



EUROSAI Standard Procedures

(Document approved by the EUROSAI Governing Board
at the XVI EUROSAI Governing Board Meeting)
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PRESENTATION OF MOTIVES

Article 4 of the EUROSAT Statutes establishes that the bodies of EUROSAT are:

1. The Congress
2. The Governing Board
3. The Secretariat

In keeping with and in observance of the EUROSAT Statutes, the standard procedures incorporated in this document are intended to cover the areas of authority and the responsibilities of these bodies, notwithstanding any established practices that the Organisation may have adopted, provided that they do not conflict with the EUROSAT Statutes.

CHAPTER I: THE CONGRESS

Article 1. Ordinary meetings of the Congress

- 1 The Congress shall hold an ordinary meeting every three years, on the date and at the venue that it decides.
- 2 The host SAI shall give all members and observers at least 4 months advance notice of the ordinary meeting.
- 3 The notice of the meeting shall include the proposed agenda, which shall be made available to all members for their information.

Article 2. Extraordinary meetings of the Congress

- 1 The Governing Board is entitled to convene an extraordinary meeting of the Congress at any time, either on its own initiative or at the request of at least half of the members of the Governing Board.
- 2 The Secretary General shall notify all members and observers that an extraordinary meeting is to be held, at least 30 days in advance.
- 3 The notice shall include the proposed agenda drawn up by the Secretary General of EUROSAT after consultation with the President, and shall be put to the Governing Board for adoption.

Article 3. The President of the Congress

- 1 The Congress shall be chaired by the Head of the Supreme Audit Institution of the state where it is held, or by his or her representative.
- 2 After the President of the Congress has been appointed President of EUROSAT, such person shall in turn chair the Governing Board and represent EUROSAT.

Article 4. Functions of the President of EUROSAI

The authority and duties of the President are as follows:

1. To open and close all meetings of the Congress and of the Governing Board.
2. To conduct debates and ensure observance of both the Statutes and the operating standards.
3. To offer the floor to speakers and set a time-limit for them.
4. To resolve matters of order, subject to the right of each delegate to request that any ruling by the President be put to the Congress or the Governing Board, as applicable, for a decision to be made thereon.
5. To put matters to vote and to inform of the results.
6. On behalf of the Congress and the Governing Board, to sign the documents containing the decisions adopted by those bodies, at the proposal of the Secretariat.
7. To carry out the objectives of the organisation during the interval between Congresses.
8. At the proposal of the Secretariat, to recommend to the Congress that standing committees be set up to explore specific issues.
9. To adopt the Secretariat's proposals in any matters which do not fall within the area of authority of the Governing Board or the Congress.
10. In general, to carry out any duties assigned to him or her by the Congress or the Governing Board.

CHAPTER II: THE GOVERNING BOARD

Article 5. Areas of authority of the Governing Board

- 1 To decide to organise seminars, meetings of experts and other similar temporary activities.
- 2 To determine the financial backing which is to be designated by EUROSAI to seminars and other analogue meetings, within the budgetary framework adopted by the Congress.

Article 6. The schedule for meetings of the Governing Board

- 1 The Governing Board shall meet at least once a year.
- 2 The decisions of the Governing Board shall be adopted by voting on the resolutions submitted beforehand.

Article 7. Submission of resolutions

- 1 Any member of the Governing Board shall be entitled to submit resolutions.

- 2 The resolutions proposed shall be sent to the Secretary General and to the chairperson of the Governing Board and shall be included as an item on the provisional agenda.
- 3 The resolutions proposed shall contain the following information:
 - The purpose of the resolution.
 - The wording of the resolution.
 - The benefit or the result envisaged from implementing the resolution.
 - The person responsible for implementing the resolution.
 - The cost and financing of the resolution.

Article 8. Adopting resolutions

- 1 Voting on resolutions shall be performed on an individual basis.
- 2 When taking the vote, the Secretariat shall make a record of:
 - a. The exact text of the resolution.
 - b. The members who proposed and seconded the motion to pass the resolution.
 - c. The result of the voting.
 - d. The action required for implementing the resolution (including the persons/members responsible, time-schedule, etc.)
- 3 The resolutions passed shall be recorded in the minutes book.

CHAPTER III: THE SECRETARIAT

Article 9. Functions

- 1 The Secretariat shall maintain contact with the members of EUROSAI and promote contact between them during the interval between Congresses.
- 2 The Secretariat shall be responsible for undertaking any activity that may be decided upon by the Congress or the Governing Board.
- 3 The Secretariat shall be responsible for providing the organisation with administrative support.
- 4 As a result of requests received from members, the Secretariat shall draft a schedule of proposals to be submitted to the governing bodies. Applications presenting candidacies for Governing Board membership and as EUROSAI Auditor, in order to be submitted for consideration by those bodies, should reach the Secretariat, at least, two months in advance to the Congress where the election should be made.
- 5 The Secretariat shall be responsible for drafting the Organisation's annual report and financial statement, which shall be put to the Congress for adoption.
- 6 The Secretariat shall be responsible for coordinating and publishing the EUROSAI magazine and newsletter.

Article 10. Reports and minutes

- 1 Following each meeting, which shall be attended by the Secretariat in its capacity as a body of EUROSAI, the Secretariat shall distribute the draft minutes to the attendees for comment.
The minutes shall be adopted at the next ordinary or extraordinary meeting, and shall be presented as the first item on the agenda.
- 2 Every three years, the Secretariat shall submit a report to the Congress on the work performed and the conclusions reached.

CHAPTER IV: GENERAL FUNCTIONING STANDARDS AT MEETINGS

Article 11. Voting

- 1 Each Member is entitled to one vote.
- 2 Resolutions of the Congress shall be adopted by absolute majority of the members present, save where otherwise provided in Articles 9.8, 10.1b, and 19 of the EUROSAI Statutes.
- 3 The decisions of the Governing Board shall be adopted by the majority of votes cast.
- 4 Voting shall be performed by a show of hands, by name-calling or by secret ballot.
- 5 Voting by name-calling shall take place at the request of any member and shall be performed by calling out, in English alphabetical order, all the members entitled to participate in the voting. The chairperson shall draw lots for the name of the first voter.
- 6 Any issue may be resolved by secret ballot in the event that either the Congress or, alternatively, the Governing Board so decide.

Article 12. Agenda for meetings

- 1 The President of EUROSAI shall open the meetings.
- 2 Thereafter, the President of the host SAI shall address the attendees at the meeting.
- 3 Thereafter, the Secretary General of EUROSAI shall present a report, briefly outlining the last meeting, explaining the state of the decisions adopted and the actions to be taken, making a proposal of resolutions and, when applicable, describing any activities to be carried out and their means of financing.
- 4 Thereafter, the reports on the activities being performed shall be presented.
- 5 The President of EUROSAI shall call for votes on resolutions and for adopting decisions on the proposals submitted.
- 6 Finally, the meeting will be closed by the President of EUROSAI.

CHAPTER V: TECHNICAL COMMITTEES, STUDY GROUPS, SEMINARS AND OTHER SIMILAR ACTIVITIES

Article 13. Technical Committees and Study Groups

- 1 The Congress shall decide whether to set up technical committees and study groups.
- 2 All members participating in technical committees or study groups shall be represented there by their delegates or their representatives, who may be assisted by experts or advisors.
- 3 The technical committees or study groups shall hold an ordinary meeting to coincide with the ordinary meeting of the Congress. They may hold other meetings on the date and in the place specified by themselves, provided that the Secretariat is informed thereof beforehand. Each technical committee or study group shall elect its own chairperson.

Everything provided for in these standards concerning the Congress is also applicable to the technical committees or study groups.

Article 14. Seminars, meetings of experts and other similar activities

- 1 The decision to organise seminars, meetings of experts and other similar temporary activities shall be adopted by the Governing Board, with the prior knowledge of the Secretariat of EUROSAI, at the proposal of the SAI hosting the meeting. In the event that the latter does not form part of the Governing Board, the host SAI shall inform the Secretariat of its proposal, to enable the latter to include the proposal on the agenda of the next Governing Board meeting, and will be entitled to attend the Governing Board meeting in question for the sole purpose of presenting its proposal.
- 2 The host SAI shall be responsible for organising the seminar or meeting, and shall also be responsible for preparing and distributing the corresponding documents and for informing the Governing Board, through the Secretariat, of the results thereof. The Secretariat shall be provided with full information about these activities.
- 3 The seminars and other analogue meetings shall be financed by the SAI organising them and by the EUROSAI budget. The size of EUROSAI's contribution shall be decided by the Governing Board, after consultation with the Secretariat of EUROSAI.

CHAPTER VI: PRECEDENCE WITHIN THE FRAMEWORK OF EUROSAI

Article 15. Applicable regulations

At all meetings of EUROSAI attended by several members, the precedence, placing of attendees and any other requirement for arranging members, shall follow the order of

priority set out in Article 16. This rule may be complemented by the procedural regulations established by INTOSAI.

Article 16. Precedence in EUROSAI

In general terms, the precedence followed by EUROSAI is as follows:

1. President of EUROSAI
2. SAI hosting the meeting in question.
3. 1st Vice-President of EUROSAI.
4. 2nd Vice-President of EUROSAI.
5. Secretariat of EUROSAI.
6. Members of the Governing Board of EUROSAI, arranged in alphabetical order, according to the name of their country in English.
7. Observers on the Governing Board of EUROSAI, arranged in alphabetical order according to the name of their country in English.
8. EUROSAI auditors, arranged according to the system described above.
9. Other members of EUROSAI, arranged according to the system described above.
10. Observers who are not members of EUROSAI, arranged according to the system described above.