



FEDERATION OF ASSOCIATIONS OF FORMER INTERNATIONAL CIVIL SERVANTS
FÉDÉRATION DES ASSOCIATIONS DES ANCIENS FONCTIONNAIRES INTERNATIONAUX
FEDERACION DE ASOCIACIONES DE EX-FUNCIONARIOS INTERNACIONALES

FAFICS Rules of Procedure – Definitive Text

As approved at the 51st FAFICS Council Session 4 February 2022

And including minor editorial changes as proposed by Council members and endorsed by the
FAFICS Bureau 9 February 2022

FAFICS, the Federation of Associations of Former International Civil Servants, is committed in its work to supporting the principles of the United Nations Charter. These include tolerance and respect for geographical balance, as well as reflecting and furthering gender balance, cultural and linguistic diversity. FAFICS has pledged to continue upholding these fundamental concepts.

ARTICLE 1. DEFINITION OF TERMS OTHER THAN THOSE MADE EXPLICIT IN THESE RULES

FAFICS signifies the Federation of Associations of Former International Civil Servants

The Federation refers to the FAFICS Federation

The Statutes means the Statutes of FAFICS

The Council refers to the meeting of FAFICS members as defined in the Statutes

The Bureau comprises the elected Officers and appointed ex-officio Members

The Pension Board refers to the Pension Board of the United Nations Joint Staff Pension Fund

ARTICLE 2. MEMBERSHIP

2.1 To be admitted by the Council as a member, an association of former international civil servants must meet the following criteria:

- a. its aims are compatible with the aims and objectives of FAFICS as defined in article 2 of the Statutes
- b. its membership is open to all former staff members of the United Nations Common System organizations and their survivors
- c. it is independent
- d. it can meet its financial contribution to FAFICS
- e. it is of viable size, preferably with no fewer than twenty-five (25) individual members
- f. it is established in a location where there is no other Member Association of FAFICS, except in locations where more than one organization of the United Nations system has its headquarters
- g. to promote inclusion and a wider participation of retirees and beneficiaries in countries with fewer than twenty-five (25) members, an Association can also be created to represent in its membership retirees and beneficiaries residing in several countries.

2.2 An Association with fewer than twenty-five (25) individual members may be granted Associate Member status provided always that the other criteria for membership outlined in paragraph 2.1 above are met. Associate Member Associations shall have the same rights as Members except that they shall not have the right to vote in Council sessions.

2.3 The decisions of the Council in respect of admissions for membership shall be final.

2.4 The Council may create additional categories of membership.

Membership Fees

2.5 Annual membership fees shall be decided upon by the Council. They shall be levied on the basis of the number of members of each Association. Fees levied by FAFICS on Associate Member Associations shall be set at rates that are fifty percent of those levied on Member Associations. Unless the Council decides otherwise, fees shall be paid to the Federation within the first three months of the calendar year, based on the Association's membership count as of 31 December of the preceding calendar year.

2.6 A Member Association not having paid the membership fee by the time of the Council session shall lose the right to vote in the Council. Voting rights may be re-established upon payment of all outstanding membership fees.

2.7 The Council may reduce, suspend or waive the amount of fees payable by a Member or an Associate Member Association or permit payment by instalments.

Cessation of membership

2.8 A Member or Associate Member Association wishing to cease membership of FAFICS must provide written notification of this intention at least four months in advance of a regular Council session.

2.9 The Council may exclude from membership:

- a. A Member or Associate Member Association no longer meeting the criteria laid down in paragraph 2.1. above
- b. A Member or Associate Member Association whose actions are deemed by the Council to discredit the Federation, or which has violated the Statutes or Rules of Procedure of the Federation
- c. A Member or Associate Member Association which has, for three consecutive years, not paid the fees levied by the Council

2.10 The Member or Associate Member Association facing exclusion may submit to the Council an explanation for the actions that have triggered a potential exclusion and request a reconsideration.

2.11 A Member or Associate Member which ceases to be a member in accordance with these provisions remains liable for all fees due up to and including the year in the course of which membership ceases.

ARTICLE 3. SESSIONS OF THE COUNCIL

Regular sessions

3.1 In accordance with article 4 of the Statutes, the Council shall meet in regular session at least once a year. During a Council session, the Council shall normally decide on the date and place of its next regular session. All Council sessions shall make provision for participants to attend in person or virtually.

3.2 All Members and Associate Member Associations shall be invited to be represented at each Council session.

3.3 A Member Association which, for whatever reason, cannot send a representative to a Council session may give its proxy vote to another Member Association attending the Council. Except in cases of “force majeure”, it must indicate this intention in writing to the Secretary of the Federation two weeks in advance of the Council session. However, no Member Association present in the Council session may hold proxy votes for more than two Member Associations. The Council shall make provision for voting in person or virtually.

3.4 The working language of the Council shall be English. Documents may be presented in French or Spanish provided that a translation in English is also provided by those submitting such documents.

Special sessions

3.5 Special sessions of the Council may be held:

- a. by decision of the Council
- b. by decision of the President after consultation with the Bureau
- c. upon the request of at least one third of the Member Associations of the Federation

Agenda

3.6 The provisional agenda for each session of the Council shall be drawn up by the President of FAFICS in consultation with the Bureau; inter alia it shall include a Report of the President. It shall also include an item that provides for the appointment, by the Council, of the FAFICS delegation to the Board of the United Nations Joint Staff Pension Fund, and its subsidiary Committees or Working Groups. It shall also include the approval of the financial reports and the budget, which shall precede elections. The agenda shall include reference to the appropriate Rule of Procedure, where appropriate.

3.7 Any Member or Associate Member Association may propose items for inclusion in the provisional agenda. The proposed items should be submitted with an accompanying explanation of the issue and a document containing a proposed course of action. The document shall be submitted to the Secretary at least four weeks before the beginning of a Regular or Special Session.

3.8 The provisional agenda items shall be approved by the President after consultation with the Bureau. If a proposed item is not accepted, the President shall communicate the reason to the proposing Association and the Council.

3.9 The Secretary shall communicate the provisional agenda for each session to all Members and Associate Member Associations at least three weeks before the beginning of a regular session and one week before the beginning of a special session. As far as possible, the Secretary shall distribute the documentation relating to items on the provisional agenda at least two weeks before the beginning of a regular session and one week before the beginning of a special session.

3.10 At the beginning of each session, the Council shall decide on and adopt its agenda.

Quorum

3.11 The proceedings of the Council shall be valid only if at least one third (1/3) of voting Federation Member Associations are present or represented, physically or virtually. The Secretary shall inform the Council on the quorum.

Presiding Officer and Rapporteur of the session

3.12 At the beginning of a Council meeting, the Council shall appoint a Presiding Officer who will chair the meeting of the Council.

3.13 The Council shall also appoint a Rapporteur for each of its sessions.

Council Report

3.14 The report of the Council session as prepared by the Rapporteur is first reviewed by the President, the Presiding Officer and the Secretary, whereafter it is circulated to Member Associations participating in the session. Participating Member Associations may request corrections to factual errors only within a deadline established by the Secretary. The draft report is then cleared by the President, the Presiding Officer and the Secretary. The final report, subject to clearance by the Council, is distributed to all Member Associations.

3.15 Council shall subsequently formally approve the report prior to its next session.

ARTICLE 4. EXPERTISE POOL

4.1 The President, in consultation with the Bureau and the Council, shall bring to bear on current and future policy issues the best available technical knowledge and experience from among the Federation's wider membership.

4.2 To this end, the Council shall establish a pool of expertise to be drawn from within its Member Associations, which may suggest the names of persons with the requisite technical skills and experience.

4.3 This pool of expertise shall be maintained and managed by the Secretary under the overall direction of the President in consultation with the Bureau, which shall develop and periodically review a framework for maintenance of the pool, in light of the ongoing and evolving needs of the Federation. Member Associations shall be invited regularly to submit names of qualified individuals for the pool.

4.4. Members of Working Groups and Standing Committees shall be chosen from the expertise pool with a view to rotation, succession, and capacity-building.

ARTICLE 5. COMMITTEES AND WORKING GROUPS

5.1 The Council may establish such Committees and Working Groups as it deems necessary to conduct the work of the Federation effectively.

5.2. The Council shall draw from the expertise pool to establish its Technical Working Groups and other time-limited or ad hoc Working Groups, as necessary.

5.3. The Working Group chairs will be proposed by the President after appropriate consultation, including with the Bureau, and approved by the Council. They shall be invited to participate in Bureau meetings only for the deliberation of their topics. Working Group reports shall be submitted to Council.

Standing Committees

5.4 The Council may establish Standing Committees, two of which shall be a Standing Committee on Pension Issues and a Standing Committee on After Service Health Insurance and Long-Term Care. The Standing Committee Chairs are responsible for convening meetings, drawing up the meeting agendas, preparing working papers for consideration by the Committees and presenting the Standing Committee reports to Council. The Standing Committees may appoint Rapporteurs to prepare the reports of the Committees.

5.5 The chairs and vice-chairs of the Standing Committees shall be nominated by the President after consultation with the Bureau and appointed by the Council for two-year renewable terms. The chairs shall be ex officio members of the Bureau.

5.6 The vice-chairs attend Bureau meetings when the chair cannot attend, or at the discretion of the President or when the agenda relates to the subjects of the Standing Committees.

Rotation

5.7. Members of Working Groups and Standing Committees shall be chosen with a view to rotation, succession, and capacity building.

5.8. The Standing Committees and Working Groups shall meet and/or consult on issues throughout the year. Inter alia they shall be expressly charged with inducting new expertise with a view to planning and managing succession.

ARTICLE 6. OFFICERS OF THE FEDERATION

6.1 The Officers of the Federation, who shall constitute the Bureau of the Federation, are:
a. the President b. the Vice - Presidents c. the Secretary d. the Treasurer.

The Bureau

6.2 The Bureau, chaired by the President,

- a. shall assist the President as the leader of the Federation;
- b. shall support the President in implementing the decisions and recommendations of the Council;
- c. shall establish a work programme in order to implement decisions and recommendations of the Council;
- d. shall take decisions on matters that must be handled before the next Council session;
- e. shall review the provisional agenda for the Council session prior to its transmittal to Member Associations;
- f. shall review on a regular basis the implementation of the approved FAFICS budget;

- g. shall review the Treasurer's budget proposals for the forthcoming financial year prior to its submission to the Council and provides oversight on budgetary performance during the year;
- h. may establish its own working arrangements as needed to implement its work programme;
- i. shall contribute to, and review a draft of, the President's Annual Report to the Council;
- j. shall carry out other functions as requested by the President and/or the Council, and
- k. shall seek, in formulating and implementing its work programme, to take full advantage of new approaches, technologies and best practices at all times to further its work on behalf of the Federation and its Member Associations.

6.3 The Bureau shall meet either in person or virtually

- a. immediately prior to and immediately following a Council session.
- b. regularly between Council session for a minimum of four times to further the implementation of its work programme.

6.4 The Officers shall be elected in accordance with procedures laid down in these Rules. The Officers shall serve in the posts to which they have been elected for a term of two years; each term shall be renewable for 2 years up to a maximum of 4 consecutive years. The posts of Secretary and Treasurer shall not be subject to these term limitations.

6.5 The officers normally shall take office immediately following the Council session during which they are elected.

The President

6.6 The President shall lead the Federation, shall be its primary representative and spokesperson and shall have general direction of its Bureau, and call its meetings, to which the President, in consultation with the Bureau, may invite the participation of others to attend for their specific agenda items. The President, with the assistance of the Bureau, shall be responsible for implementing resolutions and decisions taken by the Council.

The Vice - Presidents

6.7 The President, after consultation with the Bureau on the work programme, shall attribute to each of the Vice-Presidents special responsibility for a substantive area of the work of the Federation.

6.8 The Vice-Presidents shall assist the President in his or her functions. They shall serve as the primary advisors to the President on matters pertaining to the governance of the Federation.

6.9 In the event of the absence or disability of the President, the Secretary shall invite the Vice-Presidents to determine who among them shall exercise the functions of President. The Acting President shall have such powers and be subject to such restrictions as the President until the President resumes his or her functions or until the next session of the Council.

6.10 The Council shall determine the number of Vice-Presidents taking into account, inter alia, the global nature of the Federation and striving for broad geographic and gender balance.

The Secretary

6.11 The Secretary shall

- (a) assist the President in the administration of the day-to-day affairs of the Federation;
- (b) make arrangements, in consultation with the President, for Council and Bureau meetings and their follow-up as required;
- (c) be responsible for the timely production of reports of Bureau meetings;
- (d) provide assistance, information and advice to persons interested or engaged in setting up new Member Associations and review applications for membership of the Federation;
- (e) oversee the updating of the FAFICS website in collaboration with those responsible for content;
- (f) be responsible for overseeing electoral processes;
- (g) facilitate and maintain communication channels among FAFICS Member Associations; and
- (h) maintain the FAFICS office.

The Treasurer

6.12 The Treasurer shall be responsible for the sound financial administration of the Federation in accordance with the provisions established in these Rules in respect of the Accounts. The functions of the Treasurer shall also be carried out in accordance with standard accounting principles and such Internal Rules as the Bureau may adopt from time to time for the orderly management of the affairs of the Federation.

6.13 The budget proposals for the forthcoming financial year shall be prepared by the Treasurer in consultation with the Bureau and circulated to Members and Associate Members at least three weeks before the beginning of the Council.

ARTICLE 7. ADVISORS

7.1 The President and the Bureau may seek advice and/or assistance on specific issues from within, or beyond the Federation. Advisors may be called upon to attend meetings on a specific agenda item, normally on a virtual basis. To the extent that any such requirement for advice and/or assistance is or becomes longer term, or entails budgetary implications, it shall be approved by the Council itself. All such provision of advice shall be reported retrospectively to the Council in the President's Annual Report.

ARTICLE 8. PROCEDURES FOR ELECTION OF THE OFFICERS OF THE FEDERATION

8.1 The Officers of the Federation shall be elected in the course of Council sessions.

8.2 The Secretary shall issue a call for nominations for election at least six weeks prior to the Council, inviting Associations to pay particular attention to the need for gender balance in the Bureau.

8.3 The names of the Candidates nominated for election shall be submitted to the Secretary at least four weeks prior to the Council. The Secretary shall circulate the names, CVs and statements of the candidates to Associations at least three weeks prior to the elections.

8.4 Candidates may be nominated by any Member Association and must be endorsed by their own Member Association. Member Associations may nominate more than one candidate.

8.5 The Bureau may also propose candidates, subject to article 8.4 above.

8.6 During the Council meeting, the list of all candidates' names, including CVs, the nominating Association, and the nominee's previous term of office, if applicable, shall be announced by the Secretary as soon as possible after the opening of a Council, normally forty- eight hours before the elections take place.

8.7 The timing of the elections shall be announced at the beginning of the Council session but shall normally be on the penultimate day of the Council.

8.8 Those elected shall be the candidates who receive the most votes from among those present or represented in the Council session. If the number of candidates is equal to the number of posts to be filled, the Council may decide to elect them by acclamation.

8.9 The Council shall appoint polling officer(s) to assist in the conduct of the elections. Polling officer(s) shall not be candidate(s) for election. The polling officer(s) shall report the election results to the Secretary.

ARTICLE 9. ACCOUNTS AND BUDGET

9.1 The Federation shall cause proper books of account to be kept in United States Dollars in respect of:

- a. all receipts and expenditures of the Federation and the matters in respect of which such receipts and expenditures take place
- b. the assets and liabilities of the Federation

9.2 At each regular Council session, the income and expenditure sheet for the 12-month period ending on 31 December of the preceding calendar year together with the balance sheet as at the same date shall be presented by the Treasurer.

9.3 Copies of these accounts, the balance sheet and other relevant reports shall be provided to the Members and Associate Members of the Federation three weeks before the beginning of the regular Council sessions.

9.4 The Treasurer, following clearance by the Bureau, shall submit an annual budget proposal to the Council three weeks in advance of the meeting. At the annual Council session, the Council shall review this proposal, amend it as it deems appropriate, and approve it.

ARTICLE 10. AUDIT

10.1 The Council shall appoint independent auditors.

10.2 The accounts of the Federation shall be examined annually and the correctness of the income and expenditure account and of the balance sheet ascertained by the auditors. The report of the auditors shall be presented to the Council in accordance with Article 7 of the Statutes.

ARTICLE 11. DISSOLUTION

11.1 The dissolution of the Federation can be pronounced only after a formal consultation with all Members. The decision shall require a double majority, which is a majority of all Member Associations and a majority of the membership of all Member Associations.

11.2 The Council shall decide upon the disposal of any assets and arrange for the cessation of activities.

ARTICLE 12. AMENDMENT OR SUSPENSION OF THE RULES OF PROCEDURE

12.1 These Rules of Procedure may be amended or suspended by a decision of the Council. The decision shall be by double majority, which is the majority of those Member Associations present or represented in the Council, physically or virtually, and a majority of the total membership of those Associations.

ARTICLE 13. FAFICS REPRESENTATIVES TO THE PENSION BOARD

13.1. The size of the FAFICS delegation to the Pension Board shall be in accordance with the governance structure of the Pension Board. The FAFICS delegation may include alternates.

13.2. The President of the Federation shall be ex officio the head of the FAFICS delegation.

13.3. The Chair of the FAFICS Standing Committee on Pension Issues shall be an ex officio member of the FAFICS delegation.

13.4. For the remaining representatives and alternates, the President in consultation with the Bureau shall draw from the expertise pool (Article 4) of qualified candidates who have indicated their interest in serving and have the requisite skills and experience.

13.5. The President, after consultation with the Bureau, shall propose the composition of the delegation to the Council for approval.

13.6 The proposed composition of the FAFICS delegation to the Pension Board should be circulated to the Council at least three weeks prior to the first day of the relevant Council session, including background information such as CV, experience in FAFICS and/or local Member Associations.

13.7. In establishing the FAFICS delegation to the Pension Board, the following criteria shall be applied:

- a. The representatives should be well versed in pension matters, both policy and practical; have demonstrated advocacy and negotiating skills; and be disposed to commit themselves to the work involved for a number of years.
- b. The representatives should be familiar with the procedures and unique structure of the Pension Board and the Board's Standing Committee.

13.8. The individual representatives shall be appointed by the Council for two-year terms, renewable twice for an additional period of two years, for a maximum term limit of six years. Representatives shall be appointed such that respective terms expire on a staggered basis to prioritize continuity and succession planning.

13.9 FAFICS representatives on Pension Board committees and working groups shall be designated by the President, after consultation with the Bureau. Representatives shall be drawn from the delegation and the expertise pool. The Council shall approve such representatives, or in the case of appointments during the year, be informed by the President. Representation in these committees and working groups should reflect the need to ensure both continuity and succession planning, drawing on the resources provided by the expertise pool.

13.10 Regular reporting on the work of the FAFICS representatives shall be provided to the Bureau, and to the Member Associations as appropriate.

ARTICLE 14. HONOURS

14.1 Honorary titles may be granted exceptionally to individuals by the FAFICS Council in recognition of outstanding service to FAFICS. Any such nominations, including appropriate rationale, may be submitted to the Council by the President after consultation with the Bureau and inclusion in the draft agenda.

14.2 Upon completion of their terms of office, FAFICS Presidents may be granted the title of "President Emeritus" and may attend FAFICS Council meetings without any financial implication for the budget of the Federation. They shall be included in the communications sent to Member Associations by the Secretary so they can be kept up to date on issues and serve as a resource to the Federation.