



## RULES OF PROCEDURE

### Network of Parliamentary Committees for Economy, Finance and European Integration of Western Balkans (NPC)

#### I MISSION

1.1 The Network of Parliamentary Committees for Economy, Finance and European Integration of Western Balkans (NPC) provides a platform for an effective, inclusive dialogue among participating parliaments to advance the cooperation between committees and parliaments in the Western Balkans and strengthen their role in promoting competitiveness, economic growth and European integration.

#### II FUNCTIONS OF THE NPC BOARD

2.1 The principal activity of the NPC Board is to provide operational guidance and supervision of the network in between NPC annual meetings.

2.2 The NPC Board adopts the strategy and work programme, reviews progress in the course of the year and provides proposals and initiatives with the view of further development of regional cooperation.

#### III REPRESENTATION

3.1 Each participating parliament will appoint one (1) representative board member and one (1) deputy representative. If absent for a meeting the representative may be replaced by the deputy representative.

3.2 The names of representatives, deputy representatives shall be submitted to the NPC interim secretariat for a 2 year term. The current mandate of the board is July 19<sup>th</sup> 2017 to July 18<sup>th</sup> 2019.

3.3 The Chairpersonship of the Board shall be rotated on a six (6) month term in accordance with the Network Charter.

3.4 If the Chairperson is absent at the meeting or if the Chairperson so requests, the Vice-Chairperson shall preside.

3.5 If the NPC board members participation in the parliamentary committee ceases for whatever reason, the authorised committee will nominate a new board member within 30 days and provide the secretariat with his/her name.

#### IV THE MEETINGS OF THE NPC BOARD

4.1 The date of the meeting of the Board, as a rule, shall be fixed at the previous meeting of the Board.

4.2 The Board will seek to meet at least once per quarter.

4.3 Additional meetings may be called upon the suggestion of the Board Chairperson.

- 4.4 Meetings shall ordinarily be held in at the chairpersons host parliament or at the WFD Western Balkans office, until such time a NPC Secretariat has been established.

## V AGENDA OF THE MEETING OF THE BOARD

5.1 On the basis of the instructions of the Chairperson, WFD shall communicate to the board members the draft agenda and all necessary documents if possible at least 2 weeks before the date of the meeting.

5.2 The draft agenda of a meeting may include:

- a) Items stipulated in the working programme adopted by the Board;
- b) Items proposed by the Parliamentary Working Groups;
- c) Any other item proposed by a participant insofar, as it is in conformity with the Rules of Procedure of the Board.

5.3 Documents related to the items of the agenda shall be available in English by rule at least two (2) weeks before the meeting and/or, if resources allow, translated versions in the languages of participating parliaments shall be available at least one (1) week before the meeting.

5.4 In exceptional cases, documents may be distributed at the meeting, but in this case they may be used only for preliminary consideration unless the Board decides otherwise.

## VI CONDUCT OF BUSINESS

6.1 Meetings of the Board shall take place upon availability of a quorum. The quorum is 5 out of 8 of the participating parliaments.

6.2 The Board shall adopt a report of the meeting based on a draft prepared by the secretariat.

6.3 Every representative shall have the right to reflect his/her position in the report of the meeting.

## VII VOTING

7.1 Each participating parliament shall have the right to one vote in the Board.

7.2 Decisions of the Board are taken by consensus. If a matter concerns some parties only, decision shall be taken by consensus of these parties.

7.3 In case of organisational issues concerning the meetings of the Board, the latter shall take decisions by a two third (2/3) majority of the participants present and voting.

7.4 The Board shall normally vote by a raising of hands. If any participating board members requests so, a roll call shall be taken in alphabetical order of the names of participating parliaments.

## VIII WORKING GROUP

8.1 The Board has the authority to establish working groups.

8.2 Each working group will be chaired by a member of the Board.

8.3 The Working Group Chairperson is responsible for providing feedback to the Board.

IX      ROLE OF SECRETARIAT

9.1      The Secretariat will be responsible for the administrative functions of the organization.

9.2      The Westminster Foundation for Democracy will assume role of interim Secretariat unless the NPC board decides otherwise.

X        WORKING LANGUAGE

10.1     English and all official languages of the participating parliaments are the working languages of the Board.

10.2     During the meetings of the Board, interpretation shall be provided, if required as far as resources and capabilities allow.

FINAL DRAFT