



Rules of Procedure

GENERAL ASSEMBLY

1. Notification of the arrangements for Ordinary Sessions of the General Assembly must be sent by the Secretariat to Members not later than eight weeks prior to the date of the Session.
2. The Final Agenda for an Ordinary Session of the General Assembly along with the papers must be sent by the Secretariat to Members not earlier than four weeks prior to the date of the session.
3. Members may propose to the President, either directly or by their Regional Representative on the Executive Committee, items for inclusion on the Agenda of an Ordinary Session, at any time other than during the four weeks preceding the relevant session.
4. The President may put additional items on the Agenda of an Ordinary Session, on the day of the Session, if he thinks it is appropriate and the Members agree. In cases of dispute the matter shall be decided by a ballot of those present. Items in response to papers, circulated by the President, will be accepted up to but no later than 2 weeks before the date of the session.
5. An Extraordinary Session of the General Assembly may be called by the President at any time provided the Notice for the Session and the Agenda are sent to members on the same date which must be more than two weeks before the date of the session.
6. Proposals for Modifications to the Statutes must be sent to the President, in writing, in time for inclusion on the Agenda of the next Session of the Assembly. The letter containing the Modification must be signed by a proposer and a secondary who are Full Members and come from different regions.
7. Any modification or change to statutes becomes effective immediately in the General Assembly in which they are approved.

EXECUTIVE COMMITTEE

1. Notification of the arrangements for Meetings of the Executive Committee must be sent by the President/Secretary to Members of the Committee not later than eight weeks prior to the date of the Meeting.
2. Members may propose to the President, either directly or through the other members of the Committee, items to be considered for inclusion on the Agenda of a Meeting, at any time other than during the four weeks preceding the relevant Session.
3. The President may put additional items on the Agenda of a Meeting of the Committee, on the day of the Meeting, if he thinks it is appropriate and the Members of the Committee agree. In cases of dispute the matter shall be decided by a ballot of those present.
4. The General Assembly can select items for inclusion on the Agenda of Meetings of the Executive Committee.
5. Only constitutional Members of the Executive Committee will have the right to vote should a ballot be necessary.
6. All officers of EAEVE must still have a current employment at a Establishment in question ie an official function ends upon retirement, completing the mandate.