

## **// CED INTERNAL RULES**

### **ADOPTED BY THE CED GENERAL MEETING ON 26 MAY 2023**

Drafted in accordance with article 8 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, 25 May 2018 and 20 November 2020.

### **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. Board of Directors**

### **III. 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.

### **III. 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.

### **III. 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.

### **III. 4. Voting**

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

### **III. 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.

### **III. 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.

## **IV. Working groups**

### **IV. 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.

### **IV. 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.

### **IV. 3. Length of mandate**

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

### **IV. 4. Chair**

4.1. The Chairperson of each Working Group shall be appointed by the 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.

## **IV. 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.

## **IV. 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.

## **IV. 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.

## **V. Task Forces**

### **V. 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.

### **V. 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.

### **V. 3. Length of Mandate**

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

### **V. 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.

#### **V. 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.

#### **V. 6. Meetings**

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