



## Rules of Procedure

### **Quorum**

#### *Article 1*

For ECOBIAS management board (hereinafter referred to as 'Board') meetings, the majority of the consortia shall constitute a quorum (an absolute majority). This provision shall be applied *mutatis mutandis* to the other boards' meetings.

#### *Article 1A*

To the furthest extent possible, all decisions shall be taken by consensus. If exceptionally it is not possible to attain consensus, decisions shall be taken by vote in accordance with the following rules.

### **Voting rights**

#### *Article 2*

Each Partner institution shall have one vote. One Partner institution may not represent and vote for another Partner.

### **Majority required**

#### *Article 3*

Decisions of the Board shall be made by a majority of the votes cast by delegations present at the time of the vote. Abstentions shall not be counted as votes and will not be considered when calculating the number of votes cast.

### **Method of voting**

#### *Article 4*

The Board shall vote by show of hands or, if the Chairman or any Partner so requests, by roll-call. The roll-call shall be taken in the ECOBIAS Erasmus+ Application form number order (Partner 1-11). The name of Partner shall be called in any roll-call vote and one of its members shall reply 'for', 'against' or 'abstention', or shall make known his or her choice if two opposing proposals are put before the Board meeting in written form.

#### *Article 4A*

Exceptionally, voting by e-mail can be provided, but only on one item/proposal at the time, using 'reply to all' option. For this purpose, all the Board members must use their official (institutional) email addresses. The e-mail voting duration should fit into 24-hours timeframe, announced at least three working days ahead. All the Board members have to vote 'for' in order to make the decision on a proposal. Members who doesn't reply on e-mail counts as 'for' vote. If only one member votes 'against' or 'abstention', the Chairman will dismiss the e-mail voting and schedule the regular Board meeting.



### ***Conduct during voting***

*Article 5*  
The Chairman may permit each delegation to explain the vote, either before or after the voting but not during the voting.

*Article 5A*  
In addition to exercising the powers entrusted to him/her by virtue of the other provisions in these rules, the person presiding over each meeting shall put questions to the vote and shall announce the results of the voting.

### ***Reconsideration of proposals***

*Article 6*  
Once a proposal has been adopted or rejected, it may only be reconsidered if the Board makes a decision to do so by an absolute majority of the members present at the vote.

### ***Equally divided votes***

*Article 7*  
If a vote is equally divided, the proposal shall be put once more to the meeting. If on a second vote there is an equal division, the proposal shall be regarded as rejected.