



**RULES AND PROCEDURES**

**TO GOVERN THE OPERATION OF THE**

**EXECUTIVE COMMITTEE**

**OF THE**

**AFRICAN APICULTURAL PLATFORM**

**16<sup>th</sup>- 18<sup>th</sup> APRIL, 2015, NAIVASHA, KENYA**



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### **I. BACKGROUND**

The main objective of the African Apicultural Platform (AAP) is to improve bee products production & quality, marketing, coordination, advocacy, environment, bee health and pollination services.

The structures of the African Apicultural Platform are:

1. Caucuses: Constituency Clusters (General Assembly)
2. Executive Committee
3. Working groups
4. Support Team

The Executive Committee (EC) mission is to facilitate advocacy and growth of the Sector. The Executive Committee (which is the Board of the AAP) shall provide oversight, strategic direction, guidance, monitoring and evaluation of the AAP. The EC reports to the General Assembly.

## **II. COMPOSITION, AUTHORITY & DUTIES**

### **RULE 1**

The Executive Committee shall be composed of 19 elected members and observers. The chairperson and the Deputy-chairperson shall be elected by the General Assembly according to the African Apiculture Platform (AAP) constitution.

### **RULE 2**

1. Any member of the Executive Committee who is unable to participate in a session must inform the Chairperson through the Secretariat at least 48 hours before the session.
2. If a member of the Executive Committee dies, resigns or ceases to be a member of the AAP, the Executive Committee shall notify the general assembly for the replacement.

## **III. SESSIONS**

### **RULE 3**

1. The Executive Committee shall meet in ordinary session at least twice a year upon convocation by the Chairperson.
2. Extraordinary sessions of the EC may be called by the Chairman or at the request of 10 of the 19 EC members representing at least 3 regions.

### **RULE 4**

1. The Chairman of the Executive Committee in consultation with the Secretariat shall determine the place and date of its ordinary sessions.
2. The place and date of extraordinary sessions shall be set by the Chairperson in agreement, whenever possible, with the members of the Committee.

## **IV. PRESIDENCY**

### **RULE 5**

1. The Chairperson of the Executive Committee shall preside over the Executive Committee.
2. The Deputy-Chairperson shall replace the Chairperson in case of the latter's absence, or to exercise the latter's functions until such time as a new Chairperson is elected by the General Assembly in case of resignation, or death.

### **RULE 6**

The Chairperson shall open, suspend and close the meetings, direct the work of the Committee, ensure respect for these Rules, call upon members to speak, put matters to the vote, announce the results of the voting and declare sessions closed. The Chairperson's decisions on these matters shall be final and not open to debate.

## **V. AGENDA**

### **RULE 7**

1. The provisional agenda of each session shall be determined by the Chairperson in consultation with the Deputy-Chairperson and the Secretariat. It shall be communicated to the members of the Committee at least one month before the opening of each ordinary session.
2. Any member of the Executive Committee may request the inclusion of supplementary items in the agenda within 10 days after the circulation of the agenda.
3. The definitive agenda of each session shall be set by the Executive Committee at the opening of each session.

## **VI. DELIBERATIONS - QUORUM - VOTE**

### **RULE 8**

1. The Executive Committee may hold valid deliberations and take valid decisions only if 2/3 members (13 members) of the Committee are present.
2. All EC members must actively contribute to any relevant discussions either at meetings or through Email. Members must make their position known on all substantive issues.
3. During meetings, all members must be given adequate time to air their views freely.

### **RULE 9**

1. The 19 members of the Executive Committee shall have one vote each.
2. The Chairperson shall have a second or casting vote if there is a tie.
3. The observers do not have the right to vote

### **RULE 10**

1. The Executive Committee shall normally vote by show of hands. However, if the Chairperson deems it necessary or if one member of the Committee so requests, voting by secret ballot shall be held.
2. The Executive Committee shall take all its decisions by a majority of the votes cast.
3. In calculating the number of votes cast, only positive and negative votes shall be taken into consideration.

### **RULE 11**

1. In cases of impossibility of holding a meeting, the chairperson through the secretariat, shall, if necessary, consult the Executive Committee by correspondence.

2. For the results of this consultation to constitute a valid decision, the Secretariat must have received positive propositions from at least 13 members of the Committee within 20 days of the date of despatch of the communication for which they were consulted.

## **VII. SECRETARIAT**

### **RULE 12**

1. The Secretariat shall assist the Chairperson in directing the work of the Executive Committee.
2. AU-IBAR shall appoint adequate staff to act as Secretariat and the EC shall be notified on the appointed persons.

### **RULE 13**

1. The Secretariat shall receive or prepare all documents necessary for the deliberations of the Committee and shall distribute them to its members in English and French. It shall ensure the simultaneous interpretation of the debates in these languages, as well as any other language spoken by one of the committee members.
2. It shall prepare provisional summary records of the sessions, which shall be sent to the members of the Committee within 5 days of the close of each session and submitted for their adoption at the opening of the next session.

## **VIII. ADOPTION AND AMENDMENT OF THE RULES**

### **RULE 14**

1. The Committee shall adopt or amend its Rules by an absolute majority of the members at the time of the vote.
2. Proposals to amend the Rules of the Executive Committee must be formulated in writing and sent to the Secretariat at least 45 days before the next meeting of the

Committee. The Secretariat shall immediately communicate such proposals, as well as any proposals for sub-amendments, to the members of the Committee.

## **IX. DELEGATION AND DISQUALIFICATION OF AN EC MEMBER**

### **RULE 15**

The EC may delegate any of their powers to committees consisting of such member or members of their body as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the EC.

### **RULE 16**

1. A member of the EC shall vacate his office if he/she
  - a) Fails to attend 2 consecutive meetings without lawful excuse
  - b) Fails to contribute to any substantive issues through Emails or at meetings of the EC
  - c) Without the consent of the Chairman, and without lawful excuse, absconds from 2 sessions of an ongoing EC meeting,
  - d) Resigns his/her position by notice in writing to the Secretariat
  - e) If an EC member who represents the Public Sector ceases to be a public official in the line ministry.
2. The person so disqualified will be reported to the next General Assembly for replacement.

## **X. ADOPTION, VALIDATION & EFFECTIVE DATE**

### **RULE 17**

1. The Secretariat shall collect and collate all the reactions on this or other documents and merge into one proposal.

2. The Secretariat shall subject the final document to the procedure contained under Rule 11.

These EC Rules and Procedures take effect on the date the Chairman and Secretariat append their signatures. The Secretariat will notify all EC members of that date.