INTERNAL RULES OF PROCEDURE

RULES OF PROCEDURE

Introduction
The definition of the rules of procedure governing UMAR, pursuant to article 19 of the articles of association, is a prerogative of the Executive Bureau.

Once drafted, the rules of procedure are approved by the General Assembly, pursuant to article 8-3-6 of the articles of association. The purpose of the rules of procedure, a document destined for internal use, is as follows:

- to supplement and specify certain points not detailed in the articles
- to facilitate the smooth running of the association’s institutions
- to contribute to the development of relations with other bodies.

1.- Admission of a new member
Any professional organization wishing to join the Union should submit a written application to that effect to the Secretary General, who then checks whether that organization meets the conditions stipulated under articles 6.1 6.2 6.3 - of the articles of association.

The Secretary General submits the application to the Executive Bureau for approval by a majority vote of those members present or represented.

The admission of a new member is only definitive following ratification by the General Assembly.

2- Languages used in correspondence and meetings
The secretariat’s correspondence shall use, at least, one of the two official languages of the Union.

The minutes and reports of the General Assembly and the Executive Bureau meetings shall be drawn up in one of the two official languages of the Union.

For all other meetings, it may be appropriate to supply documentation in one or more languages other than the official languages, providing the reports are available in one of the two official languages.

In such case, the hosting section shall bear the costs for the translation connected with the documentation in this extra language. In all cases, the Bureau shall retain the right to verify the correctness of these documents and to order any corrections and/or amendments if it deems necessary.

3- Functioning of the General Assembly
The definition and the competencies of the General Assembly are provided under article 8 of the articles of association.

The last General Assembly to be held during the mandate of the Executive Bureau approves the Executive Bureau’s activity report and proceeds with the election of the new Executive Bureau.

3.1 Members of the General Assembly
National delegations can only vote at the General Assembly if the member section that they represent is up to date with its annual contribution.
3.2 Convocation of the General Assembly

Pursuant to article 8 of the articles of association, the General Assembly is convened by the President at least two (2) month in advance. The notice of meeting contains the following details:

- mention of the decision by the Executive Bureau to convene the General Assembly
- the date and venue of the General Assembly
- a reminder of the rules concerning the quorum
- the deadline by which members must confirm their participation in the General Assembly
- The draft agenda
- a reminder that members have the right to add items to the agenda or alter the order thereof
- the list of candidates in the event of the triennial renewal of the Executive Bureau.

3.3 Minutes of the General Assembly

The draft minutes of each General Assembly, shall be sent to members within two (2) months following the General Assembly. They shall contain the date and venue of the meeting, a list of those members present, the reports and proposals presented to the Assembly and the results of the voting for each resolution.

3.4 General reports

General reports, including the financial report, to be submitted and discussed at the General Assembly shall be sent to the Secretary General at the very latest six weeks before the meeting. The Secretary-General shall circulate these documents at the very latest one month before the meeting.

4- Executive Bureau

4.1 Election of the Executive Bureau

Pursuant to article 9 of the articles of association, members of the Executive Board are elected by the General Assembly every three (3) years. Each member is re-eligible once only. Candidacies for the Executive Bureau are individual. They are submitted by the national section and sent to the Secretary General at the very latest two (2) months before the General Assembly. The list of candidates is sent out to members with the notice of the General Assembly. Bureau members are elected by a secret vote.

4.2 Functioning of the Bureau

The Bureau decides the date and venue of its meetings. The Presidency, in consultation with the Secretary General, may decide to convene the Bureau.

4.3 The President, outgoing President and Vice-President

These members act in accordance with article 9-4 of the articles of association. The President keeps abreast of all issues affecting the general well-being of the Union and the profession and, depending on the circumstances and the urgency, takes any measures that he deems necessary in the interests of the Union and the profession. He reports on his initiatives to the annual General Assembly and the Bureau.
4.4 The Secretary General
Aside from the duties stipulated under article 9.4 of the articles of association, the Secretary General sets the timetable for the various events of the Union, directs its activities and oversees their preparation wherever possible. He is responsible for preparing the General Assembly and Executive Bureau meetings and for ensuring the smooth running thereof. He prepares the minutes and ensures the circulation thereof. He reports to the President, the Executive Bureau and the General Assembly on the activities of the General Secretariat. The archives of the Union are kept at the General Secretariat offices.

4.5 The Treasurer
The Treasurer prepares the Union’s annual budget. He directs the management of the Union’s funds in accordance with the budget approved by the General Assembly. He submits a report on his activities as Treasurer to the President, the Executive Bureau and the General Assembly.

4.6 The Delegate of the Union in Malta
4.6.1 The Delegate shall be appointed by the Executive Bureau for an undetermined time and shall retain the position until the Executive Bureau decides to replace him/her. Preferably he/she should be a member of the Chamber of Architects and Civil Engineers of Malta (Kamra tal-Periti).
4.6.2 The duties of the Delegate, shall be those set out in Art. 4.2 of the Statute, that is to represent the Union as required at law for the purposes of retaining its NGO status and administering its assets.
Any financial compensation shall be negotiated by the Executive Bureau and an agreement setting out all the duties functions, remuneration and other terms of service shall be signed between the Secretary-General and the UMAR delegate selected.
4.6.3 The UMAR Delegate should be able to provide a legal address for the Union in Malta and shall carry out his/her duties in strict collaboration with the Secretary-General and the Treasurer.
The UMAR Delegate shall not assume any responsibility other than those delegated to him/her.

4.7 The Advisors to the Executive Bureau
4.7.1 The Executive Bureau may formally appoint advisors for the purposes that may deem necessary. The advisors will attend the Bureau meetings at the invitation of the Executive Bureau, with voice but without being able to vote.

5. The General Secretariat (executive office)
Pursuant to article 4 (modified) of the articles of association, the Union shall be registered in Malta and should continue being so unless a change is decided in agreement with article 4.1. For operational purposes, a General Secretariat (executive office), is needed and can be based in any of the Member Sections subject to the following conditions.
5.1 The Executive Bureau will seek for proposals by Member Sections to host the General Secretariat of the Union for a period of six years.
5.2 The General Secretariat should have a physical place with at least the minimum necessary furniture and basic office elements for normal operation, and the possibility of one staff person in charge.
5.3 The cost and maintenance of the General Secretariat will be covered by the Member Section hosting it during the whole period agreed, with the exception of that of the person in charge, that will be covered by the UMAR depending on its budget.

5.4 The Executive Bureau shall select a proposal from among the candidates and shall present it to the General Assembly for ratification.

5.5 Once ratified by the General Assembly, the formal agreement shall be signed by the President of the UMAR and the President of the host Member Section and may be dissolved by a decision of one of the parties by means of a written communication with minimum of six months notification. In the case of the UMAR, the decision would be taken by the Executive Bureau.

5.6 The responsible person of the General Secretariat (executive office) shall be the Secretary General of the UMAR, who may request the changes he deems necessary for the proper functioning of the Secretariat.

6- Finances

6.1 The financial year runs from 1st January to 31 December.

6.2 Contributions

The amount of the annual contribution established by the Executive Bureau is ratified by the General Assembly for the coming year.

The amount of the contribution is notified to each member section at the very latest by 30th November of the previous year.

The annual contribution paid by each member section is established in Euros. It must be paid at the very latest by 31st March of the year in question.

In the event where the member section does not pay the sum due within the prescribed deadlines, this sum shall be increased by (1 %?) per month or part of month of non-payment.

In the event where the entire sum due is not paid by 1st November of the year in question, the voting rights of that member section shall be suspended.

The Executive Bureau may announce the suspension of any section having not paid its annual contributions for three (3) consecutive years.

Annex 1

REFUND OF EXPENSES

1- Expenses related to the organization of General and Bureau Meetings

Travel and accommodation expenses incurred by General Assembly delegates are covered by their respective national organizations.

Only subsistence expenses (meals and accommodation) incurred by Bureau members are covered by the national organization of the host country.