



## UEMS 2024/29 EN AMEND. 2024.10.25

# UEMS RULES OF PROCEDURE

## 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 (Titles IV and VI of the Statutes)

### II.1. Delegates and members of 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 6.2.a](#) of the Statutes).

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

#### B. Support of advisors

Each UEMS Member delegation may be assisted by one or two advisors during the meetings of the Council. However, they can only attend plenary assemblies under the conditions mentioned in [Article II.2](#).

#### C. Honorary Member

The conferring of an Honorary Member of UEMS title 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 full member of UEMS, but not by the UEMS Member Association of the nominated individual.



The nomination for Honorary Member title 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 UEMS Member delegate on UEMS Council and
- 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 UEMS Member Association at the expense of the latter. Their participation at such meetings would be entirely advisory and without voting rights.

#### D. UEMS Decoration of Honour

The Decoration of Honour of the UEMS – in gold or in silver – 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 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, 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 honour will be presented by the UEMS Executive to Council, who will vote through a secret electronic vote, on the proposal.

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#### E. UEMS Badge of Honour

The UEMS Badge of Honour of the UEMS – in gold or in silver – 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 Badge of Honour will be presented by the UEMS Executive to Council, who will vote through a secret electronic vote on the proposal.



## F. UEMS Commendation of Service

UEMS Commendation of Service is a special award granted to persons who have served UEMS Sections, Divisions, Boards, Multidisciplinary Joint Committees and Thematic Federations and are nominated by the Bureau of the relevant UEMS Body. Nominations for service commendations will be presented to the UEMS Enlarged Executive that will make the decision of presenting the award. The commendations will be presented via a standard letter signed by the UEMS President and Secretary General, they will be included in the formal report of the UEMS Secretary General and will be announced at the UEMS Council.

## G. Preceding President

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

## H. 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.

## II.2. Delegates' speaking rights at the Council meeting

The delegates have the right to ask the Chair for the floor at any time when they want to address the meeting except when the UEMS Member's voting right has been suspended for payment default of the annual fee contribution to the UEMS further to the UEMS Statutes, unless when invited by the Chair. The accompanying advisors may only speak with the agreement of the Chair if they are proposed by the head of the delegation or the head of the delegation deputy.

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

## Article III. Council (Articles 18 - 23 of the Statutes)

### III.1. Venue of the meeting

Council meetings 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 UEMS 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 or an observer country, the UEMS Member or Observer association 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.

## Article IV. Executive (Title VIII of the Statutes)

### IV.1. Missions

#### A. The President

The UEMS President is required, in particular, to:

- promote and pursue the objectives and resolutions of Council of UEMS;
- preside over the meetings of the Executive, the Council, the Full Members of the UEMS Advisory Committee and the EACCME;
- represent UEMS in relations with third parties;
- comply with the Code of Conduct agreed by Council.

#### B. The Secretary General

The UEMS 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 Full Members of the UEMS Advisory Committee 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 they see fit;
- control the drawing-up of the minutes of every meeting for which they are 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 UEMS Treasurer is required, in particular, to:

- calculate the membership fee to be proposed to the Full Members of the UEMS Advisory Committee, based on a draft budget and in conformity with the key previously accepted by the Full Members of the UEMS Advisory Committee;
- send out the requests for payment of membership fee 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 Full Members of the UEMS Advisory Committee;
- comply with the Code of Conduct agreed by Council.

### D. The Officer for European and International Affairs

The Officer for European and International Affairs is required to:

- be responsible for relations with the other European Medical Organisations and also, importantly, with the European Institutions and their members;
- comply with the Code of Conduct agreed by Council.

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### E. The Vice-Presidents

The Vice-Presidents are required:

- to deputise for the UEMS Secretary General or the UEMS Treasurer or the Officer for European and International Affairs in any part of their functions, if they are personally prevented from so doing;
- attend any other representation by delegation of the UEMS President or the UEMS Secretary General;
- to comply with the Code of Conduct required by Council.

## IV.2. 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 UEMS President and/or the Secretary-



- General. The same procedure will apply to any other persons undertaking activities on behalf of UEMS.
2. The Council 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 proposal from the Full Members of the UEMS Advisory Committee.
  3. In addition, the Full Members of the UEMS Advisory Committee shall propose a schedule of fees for services that can be provided for the UEMS and its activities.
  4. All expenses for honoraria and services approved by the Council (p. 2 and 3) will take effect the following year and will be listed in the provisional budget.

## Article V. Specialist Sections and their European Boards (Title X of the Statutes)

### V.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.

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

The Council shall create Sections according to the following procedure:

- 1) The establishing of a Section must be proposed by a Full Member of UEMS, and accepted by two thirds of the voting Members of the Council.
- 2) The Council can 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 UEMS 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.

### V.2. Setting up a Section

- A. In order for a medical discipline to form a Section, it must be recognised as an independent specialty within the European Union legislation, must be registered in



the Annex V to directive 2005/36/EC, as amended by EU Directive 2013/55/EU and later amendments ([Article 35](#) of the Statutes) and fulfil the following conditions, as laid down by the Council on 3 November 1979:

- The number of these specialists must be sufficient to establish, from among their members, a viable, active UEMS Section;
  - The specialty must be practiced 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 in the country of a full UEMS Member.
- B. Medical disciplines which are not listed in the Annex V may be represented in Section's divisions or in Multidisciplinary Joint Committees.

### V.3. Members of the Sections

#### A. Conditions and procedure of admission

The status of a medical specialist is required in order to be a member of the Section ([Article 6.2.a](#) of the Statutes).

Each Section includes as members medical specialists who are:

- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;
- competent in English;
- nominated by UEMS Member.

The UEMS Member advises the UEMS Secretary General of the UEMS by official letter the names of the doctors mandated to be members of Sections and other UEMS bodies and/or to participate in the works of committees and working groups. Each nomination letter should include information to whom membership fee invoices should be sent.

Advisors may attend meetings of the Section only when invited by its Bureau.

#### B. Loss of membership of a Section

Any delegate who:

- retired from the relevant specialty and gave up active participation in negotiating on behalf of specialists,
- no longer enjoys the support of their UEMS Member association,

will be deprived of membership of a Section. The UEMS Secretary General should ensure that a replacement is rapidly appointed by the relevant UEMS Member.



If concerns are raised that a member of a Section acts in a way that violates the UEMS Code of Conduct and/or behaves in a disruptive and/or inappropriate way that is against the values and aims of the UEMS, the UEMS Secretary General should be informed and they will investigate the concerns raised. The investigation will involve consultation with the bureau of the relevant Section, the UEMS Member that has nominated the Section's member, the member themselves and any other action that the UEMS Secretary General considers appropriate for the case at hand. The UEMS Secretary General will then present the case to the UEMS Executive that will make the final decision. This decision may be:

- no action is needed,
- final warning is issued along with defined mitigating actions that will allow the member to continue to work within the Section,
- deprivation of the Section membership; in this case the deprived member may not participate in any UEMS activities in any role.

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

### C. Register

The Bureau of each Section must keep a register of all members and observers of the Section including Divisions, Boards and other working groups, listing for each of them the names, the dates they were appointed, the identity of the UEMS Member or Observer association, identity of academic or scientific Society of the Member's or Observer's country which they represent. The Bureau will provide this register data to the Secretariat of UEMS at least annually. The Secretariat of UEMS must keep a register of data provided by each Section.

### D. Mandate

The two members of Section from each country are nominated by the national Association member of the UEMS (Title X, [Art. 34](#) of Statutes). The Bureau of Section informs UEMS Secretary General as well as other members of the Section of each new nomination.

### V.4. Voting rights

Only Section members representing full UEMS Members, where the specialty of the Section is officially recognised in Annex V to Directive 2005/36, are enabled to cast a vote in a Section, the others may act in an advisory capacity. The exercise of the right to vote in a Section is subject to payment of the membership fee (see also V.7).





## V.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 UEMS Secretary General, 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, included in the annual budget and announced in writing to the UEMS Secretary General at least three months before the date arranged for the meeting.

Whenever it seems appropriate, a member of the Enlarged 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 UEMS Executive. The agenda adopted by the Bureau of the Section shall be communicated to the UEMS 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 UEMS 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.

An action log should be maintained after each meeting, with the actions properly attributed and a completion date specified.

### B. Relations with the Council

The Council can 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 advisors, insofar as these advisors 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 UEMS President and the UEMS 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 specialty of that Section.

### C. Relations with third parties

Each Section exists solely as a group of specialist doctors in their specialty. Acting in the name of the UEMS is only possible if the Section is specifically mandated by UEMS Executive in writing.

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 only be taken with prior written 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.

Agreements, contracts, Memoranda of Understanding with third parties may be signed only by UEMS legal representatives ([Art. 29.1](#) of the Statutes). Each Section planning to establish collaboration based on these documents must inform the UEMS Executive and prepare a proposal based on standard UEMS templates and Executive's advice. The proposal will include names and functions of Section's members who will be in charge of collaboration and who will co-sign the document.

### 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.



## V.6. Bureau of the Section

### A. Composition

Each Section elects its own Bureau from amongst its number, which is made up of at least 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 UEMS President (see articles [27 §4](#) and §5 of the Statutes)

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

Exceptionally, if the Section should fail to elect its President or Secretary, the UEMS Secretary General may convene a plenary meeting and take all necessary steps to accomplish election of these officers. Should this action by the UEMS Secretary General be unsuccessful, management of the Section will be carried out by the UEMS Secretary General until new officers will be elected. During the period between end of current officer's term and the meeting convened by the UEMS Secretary General the current officer(s) may carry on management of the Section as ad interim Bureau.

### 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.

### D. Reporting

The Bureau of the Section is charged with reporting annually to UEMS Secretary General:

- annual report on Section's and its Working Groups activities;
- register data (see V.3.C);
- financial report for the past year and a provisional budget for the following year (see V.7);
- Quality Indicators Assessment, identified as the document *UEMS 2024/13*. (<https://www.uems.eu/web/content/2299?unique=f582dc9c132eeb1b9b0d12223f213654ea0d3464&download=true>).



## V.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 of the Section whose task is, in cooperation with the UEMS office and under the supervision and authority of the Bureau to:

- collect the Section membership fees. The UEMS contribution key is always available as a guide to all Sections,
- draw up a provisional budget for the following year and financial report for the past year,
- ensure that commitments are only made for necessary expenditure which should be entered 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. Membership fee

Financing the functioning expenses of each Section is ensured by means of a Section membership fee. The member of Section and UEMS Member nominating them to the Section will ensure that payment of the membership fee is done in timely manner according to agreements in their country. This membership fee 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 membership fee shall be notified by the Treasurer to the UEMS Secretary General and the UEMS Executive. The fee is considered overdue if not paid by the end of the year in which it was due. Apart from the suspension of the right to vote in the Section, the Bureau may adopt other actions and ask the UEMS Secretary General to inform the UEMS Member to which the Section member in default belongs.

In exceptional situations Bureau of the Section may propose to UEMS Executive suspension of membership fee payments for a defined period of time. The UEMS Executive may ask the Section for additional information and UEMS Secretary General informs the Section's Bureau of Executive's decision.

## V.8. European Boards

Each Section may, subject to the prior agreement of the Council of UEMS, conditional on the majority of the full Members, 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.

## V.9. Divisions

Each Section may, subject to the prior 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 defense 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 may not 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 UEMS Member 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.

## ARTICLE VI. Multidisciplinary Joint Committee

The Council can, on the request of at least two Sections, 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. Members of MJC are nominated by Sections from among their members. UEMS Members may nominate 2 MJC members.

Although not a Section in its own right, such MJC must follow the same UEMS rules of procedure as though they were a Section. Matters requiring vote will be decided by simple majority of MJC members.

## ARTICLE VII. Thematic Federations

The Council can, on the request of at least two Sections, create a Thematic Federation (TF). TFs are forums for discussion on matters relevant to medical specialist practice.

TF will have a defined time of activity, not longer than 3 years, that will be determined by the Council at the time of TF's creation. Should TF wish to continue its activity after the initially defined period it will present report on its activities to the Council that may extend the TFs mandate for another period not longer than 3 years.

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



Members of TF are nominated by Sections from among their members. UEMS Members may nominate 2 TF members.

Although not a Section in its own right, such Federations must follow the same UEMS rules of procedure as though they were a Section. Matters requiring vote will be decided by simple majority of Thematic Federation members.

## ARTICLE VIII. 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 and Thematic Federations 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 VII) 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 in the Advisory Board. 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 and Thematic Federations can also propose items for the Advisory Board agenda to the UEMS Secretary General.

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



## Article IX. 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 UEMS President (see articles 27 §4 and §5 of the Statutes).

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 their 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 their 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 or represented 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. The Chair 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 their 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 ad interim Secretary of Grouping from among Presidents and 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, II) in the UEMS Enlarged Executive. They will be expected to sign and conform to the Code of Conduct, as agreed by Council.

## Article X. 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 XI. Accounts

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

The Full Members of the UEMS Advisory Committee nominate three internal auditors. One of them must come from a full UEMS Member.

The three internal auditors (representing UEMS Enlarged Executive, full UEMS Members, Treasurers of the Sections) are in charge of the verification of accounts of and reporting to the Full Members of the UEMS Advisory Committee, the Executive and Council.

The Executive will also appoint, upon proposition of the Full Members of the UEMS Advisory Committee, a Belgian external certified auditor.

## Article XII. Final provisions

Duly appointed former delegates to UEMS bodies become members of their respective UEMS body.

These Rules of Procedure come into effect on 01.01.2025.