



Staff Association of the European Union institutions, bodies, offices and agencies

Generation 2004

Annex II – Implementing rules

Implementing Rule 7:

Governance and functioning of the Steering Committee and its subcommittees

Article 1 (Scope)

Having regard to Article 61 and Article 72(3) of the bylaws of Generation 2004, this implementing rule is devoted to the governance and functioning of the Steering Committee and its subcommittees.

Article 2 (Attributions)

1. Pursuant to Article 51 of the bylaws, the Steering Committee is a consultative body of the association.
2. At the request of the Board or of the General Assembly, the Steering Committee issues political and operational guidelines, recommendations, and opinions on matters of major interest to the staff association. To this end, it acts as a *'think-thank'* and a forum of discussion.
3. The Steering Committee will strive to enforce at every moment the principles of collegiality, transparency, accountability, prudent management, and institutional independence.

4. Pursuant to Article 55(3) and Article 69(1) of the bylaws, the Steering Committee can propose to the Board a disciplinary procedure against a member or a group of members of the association.
5. Pursuant to Article 56 of the bylaws, the Steering Committee has the obligation to report yearly to the General Assembly on its activities.
6. Pursuant to Article 72 and paragraphs 2 and 3 of Annex II to the bylaws the Steering Committee may issue an opinion on new or amended draft implementing rules.
7. The opinions issued by the Steering Committee have non-binding legal effects.

Article 3
(Composition, meetings and duration of office)

1. The Steering Committee is an assembly of elected members to Local Staff Committees and of *ad-hoc members* chosen by means of a call for interest organised by the Board in accordance with the conditions laid down in Article 52(2) of the bylaws. The Board decision provided for in Article 52(2) shall be taken within 30 calendar days counting from the date of the first meeting of the Board.
2. The composition of the Steering Committee aims to ensure the presence of members from every constituted section proportional to electoral weight resulting from staff representation elections in independent or joint lists. Generation 2004 membership constitutes a mandatory pre-requisite to be member of the Steering Committee. It also reflects a genuine duty from members to be involved in the association by replying to calls for interest in a general or specific field of expertise that is relevant to the attributions of this advisory body.
3. A member with an electoral mandate, who leaves office in the staff representation, irrespective of the reason, ceases to be a member of the Steering Committee.
4. *Ad-hoc members* are appointed by the Board further to the approval of the list by the General Assembly as laid down in Article 52(2) of the bylaws and stay in office until a new Board is elected. If an *ad-hoc member* resigns, the Board may appoint a new *ad-hoc member* for the remaining period of the mandate without need of further submission to approval by the General Assembly. An appointment may be renewed once.
5. If the Steering Committee comprises elected members and *ad-hoc members*, it will be considered as meeting at the largest composition. If, by a preliminary decision of the Board, a call for Steering Committee members is not organised as set out in Article 52(3) of the bylaws, the Steering Committee will run exclusively as a forum of discussion of Generation 2004 members who have an electoral mandate resulting from staff representation elections.

6. In accordance with Article 40(2) and (3) of the bylaws, if the Board is dismissed, the *ad-hoc members* of the Steering Committee are dismissed as well. In such case, the Steering Committee will continue to operate based on the elected members until the new Board decides to organise a new call for interest as provided for in Article 52(2) of the bylaws. To this end, the time limit set out in paragraph 1 above applies.

7. The Steering Committee meetings can be attended by observers as listed in Article 53(1) of the bylaws. Observers can take the floor and participate at the discussions orally and in other ways (e.g. by written comments) but do not enjoy voting rights as established in Article 53(2) of the bylaws.

Article 4 (Mandate and working method)

1. The elected and *ad-hoc* members of the Steering Committee enjoy a three-year mandate, which runs from the date of the starting of the electoral mandate resulting from staff representation and ends with the election of new elected members to the Local Staff Committees or from the date of its appointment further to the approval of the list of *ad-hoc* members by the General Assembly in accordance with Article 52(3) of the bylaws.

2. The Steering Committee deals with subjects that are:

a. submitted by the Board or by the General Assembly – such submissions are communicated to the Steering Committee members in written form and must mention a date (response date) by which the Steering Committee is asked to provide an opinion without prejudice to paragraph 6 below.

b. requested by a group of at least five members of the Steering Committee.

3. If the Board or the General Assembly submits a document for review by the Committee, this shall be accompanied by an explanation of the context of the request and, if applicable, why a revision is needed.

4. The Board and the General Assembly should submit its subjects, including relevant documents and additional information, timely enough to enable a thorough consideration by the Steering Committee.

5. Following reception of a subject submitted by the Board or by the General Assembly (paragraph 2, point a. above), the Steering Committee decides whether it accepts to deal with the subject and issue an opinion, recommendation or guidelines by the response date set by the governing bodies. The coordinator of the Steering Committee is responsible for the transmission of the response to the Board or to the General Assembly. Such decision must be taken within seven calendar days after reception of the Board's or General Assembly's submission and is communicated, together with a statement of reasons, to the

Board or General Assembly without delay. In case the period between reception and response date is shorter than one month, the decision is to be taken within five calendar days. In case the Board or the General Assembly submits a modified request, the Steering Committee decides again applying the same procedure described in this paragraph.

6. If the subject is requested by Steering Committee members as laid down in paragraph 2, point b. above, the coordinator is responsible for acknowledging the request and for deciding on its admissibility within seven calendar days. It is also responsible for promoting the discussion of the matter within the Steering Committee and decide, in common agreement with the authors of the proposal, on a calendar and on a methodology to prepare an opinion or a recommendation.

7. The members of the Steering Committee must contribute to the preparation of the guidelines, recommendations and opinions on subject-matters with a major interest to the staff association. All Steering Committee members have the same rights, irrespective of the way of their appointment.

Article 5 (Coordinator of the Steering Committee)

1. Pursuant to Article 54(1) of the bylaws, the Steering Committee is chaired by a coordinator. The coordinator is assisted in his or her duties by a secretary and by the secretariat of Generation 2004.

2. The Steering Committee elects a coordinator from among its members.

3. The coordinator of the Steering Committee takes a coordinating and moderating role. It further enjoys voting rights.

4. The coordinator is responsible for:

- a. Convocation, preparation, and moderation of the Steering Committee meetings,
- b. Drafting of the proposed agenda for the Steering Committee meetings in cooperation with the secretary, considering proposals put forward by the Steering Committee members and the Board,
- c. Explanation of subjects submitted to the Steering Committee by the Board or by the General Assembly or by a group of at least five members of the Steering Committee (Article 4(2) above),
- d. Regular reporting of the Steering Committee activities to the General Assembly in accordance with Article 56(6) of the bylaws,

e. Organisation of elections according to Article 7.

5. The coordinator is further responsible for:

- a. Periodical reporting about the Steering Committee's activities to the Board;
- b. Deciding, on behalf of the Steering Committee, to accept or reject subjects submitted by the Board and by the General Assembly– a rejection needs to be justified;
- c. Informing the Board, the General Assembly and the Steering Committee itself about acceptance or rejection of a subject – in the case of a rejection the reason(s) for the decision is/are communicated as well.

6. The coordinator carries out his or her duties in an impartial and transparent manner.

7. The duties of the coordinator, as described in paragraphs 4 and 5 above, can also be delegated to one of the two vice-chairs of the staff association on an occasional or continuous basis. A continuous delegation is effective until further notice. It's granting and revocation shall be communicated to the Steering Committee and to the Board. The delegation can be revoked by the coordinator at any moment, and it expires automatically, when the coordinator or the vice-chair(s) leaves office.

8. In exceptional cases, for example, if the vice-chair(s) is/are not available, the tasks of the coordinator can be delegated to the oldest in membership Steering Committee member, and if the latter is not also available, to the oldest in age member of the Steering Committee.

Article 6

(Secretary)

1. The Committee elects a secretary among its members.

2. The Secretary is responsible for:

- a. Organisation of the Steering Committee meetings and support to the coordinator, as appropriate, in conducting the meetings,
- b. Drafting and revision of meeting minutes as well as preparation, circulation and filing/archiving of the final version of minutes as approved by the Steering Committee,
- c. Keeping an updated list of Steering Committee members and observers,
- d. Keeping a register of the Steering Committee decisions, documents and meeting minutes,

3. The Secretary executes his or her tasks in an impartial and transparent manner.
4. The Secretary is assisted in his or her tasks by the secretariat of Generation 2004.

Article 7

(Election and mandate of the coordinator and secretary)

1. Elections of the coordinator and of the secretary are organised by the chair of the Board, or by delegation, by the secretary general, at the first Steering Committee meeting following the appointment of a new Board or whenever a coordinator or a secretary step down or lose his or her seat in the Steering Committee by virtue of a disciplinary measure provided for *Implementing rule 4: Disciplinary procedure and guarantees*.
2. Each Steering Committee member can put forward his or her candidature or propose another Steering Committee member to stand for a vote. A candidature need to be accepted by the proposed person before the list of candidates is established. Candidates and proposals can be put forward at any time, up to and including the first meeting.
3. Coordinator and secretary are elected for the Steering Committee's period of office.

Article 8

(Meetings, quorum and rules applicable to time limits)

1. Pursuant to Article 54(4) of the bylaws, the Steering Committee shall meet on a regular basis.
2. The Steering Committee at the largest composition as established in Article 3(5) above should meet at least twice a year or, whenever necessary, to fill properly its attributions as referred to in Article 2 above.
3. The Steering Committee at the shortest composition as established in Article 3(5) above should meet four times a year or, whenever necessary, to fill properly its attributions as referred to in Article 2 above.
4. A tentative calendar for ordinary meetings is proposed by the coordinator, in agreement with the members of the Steering Committee as soon as he or she is elected or, at the end of the preceding calendar year. If necessary, extraordinary meetings can be convened, in particular to (continue to) discuss complex or time-critical subjects.
5. Meetings of the Steering Committee can be held in person (face-to-face meetings) or by online means or in a mixed format. It must be assured that all participants have equal chance to express their opinion on the subject in question.

6. The convocation of an ordinary meeting is sent to the Steering Committee members at least 21 calendar days in advance of the meeting date, preferably via electronic calendar invitations. For extraordinary meetings, the delay is at least seven calendar days.

7. A meeting convocation must mention the meeting's date, time, duration and format (paragraph 5 above) and, if applicable, the meeting venue.

8. The draft agenda and proposed documents for discussion and/or approval at ordinary and extraordinary meetings should be respectively distributed at least 10 and five calendar days prior to the meeting.

9 A meeting can only validly take place if at least one third of the Committee members are present (constitutive quorum). If the requested number is not reached the meeting is held as an informal working session but no votes can be taken.

10. At the beginning of a meeting (compulsory point 1 on each agenda), requests to change the proposed agenda, if any, are discussed and the agenda is changed accordingly. The agenda is final once approved by the participants.

11. If a member attending the meeting so wishes, he or she gets the right to intervene. The duration of interventions can be limited in time prior to the discussion.

12. After each meeting, draft minutes are prepared, which contain:

- a. date, time and duration of the meeting,
- b. the list of participants, identifying the meeting coordinator and the minute taker,
- c. all decisions taken (including number of approving and disapproving votes, as well as abstentions and total votes cast),
- d. a summary of the discussions, including minority positions as well as written statements 'for the records' by Committee members, if any.

13. The draft minutes are sent to the Steering Committee members for comments as soon as possible, but not later than 20 calendar days after the meeting. The draft minutes are revised according to the comments provided. Conflicting comments are solved by the secretary in consultation with the concerned commenters. Meeting minutes are normally approved by the Steering Committee at the following meeting. If the delay until the next meeting is inappropriately long, a call for approval by written procedure can be issued.

14. Approved minutes are filed/archived for later reference.

15. The rules applicable to time limits follows the definition set out in Article 2(11) of *Implementing rule 4: Disciplinary procedure and guarantees*.

Article 9

(Decision-making and voting rules)

1. Decisions of the Committee shall be, to the extent possible, taken by consensus. In case of initial disagreement, a compromise should be sought by adapting the decision/document so that all can agree. If the discussion shows that a consensus/compromise is unlikely to be achieved within a reasonable timeframe and after all Steering Committee members had the possibility to intervene, the chair of the meeting calls for a vote. The vote shall be carried out preferably through an online platform. Otherwise, it will be carried out through other channels upon previous announcement by the coordinator of the Steering Committee.
2. Decisions should be taken in a Steering Committee meeting by default. In justified cases, a written procedure may also be carried out.
3. For a vote, the following majorities apply:
 - a. for Steering Committee-internal elections (Article 7(1) above), a simple majority of the Steering Committee members is required,
 - b. for the approval of minutes a simple majority of members participating in the meeting at which the decision is taken is required; in written procedure the majority is based on all votes cast and a quorum of one third of Committee members present (deliberative quorum) applies,
 - c. for all other votes, including on the approval of guidelines, recommendations and opinions, annual report and establishment of subcommittees according to Article 55(1), Article 56 and Article 59(3) of the bylaws, a simple majority is required; in written procedure the deliberative quorum is one third of the Committee members,
 - d. For a vote relating to the opening of a disciplinary action against a member or a group of members of the association as laid down in Article 2(4) above, a qualified majority of two-thirds of the Steering Committee members present in the meeting is required.
4. For any vote, the subject matter of the vote needs to be clear and unambiguous. When counting votes for a simple or qualified majority, non-valid votes, blank votes and abstentions shall not be taken into account. In a voting, if the absolute majority of the votes cast are abstentions, the voting must be repeated.
5. Upon request by the chairperson of the meeting or by a Steering Committee member, a secret ballot is carried out.

6. The results of any vote (approval, disapproval, non-valid votes, blank votes, abstentions, total votes cast) is recorded in the minutes of the meeting at which the vote was carried out or – for written procedures – in the minutes of the meeting following the closure of the vote.

7. In case of a written voting procedure, the deadline for the vote is by default 10 calendar days. However, in case of urgent matters, the deadline may be shorter but not less than five calendar days.

8. Without prejudice to paragraph 3, point c. above, to expedite the issuing of urgent documents, the subject of a vote can be issued as soon as a simple majority of Steering Committee members present in the deliberative meeting approves it. Still, all votes submitted within the deadline need to be recorded according to the pertinent rules.

9. A Steering Committee member can delegate his or her vote to another member by documented proxy in advance to the meeting. This is limited to one proxy per voting member. For voting by written procedure no proxy is allowed. Proxy votes count for the deliberative quorum.

Article 10

(Committee documents)

1. The Steering Committee issues guidelines, recommendations and opinions and other documents, as appropriate.

2. For drafting a Steering Committee document, the Steering Committee may assign a responsible person or a team among volunteering members. The (team of) member(s) prepares drafts of the document in question and revises the text according to comments provided and the outcome of discussions by the Steering Committee. The (team of) member(s) is/are supported by the secretary of the Steering Committee unless he or she is anyway part of the drafting team her/himself. Such a drafting team does not constitute a subcommittee as provided for by Article 57 of the bylaws.

3. The drafting and revision of documents is carried out in a transparent manner. Contributions by Steering Committee members that have been put forward via the envisaged channel and in a timely manner, if not withdrawn by the commentor, can only be dismissed by the Steering Committee. Paragraph 1 of Article 9 above applies *mutatis mutandis*.

4. All documents are dated and, if appropriate, carry a version number. Draft documents are clearly marked as such. Final documents carry the date of approval by the Committee.

Article 11

(Communication within the Steering Committee)

1. The Steering Committee uses the messaging and discussion platforms best suited to its work. For this purpose, the secretary of the Steering Committee sets up appropriate collaborative space(s) accessible exclusively by the Steering Committee's members, observers and coordinator as well as the secretariat of Generation 2004.
2. For drafting documents, a collaborative space shall preferably be used. In such case, versioning of draft document is enabled automatically.

Article 12

(Subcommittees)

1. Subcommittees are appointed by the Steering Committee and confirmed by the Board according to the provisions of Article 59(2) of the bylaws.
2. Pursuant to article 57 of the bylaws, subcommittees are created on an *ad-hoc* basis to work on specific topics of interest for the staff association. Pursuant to Article 59(1) and (3) of the bylaws, the decision creating a subcommittee shall define its written mandate, stating its goals, its scope and duration. Any change to the mandate or to its composition is adopted by simple majority of the members of the Steering Committee.
3. Pursuant to Article 60, regularly, or at the latest, at the end of its mandate, the subcommittee(s) issues a report about the results of its work. The report is sent to the secretary for distribution to the Steering Committee members.

Article 13

(Reporting)

1. The coordinator, assisted by the secretary shall prepare a (draft) written report about the activities of the Steering Committee (Article 2(5) above).
2. The annual report is adopted by the Steering Committee applying Article 9, paragraph (3), point c. above.
3. The reporting on the annual Steering Committee activities shall be included in the agenda of the first General Assembly of the following year. It shall be done orally by the coordinator. A written report shall be attached to the convocation of the General Assembly in accordance with the conditions laid down in Article 47 of the bylaws.

Article 14

(Special consultation on implementing rules)

1. Pursuant to points 1 and 4 of Annex II to the bylaws, the Board must request the Steering Committee an opinion concerning the draft of new and amended implementing rules.
2. The Steering Commission shall issue a written opinion within one month counting from the date reception of the Board request. The opinion shall include proposals of modification, whenever appropriate.
3. The coordinator of the Steering Committee is responsible for ensuring the compliance with the deadline. To this end, with the assistance of the secretary general and the secretariat of Generation 2004 for logistic aspects, he or she shall initiate a fast-track written consultation procedure and/or convey, in agreement with the members of the Steering Committee, an extraordinary meeting in accordance with the requirements laid down in Article 8 above. In the latter case, the convocation of such specific meeting is sent to the Steering Committee members within five calendar days in advance of the meeting date accompanied by the agenda and relevant documents.
4. The Steering Committee shall adopt its opinion by simple majority of its members present in the meeting (Article 9(3), point c. above). If at the end of the period set out in paragraph 2 above no reply has been provided to the Board, this shall be deemed to constitute a tacit approval.

Article 15

(Entry into force)

The content of this Implementing rule was initially adopted by the General Assembly as Implementing rule 8 on 08.06.2023. Pursuant to Article 49(4)(n) and Article 72(3) of the bylaws this Implementing rule is amended and re-numbered as Implementing rule 7. It was adopted by the General Assembly on 08.10.2024 and enters into force the following day.