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# INTERNAL RULES of EHEDG

## Bylaw No. 2

### Executive Committee

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This document was adopted by the EHEDG Executive Committee on 10<sup>th</sup> December 2020

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Bylaw number 2 describes:

The Executive Committee meeting agenda referenced in Article 4 of the Internal Rules of EHEDG effective on 1<sup>st</sup> January 2021

### **Annual planning**

The planning of meetings is done on occasion of the last Executive Committee meeting of the previous year.

four (4) meetings shall be planned, one (1) in each calendar quarter. Topics that have to be dealt with are:

- Q1 : previous year results and achievements,
- Q2 : progress of the program, strategy update,
- Q3 : preliminary planning and budgeting of the year to come
- Q4 : preparation of the Advisory Board meeting and final planning of the year to come.

Every two (2) years, the preparation of the election has to be incorporated in the agenda of the Q1 and Q2 meetings.

### **Invitations and agenda to the meetings, meeting minutes**

Invitations shall be issued at least two calendar weeks in advance individually and on the EHEDG Website. The President is responsible for issuing the invitation and the agenda.

Executive Committee members must be given the opportunity to propose agenda items. Material for the complex decision items should be issued together with the agenda.

Minutes, including decisions and actions, shall be issued at the latest two calendar weeks after the meeting individually and on the EHEDG Website.

### **Executive Committee agenda mandatory items**

- Approval of the Agenda.
- Approval of the minutes of the previous meeting, review of the actions and consequences of the decisions.
- Membership status.
- Finance report.
- Progress reports from the three (3) Sub-Committees, including:
  - strategy update,
  - reporting progress on actions,
  - operational matters
  - any changes planned or made to procedures.
- Q1-Q4 focus points.
- Review of decisions of the current meeting.