



GUIDELINES for
THE RULES of PROCEDURE
of
ALL COMMITTEES & SUB-COMMITTEES
of
THE EUROPEAN ASSOCIATION FOR
PSYCHOTHERAPY

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	09.00 - 10.30	Other parallel committees/meetings: Ethical Guidelines, Membership, etc. NUOC/EWOC
	10.00 - 12.30	
	12.30 - 13.30	Lunch break
	13.30 - 14.30	Executive Committee: Part 1
	14.30 - 16.30	Governing Board: Part 1
	16.30 - 17.00	Coffee Break
	17.00 - 19.00	Governing Board: Part 2
	19.00 ->	Social events / free time
<i>Saturday</i>	09.00 – 10.30	GAP
	09.00 – 10.30	Other parallel committees/meetings: IJP Editorial Board, etc.
	10.30 - 12.30	ETSC
	12.30 - 13.30	Lunch break
	13.30 - 15.30	Governing Board: Part 3
	15.30 - 16.00	Coffee Break
	16.00 - 18.00	Governing Board: Part 4
	18.00 - 19.00	Executive Committee: Part 2
<i>Sunday</i>	09.00 – 10.30	Any other discussion groups etc. as needed.

There is now a new document: “Welcome to the EAP!” which gives a brief outline of the various committees and structures, mainly for new members. It also identifies clearly the main documents of the EAP.

PROCEDURE FOR THE USE OF 3.3rd DRAFT:

The 3rd draft (3.1) was accepted in Lubliana, Slovenia in October 2004 as a ”Guidelines for Procedures to the EAP”. This current draft has some minor amendments to it from decisions made subsequently.

Structural diagram on the EAP Website

GOVERNING BOARD

1. DEFINITION

- 1.1 The Governing Board of the EAP is the main decision-making body of the EAP. *Its structure and function are* clearly described in the Statutes of the EAP. (Statutes: § 5)
- 1.2 Decisions made in the AGM, the Governing Board, and any other changes, new regulations, and/or new procedures cannot be inconsistent with the Statutes of EAP, nor can they violate the rights of the Membership. (Statutes: § 4).

2. COMPOSITION OF GOVERNING BOARD: The composition of the Governing Board is:

- 2.1 The President; the two Vice-Presidents; the Treasurer; the General Secretary, the External Relations Officer; the Registrar and any other officer appointed by the General Meeting or the Governing Board. (Statutes: 5.1.1)
- 2.2 One delegate from each National Umbrella Organisation, or where no NUO exists, an appointed representative from that country. (Statutes: 5.1.2)
- 2.3 One delegate from each EWAO. (Statutes: 5.1.3)
- 2.4 One delegate from each Committee created by the General Meeting or the Governing Board. (Statutes: 5.1.4)
- 2.5 One delegate from the Chamber of Individual Members. (Statutes: 5.1.5)

3. POWERS & TASKS OF GOVERNING BOARD: The powers and tasks of the Governing Board are as follows:

- 3.1 The Governing Board shall carry out the decisions and policies of the EAP. During the financial year and between AGMs, the Governing Board shall have the power to manage the activities of the EAP, not specifically attributed to another organ by the statutes. (Statutes: 5.2.1)
- 3.2 The Governing Board may call an Extraordinary General Meeting (EGM) of the EAP at any time, by decision of 2/3 majority of its members present. The Governing Board shall also call an EGM if it receives a request to do so from 15% of the Organisational members of the EAP. (Statutes: 9.6)
- 3.3 The Governing Board shall appoint the General Secretary (Statutes: 8.1). This appointment must be decided for a certain period of time (one to four years). Any renewal of the appointment (for upto two years more) must be approved by the General Meeting by ballot. The General Secretary is accountable to the Governing Board and must work in close collaboration and within these guidelines (Statutes: 8.3).
- 3.4 The Governing Board shall appoint all the other officers of the EAP, except for the President, Vice-Presidents & Treasurer (who are elected by the General Meeting). These are: the Registrar; the External Relations Officer; and any other officer appointed. (Statutes: 5.1.1) Any officer appointed by the Governing Board can be voted out of such appointments by the Governing Board (Statutes: 5.2.2). The

Registrar is appointed by the Governing Board for a one to four year period. (Statutes: 13.3)

- 3.5 *If one of the Officers resigns or is unable to perform their duties, the Governing Board may appoint an "interim" Officer, until such a time as an election is held or an Officer is properly appointed.*
- 3.6 The Governing Board shall appoint a European Training Standards Committee (ETSC); a National Umbrella Organisations Committee (NUOC); a European Wide Organisations Committee (EWOC); a Statutes Committee; a Registrations Committee; a Finance Committee; an Ethics Committee; and any such committees or working parties as are needed. The chairs of the mentioned committees *shall be elected* by the Governing Board. (Statutes: 5.2.5)
- 3.7 The Governing Board may elect two or more of its members to the Executive Committee. (Statutes: 6.1)
- 3.8 The Governing Board *may* appoint an Advisory Committee that is constituted of former Presidents of EAP and *may* include the outgoing Vice-President and the *current* President in Office as well as any other past members of the Executive Committee that are *elected* by the Board. (Statutes: 5.2.6)
- 3.9 The Governing Board establishes a register of psychotherapists who have qualified for the European Certificate of Psychotherapy (ECP). (Statutes: 13.1)
- 3.10 The Governing Board *shall* receive recommendations for membership to NUOC and EWOC that have been approved by the Membership Committee and the NUOC or EWOC appropriately as a list of acceptances. If there are no objections, the applications *for membership* are ~~finally~~ approved. (Statutes: 11.1)
- 3.11 The Governing Board may exclude or suspend an EAP member under the following procedures:
- 3.11.1 Reasons for suspension of membership are: no longer meeting the requirements for EAP membership; failure to pay the membership fees; organisations allowing membership of psychotherapists who act in violation of their own Ethical Guidelines or Professional Code; appearing to have acted against the interests of the Association or contrary to the Ethical principles, as determined by the Governing Board. (Statutes:12.2)
- 3.11.2 If a member (*individual or organisation*) is in arrears with paying its membership fee for 9 months after reception of the bill and two reminders, the membership is withdrawn automatically. (Statutes: 12.3)
- 3.11.3 On receipt of a report from an appropriate committee (Ethics Committee, EWOC, NUOC, ETSC etc.) about a complaint of a member not meeting any more the requirements for EAP membership, or in case of acting against the interests of the Association, or contrary to the *spirit of The EAP's Statement of Ethical Principals*, the complaint having been made in writing to the President and forwarded, the Governing Board may decide the complaint is legitimate. It may then require the member in question either to fulfil the requirements of the Governing Board or to withdraw from the EAP. (Statutes: 12.4)
- 3.11.4 *The member can be excluded or membership can be suspended by a 2/3 decision of the Governing Board. The excluded or suspended member has the right of appeal to the next General Meeting.* (Statutes: 12.4)
- 3.11.5 The Governing Board can set conditions under which an excluded member can reapply for membership again once the matter of exclusion has been
- 3.3 Guidelines for EAP Procedures : for Board Meetings etc. : **Vilnius, July 2005**

removed. (Statutes: 12.5) *¹

- 3.12 The Governing Board *shall* decide upon the period (being not less than once every three to seven years) for which the Membership Committee *shall* review the grounds for membership of all organisations that are EAP members other than the National Umbrella Organisations and Individual Members (period decided by NUOC) and the European Wide Organisations (period decided by EWOC) on the basis of propositions from the Membership Committee. (Statutes: 11.4)
- 3.13 The Governing Board *shall* decide upon the voting procedures of the General Meeting by simple majority and this decision must be communicated to the members *of the organization with the circulation of the agenda* at least 2 months prior to the General Meeting. (Statutes: 10.5) *²
- 3.14 The Governing Board can authorise the Treasurer to pay certain amounts on order of the President. (Statutes: 15.4)
- 3.15 The Governing Board can approve other lawful income sources. (Statutes: 15.1 j)
- 3.16 The Governing Board shall present a statement of the annual accounts to the AGM, signed by the Treasurer. At least 1 month before the AGM, the budget of the next financial year and the annual membership fee have to be presented to the Governing Board to be subject for approval at the AGM. (Statutes: 5.2.9) *³
- 3.17 The Governing Board may decide to establish an Arbitration Court concerning conflicting parties within EAP. (Statutes: 17.1)
- 3.17.1 *Once the Arbitration Court has been established and composed, and arbitrators nominated, and once it has worked and either made a recommendation, or held a hearing with all parties present and made a decision, and once it has passed its decision to all parties, those parties may appeal against that decision to the Governing Board within four weeks of the hearing. (Arbitration Court: 4.10)*
- 3.17.2 The Governing Board then decides finally with a 2/3 majority. *⁴
- 3.18 The Governing Board may decide to install a Nominations Committee to prepare the nomination of the President-elect and any other officers for the Annual General Meeting (AGM). (Statutes: 18.1 & 18.3) The Nominations Committee shall report in a meeting of the Governing Board at least three months prior to the General Meeting. (Statutes: 18.5)

¹ N.B. It is recommended that this section of the Statutes be revised at some point as there seems to be an unclarity as to the difference (if any) between 'exclusion' and 'suspension' of membership & the grounds for these two different actions.

Revisions to the statutes involve a motion to the next General Meeting; a discussion in the Governing Board at least three months before the next General Meeting; and then a 2/3 majority to accept a change in the Statutes.

² N.B. It is recommended that this be changed to "at least 6 weeks prior" in the interests of consistency.

³ N.B. It is recommended that this be changed to "at least 6 weeks before" in the interests of consistency.

⁴ N.B. It is recommended that § 17.6 of the Statutes be amended slightly as it is slightly ambiguous whether the power of the General Meeting to change the proceedings of the Arbitration Court with two thirds of the votes cast refers to the 'final' decision of the Governing Board in § 17.5 or to the whole of § 17, or to the workings of any particular Arbitration Court. (An amendment is suggested in Arbitration Court 4.11) This involves a motion at the next General Meeting etc.

3.19 The Governing Board can appoint:

3.19.1 Individuals to become Honorary Members of the Association. Honorary members have no voting rights. (Statutes: 4.2.2)

3.19.2 Individuals to become Supportive Members who of personal effort and/or financial support promote the interests of EAP. Supportive members have no voting rights. (Statutes: 4.2.4)

3.19.3 These individual members (without voting rights) along with all the Ordinary Individual Members (with voting rights) are organised within the EAP in a Chamber of Individual Members. (Statutes: 4.2.1.3)

3.19.4 An Honorary President of *this Chamber of Individual Members* can appointed by the General Meeting, on the recommendation of the Governing Board, with 2/3 majority in favour. (Statutes: 4.2.3)

3.19.5 The Honorary President has right of presence in the Governing Board, but has no voting rights. (Statutes: 4.2.4) *He represents the Chamber of Individual Members there.*

3.20 The Governing Board must approve the recommendations of the NUOC for NUOs to become NAOs (ECPD: 1.2.3.2) and the recommendations of the EWOC for EWOs to become EWAOs. (ECPD: 1.3.3.3)

3.21 The Governing Board must approve the procedure and conditions for the award of the ECP (ECPD: 2.1)

3.22 The Governing Board must approve the criteria, conditions and process by which the ETSC accredits Training Organisations for the award of the ECP. (ECPD: 1.4.5 & 6.4.6) These Training Organisations *must* be Ordinary Organisational members of EAP (Statutes: 4.1.1) *in good standing.*

3.23 The Governing Board *shall* determine the schedule of fees for the recognition of organisations (*NUO, NAO, EWO, EWAO, Ordinary Organisation, & Training Organisation*), and for the inclusion of a practitioner's name on the *Register* (ERP), which must be ratified at the AGM. (ECPD: 7.4)

3.24 The Governing Board may approve (*a process by which*) Training Organisations which are recommended by the ETSC but do not have approval from an EWAO as there is not a relevant one *for them.* (ECPD: 8.3)

3.25 Where an Awarding Organisation (NAO), an Accrediting Organisation (EWAO) has acted improperly or has *been* shown to be at fault and this has been clearly established outside of the EAP (as in a Court of Law; an arbitration panel or review body; or by self-admission), *the Governing Board may approve the recommendations of a body (as yet undefined) that its status as an Awarding/Accrediting Organisation be reviewed, suspended, or removed; appropriate changes may be required in their statutes, ethics, or procedures; or their membership of EAP may be suspended or reviewed.* (ECPD: 8.4)

3.26 Where a Training Organisation which awards the ECP has acted improperly or has been shown to be at fault, and this has been clearly established outside of the EAP (as in a Court of Law; an arbitration panel or review body; or by self-admission), the EAP (*Governing Board or ETSC*) *shall* first require matters to be properly investigated by the relevant NAO or EWAO (where they exist) before deciding upon any further action. (ECPD: 8.5)

3.27 The Governing Board can appoint a Grandparenting Advisory Panel (GAP), which

is a committee composed of 2 members of the EWOC, 2 members of NUOC and the chairperson (or deputy) of the Scientific Validation Committee, and which, during a country's grandparenting process, shall substitute as an EWAO if there is not one or recommend that the need for EWAO approval be waived. (ECPD: 10.2.2)

- 3.28 The Governing Board may hear appeals against decisions of the Arbitration Court, if they are submitted within 4 weeks of the decision. The Governing Board then decides finally by a 2/3 majority. (Statutes: 17.5)
- 3.29 *The Governing Board shall determine which officer, committee or body is suitable to deal with any matter not explicitly mentioned here or in the Statutes, or it has the power to create, if so desired, a suitable position, committee or body with appropriate powers and procedures to do so, subject to ratification by a General Meeting, if needed.*
- 3.30 Voting procedures of the General Meeting are decided by the Governing Board by simple majority and must be communicated to the members at least 2 months prior to the General Meeting. (Statutes: 10.5)
- 3.31 The relationship between the Governing Board and the Chamber of Individual Members is as follows:
- 3.31.1 The Governing Board *may* recommend to the General Meeting (*possibly via the Nominations Committee*) a candidate for the Honorary President of the Chamber of Individual Members, who is then appointed by the General Meeting by a 2/3 majority. The Honorary President has the right of presence in *General Meetings* (AGM, GM, EGM) and on the Governing Board, but has no additional voting rights. (Statutes: 4.2.3)
- 3.31.2 *The Governing Board shall receive regular reports of the Chamber of Individual Members from the Honorary President and the decisions of that Chamber shall be passed to the Governing Board for ratification.*
- 3.31.3 *The Governing Board must ask the Chamber of Individual Members for recommendations about the fees of Individual Members and the payments for the holders of the ECP, before any changes in these are put to the Governing Board and the General Meeting for decision.*
- 3.32 *The Governing Board is empowered to decide upon, or make a ruling about, any other items of procedure, using the above, for General Meetings (AGM or EGM) that are not dealt with specifically in the Statutes or these procedures. There shall be the usual term of notice for such a decision or ruling by the Governing Board.*

4. PROCEDURES OF GOVERNING BOARD: The procedures of the Governing Board are:

- 4.1 The Governing Board *shall* be chaired by the President or his or her substitute. (Statutes: 5.1.6) who is responsible for the meetings: the business, the continuity, and the co-ordination of the Governing Board. (Statutes: 5.1.6.1)
- 4.2 All decisions of the Governing Board shall be determined on the basis of one vote per member of the Governing Board and by a simple majority of the votes cast. Votes cannot be accumulated through multiple representations on the Board. (Statutes: 5.2.3) Any change in this voting procedure must be made at a General Meeting with two thirds of votes cast and after previous discussion in a Board meeting, held at least two months in advance. (Statutes: 5.2.4) *It is recommended that members must be present to vote, or that a postal voting system has been approved, and that proxy votes are not permitted.*

- 4.3 The Governing Board shall present a statement of the annual accounts to the AGM, signed by the Treasurer. At least *one* month before the AGM, the budget for the next financial year and the annual membership fee *must* be presented to the Governing Board to be subject for approval at the AGM. (Statutes: 5.2.9)
- 4.4 The Governing Board *shall* adopt and issue standing orders and/or rules of procedure which shall be subject to review at the AGM and which shall not be inconsistent with the provisions in the statutes of the EAP (Statutes: 5.2.8)
- 4.5 All committees *shall* receive their tasks in written form from the Governing Board and report to the Governing Board (Statutes: 5.2.7) *These reports shall be sent in writing to the EAP Head Office so that they can be circulated by EAP Head Office to all members of the Governing Board at least 6 weeks in advance of any meeting.*
- 4.6 *After the normal preliminary agenda items (People Present; Apologies for Absence; Minutes of last Board Meeting; Matters Arising from these Minutes), the Governing Board meeting shall receive and discuss in ordered sequence the written reports of the Officers, the Executive Committee, and other Committees, with a view to furthering the policies of the EAP. At the discretion of the President, or chairperson, and with the approval of the meeting, this order may be varied, but new agenda items may not be included, nor may items be excluded.*
- 4.7 *The Officers shall make a short statement supporting and bringing upto date a previously circulated written report. They may ask the Board for a decision on a particular matter only if this decision has been specifically mentioned as a part of their written and previously circulated report.*
- 4.8 *The Executive Committee shall make a full written report to the Board, clearly asking for decisions and actions to be endorsed. Decisions and actions of the Executive Board are not binding on the Governing Board unless they have been properly ratified. (Executive Committee: § 4.8) If it has met within a six week period before the Governing Board meeting, a particular decision or action could not be ratified by the Governing Board as insufficient notice would had been given to the Governing Board.*
- 4.9 *When other Committees of the Board (ETSC, NUOC, EWOC, Ethics, Registration, Finance, etc.) have met in a time period less than six weeks before the Governing Board meeting, the Chairperson of that Committee must make a short verbal report to the Governing Board meeting announcing any decisions made within the competence of their committee. They must also submit a written report. They may require an endorsement by the Governing Board that the decision is within their competence.*
- 4.10 *When Officers or Committees are making any recommendations to the Governing Board, these recommendations may not be decided upon or discussed further (beyond a point of clarification) in that meeting and shall therefore go automatically onto the agenda of the next Governing Board meeting so that all members of the Governing Board have time to consider and consult about these recommendations.*
- 4.11 *Appointments of Officers and Chairpersons of Committees shall be made appropriately in accordance with the Statutes: 10.2*
- 4.12 *Officers, Committees or Member Organisations of the Governing Board that have made written reports and proposals in good time for the material to be included on*

the agenda of the meeting may withdraw any proposals, if their delegates are empowered to do so or if they feel it is presently inappropriate or redundant. Reports or information may not be withdrawn.

5. POLICIES OF GOVERNING BOARD: The policies of the Governing Board are:

- 5.1 *That sufficient time must be given for the meetings of the Governing Board, and these meetings shall be conducted in suitable locations and environments. Documentation and an agenda for the meeting must have been prepared and circulated in good time for the meeting (usually six weeks before). Suitable directions must have been given and accommodation arrangements made. It is the responsibility of the President to ensure all this, as far as possible, in conjunction with the General Secretary and EAP Head Office.*
- 5.2 *That the official language of the EAP is English, and given the difference in the language abilities of the delegates of the Member Organisations of the Governing Board, as well as the very many other differences:*
 - 5.2.1 *That no remarks must be made unless the person has been recognised by the Chair of the meeting.*
 - 5.2.2 *That all remarks must be made clearly, considerately and as precisely as possible.*
 - 5.2.3 *That there shall be an short appropriate time period allowed for anyone to request a translation or clarification, before the next speaker is acknowledged, if so requested by a member.*
 - 5.2.4 *That translation may happen simultaneously or sequentially, at the discretion of the Chairperson and in a manner most likely to facilitate the process of the meeting.*
- 5.3 *That the Governing Board is a decision-making meeting of the Association, with considerable powers and responsibilities, and lack of information or confusion by its Member organisation's delegates can disrupt its proper functioning. The policies for representation at a meeting of the Governing Board are:*
 - 5.3.1 *That delegates of Member Organisations coming to the meeting are required to have read the material circulated to their organisations, often sent by e-mail from EAP , in good time before coming to the meeting.*
 - 5.3.2 *that delegates are also required to have a working knowledge of English or to make appropriate translation arrangements to enable their effective representation in the meeting and not unduly disrupt the meeting.*
 - 5.3.3 *That delegates are responsible for informing their organisation of the issues to be discussed, collecting information about and representing the views of their organisation on that topic to the meeting. If they are not so informed and/or not able to represent the views of their organisation, then they shall remain silent during the discussion of that point. They shall also abstain in a vote if they do not have a specific mandate to vote either for or against a proposal.*
 - 5.3.4 *That a delegate's place at a meeting of the Governing Board is only as a delegate of their organisation. If they wish to express a personal opinion, they must clearly state that this is such and possibly different from the views, if any, of their organisation. It is at the discretion of the chairperson whether this personal opinion is noted or acted upon.*
 - 5.3.5 *That Officers of the Association present at a meeting shall speak from the position of their office. Personal opinions must be very clearly separated from official positions and are subject to the discretion of the chairperson.*
 - 5.3.6 *That the chairperson of a meeting of the Governing Board has the absolute power and responsibility to exclude any delegate of a Member organisation who is disrupting the meeting or to require them to remain silent in order to facilitate the progress of the meeting. This may be affirmed by a simple vote of the meeting, if challenged. Such a decision refers only to the conduct of that*

delegate at that time and does not affect the rights of their member organisation. The member organisation may be asked to choose another delegate.

5.4 *The policies for the procedure and conduct of a meeting of the Governing Board are as follows:*

5.4.1 *That the meeting shall be conducted under the normal rules of parliamentary debate and committee procedure (see Appendix: Simplified Robert's Rules) though the chairperson of the meeting, with the approval of the meeting, shall be able to deviate from these in any reasonable way to further the work of the Governing Board.*

5.4.2 *That any agenda items for discussion and voting on which are additional to or different from reports of officers or committees (§ 4.5-4.9) shall be submitted by Member Organisations and must be sent to the EAP Head Office in the form of a written paper to be circulated at least six weeks before the meeting. This paper must clearly state the organisation making the proposal or policy to be voted on.*

5.4.3 *That the original proposer, or his/her representative, may speak shortly to the proposal and, at the discretion of the chairperson, make suitable contribution to a discussion or provide further information, and may be asked for a short conclusion prior to a vote.*

5.4.4 *That any proposal may be amended by the meeting in the normal way with a proposition for amendment and a seconder. Amendments are dealt with first and if they pass the proposal is thus amended. The original proposal only stands if the amendment fails. If the amended proposal is not to the satisfaction of the original proposer, or if the delegate needs to reconsult with their organisation, the proposal may be withdrawn from the agenda and would need to be resubmitted in the same way as a new proposal.*

5.4.5 *That agenda items that have not been properly discussed or covered within the meeting shall, at the end of the meeting, either get postponed to the next meeting of the Governing Board or forwarded to the Executive Committee to be dealt with at their next meeting. This shall happen by simple vote of the members present, or items shall be passed by default to the Executive Committee. It is the responsibility of the chairperson to ensure that all agenda items are dealt with in this way and the normal business of the meeting shall be halted 30 minutes before the scheduled ending time in order for these decisions to be made by a simple vote in favour of either forwarding to the Executive Committee, or by default postponement to the next meeting.*

5.4.6 *That other papers, recommendations or proposals from people or organisations who are not members of the Governing Board and any other items of information may be circulated before a meeting, but not at any cost to EAP, and may be discussed, at the discretion of the chairperson and if time allows, under the agenda item of "Any Other Business", but these may not come to any vote or a decision by the Governing Board in that meeting. Urgent matters may be referred to or recommended to be dealt with in certain way by the Executive Committee. There may be a decision to put this item onto the agenda of the next Governing Board meeting, but an officer or member organisation would need to make a specific written proposal in good time to that meeting.*

5.6 *The policies for the minutes of a meeting of the Governing Board are as follows:*

5.6.1 *The minutes of the meeting must be written down or recorded during the meeting and a written version forwarded to the person chairing the meeting, if different from the President, as soon as possible after the meeting for checking for the accuracy of content and description of the feeling of the meeting. This may not be circulated further without the specific approval and amendment of that person.*

- 5.6.2 *The chairperson is responsible for forwarding a approved copy of the minutes to the EAP Head Office which shall be responsible for circulating this to all the members of the meeting, which must happen within one month of the meeting and at least six weeks before the next meeting.*
- 5.6.3 *Circulation of the minutes may be by e-mail, but members specifically requesting a printed copy (one per organisation) must be supplied one by EAP Head Office. The minutes shall be in English.*
- 5.6.4 *Translations may be made, at member's own costs, but these shall not be official translations.*
- 5.6.5 *The minutes shall be approved at the start of the next meeting, subject to any corrections or amendments accepted at that meeting, and a suitably amended copy signed by the chairperson of that meeting. This copy shall be kept by the General Secretary on file at the EAP Head Office and is the official record of the meeting.*

5.7 *The policies for the meetings of the Governing Board are as follows:*

- 5.7.1 *Meetings of the Governing Board are usually held three times a year in October, February and June/July. The dates of these meetings must be fixed in advance with a minimum of one year's notice and more notice given as far as is possible. Once announced and minuted in a meeting, a date may not be changed without one full year's notice.*
- 5.7.2 *Other meetings may be arranged within these times, at the consent of the Governing Board, but not within six weeks of the last meeting.*
- 5.7.3 *Locations of the meeting to a different city or country may be changed within a two-month period before the meeting, but costs incurred by Member organisation's delegates who have already made travel arrangements that cannot be changed shall be reimbursed by EAP with suitable proof. Locations within the same city may be changed at more immediate notice and delegates must be informed immediately. Suitable notices giving the alternative location must be posted and suitable travel arrangements to the new location made by EAP.*

5.8 *The policies for use, amendment and review of this paper outlining the definition, composition, powers & tasks, procedures and policies (standing orders) of the Governing Board are as follows:*

- 5.8.1 *These items are very necessary to the Governing Board's proper functioning. Therefore delegates shall be familiar with these, must abide by them and encourage others to do so, and shall have a copy of this paper with them when they attend meetings of the Governing Board.*
- 5.8.2 *These items are made and adopted by the Governing Board and are also subject to review by the AGM. Amendments to them must be made in the same manner as any proposal for a decision or policy, by sending to the EAP Head Office a written paper from a member organisation for circulation at least six weeks in advance of the meeting, thus entry onto the agenda, and then by discussion and vote in the meeting.*
- 5.8.3 *If it becomes determined, by a decision of the Executive Committee and an endorsement by the Governing Board, or by a decision in the Governing Board or the AGM, that an Officer, a Committee or committee member, or a delegate of a Member Organisation has contravened the statutes of the Association or these procedures and policies:*
 - 5.8.3.1 *The EAP as an organisation does not hold itself responsible for any liability as a result of that contravention;*
 - 5.8.3.2 *The persons involved are liable to any appropriate disciplinary action; they may lose their office; be removed from the Committee; and/or be refused as a delegate of their Member organisation.*
 - 5.8.3.3 *They, as an individual, or their member organisation may be liable for,*

or required to pay for, any financial costs or losses as a result of that contravention, and failure to pay would result in expulsion from the Association and may result in a legal action against the individual or organisation.

5.8.3.4 If contravention has occurred as a result of the actions of an individual operating without the knowledge of or influence of their member organisation and that this can be clearly demonstrated, then the member organisation shall not be held responsible in any way and no penalties shall be imposed against the member organisation.

5.8.4 Acceptance of membership of EAP and of the Governing Board means that the organisation, its delegates, or the individual concerned accepts these policies and procedures as binding.

5.9 The policies towards the costs and expenses of the Governing Board are as follows:

5.9.1 The Association is responsible for finding a suitable venue and, if necessary, paying for its use, which includes the provision of daytime meals and light refreshments for the members of the Governing Board attending the meeting.

5.9.2 The Association is responsible for paying for the circulation of minutes and reports, and any reasonable costs involved in copying and collating papers from members of the Governing Board which form part of the official business of the Governing Board. It may (i) either make these available by e-mail or Internet where they can be copied at the expense of the EAP Members; (ii) or provide books of written papers for each meeting to be purchased at the meeting by the Member organisation's delegates.

5.9.3 The Association is responsible for ensuring that the minutes of the meeting are properly recorded and distributed and any reasonable costs involved in that.

5.9.4 The Association is responsible for ensuring that the Officers of the Association attend the Governing Board meetings and shall pay reasonable costs for travel and accommodation on production of proper receipts.

5.9.5 The Treasurer shall make an annual budget for the Governing Board and shall present this to the Governing Board.

EXECUTIVE COMMITTEE

1. DEFINITION

1.1 The Executive Committee of the EAP is the main executive organ of the Governing Board of the EAP. *The Executive Committee's structure and function are described in the Statutes: § 6*

2. COMPOSITION OF EXECUTIVE COMMITTEE: The composition of the Executive Committee is as follows:

2.1 It shall consist of a maximum of 12 persons: the President; the two Vice-Presidents; and the Treasurer, all elected by the General Meeting; the General Secretary, the External Relations Officer; the Registrar, the Chairpersons of the NUOC, EWOC, and ETSC, all appointed by the Governing Board. The Governing Board may elect two more of its members to the Executive Committee. (Statutes: 6.1)

2.2 The Advisory Committee (*of the Governing Board*) shall have a representative on the Executive Committee with consulting voice. (Statutes: 5.2.6.2) *This representation may be through one of its statutory members (above).*

3. POWERS & TASKS OF EXECUTIVE COMMITTEE: The powers and tasks of the Executive Committee are as follows:

3.1 The Executive Committee carries out the tasks of the Governing Board and is responsible to the Governing Board. (Statutes: 6.2)

3.2 The Executive Committee may call an Extraordinary General Meeting (EGM) of the EAP at any time, by decision of 2/3 majority of its members present. (Statutes: 9.6)

4. PROCEDURES & POLICIES OF EXECUTIVE COMMITTEE: The procedures and policies of the Executive Committee are:

4.1 The President shall call a meeting of the Executive Committee, Or, one third of the members of the Executive Committee can call a meeting of the Executive Committee, and in this case the meeting should take place within 6 weeks at the latest and notice of a meeting should be given to all members of the Executive Committee at least 2 weeks in advance. (Statutes: 6.3)

4.2 A quorum of the Executive Committee shall be at least one more than half of its members. All decisions of the Executive Committee shall be determined on the basis of one vote per member and by simple majority of the votes cast. (Statutes: 6.4) *The President (or Chairperson) has an extra vote in the instance of a tied vote. He/she may use the extra vote always to maintain the status quo (situation) before the vote was taken: i.e. for no change.*

4.3 Minutes of its decisions shall be taken down and presented to the Governing Board. (Statutes: 6.1) *These minutes shall be sent in writing first to the Chairperson for correction or amendment and then the corrected version sent to the EAP Head Office within one month. They shall then be circulated immediately to members of the Executive Committee. The minutes shall also be circulated by EAP Head Office to all members of the Governing Board at least 6 weeks in advance of their next meeting.*

- 4.4 *After the normal preliminary agenda items (People Present; Apologies for Absence; Minutes of last Board Meeting: Matters Arising from these Minutes), the Executive Committee shall receive and discuss in ordered sequence any written reports of the Officers, and the other Committees, with a view to furthering the policies of the EAP and the work of the Governing Board.*
- 4.5 *The President, General Secretary, the Treasurer, the External Relations Officer, the Registrar, and any other officers and the chairpersons of the various Committees present shall make a short statement supporting and bringing upto date any previously circulated written report, or their actions since the last Governing Board meeting.*
- 4.6 *The Executive Committee shall review any items referred or mandated to it, or left undecided, by the Governing Board from its last meeting, and, where appropriate, and, if necessary, make decisions on these items. (Governing Board : § 5.4.5 & 5.4.6)*
- 4.7 *The Executive Committee, through its minutes and through a written paper, may make proposals for a decision to the Governing Board to be circulated by EAP Head Office at least 6 weeks in advance of any meeting of the Governing Board.*
- 4.8 *The Executive Committee has certain procedures of decision-making in relation to the Governing Board:*
- 4.8.1 *Decisions or actions of the Executive Committee are not binding on the Governing Board unless the Governing Board mandated the Executive Committee to make such decisions or take such actions.*
- 4.8.2 *Decisions or actions of the Executive Committee must be affirmed or ratified by a vote to accept the report (and/or minutes) of the Executive Committee in the following meeting of the Governing Board wherein these actions or decisions are clearly presented.*
- 4.8.3 *A vote of non-acceptance of a report (and/or minutes) of the Executive Committee by the Governing Board means that any decision included in the report and taken by the Executive Board is therefore invalid and any actions so included and taken must be reversed or redeemed in so far as is possible.*
- 4.8.4 *It may defer or delay decisions or actions about possibly controversial items until a clear mandate or opinion is received from the Governing Board.*
- 4.8.5 *The Executive Committee may discuss any particular item which has not already been discussed by the Governing Board or has emerged into prominence since the last meeting of the Governing Board. Under exceptional circumstances and where there is perceived to be a real and urgent need, the Executive Committee might decide to make a decision or take an action on such an item, but the decision or action would clearly need to be ratified by the Governing Board at its next meeting. Such items must be specifically identified in the report (and/or minutes) circulated to the Governing Board.*
- 4.9 *Meetings of the Executive Committee shall be held as follows:*
- 4.9.1 *At least 6 weeks before a Governing Board meeting to enable proper reports and information to be circulated to the Member Organisations.*
- 4.9.2 *Possibly just before a Governing Board meeting to clarify issues that are about to be discussed.*
- 4.9.3 *Probably just after a Governing Board meeting, so as to finish off and complete any items not discussed fully or to take actions mandated by the Governing Board.*
- 4.9.4 *In a time, place and manner that is most beneficial and least costly to the Association and is conducive to the members of the Executive Committee, and, expenses incurred by members to attend Executive Committee meetings are*

reimbursed on production of proper receipts.

- 4.9.5 *At the conclusion of the meeting, a copy of the minutes shall be sent as soon as is possible to the Chairperson of the meeting who shall check the minutes, and change or amend them as appropriate to reflect the discussion, decisions and flavour of the meeting. The amended minutes shall be sent to the EAP Head Office for circulation to all members of the Executive Committee within one month of the meeting.*
- 4.9.6 *A copy of the minutes shall be included in the package of information sent out to all members of the Governing Board at least six weeks prior to the next meeting of the Governing Board.*
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ADVISORY COMMITTEE

1. DEFINITION

1.1 The Advisory Committee of the EAP is an advisory committee to the Governing Board and the Executive Committee of EAP. It is partially described in the statutes (§ 5.2.6)

2. COMPOSITION OF ADVISORY COMMITTEE: The composition of the Advisory Committee is as follows:

2.1 It is appointed by the Governing Board and it is constituted of Former Presidents of EAP and includes the outgoing Vice-President and the President in Office. (Statutes: 5.2.6)

2.2 The Governing Board may *elect* previous members of the Executive Committee to the Advisory Committee. (Statutes: 5.2.6) ^{*5}

3. POWERS AND TASKS OF ADVISORY COMMITTEE: These are not defined in the Statutes of the EAP. *Powers and tasks of the Advisory Committee are as follows:*

3.1 *To assist the Executive Committee in its task of decision-making and carrying out the tasks of the Governing Board, as requested.*

3.2 The Advisory Committee *shall* have a representative on the Executive Committee with consulting voice. (Statutes: 5.2.6.2) ^{*6}

3.3 *The Advisory Committee could offer the services of some of its members to the Arbitration Court and/or to the Nominations Committee. The experience of its members could serve the Association well in these roles.*

3.4 *The members of the Advisory Committee might be consulted in the revision of statutes, bye-laws and procedures*

3.5 *The members of the Advisory Committee might be consulted in any complex discussion or working out of difficulties within the EAP structures. The experience of its members could serve the Association well in these roles.*

3.5 *The Advisory Committee could also have a very important external political and public relations function for the EAP and members could be of great assistance to the External Relations Officer.*

3.6 *The Advisory Committee can write 'position papers' on topics of the EAP structure or*

⁵N.B. There is no time limit stipulated for membership of the Advisory Committee. Any revision of the Statutes or the provisions of this document might wish to specify "at least 10 years"; "until the age of 75"; "for life"; or some such provision.

⁶N.B. "This might be the out-going Vice-President or President in Office." As these two both have a vote in the Executive Committee, there is an implication that it is not either of these. It could be one of the two people appointed to the Executive Committee by the Governing Board, or it might be a thirteenth (non-voting member) in slight contradiction to § 6.1, so this is ambiguous.

on aspects of European psychotherapy in order to advise the EAP. These need to be accepted by a formal meeting of the Advisory Committee and next to the Governing Board.

- 3.7 *The President (individually), the Executive Committee (by majority vote), or the Governing Board, may call on all, any, or some of these people to help or advise himself/herself, the Executive Committee, and the Governing Board at any time and at the expense of the EAP, if they are so willing.*
- 3.8 *The task of the Advisory Committee is to support the Social Charter of the Parliament of Europe. (Advisory Committee: 2/7/99)*
- 3.9 *The members of the Advisory Committee have identified their possible role as:*
 - 3.9.1 *Supporting the quality in training programs in psychotherapy across Europe.*
 - 3.9.2 *Supporting the implementation of ethical guidelines in the organisations having competence in delivering services in psychotherapy*
 - 3.9.3 *Supporting the EAP, through the Executive Committee, with regard to issues which might need some specific deepening. (Advisory Committee: 2/7/99)*

4. PROCEDURES & POLICIES OF ADVISORY COMMITTEE: *The procedures of the Advisory Committee are:*

- 4.1 *The EAP President convenes meetings of the Advisory Committee, according to need, or meetings are convened by a written letter of request to the President, signed by at least three members of the Advisory Committee.*
- 4.2 *All members of the Advisory Committee must be invited (through EAP Head Office) to attend meetings of the Advisory Committee by written notice not less than six weeks before the date of the scheduled meeting.*
- 4.3 *The Advisory Committee shall be chaired by one of the members of the Committee as elected by the Committee. (Statutes: 5.2.6.1)*
- 4.4 *A formal recorded meeting of the Advisory Board shall be held once a year close to the time of the General Meeting with whomsoever of the Advisory Committee is present around the time of the General Meeting. This meeting shall be chaired by the current President and shall elect a representative of the Advisory Committee to the Executive Committee. (Statutes: 5.2.6.2)*
- 4.5 *It is the responsibility of this representative to report back to all the members of the Advisory Committee at regular & appropriate intervals.*
- 4.6 *A quorum of the Advisory Committee is more than three people. Voting in the Advisory Committee is by simple majority. Proposals and votes shall be recorded and sent, as minutes, to the Governing Board.*
- 4.7 *A budget for the Advisory Committee shall be prepared in good time for the Treasurer to include this into the EAP's annual budget and this shall be, at minimum, sufficient to enable one meeting of at least 50% of the members of the Advisory Committee once per annum. There must also be provision for the representative to attend Executive Committee meetings.*

NOMINATIONS COMMITTEE

1. DEFINITION:

1.1 The Nominations Committee is *an official Committee of the Governing Board*. It is mentioned in the EAP statutes; but its existence is not obligatory. (Statutes: 7.4; & § 18)

2. COMPOSITION OF NOMINATIONS COMMITTEE: *The composition of the Nominations Committee is as follows:*

2.1 *The Governing Board shall* *⁷ *appoint upto a maximum of five members for a period of a minimum of one year and a maximum of three years and until their successors have been appointed.* (Statutes: 18.2) *⁸

2.2 *The members of the Nominations Committee must be members of EAP in good standing and may be either Individual Members, delegates of Member Organisations of the Governing Board, delegates of Committees of the Governing Board created at a General Meeting, or members of the Advisory Committee. They may not be members of the Executive Committee.* (Statutes: 18.4) *⁹

2.3 *The members of the Nominations Committee may continue to be delegates of Member Organisations of the Governing Board.*

3.0 POWERS AND TASKS OF NOMINATIONS COMMITTEE: *The powers and task of the Nominations Committee are as follows:*

3.1 The task of the Nominations Committee is to prepare the nomination of the President-elect and any other Officers of EAP upon request of the Governing Board. (Statutes: 18.3) *If the proposed candidates are members of EAP, in good standing, they may be nominated for election at the AGM as Vice-President/President-elect.* (Statutes: 7.3)

3.2 A previously elected President, *after his/her term of office as outgoing Vice-President, may put their name forward for nomination as Vice-President or President-elect as "re-election is possible" or if there is a vote not to confirm or elect the "Vice-President/President-elect" as President in the Annual General Meeting,*

⁷N.B. There is a slight ambiguity here as it states that "The General Meeting may install a Nominations Committee upon request by the Governing Board." (Statutes: 18.1) However this needs a proposal to the General Meeting before a Nominations Committee can be installed for the next Annual General Meeting. It would be more logical to read: "The Governing Board may install a Nominations Committee for the Annual General Meeting." However it should be noted that this decision must take place at a Governing Board meeting at least two meetings before the Annual General Meeting.

⁸N.B. This section is quite clumsy and installs an almost permanent Nominations Committee. It is suggested that the statutes be changed to read "... will appoint a maximum of three members for a maximum of one year." This allows the possibility of a Nominations Committee being installed, if necessary, (which is the spirit of Statute 7.4) and also the possibility of not having to have one, or dissolving it. Nominations for the Presidency can also be detailed in a relevant place in these Bye-Laws.

⁹N.B. Statutes 18.4 should read "Executive Committee" not "Executive Board" to be consistent.

such a person might be appointed "President pro tem" until the next General Meeting. (Statutes: 7.3)

3.3 The Nominations Committee can be empowered by the Governing Board to examine proposals for the Treasurer (who is elected at the AGM: Statutes: 9.1) or proposals for the General Secretary, (elected by the Governing Board) as well as any other Officer (viz: External Relations Officer, Registrar, etc.) elected by the Governing Board.

3.4 The Nominations Committee can be disbanded by the Governing Board after an election. ^{*9}

4.0 PROCEDURES OF NOMINATIONS COMMITTEE: The procedures of the Nominations Committee are:

4.1 If the Governing Board (or if the General Meeting) so decide to create a Nominations Committee, the Governing Board shall appoint the members by a simple majority of the votes cast. (Statutes: 18.2)

4.2 Nominations for Vice-President/President-elect and Treasurer (if so desired) must be received by the Nominations Committee ~~in good time~~ at least six weeks before a meeting of the Governing Board and at least three months before the Annual General Meeting. (Statutes: 18.5)

4.3 Nominations must be in writing; have a proposer, a seconder (both members/delegates of EAP in good standing (see Statutes: 10.2)) and a written statement from the nominee giving some details of his/her credentials for the post and potential policies, so that the Nominations Committee can report the nominations to the Governing Board. (Statutes 18.5) and only candidates so 'nominated' may be elected.

4.4 In the event of a decision for the Nominations Committee to receive nominations for General Secretary, and other Officers, these must be received in writing; have a proposer, a seconder (both members/delegates of EAP in good standing) and a written statement from the nominee giving some details of his/her credentials for the post and potential policies, so that the Nominations Committee can report the nominations to the Governing Board, in the meeting of the Governing Board prior to the meeting of the Governing Board when the elections shall take place, and only candidates so 'nominated' may be elected.

4.5 The written nominations shall be circulated, and shall form part of the minutes of the meeting of the Governing Board at which they are received, in good time before the elections, either at the Annual General Meeting or the next meeting of the Governing Board. ^{*10}

¹⁰ N.B. Given this process of Nominations, there is a potentially tricky procedural & timing issue if one of the Officers (e.g. General Secretary, Treasurer) resigns mid-term in between Annual General Meetings or the well before the summer Governing Board meeting. The Governing Board might have to either (i) 'nominate' an interim Officer; or (ii) refuse to accept the resignation until the June/July meeting. This would need a relevant insertion in the Tasks & Powers of the Governing Board. (see)

EUROPEAN TRAINING STANDARDS COMMITTEE (ETSC)

1. DEFINITION:

1.1 ETSC is an official standing Committee of the Governing Board. (Statutes: 5.2.5; 6.1; 12.4)

2. COMPOSITION OF ETSC: The composition of the ETSC is as follows:

2.1 One delegate from each European Wide Organisation (EWO) or European Wide Accrediting Organisation (EWAO), being members of EAP in good standing.

2.2 One delegate from each National Umbrella Organisation (NUO) or National Awarding Organisation (NAO), being members of EAP in good standing.

2.3 The Registrar is a voting member.¹¹

3.0 POWERS AND TASKS OF ETSC: The powers and task of the ETSC are as follows:

3.1 The ETSC shall be the body authorised by the Governing Board to establish and monitor the EAP's training standards for the European Certificate of Psychotherapy (ECP). These are contained in the ECP Document (ECPD).

3.2 The ETSC shall be the authority over the award of the ECP, setting up and monitoring conditions for the award of the ECP (ECPD: 2.1).

3.3 The ESTC may be involved in checking the application of new members of NUOC & EWOC but the power to recognise bodies involved in the award of the ECP (NAOs & EWAOs) has shifted from ETSC to either NUOC or EWOC as appropriate. (ECPD:1.2.3.2; 1.3.3.3)

3.4 The ETSC *shall* establish criteria and procedures by which Training Organisations are accepted by the EAP, *subject to ratification by the Governing Board*. (ECPD: 1.4.5). Once approved, these procedures shall be added to this document.

3.5 The ETSC *shall* also assist the NAOs and EWAOs in establishing within these criteria & procedures, the process of setting up and monitoring the completion of training which *shall* be done by the NAOs and EWAOs. (ECPD: 5.1 - 5.5).

3.6 The ETSC may assist in the defining of psychotherapy modalities, on recommendation of EWOC, who shall do the work of checking the applications for scientific validity. ETSC may call upon advice from its Scientific Validation Subcommittee.

3.7 On the recommendation of the Grandparenting Advisory Committee (GAP), where there is no specific modality, the ETSC may waive the need for approval by an EWAO. (ECPD: 9.4.2)

3.8 If an NAO applies for an extension of its grandparenting procedures before the procedures for accrediting Training Organisations are agreed by the EAP, this may

¹¹ This was decided in the ETSC by vote: 20.10.2001

be granted by the ETSC. (ECPD: 9.4.7)

3.9 If an NAO applies for transitional procedures for granting the ECP for those people trained to ECP standards but who do not fit all the grandparenting requirements, the ETSC can give approval. (ECPD: 9.4.8)

3.10 The ETSC *shall* assist in the setting up and monitoring of appeals procedures for:

3.10.1 If a NAO refuses to offer for Certification trainees whose training has been by a method scientifically validated by EAP (ECPD: 8.1)

3.10.2 If an EWAO does not accredit a Training Organisation, which has been recognised by an NAO (ECPD: 8.2)

3.10.3 Direct appeals from Training Organisations not put forward for accreditation by their NAO, in the absence of a relevant EWO (ECPD: 8.3).

3.11 The ETSC is the main authority within the EAP over matters dealing with the award of the ECP, and has the last responsibility for format and the wordings of the application forms for the ECP (ECPD: 1.1.1)

3.12 The ETSC makes recommendations to the Governing Board when there are unclarities or in case of contradictory regulations or decisions about the applications for the ECP.

3.13 The ESTC *shall* establish a Scientific Validation sub-committee to work with EWOC and to try to ensure there is a degree of consistency of nomenclature and appropriate differentiations between the various mainstreams and modalities. *This committee shall operate along the same lines as other committees.*

3.14 *As a sub-committee, the ETSC reports to the Governing Board, and its decisions need to be ratified by the Governing Board.*

4. PROCEDURES OF ETSC: The procedures and policies of the ETSC are as follows:

4.1 *Changes, new regulations, and/or new procedures of the ETSC cannot be inconsistent with the statutes of EAP, nor with the ECP Document, nor can they violate subsidiarity, and they may not affect any procedures currently in process for any applicants for the ECP.*

4.2 *The Chairperson of ETSC shall chair the meetings:*

4.2.1 *There are two Co-Chairpersons, one an elected delegate of NUOC and one an elected delegate of EWOC, alternating annually as Chair and co-chair/secretary.*

4.2.2 *The chair and co-chair/secretary are appointed for a period of 1-4 years, and may be re-elected once. The Chairperson(s) of the ETSC are appointed (officially usually by election) by the Governing Board. (Statutes: 5.2.5)*

4.2.3 *If for any reason the chair or co-chair/secretary of ETSC resigns, a new candidate shall be put forward to ETSC by either NUOC or EWOC appropriately.*

4.2.4 *One of chairpersons presides the meeting of ETSC, whilst the other co-chair is responsible for the agenda and the minutes.*

4.2.5 *Only one of the Chairpersons may attend meetings of the Executive Committee, normally this would be the Chairperson for the year (§ 4.2.1) but the other Co-chairperson could deputise for him/her.*

4.2.6 *The Co-Chairpersons shall not also represent their NUOC/EWOC organisation in the NUOC/EWOC or in the Governing Board. The organisation they represented must appoint another delegate. The Co-Chairpersons shall*

therefore be(come) an Individual Member of EAP, otherwise they have no official status within the EAP organisation. *¹²

- 4.3 Meetings of the ETSC are usually held three times a year along with meetings of the Governing Board, NUOC, EWOC etc. The meetings of the ETSC shall generally follow on after the meetings of the NUOC & EWOC committees. The Governing Board can decide whether the next scheduled meeting of the ETSC is necessary or whether an additional meeting is necessary.
- 4.4 A quorum for a properly advertised meeting of the ETSC is at least one delegate from NUOC and one delegate from EWOC, and one of the Chairpersons.
- 4.5 The Chairperson(s) of the ETSC shall present a suitable budget to the EAP Treasurer in good time to be included into the annual budget for the next financial year. This budget must cover the expenses of the Chairpersons in attending meetings of the ETSC/Governing Board and Executive Committee, where appropriate.
- 4.6 The minutes of the meeting shall be forwarded to the co-Chairperson for checking, who shall then forward the corrected or approved version to the EAP Head Office within one month of the meeting. These minutes shall be circulated to members of the ETSC at least six weeks before the next meeting of the ETSC.
- 4.7 The agenda of the next meeting shall be circulated at least six weeks before the next meeting. Any proposals or papers to be decided upon within the task or powers of the ETSC must be circulated with the agenda. Any proposals or papers not circulated six weeks in advance may be discussed but may not be voted on at that meeting. The agenda may be modified by decisions, proposals or mandated tasks from the Governing Board.
- 4.8 The ETSC may wish to consider whether it allows absentee (postal or proxy) voting and under what conditions. Given that Member Organisations may not always be able to be represented, and given that they shall have received the information about decisions to be made in advance, the ETSC might allow absentee voting. Such conditions would need to be clearly worked out and approved by the Governing Board before being implemented. They shall then be inserted into this document.
- 4.9 Voting in ETSC meetings:
- 4.9.1 Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. One member organisation = one vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.
- 4.9.2 The Co-Chairpersons do not have a vote, except in the instance of a tied vote. Then they may cast one vote only and this always shall be in favour of the status quo (situation) before the vote: i.e. no change.
- 4.9.3 ETSC Members are able to delegate a representative of another ETSC member organisation to make a proxy vote on their behalf if they so inform the Chairperson of ETSC in writing prior to that particular meeting. ¹³

¹² N.B. Given the complexity of work, it has been felt that these Chairpersons should not also be delegates of the Member Organisations. This also means that the EAP carries the extra expense of these two coming to meetings as their Member Organisation would not pay. It should be decided clearly whether this is wanted, or whether the situation should be the same as for the chairperson of NUOC/EWOC (see NUOC: 3.11).

¹³ Confirmed as procedure in ETSC - 02/02

4.10 One of the Chairpersons shall report shortly to the meetings of the Executive Committee and Governing Board, and shall have a copy of the full minutes available.

5.0 SUB-COMMITTEES OF THE ETSC:

5.1 There are currently *three* 'official' sub-committees of the ETSC:

5.1.1 The Grandparenting Advisory Panel was established by the ECP document (ECP: 10.2.2) "In the absence of an EWAO ...or, a committee, appointed by the Governing Board¹⁴, composed of 2 members of the EWOC and 2 members of the NUOC and the chairperson (or deputy) of the Scientific Validation Committee, shall substitute as an EWAO and act as the Grandparenting Advisory Panel (GAP).

5.1.2 The Scientific Validation Sub-Committee is mentioned in the ECP document as a sub-committee of the ETSC. Its function was to establish the criteria under which a modality in psychotherapy could be accepted by the EAP as "scientifically valid" (ECP: 3.3). It is reconvened from time to time to ammend these.

5.1.3 The Training Accreditation Committee, established in 2001, with 2 members appointed by both NUOC & EWOC, and 2 by Executive Committee (currently Secretary General & Registrar) was set up to consider how to accredit training organisations within NAOs for the award of ECPs after the NAO's grandparenting process is over.

5.1.4 There is also Task Description's Worksing Party looking at the role and function of the ETSC as it moves out of the ECP document and begins looking at wider issues. It is comprised of members of ETSC and reports back to the ETSC.

¹⁴ N.B. Whilst this is considered as a sub-committee of the ETSC and reports to the ETSC, it was stated tin the ECP document that it is appointed by the Governing Board. This therefore either needs to be ammended, or the GAP is a sub-committee of the Governing Board.

NATIONAL UMBRELLA ORGANISATIONS COMMITTEE (NUOC)

1.0 DEFINITION

- 1.1 The NUOC is an official standing Committee of the Governing Board. (Statutes: 5.2.5)
- 1.2 NUOC is the counterpart of the European Wide Organisations Committee (EWOC), a committee consisting of delegates of all European Wide Organisations (EWOs) (Statutes: 4.1.3).

2.0 COMPOSITION OF NUOC:

- 2.1 NUOC consists of delegates of all National Umbrella Organisations (NUOs) (Statutes: 4.1.2) and National Awarding Organisations (NAOs) (Statutes: 4.1.2.1)
- 2.2 *The NUO or NAO must be an organisational member of EAP in good standing. It must have been through the proper process of admission with the EAP Head Office, must have paid the annual membership fee, and have been accepted as a member of NUOC by the other members of NUOC, and ratified by the Governing Board.*
- 2.3 *Each Member Organisation of NUOC may send a delegate to any meeting of NUOC at their own expense. Delegates may be accompanied by seconds, who may speak to the meeting, but who do not carry a vote.*
- 2.4 Ordinary Organisations (Statutes: 4.1.1) that are in the process of becoming an NUO may attend the NUOC, but without a vote. Affiliated Organisations (Statutes: 4.1.4) may attend meetings of the NUOC, at the discretion of the Chairperson and as silent observers.

3.0 POWERS & TASKS OF NUOC: The powers and tasks of the NUOC are:

- 3.1 The NUOC has the power to accept or decline an application for admission to membership of EAP. (Statutes: 11.1)
 - 3.1.1 *The application from an Ordinary Organisation wishing to become a National Umbrella Organisation coming through the Membership Committee is passed to the NUOC for acceptance. (Statutes: 11.1)*
 - 3.1.2 *The NUOC has also been empowered by the Governing Board to enable the process whereby an Ordinary Organisation may become a National Umbrella Organisation, and an NUO may become an NAO. (ECPD: 1.2.3)*
 - 3.2 Only NUOC (and EWOC) members are allowed to use the name and logo of the EAP on their professional stationary, business cards, etc. (Statutes: 11.2)
 - 3.3 *The NUOC is also the relevant body for EAP for matters concerning national organisations, particularly the design, implementation and upholding of relevant internal regulations concerning membership, accreditation and registration, the procedures of grand-parenting people for the ECP, and matters relating to psychotherapy that affect national organisations. Once approved, these procedures shall be added to this document.*
 - 3.4 *As a sub-committee, the NUOC reports to the Governing Board, and its decisions*
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need to be ratified by the Governing Board.

- 3.5 *NUOC is, with EWOC, EAP's core in the designing of and implementing of EAP policies concerning European psychotherapy in general. Thus NUOC is the relevant body in EAP which designs and recommends rules and procedures for coherence between all the professional organisations of psychotherapy in various European nations. These would go to the Governing Board for approval and ratification first, and then to other EAP bodies, or to outside bodies as appropriate.*
- 3.6 *NUOC is an advisory body to other EAP committees and shall be consulted about all changes in ethics, registration procedures, training standards etc. that might affect its members. National Awarding Organisations represent psychotherapy in that country, approve Training Organisations, register and recommend practitioners for the ECP. (ECPD: 1.2.4)*
- 3.7 *NUOC is not a complaints committee and does not hear complaints or deal with conflicts concerning national organisations. Complaints or conflicts from within a country shall be referred straight back to the National Organisation for that country, or, if it is alleged that the national organisation might be at fault, the complaint shall be sent to the Governing Board or (more likely) the Executive Committee of EAP, without being discussed further.*
- 3.8 *Democratically voted NUOC decisions and recommendations shall not be re-opened for debate by NUOC members in their capacity as Governing Board members of EAP, unless decided otherwise by a majority vote in the Board. If a number of NUOC members wish to make a "minority report" about a particular NUOC decision or recommendation, a representative may do this after the report of the NUOC Chairperson. Both the report and the "minority" report shall be circulated in good time before the meeting of the Governing Board.*
- 3.9 *NUOC may invite specialists from its own ranks to be present and explain NUOC decisions, recommendations, or points of view in meetings of the Governing Board.*
- 3.10 *NUOC may invite specialists to its own meetings to present a particular point. These people shall have a "visitor" status and may not speak without invitation and do not have a vote.*
- 3.11 *The Chairperson of NUOC is also a member of the Executive Committee. They must remain a delegate of their National Organisation. If they are no longer the delegate of their National Organisation, they must step down from being Chairperson of NUOC and the vice-chairperson takes their place. *15*
- 3.12 *Two members of NUOC are also members of the Membership Committee. (Statutes: 11.1)*
- 3.13 *The NUOC may determine the period of review of all its member organisations by the Membership Committee, that period being between three and seven years. (Statutes: 11.4)*

4.0 PROCEDURES & POLICIES OF NUOC: The procedures of the NUOC are as follows:

4.1 The NUOC shall select a chairperson and a vice-chairperson from amongst the

¹⁵ *N.B. This is a different status from the proposed Co-Chairpersons of the ETSC (see ETSC: 4.2.6). It should be decided which model is used. Currently this is the case for NUOC & EWOC and not the case for ETSC.*

delegates of its own Member Organisations.

- 4.1.1 The Chairperson shall be recommended for acceptance by the Governing Board to become a full voting member of the Executive Committee.
- 4.1.2 *If this person is not acceptable to the Governing Board, then the NUOC shall be advised, with reasons, and shall be asked to select another Chairperson.*
- 4.2 *The Chairperson (and vice-chairperson) of NUOC may hold this position for upto 3 years and may be re-elected once.*
- 4.3 *The NUOC meetings shall be minuted by the vice-chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all NUOC Member Organisations and to the Governing Board.*
- 4.4 *The Chairperson, vice-chairperson, or a representative from NUOC shall also report on the NUOC meetings to the ETSC.*
- 4.5 *Voting in NUOC meetings:*
 - 4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. One member organisation = one vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
 - 4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
 - 4.5.3 *NUOC members are able to delegate the delegate of another NUOC member organisation to make a proxy vote on their behalf if they so inform the Chairperson of NUOC in writing prior to that particular meeting.*
- 4.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Office to NUOC Member Organisations at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 4.7 *An appropriate budget for NUOC to execute its duties and for it's Chairperson to attend Executive Board meetings shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 4.8 *In order for an Organisational Member of EAP to become an NUO it must fit the conditions of an NUO. (Statutes: 4.1.2) It must fill in the appropriate form (available from the EAP Head Office) and complete this and send it to the EAP Membership Committee. Having checked that they are in good standing and fit the criteria, the Membership Committee shall recommend acceptance by the NUOC to become an NUO. This must be ratified by the Governing Board. (Statutes: 11.1)*
- 4.9 *For an NUO to become an NAO, the NAO must be, either:*
 - 4.9.1 *that country's National Umbrella Organisation, i.e. the single organisation within a country that is recognised by EAP as demonstrably the largest organisation representing the broadest range of different approaches to psychotherapy in that country; or*
 - 4.9.2 *if there is no National Umbrella Organisation, a member organisation of the Association, based in the country concerned, may be recognised by the Association as able to act as the NAO.*

4.9.3

4.10 To become an NAO, the National Umbrella Organisation must be accredited by EAP as having:

4.10.1 Ethical guidelines which are binding on any practitioners which it may recommend for the award of the Certificate;

4.10.2 Disciplinary and complaints procedures which may lead to disciplinary action against any practitioners which it may recommend for the award of the Certificate and, if appropriate, their removal from the Register.

4.10.3 Training standards, compatible with the Association, and methods of accrediting training programmes and assessing training organisations within the country.

4.10.4 Initially, if it is wished to be able to recommend practitioners for the award of the Certificate who have not completed an accredited training and are currently practising, the NAO must have suitable procedures for 'grand-parenting' those practitioners.

4.10.5 The NAO must reapply every five years to renew its awarding status. There shall be a fee for considering re-applications, which shall be set by the Association. (ECPD: 1.2.3.1 - 1.2.3.4)

4.11 *A procedure to register Training Organisations for awarding the ECP must be worked out and added to these procedures.*

EUROPEAN WIDE ORGANISATIONS COMMITTEE (EWOC)

1.0 DEFINITION:

- 1.1 The European Wide Organisations Committee (EWOC) is an official standing Committee of the Governing Board. (Statutes: 5.2.5)
- 1.2 EWOC is the counterpart of the National Umbrella Organisations Committee (NUOC), a committee consisting of delegates of all National Organisations (Statutes: 4.1.2).

2.0 COMPOSITION: The composition of the EWOC is as follows:

- 2.1 EWOC consists of delegates of all European Wide Organisations (EWOs) (Statutes: 4.1.3) and European Wide Accrediting Organisations (EWAOs) (Statutes: 4.1.3.1)
- 2.2 *The EWO or EWAO must be an organisational member of EAP in good standing. It must have been through the proper process of admission with the EAP Head Office, must have paid the annual membership fee, and have been accepted as a member of NUOC by the other members of NUOC, and ratified the Governing Board.*
- 2.3 *Each Member Organisation of EWOC may send a delegate to any meeting of EWOC at their own expense. Delegates may be accompanied by seconds, who may speak to the meeting, but who do not carry a vote.*
- 2.4 Ordinary Organisations (Statutes: 4.1.1) that are in the process of becoming an EWO may attend the EWOC, but without a vote. Affiliated Organisations (Statutes: 4.1.4) may attend meetings of the EWOC, at the discretion of the Chairperson and as silent observers.

3.0 POWERS & TASKS OF EWOC:The powers and tasks of the EWOC are:

- 3.1 The EWOC has the power to accept or decline an application for admission to membership of EAP. (Statutes: 11.1)
 - 3.1.1 The application *from an Ordinary Organisation wishing to become a European Wide Organisation* coming through the Membership Committee is passed to the EWOC for acceptance. (Statutes: 11.1)
 - 3.1.2 The EWOC has also been empowered by the Governing Board to enable the process whereby an Ordinary Organisation may become a European Wide Organisation, and an EWO may become an EWAO. (ECPD: 1.3.3)
- 3.2 *The EWOC is also the relevant body for EAP for matters concerning European Wide organisations, particularly the differentiation of mainstreams and modalities, and matters relating to psychotherapy that affect European organisations. Once approved, any policies and procedures shall be added to this document.*
- 3.3 *As a sub-committee, the EWOC reports to the Governing Board, and its decisions need to be ratified by the Governing Board.*
- 3.4 *EWOC is, with NUOC, EAP's core in the designing of and implementing of EAP policies concerning European psychotherapy in general. Thus EWOC is the relevant*

body in EAP which designs and recommends rules and procedures for coherence between all the professional organisations of psychotherapy in the various mainstreams and modalities of psychotherapy across Europe. These would go to the Governing Board for approval and ratification first, and then to other EAP bodies, or to outside bodies as appropriate.

- 3.5 *EWOC is an advisory body to other EAP committees and shall be consulted about all changes in ethics, registration procedures, training standards etc. that might affect its members. European Wide Accrediting Organisations accredit Training Organisations, register psychotherapists in their method or modality of psychotherapy. (ECPD: 1.3.4)*
- 3.6 *EWOC is not a complaints committee and does not hear complaints or deal with conflicts concerning European organisations. Complaints or conflicts from within a method shall be referred straight back to the European Wide Organisation for that method, or, if it is alleged that the European organisation might be at fault, the complaint shall be sent to the Governing Board or (more likely) the Executive Committee of EAP, without being discussed further.*
- 3.7 *Democratically voted EWOC decisions and recommendations shall not be re-opened for debate by EWOC members in their capacity as Governing Board members of EAP, unless decided otherwise by a majority vote in the Board. If a number of EWOC members wish to make a "minority report" about a particular EWOC decision or recommendation, a representative may do this after the report of the EWOC Chairperson. Both the report and the "minority" report shall be circulated in good time before the meeting of the Governing Board.*
- 3.8 *EWOC may invite specialists from its own ranks to be present and explain EWOC decisions, recommendations, or points of view in meetings of the Governing Board.*
- 3.9 *EWOC may invite specialists to its own meetings to present a particular point. These people shall have a "visitor" status and may not speak without invitation and do not have a vote.*
- 3.10 *The Chairperson of EWOC is also a member of the Executive Committee. They must remain a delegate of their European Wide Organisation. If they are no longer the delegate of their European Wide Organisation, they must step down from being Chairperson of EWOC, and the vice-chairperson takes their place. *¹⁶*
- 3.11 *Two members of the EWOC are also members of the Membership Committee. (Statutes: 11.1)*
- 3.12 *The EWOC may determine the period of review of all its member organisations by the Membership Committee, that period being between three and seven years. (Statutes: 11.4)*

4.0 POLICIES & PROCEDURES OF EWOC: The policies and procedures of EWOC are:

- 4.1 The EWOC shall elect a chairperson and a vice-chairperson from amongst the delegates of its own Member Organisations.
- 4.1.1 The Chairperson shall be recommended for acceptance by the Governing Board to become a full voting member of the Executive Committee.

¹⁶ *N.B. This is a different status from the proposed Co-Chairpersons of the ETSC (see ETSC: 4.2.6). It should be decided which model is used. Currently this is the case for NUOC & EWOC and not the case for ETSC.*

- 4.1.2 *If this person is not acceptable to the Governing Board, then the EWOC shall be advised, with reasons, and shall be asked to select another Chairperson.*
- 4.2 *The Chairperson (and vice-chairperson) of EWOC may hold this position for upto 3 years and may be re-elected once.*
- 4.3 *The EWOC meetings shall be minuted by the vice-chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all EWOC Member Organisations and to the Governing Board.*
- 4.4 *The Chairperson, vice-chairperson, or a representative from EWOC shall also report on the EWOC meetings to the ETSC.*
- 4.5 *Voting in EWOC meetings:*
- 4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. One member organisation = one vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 4.5.3 *EWOC members are able to delegate the delegate of another EWOC member organisation to make a proxy vote on their behalf if they so inform the Chairperson of EWOC in writing prior to that particular meeting.*
- 4.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Office to EWOC Member Organisations at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 4.7 *An appropriate budget for EWOC to execute its duties and for it's Chairperson to attend Executive Board meetings shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 4.8 *In order for an Organisational Member of EAP to become an EWO it must fit the conditions of an EWO. (Statutes: 4.1.3) It must fill in the appropriate form (available from the EAP Head Office) and complete this and send it to the EAP Membership Committee. Having checked that they are in good standing and fit the criteria, the Membership Committee shall recommend acceptance by the EWOC to become an EWO. This must be ratified by the Governing Board. (Statutes: 11.1)*
- 4.9 *For an EWO to become an EWAO, the EWO must:*
- 4.9.1 *be an organisational member of the Association in good standing.*
- 4.9.2 *be an independent legal entity with its head office in the country and with statutes, regulations or other written constitution which are compatible with the EAP statutes, and must represent the interests of its modality of psychotherapy in the whole of Europe, but not outside Europe.*
- 4.9.3 *have, in each of six or more European countries, either:*
- 4.9.3.1 *a training at or above the level required for the Certificate, or;*
- 4.9.3.2 *have, as members, professional organisations with trainings at this level.*

- 4.10 To become an EWAO, a European Wide Organisation must be accredited by the Association, which requires that:
- 4.10.1 Its accreditation processes must be at or above a standard compatible with the award of the Certificate.
 - 4.10.2 It must represent a specific modality of psychotherapy as demonstrated by the criteria in the ECP document below.
 - 4.10.3 This modality must be:
 - 4.10.3.1 *either* clearly distinct from any other modality represented by a European Wide Organisation in the Association;
 - 4.10.3.2 *or* it must represent the largest number of practitioners in this modality of any European Wide Organisation member of the Association.
 - 4.10.4 It must be the only EWAO for that modality.
- 4.11 The EWAO must reapply every five years to renew its accrediting status. There *shall* be a fee for considering re-applications, which *shall* be set by the Association. (ECPD: 1.2.3.1 - 1.2.3.4)
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REGISTRATION COMMITTEE & REGISTRAR

1.0 DESCRIPTION

- 1.1 The Registration Committee is an official standing Committee of the Governing Board (Statutes: 5.2.5)
- 1.2 The Registrations Committee, headed by the Registrar, carries out the responsibilities of registration onto a register of psychotherapists who have qualified for the European Certificate of Psychotherapy. (Statutes: 13.1 & 13.2)

2.0 COMPOSITION: The composition of the Registration Committee is as follows:

- 2.1 The Registrar is the Chairperson of the Registrations Committee. *S/he is assisted by between two and four other persons, appointed by the Governing Board.*
- 2.2 *At least one person shall be a delegate of a member of NUOC, and another a delegate of a member of EWOC.*

3.0 POWERS AND TASKS: The powers and tasks of the Registration Committee are as follows:

- 3.1 To ensure the award and conditions the of the European Certificate of Psychotherapy (ECP). The ECP is issued "for the benefit of the general public" and "to properly qualified psychotherapists throughout Europe". A "register of ECP holders" is established and it is ensured "that the high quality of the ECP is maintained". (Statutes: 2.5)
- 3.2 To consider recommendations from the NAO that a practitioner *shall* be awarded the ECP. (ECPD: 6.4.8) *The Registration Committee may award the ECP; reject the recommendation, giving grounds for so doing, or request further information, such as the trainee's training dossier. (ECPD: § 6.4.9)*
- 3.3 The Registration Committee *shall* be responsible for recording the details of the practitioners holding the ECP onto the European Register of Psychotherapists (ERP), in a manner which *shall* satisfy the Governing Board as to its accuracy and accessibility. (ECPD: 7.1)
- 3.4 The Registration Committee *shall* publish the ERP, electronically and otherwise, and *shall* make details of entries publicly available, *according to decisions of policy from the Governing Board.* (ECPD: 7.2)
- 3.5 The Registration Committee may be involved in checking the application of an NUO to become an NAO (ECPD: 1.2.3.2) and in checking the application of an EWO to become an EWAO (ECPD: 1.3.3.3) *if asked by the Membership Committee.*
- 3.6 The Registration Committee *shall* receive the names *and details* of practitioners to be awarded the ECP by grandparenting from an NAO. (ECPD: 9.4)
 - 3.6.1 *This NAO must have had its grandparenting criteria and procedures approved by the NUOC. (NUOC: 3.2 & 5.10.4)*
 - 3.6.2 *If these details are in order and the application forms are properly completed,*

the Registrations Committee shall give the applications to the Registrar for inclusion onto the ERP.

3.7 *The Registration Committee shall be involved in the process of the determining the conditions of and the accreditation of Training Organisations for the award of the ECP.*

3.8 *The Registration Committee shall be the body to which any concerns about the process of the award of the ECP shall be directed and shall make recommendations to the ETSC and the Governing Board about such matters.*

4.0 POWERS AND TASKS OF THE REGISTRAR: The powers and tasks of the Registrar are as follows:

4.1 The Registrar is appointed by the Governing Board for a one to four year period. (Statutes: 13.3) The Registrar is an Ex-Officio Member of the Governing Board (Statutes: 5.1.1) and is also a member of the Executive Committee. (Statutes: 6.1)

4.2 The duties of the Registrar are to countersign the ECP certificates of NAO and EWO/ EWAO supported candidates on behalf of ETSC and to monitor the accuracy and accessibility of the records of ECP holders ().

4.3 The Registrar has the right to comment on NUO/NAO applications and EWO/EWAO applications. (see § 3.5 above)

4.4 The Registrar has the right of audit: *i.e. to recommend to the NUOC that an NUO/NAO have their status changed as the conditions of acceptance or their procedures have changed significantly so as to jeopardise their standing with EAP or the awarding of the ECP, by grandparenting or otherwise. (NUOC minutes, Dourdan June 1998).*

4.5 The Registrar can attend the meetings of ETSC, as a voting member. (ETSC: 2.3)

4.6 The Registrar may remove or suspend practitioners from the ERP on information coming from an NAO, or an EWAO, that they have removed or suspended that practitioner from *their own* registers as a result of a complaint and a disciplinary process. (ECPD: 8.7)

4.7 *The Registrar may comment on practitioner's applications for the ECP under the grandparenting conditions of an NAO. (see § 3.6 above)*

5.0 POLICIES AND PROCEDURES: The policies and procedures of the Registration Committee are as follows:

5.1 The Registrar is the chairperson of the Registrations Committee.

5.1.1 The Registrar is elected by the Governing Board and is also a full voting member of the Executive Committee.

5.1.2 *The Governing Board shall have appointed between two and four other people to be members of the Registration Committee. (see § 2.1 & 2.2 above)*

5.1.3 *The meetings of the Registration Committee shall usually happen after the meetings of the Governing Board when most people are present. A quorum is two or more persons present.*

5.1.4 *"Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.*

- 5.1.5 *If it is felt necessary to have additional meetings, a case must be made to the Governing Board and an estimate of costs presented as well, and these must be agreed by the Governing Board.*
- 5.2 *Candidates for the position of Registrar of EAP must be originally either a delegate of a NUOC or EWOC member, or an Individual Member of EAP. Once they are elected as Registrar, they may not represent any organisation as its delegate, nor may they hold any other official function within EAP.*
- 5.3 *The Registration Committee meetings shall be minuted by the Registrar, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all Registration Committee members and to the Governing Board.*
- 5.4 *The Registrar, or a representative from Registration Committee, shall also report on the meetings to the Governing Board.*
- 5.5 *Voting in Registration Committee meetings:*
- 5.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 5.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 5.5.3 *Registration Committee members are able to delegate another committee member to make a proxy vote on their behalf if they so inform the Chairperson of Registration Committee in writing prior to that particular meeting.*
- 5.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Office to Registration Committee members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 5.7 *An appropriate budget for Registration Committee to execute its duties and for its Chairperson to attend Executive Board meetings shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 5.8 *In the event of a dispute between the Registrar and an NAO on its grandparenting procedures, which dispute is supported by a majority of the full Registration Committee, the Registrar may:*
- 5.8.1 *Delay the award of the ECP to practitioners from that country until a decision has been made by the NUOC that this country's procedures are not in order, which decision has been endorsed by the Executive Committee or the Governing Board. The Registrar must make a submission to the next meeting of NUOC explaining the difficulties and detailing what changes shall be made.*
- 5.8.2 *Recommend to the Governing Board that the NAO lose its status as an Awarding Organisation.*
- 5.9 *In the event of a dispute between the Registrar and either an NAO or an EWAO, which dispute is supported by a majority of the full Registration Committee, the Registrar may:*
- 5.9.1 *Refer the dispute to the NUOC or EWOC appropriately explaining the difficulties and*

detailing what changes shall be made.

5.9.2 Recommend to the Governing Board that the NAO or EWAO lose its status as an Awarding or Accrediting Organisation.

6.0 THE PROCESS OF ECP APPLICATIONS: The process of applying for the ECP is laid out in the ECP Document and in directions from the Registrar.

6.1 All ECP applications must be properly formulated and sent to the EAP Head Office and Registrar in proper alphabetical order. The NAOs must keep a complete file of each applicant and send the top 3 pages of the form only to EAP Head Office, with a copy to the Registrar. It shall contain the 2 pages of the individual form, with addresses, modality, etc. and an original picture (to be scanned) and 1 page (specific for each application) with the signature of the officially entitled representative of EWAO or GAP. (Registrar's Report to Governing Board: 13/7/02)

6.2 Applications to the GAP: must be submitted in advance by the NAO, with a list in alphabetical order, and must have a cv in English.

FINANCE COMMITTEE, AUDITORS & TREASURER

1.0 DESCRIPTION

- 1.1 The Finance Committee is a an official standing Committee of the Governing Board (Statutes: 5.2.5)
- 1.2 The Finance ^{*17} Committee, headed by the Treasurer, *shall* supervise the finances, the payments and the book-keeping. (Statutes: 15.5)

2.0 COMPOSITION: The composition of the Finance Committee is as follows:

- 2.1 *The Treasurer is the Chairperson of the Finance Committee. The Treasurer is assisted by between two and four other persons, who are appointed by the Governing Board.*
- 2.2 *At least one person shall be a delegate of a member of NUOC, and another a delegate of a member of EWOC.*

3.0 POWERS AND TASKS: The powers and tasks of the Finance Committee are as follows:

- 3.1 *To support and assist the Treasurer to maintain proper accounting systems for the Association*
- 3.2 *To help the Treasurer to present an accurate and acceptable synopsis of the accounts to the Governing Board and the Annual General Meeting.*
- 3.3 *To assist the Treasurer decide upon financial strategies to increase income, reduce costs, and to promote the finances of the Association.*
- 3.4 *To assist the Treasurer in carrying out the responsibilities of ensuring that the finances of the Association are in order. It is not the task of the Finance Committee to undertake the role of auditors in checking the accuracy of the accounts and the accounting systems. This is done by the auditors appointed at the AGM.*
- 3.5 **The role of the Auditors** is as follows:
- 3.5.1 The auditors are elected by the General Meeting. (Statutes: 9.1) *Ideally each auditor is elected for a two-year period, in rotation.*
- 3.5.2 The auditors *shall* examine all the financial affairs of the EAP, including the annual financial statements, and *shall* present their written report in person ^{*18} to the General Meeting. (Statutes; 14.1)
- 3.5.3 The auditors *shall* have no other official function within EAP. (Statutes; 14.2)

¹⁷ N.B. There is a different wording here to the rest of the statutes: "Financial Committee" in Statutes 15.5 should read "Finance Committee".

¹⁸ N.B. If the auditors appointed at one AGM do not happen to be coming to the next AGM "in person" then this phrase means that EAP is probably either required to pay for their appearance there or be in contravention of the Statutes. A better phrasing of the Statute 14.1 would be: "... and their full written report will be presented to the General Meeting."

- 3.5.4 *The auditors need to report in detail:*
- (a) *on the accuracy of the accounting procedures;*
 - (b) *on whether the assets of the organisation have been (in their opinion):*
 - (i) *received from legitimate sources and*
 - (ii) *spent legitimately and according to the aims of the organisation and*
 - (iii) *what in particular they might have a problem with;*
 - (c) *about the financial health (or otherwise) of the organisation as shown in*
 - (i) *the annual profit and loss account (compared to last year) and*
 - (ii) *in the balance sheet, which shows the distribution of and increase (or otherwise) in assets and reserves:*
 - (d) *on anything else of interest.*
- 3.5.5 *A firm of professional accountants may be appointed as one of the auditors, or may be employed previously and their written report submitted to the auditors.*

4.0 POWERS & TASKS OF TREASURER:

- 4.1 The Treasurer is elected by the Annual General Meeting. (Statutes: 9.1)
- 4.2 The Treasurer is a member of the Executive Committee. (Statutes: 6.1)
- 4.3 In financial matters, the Treasurer (... or the General Secretary together with the President or his/her substitute ...) are authorised to sign. On the order of the President, the Treasurer can sign up to the amount authorised by the Governing Board. (Statutes: 15.4)
- 4.4 The Treasurer is chairperson of the Financial Committee (Statutes: 15.5) *and is required to consult regularly with the Financial Committee, and work with them on the financial administration of the organisation and the presentation of accounts.*
- 4.5 The Treasurer is appointed for a period of one to four years.
- 4.6 *The Treasurer is required to set a detailed budget for all aspects of the organisation, to be approved by the Board, and to report on how financial performance relates to this budget regularly at Board meetings.*

5.0 POLICIES AND PROCEDURES: The policies and procedures of the Finance Committee are as follows:

- 5.1 The Treasurer is the chairperson of the Finance Committee.
- 5.1.1 *The Governing Board shall appoint between two and four other people to be members of the Finance Committee. (see § 2.1 & 2.2 above)*
- 5.1.2 *Their function is to assist and support the Treasurer. If there is any dispute with the Treasurer, they may present a separate written report to the Governing Board.*
- 5.1.3 *The meetings of the Finance Committee shall usually happen after the meetings of the Governing Board when most people are present. A quorum is two or more persons present.*
- 5.1.4 *"Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.*
- 5.1.5 *If it is felt necessary to have additional meetings, a case must be made to the Governing Board and an estimate of costs presented as well, and these must be agreed by the Governing Board.*
- 5.1.6 *A meeting preparatory to the AGM might be of considerable use.*

- 5.2 The Treasurer is elected by the AGM, as follows:
- 5.2.1 *Candidates for the position of Treasurer of EAP must be originally either a delegate of a NUOC or EWOC member, or an Individual Member of EAP. Once they are elected as Treasurer, they may not represent any organisation as its delegate, nor may they hold any other official function within EAP.*
- 5.2.2 *Nominations for the post of Treasurer must be received in good time for any AGM. This is normally at least two months prior to an AGM. If a Nominations Committee exists, then they would be processed by that Committee.*
- 5.2.3 *The Governing Board may decide that they wish to approve the nominations before they go forward to the AGM.*
- 5.2.4 *Voting may be by show of hands at the meeting, or by ballot, at the discretion of the President or chairperson of the meeting.*
- 5.2.5 *The Treasurer is considered re-appointed within this time period by a vote of acceptance of the Treasurer's annual report at the AGM, unless there has been another nomination for Treasurer received (as above). (AGM: 1.2.9.5)*
- 5.3 *The Finance Committee meetings shall be minuted by the Treasurer, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all Finance Committee members and to the Governing Board.*
- 5.4 *The Treasurer, or a representative from the Finance Committee, shall also report on the meetings to the Governing Board.*
- 5.5 *Voting in Finance Committee meetings:*
- 5.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 5.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 5.5.3 *Finance Committee members are able to delegate another Finance Committee member to make a proxy vote on their behalf if they so inform the Chairperson of Finance Committee in writing prior to that particular meeting.*
- 5.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to Finance Committee members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 5.7 *An appropriate budget for Finance Committee to execute its duties and for its Chairperson to attend Executive Board meetings shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 5.8 *In the event of a dispute between the Treasurer and the Finance Committee, the Treasurer may:*
- 5.8.1 *Refer the dispute to the Executive Committee appropriately explaining the difficulties and detailing what changes shall be made.*
- 5.8.2 *Recommend to the Governing Board that the members of the Finance Committee be re-elected.*
- 5.8.3 *Alternatively, the Finance Committee may make recommendations to the Executive Committee and Governing Board, either to make changes in the financial*
- 3.3 Guidelines for EAP Procedures : for Board Meetings etc. : **Vilnius, July 2005**

procedures of the Association or to change the auditors at the next AGM.

5.9 *The Treasurer shall present to the Governing Board, in the meeting of the Governing Board at least two months prior to the AGM, a proposal about next year's Membership fees and other fees. S/he shall justify any proposed increase. This proposal needs to be passed by the Governing Board before it may go forward to the AGM. (Statutes: 9.1)*

5.10 *Any requests for exemptions or reductions in fees from members shall be sent to the Treasurer who shall present these to the Executive Committee for decision.*¹⁹

¹⁹ Accepted at the EAP AGM, Cambridge 2006

ETHICAL GUIDELINES COMMITTEE

1.0 DESCRIPTION

1.1 The *Ethical Guidelines Committee* ^{*20} is an official standing Committee of the Governing Board (Statutes: 5.2.5)

2.0 COMPOSITION: The composition of the Ethical Guidelines Committee is as follows:

2.1 *The Chairperson(s) of the Ethical Guidelines Committee are elected by the Governing Board. Ideally one of these ought to be a delegate of a member of NUOC, and another a delegate of a member of EWOC.*

2.2 *They are assisted by between two and four other persons; these people need to be confirmed by the Governing Board.*

3.0 POWERS AND TASKS: The powers and tasks of the *Ethical Guidelines Committee* are as follows:

3.1 The *Ethical Guidelines Committee* has a research and resource aim *only*. It is not empowered to receive complaints about professional ethical faults nor to act as an appeals board. (General Assembly: Vienna 1999)

3.2 Its main aims are:

3.2.1 To collect and collate ethics codes, complaints procedures, and other literature about ethics emanating from member organisations of the EAP.

3.2.2 To organise symposia or discussion/debates on ethical issues at annual congresses.

3.2.3 To offer a framework in which members of different nations' ethics committees may exchange information about their structure, functioning, difficulties etc.

3.2.4 At the institutional level, the committee has the task of seeing that member organisations fulfil their obligations to present the EAP with coherent, workable and equitable ethics codes and complaint procedures. (voted at General Assembly: Vienna 1999)

3.2.5 To publish & promote Ethical Guidelines or Statements of Ethical Principals for individuals and organisations to act as an acceptable yardstick for others. (viz. at General Assembly: Dublin 2000)

4.0 POLICIES AND PROCEDURES: The policies and procedures of the Ethical Guidelines Committee are as follows:

5.1 *One of the Chairperson(s) can be a member of the Executive Committee, elected by the Governing Board. (Statutes: 6.1)*

5.1.1 *The Governing Board shall confirm the appointment of between two and four other people to be members of the Ethics Committee. These ideally are two members of EWOC and two members of NUOC. (see § 2.1 & 2.2 above)*

5.1.3 *The meetings of the Ethical Guidelines Committee shall usually happen after the meetings of the Governing Board when most people are present. A*

²⁰ This is now being called the "Ethical Guidelines Committee" and in a review of the Statutes any mention of the Ethics Committee should be changed to this.

- quorum is two or more persons present.
- 5.1.4 "Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.
- 5.1.5 If it is felt necessary to have additional meetings, a case must be made to the Governing Board and an estimate of costs presented as well, and these must be agreed by the Governing Board.
- 5.2 Candidates for the position of Chairperson must be originally either a delegate of a NUOC or EWOC member, or possibly an Individual Member of EAP. Once they are elected as Chairperson, they may continue to represent any organisation as its delegate, however they may not hold any other official function within EAP. (viz. Chairperson of another Committee or Officer, etc.)
- 5.3 The Ethical Guidelines Committee meetings shall be minuted by the Chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all Ethical Guidelines Committee members and to the Governing Board.
- 5.4 The Chairperson, or a representative from the Ethical Guidelines Committee, shall also report on the meetings to the Governing Board.
- 5.5 Voting in Ethical Guidelines Committee meetings:
- 5.5.1 Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.
- 5.5.2 The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.
- 5.5.3 Ethical Guidelines Committee members are able to delegate another Committee member to make a proxy vote on their behalf if they so inform the Chairperson of the Committee in writing prior to that particular meeting.
- 5.6 All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to Finance Committee members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.
- 5.7 An appropriate budget for Ethical Guidelines Committee to execute its duties and for it's Chairperson to attend Executive Board meetings (if appropriate) shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.
- 5.8 Any proposals for amendments to the Statutes or major amendments to the Rules of Procedures, & Standing Orders, concerning ethics need to be examined by the Ethical Guidelines Committee prior to the proposal being accepted by the Governing Board as a suitable motion for the General Meeting, unless the General Meeting is called under the provisions of Statutes § 9.6 for the stated purpose of amending the ethics. Any changes to the Statutes require a two-thirds majority of the votes cast at a General Meeting. (Statutes: 9.9)

STATUTES COMMITTEE

1.0 DESCRIPTION

1.1 The Statutes Committee is an official committee of the Governing Board (Statutes: 5.2.5) *It is recreated when it is needed.*

2.0 COMPOSITION: The composition of the Statutes Committee is as follows:

2.1 The Chairperson of the Statutes Committee is elected by the Governing Board. (Statutes: 5.2.5)

2.2 *S/he is assisted by between two and four other persons; these people need to be confirmed by the Governing Board.*

3.0 POWERS AND TASKS: The powers and tasks of the Statutes Committee are as follows:

3.1 The Statutes Committee has a research and recommendation aim *only*.

3.2 Its main aims are:

3.2.1 To oversee any revisions to the EAP Statutes, *and Rules of Procedures, Standing Orders & Bye-Laws.*

3.2.2 *To propose amendments to the Governing Board, publish such amendments, hold suitable forums for debate, and, if necessary, recommend to the Governing Board or Executive Committee a General Meeting to be held to formally amend such statutes and policies.*

3.2.3 *To be dissolved when its task is done, and be re-convened when necessary.*

4.0 POLICIES AND PROCEDURES: The policies and procedures of the Statutes Committee are as follows:

4.1 *The Chairperson can be a member of the Executive Committee, elected by the Governing Board. (Statutes: 6.1)*

4.1.1 *The Governing Board shall confirm the appointment of between two and four people, other than the Chairperson, to be members of the Statutes Committee.*

4.1.3 *The meetings of the Statutes Committee shall usually happen after the meetings of the Governing Board when most people are present. A quorum is two or more persons present.*

4.1.4 *"Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.*

4.1.5 *If it is felt necessary to have additional meetings, a case must be made to the Governing Board and an estimate of costs presented as well, and these must be agreed by the Governing Board.*

4.2 *Candidates for the position of Chairperson must be originally either a delegate of a NUOC or EWOC member, or possibly an Individual Member of EAP. Once they are elected as Chairperson, they may continue to represent any organisation as its delegate, however they may not hold any other official function within EAP. (viz. Chairperson of another Committee or Officer, etc.)*

4.3 *The Statutes Committee meetings shall be minuted by the Chairperson, or another*

person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all Statutes Committee members and to the Governing Board.

- 4.4 *The Chairperson, or a representative from the Statutes Committee, shall also report on the meetings to the Governing Board.*
- 4.5 *Voting in Statutes Committee meetings:*
- 4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 4.5.3 *Statutes Committee members are able to delegate another Statutes Committee member to make a proxy vote on their behalf if they so inform the Chairperson of Statutes Committee in writing prior to that particular meeting.*
- 4.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to Statutes Committee members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 4.7 *An appropriate budget for Statutes Committee to execute its duties and for it's Chairperson to attend Executive Board meetings (if appropriate) shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 4.8 *Any proposals for amendments to the Statutes or major amendments to the Rules of Procedures, Standing Orders & Bye-Laws, need to be examined by the Statutes Committee prior to the proposal being accepted by the Governing Board as a suitable motion for the General Meeting, unless the General Meeting is called under the provisions of Statutes § 9.6 for the stated purpose of amending the Statutes. Any changes to the Statutes require a two-thirds majority of the votes cast at a General Meeting. (Statutes: 9.9)*
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MEMBERSHIP COMMITTEE

1.0 DESCRIPTION

1.1 The Membership Committee is an official standing Committee of the Governing Board (Statutes: 5.2.5)

2.0 COMPOSITION: The composition of the Membership Committee is as follows:

2.1 The Chairperson of the Membership Committee is elected by the Governing Board. (Statutes: 5.2.5)

2.2 *S/he is assisted by three or four other persons; two nominated by NUOC and two nominated by EWOC. These people need to be confirmed by the Governing Board.*

3.0 POWERS AND TASKS: The powers and tasks of the Membership Committee are as follows:

3.1 The Membership Committee's main aims are:

3.1.1 To examine all applications for membership, which must be submitted to the Membership Committee. (Statutes: 11.1)

3.1.2 The Membership Committee recommends admission or non-admission to the NUOC or EWOC, which the NUOC or EWOC then accepts or declines. (Statutes: 11.1)

3.2 The Membership Committee *shall* review the grounds for membership of all organisations within the EAP not less than once every three to seven years. The Membership Committee presents its report with propositions for a final decision to the Governing Board within the period for review determined by the NUOC or EWOC. (Statutes: 11.4)

3.3 *The Membership Committee shall judge that holders of the European Certificate of Psychotherapy who are on the Register are, de facto, eligible for Individual Membership.*

3.4 *It also has a research and recommendation function concerned with the conditions and criteria of membership and makes its recommendations to the Governing Board.*

4.0 POLICIES AND PROCEDURES: The policies and procedures of the Membership Committee are as follows:

4.1 *The Chairperson can be a member of the Executive Committee, elected by the Governing Board. (Statutes: 6.1)*

4.1.1 *The Governing Board shall confirm the appointment of between two and four people, other than the Chairperson, to be members of the Membership Committee.*

4.1.3 *The meetings of the Membership Committee shall usually happen after the meetings of the Governing Board when most people are present. A quorum is two or more persons present.*

4.1.4 *"Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.*

4.1.5 *If it is felt necessary to have additional meetings, a case must be made to the*

Governing Board and an estimate of costs presented as well, and these must be agreed by the Governing Board.

- 4.2 *Candidates for the position of Chairperson must be originally either a delegate of a NUOC or EWOC member, or possibly an Individual Member of EAP. Once they are elected as Chairperson, they may continue to represent any organisation as its delegate, however they may not hold any other official function within EAP. (viz. Chairperson of another Committee or Officer, etc.)*
- 4.3 *The Membership Committee meetings shall be minuted by the Chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all Membership Committee members and to the Governing Board.*
- 4.4 *The Chairperson, or a representative from the Membership Committee, shall also report on the meetings to the Governing Board.*
- 4.5 *Voting in Membership Committee meetings:*
- 4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 4.5.3 *Membership Committee members are able to delegate another Membership Committee member to make a proxy vote on their behalf if they so inform the Chairperson of Membership Committee in writing prior to that particular meeting.*
- 4.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to Membership Committee members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 4.7 *An appropriate budget for Membership Committee to execute its duties and for its Chairperson to attend Executive Board meetings (if appropriate) shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 4.8 *Any proposals for amendments to the Statutes or major amendments to the Rules of Procedures, Standing Orders & Bye-Laws, concerning Membership need to be examined by the Membership Committee prior to the proposal being accepted by the Governing Board as a suitable motion for the General Meeting, unless the General Meeting is called under the provisions of Statutes § 9.6 for the stated purpose of amending the membership conditions. Any changes to the Statutes require a two-thirds majority of the votes cast at a General Meeting. (Statutes: 9.9)*
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OTHER COMMITTEES & WORKING PARTIES

1.0 DESCRIPTION

1.1 Any other committees or working parties are committees of the Governing Board (Statutes: 5.2.5)

2.0 COMPOSITION: The composition of these is as follows:

2.1 The Chairperson of the Committee or Working Party is elected by the Governing Board. (Statutes: 5.2.5)

2.2 *S/he is assisted by between two and four other persons; these people need to be confirmed by the Governing Board.*

3.0 POWERS AND TASKS: The powers and tasks of these Committees or Working Parties are as follows:

3.1 To have a research and recommendation function *only* in a specific area relating to psychotherapy and the aims of EAP, such area to be outlined in the title of the Committee or Working Party.

3.2 The main aims of these Committees and Working Parties are:

3.2.1 *To collect information about their specified area of interest.*

3.2.2 *To make reports and recommendations about specific policies in these areas to the Governing Board.*

3.2.3 *To further the interests of EAP in these areas and, where possible, at symposia, congresses and meetings directly related to these topics.*

4.0 POLICIES AND PROCEDURES: The policies and procedures of these Committees or Working Parties are as follows:

4.1 The Chairperson of each Committee is elected by the Governing Board. (Statutes: 5.2.5)

4.1.1 *The Governing Board shall confirm the appointment of between two and four people, other than the Chairperson, to be members of these Committees or Working Parties.*

4.1.2 *The meetings of these Committees or Working Parties shall usually happen after the meetings of the Governing Board when most people are present. A quorum is two or more persons present.*

4.1.3 *"Meetings" may also also happen electronically, via e-mail or the internet, and procedures must be established to ensure that everyone is circulated and that decisions are properly recorded and communicated.*

4.1.4 *If it is felt necessary to have additional meetings, a case must be made to the Governing Board and an estimate of any additional costs presented as well, and these must be agreed by the Governing Board.*

4.2 *Candidates for the position of Chairperson of these Committees or Working Parties shall be originally either a delegate of a NUOC or EWOC member, or an Individual Member of EAP. Once they are elected as the Chairperson of these Committees or Working Parties, they may continue to represent any organisation as its delegate, however they shall not hold any other official function within EAP. (viz. Chairperson of another Committee or Officer, etc.)*

- 4.3 *The meetings of these Committees or Working Parties shall be minuted by the Chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all members of these Committees or Working Parties and to the Governing Board.*
- 4.4 *The Chairperson, or a representative from these Committees or Working Parties, shall also report on the meetings to the Governing Board, in person (at their own expense) or in writing.*
- 4.5 *Voting in the meetings of these Committees or Working Parties is as follows:*
- 4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*
- 4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*
- 4.5.3 *Members are able to delegate another member of these Committees or Working Parties to make a proxy vote on their behalf if they so inform the Chairperson of these Committees or Working Parties in writing prior to that particular meeting.*
- 4.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to the members of these Committees or Working Parties at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*
- 4.7 *An appropriate budget for these Committees or Working Parties to execute their duties shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*
- 4.8 *All these Committees or Working Parties **must** make a written report on their activities to the Annual General meeting and this **must** be received by the EAP Head Office in good time (at least two months before) the AGM so as to be circulated to the members. Failure to submit such a report shall mean that that particular Committee or Working Party is automatically dissolved at the AGM and shall cease to exist until such time as the Governing Board chooses to reappoint it.*
- 4.9 *Members of these Committees or Working Parties may not use or advertise their membership inappropriately. They do not officially represent EAP. They shall consider the wider interests of European psychotherapy at all times. They have an important role to play and should involve the widest range of people possible. Any involvement with EAP is only through proper reporting back and a direct relationship with the Governing Board.*
- 4.10 *The Governing Board may appoint a person or a committee to co-ordinate the activities of these Committees or Working Parties. In such a case, copies of any reports shall also be sent to such a person or committee by the EAP Head Office.*

CHAMBER OF INDIVIDUAL MEMBERS

1.0 DESCRIPTION

1.1 The Chamber of Individual Members is established in the Statutes and concerns the affairs of Ordinary Individual Members of EAP. (Statutes: 4.2.1.3)

2.0 COMPOSITION: The composition of the Chamber of Individual Members is as follows:

2.1 The Chamber of Individual Members is composed of all Ordinary Individual Members of the EAP who fulfill the statutory criteria (Statutes: 4.2.1.1 & 4.2.1.2) which are that:

2.1.1 They must have an academic degree or equivalent and training as a psychotherapist in a scientifically recognized method according to the definition of psychotherapy made by the EAP.

2.1.2 They must be a member of one of the organisations mentioned under Statutes 4.1, if such organisations exist in the country where the applicant practices psychotherapy or resides. The Governing Board can make exceptions.

2.1.3 *All the holders of the European Certificate for Psychotherapy on the ECP Register are, de facto, Individual Members of the Association.*

3.0 POWERS AND TASKS: The powers and tasks of the Chamber of Individual Members are as follows:

3.1 *The Chamber of Individual Members is empowered to decide upon all matters relating to Ordinary Individual Members.*

3.2 *The decisions of the Chamber of Individual Members are passed to the Governing Board for ratification.*

3.3 *The Chamber of Individual Members is empowered to hear internal disputes between its members; or from its members with Member Organisations where the member is not a member of that Member Organisation; or from its members with appointed Officers or Committee Chairpersons of EAP. Its decisions or recommendations are passed to the Governing Board for ratification, or for referral to the Arbitration Court, if appropriate.*

3.4 *If the Honorary President (recommended by the Governing Board and elected by a 2/3 majority vote of the General Assembly (Statutes: 4.2.3)) exists then s/he is Chairperson of the Chamber and has the right of presence in General Meetings or meetings of the Governing Board, but has no additional or separate voting rights there. Otherwise the Chamber elects a Chairperson.*

3.5 Members of the Chamber of Individual Members are eligible to appointments within the EAP. (Statutes: 10.2)

3.6 The Chamber of Individual Members are entitled to appoint delegates to and have votes proportional to the size of its membership in General Meetings according to the **agreed** formula in Statutes: 10.3.

3.7 *The Chamber of Individual Members can recommend individuals to the Registration Committee for the ECP where they are not represented by a NAO or EWAO.*

3.8 *The Chamber of Individual Members can make recommendations to the Governing Board about membership fees for individual members or payments for the ECP Registration and the Governing Board must ask for recommendations before these are put to the Governing Board and the General Meeting for decision.*

4.0 POLICIES AND PROCEDURES: The policies and procedures of the Chamber of Individual Members are as follows:

4.1 *The Chamber of Individual Members must meet at least once per year and this meeting must be at least three months before the General Meeting and at such time as to be able to get items onto the agenda of the Governing Board at its meeting preceding the AGM.*

4.2 *The meetings of the Chamber are chaired by the Honorary President or a Chairperson elected by the Chamber.*

4.3 *The minutes of the meeting shall be taken by the Chairperson, or another person appointed at a meeting, and copies of these minutes shall be sent to the chairperson of the meeting for checking. The approved minutes shall then be sent to EAP Head Office for circulation to all members of the Chamber of Individual Members and to the Governing Board.*

4.4 *The Chairperson, or a representative from the Chamber of Individual Members, shall also report on the meetings to the Governing Board.*

4.5 *Voting in Chamber of Individual Members meetings:*

4.5.1 *Voting is made by a show of hands. Decisions in the meeting are made by a simple majority vote. However, if the number of people present but abstaining is in the majority, the matter shall be left on the table and decided upon at another meeting.*

4.5.2 *The Chairperson may have an extra vote in the instance of a tied vote. Then he/she may cast that vote which shall always be in favour of the status quo (situation) before the vote: i.e. no change.*

5.5.3 *Members of the Chamber of Individual Members are able to delegate another Membership Committee member to make a proxy vote on their behalf if they so inform the Chairperson of Chamber of Individual Members in writing prior to that particular meeting.*

5.6 *All papers for discussion and proposals for voting on at meetings must have been circulated by EAP Head Office to members of the Chamber of Individual Members at least 6 weeks in advance of the meeting. Other papers, not on the agenda, may also be circulated and may be discussed under "Any Other Business" but no decision may be made on the matters in these papers.*

5.7 *An appropriate budget for Chamber of Individual Members to execute its duties and for it's Chairperson to attend Governing Board meetings (if appropriate) shall be made and approved by the Executive Board and the EAP Treasurer. All approved costs shall be reimbursed on production of original receipts.*

5.8 *Any proposals for amendments to the Statutes or major amendments to the Rules of Procedures, Standing Orders & Bye-Laws, concerning Ordinary Individual Members need to be examined by the Chamber of Individual Members prior to the proposal being accepted by the Governing Board as a suitable motion for the General Meeting, unless the General Meeting is called under the provisions of Statutes § 9.6 for the stated purpose of amending these conditions.*

ARBITRATION COURT

1.0 DESCRIPTION

1.1 The Arbitration Court is mentioned in the Statutes and concerns conflicting parties within the EAP. (Statutes: 17.1)

2.0 COMPOSITION: The composition of the Arbitration Court is as follows:

2.1 The Arbitration Court is composed of three members of the EAP *or delegates of Organisational Members*. Each party of the dispute appoints one member to represent them. Those *two members shall* vote a third person unanimously, who *shall* be the Chairperson of the Arbitration Court. If a unanimous decision is not possible, it *shall* be decided by lot. (Statutes: 17.2) ^{*21}

2.2 If the nomination of the arbiters through the parties of the dispute is not taken up in time or a chairperson has not been named *by* both arbitrators within 28 days, then the nomination *shall* be taken up by the presidency (*President or 2 Vice-Presidents, whomsoever is available and willing*). Members of the presidency who are *in any way connected with* a party of the dispute are not allowed to take part in the passing of the resolution. (Statutes: 17.3) ^{*22}

3.0 POWERS AND TASKS: The powers and tasks of the Arbitration Court are as follows:

3.1 *The Arbitration Court is empowered to decide upon all matters within the dispute and report on other matters pertaining to but not directly involved in the dispute.*

3.2 *The Arbitration Court is empowered to hear internal disputes from Member Organisations with appointed Officers or Committee Chairpersons of EAP, only after the matter has been properly discussed as an agenda item within the appropriate Committee and at a meeting of the Governing Board, and only if the Member Organisation still feels sufficiently aggrieved and dissatisfied to continue with the dispute.*

4.0 POLICIES AND PROCEDURES: The policies and procedures of the Arbitration Court are as follows:

4.1 *The Arbitration Court shall receive all submissions from both sides of the dispute within 14 days of the Chairperson being decided upon. If submissions are not received one side, then the Arbitration Court shall decide against that party; if not received from both sides, it shall declare the conflict improper (see below).*

4.2 *The Arbitration Court alone shall meet initially at a convenient place decided upon by the Court, within 28 days of the Chairperson being decided upon. This date must be announced at the time the Chairperson is decided upon.*

²¹ N.B. This is unclear. Presumably what is meant is that the two names (in dispute) go into a hat and one of them is fairly drawn. I am not sure whether this would be acceptable to the parties in dispute. Nor is it clear when this procedure is applied. The next section (17.3) also undermines it. It might be better to leave the last sentence of 17.2 out of the Statutes.

²² N.B. Again this is unclear. The last sentence of 17.3 should read "...of the dispute are not allowed to be the chairperson of the Arbitration Court."

- 4.3 Reasonable costs (travel, accommodation, meals) of the members of the Court to attend such an initial meeting shall be shared by the parties in ratio to the size (membership) of the parties. (i.e. an organisational member with 2000 people in dispute with a school of 50 people shall share the costs in a ratio of 40:1). If this feels unacceptable to one party, then this must be part of their initial submission, and the Court shall take this into consideration and may decide a different proportioning of costs.
- 4.4 The Court may be able to decide upon a resolution that is acceptable to both parties without further process. This decision must be communicated to the parties, or representatives of the parties, immediately after the meeting and their acceptance of the Court's decision, in writing, must be received by the Chairperson of the Court within 7 days of the meeting. If there is no obvious resolution, or if this initial stage is unacceptable to one party, then a full hearing must be undertaken.
- 4.5 A full hearing of the Arbitration Court shall be undertaken within 56 days of the Chairperson of the Arbitration Court being decided upon. The place and date of this must be announced at the time the Chairperson is decided upon.
- 4.6 Representatives from all parties in the dispute may come to this hearing, at their own cost. Reasonable costs (travel, accommodation, meals) of the members of the Court to attend such an initial meeting and the costs of holding such a meeting shall be shared by the parties in ratio to the size (membership) of the parties. (i.e. an organisational member with 2000 people in dispute with a school of 50 people shall share the costs in a ratio of 40:1). If this feels unacceptable to one party, then this must be part of their initial submission, and the Court shall take this into consideration and may decide a different proportioning of costs.
- 4.7 None of the costs may be carried by EAP unless the Executive Committee itself or one of the elected or appointed Officers of EAP or standing Committee Chairpersons is one of the parties in the dispute, as a result of their official duties, and this dispute has not been resolved by previous discussions and decisions within the Committee and the Governing Board.
- 4.8 The procedure of the hearing is at the discretion of the Chairperson of the Arbitration Court. It is not a court of law and measures like "beyond all reasonable doubt"; "the burden of proof"; "the truth, the whole, truth, and nothing but the truth" and other legal measures of evidence do not apply. Failure of one party or a significant person in the dispute to attend the hearing may jeopardise their case, but shall not invalidate the hearing.
- 4.9 The Arbitration Court shall pass their decision after hearing the parties of dispute in the presence of all members *party to the dispute* by simple majority of votes. It shall decide to the best of its knowledge and belief. The decision and any suggested resolution of the Arbitration Court has to be sent by letter to all parties of the dispute *within 24 hours of the ending of the hearing*. (Statutes: 17.4)
- 4.10 The parties can, within four weeks, appeal to the Governing Board against the decision of the Arbitration Court. The Governing Board then decides finally with a 2/3 majority. (Statutes: 17.5)
- 4.11 The General Meeting can change these proceedings of the Arbitration Court as stated in the Statutes with two-thirds majority of the votes cast. (Statutes: 17.6) The General Meeting has no power to change a decision of the Arbitration Court or an

appealed-against decision by the Governing Board as in 4.10 above.

4.12 Failure by any party to comply with the procedures of the Arbitration Court, or a decision of the Arbitration Court, or a decision on appeal to the Governing Board shall mean a dismissal of that party from any position within of the EAP and a cancellation of their EAP membership until or unless such a decision has been complied with. There is a seven-day period of compliance from the decision of the Arbitration Court or Governing Board (after appeal). Resignation from EAP membership at any time during the course of the dispute by any of the parties invalidates their complaint and may jeopardise any future application for membership. Failure to pay their share of the costs invalidates their complaint and may jeopardise their membership status.

THE GENERAL SECRETARY & ADMINISTRATION OFFICE

1.0 DESCRIPTION

- 1.1 The General Secretary is mentioned in the Statutes and is a member of the Executive Committee. (Statutes: 6.1)
- 1.2 The General Secretary is appointed by the Governing Board, and until his or her successor is appointed, for a one to four year period. This period may be renewed, each time with a maximum of two years, and must be approved by the General meeting by ballot. (Statutes: 8.1)
- 1.3 The total period of appointment for the General Secretary cannot exceed 10 years. (Statutes: 8.1)

2.0 POWERS AND TASKS: The tasks of the General Secretary are as follows:

- 2.1 The General Secretary is responsible for the administration office. (Statutes: 8.2)
- 2.2 The General Secretary is accountable to the Governing Board and should work within the guidelines of the presidency, the Executive Committee and the Governing Board. (Statutes: 8.3)
- 2.3 The General Secretary may sign legal documents of the EAP, *with the President or other officers appointed by them in the event of their unavailability*. (Statutes: 7.3)
- 2.4 In financial matters, the General Secretary may substitute for the Treasurer and, together with the President or his/her substitute, is authorised to sign. (Statutes: 15.4)
- 2.5 The General Secretary guides the administration office in accordance with the directives of the Governing Board, (Statutes: 5.2.10)
- 2.6 The General Secretary will make an annual report at the Annual General Meeting. (Statutes: 9.1)
- 2.7 The General Secretary is responsible for the minutes of the General Meeting and must be circulated no later than one month after the General Meeting. (Statutes: 9.11)
- 2.8 *The General Secretary is responsible for ensuring that the minutes of the Governing Board are taken, circulated appropriately and kept on file. (Governing Board: 5.6.5)*

3.0 POWERS AND TASKS OF THE ADMINISTRATION OFFICE: The powers and tasks of the administration office are as follows:

- 3.1 The administration office supports and carries out the *work of the EAP* ^{*23} on behalf of the Presidency and of the Governing Board. (Statutes: 5.2.10)

²³ This is a small change from "tasks" in the Statutes: 5.2.10 and makes better sense.

- 3.2 *The administration office, called EAP Head Office, is responsible for circulating reports, agendas and papers for meetings of the Governing Board, and other committees, in good time before these meetings, usually 6 weeks. Also for collecting in minutes, and amendments, and keeping an accurate record of all meetings of all committees as laid out in these documents.*
- 3.3 *The EAP Head Office is responsible for ensuring that the process of admission of new members of NUOC & EWOC is done properly. (NUOC & EWOC: 2.2)*
- 3.4 *The EAP Head Office is also responsible for making ballot papers, voting cards as required and appropriate.*

PROCEDURES FOR THE ANNUAL GENERAL MEETING (AGM) & OTHER GENERAL MEETINGS

1.0 DESCRIPTION

- 1.1 The Annual General Meeting (AGM) *shall* take place at least every 15 months. It *shall* indicate the basic direction of the EAP and is its maximum legislative and governing body. (Statutes: 9.1)
- 1.2 The AGM is chaired by the President or his or her substitute. (Statutes: 9.2)

2.0 BUSINESS: The AGM *shall* settle all periodical business, in particular - *and in this order*: (Statutes: 9.1)

- 2.1. Appointment of tellers. *These tellers shall be from the 'body' of the meeting and may not be one of the Officers or the main Committee Chairpersons. They shall not have made any proposal or motion to be voted on at the meeting.*

- 2.2. The annual reports from the President, the Vice-Presidents, the General Secretary, *the Treasurer*, the External Relations Officer, the Registrar, and any other elected or appointed officer of the EAP.

2.2.1 *These annual reports from the Officers must have been published and circulated with the papers of the AGM and may be updated in person at the AGM by the Officer concerned. These updates shall be minuted.*

2.2.2 *These reports must be accepted by the meeting and voted on. A failure to accept such a report is an indication from the AGM that they do not support or endorse the work of that officer and therefore the implication is that that officer's appointment becomes invalid at that point and they must be immediately replaced, either at this AGM or at the next meeting of the Governing Board.*

2.2.3 This fulfils the condition of Statutes: 9.10 which states "Only a General Meeting can vote out of function or out of appointment elected or appointed officers that have been elected or appointed at by the General Meeting."

2.2.4 *In such an event, there shall then follow a vote to decide how and when this Officer is replaced, or whether someone is appointed "pro tem". until the next Governing Board meeting.*

- 2.3 The annual reports from *all the other major or standing committees*:

2.3.1 *These annual reports from the Committees (Executive, Advisory, NUOC, EWOC, ETSC, Registration, Finance, Ethics, Statutes, Membership, Nominations) must have been published and circulated with the papers of the AGM and may be updated in person at the AGM by the chairperson of the Committee concerned. These updates shall be minuted.*

2.3.2 *Reports from any other specifically formed committees (e.g. G.A.P., Scientific Validity, Procedures, etc) may also be included.*

2.3.3 *These reports must be accepted by the meeting and voted on. A failure to accept such a report is an indication from the AGM that they do not support or endorse the work of this Committee and therefore the appointment of the committee's Chairperson becomes invalid and they must be immediately replaced, usually at the next meeting of the Governing Board.*

2.3.4 *In such an event, there shall follow a vote to decide how and when this chairperson is replaced, or whether someone is appointed "pro tem".*

- 2.4 The annual reports from *all the other committees and working parties*.

2.4.1 *These annual reports from the Working Parties must have been published and circulated with the papers of the AGM and may be updated in person at the*

AGM by the chairperson of the Committee concerned, at the discretion of the Chairperson of the meeting. These updates shall be minuted.

2.4.2 These reports must be accepted by the meeting and voted on. A failure to accept such a report is an indication from the AGM that they do not support or endorse the work of this Committee and therefore the appointment of the committee's Chairperson becomes invalid and they must be immediately replaced, usually at the next meeting of the Governing Board.

2.4.3 Given the number of these Working Parties, the Governing Board may have appointed a Committee to oversee their work. This Committee would then report "en bloc" about the Working Parties and whether their work shall be accepted or whether the work of any shall be rejected. The work of all the Working Parties, on the recommendation of this Committee, could be accepted by a single vote. A vote to reject the work of a particular Working Party would need a separate vote.

2.4.4 In such an event, there shall follow a vote to decide how and when the chairperson of this Working Party is replaced, or whether someone is appointed "pro tem".

2.5 The adoption of the annual accounts and the budget for the following year:

2.5.1 The presentation of the accounts - profit & loss + balance sheet with any explanatory details - and the budget for the following year must have been circulated in advance with the papers for the AGM. The Treasurer may update the meeting with any significant changes or developments and these would be minuted.

2.5.2 There must be a full statement from the auditors, either in person or in writing (see Finance Committee, Auditors: 3.5.2 + Footnote) accompanying the accounts and recommending acceptance (or otherwise).

2.5.3 The Treasurer may choose to make his/her report in conjunction with this item and not with the reports of the other Officers. The Finance Committee might also wish to make their report in conjunction with this item.

2.5.4 The accounts must be accepted by a vote of the meeting. A failure to accept the accounts is an indication from the AGM that they do not support or endorse the work of the Treasurer and the Finance Committee and therefore the appointment of the Treasurer and/or the Finance Committee becomes invalid and they must be immediately replaced, usually at the next meeting of the Governing Board.

2.5.5 In such an event, there shall follow a vote to decide how and when the Treasurer and/or the Finance Committee are replaced, or whether someone is appointed "pro tem".

2.6 The level of membership fees and any other fees:

2.6.1 A change in the level of membership fees must come as a specific proposal from the Governing Board. (Treasurer & Finance Committee: 5.9) and it therefore has the endorsement of the Governing Board. People may speak from the body of the meeting for, or against, this proposal and then there is a vote to accept or reject this proposal.

2.6.2 In the event of any motion for a substantive amendment to this proposal from the floor of the AGM, because the membership need to be kept informed and because it has been endorsed by the Governing Board, a vote for any amendment is essentially a rejection of the endorsed proposal (see below) and the amendment would therefore need to go to another General Meeting.

2.6.3 Rejection of the proposal means that the membership fees remain the same as the previous year.

2.7 The election of the auditors.

- 2.7.1 *These are the auditors for the accounts of the next financial year to be presented at the next AGM. Ideally each auditor is elected for a two-year period, in rotation, and a new auditor is appointed each year. (Finance: 3.5.1)*
- 2.7.2 *The AGM may decide to appoint a firm of professional accountants as one of the auditors. (Finance: 3.5.5)*
- 2.8 Decisions of all proposals presented by the Governing Board, a member organisation, or its delegates ²⁴ *or an individual member.*
- 2.8.1 *Proposals for the agenda and motions to be voted on at the AGM must be sent to the President not less than eight weeks in advance (dated as postmark). (Statutes: 9.3)*
- 2.8.2 *Most proposals, especially those formulated by sub-committees of the Governing Board, must have come to and been approved at a meeting of the Governing Board first.*
- 2.8.3 *Proposals from a member organisation or its delegates or individual members must be proposed and seconded and must have been sent under the same conditions as other proposals (2.8.1)*
- 2.8.4 *All proposals may be spoken to, or against, and discussed at the discretion of the President or chairperson of the meeting.*
- 2.8.5 *In the event of any motion for a substantive amendment to these proposals from the floor of the AGM, because the membership need to be kept informed and because they have mostly been endorsed by the Governing Board, a vote for any amendment is essentially a rejection of the endorsed proposal and the amended proposal would therefore need to go to another General Meeting.*
- 2.8.6 *Amendments get voted on first. If the amendment is defeated, then the original proposal stands, and is then voted on.*
- 2.8.7 *The voting is by a simple majority unless this proposal involves a change in the statutes, or the winding up of EAP. (Statutes: 9.9 & 9,12)*
- 2.8.8 *Where a postal vote has been authorised by the AGM, the votes at the AGM shall be recorded in conjunction with with any votes that come in subsequently as postal votes within the next two months. (Statutes: 9.5) ²⁵ Alternatively, if a postal vote has been authorised by the Governing Board, any postal votes received before the AGM shall be given to the tellers and added into the count of the appropriate vote in the meeting, once this has been taken. The number of postal votes received in total may be announced, by the chairperson, before the vote is taken in the meeting, though the results of the postal voting may not be announced.*
- 2.8.9 *Votes shall be on a majority basis unless otherwise stated in the statutes. (Statutes: 9.8)*
- 2.8.9.1 *The chair shall ask at the beginning of this section of the meeting what points on the agenda should be voted on by ballot, otherwise by a show of hands or voting cards. (Statutes: 9.8)*
- 2.8.9.2 *In the case of a tie, or if the number of abstentions together with the*

²⁴ *N.B. There is a slight ambiguity here as delegates only represent member organisations and therefore it is suggested that the last three words "...or its Delegates"" of this part of the statutes be removed. There is a further anomaly in that Individual Members do not get a mention here and yet they area legitimate and voting part of the association. It is therefore suggested that the words "...or an individual member" be inserted into the Statutes and Procedures here.*

²⁵ *N.B. This is totally unworkable as it stands. A postal vote usually allows for votes to be cast before the AGM by the membership that are not or cannot be present. These votes are held by the "tellers" and are not announced before the vote in the meeting. They are then added to the votes in the meeting and the result is announced. Proposals put to a postal vote cannot be amended in the meeting. It is suggested that § 9.5 be changed accordingly.*

'no' votes is more than the votes in favour, the motion is postponed definitely or indefinitely *at the discretion of the Governing Board or the proposer of the motion.* (Statutes: 9.8)

2.9 All other decisions mentioned in these statutes, *which are not specifically allocated to another body of the Association, and which have been received in good time and circulated to the membership.*

2.9.1 *Any decision of a lower body (viz. Governing Board or one of its sub-committees may be overturned or countermanded by a specific proposal to the AGM, made in good time and as above.*

2.9.2 *An appeal against exclusion or suspension of membership by the Governing Board of a member organisation (see Governing Board: 3.11.4) must be submitted in writing in good time for inclusion on the agenda and delegates of that organisation (the same number as if they were still voting members) may enter the meeting to put the case of appeal against the decision of the Governing Board. They may be present for any other opinions or discussion and must then leave the meeting. The decision of the meeting (by a majority vote) is final and will be communicated to them directly. This does not apply to a decision to exclude or suspend membership that has come from the Arbitration Court and has already been appealed against to the Governing Board (see Arbitration Court: 4.10 and Statutes: 17.5) as that decision is final.*

2.10 Election of the President and the Vice-Presidents and the Treasurer.

2.10.1 *When there is an outgoing President, the incoming Vice-President or President-elect needs to be confirmed as the new President by a vote of the General Meeting. If s/he is not confirmed by vote, then a "President pro tem" must be appointed until the next General Meeting is held and a new President can be elected. It is suggested that the outgoing Vice-President be the "President pro tem". (see also Nominations: 3.2)*

2.10.2 *If there needs to be an election for the new Vice-President and, if the Nominations Committee has been installed (Statutes: 18.1), only the nominations received in good time and in good order, may be put before the meeting. (Nominations Committee: 4.2)*

2.10.3 *The outgoing President becomes the new Vice-President and the previous Vice-President retires from the Governing Board and the Executive Committee, but is still eligible for the Advisory Committee and other offices. (Statutes: 7.3; 5.1.1 & 6.1)*

2.10.4 *The vote for President, Vice-President/President-elect shall be by ballot (Statutes: 7.4) and ballot papers shall have been prepared in advance of the meeting by the EAP Head Office in conjunction with the Nominations Committee (if it exists).*

2.10.5 *Nominations for the post of Treasurer must be received in good time for any AGM (see Finance: 5.2). If a Nominations Committee exists, then they would be processed by that Committee. Voting may be by show of hands at the meeting, or by ballot, at the discretion of the President or chairperson of the meeting. Appointments for Treasurer, as for other officers, are between one and four years. The Treasurer is considered re-appointed within this time period by a vote of acceptance of the Treasurer's annual report, unless there has been another nomination for Treasurer received.*

2.10.6 *All delegates of Organisational Members and all delegates of the Chamber of Individual Members are eligible to appointments within the EAP. (Statutes: 10.2)*

2.11 Date and place of the next Annual General Meeting.

3.0 VOTING RIGHTS : Voting Rights and Procedures at General Meetings are as follows:

- 3.1 Voting rights *shall* be reserved to the delegates of Organisational Members and to the delegates of the Chamber of Individual Members. (Statutes: 10.1)
- 3.2 Organisational Members and the Chamber of Individual Members are entitled to have a number of delegates and/or votes proportional to the number of their paying members, i.e.
- 3 to 49 members 1 delegate/vote
 - 50 to 199 members 2 delegates/votes
 - 200 to 2000 members 1 additional delegate/vote per 200 members
(e.g. 3 delegates/votes until 399 members)
 - over 2000 members 12 delegates/votes maximum. (Statutes: 10.3)
- 3.3 *In the case of certain National Umbrella Organisations, members (in this instance only) can be interpreted as either "members of organisational members" or fully accredited and practising psychotherapists. In cases of doubt, this needs to be determined by the Governing Board on the recommendation of the NUOC, with a ratification by the Membership Committee.*
- 3.4 Any Organisational Member delegate unable to be present at the General Meeting may arrange with one other delegate to vote on his or her behalf. This *shall* apply only when communicated to the President in writing with both names mentioned before the start of the meeting. An Organisational Member delegate can only vote on behalf of one other Organisational Member. (Statutes: 10.4)
- 3.5 *The Delegate of the Chamber of Individual Members may nominate another Individual Member to vote on their behalf, subject to the conditions above. (in 1.3.4)*
- 3.6 *(Other)* Voting procedures of the General Meeting are decided by the Governing Board by simple majority and must be communicated to the members at least 2 months prior to the General Meeting. (Statutes: 10.5)

4.0 AGENDA ITEMS :

- 4.1 Only items included in the circulated agenda may be voted on at the meeting. Additional items may be discussed at the discretion of the President *or chairperson*, but not voted upon at this time. (Statutes: 9.4)

5.0 POSTAL VOTING :

- 5.1 In special matters a postal vote may be authorised by the AGM allowing the entire membership two months minimum after reception of the related documents with the relevant parts of the minutes of the AGM as approved by the Executive Committee. A postal vote can only be allowed on matters where a simple majority is required. (Statutes: 9.5)
- 5.2 If a postal vote is deemed necessary (by a vote) during the General Meeting, this must be organised by a meeting of the Executive Committee following the AGM to take place within two months of that meeting of the Executive Committee which approves the relevant parts of the minutes of the AGM etc. so as to determine the exact wording and context of the postal vote. The result of the vote is binding on the Association.

6.0 OTHER GENERAL MEETINGS :

- 3.3 Guidelines for EAP Procedures : for Board Meetings etc. : **Vilnius, July 2005**

- 6.1 The Executive Committee or the Governing Board may call an Extraordinary General Meeting (EGM) at any time, by a decision of 2/3 majorities of its members present. The Governing Board shall also call an Extraordinary General Meeting if it receives a request to do so from 15% of the Organisational Members of the EAP. (Statutes: 9.6)²⁶
- 6.1.1 *Two-thirds majority of the votes cast means that, as an abstention ("to abstain from voting") does not count as a "vote", the votes cast "For" the motion by people present in the meeting must be more than double the votes cast "Against" the motion for the motion to be passed.*
- 6.2 The President shall call the Extraordinary General Meeting within 12 weeks. The agenda and supporting documents shall be circulated to all members at least 8 weeks before the EGM (date as postmark). (Statutes: 9.6)
- 6.3 A General Meeting (AGM or EGM) shall be recognised whenever it has been convened in accordance with the Statutes. (Statutes: 9.7)
- 6.3.1 *This suggests a vote at the start of the AGM to acknowledge that the AGM or EGM is recognised and that it has been convened according to the Statutes.*
- 6.4 Votes shall be on a majority basis unless otherwise stated in the Statutes. (Statutes: 9.8) (For other variations, see AGM: 2.8.9 above or Statutes: 9.8)
- 6.5 Only a General Meeting shall alter changes to the Statutes of EAP. These shall require a two-thirds majority of the votes cast. (Statutes: 9.9)
- 6.5.1 *Two-thirds majority of the votes cast; (see 2.1.1 above).*
- 6.5.2 *There is an possibility that postal voting arrangements could be applied here as well as votes cast from people present.*
- 6.6 Only a General Meeting can vote out of function or out of appointment elected or appointed officers that have been elected or appointed by the General Meeting. (Statutes: 9.10)
- 6.7 The minutes of the General Meeting are the responsibility of the General Secretary and shall be circulated no later than one month after the General Meeting. (Statutes: 9.11)
- 6.8 The General Meeting shall be empowered to decide the winding up of the EAP. This shall require a two-thirds majority of the votes cast. Following such a decision any money, goods or property owned by EAP shall, after satisfaction of all proper debts and liabilities, be transferred to the World Council for Psychotherapy for the promotion of psychotherapy or to some other non-profit organisation with compatible aims. (Statutes: 9.12)
- 6.8.1 *In the event of proposed dissolution, a financial statement must be made by the Treasurer or Financial Committee, showing the debts and liabilities and detailing the assets, prior to any vote.*
- 6.8.2 *The designation of the assets (money goods or property remaining after the liabilities have been settled) needs to have been worked out in advance as well. The implication is that the World Council for Psychotherapy shall be the first choice, if it is still in existence at that time, or wishes to receive the assets, such as they are. There might be a separate vote needed to confirm the*

²⁶ N.B. This is ambiguous as to whether it means 15% of the numbers of the Organisational members or 15% of the potential votes as held by Organisational Members (see Statutes 10.3) . This needs to be clarified in any revision of the Statutes.

designation of the assets.

6.8.2 *Two-thirds majority of the votes cast; (see 6.1.1 above).*

6.8.3 *There is an possibility that postal voting arrangements could be applied here as well as votes cast from people present.*

6.9 In case of dispute concerning voting rights procedures, proceedings or rules of order which have to be resolved in due course and where these Statutes, rules of order, or general Austrian association laws give no indication, Roberts Rules can be used as guidelines. (Statutes: §19)

6.9.1 *If such a dispute arises during the course of the General Meeting, the chairperson shall call a recess, shall consult the above, and shall make a ruling. This decision shall be final and proper for the purposes of that meeting.*

6.9.2 *The Governing Board is empowered to decide upon, or make a ruling about, any other items of procedure, using the above, for General Meetings (AGM or EGM) that are not dealt with specifically in the Statutes or these procedures. There shall be the usual term of notice for such a decision or ruling by the Governing Board.*

7.0 AMENDING THE STATUTES :

7.1 Amending the Statutes can be done on proposition by any member of the General Meeting, preferably through consultation with the Statutes Committee. (Statutes: § 20.1)

7.2 The proposition for changes of the Statutes must be announced and put on the agenda for discussion in a meeting of the Governing Board, at least three months before the General Meeting. (Statutes: 20.2) ²⁷

7.3 Such a proposition must be seconded by another member of the General Meeting, or must come as a proposition from a vote of the Executive Committee, the Procedures Committee, or the Statutes Committee, or a committee which is specifically mentioned in the Statutes and which the motion is about, and approved by the Governing Board.

²⁷ N.B. These two sections in the Statutes are poor English. They should be amended without changing the meaning.

APPENDIX: A Simplified Version of Robert's Rules of Order

What follows is the simplified version of Robert's Rules of Order.

When there is no law, but every man

Does what is right in his own eyes,

There is the least of real liberty. --- Henry M. Robert

Robert, Henry M. *The Scott Foresman Robert's Rules of Order newly revised, 1990 ed., a new and enl. ed.*, edited by Sarah Corbin Robert, with the assistance of Henry M. Robert III, William J. Evan, and James W. Cleary. 9th edition is the edition on which this simplification is based. The following material is adapted from the Introduction to Robert's Rules. Robert's Rules of Order, which have been widely used since the first edition appeared more than 125 years ago, are now the standard for most governing bodies.

PARLIAMENTARY RULES AND PROCEDURE

Parliamentary procedure refers to the set of rules that govern most official meetings of legislative bodies and organisations and the conduct at these meetings that allows everyone to be heard and to make decisions without confusion. The purposes of such rules are to keep order, speed up the process, and maintain clarity and proper procedure. The implementation of these rules is guided by the following principles, which date back to the ancient Greeks and Romans:

- * All members have equal rights, privileges, and obligations. Courtesy, fairness, good faith, and justice are extended to all and partiality to no one. All meetings must be characterised by these principles.
- * The majority rules. The majority vote decides.
- * The rights of the minority must be protected. The minority has a right to be heard.
- * Alteration between opposing points of view
- * Full and free discussion of every proposition presented for decision is an established right of members.
- * Every member has the right to know the meaning of the question before the assembly and what its effect might be.
- * Only one topic is considered at a time. There are some topics which take precedence over others.
- * The Chair can determine that a point of view is impertinent or out of order

Parliamentary Procedure is important because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organisation. Today, the newly revised Robert's Rules of Order is the basic handbook of operation for most clubs, organisations and other groups. So it's very important that everyone know these basic rules!

IMPORTANT TERMINOLOGY

- Chair:** The officer presiding over the meeting, Chairman, Chairperson, Madam Chairperson.
- Minutes:** The official record of business at a meeting.
- Quorum:** The minimum number of members necessary at a meeting in order to transact business.
- Agenda:** The Order of Business. A meeting must always have an agenda. This spells out the subjects that will be dealt with and the order in which they will be considered. It may be amended during the meeting.
- Motion:** A formal proposal for action to be taken. Motions are the method used by members to express themselves. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can: Call to order. Second motions. Debate motions. Vote on motions.

There are seven aspects to every motion that need to be considered before the motion is put to the meeting:

1. What is the object of the motion?
2. Does the motion need to be seconded?
3. Does the motion require debate?
4. Can the motion be amended?
5. Does this motion yield to another motion?
6. What kind of vote is required to adopt the motion?

7. Can be motion be reconsidered?

TYPES OF MOTIONS

There are **Main Motions** and **Secondary Motions**.

Main Motion:

Introduces a new subject to the meeting. This is done when no other business is being considered. They rank lowest in the order of precedence, and can only be made when no other motion is pending.

Secondary Motions:

Assist the assembly in considering or disposing of a main motion (and sometimes other motions). Often, they take the form of amendments to the main motion, or amendments to the amendments.

1. **Subsidiary Motions:** Apply to other motions and help the meeting to deal with the present motion. Subsidiary motions take precedence over main motions. Besides amendments, subsidiary motions include motions to table (the motion); to end, limit, or extend debate; to postpone definitely or indefinitely; to refer to committee; etc.
2. **Privileged Motions:** These are urgent and do not have to be related to the business under consideration. They have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. They take precedence over main and subsidiary motions. They include motions to adjourn and recess, and questions of privilege.
3. **Incidental Motions:** These apply to the method of doing business and do not apply to the business itself. These need immediate attention and are not ranked.

When a motion is being considered, any motion higher on the list of precedence may be proposed, but no motion of lower precedence may be proposed. Motions are considered and voted on in reverse order to their proposal. The motion last proposed (and highest on the list of precedence) is considered and disposed of first.

RANKING OF MOTIONS:

This is the (reverse) order or precedence in which motions are addressed. Robert's Rules name 13 Ranking Motions:

1. **Main Motion:**

2. **Subsidiary Motions:** as a class are (1) always applied to or does something to another motion; (2) can be applied to any main motion; (3) fit within an order of precedence; (4) there are certain constraints on these. The last three are not debatable, and are just voted on when so called and seconded, and subsidiary motions only apply to the motions with a lower rank than themselves. The meeting can decide to:
Postpone the motion ... indefinitely
Amend this motion to read as and it is possible to amend an amendment to
Commit or Refer the motion to a subcommittee as more information or discussion time is needed
Postpone this motion to a later date
Limit or Extend the Debate on this motion to/by (say) another 10 minutes
Previous Question ... means close the debate so that it comes to an immediate vote.
Table the motion aside temporarily but with the proviso that it can be debated again when so decided.

3. **Privileged Motions:** take precedence over any other class of motions and the last Privileged Motion ranks the highest and therefore has to be taken first. These are all 'legitimate' ways to postpone the debate on the motion under discussion.

Call for Orders of the Day means to revert to the agreed agenda instead of the present or adopted discussion, which can be resisted by 2/3 majority against

Raise a Question of Privilege states an urgent request for (say) better ventilation before continuing

Recess a short specified time period can interrupt business

Adjourn ... closes the meeting until a specified time and ALL business is carried over till then

Fix a time at which to adjourn ... this meeting to another specified meeting and ALL business is carried

over until then.

Incidental Motions: take precedence over all other motions and must be decided immediately before business can proceed normally. They 'interrupt' the debate and include:

Point of Order ... is where a member asks the chair to make a ruling about the enforcement of the rules

Appeal ... if seconded can override the ruling of the Chair by taking the matter to a vote

Suspend the Rules ... in order to accomplish a particular task

Objection to the Consideration of the Question ... if taken before the debate and voted on can overrule the motion on the grounds that it would harm for it to be discussed

Division of a Question ... can divide it into two (or more) separate questions

Consideration by Paragraph ... can mean that each paragraph or section is considered one point at a time rather than all together

Division of the Assembly ... questions the accuracy of the chair's announcement of a vote that has just been taken (ie: to require a standing vote or recount)

Motion relating to Method of Voting & Polls ... is when a member can insist upon a certain type of vote being taken

Motion relating to Nominations ... can require the process of nominations for a post to be reconsidered : usually either to close nominations, or re-open nominations

Requests and Inquiry - means that a member can request information and make an inquiry before a motion is introduced or on a motion that is pending. The first two are responded to by the Chair. The others are granted by the assembly. These can take the form of:

A Parliamentary Enquiry ... requests the chair's opinion.

Point of Information - related to facts about the matter

Request for Permission to Withdraw or Modify the Motion ... after it has been stated

Request to read Papers ... relating to the motion

Request to be Excused from Duty ... by an officer

Request for Any Other Privilege

Principles:

The highest ranking motion is the motion to fix a time to adjourn.

The lowest ranking motion is the Main Motion.

Higher ranking motions can only be applied to lower ranked motions

(e.g. a motion to postpone indefinitely can only be applied to the main motion).

How Motions Are Presented:

On the Agenda:

Motions can be presented by circulation in writing to representatives before the meeting. They should then be indicated as an agenda item and the Chairman will introduce the motion.

Obtaining the floor:

Wait until the last speaker has finished. Rise and address the Chairman by saying, "Mr. Chairman, or Ms. President." Wait until the Chairman recognises you.

Making Your Motion:

Speak in a clear and concise manner. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...". Avoid personalities and stay on your subject.

Wait for Someone to Second Your Motion:

Another member will second your motion or the Chairman will call for a second. If there is no second to your motion, it is lost.

The Chairman States Your Motion:

The Chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.

Debating the Motion:

The membership then either debates your motion, or may move directly to a vote. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

Expanding on Your Motion:

The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first. All comments and debate must be directed to the chairman. Keep to the time limit for speaking that has been established. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

Putting the Question to the Membership:

The Chairman asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws or policy of your organisation. There are five methods used to vote by most organisations, they are:

- By Voice** The Chairman asks those in favour to say, "aye", those opposed to say "no". Any member may move for a exact count.
- By Roll Call** Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By General Consent --** When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- By Division** This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands, or stand.
- By Ballot** Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

Motion to Table This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "table" the motion for reconsideration by the membership.

Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of the motion to test their strength without an actual vote being taken. Also, the debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly: **Allow motions that are in order. Have members obtain the floor properly. Speak clearly and concisely. Obey the rules of debate. Most importantly, Be Courteous**

The Official Robert's Rules of Order Web Site – <http://www.robertsrules.com/> -- also provides instructions for ordering a copy of the book. Good sources of information on Parliamentary Procedure on the Internet can be found by using keywords such as Parliamentary Rules, Parliamentary Procedure etc.

The following material is adapted from an article originally published by parliamentarian Joseph Dobrian in *The Meeting Professional* (1999)

“Why do we have to be so formal? Why can't we just talk?” Nancy Sylvester, professional parliamentarian and trainer (Rockford, Ill.) insists that while following correct parliamentary procedure might seem downright Victorian in our oh-so-informal world, it's more crucial than ever to do so. If you don't, you just might find yourself in court - perhaps hearing Sylvester herself testifying, as an expert witness, that the business conducted at your meeting was invalid because you didn't follow proper procedure. She adds that “correct parliamentary procedure empowers all members.”

Other popular myths, misconceptions and mistakes include:

“Previous question.” “You'll see this one all the time,” says Nancy Sylvester. “Someone in the back of the room hollers out ‘previous question!’ and the chair jumps as though God had spoken,

and says, 'The question has been called; we have to vote.' But the guy who hollered 'previous question' was out of order. A person can 'move the previous question' (move to close debate) only when he has the floor, and a two-thirds vote is required to close debate."

Debating without a motion on the floor. "That's always why meetings go on too long," says [another parliamentarian]. "Complain all you like about the football coach, but not until you've made a motion to fire him. Otherwise, you're not at a board meeting; you're at a group therapy session."

The Myth of the Tie Vote. There is no such thing. Most motions require a simple majority (more than half the votes cast) for passage. If exactly half the votes cast were in favour of the motion, it fails for lack of a majority.

The Chairperson only votes to break a tie is also not true. In fact, the chair votes whenever it will affect the outcome: to create or deny a majority or supermajority.

Not properly adopting the essential committee reports, or credentials, rules, agenda - at the beginning of a meeting. "Not doing so can invalidate the meeting," You have now been warned !
