

Conference of European Churches
Governing Board

Brussels, 22-24 November 2018

Doc N°: 2NGB2018_Doc11e Synopsis CEC draft SO -
master doc rev

Topic: Standing Orders

Agenda Item: 11

Staff in charge: Christian Krieger

Recommendation: For approval

Annex: N/A

Earlier docs: N/A

Conference of European Churches Synopsis DRAFT Standing Orders

Proposed New Version ¹	Current version
	<p>Preamble</p> <p>The legal framework for the operation of the Conference of European Churches is set out in the Constitution of CEC adopted on December 3 2014 and elaborated in these Standing Orders, as stipulated in Article 7.4 of the Constitution. The purpose of these Standing Orders is to ensure the orderly and effective conduct of the meetings of the Governing Board and for the internal rules of CEC. If there is any conflict between the provisions of these Standing Orders and the Constitution, the Constitution shall take precedence. Detailed procedures in these Standing Orders draw upon former procedures insofar as they are consistent with the Constitution.</p> <p>Drawing on the continuity of the old Church and Society Commission, CEC will continue to study and examine Church and Society questions in a social-ethical perspective; monitor the European institutions in relation to themes such as the European integration process, democratisation, establishment of the rule of law, human rights and minority questions, European security, economic and social questions, the environment; and dealing with the specific responsibility of the churches in member states of the EU for the internal policies of the EU.</p>
Part I – The Governing Board	
<p>§ 1 General provisions</p> <p>(1) <i>‘The Governing Board shall meet no less than twice a year, upon convening by the President.’</i>² (Const. Art. 8 XI).</p> <p>(2) Meetings of the Governing Board shall normally take place in Brussels. The Governing Board may decide to hold a meeting in any country where the Conference has Members <u>or applicants for membership.</u></p>	<p>Article 1 Convening of meetings</p> <p>(3) Meetings of the Governing Board shall normally take place in Brussels and may take place elsewhere on decision of the Governing Board. The members of the Governing Board shall be entitled to claim and be reimbursed for all reasonable expenses. Salaries shall not be paid.</p>

¹ N.B.: *This is the **third draft** taking into account the first and second feedback received from members of the Governing Board and the Secretariat. The GB is asked to assess if the concerns have been adequately met or if there is further need for amendments.*

² Note that texts in *italics* are quotes from the CEC Constitution.

<p>(3) Meetings of the Governing Board shall be opened and closed with a prayer and a blessing.</p> <p>(4) The members of the Governing Board shall be entitled to claim and be reimbursed for all reasonable expenses. The members of the Governing Board shall not be remunerated.</p>	
<p>§ 2 Convening of the Governing Board</p> <p>(1) <i>'The Governing Board shall meet no less than twice a year, (...) upon convening by the President. If the President is unable or unwilling to convene the Governing Board, it shall be convened by a Vice-President. If the President and the two (2) Vice-Presidents are all unable or unwilling to convene the Governing Board, the General Secretary shall do so or, if he/she is unable, one of the executive staff members of the Secretariat.'</i> (Const. Art. 8 XI).</p> <p>(2) The President shall <i>'call special meetings of the Governing Board, if necessary'</i> (Const. Art. 9 I). Such meeting shall follow the convening procedures in paragraph (1).</p> <p>(3) The Governing Board should normally decide on a meeting plan specifying the date(s), place and expected duration of the meeting at least three <u>(3)</u> months before the date fixed. The meetings should normally take place on weekdays, but if possible also on Saturdays. The meetings should, if possible, include the Saturday.</p> <p>(4) <i>'The General Secretary shall send the invitation via regular mail or any other means of written communication (including e-mail) at least seven (7) calendar days before the meeting. This invitation shall mention the date, time and place of the meeting. The agenda and the relevant documents necessary for the discussion shall be attached.'</i> (Const. Art. 8 XI).</p>	<p>Article 1 Convening of meetings</p> <p>(1) For the purpose of carrying out Article 7.1 and Article 8.8 of the Constitution, the Governing Board shall meet no less than twice a year. The meetings are moderated by the President of the Conference who may delegate one of the Vice-Presidents.</p> <p>(2) Notice of the meeting specifying the date, place and expected duration must be sent not later than three months before the date fixed. The President and Vice-Presidents shall call special meetings of the Governing Board if necessary. For a special meeting the said time limit may be waived. The meetings normally take place on weekdays, but if possible also on Saturdays.</p>
<p>§ 3 Agenda</p> <p>(1) The President, or the person convening the Governing Board meeting according to § 2 (1), shall announce his intention to convene a meeting of the Governing Board at least one (1) month in advance. Each member of the Governing Board shall have the right to request items to be put on the agenda. The request must be sent to the President or the person convening the Governing Board meeting within one (1) week after the above announcement. The request must be acceded to if</p>	<p>Article 2 Agenda</p> <p>(1) The General Secretary shall prepare the Agenda. The agenda shall be proposed to the Presidency and members of the Governing Board shall be given the opportunity to submit additions to the agenda before the meeting or to propose them at the beginning of the meeting.</p> <p>(2) The Governing Board shall adopt the agenda during its first session.</p>

<p>it has the support of at least two-three <u>(23)</u> <u>other</u> members of the Governing Board.</p> <p>(2) <i>‘The agenda of the meetings of the Governing Board shall be prepared by the General Secretary and approved by the President. If the President is unable or unwilling to approve the agenda, it shall be approved by a Vice-President. If the President and the two (2) Vice-Presidents are all unable or unwilling to approve the agenda, the General Secretary shall do so when sending the invitations.’</i> (Const. Art. 8 XII).</p> <p>(3) The agenda of the meetings of the Governing Board shall normally contain the following items:</p> <ol style="list-style-type: none"> a) Minutes of the previous meeting; b) Report of the President; c) Report of the General Secretary; d) Report on the programmatic work; e) Report of the Treasurer. <p>(4) The provisions in paragraph (1) and (3) do not apply to special meetings of the Governing Board.</p>	<p>(3) The agenda for Regular Meetings of the Governing Board must include the following items:</p> <ol style="list-style-type: none"> 1. Minutes of the previous meeting 2. Report of the President 3. Report of the General Secretary 4. Report on programmatic work 5. Report of the Treasurer
<p>§ 4 Meetings of the Governing Board</p> <p>(1) The following quorum is required for the Governing Board: <i>‘Unless otherwise stipulated in this Constitution, the Governing Board shall be validly constituted and have a quorum when at least half of the members of the Governing Board, with a minimum of seven (7), are present or represented.’</i> (Const. <u>Art. 8 XIII</u>).</p> <p>(2) The following majority requirements apply to the decisions of the Governing Board: <i>‘Unless otherwise stipulated in this Constitution, decisions of the Governing Board shall be validly adopted if they obtain the simple majority of the votes cast by the members of the Governing Board present or represented. Each member of the Governing Board shall have one (1) vote. Blank votes, invalid votes and abstentions shall not be counted. In the event of a tie, the President has the casting vote.’</i> (Const. <u>Art. 8 XII</u>).</p> <p>(3) <i>‘The Governing Board shall be chaired by the President. If the President is unable or unwilling to chair the Governing Board, the Governing Board shall be chaired by a Vice-President. If the President</i></p>	<p>Article 1 Convening of meetings</p> <p>(5) The Governing Board has a quorum if in total more than half of the number of the members of the Governing Board or their elected proxies is present.</p> <p>Article 6 Procedure for elections</p> <p>(2) A candidate is elected if he/she obtains a simple majority of the valid votes cast. In the event of a tied vote, the President has the casting vote.</p> <p>Article 1 Convening of meetings</p> <p>(1) For the purpose of carrying out Article 7.1 and Article 8.8 of the Constitution, the Governing Board shall meet no less than twice a year. The</p>

<p><i>and the two (2) Vice-Presidents are all unable or unwilling to chair the Governing Board, the Governing Board shall be chaired by a member of the Governing Board designated for this purpose by the Governing Board.’ (Const. Art. 8 XIV).</i></p> <p>(4) Votes shall normally be cast by show of hands. If at least one (1) member of the Governing Board requests for a secret written ballot, this request must be granted.</p> <p>(5) In accordance with the ‘Principle of Confidentiality and the Secrecy of Affairs’ of the governing body of an association governed by Belgian law, meetings of the Governing Board shall be held in closed session³.</p> <p>(6) By way of derogation to the preceding paragraph, the Governing Board may invite one (1) or more third party(ies), i.e. non-Governing Board members, including the <u>e</u>Executive <u>s</u>Staff, to attend without voting rights in one or more meeting(s) or part(s) of meeting(s) of the Governing Board.</p>	<p>meetings are moderated by the President of the Conference who may delegate one of the Vice-Presidents.</p> <p>Article 6 Procedure for elections (1) The election of persons by the Governing Board shall be conducted on request by secret, written ballot.</p> <p>Article 8 Governing Board (4) On the request of at least three members of the Governing Board, the Governing Board may hold a closed session, excluding all members of the staff of the Conference, which may also include the General Secretary.</p> <p>Article 1 Convening of meetings (4) The Governing Board may invite Churches, Federations of Churches, Organisations in Partnership and National Councils of Churches mentioned in Articles 3.1 and 5 of the Constitution to cooperate in the Conference. At the invitation of the Governing Board they may attend as guests in the meetings of the Governing Board with the right to speak on certain subjects.</p>
	<p>Article 8 Governing Board (2) The Governing Board shall elect, out of its regular members, a substitute Vice-President in case a Vice-President is unable to complete his or her term of office or has to be appointed acting President by the Governing Board, because the President is unable to complete his or her term of office.⁴</p>
<p>§ 5 The ‘electoral reserve’ of the Governing Board (1) <i>‘Except for the President and the two (2) Vice-Presidents, each member of the Governing Board - in order to be represented at a Governing Board meeting - shall have the right, via regular mail or</i></p>	<p>Article 8 Governing Board (3) The following rules shall govern cases of absence from or termination of office:</p>

³ KOAN Law Firm clarified this. This means that, as a matter of principle, only the members of the Governing Board and the General Secretary (ex officio as secretary) may participate in its the meetings under Belgium law. However, where necessary, the Governing Board can draw on external expertise, if it is clear that it is done by way of justified exception to the general principle. Therefore, in the next proposed provision, it is foreseen to invite in particular the Executive Staff and representatives of CCME to one or more meeting(s) or part(s) of meeting(s) of the Governing Board.

⁴ This is now regulated in the CEC Constitution Article 9 (4).

<p><i>any other means of written communication (including e-mail), to give a proxy to a member of the ‘electoral reserve’, who should be from the same church family and region as the member of the Governing Board conferring his or her voting right. No member of the ‘electoral reserve’ may hold more than one (1) proxy.’ (Const. Art. 8 VIII).</i></p> <p>(2) The members of the ‘electoral reserve’ shall be included in the Governing Board’s general circulation, information and distribution list, with the exception of confidential documents.</p> <p>(3) The member of the Governing Board who cannot attend the meeting, should give its proxy to a member of the ‘electoral reserve’ from the same church family (Protestant, Orthodox (Eastern, Oriental) or Anglican/Old Catholic) and from the same region as said member <u>if possible, taking additionally age and gender balances into account</u>. The proxy must be sent directly to the member of the ‘electoral reserve’ with a copy to the General Secretary.</p> <p>(4) Members of the ‘electoral reserve’ should at least once in the Governing Board’s term be invited to attend a meeting of the Governing Board in addition to the members of the Governing Board.</p> <p>(5) <i>‘Except for the President and the two (2) Vice-Presidents, if the mandate of a member of the Governing Board ceases before its term, for whatever reasons, the Governing Board may freely appoint (by co-optation) a new member of the Governing Board from [the] ‘electoral reserve’ for the remainder of the term, who should be from the same church family and region as the replaced member of the Governing Board.’ (Const. Art. 8 VII).</i></p>	<p>a) Each member of the Governing Board except the President and the two Vice-Presidents shall have a named and fixed proxy elected by the General Assembly. (See Article 8.3 of the Constitution).</p> <p>b) These proxies shall be included in the Governing Board’s general circulation, information and distribution list.</p> <p>c) Proxies ought to be invited at least once in the life of the Board to attend a meeting of the Governing Board (in addition to Principal Board Members) without the right to vote so that they can actively participate in its work.</p> <p>d) If a regular member is unable to complete his or her term of office, the named and fixed proxy elected by the General Assembly will replace him or her as a regular Board Member. A new proxy should be appointed by the church of the original regular member who was unable to complete his or her term of office, after consultation with member churches in the region.</p>
<p>§ 6 Bodies of the Governing Board</p> <p>(1) The Governing Board shall <i>‘take the decisions to establish and delegate tasks to one or more working group(s), committee(s) or any such body, determine rules for their work and governance, and oversee their activities’</i> (Const. Art. 8 IX). The Governing Board shall have the following bodies:</p> <ul style="list-style-type: none"> • The Presidency; • The Nominations Committee; • The Budget Committee; • The Personnel Committee; 	<p>Article 9 Bodies of the Governing Board</p> <p>(1) The Governing Board shall have the following internal Bodies</p> <ul style="list-style-type: none"> - The Presidency; - The Nominations Committee; - The Budget Committee; - The Personnel Committee; <p>The committees shall draw up terms of reference for approval by the Governing Board.</p>

<ul style="list-style-type: none"> • The <u>General</u> Assembly Planning Committee, and • The <u>General</u> Assembly Nominations Panel. <p>(2) The General Secretary shall participate in the meetings of the Governing Board as its secretary in an advisory capacity (Const. Art. 11 D).</p> <p>(3) The Presidency shall consist of the President and two (2) Vice-Presidents. The Presidency shall have the following functions:</p> <ul style="list-style-type: none"> • Between meetings of the Governing Board, the Presidency shall carry out the decisions of the Governing Board and supervise the implementation of the decisions of the General Assembly and the Governing Board. • Between meetings of the Governing Board, the Presidency shall be empowered to take decisions and measures which cannot be postponed, and which are not by law, the Constitution of the Conference or these Standing Orders reserved to the Governing Board. • The Presidency shall inform and consult the members of the Governing Board on important decisions having fundamental implications for the working of the Conference between meetings of the Governing Board. • The President shall report to the Governing Board on the decisions and measures the presidency has taken at each meeting of the Governing Board. <p>(4) The Nominations Committee shall be chaired by one (1) of the Vice-Presidents and consist of four (4) other members of the Governing Board. The members shall include at least two (2) women and at least two (2) men. At least two (2) of the members shall come from Orthodox Member Churches. The Nominations Committee shall make recommendations to the Governing Board on the Governing Board’s appointments. The Nominations Committee, together with the President, shall be the Search Committee for the appointment of the General Secretary.</p>	<p>(2) The Presidency shall consist of the President and the two Vice-Presidents. The General Secretary shall participate without vote in the meetings of the Presidency. The Presidency shall have the following functions:</p> <ol style="list-style-type: none"> a) Between meetings of the Governing Board, the Presidency shall carry out its decisions and supervise the implementation of the decisions of the General Assembly and the Governing Board. b) Between meetings of the Governing Board, the Presidency shall be empowered to take decisions and measures which cannot be postponed. c) The Presidency shall inform and consult the members of the Governing Board on important decisions having fundamental implications for the working of the Conference between meetings of the Governing Board. d) The President shall report to the Governing Board on the decisions and measures the presidency has taken at each meeting of the Governing Board. <p>(3) The Nominations Committee shall propose to the Governing Board candidates for different elections, including the appointment of the General Secretary. The Nominations Committee shall be chaired by one of the Vice-Presidents and consist of four other members. The members should include at least two men and at least two women. At least two of the members shall come from Orthodox member churches.</p>
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<p>(5) The Budget Committee shall consist of the Treasurer, the Vice-Treasurer, the General Secretary and three (3) non-Governing Board members appointed by the Governing Board. The Budget Committee shall be chaired by the Treasurer. The Budget Committee shall oversee the financial situation of the Conference and make recommendations for decisions and actions of the Governing Board. <i>‘Each year, the Governing Board shall, on a proposal from its Budget Committee, draw up the draft annual accounts of the past financial year, as well as the draft budget for the next financial year’</i> (Const. Art. 14 IV). The Budget Committee shall normally meet twice a year.</p> <p>(6) The Personnel Committee shall consist of the President, the Treasurer, the General Secretary and two (2) other members of the Governing Board. The Governing Board appoints the Chair of the Personnel Committee. The Personnel Committee shall oversee the general procedures for appointments of staff positions salaried by the Conference, the working regulations and rules for the staff and policies for remunerations and conditions for staff.</p> <p>(7) The Governing Board shall <i>‘make appropriate preparations for the General Assemblies’</i> (Const. Art. 8 IX). To that end, the Governing Board should appoint a General Assembly Planning Committee at least two years in advance of a physical meeting of the General Assembly. The <u>General</u> Assembly Planning Committee shall consist of</p> <ul style="list-style-type: none"> • a member of the Governing Board as Chair; • at least seven (7) other members appointed by the Governing Board, • the General Secretary, • as well as, in an advisory capacity, <ul style="list-style-type: none"> ○ the coordinator of the General Assembly; ○ the head of the local planning committee for the General Assembly in the host country; ○ the legal advisors of the General Assembly. 	<p>(4) The Budget Committee is composed of the Treasurer, the General Secretary and staff responsible for finance in the General Secretariat as well as two non-Governing Board members who are elected by the Governing Board during the first meeting after the General Assembly. The Budget Committee is responsible for looking at CEC’s financial situation and makes recommendations for decisions and actions of the Governing Board. The Budget Committee meets twice a year and is moderated by the Treasurer. A draft agenda is prepared by the General Secretary in consultation with the Treasurer and circulated to members for their input before being finalised.</p> <p>(5) The Personnel Committee will oversee generally procedures for appointments of staff positions salaried by the Conference, the working regulations and rules for the staff and policies for remuneration and conditions of staff. The Personnel Committee will ensure competences and diversity in the composition of the programmatic staff. The Personnel Committee consists of the President, the General Secretary, the Treasurer and one of the Vice-Presidents elected by the Governing Board.</p> <p>Article 5 Organisation of the General Assembly</p> <p>(7) The Governing Board shall appoint, at the latest 24 months before an ordinary General Assembly, a General Assembly Planning Committee and establish terms of reference for the General Assembly Planning Committee.</p>
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<p>(8) The Governing Board shall appoint an <u>General</u> Assembly Nominations Panel consisting of nine members to prepare the elections by the General Assembly. The appointment should be done at least eighteen (18) months prior to the physical meeting of the General Assembly in which the elections shall take place. The Chair of the <u>General</u> Assembly Nominations Panel should be an outgoing member of the Governing Board. The <u>General</u> Assembly Nominations Panel shall:</p> <ul style="list-style-type: none">• Propose candidates for Moderator and two (2) Vice-Moderators of the General Assembly to the Governing Board;• Propose, through the Governing Board, candidates for the General Assembly’s Nominations Committee⁵ to the General Assembly;• Draft a first proposal of candidates for the President, the two (2) Vice-Presidents, the members of the Governing Board and the members of the ‘electoral reserve’ to the General Assembly’s Nominations Committee. <p>Members of the <u>General</u> Assembly Nominations Panel shall not be eligible for any election or appointment by the General Assembly. Further details, including a clear time-frame for the preparations of the elections, shall be laid down by the Governing Board in the committee’s terms of reference.</p> <p>(9) The Governing Board may also appoint and delegate tasks to other committees.</p> <p>(10) The Governing Board can appoint non-Governing Board members to serve on its bodies, with the exception of the bodies mentioned in paragraph <u>2, 3 and 53, 4 and 6</u>.</p>	<p>(8) The Governing Board shall appoint, at the latest 18 months before an ordinary General Assembly, a General Assembly Nominations Panel, which shall have the following functions:</p> <ul style="list-style-type: none">• Make proposals to the General Assembly, via the Governing Board, for the Moderator, Vice Moderators and General Assembly Nominations Committee.• Make proposals to the General Assembly Nominations Committee, via the Governing Board, for other General Assembly Committees.• Make proposals to the General Assembly Nominations Committee for the President, Vice-Presidents, Members and proxies of the Governing Board.
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⁵ According to the CEC Constitution Article 8 (2), there is a General Assembly’s Nominations Committee, but as this only works during the General Assembly, the Governing Board’s General Assembly Nominations Panel prepares the elections in advance of the General Assembly, and gives its recommendations to the General Assembly’s Nominations Committee. According to the Rules of Procedure B.12.1, the Chair of the Nominations Panel is an ex officio member of the General Assembly’s Nominations Committee.

<p>§ 7 Conflict of interest</p> <p>(1) If member of the Governing Board has, directly or indirectly, a real or apparent conflict of interest relevant to a decision or an operation within the competence of the Governing Board, he or she must inform the other members of the Governing Board accordingly before the deliberation of the Governing Board. The same applies to any other participants in meetings of the Governing Board. In case of financial, comparable material, or personal conflict of interest, the person may be heard, but must not take part in the deliberations and decisions concerning the issue. In all other cases, the person may, at the discretion of the Governing Board, also be required to leave the meeting during the deliberations and vote. His/her declaration, the reasons of the conflict of interest and whether the member was present, must appear in the minutes of the Governing Board. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Governing Board, excluding the member concerning whose situation the doubt has arisen.</p> <p>(2) The preceding paragraph applies accordingly to other bodies of the Conference.</p>	<p>Article 16 Special Provisions</p> <p>(4)</p> <p>a) All members of the Governing Board, committees, programmatic working groups and employees are expected to conduct the affairs in a manner consistent with their primary commitments to the Conference, and the performance of their responsibilities must be free from real or apparent bias motivated by self-interest.</p> <p>b) When any conflict of interest is relevant to a matter requiring action by the Governing Board, committees, programmatic working groups or employees, the interested person shall call it to the attention of the Board, provide any and all relevant information, and shall not participate in the final deliberation or decision regarding the matter under consideration. At the discretion of the disinterested persons present, the person may be required to leave the meeting during the discussion and the voting on the matter.</p> <p>c) The minutes of the meeting of the Board or committee shall reflect that the conflict of interest was disclosed, whether the interested member was present, and such member did not vote.</p> <p>d) When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board or committee, excluding the member concerning whose situation the doubt has arisen.</p>
<p>§ 8 Minutes and information from the meetings of the Governing Board</p> <p>(1) Minutes shall be drawn up at each Governing Board meeting. They shall be approved by the Governing Board at its next meeting, signed by the President and kept in a register of minutes. Copies of the minutes shall be sent via regular mail or via any other means of written communication (including e-mail) by the General Secretary to the members of the Governing Board.</p> <p>(2) The register of minutes shall be kept at the registered office of the Conference where all members of the Governing Board may consult it, without, however, displacing it.</p> <p>(3) The Governing Board shall communicate its decisions in appropriate ways to the Member Churches, Organisations in</p>	<p>Article 1 Convening of meetings</p>

<p>Partnership and National Councils of Churches after each meeting of the Governing Board.</p>	<p>(6) After each meeting the Governing Board communicates its decisions to the Churches, Federations of Churches, Organisations in Partnership and National Councils of Churches in appropriate way</p>
<p>Part II – The life of CEC</p>	
<p>§ 9 Membership</p> <p>(1) When considering a Church for membership, the Governing Board shall first ascertain, based on the information provided in the application according to Const. Art. 4 I that the requirements for membership according to Const. Art. 3 II are met. The applicant shall</p> <ol style="list-style-type: none"> a) <i>‘Be a Church or a Federation of Churches;</i> b) <i>Have its registered office in Europe;</i> c) <i>Be duly constituted in accordance with the laws and practices of its country of origin, whether it has legal personality or not; and</i> d) <i>Accept and respect the basis of the Conference in accordance with the preamble to this Constitution and the aims of the Conference as set out in Article 2 of this Constitution.’</i> <p>(2) <i>‘The decisions of the Governing Board regarding the admission shall obtain a two-third (2/3) majority of the votes cast by the members of the Governing Board present or represented. The decisions of the Governing Board regarding membership admissions are final and binding, and the Governing Board shall give reasons for its decisions. A positive decision by the Governing Board shall be notified by the General Secretary to all Members.’</i> (Const. Art. 4 I).</p> <p>(3) The admission will only come into effect after six months after this notification, as <i>‘at the written request of at least one quarter (1/4) of the Members’</i> during this period <i>‘the decision of admission to membership of the Governing Board shall not take effect’</i>. In such a case, the Governing Board will put the decision to the next physical General Assembly (Const. Art. 4 I).</p> <p>(4) Members can resign any time by notifying the General Secretary, but the resignation will take effect only six months after such notification (Const. Art. 4 II). In general, <i>‘a Member that has resigned from the Conference and wishes to rejoin the Conference as a Member shall be considered as an applicant for membership’</i>, however, if the</p>	<p>Article 3 Members</p> <ol style="list-style-type: none"> 1) A Church or Federation of Churches seeking membership of the Conference shall submit a written application for admission to the General Secretary. An enquiry for the application for membership will be opened by the General Secretary. 2) The General Secretary sends an acknowledgment receipt with: <ol style="list-style-type: none"> a) a copy of the CEC Constitution (available online) b) an application form for Churches seeking membership in the fellowship of the Conference of European Churches (available online) c) a copy of the procedures for Dealing with Membership Applications, as agreed upon by the Governing Board. (Available online) 3) The application form shall include acceptance by that Church or Federation of Churches of the aims and basis set out in the preamble to the Constitution. 4) Any application will be examined by the Presidency and proposed for discussion and final decision to the Governing Board. 5) The application should include in its documentation: <ol style="list-style-type: none"> a) An explicit statement of the acceptance of the basis and the aims set out in the Preamble to the Constitution of the Conference. b) A commitment of the Church's intention to respect the obligations of membership, including financial support, as set out in the Constitution. c) As much information as possible which describes the history and present situation of the Church, including: <ul style="list-style-type: none"> - its affirmation of the faith in the Triune God as set out in the Church's foundational creedal or other confessional theological statements and its baptismal practice; - organisational and statistical details;

<p>Member wishes to rejoin the Conference ‘<i>within six (6) months as from the date of its resignation, it shall be readmitted as a Member upon decision of the President</i>’. (Const. Art. 4 III). The latter provision cannot be applied, if membership has been terminated by exclusion.</p> <p>(5) If a Member ‘<i>persistently and seriously fails to comply with its obligations as a Member</i>’, this can lead to suspension of membership rights (Const. Art. 4 IV) up to exclusion from membership (Const. Art. 4 V). Exclusion is mandatory, if a Member does no longer fulfil the requirements of membership. The procedures of Art. 4 IV and V shall be followed. In case doubts are raised about the conduct of a Member, the Governing Board must establish criteria to define relevant violations of membership obligations and the time and magnitude needed to meet the conditions to enter into a procedure to suspend or terminate membership.</p>	<ul style="list-style-type: none"> - information on which confessional family it belongs to, or to which other Church or Churches it is most closely related; - its participation in ecumenical life in its own national context. <p>d) any other documents that can provide support for fulfilling the procedures as laid down by the Governing Board.</p> <p>6) This material should be sent to the General Secretary as soon as possible, and no later than three months before the Governing Board meeting. The Presidency or the Governing Board can decide to arrange a meeting between representatives of the Church and CEC representatives who will then report to the Governing Board.</p>
<p>§ 10 Finances</p> <p>(1) The Governing Board shall appoint a Treasurer and a Vice-Treasurer, one of whom must be a member of the Governing Board. These two shall execute, in conjunction with the Budget Committee, the tasks laid down in Const. Art. 14 and § 6 IV of these Standing Orders.</p> <p>(2) Based on the financial strategy according to Const. Art. 7 III, the Governing Board shall work out short term, midterm and long term financial plans for the Conference;</p> <p>(3) The Governing Board shall adopt financial regulation for the Conference, which should, <i>inter alia</i>, include the following:</p> <ul style="list-style-type: none"> • Budget headings for the different work areas, including provisions which of them and to which extent should be mutually coverable; • Investment criteria (security, ethics, sustainability) for the assets of the Conference; 	<p>Article 15 Finances⁶</p> <p>(1) The Conference may cover all or part of the cost of travel, board and lodging of persons participating in a body of the Conference as representatives of a member church, Organisation in Partnership or National Council of Churches, if the member church, Organisation in Partnership or National Council of Churches in question cannot bear these costs itself and the General Secretary decides so in accordance with guidelines laid down by the Budget Committee.</p> <p>(2) The Governing Board shall inform and consult the member churches on important budgetary decisions, including the level of membership contributions, between Assemblies.</p> <p>(3) The Governing Board shall elect, out of its regular members, a Treasurer. The Treasurer shall have the following functions:</p> <ul style="list-style-type: none"> - chairing the Budget Committee; - serving on the Personnel Committee. <p>After due preparation of the documents by the General Secretary, the Treasurer shall:</p> <ul style="list-style-type: none"> - present the draft budget for the coming year to the Governing Board;

⁶ Several provisions in the current Standing Orders were quotes of the CEC Constitution. This is now regulated in the CEC Constitution Article 12 and 14, and does not need to go into the Standing Orders as well. It is therefore possible to simplify the provisions.

<ul style="list-style-type: none"> • Rules for which sums may be spend by the General Secretary, the Presidency and staff in the exercise of their general duties without prior decision of the Governing Board in one sum and/or altogether per financial year; • Rules for expenses and other expenditure of staff, including travel costs, hosting of guests etc.; • Rules for subsidies for Members to participate in the life of the Conference, including travel costs, expenses and other reimbursements. • Rules for secondary employment and comparable activities of staff; <p>(4) The Governing Board shall adopt a donations, partnerships and sponsorships scheme, including the allocation of responsibility, negative criteria for third party involvement etc.</p>	<ul style="list-style-type: none"> - present the annual financial statement of the preceding year to the Governing Board; - present a report on the financial situation of the Conference at every meeting of the Governing Board. <p>(4) The Governing Board shall elect from its members a Deputy Treasurer. The Deputy Treasurer can be invited to attend and consult the Budget Committee at request of the Treasurer. The Deputy Treasurer must understand the financial structure of the organization but performs only in exceptional situations and will at the request of the treasurer take on the responsibilities of the Treasurer when the Treasurer cannot be available.</p> <p>(5) The Conference is validly bound towards third parties: by the signature of the General Secretary and, either the President, or the Vice-President, acting jointly; or by the signature of the President or a Vice-President, acting jointly; or by the signature of the two Vice-Presidents, acting jointly; or by the signature of the General Secretary and one of the persons duly authorized by the Governing Board, acting jointly.</p> <p>The General Secretary may authorize someone to sign in his or her stead.</p> <p>(6) The Governing Board establishes the annual budget and the staffing plan for the Secretariat of the Conference on the basis of the financial plan established by the General Assembly and shall determine the contributions expected from the individual Members with due regard to their financial resources, cf. Article 13.3 of the Constitution.</p> <p>(7) The Governing Board shall elect a Budget Committee and the audi discuss their annual reports, approve the financial report and give final discharge to the General Secretary. The General Assembly yearly approves the annual accounts and the budget, cf. Article 13.4 of the Constitution.</p> <p>(8) Annual accounts shall be transmitted to the competent authority under the applicable national legislation, cf. Article 13.5 of the Constitution.</p> <p>(9) General Assemblies shall be invited to approve a report of all accounts and budgets previously adopted by the Governing Board and to give discharge to the Governing Board, this to be transmitted to the competent authority, cf. Article 13.6 of the Constitution.</p>
<p>§ 11 Preparation of the General Assembly</p>	<p>Article 5 Organisation of the General Assembly</p>

<p>(1) The Governing Board shall ‘<i>make appropriate preparations for the General Assemblies</i>’ (Const. Art. 8 IX). To this end, the Governing Board shall in particular</p> <ul style="list-style-type: none"> • appoint an Assembly Coordinator, either from the existing staff, or as a temporary position on the staff, or as a volunteer; • determine terms of reference for the <u>General</u> Assembly Planning Committee according to § 6 VII of these Standing Orders, including provisions on delegated powers and a time-frame. <p>(2) In its work, the <u>General</u> Assembly Planning Committee shall draw upon expertise from staff and be empowered to establish subcommittees and other internal bodies, such as a worship committee.</p> <p>(3) The <u>General</u> Assembly Planning Committee shall regularly report to the Governing Board, both in its meetings and, where necessary, in writing.</p> <p>(4) The Governing Board shall, in consultation with and upon proposal of, its Members in the country where the next physical General Assembly will take place, appoint a local planning committee to support the <u>General</u> Assembly Planning Committee with local expertise and contacts.</p> <p><u>(5) ‘The Governing Board shall call the meetings at least three (3) months in advance and at such time and place as stated in the invitation. The invitation shall include the agenda ...’ (Const. Art. 7a). However ‘information about the date of the next physical General Assembly shall be send out to the Members at least eighteen (18) months in advance’ (RoP, B1.1). The General Assembly Planning Committee must therefore provide the Governing Board with its proposed agenda for the business sessions at such a time that the three (3) months limit can be met. The agenda will normally take the form of a timetable for the General Assembly, already including a tentative schedule also for general sessions, services and events. It will be adopted by the Governing Board by way of a formal proposal to the General Assembly.</u></p> <p><u>(6) Based on the agenda for the business sessions, the Secretary of the General Assembly shall prepare all material and briefing necessary for the General Assembly’s committees to commence with their work</u></p>	<p>(1) The General Assembly shall be the highest authority of the Conference. The General Assembly shall evaluate the progress made by the Conference in achieving the strategic objectives as agreed by the previous ordinary General Assembly and agree upon new or revised strategic objectives for the Conference up to the next ordinary meeting of the General Assembly (Constitution Article 7.4)</p> <p>(2) The procedures for the meetings of the General Assembly are described in Article 7 of the Constitution.</p> <p>(3) The Governing Board shall strongly recommend to the member churches that due consideration be given to leading church officials, parish ministers and lay persons, as well as men, women and young people when nominating and electing their delegates.</p> <p>(4) The Members should notify the General Secretary of the names of their elected delegates two months after the notification of the date and times of the Assembly. Should a delegate be unable to attend, the member church shall immediately appoint an alternate, following the rules as described in the Constitution Article 7.2.</p> <p>(5) The Governing Board may determine other categories of participants without voting rights and may invite them to the General Assembly in an advisory capacity.</p> <p>(6) The General Assembly shall, on the proposal of the Governing Board, adopt its own Rules of Procedures at its first session. The proposed Rules of Procedure shall be sent to the member churches two (2) months in advance of the General Assembly. Proposals to amend the Rules of Procedure must reach the General Secretary at least four (4) weeks prior to the General Assembly.</p> <p>(...)</p> <p>(9) The Governing Board shall, in consultation with the Budget Committee and the General Assembly Planning Committee, take all necessary measures to guarantee the financial stability of the General Assembly.</p>
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<p><u>immediately after being elected. Every committee must also be provided with appropriate tools for electronically communicating with each other and the Delegates.</u></p>	
<p>§ 12 Written procedure for the General Assembly (1) At the last meeting of each year, the Governing Board shall, upon proposal by the General Secretary, adopt a time frame for the written procedure to be held in the following year – unless a physical General Assembly shall be held. The time frame, based on the provisions of Const. Art. 7b, shall be communicated to Member Churches in a separate Mail from the general information about the decisions of the Governing Board, usually at the beginning of the year for which the written procedure is scheduled. (2) Further details are laid down in the Rules of Procedure of the General Assembly.</p>	
<p>§ 13 Secretariat and Collegium (1) The Secretariat is headed by the General Secretary. Notwithstanding, the General Secretary and executive staff work in a collegial form. They constitute the Collegium, which <u>normally</u> meets at least once a month / at least six (6) times a year <u>once a month, but not less than six times (6) a year</u> to discuss the thematic work and take decisions relevant to the daily administration and overall management of the Conference. (2) The Collegium shall adopt its own Standing Orders.</p>	<p>Article 11 Secretariat (1) The Secretariat is the operational centre of the Conference. The staff will be structured as a single administrative unit under the overall leadership of the General Secretary. (2) The Secretariat consists of two inter-related sectors: (1) programme and project, including both the strategic functions and concrete activities in terms of relationships and communications and (2) finance, services, and administration.</p> <p>Article 12 Collegium (...)</p> <p>(2) In an integrated and interactive approach and ensuring coherence in CEC programmes and budget, Executive Secretaries will work together via the collegium. The Collegium is the chief internal management team. Its overall responsibility is to coordinate the work. The General Secretary will chair it. Other persons may be invited for their special expertise, balance or familiarity with a specific item on its agenda.</p>

	<p>(3) The collegium shall promote integration of communication and programmatic work developing an overall strategic communications plan and Project-level communication and budget plans. The Communication shall ensure the maximum public profile for the Conference's work and voice, and enable two-way communication with member churches and partners.</p> <p>The Collegium will normally meet at least 6 times a year.</p>
<p>§ 14 Appointment of the General Secretary</p> <p>(1) The President shall ‘<i>oversee the recruitment of the General Secretary</i>’ (Const. Art. 9 I). The Nominations Committee, together with the President, shall be the Search Committee for the recruitment of the General Secretary.</p> <p>(2) Candidates shall be invited to submit their candidature for the position of General Secretary; such applications shall be submitted in writing with curricula vitae to the Search Committee. An appropriate reference shall normally be sought from the applicant’s Church. The Search Committee shall submit its recommendation in the form of a prioritised list of at least two candidates to the Governing Board, together with the applications and curricula vitae of the recommended candidates. The Search Committee shall provide all necessary information about the recommended candidates to the Governing Board. The names of shortlisted candidates contacted for interviews (reduced from the list of all the people who applied) shall be communicated to the Governing Board.</p> <p>(3) ‘<i>The Governing Board shall appoint a natural person, who is not a member of the Governing Board, as General Secretary. His or her office may be remunerated. The General Secretary’s mandate may be of a definite duration. The terms and conditions of his or her office shall be determined by the Governing Board.</i>’ (Const. Art. 8 VII). The General Secretary shall have theological competence and ecumenical experience. He or she shall normally be appointed for a six-year term of office. The term of office may be extended by the Governing Board. The total term of office may not exceed twelve years.</p>	<p>Article 7 Appointment of the General Secretary</p> <p>(1) The President shall oversee the recruitment of the General Secretary (Constitution Article 9.1) He shall be assisted in this task by the Nominations Committee. The Nominations committee shall be the Search Committee for the appointment of the General Secretary, (Standing Orders Article 9.3.);</p> <p>(2) Candidates shall be invited to submit their candidature for the position of General Secretary; such applications shall be submitted in writing with curricula vitae to the Nominations Committee. An appropriate reference shall normally be sought from the applicant’s Church. The Nominations Committee shall submit its recommendation in the form of a prioritised list of at least two candidates to the Governing Board, together with the applications and curricula vitae of the recommended candidates. The Nominations Committee shall provide all necessary information about the recommended candidates to the Governing Board. The names of shortlisted candidates contacted for interviews (reduced from the list of all the people who applied) shall be communicated to the Governing Board.</p> <p>(3) The Governing Board shall, at an ordinary or extraordinary meeting, appoint the General Secretary for a six-year term of office. The General Secretary shall be eligible for re-appointment once.</p> <p>(4) The provisions in Article 6 (1) and (2) apply equally for the appointment of the General Secretary.</p> <p>Article 13 General Secretary</p> <p>(1) The Governing Board shall appoint a General Secretary as chief executive with theological competence and ecumenical experience. He or she shall</p>

	<p>normally be appointed for a six year term of office. The term of office may be extended by the Governing Board. The total term of office may not exceed twelve years;</p> <p>(3) The General Secretary shall report to each ordinary meeting of the Governing Board on his or her activity and on the programmatic work of the Conference, but may delegate this programmatic report to other staff members.</p>
<p>§ 15 Dismissing the General Secretary</p> <p>(1) If the Governing Board so decides, it may at any point prior to the termination of the term of office of the General Secretary decide to dismiss him or her, <i>‘possibly with immediate effect, (i) without having to justify its decision, (ii) without any compensation or cost becoming payable by the Conference, and (iii) without prejudice to mandatory labour law provisions, if applicable.’</i> (Const. Art. 11 IV).</p> <p>(2) In negotiating his or her Management-‘Service Agreement’ (special contract of employment <u>for management positions</u>) with the designated General Secretary, the Governing Board must make sure that such a dismissal is possible within the limits of Belgian law and that in the case of a preliminary dismissal no more compensation becomes due than Belgian law requires.</p>	
<p>§ 16 Appointment of the staff of the Secretariat</p> <p>(1) <i>‘The Governing Board shall devise the annual (...) staffing plan for the Secretariat on the basis of the financial plan agreed by the General Assembly (...).’</i> (Const. Art. 14 III). <i>‘Secretariat staff should be representative of the constituency of the Conference’</i> (Const. Art. 13 VI).</p> <p>(2) The General Secretary shall have the power of <i>‘hiring (...) the staff of the Secretariat, according to the procedure laid down in the Standing Orders of the Conference’</i> (Const. Art. 11 II).</p> <p>a. The General Secretary shall appoint eExecutive sStaff members after consultation with the Personnel Committee, with the approval of the Presidency, and according to procedures fixed by the Governing Board on the proposal of the Personnel Committee.</p>	<p>Article 13 General Secretary</p> <p>(5) The General Secretary shall appoint Executive Staff members after consultation with the Personnel Committee, and with the approval of the Presidency.</p>

<p>b. The General Secretary shall appoint the other staff of the Secretariat according to procedures fixed by Governing Board on the proposal of the Personnel Committee.</p> <p>c. The General Secretary shall have the power to approve paid internships, substitutions or similar temporary staff, with contracts limited for up to six months, after consultation with the Chair of the Personnel Committee <u>and within the approved budget.</u></p>	
<p>§ 17 Dismissing staff of the Secretariat</p> <p>(1) The General Secretary shall have the power of ‘<i>dismissing the staff of the Secretariat, according to the procedure laid down in the Standing Orders of the Conference</i>’ (Const. Art. 11 II). Generally, the dismissal of staff is the ultima ratio and shall be used only if (1) a position cannot be financially supported any longer or (2) a conducive cooperation with the employee is no longer possible.</p> <p>(2) In the case of § 17 I (1), a termination of the contract according to Belgium labour law is to be sought immediately.</p> <p>(3) In the case of § 17 I (2), the General Secretary shall first seek an amiable settlement of any dispute that might exist. This having failed, the Personnel Committee of the Governing Board shall hear both sides and issue a recommendation on how best to settle the issue amiably. This having failed, the Governing Board shall ‘<i>act as the internal appeal tribunal in cases of labour conflict within the Secretariat</i>’ (Const. Art. 8 IX), meaning that the final decision on a possible termination of the work contract must be taken by the Governing Board after both sides have been heard and the Governing Board has had the opportunity to investigate the case as it deemed necessary.</p>	
<p>§ 18 Working mechanisms</p> <p>(1) The Conference shall pursue its work in thematic areas drawn from the aims and objectives of the Conference as laid down in the Constitution and elaborated in the strategic objectives and planning adopted by the General Assembly.</p> <p><u>(2) The Governing Board shall operationalise the strategic objectives adopted by the General Assembly and integrate them into a work plan for the Conference.</u></p>	

<p>(32) Generally, each of the thematic areas shall be assigned to a member of the Collegium or several of them jointly.</p> <p>(43) In order to facilitate the closest possible cooperation with its Members and a meaningful cooperation with Organisations in Partnership, as expressed in the partnership agreements, and with National Councils of Churches, executive staff shall be supported in these areas by consultative bodies and/or working groups. In order to attend to the main thematic areas, permanent working groups will generally-normally be the most appropriate instrument. For other purposes, ad hoc groups mayean be set up.</p> <p>(54) In order to deliver the best possible support in any group, the Governing Board shall, upon proposal by the Members, appoint experts from the Member Churches to such bodies and/or groups. Such groups should have between five (5) and ten (10) members. Funding provided, they can draw on external expertise. They are encouraged to build, in consultation with the executive staff responsible for their area of work, wider networks.</p> <p>(65) Such networks can be <u>recognised officially by the Conference institutionalised</u> and also become part of the working mechanisms of the Conference. The decision to institutionalise-recognise a network shall be taken by the Governing Board, on proposal of the Collegium.</p>	<p>Article 12 Collegium</p> <p>(1) Each programme and each project will have an Executive Secretary, responsible for the implementation of the work of the programme and project areas and ensuring cooperation with other programme areas. Other Executive Secretaries will serve as an associate when appropriate. The General Secretary will specify the expectations within the particular programme to which the staff member is assigned.</p> <p>Article 14 Working methods</p> <p>(1) Thematic reference groups The mandate of thematic reference groups (in principle established for the period between Assemblies) might differ and needs to be clearly determined by the CEC Governing Board. Thematic reference groups may either deal with a precise topic (e.g. physician assisted suicide) or cover a wider field (e.g., human rights). Depending on this, these groups may have an advisory function and suggest or implement projects. The main criteria for membership of a thematic reference group are expertise and willingness to actively participate. Thematic reference groups should reflect the CEC constituency as much as possible. Formal reference groups have a specific goal or mission.</p> <p>(2) Task Forces / Ad-hoc Working Groups / Project Groups Task forces, ad-hoc working groups or project groups may be established in order to fulfil a very specific task, which needs to be achieved in a limited time span (e.g., preparing a publication, substantive responses to the European institutions, preparation of a consultation, and similar).</p> <p>(3) One-off consultations One-off consultations may serve as a think-tank, to test ideas with a wider audience or to launch a broader debate on policy issues.</p> <p>(4) Networks Networks (e.g., CALL, ECEN) help to draw on existing expertise in member churches, National Councils of Churches and organisations in partnership. They are useful tools for communication and for engaging member churches in thematic work and common activities.</p> <p>(5) Team visits</p>
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	<p>Team visits are a useful tool for closer exchange between CEC and member churches, National Councils of Churches or organisations in partnership. Team visits might serve as fact-finding missions or instruments to foster a closer dialogue or cooperation. Often, especially in crisis situations, this may also be a living witness that CEC cares about its membership and the people therein.</p> <p>(6) Cooperation with other partners Partners may work in similar fields to CEC, diaconal or development agencies. In these cases possibilities for cooperation should be discussed and implemented. In particular, CEC and the Churches Commission for Migrants in Europe (CCME) have adopted an Agreement of Cooperation for the period 2015-2017 which stipulates that CEC, in principle, works in the areas of migration and asylum, and diaspora and migrant churches with and through CCME.</p> <p>(7) Out-sourcing It is also possible to out-source a specific task to one member of our constituency or a partner organisation that has greater expertise or that is already working on a similar project. The expectation would be, however, that the partner then takes into account—or even involves—the broader constituency of CEC.</p> <p>(8) Internships Internships are a valuable pathway to strengthening relationships with CEC member churches and benefitting from two-way learning. CEC internships would provide the opportunity for in-depth learning on a single thematic area or about ecumenism in Europe more broadly.</p> <p>(9) Ad-hoc collaboration with local churches Where beneficial to both CEC and local churches, we will seek and be open to opportunity for cooperation on a range of events and initiatives. This might include dialogues and debates, hosting conferences and meetings, engagement with politicians and political institutions across Europe.</p> <p>Article 13 General Secretary</p>
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(76) The General Secretary may, in consultation with the Budget Committee, establish working groups for limited periods of time to organise one-off conferences, seminars or dialogue sessions.

(87) In all appointments of bodies and working groups, the Governing Board shall ensure a reasonable geographical, confessional and ~~cultural~~ balance; the desired distribution among church officials, parish ministers and lay persons; among men, women and young people; minority and majority churches; and participation by persons whose special expertise and experience will be needed in its appointments.

(98) In drawing upon external expertise for its committees, groups and events, the Conference must seek close contact with the Member Churches to which experts are attached, in order to ensure a permanent and intensive flow of information.

(10) The General Secretary shall be entitled to participate in an advisory capacity in all meetings of the bodies set up by the Governing Board, with the exception of the General Assembly Nominations Panel, to which he or she may be invited at the discretion of the Panel.

(11) The mandate of all bodies established by the Governing Board terminates six months after the election of the new Governing Board, unless this Governing Board decides to prolong their mandate. For the permanent working groups, the Governing Board shall decide within one year after its election to prolong or terminate the mandate of individual members or to appoint new or additional members to the group, or to terminate or change the mandate of the group as such.

(4) The General Secretary may, in consultation with the Budget Committee, establish working groups for limited periods of time to organise one-off conferences, seminars or dialogue sessions.

Article 6 Procedure for elections

(3) In elections, the Governing Board shall ensure a reasonable geographical, confessional and cultural balance; the desired distribution among church officials, parish ministers and lay persons; among men, women and young people; and participation by persons whose special expertise and experience will be needed.

Article 13 General Secretary

(2) The General Secretary shall be entitled to participate in an advisory capacity in all meetings of the bodies set up by the Governing Board.

Article 8 Governing Board

(1) All invitations and appointments by the Governing Board including the mandates of the Nominations Committee, the General Assembly Planning Committee and the Personnel Committee shall terminate at the latest when the Governing Board's term expires. However, the Budget Committee shall continue in existence until the appointment of new committees at the new Governing Board's first full meeting after the General Assembly. This provision shall not apply to the appointment of the General Secretary. All programmatic working groups shall be terminated six months after each ordinary General Assembly. They can be reconducted in accordance with the strategic objectives decided by the General Assembly.

§ 19 Communications, public statements etc.

(1) The Conference aims at bringing its Member Churches together to make a Christian voice be heard in Europe, and to speak with one voice wherever possible. It is an instrument of its Members to liaise with the European Union and the other European institutions in Brussels, Strasbourg and Luxemburg as well as with the agencies and loser fora attached to them.

(2) While the General Assembly is the most representative and authoritative voice of the Conference, it uses different ways and means of communication its work and messages vis-à-vis said institutions and the general public.

(3) If there is a wish to publish communiqués or statement on behalf of the Conference, procedural and qualitative standards have to be met. In general, no such public statement can be issued without prior consultation in the Governing Board. This applies in particular to all statements disseminated via any form of media and publications, both in printing or digital.

(4) If a person or body within the Conference wishes to issue such a statement or publication, a proposal shall be made to the Governing Board, which will then decide on the wording and the ~~way of publication~~ means of communication.

(5) The President of the Conference shall ‘*speak on behalf of the Governing Board on strategic issues*’ (Const. Art. 9 I), meaning that he or she may – without further consultation – freely explicate, expand spread and elaborate on strategic decisions already taken by either the General Assembly or the Governing Board. Normally, he or she shall have broad discretion in judging how this might best be done, including where it is appropriate or expedient to take the initiative. Generally, he or she shall have a wide margin of appreciation on how to perform these tasks best, including giving impulses himself.

Article 10 Mandates

(1) The President shall speak on behalf of the Conference’s Governing Board on strategic issues. The President can delegate the role as spokesperson to another member of the Presidency, the General Secretary or a member of the Governing Board.

(2) The General Secretary shall act as a spokesperson of the organization on operational issues. The General Secretary can delegate the role as

<p>(6) The General Secretary shall act ‘<i>as a spokesperson of the Conference on operational issues in accordance with the Standing Orders of the Conference</i>’ (Const. Art. 11 II), meaning that he or she may – without further consultation – freely explain the way the Conference implements the strategic decisions of its governing bodies. He or she shall consult closely with the Presidency on how best to advocate for the aims and objectives of the Conference and inform the public about its work.</p> <p>(7) All executive staff shall generally be expected to speak on the work of Conference in their area(s) of responsibility at closed and public events and to enhance the public reception <u>and understanding</u> of this work.</p> <p>(8) Thematic groups appointed by the Governing Board shall be encouraged to prepare public statements and publications, which will usually be introduced and recommended to the Governing Board by the executive staff responsible for such a group.</p> <p>(9) In case a conference/meeting/symposium organised or hosted by the Conference wishes to publish results of its work immediately, the participants can do so only in the name of those present, not of the Conference. If a reference to the Conference shall be included in such a public statement, participants must consult with the executive staff responsible for that event and, as appropriate, with the executive staff responsible for public relations, on how best to make such results available to the public.</p>	<p>spokesperson to a member of the programme staff or to the communications officer.</p> <p>(3) Committees and programmatic working groups shall not have the right to make public statements on behalf of the organisation without consultation of the General Secretary.</p>
<p>§ 20 Organisations in Partnership</p> <p>(1) The Conference can enter into partnership agreements with specialised Church and ecumenical organisations that fulfil the criteria of Const. Art. 5 I. The initiative can come either from such an organisation itself or from the Conference.</p> <p>(2) As ‘<i>the rights and obligations of the Organisations in Partnership shall be determined by the Governing Board in mutual consultation</i></p>	<p>Article 4 Organisations in Partnership</p> <p>(1) The rights and obligations of Organisations in Partnership are determined by the Governing Board in mutual consultation with these organisations. The rights and obligations (including financial) are laid down in a mutual agreement signed by both organisations.</p> <p>(2) The Governing Board may confer the status of Organisation in Partnership on organisations as stipulated in Article 5.1 of the Constitution.</p>

<p>with the Organisations in Partnership’ (Const. Art. 5 I), the Governing Board shall negotiate partnership agreements with each Organisation in Partnership, outlining the nature of the relationship and details of concrete cooperation <u>and financial obligations, if any with the Conference</u>. Such agreements should be regularly reviewed and adapted to the current situation, at least, however, every eight (8) years.</p> <p>(3) The Governing Board shall commission one of its internal bodies or the General Secretary to negotiate the partnership agreement, which will then be adopted by the Governing Board and the governing body of the respective organisation. To facilitate the process, the Governing Board can adopt a template agreement to be adapted individually.</p> <p>(4) Having successfully completed the process, these organisations shall be entered into an official register.</p>	<p>(3) Organisations in Partnership introducing an application for Partnership must comply with certain requirements. They must:</p> <ul style="list-style-type: none"> - be specialised Church or ecumenical organisations; - have responsibility for particular issues or areas of expertise; - recognise the basis and goals of the Conference in accordance with the preamble and Article 2 of the Constitution respectively; - accept the aims of the Conference; and either: - maintain relations with the Churches in their geographical area and be representative of their region or be constituted by Members of the Conference in specific regions of Europe or be constituted for particular purposes. <p>(4) An Organisation seeking partnership with the Conference shall submit a written application for admission to the General Secretary. An enquiry for the application for partnership will be opened by the General Secretary.</p> <p>(5) The General Secretary shall send an acknowledgment receipt with:</p> <ul style="list-style-type: none"> a) a copy of the Constitution of the Conference (available online); b) an application form for Organisations in Partnership seeking to collaborate with the Conference of European Churches (available online); c) a copy of the Guidelines for Dealing with Organisations in Partnership Applications, as agreed upon by the Governing Board (available online). <p>(6) Any application will be examined by the Presidency and proposed for discussion and final decision to the Governing Board.</p> <p>(7) The application should include in its documentation:</p> <ul style="list-style-type: none"> a) An explicit statement of the acceptance of the basis and the aims set out in the Preamble to the Constitution of the Conference. b) A commitment of the Organisation’s intention to respect the common memorandum. c) As much information as possible which describes the history and present situation of the Organisation, including: <ul style="list-style-type: none"> o organisational details;
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	<ul style="list-style-type: none"> ○ information regarding to which church (or local ecumenical) family it belongs, or to which Churches or organisations it is most closely related; ○ its participation in ecumenical life in its own national or in the international context. <p>(8) This material should be sent to the General Secretary as soon as possible, and no later than three months before the Governing Board meeting.</p> <p>(9) Before the Board meeting the General Secretary will arrange a meeting with representatives of the Organisation and report to the Governing Board.</p>
<p><u>§ 21 National Councils of Churches</u> <u>A register of National Councils of Churches shall be maintained at the Secretariat for the purpose of inviting them to the General Assembly and being able to liaise with them in general.</u></p>	
<p><u>§ 224 Special Provisions</u> <u>(1) The official languages of the Conference are English, French, German and Russian. English shall be the working language in the life of CEC. If a Governing Board member wishes to speak in another language, he or she can do so if another person present at the meeting is able to provide qualified interpretation. Upon request of the Governing Board, translations of relevant documents shall be provided in any of the official languages. Simultaneous interpretation is provided at General Assemblies.</u> <u>(2) The Governing Board can temporarily suspend these Standing Orders in cases of emergency, but only on the advice of the Presidency and only for one item at a time.</u> <u>(3) These Standing Orders enter into force immediately after approval by the Governing Board and remain in force until revised or replaced by the Governing Board.</u></p>	<p>Article 16 Special Provisions (1) The official languages of the Governing Board shall be English, French, German and Russian. Translation shall be provided from one of these languages into the other three on request of the Governing Board.⁷ (2) Participants in meetings and events organised by the Conference may also use another language, provided that they themselves arrange for interpretation into one of the official languages. (3) The Governing Board can temporarily suspend Standing Orders in cases of emergency, but only on the advice of the Presidency and only for one item (...) (5) These Standing Orders enter into force when approved by the Governing Board.</p>

⁷ The CEC Constitution Article 16 I now regulates the languages of the Conference in detail.