be annexed.

**Annual Report to the Assembly.**

**Rule 60**

The Council shall make a Report, including an audited financial report, to each annual Assembly.

**Rule 61**

The Council is authorized to establish committees and other subsidiary bodies as it sees fit, subject to overall financial constraints decided by the Assembly. The Rules of Procedure of these subsidiary bodies should be broadly consistent with the Rules of Procedure of the Council and the Assembly. Nomination of the chairperson of the subsidiary body is subject to approval by Council. Subsidiary bodies shall, wherever possible, carry out their proceedings by correspondence.

**Rule 62**

Travel and subsistence expenses of persons attending sessions of Council, and meetings of subsidiary bodies established by the Council, shall normally be borne by their own Societies.

**Rule 63**

Bodies established by the Council shall submit annual reports, including financial reports if appropriate, to the Council.

**Rule 64**



Unless otherwise specified by the Constitution, by an Assembly or by the Council, the Rules of Procedure applicable to the Assembly apply to the proceedings of any bodies set up by either the Assembly or by the Council.

### **Bank Account**

#### **Rule 65**

There shall be a bank account at a bank in the country where the Society has its Seat (Constitution Article 5.5.3). Individual cheques and purchase orders on that account up to the amount decided by the Council, may be authorized by the Executive Secretary or one of the Officers of the Society (Constitution Article 5.3) alone. This restriction shall not apply to payments of salary according to the scale authorized by Council. Such payments may be authorized by one Officer or a single person designated by Council. Otherwise, cheques and purchase orders for amounts exceeding the limit set by Council are to be authorized by any two Officers, or any one Officer and the Executive Secretary.

#### **Rule 66**

The Treasurer and the Executive Secretary shall agree prudent rules and regulations for the financial management of the Society, which shall form part of these Rules of Procedure after approval by a Council session.

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### **RESOLUTION C49**

In order to ensure continuity in the EMS Bureau, the post of a Past President is herewith introduced. Upon resigning from his or her presidency, the EMS President will be offered to become Past President, bearing the same rank as a Vice President. The term is for one year and may be renewed.

### **RESOLUTION C50**

The EMS Council herewith elects Prof. Werner Wehry, President of the Deutsche Meteorologische Gesellschaft (DMG) as the next EMS President.

### **RESOLUTION C51**

The new EMS Bureau will henceforth consist of René Morin (SMF-France) as Past President, David Axford (RMS-U.K.) as Vice President and Treasurer and Raino Heino (GS-Finland) as Vice President.