

# COMMISSION OF THE EUROPEAN COMMUNITIES

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FOUNDATION FOR THE IMPROVEMENT OF LIVING AND  
WORKING CONDITIONS

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Rules of procedure  
of the Administrative Board

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THE ADMINISTRATIVE BOARD OF THE EUROPEAN FOUNDATION FOR THE IMPROVEMENT  
OF LIVING AND WORKING CONDITIONS

established by Regulation (EEC) No 1365/75 of the Council of the European Communities of 26 May 1975, hereinafter called "basic regulation", pursuant to Article 7, second paragraph, of the said regulation, has adopted the following internal rules of procedure.

Appointment of Chairman and Vice-Chairman

Article 1

The Chairman and the Vice-Chairman shall be appointed by the Administrative Board in such a way that they each come under one of the four categories referred to in Article 6 (1) of the basic regulation.

Article 2

1. If the Chairman is absent or unable to attend, his duties shall be performed by one of the Vice-Chairman chosen, in the order laid down by the Chairman's office.
2. If the Chairman and the Vice-Chairman are absent or unable to attend, these duties shall be performed by the most senior member present or, in cases of equal seniority, by the oldest member.

Chairman's Bureau

Article 3

1. The Chairman and the three Vice-Chairmen shall form the bureau.
2. The bureau shall take urgent or necessary decisions on the management of the Foundation between meetings of the Administrative Board, subject to ratification by the Board at its next meeting.
3. The bureau may not replace the Administrative Board in respect of acts which the basic regulation has expressly reserved to the latter.
4. The Committee's decisions shall be taken by majority ; in the case of a tie, the Chairman has a casting vote.

5. The approval by members of the bureau of a proposal made by one of them or by the director may be noted in writing, in accordance with the procedure laid down by the Administrative Board.

#### Convening of the Administrative Board

##### Article 4

1. The Administrative Board shall be convened by its Chairman, either on his own initiative or at the request of at least one third of the members.
2. The meeting of the Administrative Board shall not be public.
3. As a general rule the meetings of the Administrative Board shall be held at the seat of the Foundation.
4. The Secretariat for the meetings of the Administrative Board shall be provided by the Director of the Foundation, or, where he is absent or unable to attend, by the deputy Director.

##### Article 5

1. The Chairman shall convene each of the members and alternates at least 15 days before the date set for the meeting. At the same time he shall forward to them the agenda including the questions to be considered and the preparatory documents.
2. Where, pursuant to Article 6 (5) of the basic regulation, at least one third of the members of the Administrative Board requests that it convene, the Chairman shall accede to this request within one month at the latest and in accordance with the provisions of paragraph 1 of this article.

##### Article 6

Any member of the Administrative board who is unable to attend a meeting or sitting must notify the Director thereof without delay, stating whether he will be replaced by his alternate.

##### Agenda

##### Article 7

1. In addition to the questions referred to in Article 5 of these rules of procedure, the agenda may include other questions which may be proposed by the Chairman or members and which fall within the Administrative Board's terms of reference.

2. Any request by one or more members of the Administrative Board for inclusion of a question in the agenda must be justified and forwarded in writing to the Chairman not later than one week before the meeting. The Chairman must immediately inform the other members of the Administrative Board of this request and the Administrative Board shall decide whether it is admissible when the meeting opens.
3. Other matters may be raised for consideration under the item "Any other business", with the agreement of the Chairman.
4. During the meeting members may propose the inclusion of a question on the agenda of the next meeting ; at the beginning of that meeting the Administrative Board shall decide whether the proposed question is admissible.

### Participation in the meetings

#### Article 8

1. In addition to the members of the Administrative Board, the Director of the Foundation shall attend meetings of the Administrative Board.
2. The following may attend the meetings without the right to vote :
  - one representative of the employee's trade union organizations set up at Community level ;
  - one representative of the employer's professional organizations set up at Community level ;
  - the chairman of the Committee of experts or his delegate ;
  - staff of the Foundation or officials of the Commission duly authorized by the Chairman.
3. Persons in attendance at meetings of the Administrative Board under the provisions of paragraph 2 of this Article may only speak with the authorization of the Chairman.
4. The Administrative Board may undertake hearings with third persons.

### Validity of meetings

#### Article 9

If at least sixteen members are not present or represented by their alternates, under the terms of art.11, with a minimum of 9 present, the Chairman shall close the sitting and shall convene, as soon as he considers appropriate, a new meeting of the Administrative Board.

Voting procedureArticle 10

1. Votes shall be cast either by show of hands or by roll call.
2. If the result of a vote by show of hands is disputed, the Chairman must proceed to a vote by roll call.
3. Appointments or elections shall be by secret ballot at the request of one of the members or if the Chairman considers it necessary.
4. In the case of a vote by secret ballot, the Chairman shall count the votes in the presence of three tellers appointed on each occasion by the Administrative Board. The Chairman shall declare the results immediately.
5. When a proposal is put to the vote, any member who so wishes shall be authorized by the Chairman briefly to explain his vote.

Delegation of votesArticle 11

1. Any member prevented from attending a meeting or sitting may be replaced only by his alternate. The member who is replaced must inform the Chairman thereof in writing before the meeting or sitting.
2. Delegation of the right to vote is valid only for the meeting or sitting for which it was granted.

Adoption and notification of decisionsArticle 12

1. The decisions of the Administrative Board shall be adopted in plenary sitting by absolute majority of the members.
2. The acts adopted by the Administrative Board shall be legalized in the authentic language or languages, by the signatures of the Chairman and the Director.
3. The text of these acts shall be annexed to the minutes of the Administrative Board where their adoption shall be noted.
4. The Director shall give notifications, where necessary, of the acts adopted.

Minutes of meetingsArticle 13

1. Minutes shall be drafted for each meeting.
2. These minutes shall include :
  - a) the record of attendance of members and those with proxy votes;
  - b) a summary record of proceedings ;
  - c) the decisions of the Administrative Board indicating, where necessary, the distribution of votes for each vote taken.
3. The Administrative Board shall approve the text of the minutes at a later meeting.
4. The minutes shall be submitted to the Administrative Board for adoption only if the draft minutes were forwarded to the members not later than 15 days before the meeting ; if they were not forwarded in due time, their adoption shall be postponed to the next meeting.
5. Proposals for modifications to the draft minutes must be submitted in writing before the meeting during which they are to be adopted.
6. The approval minutes shall be signed by the Chairman and countersigned by the Director.

SecretariatArticle 14

1. The Director, who shall prepare and organize the work of the Administrative Board, as provided in Article 9 (3) of the basic regulation, shall assist the Board in preparing its decisions.
2. Correspondance intended for the Administrative Board, its Chairman or the Director shall be addressed to the seat of the Foundation.

Revision of the internal rules of procedureArticle 15

1. The Administrative Board shall decide whether its rules of procedure require revision.
2. For such revision it shall observe the procedure laid down in Article 7, second paragraph, of the basic regulation.

