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EUROPEAN ASSOCIATION OF SENIOR HOSPITAL PHYSICIANS
EUROPÄISCHE VEREINIGUNG DER LEITENDEN KRANKENHAUSÄRZTE
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ΕΥΡΩΠΑΪΚΟΣ ΣΥΛΛΟΓΟΣ ΝΟΣΟΚΟΜΕΙΑΚΩΝ ΙΑΤΡΩΝ ΔΙΕΥΘΥΝΤΩΝ
ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI
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ΕΒΡΟΠΕΪΣΚΑ ΑΣΟΪΑΪΑΪΑ ΗΑ ΣΤΑΡΣΗΤΕ ΒΟΛΗΝΗΧΝΗ ΛΕΚΑΡΗ
ASOCIATIA EUROPEANA A MEDICILOR DIN SPITALE**

Document :	AEMH 11-097
Title:	Draft Rules of Procedure EMOs Presidents' Committee Meetings
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Purpose :	Information
Distribution :	AEMH Member Delegations
Date :	October 2011

**RULES OF PROCEDURE for
Presidents' Committee Meetings of
the European Medical Organisations Alliance (EMOA)**

Article 1.

Definitions

By these rules of procedure, "Presidents' Committee" (hence-forward PCom) shall mean a formal meeting of the following European Medical Organizations (hence-forward "participating organizations"), in alphabetical order of their abbreviations:

European Association of Senior Hospital Doctors (AEMH)
Conseil European des Ordres des Médecins (CEOM)
Standing Committee of European Doctors (CPME)
European Working Group of Practitioners and Specialists in Free Practice (EANA)
European Junior Doctors (EJD)
European Medical Students Association (EMSA)
European Federation of Salaried Doctors (FEMS)
European Union of General Practitioners (UEMO)
European Union of Medical Specialists (UEMS)

EMOA shall mean the European Medical Organizations Alliance, established by the Agreement on Mutual Cooperation European Medical Organization's Alliance **EMOA**

Signatory organizations are participating organizations that signed the Rules or sent the acceptance letter to all participating organizations.

Article 2.

Participants

The participants of the PCom are:

- Members of the Alliance Committee in the sense of the Agreement on Mutual Cooperation European Medical Organization's Alliance (hence-forward: EMOA) or their substitutes, according to the Agreement and internal regulations of EMOA participants
- presidents of other participating organizations mentioned in art. 1, not allied in the EMOA. The president can be substituted by the person who is according to internal Organization's regulation competent to fully replace the president in his absence. AND
- secretary-generals of participating Medical Organizations, who are, according to the internal regulation of respective Organization or by appointment of the president, competent to attend the PCom meetings
- any further person, invited by any of the participating presidents, provided that no other participating Organization objects this person's presence
- secretary, provided by the organizer if not already provided jointly by FEMS and AEMH

Article 3.

Order and call for meetings

As a rule, PCom convenes twice a year at least. By default, the meetings are held on Saturdays from 09.00 am till 01.00 pm venue local time.

The venue and calendar of PCom meetings are established during any of the previous PCom meetings, at the immediately previous meeting at latest. As much as possible, the PCom meetings should coincide with the scheduled events of any of the participating PCom Organizations or other events that are in a PCom members' general interest.

By default, the PCom meetings are organized by any of the participating organizations. If PCom meeting is adhered to any other event, the meeting may be organized by the organizer of such event if it is ready to take charge of it.

The organizer shall send the invitation to PCom members at least one month in advance. For the meetings, scheduled less than 1 month in advance, the invitation shall follow within 8 days after the venue and time are established. The invitation shall include:

- time and venue of the meeting
- reasonable deadline to confirm the participation
- the proposed agenda
- forms and guidelines for accomodation
- specification of costs, including accomodation, tranfers, costs of the meeting and all other indispensable facilities
- the programme of any other events the PCom participants are invited to

Invited participants are expected to confirm the participation within the deadline, set up in the invitation, including the list of participants. The participants, mentioned in art. 2, may attend the meeting even with their participation not confirmed; however, to such participants the availability of accomodation and other facilities, required by these rules, are not guaranteed.

Any participating member may call for modifications of the agenda any time until the agenda is approved.

Article 4.

Language

The official language of PCom is English. The organizer or secretariat do not assume any translation; however, any participant may provide a translator on his/her own.

Article 5.

Accommodation:

The organizer must propose accommodation to the participants within a short walking distance from the PCom venue (unless a shuttle to the PCom meeting is provided), with the possibility for the participants to make the reservation at least within 10 days after the invitation is sent. The participants are not obliged to choose the accommodation provided by the organizer.

Article 6.

Meeting facilities

The PCom meeting needs a single meeting room (number of seats equal to number of confirmed participants plus 3 seats), with computer projection (beamer), video cable and a wide screen.

Article 7.

Presence of participants

The presence of the chairman, rapporteur during the whole meeting is compulsory. The others are free to attend or leave the meeting, but their presence or absence must be marked in the minutes.

Article 8.

Chairman and rapporteur

For each session, the PCom elects a chairperson and a rapporteur. Chairperson and rapporteur must be from different Organizations.

Any Organization can propose one chairperson and one rapporteur. If there is no unanimity, the chairperson is elected by the relative majority of the votes of the present presidents. If case of tie result, the chairperson and/or rapporteur is the candidate who was proposed first among those who received the relative majority. If under this rule the Chairperson and Rapporteur are from the same Organization, the Rapporteur should be the next candidate coming from another organization than president, according to the election results.

Until the chairperson is determined, the meeting is led by the chairperson of the previous meeting or his/her substitute.

If there are no proposals for chairpersons and/or rapporteurs, the meeting is chaired alternatively by president or his substitute of either FEMS or AEMH and the rapporteur is secretary-general or his substitute of either FEMS or AEMH, alternatively.

Proposal: The chairperson should be the president of the inviting EMO, which can also provide the rapporteur.

Article 9.

Agenda

If all proposals of the agenda are not approved unanimously, the topics are listed as follows:

- unanimously approved subject matters are discussed first
- other topics are discussed according to number of Organizations interested in the particular topic

The chairman may decide to close the meeting at the scheduled time even if all topics have not been discussed. The topics that have not been fully discussed must be marked in the minutes.

Article 10.

Minutes

Draft minutes are done by rapporteur and approved by the chairman before being diffused to other participants. Other participants may demand corrections within 15 days. The rapporteur and chairman jointly consider the corrections to be accepted. Other corrections are added after the end of the minutes stating the text and the author of the proposed correction. This makes the minutes distributable to all participants as final.

Where there is no general, special or ad-hoc agreement between participating Organizations, the minutes have no binding effect upon either Organization.

Article 11.

Conclusions and decisions,

Where there is no general, special or ad-hoc agreement, the conclusions and decisions of the PCom meetings have no binding effect upon the Organizations or participants.

Article 12.

Finances

Common costs under this Agreement include only:

- Rental of the conference hall for common meetings plus technical equipment;
- Common meals.

These costs are paid by the EMO which calls the meeting and are refunded by the other EMOs proportionally to the number of its members invited to the meeting.

Travel, accommodation and other expenses for the common meetings are to be settled by each participant individually.

Subventions and sponsorships are possible according to the rules of the medical profession, provided that no participating Organization objects.

Article 13.

Withdrawals, Modifications

Any organization may any time withdraw from these Rules by sending notice to all other participating Organizations. With any withdrawal, article 2 of these Rules is considered modified.

Article 14.

Modifications, Accessions

These rules of procedure may be modified upon the agreement of 2/3 of signatory Organizations.

Further accessions to these Rules by the entities, not listed in art. 2, are possible upon the respective entity's expression of interest and a letter of acceptance of the rules and upon acceptance of 2/3 of signatory Organizations, provided that the expression of interest has been discussed at a PCom meeting. With any such accession, art. 2 of these Rules is considered modified.

Organizations that do not accept the modifications of the Rules or accessions according to this article, may withdraw from the Rules according to art. 13.

Article 15.

Final provisions, reservations

For these Rules to come into effect, at least 3 signatories are needed. When attending a particular PCom meeting, organized by these rules, any participating organization is bound by these Rules for the particular meeting even without formal accession.

Participating organizations may accept these Rules only as a whole; acceptance with reservations is not possible.

Done in Ljubljana, on 26th March 2011

Signatories

EMOA protocol to rules of procedure of Presidents' Committee

Pursuant to the Presidents' Committee rules of procedure, the members of EMOA adopted further decisions:

Article 1:

PCom meetings, organized by the rules of procedure as of 25th March 2011 shall be regarded at the same as EMOA Committee meetings in the sense of art. 5 of the Agreement on Mutual Cooperation European Medical Organization's Alliance, provided that all of the following conditions are met:

- No EMOA member objects
- The chairman and rapporteur are from an EMOA member
- all EMOA members are represented in the sense of article 5 of Cooperation Agreement
- there is no infringement with EMOA Cooperation agreement or other EMOA documents.

Article 2:

When PCom meetings satisfy the conditions laid down in art. 1 of this Protocol and the consensus in the sense of art. 6 of EMOA Cooperation agreement is reached, notwithstanding the art. 10 of the PCom rules of procedure the PCom, conclusions, decisions and common papers of PCom meetings have binding effect upon EMOA members.

Article 3:

The proportion of the costs to be settled by EMOA members by the rule of art. 11 of PCom rules of procedure shall be apportioned among EMOA members according to art. 8 of Cooperation agreement.

FEMS-AEMH Declaration of acceptance to PCom rules of procedure

FEMS and AEMH declare themselves available to:

- to act as the default organizer of PCom meetings when there is no other PCom member available to do it
- to propose the chairman and/or rapporteur to PCom meetings when no other PCom member does

Article 6

Decision-making

All decisions require a consensus of all EMOs present. The common decisions shall have binding effect upon all parties.

Article 7

Common Position Papers

All common papers shall include the logo of all EMOs of the Alliance.