

# Rules of Procedure

General Assembly

8 April 2014

## Introduction:

In addition to the proposal (see GA8/06.1) to modify the statutory provision concerning observers on the Register Committee, the present proposal of a new set of Rules of Procedure addresses a number of areas where the Statutes have been found lacking a provision or containing one that was not sufficiently precise.

These issues have been identified over the past six years, partially as a result of the external evaluation of EQAR in 2011.

*Comments and explanations shown in italics and aligned right are not part of the actual proposal.*

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## Proposal:

### **Preamble**

Pursuant to Article 10 l. of the Statutes, the General Assembly adopted the followings Rules of Procedure.

These Rules of Procedure make provisions in addition to or in order to specify the Statutes where necessary. The provisions of the Statutes always have precedence.

## **I. Members**

*The sections are numbered according to the sections of the Statutes.*

### **Suspension of membership**

- I.1 If a member has not paid its membership fee (as required by Art. 22 of the Statutes) for any of the financial years preceding the General Assembly, the General Assembly may decide to temporarily suspend all rights of the member concerned.
- I.2 The decision shall be based on a proposal by the Executive Board and shall be taken with a Double 2/3 Majority.

*All members are obliged to pay annual fees, as set out in Article 22. While it goes without saying that continuing non-payment of membership fees is a violation of the member's statutory obligations and must thus lead to a suspension of the member's rights, this should be made explicit with these provisions.*

## **II. Structure of the Association**

*No provisions for the time being.*

### III. General Assembly

#### Strategic planning

- III.1 As the highest decision-making body of the Association, the General Assembly is in charge of strategic planning.
- III.2 It should develop and adopt a Strategic Plan for EQAR, and review and update it at least every five years.
- III.3 It should update annually the rolling two-year Work Plan, based on the Strategic Plan.

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*The external evaluation report (2011) recommended that the General Assembly's responsibility for strategic planning be laid down in an official document. This is done through this provision.*

*(Changing the functions of the GA in the Statutes themselves would require a GA in the presence of a Belgian notary, which, in turn, is not possible when the GA takes place outside Belgium.)*

### IV. Executive Board

#### Temporary replacement

- IV.1 If a member of the Executive Board is temporarily unable to exercise her/his role the Executive Board may co-opt a replacement member, upon a proposal by the same Founding Member.
- IV.2 The General Assembly shall be informed of the temporary replacement.

*There is currently no provision for a formal temporary replacement of an EB member. However, given the role of the EB for the strategic management and coordination of EQAR it is important that all Founding Members are adequately involved at all times. The new provision will enable the EB to co-opt a temporary replacement member, if needed.*

### V. Register Committee

*No provisions for the time being.*

### VI. Appeals Committee

#### Profile

- VI.1 Members of the Appeals Committee should be individuals with experience and expertise in quality assurance of higher education.
- VI.2 Members of the Appeals Committee may not hold any functions in a quality assurance agency or in any member of EQAR.

*As opposed to the EB and RC, there are no provisions in the Statutes as to the requirements for or profile of AC members. The suggested provisions fill that gap, and underline the importance of the Appeals Committee being fully independent.*

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**Term**

VI.3 The Appeals Committee shall be elected for a term of four years.

VI.4 Members may serve for up to three consecutive terms.

*The Statutes do not define the term for which Appeal Committee members are elected. The proposal is identical to the General Assembly's decision of February 2010 (ref. GA4/03.4).*

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**VII. Secretariat**

*No provisions for the time being.*

**VIII. The Register**

*No provisions for the time being.*

**IX. Finances**

*No provisions for the time being.*

**X. Statutes, dissolution**

*No provisions for the time being.*