



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif*

*International non-profit organisation*

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## UEMS 2018 / 04 EN AMEND.04.18

# 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 (ROP) in the respect of the statutes under the following conditions:

- The proposal of an 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 of 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; and will be applicable only to the solution of a particular problem and only at this meeting.

### ***Application of the ROP***

The present ROP shall enter into effect on the day after its adoption by the Council. The ROP shall be sent by the Secretary General as soon as possible, to the Head of Delegation of each National Medical Association (NMA - national organisation representing the specialist doctors of the country at the Council of UEMS) and to the Bureau of each UEMS Section. The latter are required:

- to acknowledge, by return of post or email, the reception of the latest text of the ROP 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.

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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 with, and 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.

## **Article I. Working languages**

All UEMS documents shall be issued in English, except if and to the extent Belgian law would require otherwise.

## **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 for any doctor to validly sit on the bodies of UEMS (See Article I of the Statutes).

When delegates are appointed, NMAs shall ensure, as far as possible, that specialist doctors, with a working knowledge of the English language, are chosen.

Nomination of all delegates to the Council and the UEMS bodies has to be confirmed by their respective NMA.

#### **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 conferring of an Honorary Membership of UEMS is a unique and exceptional honour.

It is granted to an individual who is adjudged to have made extraordinary contributions to the work and development of UEMS and served the UEMS for many years in the Enlarged Executive or in the Council.

The nomination of an Honorary Member may arise by way of a proposal from the UEMS Executive itself or following consideration of a written nomination submitted by a National Medical Association, full member of UEMS, but not by the NMA of the nominated individual.

The nomination for Honorary Membership will be presented by the UEMS Executive to Council who will vote on the proposal by secret ballot with a requirement, for approval of the proposition, that 4/5 or more of the votes cast will support the motion and 4/5 or more of total number of UEMS Full Members entitled to vote will cast a valid vote.

An Honorary Member is ineligible:

- a) to serve as an official National Medical Association (NMA) delegate on UEMS Council and/or
- b) to stand for elected office within UEMS.

Honorary Members may be invited to attend meetings of the Enlarged Executive and/or Council of UEMS upon proposal by the Executive, or by their NMA at the expense of the latter. Their participation at such meetings would be entirely advisory and without voting rights.

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## **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 on Council**

Representatives of Sections, in particular, Presidents and Secretaries of Sections represented in the Advisory Board, are invited to assist Council in an advisory capacity. (Art VII).

## **F. UEMS decoration of honour**

The decoration of honour in gold or in silver of the UEMS is an extraordinary honour. It is granted to a medical doctor, who is adjudged to have made extraordinary contributions to the work and development of UEMS or in recognition of outstanding achievements for the benefit of the medical profession.

The nomination for UEMS decoration of honor may arise by way of a proposal from the UEMS Executive or following consideration of a written nomination submitted by a National Medical Association, a Section, a Multidisciplinary Joint Committee or a Thematic Federation of the UEMS, but not from the nominated individual themselves.

The nomination for UEMS decoration of honor will be presented by the UEMS Executive to Council, who will vote through a secret electronic vote, on the proposal.

## **G: UEMS badge of honour**

The UEMS badge of honour in gold or in silver of the UEMS is a special award and honour. It is granted to a person outside the UEMS, who is adjudged to have made through their work and commitment extraordinary and practical contributions to the aims and the work of the UEMS or has achieved outstanding benefits for the medical profession or patients in Europe.

The nomination for a UEMS badge of honour may arise by way of a proposal from the UEMS Executive or following consideration of a written nomination submitted by a National Medical Association, Section, a Multidisciplinary joint Committee or a Thematic Federation of the UEMS, but not from the nominated individual themselves.

The nomination for UEMS decoration of honor will be presented by the UEMS Executive to Council, who will vote through a secret electronic vote, on the proposal.

## **II.2. Rights**

### **A. Voting rights**

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 the duly mandated medical deputy.

For the vote to be valid, a person casting the vote on behalf of the NMA must have the status of specialist doctor.

### **B. Speaking rights**

The delegates 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/her deputy.

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

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## **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 any 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 by 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 ("yes" or "no"), 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/her 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 one or more individuals shall be carried out by secret ballot.

In this case, the ballot papers are collected by a person nominated from the Executive and declared aloud.

### **III.3. Voting procedure in the Council**

Before the meeting of the Council, the Advisory Board (Art VII) will hold its meeting and will vote in an open ballot indicatively on the topics that are to be voted on by the Council and have been put on the agenda of the Advisory Board meeting (Art. VII), except for items concerning elections.

The outcome of the Advisory Board voting (Art. VII) is announced to the Council by the Advisory Board chairperson when the topic is considered by the Council. Then, the Council will vote on this topic.

If the outcome of the voting by the members of the Council for a specific topic is in agreement with the outcome of the voting by the Advisory Board, the Council decision is final and the matter is closed.

If the outcome of the voting by the Council for a specific topic is different from the vote of the Advisory Board, the UEMS Executive will conduct discussion between the Council and the Advisory Board aiming at achieving a consensus. After the discussion, the Council will decide either to vote again on this topic at the same meeting or to postpone the decision until the next meeting. If the Council decides to vote again at the same meeting, the second vote of the Council will be final.

## **Article IV. Council (Article VII of the Statutes)**

### **IV.1. Formal invitation and agenda**

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

Any national delegation or UEMS Body wanting to place a subject on the agenda of the meeting shall do so in writing to the Secretary General, at least eight weeks before the meeting. Once this time limit is past, the subject is automatically carried over to the agenda of the next meeting, unless, during the meeting, an urgency can be demonstrated and two-thirds of full members present decide to include this subject in the current meeting agenda.

## **IV.2. Venue of the meeting**

The Council meeting will take place twice a year (spring and autumn) and at least once a year in Brussels.

To support the proposal for a venue for a Council meeting, 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 including a provisional budget proving that the place chosen fulfils the following required criteria:

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

If the Council accepts the proposal to hold its meeting in the member country, the NMA shall formally commit itself in a written agreement with the UEMS to participate in the expenses related to the meeting. The agreement has to be concluded 5 months before the planned meeting. Should this be impossible, the meeting venue will be changed to Brussels.

## **IV.3. Extraordinary plenary assemblies**

The date, place and object of an extraordinary plenary assembly of the Council shall be brought to the attention of Members and to the Advisory Board 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.

## **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 in written form (mail or e-mail) from a Full NMA Member 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 mandated 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

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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/her place in favour of the President of the Election Committee. The President of the Election Committee will ensure that all candidates have left the meeting room and are located in a room where it is impossible for them to hear the discussions or intervene in them. He will then declare the vote open.

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 (more than 50%) 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.

For the Election Procedure of Vice-Presidents in particular, an election is required only when five or more candidates are nominated. Vice-Presidents are elected in only one round; all candidates on a single sheet of paper. Each Member State may vote for a maximum of four persons, with a maximum of one vote per candidate only. The four candidates with the most votes are declared elected. If there is a tie in fourth position, a second round of votes takes place between the candidates who have the same amounts of votes in the fourth place who are again listed on a single voting paper.

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 the 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. They will be expected to sign and conform to the Code of Conduct, as agreed by Council and published on the UEMS website.

## **V.2. Vacancy (Article VIII.2-ai.6 of the Statutes)**

### **A. The President**

In the case of a vacancy during the tenure of the President, he/she 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/her from within the enlarged executive until the election for that post at the next Council meeting.

## **V.3. Missions**

### **A. The President**

The President is required to:

- promote and pursue the objectives and resolutions of Council of UEMS;

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- preside over the meetings of the Executive, the Council, the Board and the EACCME;
- represent UEMS in relations with third parties;
- comply with the Code of Conduct agreed by Council.

## **B. The Secretary General**

The Secretary General is required, in particular, to:

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

## **C. The Treasurer**

The Treasurer is required, in particular, to:

- calculate 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;
- send out the requests for payment of subscription and to ensure their payment within the time required to balance the budget;
- control expenditure and to establish an annual balance sheet to be submitted for the approval of the Board;
- comply with the Code of Conduct agreed by Council.

## **D. The Liaison Officer**

The Liaison Officer is required to:

- be 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 their members;
- comply with the Code of Conduct agreed by Council.

## **E. The Vice-Presidents**

The Vice-Presidents are required:

- to deputise for the President in any part of his/her functions, if he or she is personally prevented from so doing;
- attend any other representation by delegation of the President or the Secretary General;
- to comply with the Code of Conduct required by Council.

## **V.4. Financing**

1. Travel, accommodation and subsistence expenses of members of the Enlarged Executive, instructed to carry out clearly defined representational activities, shall be reimbursed by the UEMS only if they are justified. The members of the Enlarged Executive must have been given prior formal approval by the Executive and only in exceptional urgent circumstances by the President and/or the Secretary-General. The same procedure will apply to any other persons undertaking activities on behalf of UEMS.

2. The Board can allocate to the members of the Enlarged Executive an honorarium for the time spent attending events and on activities for the UEMS. The amount of this honorarium shall be determined by prior formal approval by the Board.

3. In addition, the Board shall agree a schedule of fees for services that can be provided for the UEMS and its 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 Council, and must regularly report on all its activities. It does not enjoy, therefore, autonomy and is not a separate legal entity.

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) The formation of a Section must be proposed by a NMA, which is a Full Member of UEMS, and accepted by two thirds of the voting Members of the Council.
- 2) 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.
- 3) 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.

### **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 performed 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. Specialities which are not listed in the Official Journal of the EU 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 NMAs;
- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;
- competent in English;

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- nominated by their national Organisation (Scientific Society or professional Organisation), their  
- nominations having been agreed by the NMA. The NMA gives its formal approval and advises the Secretary General of the UEMS by official letter.

Each NMA 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 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 support of:
  - his/her national Organisation;
  - or the NMA.

If a 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/her sponsors and the Council of UEMS of his/her removal. The Secretary General should ensure that a replacement is rapidly appointed by the relevant sponsors.

## **C. Register**

The Secretariat of UEMS and the Bureau of each Section must keep a register of all of its Sections and Divisions, 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 by the national Association member of the UEMS. 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 in a Section, 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 (see also VI.7).

## **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. If the meeting takes place in Brussels it is expected to be held at the Domus Medica Europaea.

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, should 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

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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 to be 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 speciality. Acting in the name of the UEMS is only possible if the Section is specifically mandated by UEMS Executive.

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 speciality 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 / Groupings***

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.

For that purpose, the UEMS Council will establish Groupings of the Presidents and Secretaries of the UEMS Sections. Each Section can only be a member of one Grouping.

## **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 once in the same position. The President and the Secretary are elected alternately with an interval of two years. The election process follows analogously the election process of the president of the UEMS (see V.1)

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

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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 the 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 according to the legal framework of Belgian law. Financial management is conferred upon the elected Treasurer whose task is, in cooperation with the UEMS office 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,
- draw up a provisional budget for the following year,
- ensure that commitments are only made for necessary expenditure which he/she enters into the annual balance sheet,
- ensure that the financial management is in accordance with the financial rules applicable to the UEMS and with the UEMS internal regulations.

## **A. Subscription fee**

Financing the functioning expenses of each Section is ensured by means of a subscription falling due to the delegate's national Association. The NMA nominating delegate to the UEMS Section will ensure that payment of the subscription is assigned according to agreements in their country. 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. Divisions**

A Section may, subject to the agreement of the Council of UEMS, conditional on the majority of the full Members, create one or more divisions, 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 division.

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**

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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. Advisory Board of the Presidents and Secretaries of the Sections**

A meeting of the Advisory Board of the Presidents and Secretaries of the UEMS Sections will be held on the invitation of the UEMS Executive at latest the day before the UEMS council meeting. Multidisciplinary Joint Committees (VI.10) and Thematic Federations (VI.11) have the right to participate in all meetings and discussions without voting rights.

This meeting is legitimately constituted if 2/3 of the Sections are present or represented. The Section is represented by its President or Secretary.

The work and meetings of the Advisory Board will be coordinated by the Chairs of the three Groupings (Art VIII) who will chair the Advisory Board in rotation, changing every Council meeting, the other two serving as deputies.

Sections can be represented within the Advisory Board meeting by another Section by having given a special proxy to it. Each Section can have only one proxy.

Each Section has one vote reliant on the fulfilment of the duties stipulated in Article VI.5. The vote is cast by the representative of the Section. For a topic considered to be approved or rejected by the Advisory Board, a 66% + 1 votes of the Sections present or represented in favour or against will be needed. Abstentions are not counted as valid votes and are not included in the total count of votes cast.

The Advisory Board will discuss matters on the agenda of its meeting set up by the Executive together with the Chairs of the Groupings. Sections, Multidisciplinary Joint Committees (VI.10) and Thematic Federations (VI.11) can also propose items to the UEMS Secretary General for the Advisory Board agenda.

All Sections must be informed of the decisions made by provision of the minutes of the meeting.

## **Article VIII. Groupings of Sections**

The UEMS Council will establish three Groupings of the Presidents and Secretaries of the UEMS Sections. Each Section can only be a member of one Grouping. The decision which Section belongs to which Grouping is taken by the UEMS Council. Newly created Sections propose to the Council which Grouping they want to belong to.

Each of the three Groupings elects one Chair and the Secretary of the Grouping. The election will take place during biannual meetings of the UEMS Council and UEMS bodies. The election process follows analogously the election process of the president of the UEMS (see V.1)

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An Election Committee will oversee the election process. The members of this committee will be the UEMS Secretary General and two Vice-Presidents. The election will be announced at least 6 weeks prior to the Council meeting by the UEMS Secretary General.

The Chair and the Secretary of each Grouping can only be elected out of the Presidents and Secretaries of the Sections of this Grouping who actually hold that position in their Section. The nomination for the position of the Chair or Secretary of a Grouping can be a self-nomination or a nomination by another President of a Section within the same Grouping. This has to be done by a formal letter to the UEMS Secretary General along with a short statement presenting the nominee's work and contribution to the UEMS and his/her plans for the future. The nomination should take place at the latest two weeks before the first day of the Council meetings. The nominees must have at least 2 years remaining of their term as a Section's President or Secretary. In the case that their term as President or Secretary of the Section ends, they will complete their term in the Grouping but they cannot be re-elected.

The Chair and Secretary of a Grouping will be elected by the Presidents of the Sections of this Grouping present at the Grouping meeting. The election is legitimate only if 2/3 of the Sections of the Grouping are present at the meeting. If the President of a Section cannot attend the Council meeting, the Secretary of the Section can vote as long as a formal proxy is issued by the Section's President.

For both the election of the Chair and Secretary of each Grouping, a majority of 50% +1 of the votes cast is needed to be elected. If no one obtained 50%+1 of the votes in the first ballot, then the two who got the highest number of votes, will go to a second ballot where a majority of 50%+1 of the votes cast is needed to be elected.

The term in office of a Grouping's Chair and Secretary is 4 years. Chairperson and Secretary have the right to be re-elected for another term of 4 years. If the term of office as the Section's President or Secretary has ended due to inability to execute his/her duties (health reasons being one example) or disciplinary proceedings, then the term of office as Chair or Secretary of Grouping immediately ends. The Secretary of the Grouping will then substitute for the Chair or the Chair will appoint an interim Secretary of Grouping from among Secretaries of Sections in this grouping until an election for a new Chair or Secretary of Grouping takes place during the next Grouping meeting.

The elected Chairs of the three Groupings of Sections will be invited to participate in the UEMS Enlarged Executive. Their title will be Chair and representative of Grouping (I, II, III) in the UEMS Enlarged Executive. They will be expected to sign and conform to the Code of Conduct, as agreed by Council.

## **Article IX. Standing Committees (Article XI of the Statutes)**

Each Standing Committee will be governed by terms of reference adopted by the Council, including objectives, functioning and other necessary provisions to achieve the aims mentioned in the UEMS Statutes.

The Enlarged Executive has the obligation to ensure the establishment, coordination, management and control of the Standing Committees' work.

## **Article X. 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 NMA.

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

The Board will also appoint a Belgian external certified auditor.

## **ANNEXES**

### **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 VI.12 adopted by the Council in Brussels on 18 March 2006.
- Article V.1 modified by the Council in Bratislava on 11 October 2007.
- Article V.4 modified by the Council in Copenhagen on 11 October 2008.
- Article VI.9 modified by the Council in Brussels on 25 April 2009.
- Articles II.2.A and V.1 modified by the Council in Istanbul on 17 October 2009.
- Articles II.2.E – IV.2 – IV.4 – V.1 – VI.5.D – VI.6.B – VI.12 – VII modified by the Council in Prague on 8-9 October 2010.
- Article II.1.C modified by the Council meeting in Brussels on 10 April 2015.
- Article I and Article III.3 modified by the Council in Tel Aviv on 28 April 2017.
- Article VII & Article VIII adopted by the Council in Tel Aviv on 28 April 2017.
- Article II.F and art. II.G added, adopted by the Council in Marrakesh on 28 April 2018.
- Article VIII the word “respective” dropped - adopted by the Council in Marrakesh on 28 April 2018.