

The general assembly section is an internal document for the ENPHE Governing Board and membership. It includes the principle composition, main arrangements, rights and duties, as well as roles and responsibilities of the General Assembly.

## ROLE AND COMPOSITION

The General Assembly is ENPHE's highest decision-making body. It consists of one official representative per full member institution. The nomination of the official representative is enquired with the application process of each member. The change of official representation as well as any transfer of mandate of the official representation during a General Assembly must be notified to the ENPHE Governing Board in writing.

## CHAIR

The ENPHE Chairperson acts as chair of the General Assembly and runs the General Assembly meeting. In exceptional cases, the chairperson may mandate the running of the General Assembly to a fellow Governing Board member who chairs the meeting on behalf of the chairperson. The language of the General Assembly is English.

## OBSERVERS

Associated Members and Honorary Members are observers to the General Assembly meeting. Furthermore, each full member organisation may have additional representatives present at the General Assembly meeting with observer status. In addition, guests can be invited by the Governing Board to participate in the General Assembly meeting as observers. Observers may be granted speaking rights, but they have no voting rights.

## CALLING

The General Assembly meets every two years. Notice of the meeting and the agenda shall be sent to all members in writing at least 8 weeks before the meeting. Any full member can add a point to the agenda until 14 days prior to the General Assembly meeting.

## EXTRAORDINARY GA

An Extraordinary General Assembly can be called by either the decision of the Governing Board or by written request to the Governing Board from not less than forty percent of the

ENPHE full membership at which these members must represent not less than 1/3 of the full member countries.

## FUNCTIONS AND POWERS

The General Assembly owns ENPHE with its products and services. It holds the ultimate responsibility to ensure that ENPHE is achieving its purpose. It holds the following functions and powers: The General Assembly ...

- decides on the charter of the network
- decides on the membership structure and fees
- decides on the location of the administrative office
- approves the strategic direction and activity plans
- approves the annual budget framework
- approves the appropriate use of the budget
- approves the activity and financial reports
- can call in extraordinary general assemblies
- can call in extraordinary coordinators' council meetings
- can terminate a member's network affiliation
- can dissolve the network and determines the disposal of any remaining funds
- decides on all other contentious issues

## DECISION MAKING

**VOTING RIGHTS:** Each full member organisation has one vote. Decisions of the General Assembly require the presence of not less than one third of its members with voting rights.

**RESOLUTIONS:** Network resolutions are passed by a simple majority of those full member representatives who are present during a meeting of the general assembly and entitled to vote. A simple majority means more than half of the votes in favour.

If in the first round of decision-making none of the choices has received a simple majority, for the second round of decision-making the approach of a relative majority applies. A relative majority means most votes in favour. If there have been more than two choices to vote on in round one, only the two choices with the most votes in favour enter round two.

A draw during round two means that the matter is brought back to the Governing Board for revision. The Governing Board may realize such revision ad hoc or may take the matter back into the Board for further consultation.

**CHARTER AMENDMENTS:** Charter amendments require a two thirds majority of those full member representatives who are present during a meeting of the general assembly and entitled to vote.

**EXTRAORDINARY GENERAL ASSEMBLY:** An Extraordinary General Assembly can be called by either the decision of the Governing Board or by written request to the Governing Board from not less than forty percent of the ENPHE full membership at which these members must represent not less than 1/3 of the full member countries.

**MEMBERSHIP TERMINATION:** ENPHE membership may be terminated either (1) by a letter of resignation from a member institution to the Governing Board, (2) by decision of the Governing Board following non-payment of membership fees, or (3) by decision of the General Assembly.

The termination of a member's network affiliation by the General Assembly requires a two thirds majority vote of those full member representatives who are present during a meeting of the general assembly and entitled to vote. As a precondition for the ballot, the following circumstances must apply: A serious or continuous infringement of the rules or regulations of ENPHE by the respective member and/or activities prejudicial to the aims and objectives of the network.

**DISSOLUTION OF THE NETWORK:** The dissolution of the network requires a two thirds majority of those full member representatives who are present during a meeting of the general assembly and entitled to vote.

As a precondition for the ballot, the voting public present must represent not less than sixty percent of the full ENPHE membership at which these members must represent not less than 2/3 of the full member countries. In case of dissolution, the General Assembly also determines the disposal of any remaining funds.

**PROXY VOTING:** For all decision-making processes applies that proxy voting is not permitted.

### MEETING STRUCTURE

- Opening / Welcome
- Roll call / Confirmation of quorum
- Approval of the agenda
- Approval of the minutes of the last general meeting
- Annual activity reports
- Annual financial report
- Motions (e.g. changes to the charter) (if this applies)
- Awards (if this applies)
- Elections (if this applies)
- Any Other Business

### LIMITATIONS

ENPHE is aware that not every situation can be foreseen. It is a conscious decision that these guidelines must not regulate every contingency in detail. The network will stick to its principle of keeping things simple and trust in the willingness and ability of its members to find consensus and compromise in any situation not covered by current rules.



*THE ENPHE GOVERNANCE GUIDELINES ARE LICENSED UNDER CC BY-NC-ND 4.0.*

*TO VIEW A COPY OF THIS LICENSE, VISIT [HTTPS://CREATIVECOMMONS.ORG/LICENSES/BY-NC-ND/4.0](https://creativecommons.org/licenses/by-nc-nd/4.0)*

*LAST UPDATE: APRIL 2020*