
EUROPEAN FOREST INSTITUTE
CONFERENCE RULES OF PROCEDURE

AS DECIDED BY THE CONFERENCE OF THE EUROPEAN FOREST INSTITUTE

8 SEPTEMBER 2005

AMENDED BY THE CONFERENCE OF THE EUROPEAN FOREST INSTITUTE

3 SEPTEMBER 2009

22 SEPTEMBER 2016, TO COME INTO FORCE 1 JANUARY 2017

18 SEPTEMBER 2019, TO COME INTO FORCE 19 SEPTEMBER 2019

WRITTEN VOTE, TO COME INTO FORCE 24 JUNE 2020

Rule 1 The Conference

- 1.1. The Conference shall consist of representatives of the Associate Members.
- 1.2. Affiliate Members may attend the annual plenary sessions of the Conference, as further stated in rule 3.
- 1.3. The language of the Conference shall be English.

Rule 2 Associate and Affiliate Members

Membership

- 2.1. According to the Convention on the European Forest Institute Associate membership of the Institute is open for research institutes, educational establishments, commercial organisations, forest authorities, nongovernmental organisations and institutions of a similar nature from European States. Affiliate membership is open for institutions of a similar nature from non-European States.
- 2.2. An Associate Member or an Affiliate Member is an entity from one of the respective categories listed above whose admission has been decided by the Board, has come into force, and whose membership has not been terminated.
- 2.3. Membership for Associate and Affiliate Members, whose admission has been decided by the Board, will come into force once the first membership fee has been received by the Secretariat.

If the first membership fee has not been received by the Secretariat at the end of the calendar year following the year in which the Board decided on admission, the decision of admission will have expired. Following this, the entity may submit a new application for membership.

- 2.4. Applications for admission as an Associate Member or an Affiliate Member will be considered by the Board twice per year, in April/May and in September/October. To be considered for admission at the respective session, applications must have been received no later than 1 March or 1 August, respectively. If not received by the Secretariat by the deadline set, the application will be considered at the following session of the Board.
- 2.5. The Board shall for each Associate Member decide whether it is a public entity or a private entity. The decision shall be based on information provided by the Associate Member and the Secretariat, as well as any other information available to the Board.
- 2.6. All Associate and Affiliate Members shall pay the determined membership fee in cash, as further instructed by the Secretariat. The membership fee for any given year shall have been received by the Secretariat no later than 30 April that year.

Resignation

- 2.7.** An Associate Member or an Affiliate Member can resign from its membership by notifying the Director. Resignation takes effect 1 January the year following the year of notification. The Director shall inform the Board of the resignation.

Suspension and termination of membership

- 2.8.** An Associate or Affiliate Member which is in arrears in the payment of its membership fee shall have its membership immediately suspended, without any separate decision.
- 2.9.** The suspension shall be lifted with immediate effect, without any separate decision, once payment of the outstanding membership fee has been received by the Secretariat.
- 2.10.** If the membership fee has not been received by the Secretariat by 31 December the year it is due, the Board shall decide on termination of the membership.
- 2.11.** The Secretariat shall, as applicable, as soon as possible notify the Associate or Affiliate Member concerned of the suspension, lifting of suspension, or termination.
- 2.12.** Entities whose membership has been terminated can be re-admitted if all outstanding membership fees are paid.

Rule 3 Session

- 3.1.** The Conference shall meet once a year in ordinary plenary session.
- 3.2.** The Conference decides upon the location of forthcoming ordinary plenary sessions at least two years in advance.
- 3.3.** The Board decides on the exact date of the ordinary plenary session of the Conference. Unless called for by exceptional circumstances, the plenary session of the Conference shall be held during the period 1 September – 31 October.
- 3.4.** An extraordinary session shall be held when the Conference so decides, or when the Board deems it necessary, or when a majority of the Associate Members requests for it to be held. Such a request shall be addressed to the Board, and shall contain the necessary background material. If a date has not been decided by the Conference, it shall be decided by the Board, however not more than 90 calendar days after the request by a majority of the Associate Members.
- 3.5.** The Secretariat will make arrangements for participants to join a session by teleconference or videoconference, unless otherwise warranted due to extraordinary circumstances.
- 3.6.** Notwithstanding rule 3.2., the Conference may exceptionally, at any time, decide to hold a session fully by teleconference or videoconference, if so proposed by the Board, having consulted the Chairperson. The Secretariat will make all arrangements needed for such a teleconference or videoconference to be held.

- 3.7. Representatives for Associate Members and Affiliate Members, whose membership has not been suspended according to these rules, may attend the plenary session of the Conference.
- 3.8. The Secretariat shall arrange for registration to attend the session. Any representative shall register to attend not later than 14 calendar days before the ordinary plenary session.
- 3.9. Institutions and regional or international organisations that are not Associate or Affiliate Members of the Institute may be invited to attend the plenary sessions of the Conference in accordance with the rules established by the Board.

Rule 4 Officers

- 4.1. The Officers of the Conference are:
 - Chairperson, vice-Chairperson, and second vice-Chairperson, appointed by the Conference
 - Secretary, appointed by the Director
 - Minute checkers, appointed by the Conference
 - Vote checkers, appointed by the Conference
- 4.2. The Chairperson of the Conference, or in the Chairperson's absence the vice-Chairperson, or in the vice-Chairperson's absence the second vice-Chairperson, shall preside at the plenary sessions of the Conference.
- 4.3. The Chairperson and vice-Chairpersons may not represent any Associate member at the Conference.
- 4.4. In addition to exercising the powers conferred upon the Chairperson elsewhere by these rules, the Chairperson shall declare the opening and closing of the session, preside at the session, ensure the observance of these rules, accord the right to speak, limit the time allowed to speakers and on the number of times each representative may speak on a matter, the adjournment or closure of a debate, put matters to the vote and announce decisions.
- 4.5. The Chairperson, in the exercise of the functions of that office, remains under the authority of the Conference.
- 4.6. At the end of the conference the vice-Chairperson shall assume the duties as Chairperson and the second vice-Chairperson shall assume the duties of the vice-Chairperson. The Chairperson and the vice-Chairperson shall remain in office until the end of the following plenary session.
- 4.7. The Conference shall appoint a second vice-Chairperson to assume the position at the end of the Conference. The second vice-Chairperson shall remain in office until the end of the following plenary session. The Associate Members may, no later than 45 days before the session, submit nominations to the Director for the position as second vice-

Chairperson. If no such nomination has been made, the Secretariat shall be allowed to make a nomination.

- 4.8. If the position of Chairperson becomes vacant the vice-Chair shall assume the position. If the position of vice-Chairperson becomes vacant the second vice-Chairperson shall assume the position. If the position of second vice-Chairperson becomes vacant, it shall remain vacant until the following plenary session of the Conference.

Rule 5 Agenda and background material

Ordinary plenary session

- 5.1. The Director shall in consultation with the Chairperson and the Chairman of the Board prepare the draft provisional agenda for the sessions of the Conference. The draft provisional agenda shall at least contain the items arising from article 7 of the Convention on the European Forest Institute.
- 5.2. The draft provisional agenda of the sessions of the Conference shall be made available by the Director to the Associate and Affiliate Members at least 60 calendar days before the session.
- 5.3. Any Associate Member can add items to the draft provisional agenda by notifying the Director at least 45 days before the session – shall include any necessary background material.
- 5.4. The final provisional agenda shall be made available to the Associate and Affiliate Members by the Director at least 30 calendar days before the session.
- 5.5. Background material shall be made available to the Associate and Affiliate Members by the Director at least 14 calendar days before the session.
- 5.6. During the session no matter requiring decision by the Conference may be added to the agenda.

Extraordinary session

- 5.7. The provisional agenda for an extraordinary session shall consist only of the items to be considered, as duly decided by the Conference or the Board, or as proposed in the request by the majority of Associate Members. It shall be made available by the Director to the Associate and Affiliate Members at least 30 days before the extraordinary session.

Rule 6 Voting

- 6.1. Each Associate Member, whose membership has not been suspended according to these rules, shall have one vote in the Conference.
- 6.2. The right to vote for an Associate Member shall be exercised by its representative present in the session. If more than one representative of a particular Associate

Member is present in the session it shall, before the voting commences, be established which representative exercises the right to vote. The right to vote for an Associate Member can be exercised through proxy for another Associate Member present in the session. To be valid, the proxy must be received by the Secretariat no later than 48 hours before the start of the session.

- 6.3. The Conference shall take decisions by a simple majority no fewer than half plus one of votes representing Associate Members classified as public entities. Abstentions are not considered as votes.
- 6.4. Voting shall be done by a show of hands, unless voting by roll-call or secret ballot is requested by any Associate Member or decided by the Chairperson, in which case that shall be the method of voting. In voting by roll-call, each vote shall be recorded. Voting can be conducted through electronic means.
- 6.5. If the Chairperson considers that the result of voting by show of hands cannot be established voting shall be by roll-call.
- 6.6. Between the ordinary plenary sessions of the Conference a written vote may be taken.

Rule 7 Minutes

- 7.1. Minutes of the Conference shall be submitted by the Director to all Associate and Affiliate Members, members of the Board and Members of the Institute.

Rule 8 Amendments to the rules of procedure

- 8.1. These Rules of Procedure may be amended by the Conference by a simple majority as stated in rule 6.3.

European Forest Institute
Conference rules of procedure
Annex 1

Rules to the appointment of EFI Board Members and rotation of EFI Board Members appointed by the Conference

As stated in the Convention on the European Forest Institute, the Conference appoints four members of the Board. It is also stated that the Conference shall adopt rules relating to the process of nomination and rotation of the members it appoints.

A) Process of nomination and appointment

- 1) An invitation to nominate one or more persons to serve on the Board is, at the initiative of the Conference Chairperson, sent to all Associate Members. The Chairperson may seek the advice of the Board on the desired profile of the person(s) to be nominated.
- 2) Nominations shall be submitted to the Director and shall, to be considered eligible, include:
 - A letter of interest and commitment signed by the Candidate
 - A curriculum vitae (CV) of the Candidate
 - Letters of support for the Candidate from at least two Associate MembersEFI staff members may not be nominated or appointed as Board members.
- 3) The Secretariat will go through the nominations to ensure that the candidates are eligible for appointment.
- 4) The Secretariat will issue a statement on the eligibility of the candidates.
- 5) The Secretariat's statement, and the CV as well as the letters of support for each candidate, shall be included in the background material sent to the Associate Members.
- 6) A list of eligible candidates is decided by the Conference.
- 7) Each Associate Member shall indicate an eligible candidate to be appointed for each vacant seat to be filled.
- 8) A decision on the appointment of the candidates preferred by most Associate Members is put to vote.

B) Rules for Rotation of Board members appointed by the Conference

The members of the Board shall be appointed by the Conference for a period of three years. A Board member may serve no more than two consecutive terms.

To ensure continuity Board member appointment shall as far as possible take place at every plenary session of the Conference other than in the years where the Council meets and appoints Board members.