



AMSEP WAPES AMSPE

 <p>AMSEP WAPES AMSPE</p> <p>World Association of Public Employment Services Association Mondiale des Services d'Emploi Publics Asociación Mundial de los Servicios Públicos de Empleo</p>	<p>WAPES Executive Committee Brazzaville, Congo 11 March 2014</p>
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5. Preparation General Assembly

5.1 Process

5.1.1 Introduction

In conformity with article 12 of the Statutes, "*an ordinary General Assembly shall be held every year in May or June.*"

At the meeting of the Managing Board on October 28, 2013, the members gave the Executive Committee the mandate to prepare the General Assembly 2014.

In order to make the process less time consuming the decision was also taken during the same Managing Board meeting to stipulate in e-mails **and** on voting forms in a very clear manner that if a member fails to return the voting form, this member will be considered to have voted "yes".

5.1.2 Agenda of the General Assembly

1. Approval of the Treasurer's report 2013, budget 2014 and a first draft of the budget 2015 (see document 5.2.1)
2. Approval of changes in the Internal and Financial Rules of Procedure (see document 5.2.2 and ppt)

5.1.3 Timetable Organisation General Assembly written procedure

20/6	End point: publication of the results of the voting
13/6	Counting of the votes
26/5-12/6	Voting period at least 15 calendar days (art. 15.3)
24/4	One month before voting period (art. 12): members receive information

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	about the General Assembly by written procedure: agenda and documents, time table, technical arrangements
29/3-11/4	EC members give comments on the minutes + finalizing of the minutes = approval of the procedure for the General Assembly
12/3-29/3	Writing, finalizing and translation of the minutes of the EC of Brazzaville

5.1.4 Draft proposal of letter to all members

Dear Members

On the occasion of the General Assembly which was held in Seoul on June 26, 2012 WAPES became an international not-for-profit association.

An organisation of this nature should hold a General Assembly every year in May or June, as laid down in our articles of association (article 12).

Organising an event of this size with all the members of the Association present is difficult and expensive, and it is for this reason that our articles of association provide (in article 15) for a written procedure.

The Managing Board which met in Punta Cana on October 17, 2012 has therefore decided to hold a written General Assembly for two consecutive years, and to organise one, with members present, in the third year at the time of the World Congress.

As a consequence, in 2013 WAPES organised the first General Assembly by e-mail. In 2014 the General Assembly will be held in the same way. In 2015, all the members of WAPES will meet for the General Assembly on the occasion of the WAPES World Congress in Turkey.

The written procedure consists of sending out the agenda, the timetable and the technical arrangements at least a month before the opening of the voting period in order to provide the members with an opportunity to read the documents for approval and if necessary to contact the Executive Secretary for further information regarding the said documents. This appropriation period is then followed by a period allowed for voting, vote counting and the publication of the results.

Agenda of the 2014 General Assembly

By law the General Assembly is required to take a decision on one specific item: the approval of the annual Treasurer's Report and the budget. On the question of the other items on the agenda, it is for the Managing Board to decide (article 12 of the articles of association).

The agenda of the 2014 General Assembly is as follows:

1. Approval of the Treasurer's report 2013, budget 2014 and a first draft of the budget 2015
2. Approval of changes in the Internal and Financial Regulations



You will find these two documents attached herewith.

Timetable:

- April 24 – May 23, 2014:
 - receipt and reading of the agenda, the timetable and the voting system (this email);
 - receipt and reading of documents in order to vote (see attached documents);
 - only opportunity to contact the Executive Secretary for further information regarding the documents. Once the voting period is open, there is no possibility any more to request explanations on the documents.
- May 26 – June 12, 2014: receipt of the internet link to permit voting and voting period.
- June 13, 2014: closing of voting period and counting of votes

Validity requires at least 50% of the members to have voted (article 15.4 of the articles of association).

A simple majority is required for approval (article 15.5 of the articles of association).

Caution: **If a member fails to return the voting form, this member will be considered to have voted "yes".**

- June 20, 2014: sending out of the results of the vote to all members.

Technical arrangements

On May 26, 2014, an email with an internet link and a unique code will be sent out to each member (copies to Director General + contact person). Using these it will be possible to open the voting form.

The form will include the two items on the agenda and three voting possibilities for each item:

- Agree
- Don't agree
- Abstain

The Director General of the member organisation will vote and return the suitably completed form.

On June 13, 2014, the Executive Secretary will count the votes, assisted by the members of the Executive Secretariat.

On June 20, 2014, members will receive an email showing the outcome of the vote.

Kind regards

Elisabet Arp
WAPES President

Lenka KINT
WAPES Executive Secretary



5.2 Content

5.2.1 Treasurer's report

(see document)

5.2.2 Internal and financial regulations

5.2.2.1 Summary of the Managing Board

Constitution

ARTICLE 01 MEMBERSHIP

To be added after e) – f)-g) have to be renamed

- f) On principle it is not possible for a new member to join another region than the one to which they normally would belong to, unless it is deemed that there are very strong reasons. In this case, the potential member and the Vice-President of the region the country normally would belong to sends a letter to the President of WAPES to explain the reasons why another region should be chosen, including a suggestion of a suitable region. The final agreement will be taken by common agreement by the President, the Vice-President of the regions concerned, and the potential member. The Managing Board will then decide on accepting the candidate country and on what region it will belong to.

Common Provisions for the Positions of President, Vice-president, Treasurer and Auditor

ARTICLE 24 - RESIGNING FROM THE POSITION OF PRESIDENT, VICE - PRESIDENT, TREASURER AND AUDITOR

To be added after d)

- e) Should the Vice-President resign or be absent from the position, the President or Executive Secretary will request that members in the region submit their applications in accordance with the procedure used for the General Assembly organised together with the World Congress. The annual General Assembly or an extraordinary General Assembly will elect the new Vice-President. The new Vice-President will occupy the position until the following elections organised during the General Assembly organised together with the World Congress. If the newly elected Vice-President is already on the Managing Board, the region will consequently have a vacant seat.



5.2.2.2 New proposals

Managing Board and Executive Committee

Managing Board

ARTICLE 10 – COMPOSITION

To be added after c)

- d) The member hosting the Executive Secretariat has the right to attend the meetings of the Managing Board as active observer.

To be added

Executive Committee

- a) In accordance with article 18 of the Statutes, the Executive Committee consists of the President, the Vice-presidents, the Treasurer and the Executive Secretary.
- b) The member hosting the Executive Secretariat has the right to attend the meetings of the Executive Committee as active observer.

Common Election Provisions

To be added

ARTICLE 21 – PRESENCE OF THE MEMBERS

- a) Physical presence has the preference. If physical presence is not possible, a member of the Managing Board or Executive Committee can use other channels like phone, video-conferences or other similar technologies.
- b) In order to preserve the secrecy of a secret ballot, if several members ask for a secret ballot, it is not possible to vote by using other channels.

ARTICLE 22 - THE CHAIRMAN OF THE ELECTIONS (*all following articles have to be renamed*)

Changes and additions are underlined

- a) The Chairman of the Elections designated by the General Assembly (therefore, in accordance with the provisions of article 16.5 of the Statutes, the representative of the International Labour Organization as an official observer) is in charge of organizing elections. The Chairman of the Elections drafts the list of candidates and ensures that each elector can vote.
- b) The Chairman of the Elections selects at least two people to assist with elections.
- c) The Chairman of the Elections calculates and checks the results of the vote, ensuring that results are objective and accurate.
- d) In the case of a secret voting, the votes are opened and counted by the persons helping the Chairman of the elections, supervised by the Chairman of the elections.
- e) At the counting of the votes, the candidate(s) may designate a representative to attend.
- f) The Chairman of the Elections announces results and gives the casting.



Financial Regulations

I. RESOURCES

To be added after point 4. – Point 5-13 will be renumbered

5. Associate membership fee should be 50 % of regular membership fee.
6. If a country's GDP raises significantly, membership fee should only charge one category per year.
7. If GDP drops, membership fee category should drop accordingly on request by the member.
8. If a member is in any debt towards WAPES the member shall not be entitled to receive funding from WAPES until the debt is paid. In this case no application can be submitted for funding and pending payments shall be suspended.
9. A member in debt that wishes to pay back the debt can be granted the possibility by the Treasurer of paying the debt in instalments agreed upon. In this case 8. remains valid.

III. AUDITS AND THE BUDGET

Changes and additions are underlined

32. The Auditors will submit a report on results and the reliability of accounts for each three-year period and whether the operation of WAPES is in accordance with the aims and purpose of the association and whether finances conform with these to the General Assembly organised together with the World Congress for approval in view of giving the Managing Board and the Treasurer discharge.