

## Rules of Procedure

### Brussels Local Staff Committee

Local Section of Central Staff Committee as defined in the 1997 Commission Regulation

Adopted by the LSC on 24.4.1990 and amended by the LSC on 13.2.1996, on 30.4.1996, on 20.06.2017 and on 3.10.2017

## **CHAPTER I: ESTABLISHMENT OF THE BRUSSELS LOCAL STAFF COMMITTEE**

### **Article 1: The composition of the LSC**

The LSC is composed of 27 members and 27 alternate members in accordance with Article 4 of the Rules laying down the composition and operation of the Staff Committee (hereafter referred as Rules on Staff Committee).

For the purposes of these rules, any provision mentioning members is also to be understood to apply to alternate members, except where otherwise stated.

### **Article 2: Term of office**

The Brussels Local Staff Committee (hereafter referred as LSC) which has completed its term of office, in accordance with Article 1 of Annex II to the Staff Regulations and Article 8 of the Rules on Staff Committee, remains in office, except in the event of collective resignation, pending the acceptance of the new mandates and the establishment of a quorum of the new LSC elected according to the procedure set out in Articles 5, 8 and 9 in these Rules of Procedure.

### **Article 3: Chair and secretariat of the constitutive meeting**

The outgoing President of the LSC chairs the constitutive meeting of the new LSC until the President of the LSC is elected.

If the outgoing President has resigned, he/she is replaced by an outgoing Vice-President chosen in order of seniority of age or, failing that, by another member of the outgoing Bureau, who has remained in office.

If no member of the outgoing Bureau is still in office, the oldest member of the prospective new LSC chairs the meeting.

The Secretary General of the outgoing Bureau takes the minutes of the constitutive meeting.

If the outgoing Secretary General has resigned, his/her duties are performed by another member of the outgoing Bureau.

If no member of the outgoing Bureau is still in office, the youngest member of the prospective LSC takes the minutes.

#### **Article 4: Convening of the constitutive meeting**

The Chair of the constitutive meeting convenes this meeting after he/she has received notification of the election results from the President of the Electoral Office.

The meeting is convened on the basis of the list of the election results (hereinafter the list), on the first Tuesday following a notice period of three working days at the latest and in any case in accordance with the electoral rules.

In accordance with the electoral rules and Article 16 of the Rules on Staff Committee, contesting the election results does not have suspensory effect.

The Chair of the constitutive meeting also convenes the Electoral Office.

#### **Article 5: Opening of the constitutive meeting**

The Chair of the constitutive meeting opens the meeting at the appointed time, without taking account of the quorum rules.

He/she invites the President of the Electoral Office or his/her replacement to confirm the election results.

#### **Article 6: Verification of mandates**

The Chair of the constitutive meeting verifies with the President of the Electoral Office the acceptance of the mandates of the members.

After a first consultation of members present, the Chair and President of the Electoral Office verify whether any mandate acceptances have been made in writing.

Acceptance of the mandate implies a commitment on the part of the elected persons to attend the meetings of the LSC and to respect of the Internal Rules of Procedure.

#### **Article 7: Quorum of the constitutive meeting**

If, after the first verification, it is found that the quorum required for the deliberations to be valid has been met, in accordance with Article 14 of the Rules on Staff Committee, the Chair of the constitutive meeting declares that the LSC has been composed and proceeds immediately to the election of a President of the LSC.

If the required quorum is not met, the Chair of the constitutive meeting suspends the meeting immediately and convenes a further session of the constitutive meeting of the elected members of the new LSC, which is held within ten working days.

The Chair of the second session of the constitutive meeting proceeds in the same way as for the first session, apart from the fact that the elected members who have already accepted their mandates do not need to reconfirm their acceptance.

As soon as the Chair of the constitutive meeting can establish that the reduced quorum (majority of its members) has been met, in accordance with Article 14 of the Rules on Staff Committee, he/she immediately proceeds to the election of a President of the LSC.

If the quorum is not met, the Chair of the constitutive meeting informs those responsible for each list in order to explore the possibility of agreement at a further session of the constitutive meeting. This session is convened within twenty working days.

If no solution is found at this further session, the Chair of the constitutive meeting notes the impossibility of setting up the LSC.

The Chair of the constitutive meeting notifies this finding to the Commission and staff, resumes his/her duties as President of the LSC and convenes a general assembly to establish the electoral rules for new elections.

#### **Article 8: Election of the President of the LSC**

Once the quorum is met at the constitutive meeting in accordance with Article 7 of these Rules of Procedure, the LSC elects its President. The President is elected by absolute majority of its members, calculated on the basis of the numbers specified in Article 1 of these Rules of Procedure.

If the President is not elected the Chair of the constitutive meeting convenes further sessions of the constitutive meeting.

If within 6 months after the notification of the election results from the President of the Electoral Office, the President cannot be elected, the Chair of the constitutive meeting notifies this finding to the Commission and staff, resumes his/her duties as President of the LSC and convenes a general assembly to establish the electoral rules for new elections.

#### **Article 9: Elections of the Bureau**

At its constitutive meeting, the LSC appoints a Bureau composed of the President, a Secretary General, and one or more Vice-Presidents from the members.

Each elected list to the LSC has a right to one Vice-President, whom they can appoint, replace or dismiss.

When so required for the purposes of electing a President or forming the Bureau, a first Vice-President may be appointed.

#### **Article 10: Notification of mandate acceptances and the composition of the LSC**

The President of the LSC notifies the staff, the Commission and the Directors-General of the composition of the LSC.

He/she draws the attention of the Directors-Generals and respective line managers of the members to the LSC about their rights under the Staff Regulations and other rules on staff representation.

The composition of the Bureau is notified to the staff and the Commission.

### **Article 11: Appointment of the LSC members to the CSC**

At its constitutive meeting, the LSC appoints its representatives to the Central Staff Committee (hereafter referred as CSC).

There are 19 members and 19 alternates delegated to the CSC in accordance with Article 5 on the Rules on Staff Committee.

The LSC appoints its delegation to the CSC, applying a direct relationship with the LSC election results, that is to say that the number of seats (members and alternate members) attributed for each list to the CSC is proportionate to the total number of votes obtained by the relevant list in the LSC elections. This calculation may lead to rounding to the closest round number.

Although the couples of member and alternate delegated to the CSC are inseparable, the LSC may, strictly in order to improve the proportional relationship between the delegation to the CSC and the election results, compose couples where members have been elected to the LSC from different lists. Members delegated to the CSC must be chosen from among the members of the LSC.

In such case the full member is attributed to the list which obtained the higher result in the LSC elections, except when the lists in question decide otherwise.

### **Article 12: Appointments and nominations to joint-committees<sup>1</sup>**

The Chair informs the members of the LSC during the constitutive meeting on the number of members to be appointed to the joint-committees reporting directly to the LSC or nominated to the joint-committees reporting to the CSC based on the total number of votes obtained by the relevant list in the LSC elections.

In accordance with Article 14 of the Rules on Staff Committee, the LSC appoints its staff representatives to the joint committees reporting directly to the LSC and nominates its staff representatives to the joint committees reporting to the CSC in accordance with a general allocation between places of employment of the Commission established by the CSC.

Each list has a right to be represented in such a joint committee. The number of the places allocated is decided in accordance with a calculation based on the d'Hondt method separately for members and alternates.

The President invites the lists represented in the LSC to propose an agreement on the appointed and nominated staff representatives during the first ordinary meeting.

If no agreement is reached, the President calls upon all lists to select one place in a joint committee upon availability by the order which reflects the electoral results. The remaining

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<sup>1</sup> It was decided by the LSC on the 20.06.2017 to approve the rules under Art. 12 at a later stage.

places are distributed and the lists called by the President to select positions in the order based on the d'Hondt method.

Upon the distribution of the places in the joint committees the President gives the lists 10 working days to present the names appointed to the selected joint-committees. If after the deadline places are not filled the LSC takes a decision regarding the appointment and nominations for these places.

Members and alternate members to the joint-committees are selected separately.

The LSC endeavours to appoint to those joint committees as a first choice members of the LSC.

## **CHAPTER II: BUREAU OF THE LSC**

### **Article 13: Operation of the LSC Bureau**

The Bureau is responsible for day-to-day business. It prepares and implements decisions taken by the LSC. It prepares and presents an annual timetable of ordinary meetings.

Under the leadership of the President, the Bureau acts collectively on behalf of the LSC, in line with the decisions taken by the LSC. It examines the proposals received and puts forward items for information or discussion at LSC ordinary meetings. It may decide not to put forward certain items if it considers that a public debate would undermine the integrity or reputation of a person.

The Bureau meets at least every second week (except during holiday periods).

The LSC members may attend Bureau meetings, at their request, as observers.

At the first meeting of the new elected Bureau a sequence of designations of Vice-Presidents is established by consensus. In the absence of such designation, the age seniority applies.

At the first meeting of the new elected Bureau the task distribution between the Vice-Presidents is decided.

The Bureau may, for certain routine business, work in a smaller grouping comprising the President, the first Vice-President and if necessary any Vice- President responsible for a particular issue as well as the Secretary General.

Within the scope of the powers assigned to it, in particular by Chapter II of these Rules of Procedure, the Bureau acts as a representative of the LSC.

### **Article 14: The President**

The President of the LSC is responsible for the proper conduct of the work of the LSC and the committees set up by the LSC. The President leads the work of the LSC and chairs the work of the Bureau meetings.

The President represents the LSC, signs correspondence, chairs meetings and liaises with other relevant bodies, with help from the Bureau or, if necessary, from the experts appointed by the LSC based on the issues at hand.

The President enforces the Rules of Procedure of the Committee, gives the floor to the members of the LSC at meetings, formulates questions, summarises the LSC's positions, submits the proposals for decisions and positions to the vote and is responsible for implementing the decisions taken by the LSC.

The President, in accordance with the requests of the LSC, informs the staff of the LSC's activities and the state of progress of current work.

The President may delegate his/her duties to a Vice-President or a member of the Bureau.

### **Article 15: The Secretary General**

The Secretary General runs the LSC Secretariat in agreement with the President.

The Secretary General ensures the proper administrative co-ordination of the LSC work, ensures the organisation of internal consultations, co-ordinates the participation and proper feedback of the LSC members *inter alia* in the groups, committees and other meetings.

The Secretary General prepares and follows up the LSC and Bureau meetings and oversees the work of the LSC delegations.

### **Article 16: Replacements of the LSC appointees or nominees**

Throughout the term of office, the LSC appoints and replaces members of any relevant body.

The LSC may delegate that task to the Bureau.

The procedure of appointment and replacement complies with Article 14 of the Rules on Staff Committee.

In accordance with Article 11 and 12 these Rules of Procedure, the list may revoke its nominee and propose a replacement to the LSC.

Failure to comply with these Rules of Procedure or a failure to comply with a mandate may constitute a ground for revoking the mandate.

### **Article 17: Vacancy for a post in the Bureau**

If the President, the Secretary General or Vice-president resigns or is unable to exercise his duties the LSC takes the necessary steps at the first ordinary meeting following the date when the post becomes vacant or the date of notification to fill the vacant position.

### **Article 18: Motion of censure**

During the term of office of the LSC 9 members may bring a motion of censure against the President or Secretary General and may request that the motion be added to the agenda and voted on by the LSC.

The decision on the motion is subject to the same conditions as those that apply to the election of the President and Secretary General during the inaugural meeting.

The motion is tabled and discussed during a LSC ordinary meeting and is put to the vote at the earliest next ordinary meeting.

The quorum is checked before the motion is put to the vote.

### **CHAPTER III: MEETINGS**

#### **Article 19: Convening meetings**

In accordance with Article 12 of the Rules on Staff Committee, meetings are convened either at the initiative of the President or at the request of one third of the members of the LSC or at the request of the Commission.

#### **Article 20: Convening of ordinary meetings**

The LSC meetings meet at least 12 times per year unless otherwise decided by the LSC.

The LSC Bureau prepares a list of the planned dates for a year, either at the beginning of the term of office or at the latest at the last LSC meeting before the end of the preceding year.

The notice convening the meeting is sent to the members. Sending out a draft agenda serves as notice of the meeting and is sent at least five days before the date of the meeting.

The LSC meetings are public in principle, in so far as places are available and without prejudice to the proper conduct of proceedings, including the possibility of audio and visual transmission.

If the LSC wishes to seek collaboration with staff members of the Commission or third parties for the examination of a specific issue and whom it considers can provide a useful contribution, this item has also to be raised during the adoption of the agenda

Staff representatives in the committees are invited to the meetings to the LSC for reporting.

The LSC may also invite any other person to attend certain meetings in respect of items concerning them in order to provide it with factual information necessary to examine specific issues. Especially staff representatives from EU agencies and equivalent bodies, and from the Institutions' associations for retirees, may be invited as observers.

#### **Article 21: Convening of an extraordinary meeting**

An extraordinary meeting of the LSC is convened in accordance with Article 19 of these Rules of Procedure.

An extraordinary meeting is convened only in case of emergencies and only if the written procedure cannot be used.

An extraordinary meeting is convened by sending out a draft agenda which is clearly marked as 'extraordinary meeting'.

The notice for an extraordinary meeting is sent to the members. The period of notice may be shorter than the usual period of notice for convening a meeting, but may not be less than three working days.

#### **Article 22: Chairing of the LSC meetings**

The President or any other members nominated as Chair presides and facilitates the meetings, intervenes whenever he/she wishes to conduct the meeting or to bring the discussion back on track.

Nevertheless, each Member is entitled to speaking time. If the time allotted for discussion is insufficient, the President may decide to postpone the agenda item in accordance with these Rules of Procedure.

The President may interrupt or forbid to speak members of the LSC either to call to order or to point out anything else to the speaker in accordance with these Rules of Procedure and in particular Articles 38, 39 and 40.

In the case of absence of the President the Vice-Presidents, in accordance with the order agreed by the Bureau, conduct the meetings in his/her place. In other case the meeting is chaired by the oldest member present.

#### **Article 23: Attendance to meetings**

All members are required to attend meetings of the LSC.

If they are unable to attend, members have to be replaced by their alternates. Alternates may always attend the meetings.

In the case of an unjustified absence of the member and of his/her alternate, the President sends them a notice reminding them that they are required to attend meetings.

#### **Article 24: Attendance list for each session**

Each participant of the LSC session signs the attendance list for each session. The attendance lists are attached to the minutes after each session.

Justified absences and remote participation in the LSC session will be indicated.

#### **Article 25: Quorum**

In accordance with Article 14 of the Rules on Staff Committee, the LSC proceedings are valid if at least two thirds of its members are present or represented by their alternate, if any.



If the two-thirds quorum is not met, a second meeting, for which the necessary quorum for the validity of the proceedings is merely a simple majority of the members present or represented by their alternates, if any, is preceded by a notice stating that this lower quorum applies.

The President may also postpone the meeting to another date or a date set in advance, in accordance with Article 20 or 21 of these Rules of Procedure.

Each LSC member or alternate may, at any time during the meeting, request verification of the quorum.

#### **Article 26: LSC working session**

The LSC may meet as an *ad hoc* working session.

The proceedings are governed by Chapter III of these Rules of Procedure and are subject to a written report addressed to the LSC.

The quorum rules are not applicable.

The LSC convened in ordinary meeting, may, if the quorum is not reached, sit as a working session.

#### **Article 27: Written procedure**

Measures which require an urgent approval by the LSC in between its ordinary meetings may be undertaken by a vote through written procedure. This procedure is initiated by the President with the agreement of the Bureau.

The deadline for voting is clearly indicated.

The measure is deemed approved when at least fourteen votes in favour are cast.

In the case of a measure which had been included in one of the LSC ordinary meetings approved agenda, it is deemed approved by written procedure unless there are at least fourteen votes against. In such a case the deadline for voting is not less than 3 working days.

Once the deadline set has passed, the result is recorded in the minutes of the next meeting.

#### **Article 28: Opening of the meeting**

As soon as there is a quorum the President opens the meeting.

However, if the members present have already started with the working session, in accordance with Article 26 of these Rules of Procedure, the President, as soon as he/she opens the meeting, gives an oral report on the working session's discussions.

#### **Article 29: Agenda**

The draft agenda for an ordinary meeting must be sent out 5 days before the date of the LSC meeting. The same applies for the draft agenda for the constitutive meeting.

The draft agenda for an extraordinary meeting must be sent out at least 3 days before the date of the LSC meeting.

The draft agenda indicates the date, time and place of the meeting.

The agenda is made public prior to the meeting.

At the beginning of each meeting, the President outlines the draft agenda.

This draft takes into account written proposals made by the members of the LSC.

The inclusion on the agenda by a LSC member of an item other than those appearing on the draft agenda requires the approval of a simple majority of members present or represented by their alternates. Items added during the meeting are items for information or discussion but they may not result in a LSC decision.

The draft agenda is approved by the LSC.

Where an agenda item is not addressed, it is automatically included on the agenda for the next ordinary meeting.

### **Article 30: Bureau Communications**

Once the agenda has been adopted, the President proceeds to communications from the Bureau. Such communications may relate to information received by the Bureau, actions taken by the Bureau or one of its members, correspondence received which requires communication to the LSC, follow-up to the LSC's decisions, as well as any other information which will enable the LSC to stay informed of the daily life of the LSC.

A member may propose to include on the agenda an item arising from the communications. This requires approval by the simple majority of members.

The President, where necessary, invites the trade unions and staff associations to give an overview of the status of consultations in progress or pending.

### **Article 31: Minutes of the meeting**

The President ensures recording of the proceedings by appropriate, available technical means.

Draft minutes of each meeting are drawn up as soon as possible.

If the draft minutes are not available within a reasonable time period, the President, on behalf of the Bureau, provides an explanation for this to the LSC.

The minutes clearly identify the points of conflict in the discussion, and the conclusion or decision of the LSC.

Any member of the LSC wishing to see one of his/her comments included in the minutes sends a summary to the Bureau within two days following the date of the meeting. That text may not be in contradiction with the letter and the spirit of what was said by the speaker.

This draft is sent immediately to the members of the LSC. The LSC is in possession of the draft at the latest at the same time as the notice convening the next meeting except if there are any unforeseen circumstances or reasons related to force majeure.

Members may address requests for amendments to the draft to the President, if they feel that the facts are not reported correctly.

No member of the LSC may make public the draft minutes or parts of the draft minutes without the prior agreement of the Bureau, duly notified by the President.

Special minutes are drawn up where the confidentiality of the proceedings has been decided by the LSC in accordance with this article.

### **Article 32: Approval of the draft minutes**

The draft minutes made available to the LSC are submitted to the LSC members for approval at the next meeting.

The President seeks consensus in case of dispute. He/she may decide to postpone the approval to be able to verify a contradiction poorly reflected in the draft minutes. In this case, the draft text, amended where appropriate, is submitted to the LSC for approval at the next meeting.

If there is no unanimity to approve the minutes, the member or members who are unable to approve the text may request that this be mentioned in the final minutes. In the case of a justified absence during approval of the minutes, the member concerned may make such a request at the latest at the next ordinary meeting he/she attends.

In case of disagreement on the interpretation made in the minutes the full recorded text is included in the minutes.

Approved minutes can no longer be amended and must be marked 'final minutes' and are not subject to discussion, since they are confined to a statement of facts.

The final minutes are made public.

### **Article 33: Rapporteurs**

The LSC may appoint one of the LSC members as a rapporteur to prepare a report on a specific matter and present the report to the LSC.

The rapporteur receives secretarial support from the Secretary General.

### **Article 34: Time allocated to the various items on the agenda**

At the time of preparation of the agenda, the President, in agreement with the Bureau, may set the time allocated to any item on the agenda.

At the end of the time allocated the President may prolong or postponed the discussion if he/she considers this necessary.

#### **Article 35: Speaking time**

No member may take the floor without having asked to do so and without having obtained this right from the President.

The President grants the right to speak in the order in which he/she has received the requests.

In order to allow the largest number of LSC members to take the floor, the speaking time for each speaker can be limited. The President, after consulting the LSC, determines the length of interventions, either at the beginning of the meeting when the agenda is finally adopted or at the beginning of any item.

The President can close the agenda item if the time allocated to it has expired.

#### **Article 36: Number of interventions**

In order that as many members as possible can take the floor, the number of interventions per agenda item can be limited.

The President, after consulting the LSC, determines the number of interventions, either at the beginning of the meeting when the agenda is finally adopted or at the beginning of any item.

#### **Article 37: Explanation of vote**

The LSC members may ask to make a declaration explaining their vote. This declaration is made after the vote and is limited in time.

#### **Article 38: Rules concerning the speaker and the LSC**

Only the person invited to do so by the President may take the floor, in accordance with Article 35 of these Rules of Procedure.

It is not permitted to interrupt the speaker, except for points of order.

The President may interrupt the speaker to call him/her to order and to indicate that there is still time to conclude before his/her speaking time expires.

When a speaker leads the discussion away from the subject of the agenda item or outside the sub-item that it was intended to address, the President may intervene and steer the discussion.

If the speaker persists, the President may forbid him/her to speak.

#### **Article 39: Conduct during session**

Where a participant in the meeting expresses himself/herself offensively, disrupts order or encourages others to do so, the President may interrupt the discussion and call the participant to order.

The President can invite the participant to withdraw his/her intervention or interruption and to apologise.

Where the participant does not accept the invitation of the President to withdraw his/her words and/or apologise, or where the participant, after a call to order, continues to disrupt the meeting or encourages others to do so, the President may exclude the participant from the discussion with respect to the agenda item.

If an excluded participant continues to disrupt the meeting, the President can suspend the meeting.

The President may resume the proceedings if the necessary conditions for calm discussion have been restored.

The President decides whether it is appropriate to report these facts in the minutes.

#### **Article 40: Point of order**

The order in which speakers intervene may be interrupted when a member requests the floor to raise a point of order or a personal problem related to the discussion in progress. The President gives the floor for personal problems only after having received a summary indication of the problem.

The President takes an immediate decision on requests to raise points of order.

#### **Article 41: Motion for the adjournment of the proceedings**

A member of the LSC may table a motion for adjournment of a discussion, if he/she considers the state of knowledge of the subject under discussion is insufficient.

#### **Article 42: Amendments**

Amendments may be proposed during the discussions or on closure of the discussions either to the text under discussion or to the conclusion proposed by the President.

An amendment has to be supported by at least three LSC members.

#### **Article 43: Voting procedure**

The President proposes formal adoption of the conclusion, text of motions, amendments, etc. that have been made.

The adoption may be implicit (by acclamation) if there is no marked opposition to the conclusion proposed by the President.

Where the President deems it necessary, or if a member so requests, the proposed conclusion is submitted to a formal vote.

Priority for putting to the vote is given to the amendment that brings about the greatest change to the conclusion or motion under discussion.

The vote is cast when the President invites members to vote in favour or against or abstain.

LSC decisions and opinions are decided by a show of hands or a roll-call and by majority of the members in attendance or represented.

However, for the purposes of electing the President and Secretary General, an absolute majority of the members entitled to vote is required.

If a member requests it a vote by secret ballot may be held if the decision relates to the election, appointment, nomination, dismissal or reprimand of a person. Where the technical means are in place, a secret ballot may take place electronically, for example during a videoconference meeting. In such case the quorum is verified again before the vote.

Only full members may cast a vote. Alternate members may participate in the vote when the full member is not present or when the full member, although present, expressly states his/her intention not to cast a vote. If it transpires that the members attending via videoconference are unable to vote, their presence may not be taken into account in order to calculate the quorum.

When an amendment is adopted, it is automatically part of the conclusion or motion to be put to the final vote.

The President may, if he/she so wishes, arrange to be replaced by his/her alternate at the time of voting.

## **CHAPTER IV: LSC GROUPS AND DELEGATIONS**

### **Article 44: LSC groups**

The LSC may appoint groups on a permanent or occasional basis (ad hoc) with a precise mandate in order to address an issue identified by the LSC. The mandate as a minimum contains: the task, goal, competence, composition, timeline, working methods and indicate the rapporteur.

Appointment of the members of the groups takes account, as far as possible, of all components of the LSC.

The groups receive support from the Secretary General, subject to Article 15 of these Rules of Procedure.

There should be no quorum for meetings and no formal votes.

Any member of the group may request to have his/her comments to be included in the final outcome of the group.

The outcome of the group is not published without the consent of the LSC.

Articles 14 and 35-40 of these Rules of Procedure apply by analogy at the meetings of groups of the LSC.

#### **Article 45: Delegation recognised by the LSC**

LSC may recognise a delegation as liaison body covering a well-defined profession in order to respond to its specific needs. Such recognised delegation must comply with the provisions of this article and the Decision of the Central Staff Committee on the functioning of the delegations. The LSC may withdraw the recognition.

The election of a delegation is organised by the LSC for a term of up to 3 years. The delegation is deemed representative if at least 50% of the staff it represents cast their vote.

A delegation operates in accordance with the internal rules of procedure it establishes. The internal rules of procedure of a delegation are approved by the LSC and shall include at least the task, goal and competence, composition, working methods, the duration of the mandate and electoral rules and conditions for dissolution.

The delegation informs the LSC about their activities at least twice a year. Decisions of the LSC regarding delegations are taken by absolute majority.

The LSC nominates two coordinators for each delegation who are the liaison between the LSC and the Delegation.

The Bureau of the LSC invites the representative of the Bureau of each delegation to its meetings at least 3 times a year.

### **CHAPTER V: GENERAL ASSEMBLY**

#### **Article 46: Statutory General Assembly**

Prior to each election, the Bureau calls a General Assembly to organise the elections, in accordance with Article 1 of Annex II of the Staff Regulations.

At this Assembly, the LSC presents its activity report.

The President of the LSC conducts the Assembly.

The convening of the Assembly is published at least two weeks before the scheduled date.

#### **Article 47: Ordinary General Assembly**

Where the Bureau or the LSC considers it appropriate, a Staff General Assembly may be called.

In this case, the President convenes the Assembly.

The notice convening the Assembly is published at least two weeks before the scheduled date for the Assembly.

Wherever possible, the Bureau or the LSC proposes a motion to be submitted to the vote of the Assembly.

The motion proposed must be submitted to the vote without amendment.

Alternative motions may be submitted by staff and are put to the vote after the motion presented by the Bureau or the LSC is rejected.

## **CHAPTER VI: FINAL PROVISIONS**

### **Article 48: Procedure for amending the Rules of Procedure**

These Rules of Procedure may be adapted, changed or amended if a written proposal is tabled by at least 7 members. The written proposal contains the old text and the amended text.

This proposal is discussed during the LSC ordinary meeting, provided that the document was distributed to all LSC members and is put on vote at the earliest next ordinary meeting.

The proposal is approved by absolute majority of members.

The revised Rules of Procedure are sent to the Director General responsible for the Social Dialog.