

THE EURO-ARAB JUDICIAL TRAINING NETWORK

RULES OF PROCEDURE

Of

THE EURO-ARAB JUDICIAL TRAINING NETWORK

Preamble

In order to ensure the proper functioning of the European Judicial Training Network (“the Network”) the General Assembly has resolved to make the following Rules of Procedure (“the Rules”) to govern its workings. The Rules safeguard the independence of each Member. They are based on mutual trust and reflect experience gained to date.

Rule 1 – General

1. These Rules shall apply to all bodies of the Network.
2. For the avoidance of doubt, where in these Rules reference is made to the necessity for a document or other communication to be served on, or sent to, any person, member or organization, the same shall be satisfied by uploading the same to the Network’s website provided that in each case a message shall be sent by Electronic Mail to the intended recipient(s) informing of the existence, and whereabouts, of the document.

Rule 2 - Supremacy of the General Assembly

Notwithstanding anything in these Rules referring to the determination of policy and the making of decisions by the Board, the General Assembly shall be the final arbiter of the policy of the Network and all such references shall be construed accordingly.

Rule 3 - Secretariat General

3. The secretariat shall assist the Board in carrying out the work he was given by the General Assembly.
4. The secretariat shall communicate all the appropriate information to the members, especially those regarding the preparation and organization of the meeting.
5. The secretariat shall act under the authority of the Chairman of the Board as a contact and an information point for all members of the Network and for the third parties. Every member of the network shall appoint a contact point to be communicated to the secretariat.
6. The headquarters of the secretariat is established in Amman-Jordan.

Rule 4- Voting in the Board

1. The quorum of the Board is formed when one half of the members of the respective body are present.

2. A simple majority of the votes is sufficient for resolutions to be passed. Each member has one vote. Proxy vote shall be allowed for all votes that are to be taken within the Board;
3. In the case of multiple members belonging to the same country, the whole group of members has one vote.

Rule 5 - Term of Office of the Board

In accordance to the status, the term of office of the Board shall be two years.

Rule 6 - Chair of the Board

1. In accordance to the status, at the first meeting of a newly elected Board, members of the Board shall elect from among their number a representative of each of the two groups divided between the member states of the Arab League and the member states of the European Union who shall occupy alternatively for a year the function of Chairman and Vice chairman.
2. In the event that the Chairman is unable to attend a meeting, the Board shall be chaired by the Vice Chairman.
3. The Chairman in position shall be the representative of the network as regards to third parties.
4. The Chairman shall present a report to the annual General Assembly regarding the activities of the Board since the last assembly along with a financial report.

Rule 7 - preparation of the General Assembly

1. The Board, under the coordination of its chairman, shall draft an agenda that will be submitted to the members of the Network.
2. The secretariat shall send to the members and the observers an invitation letter to the General Assembly, along with a copy of the initial drafted agenda as fixed by the Board and all the useful logistic information. This must be sent no later than one month before the first day of the Assembly.
3. The members will then be able to present suggestions and modifications to the final version of the drafted agenda and to present motion for resolution until two weeks before the first day of the General Assembly.
4. The final version of the drafted agenda shall be established by the secretariat, in consultation with the Board Chairman, and will be sent to all the members.

Rule 8 – election of the Board members

1. No later than six weeks before the first day of the General Assembly, the secretariat shall invite the members to submit application of candidates for election of members of the Board. Such applications shall be sent in writing.
2. The applications for the election of the Board members shall be registered no later than the day before the General Assembly. Each country cannot submit more than one candidate
3. In the event that more of five candidates have registered, to the account of one of the two country groups divided between the Member States of the Arab League and the Member

States of the European Union, the President of the General Assembly shall call an election to be held by secret ballot.

4. The new Board members shall be the five members of each countries group that received the greatest number of vote during the election.

Rule 9 - Preparation of Board meetings

1. In accordance to Article 10 of the status, the Board shall be convened by the secretariat no later than two months before the first day of the meeting.
2. The Board meetings shall be organized by the Member State hosting the event. Transports and accommodations fees are covered by the Network budget providing a limitation of 800 € regarding the transport and on the basis of the daily allowance determined in consultation with European commission regarding the accommodations.
3. The Secretariat shall send to members of the Board a notice convening the meeting as early as possible but, in any event, no later than two months prior to the first date on which the meeting is to take place.
4. Documentations for the meeting shall be sent to the members of the Committee as early as possible but, in any event, no later than 2 weeks prior to the first day on which the meeting is to take place.
5. Upon giving seven days notice to the host, members of the Network are permitted to attend meetings of the Board providing that such attendance shall be at their own expense.

Rule 10 - Organization of meetings and reimbursement of members' expenses

1. The final version of the agenda for any meeting of the Board shall be approved at the beginning of each meeting.
2. General working languages are English, Arabic and French. Working documents may be provided in either of these languages.
3. Simultaneous interpretation will be provided for meetings of the General Assembly and the Board.
4. Within the limits of the budget, the secretariat will reimburse the travel and per diem costs of attendance of one delegate per EAJTN member attending to the Board. In the case of attendance at meetings of the General Assembly the costs of up to two delegates per member will be paid save in the case of states represented by more than one member states or organization, where one such delegate per member will be reimbursed.

Rule 11 – minutes

1. Minutes shall be circulated by the Secretariat within 14 days of the conclusion of each General Assembly and Board meeting containing a list of the actions required to be undertaken by members and an indication of who is to carry out each task.
2. The President of the General Assembly or the Chair of the Board shall approve the draft Minutes of each meeting prior to the circulation of the same to members.
3. Draft minutes of all meetings such approved shall be circulated to all Members of the Network no later than one calendar month after the meeting at which they were taken.

4. A Register of signed Minutes of all meetings of the Network shall be maintained by the Secretariat and be kept on the premises of the Secretariat well as in electronic form. The Register shall be available for inspection by any member of the Network upon request.

Rule 12 - Non payment of membership fees

- (1) Member who does not pay its membership fees for two consecutive years without the prior approval of the Board shall be automatically suspended from membership with effect from the beginning of the third year.
- (2) The suspension shall be considered by the next General Assembly which might take such action as might appear to be appropriate in the circumstances (including expulsion of the member).
- (3) Before taking a decision, the General Assembly shall consider a recommendation for action which shall be given by the Board.

Rule 13 - Expulsion of a member of the Association

A member whose expulsion from the Association is proposed shall provide a statement in writing served on the Secretariat no later than one week before the commencement of the General Assembly which shall decide on such proposal. The Secretariat shall serve the document on all members. Articles 9 of the Status shall apply to voting on such a proposal.

Rule 14 – Accounts

1. The accounts shall be administered by the Chairman of the Board who may appoint an accountant in charge from among suitably qualified staff of the secretariat or, if none, from an external accounting service.
2. Transactions within the framework of the budget approved by the General Assembly may be implemented by Chairman of the Board on his/her own responsibility. Other transactions require the approval of the Board.
3. The Chairman of the Board will report to the Board upon the state of the funds of the Network every year. This report shall be held on the first meeting of the board of the calendar year following the end of the past budgetary year
4. The General Assembly shall elect two internal auditors to audit the accounts of the Network within four months after the end of each business year. The auditors shall report to the General Assembly in its meeting of the year following the respective business year. The term of office of each auditor shall be two years.
5. The auditors shall be invited to attend the meetings of the Board during which the Chairman will report in the manner referred to in sub-paragraph (3) above.
6. No later than one month prior to the General Assembly the Chairman shall send the accounts to the members of EAJTN and shall formally present them to the General Assembly for debate.

Rule 15 – Observers

1. The institutions of the European Union and of the Arab League are entitled to attend meetings of the General Assembly as observers.

2. Other international organizations and networks in charge of judicial training may be admitted as observers under the conditions laid down in the Article 9 of the Articles of the Association.
3. Observers are entitled to attend the meetings of the General Assembly of the network without having the right to vote. They are not entitled to receive financial assistance to facilitate their attendance.

Rule 16 - Entry into Force

These Rules of Procedure shall enter into force once approved by the General Assembly.