

## **Annex 6**

### **EURACT Guidelines**

**EURACT Council meeting  
October 11-15, 2006  
Praha, Czech Republic**

## EURACT Guidelines

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This document lays down some basic guidelines which apply to EURACT members, EURACT Council members, and EURACT Executive Board.

### Introduction

Transparency should be a rule within EURACT, regardless of whether it is about courses, conferences, tasks, documents, representation, financial affairs, elections, or activities of the Executive Board.

Transparency and integrity are the basis of a healthy environment of activities. This enhances the responsibility of those in charge. It stimulates the active participation of the members of EURACT and also their commitment and diminishes possible suspicions within the organization.

The following statement is the basis for this transparency:

Council members must have access to all the information concerning EURACT. Consultations on important decisions should always take place before Council members are invited to take such decisions; they should not be asked to do so unless this has occurred.

### I Information

- Council members pledge to keep themselves informed by reading and, when appropriate, responding to, messages and papers sent to them, especially in relation to the Council Meeting
- The Executive Board should keep all council members informed about the progress of different activities
- The Executive Board should inform all council members about all urgent and relevant matters within an appropriate time which should never exceed 2 weeks.
- The Honorary Secretary is responsible for communication between the Executive Board and Council members.  
The chairpersons of Standing Committees, Task groups, or Workgroups are responsible for regular and adequate information to members of these committees.
- National representatives are responsible for regular and adequate information to their national EURACT members.
- The minutes of any Executive Board meeting not associated with Council meetings should be sent to all council members within 4 weeks of the meeting finishing.
- The reports of Council meetings, including associated Committees and Executive meetings, should be sent to all council members as soon as possible, but certainly within 8 weeks of the end of the meeting.
- Elections of Executive Board members and all officers due for election/re-election should be announced on the meeting preceding the actual elections.

- Nominations should be invited at least two months before the election..
- All candidates should have the opportunity to explain how they will fulfil the functions of the post, explaining their former and planned contributions; this will be electronically at least one month before the election. The secretariat will provide a format to all council members for this process.

## **II Consultation**

- The chairman will allow everyone to speak and all opinions should be taken into account.
- There has to be ample time for discussions during sessions.
- If the consultation process takes place outside Council, eg. by email, there should be specified a period of time during which suggestions can be made.
- On the first day of the Council meeting where elections are to take place, there should be sufficient time for Council members to ask supplementary questions of the candidates if needed. The voting will take place no earlier than the third day of the Council meeting.

## **III Communication at the Council Meeting**

EURACT Council has become a large group. Certain rules of communication have to be respected:

- Council members should be aware that language could be a problem, and should ensure that they were understood.
- Council members should speak when invited by the President/chair of the session, should not interrupt others, respect the opinion and feelings of others, be careful in their expressions and try not to take things personally.
- Council members should confine their comments to the matter under discussion.
- Council members try to interact with all the other Council members especially with the new ones.

## **IV Obligations of EURACT Council members**

- All Council members including new members must read and be familiar with EURACT Bylaws and the EURACT guidelines when attending Council meetings.
- Outgoing council members should inform their successors before their first Council meeting about all matters concerning EURACT activities.
- Council members should regularly attend and participate in Council meetings
- Council members should represent the interests of their national members.  
Council members should communicate with national members, keeping them informed of EURACT activities.
- Council members should maintain an accurate and up to date database of national members, and supply information to the secretariat at regular intervals.
- Council members will report to the secretariat the members who have paid and who have not paid by December 1<sup>st</sup> in a format provided by EURACT.
- Council members should act as treasurer for national members meaning that they have to collect the annual fees.

- Council members collect the membership fees for the current year and transfer the money to the Hon. Treasurer before December 1<sup>st</sup> of that year either cash at the Council meeting in Spring or Autumn or by bank.
- Council members should promote the interests of EURACT in their own country and recruit members and teaching organisations.
- Council members should act as contact person for teaching resources in Europe developing and maintaining a network.
- Council members should have a personal involvement in learning and teaching.
- Council members should sign up for a standing committee for a three year period.
- Council members should participate in the work of Task Forces.
- Council members are prepared to act as host for council/general meetings.

This set of Guidelines will be distributed by the Honorary Secretary to all newly elected council members before their first council meeting.

Approved by EURACT Council, Praha, 12<sup>th</sup> of October 2006.