

# **RULEBOOK ON THE WORK OF THE ASSEMBLY AND THE WORK AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS**

Pursuant to the Statute of the Association of Serbian Architectural Practices, the Assembly of the Association of Serbian Architectural Practices adopts the following

# **RULEBOOK ON THE WORK OF THE ASSEMBLY AND THE WORK AND ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS**

## **I GENERAL PROVISIONS**

### **Article 1**

This Rulebook regulates the manner of work of the Assembly of the Association of Serbian Architectural Practices (hereinafter: the Assembly), the procedure for convening and holding Assembly sessions, the decision-making process, as well as the procedure for the election and work of the members of the Board of Directors of the Association of Serbian Architectural Practices (hereinafter: the Board of Directors).

### **Article 2**

The Assembly is the highest governing body of the Association of Serbian Architectural Practices.

The Assembly consists of representatives of Full Members of the Association.

Each Full Member of the Association has the right to appoint one representative who participates in the work of the Assembly.

## II CONVENING THE ASSEMBLY

### Article 3

The Assembly session is convened by the President of the Board of Directors.

The invitation to the Assembly session must contain the proposed agenda, date, time and place of the session.

The invitation shall be sent to members of the Assembly at least **seven days before the scheduled session**, unless urgent circumstances require otherwise.

## III WORK OF THE ASSEMBLY

### Article 4

The Assembly may validly decide if more than half of the total number of Full Members are present.

If the required quorum is not met, the Assembly session may be reconvened in accordance with the provisions of the Statute.

### Article 5

Decisions of the Assembly are adopted by a **majority vote of the members present**, unless otherwise prescribed by the Statute.

Voting at the Assembly is, as a rule, **public**, unless the Assembly decides otherwise.

Voting may be conducted by:

raising hands

ballot

other appropriate voting methods determined by the Assembly

### Article 6

Minutes shall be taken at each Assembly session.

The minutes shall contain the place and date of the session, the list of participants, the adopted agenda, a summary of the discussion and the decisions adopted.

The minutes shall be signed by the President of the Assembly and the person responsible for keeping the minutes.

## **IV BOARD OF DIRECTORS**

### **Article 7**

The Board of Directors is the executive governing body of the Association.

The Board of Directors manages the activities of the Association between Assembly sessions and implements the decisions adopted by the Assembly.

Members of the Board of Directors are elected by the Assembly.

### **Article 8**

The Board of Directors consists of members elected from among the representatives of Full Members of the Association.

The mandate of members of the Board of Directors is defined by the Statute of the Association.

Members of the Board of Directors may be re-elected.

## **V ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS**

### **Article 9**

Members of the Board of Directors are elected at the Assembly session.

Candidates for membership in the Board of Directors may be proposed by Full Members of the Association.

The list of candidates shall be presented to the Assembly prior to voting.

### **Article 10**

Voting for members of the Board of Directors shall be conducted in accordance with the procedures determined by the Assembly.

Candidates who receive the highest number of votes shall be considered elected.

## **VI FINAL PROVISIONS**

### **Article 11**

All matters not regulated by this Rulebook shall be governed by the provisions of the Statute of the Association of Serbian Architectural Practices.

## **Article 12**

This Rulebook enters into force on the day of its adoption.