



## Conference of European Churches Governing Board

Brussels, 20-22 November 2019

### CEC Standing Orders on (General) Assembly Planning Committee

The CEC Standing Orders § 6 VII provides that:

The Governing Board shall *'make appropriate preparations for the General Assemblies'* (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 General Assembly Planning Committee shall consist of

- 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,
  - 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.

1

The CEC Standing Orders § 11 provides that:

#### § 11 Preparation of the General Assembly

(1) The Governing Board shall *'make appropriate preparations for the General Assemblies'* (Const. Art. 8 IX). To this end, the Governing Board shall in particular

- appoint an Assembly Coordinator, either from the existing staff or as a temporary position on the staff;
- determine terms of reference for the General Assembly Planning Committee according to § 6 VII of these Standing Orders, including provisions on delegated powers and a time-frame.

(2) In its work, the General Assembly Planning Committee shall draw upon expertise from staff and be empowered to establish subcommittees and other internal bodies, such as a worship committee.

(3) The General Assembly Planning Committee shall regularly report to the Governing Board, both in its meetings and, where necessary, in writing.

- (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 General Assembly Planning Committee with local expertise and contacts.
- (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 sent 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.
- (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 immediately after being elected. Every committee must also be provided with appropriate tools for electronically communicating with each other and the Delegates.

## **The CEC Standing Orders on the CEC General Assembly Nominations Panel**

The CEC Standing Orders § 6 VIII provides that:

The Governing Board shall appoint a General 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 General Assembly Nominations Panel should be an outgoing member of the Governing Board. The General Assembly Nominations Panel shall:

- 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 Committee 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. Members of the General 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.