

RULES FOR THE EUROPEAN REGION OF THE INTERNATIONAL OMBUDSMAN INSTITUTE (IOI)

Article 22 (3) (a) of the International Ombudsman Institute's (IOI) By-laws provides that the "Voting members of each region of the IOI shall adopt a set of rules to guide its operations (the Regional By-laws)".

In accordance with Article 22 (3) (a) of the IOI's By-laws, the constituency of the European Region, assembled in Tallinn on 17 September 2014, has adopted the following Rules, whereby the previous Rules of the European Region approved on 5 October 2010 and amended on 13 March 2014 are amended.

Rules and Procedures

1. The members of the Region shall be those institutions or individuals located in the Region or allocated to the Region which have been admitted to membership of the IOI and have maintained their membership in good standing. The Voting members of the Region shall be those members entitled to vote under the IOI's By-laws.
2. The organization of the Region's affairs shall be the responsibility of the European Regional Board, consisting of five Directors of the IOI and two other European Directors (collectively known as the Regional Directors) elected by the Voting members. The Regional Board shall by agreement determine its own procedures. The Director of the IOI elected as the Regional President under clause 8 shall act as Chairperson of the Regional Board.
3. The Regional President shall act as Chairperson of meetings of members of the Region dealing with IOI matters. In the absence of the Regional President, those present, if the meeting is quorate, will elect a Chairperson for that meeting only.
4. In daily operations, English may be used as the working language. At meetings and by agreement any one of the official languages of the IOI may be used as the working language.

5. The Regional Directors may determine what regional initiatives should be undertaken subject to them consulting on the views of the members of the Region by such means as the Regional Directors consider most appropriate in each particular circumstance.

6. The Regional Directors shall arrange a biennial meeting of Voting members of the Region to be held on a basis of fair rotation between members willing and able to host such a meeting. When the IOI's World Conference is being held, the regional meeting of members shall be held as part of the IOI's World Conference. A regional meeting can also be held in conjunction with any meeting or conference where all members of the IOI have the opportunity to attend.

7. In exceptional circumstances, the Regional Directors may meet by electronic means that permit each Director to communicate adequately with each other, provided that:

- a. the Regional Directors have passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedure for establishing a quorum and recording votes
- b. each Director has equal access to the specific means of communication to be used
- c. a majority of Regional Directors have consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

8. The following arrangements shall apply to the election of the Regional Directors and the Regional President:

- a. Not later than three months before the opening of the IOI's World Conference, nominations will be sought by the Returning Officer who shall be the Regional President, or if the President is seeking re-election as a Regional Director, by a Regional Director not seeking re-election. In circumstances where all Regional Directors are seeking re-election, the IOI General Secretariat will be requested to act as Returning Officer. Nominations must be made in writing and with the consent of the nominee and must be received by the Returning Officer by the date specified in the request for nominations unless otherwise authorised by the Returning Officer. Only a Voting member of the region who is in good standing shall have the right to vote and be elected. Any member who failed to pay the membership fees of the previous membership year shall be considered as a member not in good standing and shall be ineligible to vote.

- b. The Regional Directors shall be elected democratically. The Returning Officer shall chair and supervise the election process. The Returning Officer shall arrange for an election by electronic ballot. There shall be no provision for voting by proxy. Prior to the election, each candidate will be asked to present his or her candidacy in the form of a maximum 250 word statement. The method of election shall be on the basis of one vote per institution. Each voting member may vote for up to seven candidates. The seven nominees who secure the highest number of votes will be deemed elected as Regional Directors. Where a tie occurs which requires a further vote, the vote shall be restricted to those candidates tied on the same vote. Following the election of the Regional Directors, the five candidates receiving the highest number of votes shall be declared elected as Directors of the IOI. In circumstances where such a candidate does not wish to be elected as a Director of the IOI, the candidate with the next highest number of votes shall be elected as a Director of the IOI.
- c. The Regional President shall be elected from amongst the five Directors of the IOI and by electronic ballot. In any such election, a Regional Director not seeking election as Regional President or the IOI General Secretariat will be requested to act as Returning Officer. Only a Voting member of the Region who is in good standing shall have the right to vote for Regional President. The method of election shall be on the basis of one vote per institution.
- d. Any vacancies arising between regional meetings caused by the death, resignation or retirement of a Regional Director shall be filled without delay by an electronic ballot organized by the Regional President. The term of a Regional Director under this sub-paragraph shall not extend beyond the end of the term of the other Directors. In circumstances where a vacancy occurs within 12 months prior to the next scheduled election of Regional Directors, the position can remain unfilled until that election.

9. A Regional Director shall resign his/her office as a Director on vacating the office of Ombudsman. A Regional Director who vacates office during a regional meeting shall remain a Regional Director until the adjournment of that meeting.

10. If the Regional President is elected as President, Vice-President, Second Vice-President or Treasurer of the IOI, he/she shall resign from the office of Regional President and the Voting members of the region shall elect a new Regional President from amongst the remaining four Directors of the IOI by electronic ballot. In this event, or in the event of the position of Regional President becoming vacant for any other reason, the election of a new Regional President shall be organised by the outgoing Regional President or, in exceptional circumstances, by the IOI General Secretariat. In circumstances where the position of Regional President becomes vacant within 12 months prior to the next scheduled election for the position, the Regional Directors shall elect a new Regional President from amongst the remaining four Directors of the IOI.

11. The Regional Board may make such Rules as are necessary to ensure the smooth functioning and operation of the Region. The Regional President shall advise the Secretary General of the Region's Rules and shall keep him/her advised of any amendments made to them from time to time. The regional Rules shall not be inconsistent with the By-laws and should automatically enter into force immediately after the IOI General Secretariat has taken notice of the amended regional Rules.

12. The Regional President shall be the deputy of the President of the IOI and shall have the following duties:

(a) to represent the IOI and promote its purpose

(b) to coordinate the activities of the IOI

(c) to coordinate fund-raising, financing and other activities to raise resources

(d) to carry out the duties of the President of the IOI to the extent delegated by the President with the approval of the Board of the IOI

(e) to submit to the Board of the IOI an annual report on the activities of the region

13. Subject to the By-laws of the IOI, a majority of the Voting members in the Region may alter, amend or add to these Rules at any time or from time to time. A resolution setting out the amendment or addition must be notified at least one month in advance of any vote to all Voting members of the Region and the resolution shall be voted on by electronic means.