

MEETING PROCEDURES
For the work of the NALAS General Assembly

1. Agenda	<ul style="list-style-type: none"> • Invitations to attend the General Assembly, accompanied by the agenda, shall be sent to delegates in writing at least one month before the date of the session. The delegates can send their proposals and comments (if any) within one week after they receive the draft agenda. • Only deliberations on items placed on the agenda beforehand shall be valid.
2. The principles of the GA meeting	<ul style="list-style-type: none"> • The participants of the meeting shall follow the NALAS statute and the principles of good governance. • All delegates have equal rights.
3. Verification of the mandates of the delegates	<ul style="list-style-type: none"> • Each full member of NALAS shall be represented in the General Assembly by two local elected representatives (delegates), each of whom shall have one vote. • Only local elected representatives shall be elected as NALAS delegates. It is strongly recommended that NALAS members appoint Mayors as delegates. • Each member shall appoint their delegates to NALAS General Assembly through their internal decision making process, ensuring their legitimacy (decision of the board, etc.). Through the same decision, the LGA Board should appoint two reserve delegates and/or to authorize the LGA President and/or the Executive Director to appoint a new delegate as replacement, in cases when a delegate is not able to attend the meeting. It is strongly recommended to appoint only Mayors as replacements. • NALAS members should send to NALAS secretariat the list of their delegates preferably two months before the General Assembly Meeting. • The mandates of the delegates to the General Assembly are verified at the CLO meeting preceding the GA session meeting.
4. Quorum	<ul style="list-style-type: none"> • The NALAS General Assembly can legally make decisions only if the majority (half plus one) of the total number of delegates is present at the session.
5. Reports	<ul style="list-style-type: none"> • Representatives of NALAS bodies present to the General Assembly activity and financial reports, as well as the work plan and the budget for next year. • The presented reports are discussed and then proposed for approval.
6. Discussions and debates	<ul style="list-style-type: none"> • Every delegate present at the GA meeting shall have the opportunity to take the floor. When a delegate would like to speak, they must raise their hand until the chair recognizes them. Each delegate with their hand raised will get a chance to speak BEFORE going back to a speaker for the second time. • No speaker shall interrupt another; criticism is aimed at an idea, not a person.
7. Decision making	<ul style="list-style-type: none"> • General Assembly resolutions shall be taken by a majority of all the delegates present (or represented by another delegate in case of proxy vote). • The delegates who are not able to participate at the meeting can appoint another delegate to exercise their vote on a specific issue. In this concern the delegate has to issue a statement explaining the position on that specific issue. The appointed delegate has to present the statement to the Chair of the meeting. Each delegate shall be entitled to a maximum of two proxy votes. • The General Assembly can decide by consensus on certain technical and incidental issues.

<p>8. Elections of the President and of the Vice Presidents (once in two years)</p>	<ul style="list-style-type: none"> • The President and two Vice-Presidents are elected at the biennial Statutory Election Session of the NALAS General Assembly. The Statutory Election Session will be chaired by the oldest delegate or by the president of the Electoral Commission. • The Electoral Commission has 3 members elected by GA at the CLO suggestion from those countries that don't have candidates. • The Executive Bureau would play the role of the Verification Commission. • The candidatures are collected in advance by the NALAS Secretariat and officially proposed by the Executive Bureau during the Statutory Election Session. Only the delegates can candidate for the function of President or Vice-President of NALAS. A delegate can be at the same time a candidate for President and for Vice-President. The candidates should prepare short CVs and present them at the GA themselves, as well as their plans and vision of NALAS in next 2 years. • The NALAS President and Vice-Presidents are elected by secret voting, unless the General Assembly decides by consensus that the voting should be public. • In cases of both secret and public voting, for each proposal the voting shall be done separately, first for the President and afterwards for the Vice Presidents. The candidates are listed in the ballot forms in alphabetical order according to the surnames of the candidates. • The President is the candidate who has received most of the votes in the election for Presidency. The newly elected President and Vice-Presidents chair the continuation of the General Assembly meeting as foreseen in the meeting agenda. • The first and the second Vice-Presidents are the two candidates having received most of the votes in the election for Vice-Presidency. The first Vice-President is first in the rank.¹ • In case that the President or the first Vice-President is losing his/her local mandate during their term in NALAS or they voluntarily resign from their NALAS position, the President is automatically replaced by the first Vice-President, and the latter by the second Vice President. If they lose their local mandate less than six months before next NALAS Statutory Elections, they keep their position until then. If the second Vice President happens to lose his local mandate more than 6 months before NALAS Statutory Elections or to resign from his NALAS position, he/she is replaced by the next candidate that received most votes after the two elected Vice-Presidents. If less than 3 candidates participated to the election for Vice Presidents, this function will stay vacant until next elections.
<p>9. Minutes</p>	<ul style="list-style-type: none"> • Minutes shall be taken of the proceedings. They must be sent to the members in the period of one month after the meeting and submitted for adoption at the next meeting. • The minutes shall be signed by the President and recorded in a register kept for this purpose. • The minutes must be clearly expressed and be self explanatory. They must contain details of the proceedings and of the resolutions made, as well as details of expressed opposite opinions. • The minutes must incorporate relevant reports or a summary of the relevant reports considered in the decision-making process.
<p>10. Closing the meeting</p>	<ul style="list-style-type: none"> • Once all the issues on the agenda have been put forward and discussed, or in case a motion of adjournment has been adopted, the President declares the meeting officially closed.

¹ The First Vice President is the older of the two. According to NALAS statute, "older of the two" shall be taken to mean "most senior" irrespective to the age of the persons concerned.

