

EUROPEAN CENTRE FOR PUBLIC AFFAIRS 2.0 – ecpa2.0

Rules of Procedure

Chapter 1: Mission

The European Centre for Public Affairs 2.0 (hereinafter ecpa2.0) is a forum for young professionals to meet, discuss topics of mutual interest and share best practice in the evolving landscape of EU public affairs.

Chapter 2: Objectives

The primary objectives of ecpa2.0 are to:

- Discuss and debate current issues that are relevant to EU public affairs
- Generate new ideas in the debate on EU public affairs
- Organise a Speaker series as well as debates on issues of mutual interest
- Create a series of collaborative documents on policy issues
- Provide input to ECPA Brussels Circle and ECPA Management Board
- Act in mutual recognition of the spirit of the ECPA and the ecpa2.0.

Chapter 3: Composition

ecpa2.0 is composed of individuals willing to contribute to the debate on the practices of EU public affairs and who have accepted to pay the full membership fee and agreed to comply with the Rules of Procedure.

Members are individuals and do not represent their organisation within ecpa2.0.

Two types of membership are available within ecpa2.0: Members and Associate Members.

Chapter 4: Structure

ecpa2.0 is composed of a General Assembly and a Steering Committee. Within the Steering Committee there is an Executive Committee, including a President, a General Secretary, a Treasurer and a Vice-President.

a) The General Assembly:

The General Assembly includes all members of ecpa2.0. Members of the General Assembly are regularly informed on ecpa2.0 objectives and activities and are invited to participate in ecpa2.0 events.

The General Assembly meets once a year to adopt the budget, amend/agree the articles of association and elect the Steering Committee including the President.

Members of the General Assembly can chose to stand and be elected to become a member of the Steering Committee, including for the position of President.

Members of the General Assembly may suggest activity development and propose events to the Steering Committee and/or the Executive Committee.

b) The Steering Committee:

The Steering Committee meets at least twice a year, preferably with a month's prior notice of the date. Its main role is to offer oversight and review progress of the work of the Executive Committee.

The Steering Committee is composed of a maximum of 18 members of ecpa2.0, elected from and by the General Assembly. Members of the Steering Committee can hold the position for a maximum of 3 terms. The Steering Committee has a rotating membership, allowing for the involvement of all interested members of the ecpa2.0 in the running of the organisation. All members of the Steering Committee resign annually and the positions are opened for re-election at the General Assembly, with the incoming Steering Committee being the first 18 people elected by share of vote

The Steering Committee votes by simple majority on:

- strategic guidelines of ecpa2.0
- policies governing management and activities of the ecpa2.0
- the Annual Work Programme of ecpa2.0 as presented by the Executive Committee

The Steering Committee may vote by written procedure if absolutely necessary; members of the Steering Committee may appoint a substitute member to attend and vote on their behalf in exceptional circumstances.

Any member wishing to stand down for whatever reason from any elected position within the ecpa2.0 may do so by submitting written notice to the Steering Committee.

- Should the President wish to stand down for whatever reason the Vice-President will take over the responsibilities of the President until the following AGM at which time an election will be held.
- Should the General Secretary wish to stand down for whatever reason, the President in consultation with the Executive Committee shall propose a replacement from within the Executive Committee for the approval of the Steering Committee. This replacement will act as General Secretary until the next AGM at which time an election will be held.

Any member who, for whatever reason, is unable to fulfil his/her duties on the Steering Committee may stand down from the position. This position shall be replaced by the member of ecpa2.0 who had the next highest number of votes at the election which took place during the previous AGM. The same procedure applies to replacing any member of the Executive Committee. For this purpose voting results will be kept on record.

c) The Executive Committee:

The Executive Committee is elected by the General Assembly, as part of the Steering Committee. (See election process Chapter 7b)

The Executive Committee is a rotating committee. The Executive Committee meets regularly, preferably at least every 6 weeks; there will be no substitute members of the Executive Committee.

The Executive Committee deals with the day-to-day activities of the ecpa2.0 and implements decisions in line with the policies approved by the Steering Committee.

Each member of the Executive Committee is responsible for a different portfolio. The portfolios are allocated amongst the members of the Executive Committee and approved by the Steering Committee.

The Executive Committee is composed of the following roles, plus 6 other officers of which one is the Vice President. (cf. annex – “Recommendations for future Executive committee’s tasks and responsibilities”):

1. *President of ecpa2.0*
2. *General Secretary*

d) The President

The President is the public face of the organisation, representing ecpa2.0 on the ECPA Management Board, ensuring the link between the ECPA and ecpa2.0. The President reports to the General Assembly on the yearly activities of the Association and on future projects.

e) The General Secretary

The President, in consultation with the Executive Committee, proposes a member of the Executive Committee for the position of General Secretary. This proposal is approved by the Steering Committee via written procedure.

The General Secretary reports regularly to the Steering Committee on decisions and ongoing activities, manages the work of the Executive Committee to drive regular ecpa2.0 meetings and participation. Also draws up an annual calendar of meetings and events on consultation with the President and Executive Committee.

f) The Vice-President

A member of the Executive Committee, who does not hold the position of President, General Secretary or Treasurer, will take on the role of Vice-President.

Chapter 5: The Brand

The official name of the organisation is European Centre for Public Affairs 2.0, abbreviated to ecpa2.0 and pronounced e – c - p – a - 2 – point – oh.

The logo of the ecpa2.0 was adopted in February 2009. Members of ecpa2.0 may not alter the logo or use it on any documents which do not represent the position or work of the organisation as a whole.

Chapter 6: Meetings

ecpa2.0 meetings shall operate under the Chatham House Rule¹, unless otherwise specified in the agenda.

Chapter 7: Voting rules

a) Decision Taking

Any decision taken within the Steering Committee or the Executive Committee shall be taken with a majority of the members present during the meeting.

¹ <http://www.chathamhouse.org.uk/about/chathamhouserule/>

The General Assembly decisions on budget and possible amendments of the articles of the association are taken by a 2/3 majority.

Voting will be conducted by a show of hands. The General Secretary and the Treasurer are charged with verifying the accuracy of the voting procedures as well as recording the outcome of the vote.

Any complaints regarding the voting procedures can be addressed to the Treasurer.

b) Election of the Steering Committee

Elections of the President and the remaining members of the Steering Committee shall take place during the annual meeting of the General Assembly (the AGM).

- The President shall be elected first.
- The Steering Committee shall then be elected in two stages:
 - Stage 1: the election of the remaining 7 members of the Executive Committee
 - Stage 2: the election of the remaining members of the Steering Committee

Any member of the ecpa2.0 may stand for election in each round of the process assuming a) they have not already been elected to a post and b) their candidature complies the rotation rules outlined in Chapter 4b above.

Each round of voting shall be counted and verified by 2 members of ecpa2.0 present at the General Assembly who are not standing for election.

c) Quorum

The quorum should be half + 1 of the members of the Steering/Executive Committee for decisions to be taken by the Steering/Executive Committee. Should any items be put for decision by the General Assembly, the quorum should be half +1 of the full members of ecpa2.0

Chapter 8: New Members

Applications for membership will be submitted to the Membership Officer of the Executive Committee and will be approved by the Executive Committee under the usual voting structure.

The Membership Officer will take note of the decision and be responsible for keeping all records of membership accurate.

Membership will be affective as soon as the membership form has been completed and membership fees received, as acknowledged in writing by the Treasurer.

Full membership is open to all public affairs professionals under the age of 37.5 at the time of application, as per the mission of ecpa2.0.

Associate membership is open, but not exclusive, to:

- Students or interns in public affairs and related subjects
- Institution officials

Associate members are not entitled to voting rights or elected positions, do not count towards a quorum for voting purposes and are not entitled to attend ECPA meetings on the behalf of ecpa2.0.

Honorary membership of ecpa2.0 can be granted by the Steering Committee. Honorary members do not pay membership fees and do not have voting rights.

Chapter 9: Withdrawal of membership

Any member wishing to withdraw from ecpa2.0 may do so by sending written notice to the General Secretary. The General Secretary will inform the Executive Committee and the Steering Committee of the decision.

Chapter 10: Membership fees

Annual membership fees are decided by the Steering Committee.

Membership fees are as follows:

- Members €50 as agreed in November 2008.
- Associate Members €25 as agreed in March 2009.

Chapter 11: Working groups

When required, working groups can be created to pursue ecpa2.0 activities or to prepare specific events in line with the policies approved by the Steering Committee.

Working groups will be created by a vote in the Executive Committee. All members of the General Assembly may volunteer to be part of a working group.

Chapter 12: Friends of ecpa2.0

The Steering committee defines the rules and criteria to be granted the status of “Friend of ecpa2.0”.

ANNEX 1: Recommendations for future Executive committee's tasks and responsibilities

N.B. Depending upon altering priorities of the organisation, the Executive Committee (ExCo) may adapt and establish new roles if needed, following discussion and consensus at the Steering Committee.

1. The President

Responsibilities listed under chapter 4c of the Rules of Procedure.

2. The General Secretary

In addition to those responsibilities listed under chapter 4c of the Rules of Procedure, the Gen Sec shall also draw up an annual calendar of meetings and events on consultation with the president and ExCo.

3. Treasurer

Maintains bank account records and ecpa2.0 accounts. Keeps record of membership fees and receipts. Organises annual accounts reporting ready for General Assembly.

4. Media Relations Officer

Scope out media contacts and maintain a list for future profiling. Handles media requests and liaises with President and General Secretary.

5. Online Communications Officer

Coordinates set up of website and coordination with ECPA. Updates website content regularly. Maintains existing and sets up new (on agreement of ExCo) social media/networking tools, e.g. facebook group.

6. Membership Officer

Drives membership recruitment with the help and shared responsibility with ExCo. Maintains membership records.

7. Networking Events Officer

Organises bi-monthly social/networking events and logistics/communications for such events .In coordination with Policy Events Officer and supported by the full ExCo.

8. Policy Events Officer

Organises bi-monthly policy events/speaker series and logistics/communications for such events. In coordination with Networking Events Officer and supported by the full ExCo.

The role of Vice-President is a shadow role held in conjunction with any of the roles 4 to 8. The Vice-President only has responsibilities in the event that the President resigns during his/her term.