

RULES OF PROCEDURE
for the Technical Board of the Slovenian Institute for Standardization

I. GENERAL PROVISION

Article 1

These Rules of Procedure lay down the methods of work and decision making for the Technical Board of the Slovenian Institute for Standardization (hereinafter referred to as "the Institute"). In order to direct the technical work, the Institute has set up two Technical Boards to work in the following fields of standardization:

- The Institute's Technical Board for the general field (in liaison with ISO and CEN) and
- The Institute's Technical Board for the fields of electrical engineering, information technology and telecommunications (in liaison with IEC, CENELEC and ETSI).

Membership: 5 to maximum 15 members.

The members of the Technical Board shall be appointed for a period of four years with the possibility of re-appointment.

Into each of the two Technical Boards, the Government of the Republic of Slovenia shall appoint a representative of the Founder for the period of maximum four years with the possibility of re-appointment.

II. CHAIRMAN OF THE TECHNICAL BOARD

Article 2

The chairman of the Technical Board shall:

- convene and chair the meetings of the Technical Board,
- sign the decisions and documents adopted by the Technical Board and monitor their implementation,
- define the method of publicizing the decisions and standpoints adopted by the Technical Board

The Chairman of the Technical Board shall report directly to the Technical Board.

The Chairman of the Technical Board may give written authorization to a member of the Technical Board to chair a meeting of the Technical Board, when such a meeting needs to be held during the Chairman's absence.

The Institute's Secretariat shall provide expert, technical and administrative assistance to the Chairman and members of the Technical Board. For this purpose, the Institute's Director shall appoint a Secretary to the Technical Board, who shall be an employee of the Secretariat. The Secretary shall also see to the correctness of the procedures.

III. CONVENING A MEETING OF THE TECHNICAL COMMITTEE

Article 3

The Technical Board shall be convened when appropriate, but at least once a year. The Chairman must convene a meeting upon the requisition of at least one third of the members of the Technical Board, of the Council, the Institute's President or the Institute's Director. The Chairman of the Technical Board shall decide on other proposals for convening a meeting of the Technical Board and shall notify the proposer of his/her decision within eight days of the receipt of a written proposal.

Article 4

A member of the Technical Board is bound to attend the Technical Board's meetings. When a member is not able to attend a meeting, he/she shall notify the Institute's Secretariat at least three days before the meeting.

For individual meetings a member of the Technical Board may give written authorization to a proxy who may attend the meeting on his/her behalf. The proxy must be an employee of the same legal person as the member, which shall be a member of the Institute.

The Founder's representative in the Technical Board may, in the case of absence, also give written authorization to a proxy for individual meetings of the Technical Board, who shall attend the meeting on his/her behalf. This proxy shall be an employee of the Founder, and as a rule, an officer of the ministry or of the body where the Founder's representative in the Technical Board comes from.

Article 5

The Chairman of the Technical Board shall draft the agenda of a meeting. In this he/she may consult the Institute's President and the Institute's Director.

During the period preceding the convening of the next meeting, items of the agenda may be moved and accompanied with a written explanation, also by: the Institute's President, the Institute's Director, the Institute's bodies, and each member of the Technical Board. Draft proposals shall be enclosed with the move.

Article 6

An invitation to a meeting of the Technical Board including a draft agenda and materials shall be served to the members of the Technical Board, to the Institute's President and to the Institute's Director, and to any other persons invited, at least a week before the meeting.

An invitation to a meeting of the Technical Board shall indicate the serial number of the meeting, the date, the time of beginning of the meeting, a draft agenda, and an indication of the enclosed materials. In correspondence meetings, the invitation shall also include the deadline for the receipt of responses.

Materials for each particular item of the agenda, except information, shall be enclosed with the invitation containing the name of the proposer and the draft decision. The proposers, who are responsible for the preparation of the materials, shall send the materials for the meeting to the Institute's Secretariat at least two weeks before the meeting. Only in exceptional cases and subject to consent by the Technical Board's members, the materials may be submitted at the meeting itself.

Article 7

The Institute's President and the Institute's Director shall be invited to the Technical board meetings. They shall not have the voting power.

Persons who report to a certain item of the agenda may be invited to a meeting of the Technical Board with no voting power.

The Chairman of the other Technical Board may be invited to a meeting of the Technical Board, without voting power.

IV. PROCEEDING OF A MEETING

Article 9

The Technical Board shall have a quorum when more than half of the appointed members (or their proxies for individual meeting who have presented written authorizations) are present at the meeting.

Article 10

Members of the Technical Board, the Institute's President and the Institute's Director may send written comments and motions for amendment of the agenda or the materials accompanying the invitation to the meeting of the Institute's Technical Board, to the Institute's Secretariat, not later than three days before the meeting.

After determining attendance and quorum, the Chairman shall propose to the Board to approve the agenda and to appoint a minute-writer. Individual items of the agenda may be postponed to a next Board meeting, when the participants present are of the opinion that the information available is not sufficient for discussing the subject matter and putting it to the vote.

Article 11

After the approval of the agenda, the minutes of the previous meeting shall be approved and the implementation of the decisions of the previous meeting of the Board shall be discussed. The Chairman of the Technical Board or the persons who were in charge of implementing the decisions shall give their reports on the implementation of the decisions.

Article 12

The Chairman of the Technical Board shall allow the members of the Board and other participants who have the right, to discuss under individual items of the agenda in the order of applying for discussion. A speaker may only discuss a matter which is the subject matter of discussion. When he/she departs from the subject matter, the Chairman shall warn him of the fact. The Board's Chairman shall have the power to limit to a reasonable time the discussions of individual speakers.

Article 13

After the written material has been explained and the discussion concluded, the Chairman shall propose a motion of decision/s.

V. DECISION-MAKING AND VOTING

Article 14

The Technical Board shall adopt its decisions by consensus of the members present. When consensus is not reached, the Chairman shall first re-formulate the decision and try again to reach consensus. When standardization consensus cannot be reached, the Technical Board shall adopt the decision by open vote, with the majority of votes cast by the members present.

The members shall cast their votes by show of hands. Each member of the Technical Board shall have one vote.

VI. THE MINUTES

Article 15

Minutes shall be taken of each meeting of the Technical Board. Unless decided otherwise by the Technical Board, the minutes shall be written by an employee of the Institute's Secretariat. The minutes shall include:

- Determination of the correct convening of the meeting of the Technical Board,
- Determination of the Technical Board's quorum,
- Approved agenda,
- Date and venue of the meeting, and its duration,
- A summary of the discussions,
- The decisions adopted,
- The results of votes, and
- Other motions and comments, when requested by individual participants.

An attendance list with signatures shall also constitute a part of the minutes. The complete materials for the meeting of the Technical Board and the written authorizations of the proxies who attended the meeting on behalf of members, shall be enclosed with the original invitation and the minutes, and shall be kept by the Institute's Secretariat.

The minutes shall be signed by the Chairman of the Technical Board and co-signed by the minute-writer. The minutes shall be approved at the next meeting of the Board, unless agreed otherwise at the meeting.

The final copy of the minutes shall be made within fifteen days of the meeting of the Technical Board, and shall be circulated to the recipients as well as laid out on the Institute's notice board.

The recipients of the minutes shall be: all members of the Technical Board, the Institute's President and the Institute's Director. The comments to the minutes shall be sent to the Institute's Secretariat within fifteen days of the receipt of the minutes.

VII. INTERRUPTION OF MEETING

Article 16

A meeting of the Technical Board can be interrupted, when:

- It has been determined subsequently that the Technical Board has no quorum,
- There are no appropriate working conditions.

An interrupted meeting of the Technical Board must continue within 30 days.

VIII. CORRESPONDENCE MEETING OF THE INSTITUTE'S TECHNICAL BOARD

Article 17

The Chairman may in particular cases decide to call a correspondence meeting. The correspondence meeting shall be carried out by serving to the members of the Technical Board a brief written explanation of the respective items on the agenda, together with motions of decisions. The Board members shall send back their written decisions regarding the motions (on particular items) within the prescribed term. If the Institute's Secretariat does not receive a written response with comments from a Board member, the latter is considered to agree with the decisions motioned.

IX. ELECTIONS AND APPOINTMENTS

Article 18

The Institute's Director shall announce in public media a call for proposals of candidates for the constitution of the Technical Board for electrical engineering, information technology and telecommunications, and the Technical Board for the general field of standardization.

A proposal shall include:

- The name and surname of the candidate, and the name of the company who proposed him/her,
- An indication that the candidate is proposed as a member only or as a chairman as well,
- CV and experience of the proposed candidate for standardization,
- Written consent of the candidate,
- A brief vision of the work in the Technical Board.

The candidate shall be proposed by a member of the Institute. The proposals, which are collected by the Institute's Secretariat, shall indicate for which of the two Technical Boards they are intended.

If the number of proposals for membership in the Technical Board is not sufficient, the written or public call can be repeated.

Article 19

The members of the Technical Board shall be appointed by the Council from among the Institute's members who are renowned experts in the respective field/s of the Technical Board. The Council shall also release members of the Technical Board when their terms of office expire.

Article 20

The Chairman of the Technical Board shall be elected by the members. Candidates for the chair – members of the Technical Board only – shall hand in their written applications one day before the meeting of the Technical Board at the latest.

At the constitutional meeting of the Institute's Technical Board, the members of the Board shall elect the Chairman of the Technical Board from among the candidates who applied for the chair and who meet the given conditions.

The decisions of the Technical Board regarding the Chairman shall be valid when more than half of the Board's members are present at the meeting.

The Technical Board shall elect their Chairman by show of hands, with the majority of votes cast by the members present.

Article 21

The Technical Board may release the Chairman before his/her term of office expires upon his/her own wish, or when he/she is found not to perform in accordance with the decisions of the Institute's bodies or those of the Technical Board that he/she is chairing.

Votes shall be cast as to the release of the Chairman on the basis of a justified, written initiative given by at least half of the Technical Board's members. At a meeting of the Technical Board, the Chairman is released through open vote with the majority of votes of the members present.

When, for any reason whatsoever, the Chairman of the Technical Board is not performing his/her functions any longer, or when he/she announces his/her absence until the end of the term, the Institute's President shall convene a meeting of the Technical Board in order to elect a new Chairman.

X. PREPARATORY WORKING GROUPS

Article 22

The Technical Board may appoint and dissolve working groups for performing tasks within their competence, which as a rule shall be led by one of the members of the Technical Board. The Technical Board shall appoint and release the owner of a working group.

XI. VALIDITY OF THE RULES OF PROCEDURE

Article 23

Amendments hereto may be motioned in written by any member of the Technical Board, any other Institute's body, the Institute's Director or the Institute's President. Amendments shall be submitted for approval to the Technical Board in the same way as this was adopted. In order to align the solutions, both Technical Boards shall adopt their amendments hereto at a joint meeting.

Article 24

The Technical Board's Rules of Procedure shall become effective when they have been approved by both Technical Boards and signed by the Chairmen of both Technical Boards.

XII. TRANSITIONAL AND FINAL PROVISIONS – CONSTITUTIONAL MEETING OF THE TECHNICAL BOARD

Article 25

Constitutional meeting of both Institute's Technical Boards shall be made at a joint meeting. The meeting shall be convened by the Institute's Director who shall chair it until the Chairmen of both Technical Boards have been elected.

Article 26

The two representatives appointed by the Founder as well as the members of both Technical Boards appointed by a decision of the Council shall have the right to attend and decide at the constitutional meeting of both Institute's Technical Boards.

Article 27

At the constitutional meeting, the members of the Institute's Technical Board shall elect the Chairman of the Technical Board from among the candidates who applied for the chair and who meet the conditions.

Article 28

A Chairman of the Technical Board, whose term of office has expired, is also bound to convene the first meeting of the Technical Board under the new Chairman and to chair it until the new Chairman is elected.

Article 29

In the case of preliminary termination of the function of a Chairman of the Technical Board, the Institute's Director shall repeat the procedure and convene a meeting of the Technical Board, and chair it until the new Chairman is elected according to the same procedure as at a constitutional meeting. The term of office of this Chairman shall be until the end of his/her term as a member.

Article 30

The Rules of Procedure for the Technical Board shall be adopted at the constitutional meeting of the Technical Board by the majority of votes of the Technical Board's members. At the Technical Board meeting, votes may only be cast about those comments and motions to particular Articles of the Rules which have been made in written (amendments) by the members of the Technical Board and sent until the prescribed deadline prior to the beginning of the meeting. The member who motioned a proposal may give an oral explanation to it.

Until the approval of the Rules of Procedure and the election of both Chairmen, the constitutional meeting shall be joined for both Technical Boards. After the discussion on the Rules of Procedure for the Technical Board and after the cast of votes about particular motions, the Rules of Procedure as a whole shall be put to the vote.

Chairman of the Institute's Technical Board
for the general field

(Name and Surname)

(Signature)

Chairman of the Institute's Technical Board
for electrical engineering, information technology
and telecommunications

(Name and Surname)

(Signature)

Made in Ljubljana, on _____

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