



Generation 2004

Implementing Rule 7

(Adopted by GA 2018 on June 26th)

Implementing rule 7 on governance and functioning of the Board

I. General Provisions

I.1. *Purpose and Scope*

Implementing rule 7 sets out rules on the governance and the functioning of the Generation2004 Board. Where it is foreseen by this rule, terms of reference on the governance and the functioning of the G2004 Board set out additional and complementary provisions.

I.2. *Terms of Reference of the Board*

The Board adopts with qualified majority terms of reference. The terms of reference in Annex 1 of IR 7 are valid until the Board decides to change or amend them. The terms of reference of the Board or any change or amendment thereof are a decision of the board as specified in VI.1.

II. Board composition and roles

II.1. *Chair and Vice-chairs*

The Board consists of 9 members. It elects out of its ranks by absolute majority a Chair, a first, a second and a third Vice-chair, which must all be different individuals. In case of absences, the role of the Chair is cascaded down to the next available Vice-chair in the order in which the Vice-chairs have been elected (line of succession).

II.2. *Secretary and Treasurer*

The Board appoints by absolute majority a Secretary and a treasurer which do not need to be Board members, but must be full members of Generation2004 for more than six months prior to the appointment.

The Secretary supports the work of the Board. Without prejudice to the provisions in the bylaws, his or her tasks are set out in the terms of reference.

II.3. *Moderator*

Upon request by at least two present Board members, a Moderator can be appointed for the whole meeting or for specific agenda points.

The rights and duties of the Moderator are set out in the terms of reference.

II.4. *Principles supporting the organization of the work*

The organization of the work of the Board is based on the following principles:

- 1) *Professionality and competence* by familiarizing themselves with the files being developed and discussed at any given time so that at board meetings they may participate in the debates with an informed opinion. The seconded staff will make all necessary efforts to ensure that Board members are fully briefed on the issues they have to decide on.
- 2) *Division of labor* by assigning of specific resorts to each Board member.
- 3) *Business continuity* by having, together with the main responsible for a dossier, a second Board member fully updated and involved in it.
- 4) *Delegated trust* by taking decisions and assigning tasks, together with the directives deemed essential for carrying them out. The seconded staff, managed by the Chair, then executes these tasks in autonomy, reporting subsequently to the Board.

III. *Communication within the Board and Documentation of Board Actions and Decisions*

All communication related tasks are facilitated, and if necessary, organised by the Secretary of Generation 2004. Details are set out in the terms of reference.

III.1. *Meeting Minutes*

Minutes are taken at every Board meeting.

Meeting minutes should be

- 5) concise (keywords are usually sufficient)
- 6) clearly identifying and describing all decisions and agreed actions (What, Who, When).

A draft should be disseminated max. 72h after the meeting, but in any case 48h before the next meeting by putting them on a discussion platform. Requests for changes or inclusion of dissenting positions should be submitted no later than 6h before the next meeting.

Dissenting positions may be drafted by the respective party and must be adapted in style and length to the minutes. Supporting and dissenting arguments can contain only points raised during the meeting and should receive equal space, which the Board can decide to limit to 150 words each.

Minutes are tabled for adoption as a compulsory point 2 on the agenda of the next Board meeting. After adoption they are made available to full members of Generation 2004 (Art. 17.5 of the bylaws).

III.2. *Decision Archive*

Each decision of the Board, including those which remain “provisional”, is given a reference number and is fixed in writing together with date, decision modality and the outcome of the vote, if any. The Secretary maintains an archive of all decisions, oral and written procedure.

IV. Communication with Members and the outside

IV.1. *Use of functional mailboxes*

The Board approves the setting up and closure of all functional mailboxes associated with Generation2004.

As a rule, information from the Board about Board decisions and other non-section related Generation2004 matters is disseminated in electronic form using the Generation2004 functional mailbox.

Messages sent on behalf of Generation2004 by using the Generation2004 functional mailbox to all staff and/or members of Generation 2004 should be approved by the Board. Excluded from this requirement are

- Invitations to Board meetings, supporting documents and draft minutes, which are sent under the responsibility of the Chair or the acting Vice-chair;
- Messages containing documents which have already been approved by the Board or the General Assembly of Generation2004.

For all messages concerning section related business, a section-specific functional mailbox should be used. Messages from this mailbox must be approved by the Board of the section or the relevant subset of Board members following the principles laid down for the Generation2004 functional mailbox.

V. Physical/Videoconference Meetings' organisation

V.1. *Schedule*

The Board meets on a regular basis, by default every two weeks, and at least 10 times per year. A tentative meeting calendar stating the dates, start and end times and the venue(s) is proposed at least 3 months in advance by the Chair and approved by the Board. Once approved, the Secretary issues electronic invitations for all members of the Board.

V.2. *Invitations*

Besides Board members, meeting invitations are extended to all seconded staff and to all Staff Committee members from Generation2004. The Secretary and the treasurer are also invited to participate. All invited non-Board-members have the right to intervene on any topic but should exercise this right with moderation.

Board meetings or parts thereof dedicated to staff matters including secondments are restricted to Board members. At the request of at least 2 Board members, Board meetings or parts thereof on any other topic can be restricted to Board members only.

Any Generation 2004 member is allowed to participate in a Board meeting unless one of the aforementioned restrictions applies. A member may take the floor if asked to do so.

V.3. ***Agenda & supporting documents***

Proposals for agenda items have to be sent to the Chair or Secretary until 72h¹ before the meeting, unless items are demonstrably linked to external conditions intervening within this delay in which case the Chair may amend the agenda until 6h before the meeting.

The agenda and supporting documents are to be disseminated if possible 48h before the meeting but at the latest 24h before the meeting. Agenda items for which the supporting documents are missing or have been modified after this deadline will by default be shifted to the end of the agenda.

The adoption of the agenda is compulsory point 1 on each agenda.

VI. **Decision procedures**

VI.1. ***Definition***

A Board decision is any act or statement issued on behalf of the Board, which limits the Board's or the organization's choice of further activities within its range of responsibilities.

In case the decision includes the adoption of one or more documents, the final version of the respective documents must be made available prior to the discussion. In principle, a lead time of 4h per 1000 words of text with a minimum of 24h and a maximum of 7 days should be respected to give Board members sufficient time to read the documents.

The Board delegates decisional power to its Chair for cases when immediate decisions are necessary (e.g. a decision to support or not support a resolution drafted by the staff representation during "intersyndical" meetings). The Chair reports to the Board on his/her decisions as soon as possible.

VI.2. ***Consensus and compromise***

Wherever possible the Board should decide by consensus. In case of initial disagreement a compromise should be sought by adapting the decision so that all can agree. If after the presentation of a decision, its discussion, and eventual adaptation, no further requests to speak are recorded then the Chair can announce consensus or compromise, which must also be recorded in the minutes.

If the discussion shows that a consensus/compromise is unlikely to be achieved within a reasonable timeframe and after all Board members had the possibility to intervene, the Chair or Moderator, as the case may be, on request of the Chair or any two Board members, calls for a vote.

VI.3. ***Quorum and Votes***

Any Board decision requires the participation of at least 5 elected Board members including proxies (quorum). If a vote takes place, the valid votes, expressed either in presence, by proxy, or in writing, of at least 5 elected Board members are required. In a written vote, only cast votes including abstentions count to the quorum.

Each Board member has 1 vote, which can only be cast in the form of "yes/agree", "no/oppose", or "abstention". Any other wording or any condition attached to the vote renders the vote invalid. Votes cannot be split.

Each Board member can at most hold proxy for one other Board member. Proxy vote and own vote may diverge.

¹ Hours to be counted excluding weekends (Sat 00:00 to Sun 23:59) and business closing days (all sites with board members)

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VI.4. *Voting procedure*

A written vote can only be called for by the Chair or the Vice-chair replacing the Chair and only after the decision text with all supporting documents has been procured in final form and a discussion has taken place. A written vote can only be called for if the matter has to be decided prior to the next regular Board meeting or at the request of at least 5 Board members.

Voting should take place without delay and must be performed in such a way that it is recognizable by all other participating members of the Board. For a written vote, this implies that the email calling for a vote has to be sent to all Board members and included the phrase “call for vote” in the subject header.

In case of a written vote, at least 24h, not including holidays, non-working days or parts thereof, must be allowed for discussion and for casting the votes. After the announced deadline the person calling for the vote can declare the vote closed or extend the deadline. A written vote not closed by the time of the next Board meeting appears automatically on its agenda as item 3.

The Chair or Moderator, as the case may be, counts the votes and announces the result without delay by stating number of votes cast in yes/no/abstention.

Individual voting is recorded, unless the Chair or Moderator, as the case may be, after hearing the Board, approves a secret vote. Dissenting minorities can request that their positions be recorded in the minutes (Art. 17.4. of the bylaws).

VI.5. *Voting rights and standard section-related business*

Section related business concerns

- Nomination and support for candidates in CSC and LSC elections and for other offices within each institution
- Setting up of local groups
- Decisions on other matters which are section specific and have no ramifications for other sections
- Messages from the section to its Members and staff concerning any of the above issues and using a dedicated functional mailbox
- The participation in and support for strikes
- All issues concerning the Staff Regulations and their implementation
- The setting up of sections
- Official contacts with Member States and European Parliament

In cases where the section-related status of a decision is disputed, the Board may, after recording of the main arguments, by absolute majority decide which status shall be assumed for that decision.

Deviating from the provisions made in VI.2, decisions on section related business require a quorum of 4 Board members. In cases where a section has fewer Board members than the quorum, the members of that section will, by qualified majority, invite other Board members to join the decision.

VI.6. *Absolute majority*

Except for those decisions for which the By-Laws require a qualified majority, the Board adopts its standard decisions by an absolute majority of the cast votes.

VI.7. *Discussion*

All Board members must be given equal chance to express their opinion on the content of the decision. The Moderator may limit the time of each intervention to 5 minutes, but not to less than 2 minutes, giving precedence to requests of the floor by members having intervened less often. In written procedure, the Chair might limit the length of each opinion to not less than 500 words and set a deadline for delivery of not less than 24h.

VII. Annex I: Provisional Terms of Reference of the Board

(Can be amended or modified by the Board without having to refer to the General Assembly)

VII.1. *Tasks of the Secretary*

The secretary supports the work of the Board by:

- 7) assembling and disseminating the meeting agendas and supplementary documents
- 8) maintaining the Action list
- 9) maintaining the Decision Archive
- 10) booking rooms and scheduling video conferences
- 11) keeping records about the line of succession (presences/absences) at any time

The secretary is also in charge of

- 12) drafting the minutes of Board meetings and making them available to Generation 2004 members.
- 13) Producing other required documents in the default language of the organisation
- 14) Checking the quorum for decisions
- 15) Maintaining an overview on the main deadlines
- 16) Deals with issues in all confidentiality. Discussions where at least two present board members require confidentiality may be left unrecorded.

VII.2. *Messaging/Discussion platform*

The Board uses the messaging/discussion platforms best suited to its work (e.g. email, wiki, yammer). For drafting documents, Sharepoint, the Commission collaborative system should be used. The use of email should be restricted to cases where an immediate response is required. In all other cases, other means of communications should be used.

When using email, particular attention is paid to addressing emails only to the person(s) concerned by the information contained in the email.

VII.3. *Documents*

VII.3.a. File formats

The Secretary develops and uses standard template File types, templates, etc. for preparing Board-related documents.

VII.3.b. Language

The default language of all documents issued by the Board is English. Documents can be submitted for consideration by the Board in the other procedural languages (FR, DE).

Provided the resources of the organization allow for it, the Board aims to ensure that highly important deliverables are translated into FR and DE.

VII.3.c. File naming convention

The Secretary develops criteria for categorisation, dating, and versioning of Board-related documents.

VII.3.d. Storage

The Secretary of Generation 2004 develops criteria for storage, sharing, dissemination and archiving of Board-related documents and makes a proposal to this effect to the Board.

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VII.4. Roles during Board Meetings

VII.4.a. Chair

The Chair is, in this order and depending on presence at any point in time, the Chair of the Board, the 1st, 2nd, 3rd vice-chair. He or she

- 17) opens the meeting
- 18) ensures that the agenda is adopted at the beginning of the meeting
- 19) ensures that agenda items are not added or dropped during the meeting except if it:
 - a) is requested by at least 3 board members,
 - b) is a pressing issue
 - c) requires no prior reading of any documents.
- 20) gives and withdraws the floor
- 21) has preference when requesting the floor at any point in time
 - 22) can alone request "end of discussion" or "ready to decide" voting
- 23) is responsible for summarising the discussion and any decision taken.
 - 24) closes the meeting or announces a postponement of no more than 48h after which the meeting is continued
- 25) may not be the same person as the minutes keeper

VII.4.b. Moderator

A Moderator is appointed upon request by at least two present Board members. He or she

- 26) gives and withdraws the floor
- 27) watches over the agenda
- 28) calls to the order
- 29) announces "end of discussion - postponement" or "ready to decide" voting on request of at least two present Board members
- 30) counts votes in decisions
- 31) can be:
 - a) any Board member,
 - b) the treasurer.
- 32) cannot be the same person as the minutes keeper.