

Rules of Procedure of the BLACK SEA ADVISORY COUNCIL

The present Rules were adopted by Decision of the General Assembly (GA) of the members of the BLACK SEA ADVISORY COUNCIL held on 01.04.2016.

The rules of procedure contain instructions for the work of the members of the MANAGING BOARD, PRESIDENT, SECRETARY GENERAL, AND THE SECRETARIAT, apportion/distribution of responsibilities between the managing authorities and with reference to the Statute of the BLSAC.

A. Managing Board */shall be understood as an Executive Committee/.*

1. The Managing Board shall be responsible for organising and managing the Association. It shall also ensure that the accounting is conducted in a responsible manner and that the activity of the BLSAC is in compliance to its purpose and statute, as well as to the decisions of the General Assembly.
2. The Managing Board shall prepare and submit:
 - a) an annual report
 - b) shall adopt a report from the auditor
 - c) the budget for the following year
 - d) the work programme for the following year
3. The invitation for convening the Managing Board including a proposed agenda shall be circulated at least two weeks in advanced by the sec secretariat.
4. The agenda with the items to be discussed during the meeting and the relevant documentation referred to in them shall be circulated at least two weeks before the meeting.
5. The minutes of the meetings shall be prepared and disseminated as soon as possible /5 days/in order the Members to comment.
6. In the event of urgent notices, prompt requests from the EU and others, the members of the Managing Board shall be informed via email by the Secretary and must have at least 3 days for reply.

B Secretary General via the Secretariat

1. The Secretary-General shall maintain and control the website for BISAC.
2. The Secretariat General with the approval of the Managing Board, or in implementation of the decisions taken has the obligations and the right to:
 - a) to recruit and pay whom he deemed appropriate, to control, organise and carry out the BISAC activity;
 - b) to commit and pay remunerations to professional and technical advisers or consultants to support the work of BISAC;
 - c) to establish cooperation and to work closely with representatives of other organisations, the Member States concerned, the European Commission, the European Parliament and any other statutory bodies or persons;
 - d) to promote and carry out or to assist with the promotion or of carrying out researches, surveys and investigations and to disclose their results where necessary.
 - e) to organise and carry out or helping to organise and perform expositions, workshops and meetings;
 - f) to ensure the delivery, reproduction on paper or in another media and the distribution, either free of charge or against payment, of documents, books, periodicals, brochures or other printed materials, films, tapes and other, electronic means that are in support of the BLSAC objectives;
 - g) to carry out purchase, lease, rental or acquisition otherwise of equipment and machinery necessary for the BISAC after an explicit decision of the MB.
 - h) to seek and collect financial means for meeting the BISAC objectives;

i) to carry out any lawful measures which are levied and which will lead to the fulfilment of the BISAC purposes.

3. The Secretary General:

a) to ensure that, through the Secretariat, the members of the Managing Board, continuously receive the information they need in order to be able to follow the work of the BISAC, as well as its financial situation;

b) to deal with recruitment or dismissal of staff of the Secretariat, after the approval of Executive Committee, wages and conditions of employment;

c) to be responsible for the proper administration of the BISAC assets and to ensure that the accounting is exercised in accordance with the applicable rules and regulations;

d) to operate with the Association accounts according to the adopted budget and decisions taken and to render an account to the Management Board.

C. Split of responsibilities between the Managing Board, its President, and the Secretary General.

The Managing Board shall be obliged:

a) to ensure that the Secretariat shall be managed in accordance with the Statute of the BISAC;

b) to ensure that the decisions taken by the General Assembly are being fulfilled

c) to coordinate with the Secretariat

d) to appoint and dismiss the Secretary General;

e) to monitor the financial transactions and that the assets are used appropriately;

2. All the members of the Managing Board are equally responsible for their work unless it is decided otherwise

3. If the President is prevented from attending, he shall be replaced by the Secretary General. If neither the President, nor the Secretary General are able to attend the meeting, it will be conducted by a person appointed by the President and/or the Secretary General. The moderator shall have no voting rights.

4. The President of the Managing Board:

a) represents the organisation before the European institutions and partner organisations in implementation of the decisions taken by the General Assembly and the Management Board.

b) in his absence he shall be replaced by the Secretary General or by another member of the MB.

c) the president following the establishment of the Advisory Council delegates the rights to the Secretary General under the rules, stipulated here.

NB/to the overall work of BISAC are applied the relevant Articles of the Statute. After the adoption of that act and of the recruitment of staff in the Secretariat, there will be developed instructions for the circulation of documents, the deadlines, and the persons responsible and there will be implemented internal procedures on the office activity. /