

Rules of procedure for the Board of IDA Public Sector

(Revised on 18 August 2016)

§ 1. Management

Section 1. The Chairperson, or in his or her absence, the Vice-Chairperson chairs meetings of the Board. If both are absent, the Board itself elects a chair.

Section 2. The Vice-Chairperson is elected at the inaugural meeting of the Board.

§ 2. Meetings

Section 1. The Board usually convenes 10-11 times a year – as far as possible on meeting days set in advance. In addition, the Board convenes as often as the Chairperson finds necessary, or if requested by at least two members of the Board in writing, stating the matters to be discussed. The Chairperson may cancel planned meetings if the Chairperson deems them to be unnecessary.

Section 2. Minutes must be taken of the meetings of the Board, sent to the Board as soon as possible, and presented for approval at the beginning of the next meeting.

§ 3. Officials to the Board

Section 1. At its inaugural meeting, the Board must decide who they want as officials. These will typically be publicly employed representatives from a negotiation area not represented on the Board.

Section 2. These persons are invited to Board meetings as necessary with speaking rights. They will regularly receive agendas and minutes.

§ 4. Convening meetings

Section 1. Meetings are convened at a notice of at least five working days, however in cases of emergency a meeting may be convened at shorter notice.

Section 2. A meeting requested by a member of the Board must be held by no later than eight days after receipt of the request.

Section 3. Deputies are convened to, and may attend, meetings of the Board.

§ 5. Agenda

Section 1. The Chairperson lays down the agenda of the Board and distributes the agenda simultaneously with the notice convening the meeting, as well as the material to be discussed, to the extent deemed necessary by the Chairperson.

Section 2. The agenda must include at least:

- approval of the agenda
- approval of minutes of the previous meeting
- messages
- information to members
- working plan/next meeting
- briefing from IDA's Board of Representatives, IDA's Executive Committee and the Council of Employees
- reports from IDA Public Sector committees
- AOB

The item "finances" is on the agenda for budget discussions at the meeting in May/June, when quarterly financial statements are available, and when otherwise necessary.

Section 3. Urgent matters outside the agenda may be processed when all members of the Board, or, in their absence, their deputies, are present and can vote in favour of this. Where this is not the case, the Chairperson must subsequently send the urgent matter for consultation/for a decision by the Board according to Section 7 of these rules of procedure. A case that only contains a message to the Board may always be considered outside the agenda.

§ 6. Decisions

Section 1. The Board has a quorum when at least half of its members are present. All decisions are by simple majority of votes. In the event of parity of votes, the Chairperson has the casting vote.

Section 2. The vote must be carried out in writing at the request of one member of the Board.

§ 7. Negotiations

Section 1. When the Chairperson deems that a case has been duly discussed, he or she determines and words the questions to be voted on.

Section 2. Under each item on the agenda, a member of the Board may demand that a proposal from the member of the Board be put to the vote.

Section 3. The Chairperson must give the floor to the members of the Board in the order in which this has been requested. However, the Chairperson himself or herself may take the floor at any stage of the negotiations, just as the Chairperson may allow members to make a brief comment.

Section 4. If it is proposed that the negotiations be concluded with the speakers registered, such proposal must be put to the vote immediately.

Section 5. The Chairperson may exclude a member of the Board from speaking if said member deviates from the topic or violates the order despite reprimands.

Section 6. The Chairperson may suspend the meeting.

§ 8. Settlement of individual cases through email communication

The Chairperson may submit individual cases for consultation/decision to the Board through circulation of emails. Decisions must be entered in the minutes at the following meeting of the Board.

§ 9. Confidential cases

On the recommendation of the Chairperson, the Board decides what cases must be processed as confidential. Such cases are not entered in the minutes of the meeting, but in a confidential protocol.

§ 10. Committees

Section 1. The Board may set up permanent committees as well as ad hoc committees and other committees with a maximum tenure of one year to perform specific tasks.

Section 2. The Board lays down the terms of reference, including the authority, of such committees.

Section 3. Only permanent committees with a terms of reference approved by the Board and with a budget approved by the Council of Employees can receive secretariat services. Other committees are self-servicing.

Section 4. The committees have a quorum when more than half of the members are present. Resolutions that are not unanimous are presented to the Board for settlement.

Section 5. Accountable to the Board, the committees process the cases which have been assigned to them according to their terms of reference.

§ 11. Adoption

These rules of procedure were adopted at the meeting of the Board on 18 August 2016 and must be re-adopted at each inaugural meeting of the Board.