

## **EXECUTIVE COMMITTEE (ExCom)**

### **RULES OF PROCEDURE**

The Executive Committee of EAEVE (*hereafter named ExCom*) is responsible to the General Assembly for the running of the Association. The ExCom is composed of the President and the representatives of the 8 geographical area groups.

The General Assembly shall define the responsibilities of the ExCom, and define and adopt its Rules of Procedure.

#### **Primary function of the ExCom**

- To represent the Establishments of the region in the ExCom.
- To keep in contact with the Establishments, to keep an up-to-date database, to inform the EAEVE Office of changes.
- To inform the Establishments of matters discussed in the ExCom and to collect their opinion.
- To initiate discussions on the matters raised by the member Establishments.

#### **Tasks and responsibilities of the ExCom**

- The ExCom is answerable to the General Assembly for the running of the Association. The particular responsibilities of the ExCom are:
  - To draft the Strategic Plan and, upon endorsement by the General Assembly, implement its actions;
  - To prepare the Agenda for the sessions of the General Assembly, the programme of activities and the budget;
  - To monitor the budget and propose the annual membership fee;
  - To implement the decisions of the General Assembly;
  - To ensure the smooth running of the Association between the sessions of the General Assembly;
  - To nominate the EAEVE members of ECOVE, CIQA and any Working Group;
  - To maintain and publish the evaluation status of member Establishments.
- The ExCom is in charge of studying any strategic data that should be considered to prepare further discussions between members and potential decisions by the GA.
- ExCom members may present proposals to the meetings of the ExCom.
- ExCom members may participate in Working Groups.
- ExCom members shall promote the work of the ExCom and EAEVE.

**ExCom RULES OF PROCEDURE**

Approved by ExCom on 21.06.2021

Approved by the GA on 30.09.2021

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**Nomination of ExCom Members**

- The General Assembly confirms the members of the ExCom, who shall be nominated by the members of the respective geographical groups during the General Assembly. Rotation amongst different countries is encouraged. Only representatives of approved/accredited, or conditionally approved/accredited Establishments are eligible for office in the ExCom.
- Each member of the ExCom must come from a different European geographical area group. Changes in groups' composition are decided by the ExCom in agreement with these Statutes.
- One of the ExCom members is proposed by the President and is elected by the GA as Vice-President of EAEVE,
- One of the ExCom members is elected as Treasurer of the Association.
- The ExCom members are appointed for a 2-year term by the General Assembly and may be re-appointed once.

**Meetings of the ExCom**

- The President shall call a meeting of the ExCom once a year at least and is responsible for drafting the Agenda.
- ExCom members should propose items to be included in the Agenda, either via email or prior to the adoption of the Agenda.
- Proposed items should be added to the Agenda if the majority of ExCom members support the item for discussion.
- Members of the Association may also submit items for discussion at the ExCom meeting, either through the regional representative or via email addressed to the EAEVE Office (in copy with the regional representative) two weeks before the next ExCom meeting at the latest. The date of the next ExCom meeting is published on the EAEVE website.
- During the decision-making process, ExCom members shall seek to reach consensus in order for implementation. In case a voting is inevitable, a decision shall be made by a simple majority of the members present and voting. Each member of ExCom shall have one vote.
- The members' expenses to attend ExCom meetings (travel and accommodation) will be paid by EAEVE.
- The Director of ESEVT may attend ExCom meetings *ex officio* as observer without voting rights.
- The staff of the EAEVE Office will also act as Secretary of the ExCom and will attend meetings *ex officio* without voting rights. The EAEVE Office is responsible for arranging meetings and writing the Minutes.
- Other *ex officio* members without voting right can be appointed by the ExCom.

The ExCom's Rules of Procedure and its activities shall be published on the EAEVE Website ([www.eaeve.org](http://www.eaeve.org)).

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**Tracking system**

**ExCom Rules of Procedure**

	Prepared by:	Reviewed by:	Approved by:
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Date:	March 2021	March –April 2021	21.06.2021

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