

The coordinators' council 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 Coordinators' Council.

## ROLE AND COMPOSITION

The Coordinators' Council liaises and facilitates between the ENPHE full membership and the Governing Board. It supports the Governing Board to govern ENPHE and to carry out actions necessary to implement the mission and vision of the network in accordance with the strategic statement and charter of ENPHE. The council consists of two representatives per full member country (= country consortium) which are one coordinator and one deputy coordinator. All positions are voluntary and unpaid. Any reimbursement of expenses is regulated by the *ENPHE Financial Governance* documentation. The coordinators' council is supported by the network's management unit.

## CHAIR

The ENPHE Vice-Chairperson acts as chair of the Coordinators' Council and runs the coordinators' council meetings. In exceptional cases, the vice-chairperson may mandate the running of a council meeting to a fellow Governing Board member who chairs the meeting on behalf of the vice-chairperson. The language of the Coordinators' Council is English.

## ELECTIONS

The members of the Coordinators' Council are nominated (one member organisation per country) or elected (more member organisations per country) for a period of two years. A maximum of four consecutive terms is recommended. However, such limitation is not an obligation.

**ONE MEMBER ORGANISATION PER COUNTRY:** If there is only one full member organisation representing a country, this full member nominates one coordinator and one deputy coordinator to the council.

**MORE MEMBER ORGANISATIONS PER COUNTRY:** If there is more than one full member organisation representing a country, these full members (= country consortium) elect one

coordinator and one deputy coordinator to the council. The coordinator and the deputy-coordinator must be from different full member organisations of this country.

**ELECTION PROCESS:** The recommended standard election process proposes two independent elections for both positions. A first election identifies the coordinator, a second election identifies the deputy-coordinator. The nominee with a simple majority receives the position. A simple majority means more than half of the votes in favour.

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

In the case of a tie of votes between the two candidates, the position is assigned by lot. In the case of only one applicant, one vote in favour for the candidate is sufficient to receive the position. In the case of a lack of eligible candidates, the position remains open. However, this means that this country consortium does not hold voting rights; this includes voting rights for the elections of the Governing Board.

Regardless the recommended standard election process, however, it is up to the respective full member organisations of a country to unanimously agree on another democratic election process that best fits their purposes. In the event of a conflict, the ENPHE Governing Board may be appealed for arbitration.

**ANNOUNCEMENT OF RESULTS:** The results of elections or any changes of positions must be announced in writing to the ENPHE Governing Board. The announcement must include the contact details of the coordinator and deputy-coordinator.

It must be realized at least 28 days before a coordinators' council meeting or a general assembly meeting. The election results will be made public to all members at least 14 days before a coordinators' council meeting or a general assembly meeting.

Under certain circumstances, the announcement may be postponed. However, this must be aligned and agreed with the ENPHE Governing Board by the aforementioned deadlines.

**PECULIARITY OF OFFICE:** A member of the ENPHE Governing Board cannot hold the position of coordinator or deputy-coordinator at the same time. However, a coordinator or deputy-coordinator can stand for a Governing Board position. After their election into the Governing Board, their position in the Coordinators' Council becomes vacant with the start of office and the position must be newly elected.

## COORDINATORS' COUNCIL

## OBSERVERS

Guests can be invited by the Coordinators' Council to participate in its meetings as observers. Observers may be granted speaking rights, but they have no voting rights.

## CALLING

The Coordinators' Council meets at least once a year. In a year of a General Assembly meeting, the Council must meet within the framework of the General Assembly meeting. Additional Coordinators' Council meetings can be called by either the decision of the Governing Board or by the written request to the Governing Board from not less than six country coordinators or by not less than forty percent of the ENPHE full membership at which these members must represent not less than 1/3 of full member countries.

However, it is intended that the Council meets twice a year during the frameworks of the ENPHE conference and seminar, with online meetings organised for their preparation. Notice of a meeting and the respective agenda shall be sent to all council members in writing at least 8 weeks before a meeting.

## FUNCTIONS AND POWERS

The Coordinators' Council ...

- elects the members of the Governing Board
- approves co-opted Governing Board membership
- approves the Governance Guidelines
- advises on the establishment of working groups
- provides two reviewers for the network's activity and financial reports
- controls the appropriate use of the budget
- grants and approves honorary memberships
- supports the Governing Board and membership in the running of the network (see detailed descriptions)

## DECISION MAKING

VOTING RIGHTS: Each coordinator has one vote. Decisions of the Council require the presence of not less than one third of its members with voting rights. This means that from

one country consortium either both the coordinator and the deputy coordinator or only one of them is present.

The deputy coordinators participate in the council meetings with speaking rights but are not entitled to vote unless they act as substitute on behalf of a coordinator. The vice-chairperson of the Governing Board runs the meeting and holds speaking rights related to all council affairs. However, the vice-chairperson does not hold any voting rights.

**RESOLUTIONS:** The Council resolutions are passed by a simple majority of those members who are present during a meeting of the coordinators' council and entitled to vote. A simple majority means more than half of the votes in favour. A draw means maintaining the status quo or not acting on the contingent matter.

**OFFICE TERMINATION:** The termination of office of a coordinator or deputy-coordinator requires (1) a letter of resignation to the Governing Board, or (2) a two thirds majority vote of those present and eligible to vote at a Coordinators' Council meeting. 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.

If a Coordinator resigns early or an office is terminated, the Deputy Coordinator will become the new Coordinator. The position of Deputy Coordinator will be newly elected.

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

**PECULIARITY:** Honorary Membership is granted by decision of the Coordinators' Council.

## 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)