



**European Humanist Federation
(EHF)**

Standing Orders
for the Board and the General Assembly
26 October 2020

This version of the Standing Orders incorporates amendments adopted at the 2008 General Assembly. These standing orders are established in accordance with Article 31 of the Bylaws.

- 1) The General Assembly of the EHF is open to the following persons:
 - a) Representatives of Full Member Organisations
 - b) Representatives of Associate Member Organisations
 - c) Supporting members
 - d) Experts invited by the Board
 - e) Representatives of the host organisation
 - f) Individual members of member organisations and other persons at the discretion of the Board.
- 2) In the circumstance envisaged in Article 6 (exclusion of a member), only those in categories 1, 2 and 3 above are entitled to be present.
- 3) Subject to any vote by the General Assembly to curtail or close a debate, one representative from each Member Organisation shall have the right to speak on each item of the Agenda, but the President may at his discretion allow other persons or categories of persons to speak.
- 4) The right to vote is restricted to Full Member Organisations that have paid their full membership dues for the previous year. Money received as dues is set first against any sums due for previous years. When notice of the General Assembly is sent to Member Organisations, it shall include a notice of any outstanding dues.
- 5) At least once a year the Board shall proceed to the election or re-election for positions among its members according to article 21 of the Bylaws.
- 6) The Board is a collegial structure elected by the General Assembly. Its mandate is determined by the Bylaws.
- 7) Whichever association proposed any Board member, every Board member shall work for the general interest of EHF.
- 8) The board is responsible for bringing into operation the working plan approved by the General Assembly.
- 9) The President chairs the Board meetings and the General Assemblies.
- 10) The President and the General Secretary are responsible for preparing the agenda of Board meetings and of General Assemblies.
- 11) Any Board member may propose items to be added to a board agenda by sending in advance a document explaining the proposal.
- 12) The General Secretary is responsible for the management of the office and for the circulation of information. He communicates to Board members all documents required for meetings.

- 13) No decision may be taken on a subject not placed on the agenda of the Board meeting, unless the Board unanimously agrees that this shall be done and amends the agenda accordingly.
- 14) Except for urgent cases, every subject requiring a decision of the Board must be communicated in advance to the Board members.
- 15) The manner in which the documents are communicated is decided by the Board and communicated to new Board members.
- 16) All documents must be clearly identified at least by a subject, the dates of successive versions or modifications and the name(s) of the author(s).