

## // CED INTERNAL RULES

### **ADOPTED BY THE CED GENERAL MEETING ON 25 MAY 2018**

Drafted in accordance with articles 2 and 12 of the Statutes

## // HISTORY

On 19 November 2002, the EU Dental Liaison Committee (EU DLC) was set up as a not for profit association in accordance with Belgian law. The Internal Rules were adopted by the CED General Meeting on 14 November 2003.

The Internal Rules were subsequently amended by the General Meetings of 26 May 2006, 28 November 2008, 28 May 2010 and on 25 May 2018.

## **I. Regulations on subscriptions to the Council of European Dentists**

### **I. 1. General**

Subject to the provisions of the Statutes, the regulations on subscriptions are determined by the present Internal Rules.

### **I. 2. Subscription liability**

- 2.1. Liability to pay the subscription shall commence on the first day of the month following the date of admission to the CED.
- 2.2. The Board of Directors shall be entitled, if the financial situation so requires and the level of subscription for the current business year has not yet been laid down by the General Meeting, to require quarterly payments in advance based on the previous year's subscription. Advance payments on account shall be offset against the final sum payable.

### **I. 3. Special provisions**

- 3.1. If, in exceptional cases, the raising of a special levy becomes necessary, the General Meeting shall make the decision on the advice of the Board of Directors.
- 3.2. In special cases the Board of Directors shall be permitted to approve exceptions from the existing regulations on subscriptions.

## **II. Regulations on reimbursement of travel expenses**

### **II. 1. General**

- 1.1. The CED is an organisation financed by subscriptions. It is therefore in the interest of all its members and a responsibility of each and every one within the organisation that activities are conducted in an economically responsible and transparent manner with due regard to the CED budget.

- 1.2. Travel expenses (travel, accommodation, subsistence) for General Meetings, for Board Meetings, for Working Group and Task Force meetings shall be covered by the Member, Affiliate Member and Observer Associations.
- 1.3. Travel expenses for all other activities (e.g. meetings, workshops etc. of other organisations) shall as well be covered by the Member, Affiliate Member and Observer Associations.

## **II. 2. Eligibility for reimbursement**

For meetings other than 1.2. and 1.3. above, where (i) the Board or the GM mandates an individual to attend a meeting on behalf of the CED, or (ii) in cases of travel where the Member Association or host organisation cannot cover the costs, the participant can apply in advance for reimbursement by the CED. The participant must apply on the CED authorization form and must explain why the travel is important for the CED. Reimbursement can be granted only if the travel is deemed important for the CED.

## **II. 3. Decision on reimbursement**

The decision is taken by the Treasurer of the CED, or, if the Treasurer is not sure, by the Board.

## **II. 4. Costs covered**

Costs for flights (or trains if this is the primary means of travel) are covered up to a limit set by the GM at budget time each year. 'Per diem' rates based on the EC-funded travel scheme shall be used as a maximum claimable amount for all other expenses – accommodation, meals, local travel, and sundry expenses. These rates are part of the annex to these rules and will be revised as deemed appropriate by the Board.

## **II. 5. Submission of claims**

Reimbursement can only be made following receipt of a formal invoice from the participant, and this must be supported by the original receipts. Claims should be submitted to the CED Brussels Office as soon as possible and no later than 6 weeks after the event.

## **III. Rules of Procedure for the General Meeting of the Council of European Dentists**

### **III. 1. General**

Subject to the provisions of the Statutes, the rules of procedure for the General Meeting are determined by the present Internal Rules.

### **III. 2. Place of the General Meeting**

- 2.1. Once a year, the General Meeting of the CED will be hosted by one of the Member Associations.
- 2.2. No Member Association can be forced to act as a host country.

### **III. 3. Defining the agenda**

The President shall, in cooperation with the Board of Directors and the CED Brussels Office, set the agenda of the General Meeting, in accordance with the Statutes.

### **III. 4. Opening of the General Meeting**

- 4.1. The President or, if he is unable, the person replacing him in accordance with the Statutes, shall open the General Meeting.
- 4.2. The Meeting shall start by ascertaining that it has been convened in accordance with the Statutes and by holding an individual roll-call of participants.
- 4.3. The President shall appoint the minute-taker and the person responsible for managing the list of speakers.

### **III. 5. Order of speakers**

- 5.1. On each agenda item the rapporteur or the person submitting the motion shall be granted the floor first; this shall be followed by discussion.
- 5.2. Delegates wishing to take the floor on an agenda item must signal this to the President by raising their hand, and their name will be put on the list of speakers; other contributions may be made by request.
- 5.3. Participants of the General Meeting who are not Delegates may take the floor if they are permitted to do so by the President.
- 5.4. The President shall grant the floor in the order in which requests to speak have been submitted; the President shall be permitted to deviate from this rule with the agreement of the listed speakers.

The President shall be permitted to take the floor at any time.

- 5.5. The floor may be granted, in deviation from the order of speakers, to:
  - the rapporteur,
  - anyone wishing to raise a point of order,
  - anyone wishing to make a statement of fact

Remarks of this kind may not exceed 5 minutes in length.

- 5.6. The floor shall be granted for personal statements only at the end of the discussion. The speaker shall not be permitted to speak on the subject concerned but only to repudiate attacks made on him during the discussion or to correct his own statements.
- 5.7. Contributions can be restricted to a certain length by a decision of the General Meeting. If a delegate exceeds the set time, the President, after issuing a single warning, shall be able to cut that speaker short. In this case the individual involved may not speak again on the same topic.
- 5.8. All motions submitted during the discussion of agenda points must be submitted to the President in written form and announced by him in the order of submission prior to the floor being granted to any further speaker. If no one requests the floor or the list of speakers has been exhausted, the President shall declare the discussion closed.
- 5.9. After the discussion has been closed, no further delegates may be granted the floor, unless a majority of the General Meeting consents to reopen the discussion

### **III. 6. Points of order**

- 6.1. Speakers raising points of order shall only have priority over other speakers if the point of order relates to:
  - curtailment of speaking time,
  - closure of the list of speakers
  - closure of the discussion and
  - return to the agenda

Points of this nature may only be raised by participants who have not taken part in the discussion of the matter concerned.

- 6.2. In the case of points of order, in addition to the individual raising the point of order (who shall be permitted to provide the justification and make a final statement), only one speaker may speak for the point of order and one against.
- 6.3. Prior to discussion or voting on a point of order as detailed under Para. 1, the list of speakers shall be read out.
- 6.4. If a motion to close the list of speakers has been approved, those individuals whose names were already on the list when the motion was proposed shall have the right to speak. If a motion to return to the agenda is passed, then – unless the speaker (sponsor of the motion) requests the final word - the discussion on the matter at hand shall be finally closed.

### **III. 7. Voting**

- 7.1. At the request of more than half the Member and Affiliate Member Delegates, a written roll-call vote must be taken.
- 7.2. Abstentions shall be permitted. Abstentions may not be counted amongst either the “yes” or “no” votes; they shall, however, count as valid votes. The President must also count the abstentions.
- 7.3. Votes cast in which the will of those voting is not clear, or that are not related to the matter at hand shall be invalid.
- 7.4. Except in the case of elections, the Chairman of the Meeting shall formulate questions in such a way that they can be answered with yes or no. As a rule they should take the form of a question as to whether approval should be given or not. A point of order may be raised with regard to the formulation. In the case of an objection to the proposed formulation, the final decision shall be made by the Meeting.
- 7.5. An individual with voting rights shall be excluded from a ballot if the matters on which a vote is being taken relate to his person, with the exception of elections to CED Board of Directors.
- 7.6. In the case of several motions relating to the same matter, votes shall be taken in the order in which the motions were submitted, unless a motion that goes further than a previous one is taken first or an amendment motion is given precedence over the main motion. Otherwise the following types of motion shall have precedence over all others:
  - Motions return to the agenda,
  - Adjournment motions
  - Motions to refer a matter to a committee
- 7.7. Once a ballot has commenced, no further speakers shall be granted the floor, even on a point of order.

### **III. 8. Orderly conduct of the meeting**

- 8.1. The President shall be obliged to ensure that the Meeting takes place in an orderly fashion.
- 8.2. In order to ensure order, he shall be permitted to reprimand participants and, in the case of repeated behaviour, call them to order. After calling a speaker to order twice, the President shall have the right to deny him the floor if he disrupts the order a third time.
- 8.3. In a particularly serious case of disruption, the President may exclude a participant from the Meeting. In such cases, the participant must follow the instructions of the President and leave the meeting room immediately.

- 8.4. The President shall at any time be permitted to interrupt or suspend proceedings if the Meeting can no longer be carried out in accordance with the Statutes or Internal Rules.
- 8.5. An individual shall be permitted to appeal against a call to order, reprimand, withdrawal of the right to speak or exclusion. The General Meeting shall make an immediate decision on the appeal.

### **III. 9. Scope**

Taking into account the relevant provisions of the Statutes, the contents of these Internal Rules shall apply also to all other sessions and meetings of the CED and its organs.

## **IV. Election regulations of the Council of European Dentists**

### **IV. 1. Basic principles**

- 1.1. Subject to the provisions of the Statutes, the election regulations are determined by the present Internal Rules.
- 1.2. All elections shall take place by secret ballot.
- 1.3. The Directors shall not all be elected at the same time. The election of the President and of three members of the Board of Directors will take place at the same time. The Treasurer and the other three members shall be elected in the following year.
- 1.4. On the agenda, the election of the President or the Treasurer, as the case may be, shall always precede the election of the other Directors whose mandate comes up for election.

### **IV. 2. Election assistants**

Prior to election taking place, the President shall appoint an Electoral Committee consisting of three Election Assistants.

### **IV. 3. Voting**

Each Member and Affiliate Member Delegate shall cast a vote by identifying on the ballot paper the candidate to whom he wishes to give his vote. Candidates are permitted to vote for themselves.

### **IV. 4. Procedure<sup>1</sup>**

- 4.1. If there are several candidates for one position, the candidate with the highest number of valid votes is elected. In the event of a tie, where two or more candidates obtain the highest number of valid votes, a tie-break between them will take place. If the tie-break results in a tie, each candidate having obtained the highest number of valid votes in the tie-break will, in alphabetical order, pick a piece of folded paper from the table. The candidate who picks the paper inscribed with 'Elected' is elected.
- 4.2. This procedure will be repeated for every position to be filled.

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<sup>1</sup> As amended by the CED General Meeting on 11 May 2007.

#### **IV. 5. Determination of election results**

- 5.1. The President and/or the Election Assistants shall count all the valid ballot papers for each candidate and at the same time calculate the number of abstentions and invalid votes. Votes shall be invalid,
- if they have been cast by someone who does not have voting rights,
  - if more than one candidate is identified on the ballot paper
  - if the ballot paper is torn or badly damaged,
  - if the will of the voter is not clearly identifiable.
- 5.2. Decisions on whether votes cast are valid or invalid and on complaints about the way the election results have been determined must be included in the written record of the election together with a brief justification.

#### **IV. 6. Written record of election results**

- 6.1. The calculation and determination of the election results shall be recorded in the minutes of the General Meeting and signed by the President and the Election Assistants.
- 6.2. The minutes of the General Meeting shall contain:
- the names of the Election Assistants appointed in accordance with Article III.2,
  - the matter on which the vote is being taken,
  - the number of Member and Affiliate Member Delegates,
  - per ballot, the candidates and number of valid and invalid votes cast per candidate.

#### **IV. 7. Announcement of election results**

The President shall announce the results after each election and call on the candidates to declare whether they accept election or not.

#### **IV. 8. Challenging election results**

- 8.1. Every Member and Affiliate Member Delegate shall be permitted to challenge the result of an election only immediately after it has been announced.
- 8.2. Challenging an election result shall not result in its deferral.
- 8.3. A challenge to an election result may only be based on infringement of important rules related to voting rights, eligibility for election or voting procedures, failure to rectify the situation and the possibility that the election result may have been influenced by the infringement.
- 8.4. The General Meeting shall make the final decision in the case of an election result being challenged.

### **V. Board of Directors**

#### **V. 1. General**

- 1.1. Subject to the provisions of the Statutes, the authority and functioning of the Board of Directors are determined in the present Internal Rules.
- 1.2. The Board of Directors may determine the details of the procedure to be followed by the Board of Directors at meetings and in other circumstances in accordance with the Statutes and the present Internal Rules.

## **V. 2. Attendance of meetings**

- 2.1. The normal attendance at meetings of the Board of Directors shall be the Directors themselves and the members of the CED Brussels Office. A Delegate from the Member Association hosting a CED meeting of the Board of Directors and a General Meeting is also invited as a non-voting guest to attend meetings of the Board of Directors the year preceding the hosting year until the meeting that that Member Association hosts.
- 2.2. Experts may be co-opted to the Board of Directors, provided that the CED shall not incur costs without the prior approval of the General Meeting of the CED. The General Meeting will define the scope of authority of the co-opted experts and the budget allocated to the Board in this respect.

## **V. 3. Defining of the agenda**

The President shall, in cooperation with the CED Brussels Office set the agenda of meetings of the Board of Directors and include those Directors' suggestions received by the deadline set by the CED Brussels Office.

## **V. 4. Voting**

All ballots shall be based on the principle of a simple majority of valid votes.

## **V. 5. Addressing national institutions or bodies**

The Board of Directors will not address any national institution or body in any Member Country, Affiliate Member Country or Observer Country without the prior and explicit consent of the Member Association(s), Affiliate Member Association(s) or Observer Association(s) from the country concerned.

## **V. 6. Participation in Working Groups and Task Forces**

Each Director shall be member of at least one of the Working Groups or Task Forces, and be responsible for following up on its working on a particular topic of the CED beyond the activities and results of the Working Group concerned, e.g. with regard to political actions.

## **VI. Working groups**

### **VI. 1. General**

The General Meeting of the CED may create Working Groups to carry out whatever task it requires for the achievement of its established aims. The method of working shall be decided upon by the General Meeting when the Working Group is established.

### **VI. 2. Terms of reference**

Each Working Group shall have specific terms of reference clearly defined in advance of, or at the time of, its establishment. The terms of reference shall be approved by the General Meeting.

### **VI. 3. Length of mandate**

The mandate of a Working Group shall be for a period not exceeding two years, which may be extended only by the General Meeting, in accordance with the Statutes.

#### **VI. 4. Chair**

- 4.1. The Chairperson of each Working Group shall be appointed by the General Meeting. The Chairperson of the Working Group shall report on its progress in writing to the Board of Directors at least a month before each General Meeting.
- 4.2. If the Chairperson of a Working Group resigns from his position, he shall, jointly with the other members of the working group, appoint a successor from within the Working Group to follow up on his tasks. The Board of Directors will be notified thereof.
- 4.3. Only representatives of Member Associations may be appointed as Chairpersons of Working Groups.

#### **VI. 5. Members of the Working Group**

- 5.1. Each Member and Affiliate Member shall have the right to appoint, at its discretion, one representative to each Working Group.
- 5.2. Should a member of a Working Group with an important portfolio withdraw from the working group, he or she shall inform the Chairperson of that Working Group immediately. The Chairperson of the Working Group will take measures to ensure that the work continues.

#### **VI. 6. Meetings**

- 6.1. Wherever possible, the members of a Working Group will communicate by tele-conferencing or electronic means to avoid unnecessary meetings.
- 6.2. When a meeting is to be held, the agenda and any working documents should be sent to the Board of Directors and the CED Brussels Office at least a week before the date of the meeting.
- 6.3. Minutes will be kept of each meeting of Working Groups and should be sent to the Board of Directors and the CED Brussels Office.

#### **VI. 7. Working Group expenses**

Each Member and Affiliate Member Association bears the costs (such as those for travel, room hire and translation of documents) of the Working Group member it has provided. In exceptional cases, Working Groups may seek prior approval by the General Meeting of extraordinary costs arising from their work.

### **VII. Task Forces**

#### **VII. 1. General**

- 1.1. The Board of Directors may establish Task Forces.
- 1.2. The rules of procedure will be laid down by the Board of Directors upon the creation of the Task Force in accordance with the Statutes and Internal Rules.
- 1.3. The general principle is that each Member Association and Affiliate Member Association bears the cost of the Task Force member it has provided.
- 1.4. All Task Forces operate under control of the Board of Directors.



**VII. 2. Terms of reference**

Each Task Force shall have specific terms of reference clearly defined in advance of, or at the time of, its establishment. The terms of reference shall be determined by the Board of Directors.

**VII. 3. Length of Mandate**

The mandate of a Task Force shall be for a period not exceeding two years which may be extended only by a decision of the Board of Directors.

**VII. 4. Chair**

- 4.1. The Chairperson of each Task Force shall be appointed by the Board of Directors. The Chairperson of the Task Force shall report on its progress at each Board meeting.
- 4.2. If the Chairperson of Task Force resigns from his position, the Board shall appoint a successor.

**VII. 5. Members of a Task Force**

- 5.1. The members shall be selected from the Board of Directors. This does not exclude the possibility that experts who are not Directors also be selected.
- 5.2. Should a member of a Task Force with an important portfolio withdraw from the Task Force, he or she shall inform the Chairperson of that Task Force immediately. The Chairperson of the Task Force will take measures to ensure that the work continues.

**VII. 6. Meetings**

Wherever possible, the members of a Task Force will communicate by tele-conferencing or electronic means to avoid unnecessary meetings.