

# Rules of Procedure for UEMS Section of Cardiology

Based on UEMS Statutes (UEMS 2010/25) and Rules of Procedure (UEMS 2010/26) the Council of the Section of Cardiology ( thereafter: "Cardiology Section, CS") has adopted the following amendments and specifications, respectively, as Rules of Procedure for CS in its meeting in Amsterdam on Sept. 1<sup>st</sup>, 2013, as approved by the UEMS Executive in its meeting in...on...:

## **Bodies:**

1. Each full member of the UEMS may be represented in CS by two delegates, who will be proposed and approved, respectively, according to Art X (UEMS 2010/25).  
Proposals will be made in writing to the president of CS, who will immediately pass them to the UEMS Secretary General, who then has to take care of approval. If there will be no objection during the next 6 weeks after the president has asked for approval (by regular post or by e-mail) the candidate(s) will be considered as approved ("tacit approval"). Each associate member of the UEMS or observer country, respectively, may nominate (in writing to the president of CS) up to two delegates/observers to the Section of Cardiology.
2. The mandate of delegates to the CS automatically prolongs until one of the circumstances listed in Article VI.3.B (UEMS 2010/26) applies. In case that a delegate does not attend two consecutive meetings of the Section General Assembly, the president will (through the UEMS Secretary General) ask the organization, which has nominated the delegate, for reapproval of his/her status as a delegate.
3. The Section General Assembly may confer the title Honorary Member upon a (former) national delegate or (former) member of the Executive in respect of exceptional services. Honorary Members are entitled to attend all meetings of the Section General Assembly and Executive Committee, respectively, in an advisory role without voting rights.
4. During the term of office of a new president he/she shall invite the immediate past president to attend all meetings of the Section General Assembly and Executive Committee, respectively, in an advisory role without voting right
5. The Section General Assembly (GA) has a quorum, if it has been invited in due time (see Art. VI.5. UEMS 2010/26). Regarding decisions on the
  - Rules of Procedure for the UEMS Section of Cardiology
  - Training requirements in the Specialty of Cardiology (currently document UEMS 2012/29)
  - Contributions of CS to UEMS documents on EU Directives

the delegate(s) of more than 50% of those full member countries, who are entitled to vote (i.e. have paid their participation fee), have to cast their vote. Regarding these (and only these) decisions electronic voting by e-mail to both, the president and the secretary, will be possible. Electronic voting will be open at least two weeks before the meeting and will be closed 5 working days before the meeting at midnight. During electronic voting each country can vote only once and the first vote will be considered, a change in or a further vote during the GA is no longer possible, once the electronic vote has been cast.

6. The GA may elect (a) vice-president(s) to cover special areas of interest in the activities of CS. The voting procedure and term of office of the vice-president(s) are the same as for the president of CS.
7. The GA may elect an Executive Committee (EC), which prepares and executes, respectively, the decisions of the GA. The EC is composed of the president, the immediate past-president, vice-president(s), secretary, treasurer, a representative of the Association of European Pediatric Cardiologists (AEPC), a representative of the European Junior Doctors (EJD) and two more members of the GA. The latter may be proposed by the EC or the GA. Voting procedure and their term of office are the same as for the president. All members of the EC have to sign the UEMS Code of Conduct.
8. The EC has a quorum, if it has been invited in due time (see Art. VI.5. UEMS 2010/26)
9. Each UEMS full member country has one vote per country. The list of full as well as associate member countries and observers, respectively, can be viewed under [www.uems.net](http://www.uems.net)
10. The president chairs the meetings of the GA and EC, respectively, in his/her absence the/a Vice-president will take over.

### **Decisions**

11. Decisions of the GA or EC are taken by simple majority of the valid votes of those countries present (and entitled to vote) (with the exception detailed under 5.). Each country may exert one (and only one) proxy.

### **Elections**

12. Elections must have been put on the agenda by the time of the formal invitation. They will be open, but must be secret, if at least 3 members of the GA claim a secret ballot. Elections will be chaired and executed by an Election Committee. This consists of 3 members of the GA, who are nominated by the GA and cannot be candidates in any of the elections. The order of election is 1. President, 2. Secretary, 3. Treasurer, 4. Vice-president(s). Vice-presidents are elected per post only in case that there is more than one candidate per post, otherwise Vice-presidents are elected in one round.
13. To be elected the absolute majority of the valid votes is needed. However, the total number of definite votes must represent more than 50% of the total votes cast. Each country may exert one (and only one) proxy. All proxies have to be presented in writing to the chair of the Election Committee.
14. Delegates from UEMS full member countries only can make proposals for candidature. Once the voting procedure has started, candidatures can no longer be withdrawn or introduced.
15. Candidates for president, vice-president(s), secretary, treasurer or for EC, respectively, should at the same time be national delegates (with the exception defined under 16.)
16. Delegates from associated member countries may be candidates for vice-president and/or for EC.
17. President, Vice-president(s), Secretary and Treasurer, respectively, are charged with an analogous scope of duties as described for the members of the UEMS Executive in Art. V.3 (UEMS 2010/26). In addition the President and/or Vice-president(s) have to serve the bodies of the European Cardiology Section Foundation (ECSF) and of the European Board for Accreditation in Cardiology (EBAC), respectively, as detailed in their statutes.

### **Finances:**

18. National delegates are in charge to provide the Bureau with the actual numbers of specialists in cardiology, who are members of their nominating organisations, on a yearly basis.
19. The activities of CS are financed exclusively by participation fees, which are managed on a UEMS subaccount in Brussels. Authorized signatories for this subaccount are the president and/or the treasurer and/or the secretary of CS. CS charges a yearly participation fee (incl. 19% VAT) of €3,- per specialist and country for UEMS full member countries, and €1,- per specialist and country for associated member countries and observers, respectively, to be paid by the nominating organisation(s).
20. The fiscal year is the calendar year
21. The yearly balance will be checked by two internal auditors and an external accountant, respectively (mandated by the GA).