

Rules of Procedure

May 2nd 2012

Information Flow

The Board of Directors is responsible for keeping its members as well as the members of the Council informed about important developments. Wherever possible, information concerning important decisions shall flow before the meetings at which these decisions are taken. The Board is responsible for informing all GCF members about relevant matters at least twice a year, in any case no later than two weeks before a General Assembly.

Timing

When a suggestion is submitted by a member of GCF in written or electronic form to the chairperson of the board or the chairperson of the council by a member of GCF, an answer shall be produced no later than three months after receipt of the suggestion.

Voting Rules

Unless the Statutes make additional requirements, majority vote is the default decision mode. Unless the Chairperson is defined by the Statutes, at the beginning of meetings a Chairperson shall be designed. The chair has two votes in case of a tie.

GCF will take care that no decisions are taken against a majority of either its scientific members or its stakeholders as represented in the various GCF bodies.

If at a meeting of the General Assembly less than one third of all members and scientific members is represented, the General Assembly can only approve the budget, approve the planned activities and appoint auditors.

Budget

The Board of Directors proposes an annual budget to the General Assembly. The actual use of the money must be reported to the General Assembly. If the assembly does not approve the way a budget has been handled, new elections must take place for the corresponding body of GCF. Re-elections are possible, but only after an explicit debate and vote.

The overhead specified in the Statutes (§5.5) refers to financial contributions to the GCF Association, not to contributions in kind or from one member to another.

Membership Application

As indicated by the Statutes, the Board decides about suggestions for membership, and it may waive membership fees when deemed appropriate. The Council shall be given a two months period after that decision in which it can veto new members.

GCF Processes

Any GCF member can propose a GCF process. Requests for GCF processes are submitted to the Chairman of the Board. They include a work plan, a description of the scientific relevance, a description of the societal relevance, a financial plan and the name of the principal investigator.

In parallel, these documents must be sent to all GCF members. Any GCF member can make suggestions concerning the project within two months time, the arguments shall be documented. After this period, the Board decides whether to assign the status of GCF process within no more than one month. The Council can veto a positive decision within one more month.

Process leaders report annually to the Board and the Council with a brief written document. The Board and the council may request additional information.

Communication

The Board designs a communication strategy, which the Council can veto. Later on, an explicit communication strategy shall become part of the Rules of Procedure.

Updating

These Rules of Procedures may be updated by the General Assembly any time.