

COMMISSION OF THE EUROPEAN COMMUNITIES

COM(75) 567 final.

Brussels, 12 November 1975

RULES OF PROCEDURE
of
THE ADVISORY COMMITTEE
ON SAFETY, HYGIENE AND HEALTH PROTECTION AT WORK

COM(75) 567 final.

THE ADVISORY COMMITTEE

Established by Decision 74/325 EEC of the Council of the European Communities on 27 June 1974, published in the Official Journal of the European Communities n° L 185, on 9 July 1974,

in implementation of Article 8 of that Decision,

has adopted the following internal regulations.

Convocation of the Committee, venue of Committee meetings

Article 1

1. The Chairman shall send a notice of meeting to each of the members at least 30 days before the date set for the meeting; he shall at the same time inform each alternate member of that date. With the notice of meeting he shall also send them the draft agenda comprising the items to be examined as well as the preparatory documents.
2. In an emergency, the Chairman may shorten the notice of 30 days referred to in paragraph 1 of the Article; he must, however, give a minimum of 10 days notice.
3. If, as provided for in Article 6 (2) of Council Decision 74/325 EEC of 27 June 1974, one third of the members of the Committee call for a meeting, the Chairman shall act on such a request within a period not exceeding two months in accordance with the arrangements laid down in paragraph one of this Article.

Article 2

As a general rule, Committee meetings shall be held at the seat(s) of the Commission.

Committee's agenda

Article 3

1. At the beginning of the meeting, the Committee shall approve the agenda consisting of the items included in the draft agenda referred to in Article 1 of these regulations, any other items proposed by the Chairman and any items proposed by the members.
2. Any request made by one or more members of the Committee for the inclusion of an item on the agenda or for its deletion therefrom shall state the reasons on which it is based and shall be notified in writing to the Chairman at least ten days before the meeting. The Chairman must bring such a request to the notice of the Committee which shall, at the beginning of the meeting, decide whether to accede to it.
3. During the meeting, members may propose the inclusion of an item in the agenda for the following meeting, at the beginning of this meeting, the Committee shall decide whether to include the proposed item in the agenda.

Attendance at Committee meetings

Article 4

Any member who is unable to be present at a meeting must inform the Chairman.

Committee proceedings

Article 5

1. The Chairman shall direct the proceedings.
2. The Chairman shall call first on members wishing to speak on a point of order or a previous question.
3. The Chairman may ask a speaker to stop speaking if he does not speak to the point.
4. The Chairman may impose a time limit on speakers.

Committee opinions

Article 6

1. The opinions of the Committee shall be delivered at meetings in accordance with the arrangements laid down in Article 7 of Council Decision 74/325 EEC of 27 June 1974.
2. In the event of an equal vote, the proposed opinion shall be rejected.
3. Abstentions shall be considered as votes validly cast.

Article 7

1. Opinions shall be communicated to the Commission; members of the Committee and alternate members shall receive a copy of them.
2. The voting figures shall be stated and communicated to the Commission for each opinion delivered by the Committee.

Order of voting in the Committee

Article 8

1. A motion that the Committee should not express an opinion on a question, and equally a motion to adjourn consideration of a question, shall be voted on before any motion dealing with the substance of the question.
2. A motion dealing with several items must be subdivided when such subdivision is requested.
3. When several motions are submitted dealing with the same point, a vote shall be taken first on the most fundamental; in the case of amendments, a vote shall be taken first on the one which is furthest removed from the basic text; in the case of amendments to amendments, priority shall be given to those dealing with the amendment furthest removed from the basic text beginning with the most fundamental amendment to the amendment.
4. In conclusion, a vote shall be taken on the text as it stands after the previous voting.

Method of voting in the Committee

Article 9

1. Voting shall be by show of hands or by roll call.
2. If the result of a vote by show of hands is challenged, the Chairman must then have a vote by roll call.
3. If at least one of the members so requests or if the Chairman thinks it necessary, voting shall be secret.
4. In the case of a vote by secret ballot, the votes shall be counted by the Chairman in the presence of three scrutineers appointed on each occasion by the Committee. The Chairman shall declare the result immediately.
5. When a motion is put to a vote, any member present, if he wishes, shall be authorised by the Chairman to give a brief explanation of the reasons for his vote.

Voting rights at Committee meetings

Article 10

1. An alternate member replacing a full member shall be entitled to vote.
2. An expert who is invited by the Chairman or who accompanies a full or alternate member shall not be entitled to vote.

Closure of Committee debates

Article 11

1. The Chairman may move the closure of the debate when he considers that members have had an opportunity to express their views; members may also move a motion of closure.
2. If members ask to speak on the motion of closure they shall have priority over other speakers.
3. Every motion to close the debate shall be put to a vote.

Minutes of Committee meetings

Article 12

1. Minutes shall be taken of each meeting.
2. These minutes shall comprise:
 - a) a list of those present,
 - b) a concise record of the outcome of the debates,
 - c) the opinions delivered by the Committee giving, where appropriate, the voting figures for each vote taken.
3. The Committee shall approve the minutes.
4. The minutes shall be submitted for approval by the Committee only if the draft has been sent to members and to alternate members at least 30 days before the meeting; should this document not have been transmitted within the required time, it shall be held over for approval until the next Committee meeting.
5. Motions for amendment of the draft minutes must be submitted in writing before the meeting during which they are to be approved.
6. The minutes shall be signed by the Chairman after approval.

The Committee's annual report

Article 13

The annual report provided for in Article 3 (1) of Council Decision 74/325 EEC of 27 June 1974, shall refer to the calendar year.

Working parties

Article 14

The Committee may set up permanent and ad hoc working parties, defining their terms of reference; it may disband a working party if it deems fit.

Article 15

1. The Committee shall appoint, from among the full and alternate Committee members, a Chairman and two Vice-Chairmen to each working party.
2. In appointing Chairman and Vice-Chairman, the Committee shall seek to ensure a fair allocation, over all the working parties, of representatives of governments, employers and workers.
3. The Vice-Chairmen may attend meetings at the same time as the Chairman.
4. The Chairman shall be the working party's rapporteur to the Committee.
5. Meetings of the working party shall be convened by its Chairman.
6. If the Chairman is unable to attend he shall be represented by one of the Vice-Chairmen.

1. The number of members in each working party shall be laid down by the Committee; this number shall be no greater than required to guarantee efficiency.
2. Members of working parties shall have no alternate members.
3. The members of a working party shall be experts; they need not necessarily be members of the Committee.
4. Those members of the Committee who are nationals of a particular Member State shall agree on the nomination of the expert(s) of that Member State to a working party; the Committee shall appoint the members of the working party after considering the nominations thus made by all the Member States.
5. Members of permanent working parties may not be appointed for a period exceeding that of the mandate of the members of the Committee; their appointment may be renewed.

The mandate of the members of ad hoc working parties shall end as soon as the Committee has completed its deliberations on those questions which the ad hoc working party was set up to study.
6. The Committee may, of its own accord or at the written request of the Committee members who nominated him, or at the written request of the party concerned, relieve a member of a working party of his mandate; in that case the Committee shall appoint a successor.
7. The working party may allocate particular duties to one or more of its members.
8. Article 9 of Council Decision 74/325 EEC of 27 June 1974 applies by extension to members of working parties.

Article 17

The proceedings of working parties shall not be put to a vote.

Article 18

Paragraphs 1 and 2 of Article 1, Articles 2, 3 and 5, paragraphs 1 and 2 of Article 11, and Article 12 of these rules of procedure, shall apply by extension to the proceedings of working parties.

Secretariat

Article 19

1. The secretariat shall organise the work of the Committee and of the working parties and shall assist in preparing and drawing up documents.
2. The documents necessary for the work of the working parties shall be sent to full and alternate members of the Committee.
3. Correspondence intended for the Committee shall be addressed to its Chairman and sent to the Secretariat (*).
4. Correspondence addressed to a working party shall be sent to the Chairman of the working party at the address shown in paragraph 3 of this Article.

(*) Address for correspondence : Commission of the European Communities
Directorate for Social Affairs
Centre Louvigny
23, Avenue Monterey
LUXEMBOURG

Revision of the internal regulations

Article 20

1. The Committee shall decide by a absolute majority of its members if the internal regulations need revision.
2. It shall carry out such a revision in accordance with the procedure laid down in Article 8 of Council Decision 74/325 EEC of 27 June 1974.

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