



**UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES
EUROPEAN UNION OF MEDICAL SPECIALISTS**

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NEW RULES OF PROCEDURE

Introduction

Amendment to the Rules of Procedure

The Council of UEMS, constituted in plenary assembly deciding by the majority of two thirds of the full Members, can only change the hereby Rules of Procedure in the respect of the statutes under the following conditions:

- The proposal of amendment must have been introduced by the Executive or by more than a third of the full Members;
- All the Members must have been informed of the proposal at least one month ahead the meeting of the Council;
- The whole text of the proposal must be added, in toto, in the agenda of the convocation for the meeting in plenary assembly of the Council.

Suspension of the ROP

Exceptionally, for a particular problem the solution of which brooks no delay, the Council ruling by majority of two thirds of full Members, may temporarily suspend the application of the ROP, without however ever infringing the Statutes. This suspension shall remain a single act: it shall be justified in the minutes of the meeting.

Application of the ROP

The present R.O.P. shall enter into effect on the day after its adoption by the Council. It shall be sent by the Secretary General as soon as possible, to the Members and the Bureau of each Section. The latter are required:

- to acknowledge, by return of post, the reception of the next text of the R.O.P. and Statutes;

- to conform to them, without exception, within the maximum time limit of three months starting from the date of their adoption by the plenary assembly of the Council of UEMS.

For any case not covered in the Statutes or the present ROP, in case of doubt as to the interpretation of an article of the Statutes or ROP, and in an emergency making it impossible in practice to convene an extraordinary plenary assembly of the Council, it is up to the Executive or the President and the Secretary General acting together:

- 1) to decide upon the matter in compliance safeguarding the spirit of the Statutes of UEMS.
- 2) to report to the following plenary assembly of the Council applying, as the case may be, the procedure of suspension of the ROP.

Modifications

- article 24, § III & IV (Old Version) adopted by the plenary assembly of the Management Council in Athens on 18.10.1991;
- articles 17, 24, 25, 27, 28 & 29 (OV) adopted by the plenary assembly of the Management Council in Berlin on 29.10.1993;
- article 24, § I, II and III (OV) approved by the plenary assembly of the Management Council in Luxembourg on 27.10.1995;
- article 15 (OV) approved by the plenary assembly of the Management Council in Killarney on 24.10.1997;
- article 24, § III (OV) approved by the plenary assembly of the Management Council in Brussels on 20.03.1999;
- article 24, § IV (OV) approved by the plenary assembly of the Management Council in Vienna on 22.10.1999;
- article 17, § E (OV) approved by the plenary assembly of the Management Council in Helsinki on 29.09.2000;
- article 20 (OV) approved by the plenary assembly of the Management Council in Helsinki on 29.09.2000.
- New version adopted in Munich on 21 October 2005.

Article I. Working languages

Languages used by UEMS for issuing documents are French and/or English.

Article II. Members (Articles IV and V of the Statutes)

II.1. Delegates to UEMS Bodies

A. *Appointment and mandate*

The status of specialist doctor is required in order to validly sit on the bodies of UEMS (See Article I of the Statutes)

When delegates are appointed, member organisations shall ensure, as far as possible, that specialist doctors are chosen in case of equal qualification, with a working knowledge of the French or English language.

After each term, the nomination of delegates has to be confirmed by the national association.

B. *Help of experts*

Each delegation can be assisted by one or two experts during the meetings of the Council. However, they can only attend plenary assemblies under the conditions mentioned in Article II.2.B.

C. *Honorary Members*

The Council may confer the title of Honorary Member upon a national delegate or a former member of the Executive in respect of exceptional services.

Honorary members can only have an advisory role. They may be invited to attend meetings of the Executive or Council upon proposal by the Executive or by their national organisation at the expense of the latter.

D. Preceding President

During the term of office of the new President, the Executive shall invite the preceding President to take part in the Meetings of the Executive and the Council.

E. Representation of Sections and Boards on Council

Representatives of groups of Sections and Boards may be invited to assist Council in advisory capacity.

II.2. Rights

A. Voting right

Each full Member has the right to vote except for the provisions stated in Article II.2.C. Each national delegation has its vote cast by the head of the delegation or his duly appointed deputy.

B. Speaking right

The delegates and their alternates have the right to ask the President for the floor at any time when they want to address the meeting (except in the cases provided in Article II.2.C. of these Rules of Procedure). The accompanying experts may only speak with the agreement of the President if they are proposed by the head of the delegation or his alternate.

Guests and observers may be admitted to meetings of the Board and the Council, with the Executive's permission. They may only take the floor when the President expressly asks them to do it; their statement shall be concise and strictly confined to the subject under discussion.

C. Suspension of rights

Any irregularity in the payment of the subscription entails suspension of the right to vote. The irregularity shall be submitted to the Council which shall decide upon other measures to take, notably, the prohibition to speak at meetings.

II.3. Loss of Membership (Article V.2 and 3 and VI of the Statutes)

A. Resignation

Member organisations resigning from UEMS will continue to be liable for the payment of their subscription up until the end of the financial year during which they withdraw.

B. Dismissal

Failure to pay the annual subscription for two consecutive years shall entail dismissal, insofar as the subscription reminder had been notified by registered letter, and that the Council had voted for dismissal.

Article III. Voting procedure

III.1. Open ballot

Voting is done verbally, country by country, or show of hands, in three stages: "for", "against", "abstentions". As an "abstention" is not a definite vote ("yes" or "no"), such votes are not included in the decision. However, the total number of definite votes must represent more than 50% of the total votes cast.

The President may request the Council to vote again if a decision is unclear.

III.2. Secret ballot

The President may, on his own initiative or at the request of a third of the full Members present or represented, decide to proceed with a vote by secret ballot. Moreover, any vote relating to persons shall be carried out by secret ballot.

In this case, the ballot papers are collected by the Executive and declared aloud.

Article IV. Council (Article VII of the Statutes)

IV.1. Formal invitation and agenda

The convocation with the date and place of meetings of the Council shall be brought to the attention of Members with a provisional agenda at least one month before the meeting. The final agenda shall be sent to all members by the Secretary General at least two weeks before the date of the meeting.

Any national delegation wanting to place a subject on the agenda of the meeting shall do so in writing to the Secretary General, at least three weeks before the meeting. Once this time limit is exceeded, the subject is automatically carried over to the agenda of the next meeting, unless, during the meeting, two-thirds of full members present decide otherwise.

IV.2. Venue of the meeting

To support the proposal for a place for Council meetings, the member country which is the candidate host, is bound to submit to the Secretary General, at the latest two months before the preceding meeting of Council, a complete written case proving that the place chosen fulfils the following required criteria:

- Possess the necessary technical, administrative and hotel infrastructure;
- Have easy availability (access by air, rail and road);
- Provide favourable quality/price ratio.

If it does not comply with the present provision, the national organisation representing the host country's medical specialists shall formally commit itself in writing to pay all the additional expenses entailed for the funds of the UEMS by adoption of another place.

IV.3. Extraordinary plenary assemblies

The date, place and object of extraordinary plenary assemblies of the Council shall be brought to the attention of Members at least one month before the meeting. The convocation and the final agenda shall be sent at least two weeks before the date of the meeting.

IV.4. Working Groups

The Council can, in any time on proposal of the Executive or one third of the full Members, set up working groups in order to achieve the goals of the association (Article III of the Statutes).

Article V. Executive (Article VIII of the Statutes)

V.1. Election of the members of the Executive

The election of the members of the Executive occurs under the following conditions:

- The election of members of the Executive must appear on the agenda of the ordinary plenary assembly of the Council as a separate item, specifying the posts to be filled.
- A candidature must be received by the Secretariat at least two weeks before the meeting. A candidate can be proposed for more than one office.
- The order of voting is:
 - 1- The President;
 - 2- The Secretary General;
 - 3- The Treasurer;
 - 4- The Liaison Officer;
 - 5- The Vice-Presidents.

The procedure is as follows:

The candidates are presented by a Head of Delegation or duly appointed deputy.

The vote is made by secret ballot and supervised by an Election Committee ("Bureau de vote"). The Election Committee is formed by three delegates representing three full member countries present in the assembly, excluding members of the Executive in office and candidates for office subject to ballot. These three delegates are chosen in relation to their length of service within the Council: they appoint among themselves the person who shall assume the office of President of the Election Committee. The Election Committee is responsible for the correct compliance with the voting procedure, in particular the circulation, collection and sorting of ballot papers.

Once the Election Committee is formed, and throughout the whole duration of the vote, the President of the meeting shall relinquish his place in favour of the President of the Election

Committee who declares the vote open, once he has ensured that all candidates have effectively left the meeting room and are located in a room where it is impossible for them to hear the discussions and a fortiori, intervene in them. After the candidates have departed, the President of the Election Committee reads the list of candidates' names for each office and asks the assembly to give its opinion on the validity and acceptability of each candidate. Once the voting procedure has started, no candidature shall be withdrawn or introduced. However, between two rounds of voting, the President of the Election Committee may propose that the assembly allows the voluntary withdrawal of a candidate.

To be declared elected, a candidate shall receive the absolute majority of votes of full Members present or represented. If no absolute majority emerges at the first round, a second round shall take place at the end of which, if no candidate has received the majority required, a third round is organised between the two candidates having received the largest number of votes in the previous round. If no majority emerges, the candidate with the longest service within the Council is declared elected.

Following the collection of ballot papers, the votes are counted aloud in the meeting room. The President of the Election Committee proclaims the result, which is entered in the minutes, after which, he declares the vote closed and relinquishes his place in favour of the President of the meeting, who recalls the candidates absent during the vote and informs them of the result of the vote.

Successful candidates to the Executive shall commence office on the following 1st January to ensure a smooth transition of responsibilities.

V.2. Vacancy (Article VIII.2-a1.6 of the Statutes)

A. *The President*

In the case of a vacancy during the mandate of the President, he shall be replaced by the Vice-President of the longest standing within the Council until the election of a new President at the next meeting of the Council.

B. *The other members of the Executive*

In the case of the death, resignation or dismissal of the Secretary General or the Treasurer, the Executive will provide a replacement for him until the election for that post at the next plenary assembly.

V.3. Missions

A. *The President*

The President is notably charged:

- to promote and pursue the objectives and resolutions of Council of UEMS;
- to preside over the meetings of the Executive, the Council, the Board and the EACCME;
- to represent UEMS in relations with third parties.

B. *The Secretary General*

The Secretary General is charged more particularly:

- to promote and pursue the objectives and resolutions of Council of UEMS;
- with the organisation of meetings of the Executive, the Council, the Board and the EACCME;
- to ensure that information and correspondence are forwarded both in French and English;
- to keep the archives;
- to promote the activity of the Sections and to take part in their meetings whenever he sees fit;
- to control the drawing-up of the minutes of every meeting for which he is responsible;
- to send the text of Statutes, the Rules of Procedure and any amendment to the Members.

C. *The Treasurer*

The Treasurer is charged more particularly:

- with the calculation of the annual subscription to be proposed to the Board, based on a draft budget and in conformity with the key previously accepted by the Board;
- to send out the requests for payment of subscription and to ensure their payment within the time required to balance the budget;
- to control expenditure and to establish an annual balance sheet to be submitted for the approval of the Board.

D. *The Liaison Officer*

The Liaison Officer is responsible for relations with the other European Medical Organisations (particularly with the Standing Committee of European Doctors – “CPME”) and also, importantly, with the European Institutions and its members.

E. *The Vice-Presidents*

The Vice-Presidents are charged more particularly:

- to deputise for the President in any part of his functions, if he is personally prevented from so doing;
- any other representation by delegation of the President or the Secretary General.

V.4. Financing

Only justified travel and subsistence expenses of members of the Executive, instructed to carry out clearly defined activities shall be paid by UEMS. The members of the Executive must have been given prior formal approval by the President and/or the Secretary General. The same procedure applies to any other persons undertaking UEMS activities.

Article VI. Specialist Sections and their European Boards (Article X of the Statutes)

VI.1. General provisions

Each Specialist Section (hereafter Section) is responsible to the Council, and exclusively to the latter, and must regularly report on all its activities. It does not enjoy, therefore, full autonomy.

The Sections of UEMS are charged by the Council to bear in mind the implications of the Treaty of Rome with regard to the definition, qualification and exercise of their particular discipline.

The Council shall create Sections according to the following procedure:

- 1) Its formation must be proposed by a National Association, which is a Member of UEMS, and accepted by two thirds of the voting Members of the Council.
- 2) The Council may seek the views of Sections affected by the formation of the new Section, and report the result to the next meeting, to which two fully mandated members of these Sections should be invited and heard, before the final vote. It may also empower the Secretary General to conduct an enquiry to ensure that the Specialty in question fulfils the criteria laid down by UEMS for recognition of a Specialty.
- 3) The Council may further propose, in certain cases, that the newly formed Section should be linked to an already existing Section, provided that the latter accepts the proposal. Such a linkage implies collaboration across areas shared by the two Sections such as, for example, a common-trunk training period.

VI.2. Recognition of Specialities

A. In order for a discipline to be recognised as a specialty by UEMS, with a view to forming a Section, it must be recognized as an independent specialty by more than one third of the EU Member States, must be registered in the Official Journal of the EU and fulfil the following conditions, as laid down by the Council on 3 November 1979:

- The specialty must be effectively carried on as such, essentially in exclusive practice, by competent specialists in the country of a full UEMS Member;
- The number of these specialists must be sufficient to establish, from among their members, panels of examiners or recognition Committees in that discipline in the country of a full UEMS Member;
- The specialty must be practised in institutions with sufficient training facilities available for them to be designated as training centres. These institutions must be controlled by

specialists of such seniority and experience as to be acknowledged as directors of training (D 7927) in the country of a full UEMS Member.

- B. Specialties which are listed in the Official Journal of the EU but recognised in one third or less of the EU Member States may be received into a "Host-Section". This Section may include several specialties and will be managed directly by the Secretary General of UEMS. The procedure for admission to the Host-Section is the same as for a full Section.

When a discipline is involved with several specialties, it must choose which parent Section it wishes to join.

VI.3. Members

A. *Conditions and procedure of admission*

The quality of a medical specialist, independently practising is required in order to represent a full or associate Member within the Sections.

Each Section includes as members two specialist doctors:

- as representatives of each of the member countries of UEMS;
- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;
- competent either in French or in English;
- approved by their national professional Organisation, their nominations having been agreed by the national Organisation representing specialist doctors of that country within the UEMS Council. The latter national organisation gives its formal approval and advises the Secretary General of the UEMS by official letter.

Each organisation sends in writing to the Secretary General the name of the doctor mandated to participate in the works of committees and working groups set up by the Council according to the way agreed in plenary assembly. Experts can only attend these meetings as a duly mandated accompanying person of the medical specialist.

B. Loss of membership of a Section

Any delegate may be deprived of his membership of a Section:

- on retiring from the relevant specialty and giving up active participation in negotiating on behalf of specialists;
- no longer enjoying the confidence of:
 - o either his national association;
 - o or the national organisation representing the specialist doctors of his country at the Council of UEMS.

If a UEMS country is no longer represented in the Council, delegates may be allowed to sit in the Sections provided that they pay their full Section subscription. Other country's delegates may sit as observers.

If the situation demands, the Secretary General of UEMS may inform the member in question, his sponsors and the Council of UEMS of his removal. He should ensure that a replacement is rapidly appointed by his sponsors.

C. Register

The Secretariat of UEMS and the Bureau of each Section must keep a register of all/its Sections, listing for each of them the names of its members, the dates they were first appointed and the identity of the national association which they represent, as well as of the national Organisation of which it is a member.

D. Mandate

The two delegates from each country are nominated alternately every two years. The Secretary General of UEMS must be informed of these appointments annually and informs the Executive and the Council as well as other members of the Section.

VI.4. Voting right

Only full member countries, where the specialty of the Section is officially recognised, are enabled to cast a vote, the others and associated member countries can act in an advisory capacity. The exercise of the right to vote is subject to payment of the subscription.

VI.5. Functioning

A. *Meeting and convocation*

Each Section shall normally meet once per year, at the instigation of its Bureau, its President or its Secretary, or, if they should fail to do this, of the Secretary General of UEMS, contingent on a request by, at least, a third of the members of the Section concerned.

The meeting shall be organised in such a way as to entail a minimum of expenses. They are programmed each year and announced in writing to the Secretary General of UEMS at least three months before the date arranged for the meeting.

Whenever it seems appropriate, a member of the Executive, or its delegate, may, on the invitation of the President of the Section, attend the meeting of a Section.

The agenda shall consist of subjects proposed by the Section's Bureau and the members of the Section, but may be added to by the UEMS Council or its Executive. The agenda adopted by the Bureau of the Section shall be communicated to the Secretary General and each member of the Section at least two months before the meeting.

The minutes of the meetings of the Sections, as well as all resolutions, recommendations, opinions, studies and other documents must be sent to the members of the Section concerned, to the UEMS Executive via the Secretary General within four months after the meeting. The Council, or the Executive given a mandate for this purpose, shall have the exclusive right to authorise and submit to the authorities of the EU the conclusions of studies carried out by the Sections or the motions adopted by them. If necessary, the Council shall send back to the Section which issued them, the documents which the Council has considered to need further elaboration either in substance or form.

B. *Relations with the Council*

The Council may request the attendance of a Section to its meetings, any time it judges it useful. Each Section shall, on these occasions, be represented by one or two duly mandated delegates; the latter may be accompanied by one or two experts, insofar as these experts have been previously introduced to the Executive of the UEMS and authorised by the latter.

Similarly, a Section may request to present their view on a particular topic directly to a full Council meeting.

A Section may ask the Executive of UEMS to be consulted on a particular concern or ask for a simultaneous consultation with one or several other Sections.

Moreover, any full member of UEMS may propose to the President and the Secretary General that the delegates of a Section be invited to a meeting of the Council when a question placed on the agenda concerns the speciality of that Section.

C. *Relations with third parties*

Each Section exists solely as a group of specialist doctors in their specialty expressly mandated by the Council acting in the name of the UEMS.

Each Section develops its activities strictly within the terms of reference specified for it by the Council, initiatives which it is called upon to take, must directly or indirectly relate to the specialty which it represents. Direct relations with third parties external to UEMS, in particular the EU institutions, may be taken with agreement of the Executive or Council, who will act as the intermediaries and facilitators to the third parties. Actual representation to any such parties would be arranged by the Executive, including being accompanied by the Section representatives.

D. *Relations between the Sections*

The Council and the Executive of UEMS must take all steps to foster the activity of Sections and to resolve any conflicts which may emerge between them.

VI.6. Bureau of the Section

A. *Composition*

Each Section elects its own Bureau from amongst its number, which is made up of a President, a Secretary and a Treasurer: these last two offices may be held by the same person.

B. *Mandate*

Each mandate lasts for four years and may be renewed only twice. The President may be re-elected after an interruption of four years. The President and the Secretary are elected alternately with an interval of two years.

After each election, the Secretary General of UEMS shall be informed without delay of the composition of the Section and its Bureau.

Exceptionally, if the Section should fail to do this, the Secretary General of UEMS may convene a plenary meeting and take all necessary steps to accomplish or confirm the appointments of delegates by representative national organisations mentioned above.

C. Competencies

The Bureau of the Section is charged with the organisation of the activity of the Section, in particular in convening its meetings. The Secretary, in consultation with the President, is primarily responsible for these duties.

VI.7. Financing

Each Section shall assume the responsibility for financing its activities. Financial management is conferred upon the elected Treasurer whose task is:

- to collect the annual subscriptions within the time limits required to balance the budget. The UEMS distribution key is always available as a guide to all Sections.
- to draw-up a provisional budget for the following year.
- to ensure that commitments are only made for necessary expenditure which he enters into the annual balance sheet, a copy of which is sent to the Secretary General of UEMS who he should regularly inform of the Section's financial state.

A. Translating costs

Translations shall, as far as possible, be undertaken by competent colleagues with a working knowledge of the English or the French language so as to reduce, or even avoid translation expenses. Any such expenses remain, in any case, the sole responsibility of the Section.

B. Subscription fee

Financing the functioning expenses of each Section is ensured by means of a subscription falling due to the member's national Association. This subscription may be calculated according to the UEMS Council key or according to other criteria adopted by the Section meeting in plenary assembly.

Any irregularity in the payment of subscription shall be notified by the Treasurer to the Secretary General and the Executive of UEMS, which, apart from the suspension of the right to vote, may adopt other penalties and ask the Secretary General of UEMS to warn the National Professional Specialist Association to which the member in default belongs.

VI.8. European Boards

Each Section may create its own European Board as a working group with the aim to guarantee the highest standards of care in the field of the specialty in the countries of the European Union, by ensuring that the training is raised to the highest possible level.

VI.9. Sub-Sections

A Section may, subject to the agreement of the Council of UEMS, conditional on the majority of the full Members, create one or more sub-sections, under the responsibility of the main Section, devoted to the study, promotion and defence of a branch of the specialty or competence, which forms an integral part of its practice, and involves a recognised higher training program. The type of activity carried out by this branch must be effectively performed, in either exclusive practice or as a competence of the main specialty, by trained specialists. However, a field of practice which crosses the boundaries of more than one specialty cannot compose a sub-section.

If there exists an European professional association or, in default, an European learned society of the related competence, the main Section may invite that association or society to mandate two members. The delegates thus appointed must have the approval of the National Organisation representing their country of origin within UEMS. They would be entitled, as of right, to attend meetings of the parent Section, in an advisory capacity.

VI.10. Multidisciplinary Joint Committee

The Council can, on the request of a Section or on its own initiative, ask one or more Sections to create a Multidisciplinary Joint Committee (MJC) for competences or spheres of activity belonging to several disciplines.

Such a joint committee must be open to members of any Section wishing to participate.

The daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.

VI.11. Thematic Federations

The Council can, on the request of a Section or on its own initiative, ask one or more Sections to create a Federation for competences or spheres of activity belonging to several disciplines.

Such a Federation must be open to members of any Section wishing to participate, provided the Section in question is obviously linked to the Federation.

The daily management will be entrusted either to one of the Sections or to representatives of several Sections working in a collegiate way. Although not a Section in its own right, such Federations must follow the same UEMS rules of procedure as though they were a Section and refer all decisions to the Council.

Article VII. European Accreditation Council for Continuing Medical Education (“EACCME”) (Article XI of the Statutes)

VII.1. Objectives

The purpose of EACCME is to ensure the recognition of high-quality continuing education for specialists across national boundaries. Strict criteria for the recognition of such activities are established. European credits are awarded on the basis of evaluation in association with National Authorities and the Sections of UEMS. The use of these credits by individual specialists with their national authorities facilitates easy exchange of European credits and enhances European education.

VII.2. Functioning

EACCME receives requests for accreditation of events intended by the organisers for international participation.

Unless self-evident, it will use the expertise of the Sections & Boards to ensure the quality of the programme and that it fulfils the EACCME criteria.

To encourage efficiency, applications will be processed electronically as far as possible.

EACCME will track the process of the application issuing reminders etc. as appropriate.

On receipt of the advice from the Section/Board, it will accredit the event for the appropriate number of European CME Credits ("ECMEC") based on 1 credit being equivalent to 1 hour of activity with a maximum of 6 ECMEC per day and notify the organiser.

National systems will also be invited to use this unit or to fix an appropriate exchange rate.

EACCME provides accreditation of CME activities by connecting the existing and emerging accreditation systems of specialties in Europe and acts as a clearing-house for accreditation of CME and credits in Europe. As such it does not supersede the national authority on accreditation of CME, nor does it create another layer of bureaucracy.

The Advisory Council on CME of UEMS is made up of representatives of the national professional CME authorities, UEMS including its Sections and Boards, Specialty CME accrediting bodies and the professional specialist organisations and societies in Europe.

Article VIII. Accounts

Day-to-day administration of the accounts of UEMS is the responsibility of the Secretariat under the supervision of the Treasurer and Secretary General.

The Board elects two internal auditors. One of them must come from a full Member.

The two auditors are in charge of the verification of accounts of and reporting to the Board and Council.