

Standing Orders of the European Confederation of Police

Article 1 Area of Validity

The Standing Orders are formulated by the Committee pursuant to Article 8 of the Statutes and apply to all bodies of the Confederation. They are to be seen as complementary to the Statutes and will not replace or alter any of the regulations determined in the Statutes.

The authority to change the Standing orders rests with the Committee by majority decision.

Article 1.1 Article Headquarters of the European Confederation of Police

The headquarters of the European Confederation of Police, EuroCOP, is located and registered under the following address:

59 a, rue Principale

5480 Wormeldange

LUXEMBOURG

Telephone number: 00352 434961-1

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Article 2 Membership

2.1 Eligibility

In accordance with Article 3 of the Statutes the membership of EuroCOP can be composed of

- one or more sovereign organisations from one country,
- an umbrella organisation for two or more national organisations either from the same, or from different countries.

2.2 Application Procedure

In order to apply an organisation has to send a formal letter to the ExCOM stating its wish to become a member of EuroCOP. The letter should be complemented with documents to prove that the organisation satisfies the criteria for membership set out in Article 3 of the Statutes, such as:

- Details of the constitution or Statutes of the applicant organisation.
- The level of subscriptions charged from the applicant organisation's members as well as a statement on their audited accounts subject to due diligence research.
- A precise and up to date statement of the number of members represented as well as the share of police officers and, where applicable, police staff and other professions organised.

The application as well as accompanying documentation has to be submitted in English unless the ExCOM agrees otherwise.

The ExCOM will examine the application and issue a recommendation for a decision on the matter to the Committee at the earliest possible convenience.

This procedure shall also be followed in cases where an organisation seeks to obtain an Associate.

2.3 Associated Status

Associated status can be granted to an Organisation within the process of becoming a full member of EuroCOP.

It can be granted as a result of a direct application from the organisation concerned or as a

Standing Orders of the European Confederation of Police

<p>recommendation from the Committee as a probationary period to qualify for membership.</p>
<p>The organisation concerned has to comply with the conditions of membership as laid down in Article 3 of the Statutes.</p>
<p>An organisation with Associated Status has the right to service and information. It may further and at its own expense attend sessions of EuroCOP bodies open to all Member Organisations unless the ExCOM agrees otherwise.</p>
<p>Organisations with Associated Status pay during the first year of affiliation 25% of the annual member subscription laid down in Article 1.5 of the Financial Orders.</p>
<h2>2.4 Guest Attendance</h2>
<p>On request of an organisation the ExCOM can grant a guest attendance for a specific meeting on the expenses of the invited organisation, unless otherwise directed by the ExCOM.</p>
<h2>2.5 Exclusion of members</h2>
<p>If a decision in favour of exclusion is taken the decision will have immediate effect.</p>
<p>The Member Organisation concerned has the right to appeal to the next ordinary congress. Any appeal shall be sent to the ExCOM in writing within two months of the decision by the Committee.</p>
<p>The Congress shall determine if the decision was based on relevant and true facts and in accordance with the Statutes and Standing Orders.</p>
<p>An excluded organisation has no right to raise claims in relation to EuroCOP's assets.</p>
<p>An organisation excluded on the basis of Article 11.2 a) cannot become a full member again unless it has completely paid all outstanding subscriptions in respect of any period from when its membership has lapsed. The Committee may agree to accept a lesser part and consider the debt settled.</p>
<h2>Article 3 Communication</h2>
<h3>3.1 Correspondence</h3>
<p>All correspondence with EuroCOP shall be in English, unless the ExCOM agrees otherwise.</p>
<h3>3.2 Working Language</h3>
<p>All written information from EuroCOP to Member Organisations as well as documentation for meetings of the bodies of EuroCOP will be disseminated in English.</p>
<h2>Article 4 Bodies of the European Confederation of Police</h2>
<h3>4.1 Tasks of the Congress</h3>
<p>The Congress is the supreme authority of EuroCOP. Its decisions are binding upon the other bodies. The main tasks of Congress are:</p>
<ul style="list-style-type: none"> • to elect the Members of the ExCOM and Auditors,
<ul style="list-style-type: none"> • to decide upon amendments to the EuroCOP Statutes and Standing Orders
<ul style="list-style-type: none"> • to determine the level of subscriptions,
<ul style="list-style-type: none"> • to determine the vision and mission of EuroCOP,
<ul style="list-style-type: none"> • to decide on any other matter that is laid before it.

Standing Orders of the European Confederation of Police

4.2 Congress Announcement

The announcement of an Ordinary Congress shall consist of a schedule with a timetable for the necessary preparations of Congress, including final dates for:

- Distribution of invitations and composition of Congress.
- Motions and Nominations to be received by the ExCOM
- Emergency motions, nominations and amendments to the agenda must be received no later than 5 working days before Congress in writing to the Secretariat
- Distribution of the preliminary agenda
- Amendments to the agenda and motions to be received by the ExCOM
- Names of delegates to be received by the ExCOM
- Distribution of the final agenda and necessary Congress documents

4.3 Congress Agenda

The agenda for an Ordinary Congress has to include the following items:

- Determination of the number of delegates and votes
- Election of two delegates to count votes
- Election of three delegates to chair the meeting
- Determination of the agenda
- Election of the EuroCOP President
- Election of the Treasurer
- Election of up to five (5) Members of the ExCOM
- Election of up to 2 Auditors
- Determination of annual subscriptions for the period until the next ordinary Congress
- Resolutions and motions

An Extra Ordinary Congress can deal with other matters set out by the ExCOM in the invitation to the Congress.

4.4 Tasks of the Committee

The ExCOM appoints one of its members to chair the meetings of the Committee. In addition to the tasks conferred upon it in the Statutes the Committee:

- Decides on Motions and Resolutions laid before it
- Decides upon the annual budget
- Conducts by-elections of Members of the ExCOM and Auditors as set out in these Standing Orders

4.5 Preparations of Meetings of the Committee

The ExCOM is responsible for the preparation of the Committee. They will start at least four (4) months ahead.

All necessary documentation shall be available four (4) weeks ahead of the meeting.

Standing Orders of the European Confederation of Police

4.6 Performance of By-elections

If any of the Members of the ExCOM or an Auditor resigns during the period of office, a by-election will be held in the Committee in order to fill the vacancy.

In this case the ExCOM will call for nominations together with the invitation to the next meeting of the Committee.

If the President resigns during the period of office the Vice President who is Principal Officer becomes temporarily President until either the next election or by-election.

If the Treasurer resigns during the period of office the President will appoint an ExCOM member temporarily Treasurer until either the next election or by-election.

4.7 Tasks of the ExCOM

The ExCOM is charged with:

- Performing the tasks lay upon it by the Statutes and Standing Orders.
- Implementing the decisions of the Committee and Congress.
- Representing and acting on behalf of EuroCOP towards third parties.
- Providing terms of reference to the Committee for the period of office between Congress.
- Managing the assets of EuroCOP.

The Treasurer is responsible for the day to day management of the organisation's finances.

When Congress or the Committee is not sitting, matters that are deemed exceptional and may have a detrimental affect on the continuation of EuroCOP and its mission and vision can be decided upon by the ExCOM.

4.8 Tasks of the EuroCOP Secretariat

The Secretariat is located at the EuroCOP Headquarters. It shall

- act on instructions from the Principal Officers,
- act as a channel of communication between the ExCOM and Member Organisations,
- act as a clearing house for the dissemination of information concerning European issues,
- facilitate the exchange of information on police related issues between Member Organisations
- any reasonable work directed by the ExCOM

Article 5 Working Groups/Knowledge Groups

5.1 Tasks of the Working Groups/Knowledge Groups

The tasks of the Working Groups / Knowledge Groups depends on the

- Instruction of the ExCOM
- Responsibility of the ExCOM
- Terms of reference set by ExCOM

Standing Orders of the European Confederation of Police

Article 6 Conduct of meetings
6.1 Interpretation at meetings
The official language for interpretation at meetings of the Committee and Congress is English. Other languages shall be provided at every meeting of these bodies as directed by the ExCOM
The ExCOM can decide annually on further languages of interpretation based on one or more of the following criteria:
<ul style="list-style-type: none"> • available resources
<ul style="list-style-type: none"> • number of delegates, guest or experts concerned
<ul style="list-style-type: none"> • agreement on sharing costs
<ul style="list-style-type: none"> • location of the meeting
<ul style="list-style-type: none"> • On request of a Member organisation, under condition that they pay all the costs themselves, an additional language can be provided.
6.2 Minutes
Minutes of each meeting of the bodies of the Confederation shall be recorded and kept in the Secretariat.
The draft minutes shall be distributed to the participants of the specific meeting and placed on the agenda for the upcoming meeting of either the body or group concerned.
On written request any Member organisation can request the approved minutes from the Secretariat.
6.3 Participation at meetings of EuroCOP Bodies
Attendance at meetings of EuroCOP Bodies is limited to
<ul style="list-style-type: none"> • Members of the body concerned as outlined in the Statutes.
<ul style="list-style-type: none"> • Representatives from Organisations with Associate Status or with an invitation as Guest Attendant as far as outlined in Article 2
<ul style="list-style-type: none"> • Guest delegates from Member Organisations subject to the agreement of the body concerned.
<ul style="list-style-type: none"> • Speakers and guests upon invitation from the ExCOM
<ul style="list-style-type: none"> • Staff from the EuroCOP Secretariat
<ul style="list-style-type: none"> • Interpreters accompanying delegates
Delegates representing Member Organisations have to be properly nominated by their respective Organisation according to the procedure set out by the ExCOM in the invitation to the meeting.
Members of the ExCOM and the Auditors may not be nominated at the same time as regular delegates for a Member Organisation at meetings of the Committee or Congress.
6.4 Decision-making
A quorum for any meeting exists if 50% plus one (1) of the members entitled to vote are present.
The Chair determines the number of delegates and votes present at the beginning of each day of the meeting by reference to the registration list.

Standing Orders of the European Confederation of Police

The elections to all bodies of EuroCOP are to take place by close ballot. Decisions are to take place by close hands.
Unless Statutes provide otherwise a motion is adopted by majority if more than 50% of the votes present are in favour. If a vote is equal the matter is rejected.
In cases where Statutes provide for a two-thirds majority a motion is adopted if more than 66% of the votes present are in favour.
Voting shall take place by a show of voting cards and associated documentation unless Statutes or these Standing orders provide otherwise or if there is a call for a roll call or closed ballot.
Each delegate shall carry one vote. If a Member Organisation is entitled to additional votes according to the Statutes, it shall notify the Secretariat in advance how these are to be distributed among delegates.
The right to vote may be delegated if this is notified in advance to the secretariat, or in case of an emergency, to the chairman of an ongoing meeting.
6.5 Decision by Correspondance
The result of the decision shall subsequently be communicated to all Member Organisations without any unreasonable delay.
6.6 Motions
At the beginning of each meeting the draft agenda shall be adopted. Changes to the agenda shall be subject to the approval of the body concerned. If the draft agenda has been distributed in advance and a final date for amendments has been set the chair may only allow emergency motions to be added to the agenda, in line with article 7.4 of the Statues.
Motions can be carried, rejected, adjourned or remitted
<ul style="list-style-type: none"> • If a motion is carried the bodies concerned shall strive to implement it and report on progress of the matter regularly.
<ul style="list-style-type: none"> • If a motion is rejected it may not be tabled again at the same meeting
<ul style="list-style-type: none"> • If a motion is adjourned it shall be discussed in the same form and in the same body at a later point in time
<ul style="list-style-type: none"> • Congress may remit a motion to the Committee that must decide finally on the matter
The first and the last to speak on a motion shall be a representative of the Member Organisation or body that presented the motion. The order of further speakers shall be determined by the chair of the meeting.
It is at the discretion of the chair
<ul style="list-style-type: none"> • to allow individual delegates to speak more than once on the same motion
<ul style="list-style-type: none"> • to call for requests to speak in writing
<ul style="list-style-type: none"> • to limit speaking time for all speakers
The chair at Congress has to pass the chairmanship of the meeting to her/his deputy should he/she wish to enter the discussion.
6.7 Procedural Motions
The discussion of a motion may be interrupted by any of the following procedural motions from a member of the body concerned that has not yet spoken on the issue
Proposal for immediate decision
A proposal for immediate decision interrupts any on-going discussion. The member that introduced

Standing Orders of the European Confederation of Police

the motion under discussion shall have the right to reply to the proposal. Then the proposal shall be put to a vote without further discussion. If the proposal is carried the discussion of the original motion shall not resume and the body shall move to a decision on the matter immediately.

Proposal for adjournment

Following a proposal to adjourn the debate the member that introduced the motion under discussion shall have the right to reply to the proposal. After this no further debate will be permitted. If the proposal is carried the motion shall be adjourned as set out in the proposal.

The acceptance of a procedural motion is at the discretion of the chair of the meeting.

6.8 Emergency Motions

Motions that are received after the original date set out in the Congress Announcement are to be treated as Emergency Motions as set out in Article 7.4 of the Statutes.

6.9 Elections

The ExCOM shall introduce a procedure for receiving nominations that shall be decided upon by the body concerned, or in case of the Congress, the Committee.

Notwithstanding this, the ExCOM can decide upon an opportunity for late nominations at Congress within an agreed time scale.

Every nomination shall be signed by the Member Organisation's President or legal representative and carry the official stamp of the organisation.

Every nomination shall be accompanied by a resume or a Curriculum Vitae (CV) of the candidate.

Every candidate shall be prepared to briefly introduce him/herself in front of the Committee or Congress prior to the election.

The elected Delegates shall oversee the preparation of elections that shall take place at Congress based on the adopted procedure.

If there is more than one proposal for an elected office, voting is to take place in a closed ballot. Ballot papers will be prepared by the secretariat under supervision of the elected Delegates and have to include the names of the candidates properly nominated and the number of candidates corresponding with the number of elected offices.

If there are three or more candidates for an elected office and a majority is not reached in the first round, further rounds will follow in which the candidate who received the least votes in the preceding round will be eliminated until only two candidates remain.

Counting of votes shall take place in an open forum and be conducted by the elected vote counters.

6.10 General Rules

At meetings of the Committee and Congress, delegates are obliged to wear the official badge distributed upon registration at all times during the meeting.

Delegates shall, before speaking, state their name and that of the Member Organisation on behalf of which they speak.

Article 7 Conflict of Interpretation

If there is a conflict as to the correct interpretation of Statutes, Standing Orders or Financial Orders (including the travel expenses agreement appendix), the ExCOM shall decide on the matter.

If the ExCOM is part of the conflict the matter shall be decided by the Committee.

If a sufficient majority is not attained the matter will be referred to Congress. If Congress cannot be awaited the ExCOM shall have the final decision.