



# STATUTES

# CONTENTS

<b>Statute 1. - Names, Spirit and Aims .....</b>	<b>4</b>
1.1. Names	4
1.2. Spirit and Aims	4
<b>Statute 2. - Instruments of Action.....</b>	<b>4</b>
<b>Statute 3. - Members.....</b>	<b>5</b>
3.1. Categories of Members	5
3.2. Admission of Members	5
3.3. Rights and duties of Membership	8
3.4. Loss of Membership	8
<b>Statute 4. - Governing Bodies .....</b>	<b>9</b>
4.1. General Assemblies – Duties	9
4.2. General Assemblies – Proceedings	10
4.3. General Assemblies – Documentation	11
4.4. Extraordinary General Assemblies	12
4.5. Executive Council – Composition and Terms of Office	12
4.6. Executive Council – Duties	13
4.7. Executive Council – Proceedings	14
4.8. Executive Council – Documentation	15
<b>Statute 5. - Regional Associations .....</b>	<b>15</b>
5.1. Regional Associations – Establishment and Conduct	15
5.2. Regional Assemblies – Proceedings	15
5.3. Regional Councils – Composition and Terms of Office	17
5.4. Regional Councils – Proceedings	18
5.5. Regional Councils – Documentation	19
<b>Statute 6. - Committees.....</b>	<b>20</b>
6.1. Standing Committee	20
6.2. Ad Hoc Committee	22

<b>Statute 7. - Finances .....</b>	<b>24</b>
<b>Statute 8. - Secretariat .....</b>	<b>25</b>
<b>Statute 9. - Modification of the Statutes .....</b>	<b>26</b>
<b>Statute 10. - Dissolution .....</b>	<b>26</b>

## STATUTE 1. - NAMES, SPIRIT AND AIMS

---

### 1.1. NAMES

---

The non-profit association known as the “Centre International de Liaison des Ecoles de Cinéma et de Télévision”, CILECT, was formed at Cannes in May 1955, on the initiative of the “Institut des Hautes Etudes Cinématographiques” (IDHEC), Paris, during the second international meeting of film and television schools, with the participation of the film school delegates from Czechoslovakia, France, Italy, Poland, Spain, United Kingdom, USA, and USSR. CILECT shall also be known as the “International Association of Film and Television Schools”.

1.1.1. The existence of CILECT shall be of indefinite duration.

1.1.2. The legal headquarters shall be in Paris, France. The administration headquarters shall be designated by the Executive Council when the need arises.

1.1.3. Official communication shall be in English or bilingual, where English is one of the languages used.

### 1.2. SPIRIT AND AIMS

---

1.2.1. CILECT believes in the inherent inter-connectivity of humankind and fully supports creativity, diversity, cross-cultural thinking and sustainable development as fundamental prerequisites to human existence and progress.

1.2.2. CILECT is committed to developing and promoting the highest standards of education, research and training for film, television and related media through establishing and organizing global and regional forums for the exchange of artistic, pedagogical, methodological and managerial best practices for all its members.

## STATUTE 2. - INSTRUMENTS OF ACTION

---

In keeping with the spirit and the aims expressed in Statute 1, and in order to optimize relationships between its members, the instruments of action of CILECT shall be as follows:

2.1. Offices that support CILECT in its activities, including the General Assembly, the Executive Council, the Regional Associations, the Regional Assemblies, the Regional Councils, Standing and Ad Hoc Committees, the Executive Director and the Secretariat.

2.2. Activities:

2.2.1. Events (congresses, conferences, symposia, festivals, forums, etc.);

2.2.2. Education and training (workshops, ateliers, seminars, collaborations, joint degree programs, etc.);

2.2.3. International cooperation (mobility and exchange programmes);

2.2.4. Research and innovation (research projects, incubation initiatives, etc.);

2.2.5. Publications (physical or digital) and audio-visual materials.

## STATUTE 3. - MEMBERS

---

### 3.1. CATEGORIES OF MEMBERS

---

3.1.1. CILECT's membership shall be composed of Full Members, Partner Members, Candidate Members, and Corresponding Members. In addition, CILECT may include Honorary Members.

3.1.2. Full Members are established film, television and related media schools that:

3.1.2.1. have been recognized by the appropriate educational authorities in their countries;

3.1.2.2. offer a degree of Bachelor or higher, based on a full-time curriculum over a period of at least three years;

3.1.2.3. have the appropriate curricula, facilities, equipment, finances and teaching staff to support the educational process.

3.1.3. The previous paragraph does not in any way impact the existing Full Members, whose rights to this status were acquired in the past.

3.1.4. Partner Members are institutions which collaborate with CILECT for the benefit of CILECT and its members.

3.1.5. Candidate Members are film, television and related media schools applying for Full Membership.

3.1.6. Corresponding Members are Rectors (Deans/Heads/Directors) of training institutions that do not fulfil the criteria to become Full Members.

3.1.7. The previous paragraph does not in any way impact the existing Corresponding Members, whose rights to this status were acquired in the past.

3.1.8. Honorary Members are eminent specialists invited by the General Assembly to join CILECT for their recognised contribution in the field of film, television and related media teaching and/or research, and/or extraordinary services rendered to CILECT.

### 3.2. ADMISSION OF MEMBERS

---

3.2.1. A film, television and related media school wishing to become a Full Member should apply to the Executive Director submitting the following documents:

3.2.1.1. evidence of official accreditation from the relevant educational agency which has been awarded at least five years before applying for membership;

3.2.1.2. a detailed list of the sources of financial support;

3.2.1.3. a detailed list of all degrees, certificates or other academic awards and acknowledgements of study that are awarded;

3.2.1.4. a detailed description of all curricula in all specialisations by degree;

3.2.1.5. a detailed description of all facilities and equipment available for students;

3.2.1.6. a detailed list of the teaching staff members, their fields of professional specialisation, and their training, qualifications and achievements;

3.2.1.7. a list of at least twenty graduates, detailing their fields of professional specialisation, and their achievements demonstrating the success of the school in training to a professional level;

## STATUTES

- 3.2.1.8. prospectuses, brochures, statements of school mission and philosophy, etc.
- 3.2.2. In case the requirements outlined in 3.2.1 are met, the Executive Director presents the application to the Executive Council. The Executive Council may either reject the application or approve a visit of its representative to the applicant school.
- 3.2.3. In case the Executive Council rejects the application, this decision is final. It shall be formally reported to the next General Assembly.
- 3.2.4. In case the Executive Council approves a visit to the applicant school, the Executive Director or the President shall visit the school not later than six months after the approval. In case they cannot visit the school, they can delegate the visit to the respective Regional Association Chair.
- 3.2.5. A non-refundable assessment fee is due by the applicant school before the visit can be performed. The level of the assessment fee is fixed by the Executive Council.
- 3.2.6. In no case can the assessor visiting the applicant school be a representative of another school from the same country.
- 3.2.7. The assessor shall submit a written report of his/her findings not later than the next Executive Council meeting after the visit of the applicant school.
- 3.2.8. In case the report is favourable, the Executive Council shall propose the applicant school for Full Membership at the next General Assembly. The school automatically acquires the status of Candidate Member until that General Assembly.
- 3.2.9. In case the report is not favourable, the Executive Council shall either reject the application for Full Membership or grant the applicant school the status of Candidate Member until the school meets the requirements for Full Membership.
- 3.2.10. In case the Executive Council rejects the application, this decision is final. It shall be formally reported to the next General Assembly.
- 3.2.11. A school that has been granted the status of Candidate Member cannot hold that status for a period longer than four years.
- 3.2.12. For a school to be accepted as a Full Member its presence at the General Assembly held during the period of its candidacy is obligatory.
- 3.2.13. Full Members are admitted by the General Assembly in an open ballot by a show of hands with a majority of at least one half plus one of the Full Members present at the voting session and can take part in all sessions of the same General Assembly with full voting rights.
- 3.2.14. An institution wishing to become a Partner Member should apply to the Executive Director submitting the following documents:
- 3.2.14.1. a letter indicating the shared goals and interests between the applicant and CILECT;
  - 3.2.14.2. a statement of intent concerning how the applicant plans to support CILECT activities;
  - 3.2.14.3. a copy of the applicant's annual report and other written material that would help the Executive Council to understand the institution more fully.
- 3.2.15. In case the requirements outlined in 3.2.14 are met, the Executive Director presents the application to the Executive Council. The Executive Council may either reject the application or take a decision to propose the institution for Partner Membership at the next General Assembly.

## STATUTES

3.2.16. In case the Executive Council rejects the application, this decision is final. It shall be formally reported to the next General Assembly.

3.2.17. For an institution to be accepted as a Partner Member its presence at the General Assembly held during the period of its candidacy is obligatory.

3.2.18. Partner Members are admitted by the General Assembly in an open ballot by a majority of at least one half plus one of the Full Members present at the voting session and can take part in all sessions of the same General Assembly.

3.2.19. Rectors (Deans/Heads/Directors) of training institutions wishing to become Corresponding Members may be granted such status by the Executive Council under the provision of 3.1.6. They should apply to the Executive Director submitting all the documents required in 3.2.1. They should also add:

3.2.19.1. a plan for aligning their institution with the requirements for Full Membership;

3.2.19.2. a detailed personal CV.

3.2.20. In case the requirements outlined in 3.2.19 are met, the Executive Director presents the application to the Executive Council. The Executive Council shall either reject the application or grant the status of Corresponding Member to the applicant. Any such decision is final. It shall be formally reported to the next General Assembly.

3.2.21. In case the Executive Council grants the status of Corresponding Member, the respective individuals can hold that status until the school they represent is admitted as a Full Member. In no case this period can be longer than four years. Such individuals lose the said status if they leave their positions at the respective schools. Their successors do not obtain the said status automatically but need to apply for it under the provision of 3.2.19.

3.2.22. Any Full Member may submit to the Executive Director a proposal for inviting individuals as Honorary Members. The proposal should be submitted at least twelve weeks before the General Assembly at which it is intended to be considered and should contain a detailed personal CV of the proposed individuals with a special argumentation of their merits to CILECT.

3.2.23. In case the requirements outlined in 3.2.22 are met, the Executive Director presents the proposal to the Executive Council. The Executive Council shall either reject the proposal or decide to present it at the next General Assembly.

3.2.24. In case the Executive Council rejects the proposal, this decision is final. It shall be formally reported to the next General Assembly.

3.2.25. In case the Executive Council decides to present the proposal, it shall inform all CILECT members at least eight weeks before the General Assembly at which the proposal shall be considered. Not later than six weeks before the General Assembly members may submit to the Executive Director official written agreements or disagreements with supporting evidence.

3.2.26. The Executive Director shall present disagreements submitted under the provisions of 3.2.25 to the Executive Council, who shall decide to proceed with the proposal or reject it.

3.2.27. In case the Executive Council decides to proceed with the proposal it should organize the participation of the individual at the General Assembly in terms of presence and accommodation. In case the individual is unable to be physically present, the proposal for his/her admission as Honorary Member cannot be considered.

## STATUTES

3.2.28. Honorary Members are admitted by the General Assembly by acclamation and may take part in all sessions of the same General Assembly.

### 3.3. RIGHTS AND DUTIES OF MEMBERSHIP

---

3.3.1. Different categories of members pay different fees as per decisions adopted by the General Assembly. Members shall be in good standing as long as they have paid all past and due fees by 31<sup>st</sup> March of the current financial year.

3.3.2. All members in good standing have the right to take part in all CILECT activities except in cases when, at the decision of the Executive Council or the General Assembly, certain activities are open only to certain categories of members.

3.3.3. Members in good standing have the right to be represented at all the meetings of the General Assembly and of their respective Regional Assemblies. Members not in good standing may be present as observers.

3.3.4. Only Full Members in good standing have the right to vote in the General Assembly or in their respective Regional Assemblies, and only representatives of Full Members may serve on the Executive Council or on their respective Regional Councils.

3.3.5. Any Full Member shall have only one vote in any voting session of the General Assembly or of his/her Regional Assembly.

3.3.6. Any Full Member, unable to send its representative to the General Assembly or to his/her Regional Assembly, may give a proxy to another Full Member in good standing. The proxy shall be officially addressed in written form to the CILECT Executive Director. It shall specify to whom the Full Member wishes to give the proxy and include the written acceptance of the Full Member chosen for the proxy. No Full Member can carry more than two proxies.

3.3.7. Only Full Members in good standing and Honorary Members have the right to attend as observers the meetings of the Executive Council or their respective Regional Councils.

3.3.7.1. Members wishing to use the above right must submit to the Executive Director a written request at least thirty days before the scheduled date of the meeting. The Executive Director shall then inform the President and/or the respective Regional Chair and shall together with him/her detail the conditions under which such attendance can be organised.

3.3.7.2. In no case shall CILECT be deemed responsible for any expenses incurred by said attendance.

### 3.4. LOSS OF MEMBERSHIP

---

3.4.1. CILECT membership status may be lost by resignation, removal, or expulsion.

3.4.2. Any member wishing to resign must inform the Executive Director at least thirty days before the General Assembly. The letter of resignation must contain the proposal of the resigning member concerning the settlement of its commitments to CILECT or to its members.

3.4.3. Any member in arrears of payment of fees for two years shall be removed from membership by the Executive Council. All such removals shall be exercised in case there has been no repair of the breach after three reminders sent by email and one reminder sent by registered mail to the address of the member in the CILECT Directory. All such removals shall be formally reported to the next General Assembly.



## STATUTES

3.4.3.1. Under special circumstances the Executive Council may grant an extension of payment of the fees due for a period not longer than six months. Members wishing to use this provision shall submit a written request to the Executive Director not later than 1<sup>st</sup> March of the current financial year.

3.4.4. Any member shall be expelled for grave offences committed against the spirit or the aims of CILECT, upon proposal of the Executive Council at the General Assembly.

3.4.4.1. Expulsion shall be proposed by a majority of at least one half plus one of the members of the Executive Council or shall be considered by the Executive Council if proposed by at least 25% of the Full Members of CILECT.

3.4.4.2. No proposal for expulsion shall be considered by the Executive Council without valid written evidence in support.

3.4.4.3. The General Assembly may approve the proposal, or reject the proposal, or refer the matter back to the Executive Council if circumstances have arisen that the Executive Council has not taken into account.

3.4.4.4. In any of the cases listed in 3.4.4.3 the General Assembly shall take its decision in a secret ballot by a two-thirds majority.

3.4.5. Any member can be readmitted under the provisions of 3.2 not earlier than five years after the loss of membership.

## STATUTE 4. - GOVERNING BODIES

---

The Governing bodies of CILECT shall be the General Assembly and the Executive Council.

### 4.1. GENERAL ASSEMBLIES – DUTIES

---

The General Assembly shall:

4.1.1. admit new Full, Partner and Honorary Members;

4.1.2. approve proposals for the expulsion of members;

4.1.3. elect the President;

4.1.4. establish, suspend or dissolve Regional Associations;

4.1.5. approve the annual reports of the President, the Executive Council, the Executive Director and any other reports as appropriate;

4.1.6. approve the annual accounts and endorse the Executive Council's administration of them; the financial year of CILECT being the calendar year;

4.1.7. approve the four-year Strategy & Budget and give necessary directives for the future activities of CILECT;

4.1.8. approve the amounts of the annual membership fees;

4.1.9. take decisions concerning the affiliation to or the withdrawal from other international organisations;

4.1.10. take decisions concerning the modification of the Statutes;

4.1.11. legislate on all other matters relating to CILECT.

## 4.2. GENERAL ASSEMBLIES – PROCEEDINGS

---

4.2.1. A General Assembly shall be convened by the President, acting with the agreement of the Executive Council. Notice of the General Assembly, including the agenda shall be sent by the Executive Director to all members at least twelve weeks in advance of the meeting.

4.2.2. The General Assembly shall meet as frequently as required but in any case no less than once a year.

4.2.3. A General Assembly shall be quorate if one half plus one of all Full Members are present or represented by a proxy. It shall be the responsibility of the Executive Director to confirm the quorum at the commencement of the General Assembly and at the beginning of every voting session.

4.2.4. The proceedings of the General Assembly shall be according to the normal established rules for the conduct of democratic meetings.

4.2.5. It shall be the responsibility of the Executive Director to ask the General Assembly to elect tellers from the Full Members attending, excluding the members not in good standing, at the commencement of the General Assembly, and at the beginning of every voting session.

4.2.6. Partner Members, Honorary Members, Corresponding Members and/or non-members of CILECT may be invited by the Executive Council, to attend and/or participate in any of the meetings of the General Assembly as observers or guests. Such invitations may be extended either by the President or at the request of a member of the Executive Council, following an affirmative vote by a show of hands with a majority of one half plus one of the members present at the Executive Council's voting session.

4.2.7. The General Assembly shall be presided over by the President with the assistance of the Executive Director.

4.2.8. All matters shall be voted on the principle of "one school – one vote".

4.2.9. All matters shall be voted by a show of hands, with a majority of at least one half plus one of the Full Members present at the voting session, except in the cases when either a secret ballot, or a specified majority, or both, are obligatory.

4.2.10. A secret ballot is obligatory for the vote on:

4.2.10.1. the expulsion of a member;

4.2.10.2. the election of the President;

4.2.10.3. the affiliation to or the withdrawal from other international organisations;

4.2.10.4. the modification of the Statutes;

4.2.10.5. the dissolution of CILECT.

4.2.11. A majority of two-thirds of the Full Members present at the voting session is obligatory for the vote on:

4.2.11.1. the expulsion of a member;

4.2.11.2. the affiliation to or the withdrawal from other international organisations;

4.2.11.3. the modification of the Statutes;

4.2.11.4. the dissolution of CILECT.

## STATUTES

4.2.12. In the case of an equal vote cast by a show of hands, the President shall exercise the casting vote.

4.2.13. In the case of an equal vote cast by a secret ballot, a second vote shall be taken. In the case of a repeated tie, the President shall cast the deciding vote except when the vote is for the election of President.

4.2.14. Any Full Member may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of at least one half plus one of all Full Members present at the voting session.

4.2.15. In case an annual General Assembly cannot be convened physically for more than 180 days after its due time, because of *force majeure* events (such as but not limited to, acts or threats of war, terrorism and civil unrest, government actions and/or regulations, natural disasters, epidemics or pandemics, or any other event beyond reasonable control), the Executive Council may decide to convene it using distance communication means published at the official designated website of CILECT at least twelve weeks in advance of the meeting.

4.2.15.1. The obligatory conditions for a meeting to be convened and held using distance communication means include (but are not limited to):

4.2.15.1.1. Scheduling: the meeting is scheduled in a way which uses the general working hours of as many as possible of the Full Members in their respective regional time zones;

4.2.15.1.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows as many as possible of the Full Members to be equally integrated into the meeting's proceedings both visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

4.2.15.1.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with as many as possible Full Members' digital resources and is accessible from as many as possible Full Members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

4.2.15.2. It shall be the responsibility of the Executive Director to send to all the Full Members all the materials on which a decision has to be taken, no later than twelve weeks before the deadline for their approval by the General Assembly.

4.2.15.3. The Full Members shall then have four weeks to officially submit written comments and/or proposal(s) for amendments to the material(s) in question. It shall be the responsibility of the Executive Director to present to the Executive Council all such comments and/or proposals for amendments no later than one week after all of them are collected.

4.2.15.4. The Executive Council shall then have four weeks to take a decision whether to amend the original materials. It shall be the responsibility of the Executive Director to send back to all the Full Members all the final drafts of the (revised) materials, no later than two weeks before the deadline for their approval by the General Assembly.

### 4.3. GENERAL ASSEMBLIES – DOCUMENTATION

---

4.3.1. The Minutes of the General Assembly shall be compiled by the Executive Director and shall contain:

4.3.1.1. a list of all the participants;

## STATUTES

4.3.1.2. a summary of all discussions;

4.3.1.3. the texts of all the policies and resolutions agreed;

4.3.1.4. the results of all elections;

4.3.1.5. the four-year Strategy & Budget.

4.3.2. The Minutes shall be sent by email to all members not later than sixty days after the General Assembly.

4.3.3. The members must within thirty days of receiving the Minutes send any amendments by email to the Executive Director. The Minutes shall then be considered temporarily approved and all decisions of the General Assembly shall be implemented by the Executive Council.

4.3.4. The amended Minutes of the General Assembly shall be circulated to all members within thirty days of the temporary approval being given.

4.3.5. Formal approval of the Minutes, including all amendments, shall be given by the next General Assembly in a vote by a show of hands, and shall be signed by the President (or the Acting President) and the Executive Director and kept in the archives of CILECT.

### 4.4. EXTRAORDINARY GENERAL ASSEMBLIES

---

4.4.1. An Extraordinary General Assembly can be convened by the President, with the agreement of the Executive Council. Notice of the Extraordinary General Assembly, including the agenda, shall be sent to all members at least six weeks in advance of the meeting.

4.4.2. An Extraordinary General Assembly can also be convened at the written demand of at least one-third of the Full Members. In the event that no action is taken by the President and/or the Executive Council within four weeks following the receipt of such a demand, the Executive Director shall send all members the notice thereof, including the agenda. In this case, the meeting cannot take place earlier than four weeks after the notice has been issued.

4.4.3. The conduct of an Extraordinary General Assembly, including voting procedures, shall be the same as for ordinary General Assemblies.

### 4.5. EXECUTIVE COUNCIL – COMPOSITION AND TERMS OF OFFICE

---

4.5.1. The Executive Council consists of the President and the Chairs of the Regional Associations recognised by CILECT.

4.5.2. No member of the Executive Council shall serve more than two consecutive terms of four years each or eight consecutive years.

4.5.3. No member of the Executive Council may delegate his/her function to another representative of his/her institution, or to another member of the Executive Council.

4.5.4. The President shall represent and direct CILECT, shall carry out the decisions of the Executive Council, and shall take all initiatives necessary for the activity of CILECT between the meetings of the Executive Council.

4.5.5. Any representative of a Full Member in good standing, and present at the General Assembly, shall be eligible for the position of President.

4.5.6. In case no candidacies for the position of President have been received by the officially announced deadline, the Executive Council shall decide which of its members shall assume the function

## STATUTES

of Acting President until the following General Assembly or Extraordinary General Assembly. No new candidacies to fill in that position may be accepted at the current General Assembly.

4.5.7. The President shall be elected by the General Assembly in a secret ballot, with a majority of one half plus one of the Full Members present at the voting session.

4.5.8. In case no candidate for the position of President receives the required majority of votes after three consecutive ballots, the Executive Council shall decide which of its members shall assume the function of Acting President until the following General Assembly or Extraordinary General Assembly. No new candidacies to fill in the position of President may be accepted at the current General Assembly.

4.5.9. Members of the Executive Council shall resign if they are unable to meet their responsibilities for a period of six months or if they are no longer entitled to represent a Full Member. A one month written notice of resignation must be facilitated to the Executive Director. Further, members of the Executive Council shall immediately resign if a court verdict related to any kind of criminal misconduct comes into effect against them.

4.5.10. If the position of President becomes vacant, the Executive Council shall decide which of its members shall assume the function of Acting President until the following General Assembly or Extraordinary General Assembly.

4.5.11. If the position of a Chair of a Regional Association becomes vacant, the Vice-Chair of that Regional Council shall assume the function of Acting Chair until the following Regional Assembly.

### 4.6. EXECUTIVE COUNCIL – DUTIES

---

The Executive Council shall:

4.6.1. enact the spirit and aims of CILECT;

4.6.2. carry out the decisions of the General Assembly;

4.6.3. direct the business of CILECT between General Assemblies;

4.6.4. convene the General Assembly and all other meetings, on behalf of CILECT;

4.6.5. convene Extraordinary General Assemblies whether at the request of the Executive Council or the membership;

4.6.6. present to the General Assembly proposals and motions concerning the admission, resignation, removal or expulsion of members as well as to admit Candidate Members and Corresponding Members;

4.6.7. establish, reassign and/or discontinue any type of committees under the provisions of Statute 6 hereunder;

4.6.8. receive and present to the General Assembly all kinds of reports, including reports from all the committees and Regional Associations;

4.6.9. receive donations or subsidies for the purposes outlined in the statutory aims of CILECT and to report the use of such donations or subsidies to the General Assembly;

4.6.10. present to the General Assembly audited annual accounts;

4.6.11. appoint and dismiss the Executive Director and supervise his/her work;

4.6.12. present to the General Assembly motions to affiliate to or to withdraw from other international associations;

## STATUTES

4.6.13. present to the General Assembly motions for modifications of the Statutes;

4.6.14. take all other necessary decisions to make the work of CILECT effective.

### 4.7. EXECUTIVE COUNCIL – PROCEEDINGS

---

4.7.1. The Executive Council shall be convened by the President, either on his/her initiative, or at the request of one half plus one of its members.

4.7.2. The Executive Council shall be quorate if one half plus one of its members are present, including the President.

4.7.3. The Executive Council shall meet as frequently as required but in any case no less than twice each year. Notice of the meeting shall be sent to all members by the Executive Director at least six weeks in advance of the meeting. The agenda and the relevant materials supplementing it shall be sent to all members of the Executive Council by the Executive Director at least two weeks in advance of the meeting.

4.7.4. The Executive Council may also meet using distance communication means if the following obligatory conditions are fulfilled:

4.7.4.1. Scheduling: at each following meeting members rotate in the best possible way to use the general working hours of their respective regional time zones;

4.7.4.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows all the members to be equally integrated into the meeting's proceedings both visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

4.7.4.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with all the members' digital resources and is accessible from all the members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

4.7.5. The Executive Council may also take decisions by any type of written communication agreed upon by all its members. In such cases, the Executive Director preserves and collates all the communications until the Minutes of the respective meeting are approved by the Executive Council and published at the official designated website of CILECT.

4.7.6. Individual representatives of Full and/or Partner Members, as well as Honorary Members, Corresponding Members and/or non-members of CILECT may be invited to attend and/or participate in any of the meetings of the Executive Council as observers or guests. Such invitations may be extended either by the President or at the request of a member of the Executive Council, following an affirmative vote by a show of hands with a majority of one half plus one of the members present at the voting session.

4.7.7. The Executive Council shall be presided over by the President with the assistance of the Executive Director.

4.7.7.1. In the absence of the President, the Executive Council shall be presided by a member appointed by the President.

4.7.7.2. In case the President has resigned or is unable to fulfil his/her functions the Executive Council shall be presided by the longest continuously serving member present.

4.7.8. The proceedings of the Executive Council shall be according to the normal established rules for the conduct of democratic meetings.

## STATUTES

4.7.9. The Executive Council shall endeavour to reach its decisions by consensus. If this proves impractical any member of the Executive Council can ask that the decision be taken in a vote by a show of hands. In the case of an equal vote the President shall exercise the casting vote.

4.7.10. Any member of the Executive Council may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of one half plus one of the members present. If such a vote is tied, a new vote shall be taken for which the President shall exercise the casting vote.

### 4.8. EXECUTIVE COUNCIL – DOCUMENTATION

---

4.8.1. The Minutes of the Executive Council meetings shall be compiled by the Executive Director and shall contain:

4.8.1.1. a list of all the participants;

4.8.1.2. a summary of all discussions;

4.8.1.3. the texts of all the policies and resolutions agreed.

4.8.2. The Minutes shall be sent by email to all members of the Executive Council not later than thirty days after the meeting.

4.8.3. The Executive Council members must within fifteen days of receiving the Minutes, send any amendments by email to the Executive Director. The Minutes shall then be considered temporarily approved and all decisions of the Executive Council shall be implemented by the Executive Director.

4.8.4. The amended Minutes of the Executive Council meeting shall be circulated to all CILECT members within thirty days of the temporary approval being given.

4.8.5. Formal approval of the Minutes, including all amendments, shall be given by the next Executive Council meeting in a vote by a show of hands, and shall be signed by the President (or the Acting President) and the Executive Director and kept in the archives of CILECT.

## STATUTE 5. - REGIONAL ASSOCIATIONS

---

---

### 5.1. REGIONAL ASSOCIATIONS – ESTABLISHMENT AND CONDUCT

---

5.1.1. To enable CILECT to achieve its objectives the General Assembly may establish Regional Associations so that all members shall be affiliated to one.

5.1.2. Where a Regional Association has been established, its role shall be to enact and further the spirit and aims of CILECT within the specific conditions of that region.

5.1.3. Full Members may wish to propose other areas of definition of regions which are subject to approval of the General Assembly.

5.1.4. All founding documents of the Regional Associations shall follow the Statutes of CILECT.

### 5.2. REGIONAL ASSEMBLIES – PROCEEDINGS

---

5.2.1. A Regional Assembly shall be convened either by the CILECT Executive Council or by its Regional Chair, acting with the agreement of the Regional Council. Notice of the Regional Assembly, including the agenda shall be sent to all its Full Members at least twelve weeks in advance of the meeting. Copy of the notice shall be sent to the Executive Council and the Executive Director at the same time.

## STATUTES

5.2.2. The Regional Assembly shall meet as frequently as required but in any case no less than once a year.

5.2.3. The proceedings of the Regional Assembly shall be according to the normal established rules for the conduct of democratic meetings and shall follow, in general, the structure and conduct of the CILECT General Assembly.

5.2.4. A Regional Assembly shall be quorate if one half plus one of its Full Members are present or represented by a proxy. It shall be the responsibility of the Regional Chair to confirm the quorum at the commencement of the Regional Assembly and at the beginning of every voting session.

5.2.5. It shall be the responsibility of the Regional Chair to ask the Regional Assembly to elect tellers from the members attending, excluding the members not in good standing, at the commencement of the Regional Assembly, and at the beginning of every voting session.

5.2.6. Partner Members, Honorary Members, Corresponding Members and/or non-members of the respective Regional Association may be invited by the Regional Council, with the agreement of the CILECT Executive Council, to attend and/or participate in any of the meetings of the Regional Assembly as observers or guests. The CILECT President and/or the CILECT Executive Director may attend any meeting.

5.2.7. The Regional Assembly shall be presided over by its Chair.

5.2.8. All Regional Assembly matters shall be voted on the principle of “one school – one vote”.

5.2.9. All Regional Assembly matters shall be voted by a show of hands, with a majority of one half plus one of its Full Members present at the voting session, except in the cases when either a secret ballot or a specified majority or both are obligatory.

5.2.10. In the case of an equal vote cast by a show of hands, the Regional Chair shall exercise the casting vote.

5.2.11. In the case of an equal vote cast by a secret ballot, a second vote shall be taken. In the case of a repeated tie, the Regional Chair shall cast the deciding vote except when the vote is for the election of a Regional Chair.

5.2.12. Any Full Member of the Regional Assembly may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of one half plus one of all Full Members present at the voting session.

5.2.13. In case an annual Regional Assembly cannot be convened physically for more than 180 days after its due time, because of *force majeure* events (such as but not limited to, acts or threats of war, terrorism and civil unrest, government actions and/or regulations, natural disasters, epidemics or pandemics, or any other event beyond reasonable control), the Regional Council may decide to convene it using distance communication means published at the official designated website of CILECT at least twelve weeks in advance of the meeting.

5.2.13.1. The obligatory conditions for a meeting to be convened and held using distance communication means include (but are not limited to):

5.2.13.1.1. Scheduling: the meeting is scheduled in a way which uses the general working hours of as many as possible of the Full Members in their respective regional time zones;

5.2.13.1.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows as many as possible of the Full Members to be equally integrated into the meeting's proceedings both



## STATUTES

visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

5.2.13.1.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with as many as possible Full Members' digital resources and is accessible from as many as possible Full Members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

5.2.13.2. It shall be the responsibility of the Regional Chair to send to all the Full Members all the materials on which a decision has to be taken, no later than twelve weeks before the deadline for their approval by the Regional Assembly.

5.2.13.3. The Full Members shall then have four weeks to officially submit written comments and/or proposal(s) for amendments to the material(s) in question. It shall be the responsibility of the Regional Chair to present to the Regional Council all such comments and/or proposals for amendments no later than one week after all of them are collected.

5.2.13.4. The Regional Council shall then have four weeks to take a decision whether to amend the original materials. It shall be the responsibility of the Regional Chair to send back to all the Full Members all the final drafts of the (revised) materials, no later than two weeks before the deadline for their approval by the Regional Assembly.

### 5.3. REGIONAL COUNCILS – COMPOSITION AND TERMS OF OFFICE

---

5.3.1. The administrative body of any Regional Association is the Regional Council which is elected by the Regional Assembly.

5.3.2. The Regional Council consists of a Chair, a Vice-Chair and from one to three members.

5.3.3. No member of the Regional Council shall serve more than two consecutive terms of four years each or eight consecutive years.

5.3.4. No member of the Regional Council may delegate his/her function to another representative of his/her institution, or to another member of the Regional Council.

5.3.5. The Chair of the Regional Council shall represent the Regional Association on the CILECT Executive Council, shall inform the Executive Council of all decisions of the Regional Council, shall carry out the decisions of the CILECT General Assembly, of the respective Regional Assembly and its Regional Council, and shall take all initiatives necessary for the activity of the Regional Association between its meetings.

5.3.6. Any representative employed by a Full Member in good standing, affiliated to the respective Regional Association, and present at the Regional Assembly, shall be eligible for the positions at the Regional Council.

5.3.7. The representatives elected to the Regional Council must be drawn from Full Members of five different countries, or in the case where there are fewer than five countries in a Regional Association, from five different Full Members, provided all member countries are represented.

5.3.8. In case no candidacies for one vacant position have been received by the officially announced deadline, candidates who have already been registered for other positions may state their wish to be reconsidered for the vacant position at the current Regional Assembly before the election process starts. In case no such statements are made, the position shall remain vacant until the next Regional Assembly is held. No new candidacies to fill in that position may be accepted at the current Regional Assembly.

## STATUTES

5.3.9. In case all positions at the Regional Council are vacant and no candidacies have been received for any of those positions by the officially announced deadline, the Executive Council shall appoint an ad hoc Regional Council of three members (including a Chair and Vice Chair), chosen from Full Members of three different countries, until the next Regional Assembly.

5.3.10. Candidates for any of the vacant positions on the Regional Council shall be elected by a secret ballot, with a majority of one half plus one of the Full Members present at the voting session.

5.3.11. The vote shall be organised in consecutive ballots, a first one to elect the Chair, a second one to elect the Vice Chair, and separate ballots to elect each member.

5.3.12. In case no candidate receives the required majority of votes after three consecutive ballots, the position for which he/she is running shall stay vacant until the next Regional Assembly. No new candidacies to fill that position may be accepted at the current Regional Assembly.

5.3.13. In case a candidate for the Chair or Vice-Chair positions is not elected, he/she may announce his/her wish to be re-considered for a member position and may be added to the respective list of candidates.

5.3.14. In case no candidates are elected for any of the vacant positions under the provisions of 5.3.12, the CILECT Executive Council shall appoint an ad hoc Regional Council of three members (including a Chair and a Vice Chair) until the next Regional Assembly, and under the provisions of 5.3.7.

5.3.15. Members of the Regional Council shall resign if for any reason they are unable to meet their responsibilities for a period of six months or if they are no longer entitled to represent a Full Member. A one month written notice of resignation must be facilitated to the Executive Director and to the respective Regional Chair. Further, members of the Regional Council shall immediately resign if a court verdict related to any kind of criminal misconduct comes into effect against them.

5.3.16. If the position of a Chair of a Regional Association becomes vacant, the Vice-Chair of the Regional Council of that association shall assume the function of Acting Chair until the following Regional Assembly.

5.3.17. If both the positions of Chair and Vice Chair of a Regional Association become simultaneously vacant, the members of the Regional Council shall decide which of them shall assume the respective functions (as Acting Chair and Acting Vice-Chair) until the following regional Assembly.

### 5.4. REGIONAL COUNCILS – PROCEEDINGS

---

5.4.1. The Regional Council shall be convened by the Chair, either on his/her initiative, or at the request of one half plus one of its members.

5.4.2. The Regional Council shall be quorate if one half plus one of its members are present, including the Chair.

5.4.3. The Regional Council shall meet as frequently as required but in any case no less than twice each year. Notice of the meeting shall be sent to all members by the Chair at least six weeks in advance of the meeting. The agenda and the relevant materials supplementing it shall be sent to all members by the Chair at least two weeks in advance of the meeting. A copy of the notice shall be sent to the CILECT President and to the CILECT Executive Director at the same time.

5.4.4. The Regional Council may also meet using distance communication means if the following obligatory conditions are fulfilled:

5.4.4.1. Scheduling: at each following meeting members rotate in the best possible way to use the general working hours of their respective regional time zones;

## STATUTES

5.4.4.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows all the members to be equally integrated into the meeting's proceedings both visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

5.4.4.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with all the members' digital resources and is accessible from all the members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

5.4.5. The Regional Council may also take decisions by any type of written communication agreed upon by all its members. In such cases, the Chair preserves and collates all the communications until the Minutes of the respective meeting are approved by the Regional Council and published at the official designated website of CILECT.

5.4.6. Individual representatives of Full and/or Partner Members, as well as Honorary Members, Corresponding Members and/or non-members of the Regional Association may be invited to attend and/or participate in any of the meetings of the Regional Council. Such invitations may be extended either by the Chair or at the request of a member of the Regional Council, following an affirmative vote by a show of hands, with a majority of one half plus one of all members present at the voting session. The CILECT President and/or the CILECT Executive Director may attend any meeting.

5.4.7. The Regional Council shall be presided over by the Chair.

5.4.7.1. In the absence of the Chair, the Regional Council shall be presided by the Vice Chair.

5.4.7.2. In case the Chair and the Vice Chair have resigned the Regional Council shall be presided by the longest continuously serving member present.

5.4.8. The proceedings of the Regional Council shall be according to the normal established rules for the conduct of democratic meetings.

5.4.9. The Regional Council shall endeavour to reach its decisions by consensus. If this proves impractical any member of the Regional Council can ask that the decision be taken by a vote by a show of hands. In the case of an equal vote the Chair shall exercise the casting vote.

5.4.10. Any member of the Regional Council may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of one half plus one of all the members present at the voting session. If such a vote is tied, a new vote shall be taken for which the Chair shall exercise the casting vote.

5.4.11. The President and the Executive Director may at any time attend any meeting of any Regional Council, without voting power.

### 5.5. REGIONAL COUNCILS – DOCUMENTATION

---

5.5.1. The Minutes of the Regional Council meetings shall be compiled by the Chair and shall contain:

5.5.1.1. a list of all the participants;

5.5.1.2. a summary of all discussions;

5.5.1.3. the policies and resolutions agreed.

5.5.2. The Minutes shall be sent by email to all members of the Regional Council not later than thirty days after the meeting.

## STATUTES

5.5.3. The Regional Council members must within fifteen days of receiving the Minutes, send any amendments by email to the Chair. The Minutes shall then be considered temporarily approved and all decisions of the Regional Council shall be implemented by the Chair.

5.5.4. The amended Minutes of the Regional Council meeting shall be circulated to all members of the region, to the Executive Council and to the Executive Director within thirty days of the temporary approval being given.

5.5.5. Formal approval of the Minutes, including all amendments, shall be given by the next Regional Council meeting in a vote by a show of hands, and shall be signed by the Chair (or the Acting Chair) and kept in the archives of the Regional Association, with a copy in the archives of CILECT.

---

## STATUTE 6. - COMMITTEES

---

---

### 6.1. STANDING COMMITTEE

---

6.1.1. A Standing Committee works on behalf of the Executive Council in a clearly defined domain essential to the mission, aims, and interests of CILECT, and in which there is a high probability of ongoing need.

6.1.2. In case the Executive Council determines a Standing Committee is required to support and advance CILECT's mission and aims, it shall present a written proposal to the General Assembly for the establishment of such Standing Committee.

6.1.3. The proposal shall include the Standing Committee's purpose, initial objectives, rationale for its size and make-up, and any other information the Executive Council determines to be necessary for the General Assembly to make an informed decision.

6.1.4. The General Assembly shall agree to or deny the proposal in an open ballot, with a majority of one half plus one of the Full Members present.

6.1.5. CILECT's commitment to equity, diversity, and inclusion will be a priority for all Standing Committee membership subject to the pool of voluntary and eligible candidates.

6.1.6. Any representative employed by a Full Member in good standing, shall be eligible as a Standing Committee member.

6.1.7. The representatives appointed to a Standing Committee must be equally drawn from all Regional Associations and may not represent one and the same country.

6.1.8. No member of a Standing Committee may serve more than two consecutive terms of two years each or four consecutive years – except subject to 6.1.11 below.

6.1.9. No member of a Standing Committee may serve simultaneously as Chair of another CILECT Committee or Regional Executive Council or – but subject to 6.1.15 below - the CILECT Executive Council.

6.1.10. At the time a Standing Committee is established, its inaugural Chair and members shall be appointed by the Executive Council following an open call for self-nomination of representatives from CILECT Full Members.

6.1.11. In order to ensure a balance of experience and new perspectives in a Standing Committee, one half plus one of its inaugural members, including the Chair, shall be designated a term of two years. The remaining inaugural members shall be designated a term of one year.

## STATUTES

- 6.1.12. Three months prior to each anniversary of a Standing Committee's establishment, the Executive Director shall announce an open call for self-nomination of representatives from CILECT Full Members to replace the members of the committee ending their term.
- 6.1.13. The Chair and the members of a Standing Committee shall resign if for any reason they are unable to meet their responsibilities for a period of six months or if they are no longer entitled to represent a Full Member. A one month written notice of resignation must be facilitated to the Executive Director. Further, the Chair and the members of a Standing Committee shall immediately resign if a court verdict related to any kind of criminal misconduct comes into effect against them.
- 6.1.14. If the position of a Chair or a member of a Standing Committee becomes vacant before the end of the respective designated term for the position, it shall be the responsibility of the Executive Council, following an open call for self-nomination of representatives from CILECT Full Members, to appoint a new Chair or a member who shall only serve until the end of that designated term.
- 6.1.15. Standing Committee membership shall include one Executive Council member ex officio.
- 6.1.16. When a Standing Committee is established, the Executive Council shall provide the inaugural Chair with a description of the Committee's scope of work, objectives, required procedures, and targeted outcomes.
- 6.1.17. No later than three months after receiving the description, the Standing Committee Chair shall present to the Executive Council a plan designed by the Committee for its work throughout the coming year.
- 6.1.18. The Executive Council shall ratify or adjust the plan in consultation with the Standing Committee.
- 6.1.19. Standing Committee members shall participate in the preparation of the annual report of the Committee. The Chair shall lead that process and shall author the final report submitted to the Executive Council.
- 6.1.20. Upon receipt of a Standing Committee's annual report the Executive Council shall provide a response to the Standing Committee following the next Executive Council meeting. Such response may include adjustments to the Standing Committee's scope of work and operations.
- 6.1.21. The Standing Committee shall be convened by the Chair or at the request of one half plus one of its members.
- 6.1.22. The Standing Committee shall be quorate if one half plus one of its members are present, including the Chair (or the member to whom the Chair has delegated the office of the Chair for the specific meeting).
- 6.1.23. Notice of the meeting, its agenda and the relevant materials supplementing it shall be sent to all members by the Chair at least four weeks in advance of the meeting. A copy of the notice shall be sent to the President and to the Executive Director at the same time.
- 6.1.24. The Standing Committee may also meet using distance communication means if the following obligatory conditions are fulfilled:
- 6.1.24.1. Scheduling: at each following meeting members rotate in the best possible way to use the general working hours of their respective regional time zones;

## STATUTES

6.1.24.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows all the members to be equally integrated into the meeting's proceedings both visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

6.1.24.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with all the members' digital resources and is accessible from all the members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

6.1.25. The Standing Committee may also take decisions by any type of written communication agreed upon by all its members. In such cases, the Chair preserves and collates all the communications until the Minutes of the respective meeting are approved by the Standing Committee and officially communicated to the Executive Director of CILECT.

6.1.26. The proceedings of the Standing Committee shall be according to the normal established rules for the conduct of democratic meetings.

6.1.27. The Standing Committee shall endeavour to reach its decisions by consensus. If this proves impractical any member of the Standing Committee can ask that the decision be taken by a vote by a show of hands. In the case of an equal vote, the Chair shall exercise the casting vote.

6.1.28. Any member of the Standing Committee may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of one half plus one of all the members present at the voting session. If such a vote is tied, a new vote shall be taken for which the Chair shall exercise the casting vote.

6.1.29. The President and the Executive Director may at any time attend any meeting of any Standing Committee.

6.1.30. The Executive Council may recommend the discontinuation or the reassignment of a Standing Committee to an Ad Hoc Committee, in which cases the decision shall be determined by a vote of the General Assembly in an open ballot, with a majority of one half plus one of the Full Members present.

6.1.31. In case a Standing Committee is reassigned as an Ad Hoc Committee, all provisions of the new category apply immediately after the decision of the General Assembly.

6.1.32. In case a Standing Committee is discontinued, its Chair must deliver all relevant materials connected to its work to the Executive Director no later than three months after the decision of the General Assembly.

### 6.2. AD HOC COMMITTEE

---

6.2.1. An Ad Hoc Committee is formed to address a specific need and the duration of its work shall be designated by the Executive Council but can be no longer than four years and no shorter than one year.

6.2.2. An Ad Hoc Committee may be established or discontinued by the Executive Council in an open ballot, with a majority of one half plus one of all its members. The establishment or the discontinuation of an Ad Hoc Committee shall be reported to the CILECT membership through the Executive Council Minutes of the meeting at which it was established or discontinued.

6.2.3. CILECT's commitment to equity, diversity, and inclusion will be a priority for all committee membership subject to the pool of voluntary and eligible candidates.

6.2.4. Any representative employed by a Full Member in good standing, shall be eligible as an Ad Hoc Committee member.

## STATUTES

- 6.2.5. The representatives appointed to an Ad Hoc Committee must be equally drawn from all Regional Associations and may not represent one and the same country.
- 6.2.6. No member of an Ad Hoc Committee may serve simultaneously as Chair of another CILECT Committee or Regional Executive Council or – but subject to 6.2.10. below - the CILECT Executive Council.
- 6.2.7. At the time an Ad Hoc Committee is established, its inaugural Chair and members shall be appointed by the Executive Council following an open call for self-nomination of representatives from CILECT Full Members, and the duration of their terms shall be designated by the Executive Council.
- 6.2.8. The Chair and the members of an Ad Hoc Committee shall resign if for any reason they are unable to meet their responsibilities for a period of three months or if they are no longer entitled to represent a Full Member. A one month written notice of resignation must be facilitated to the Executive Director. Further, the Chair and the members of an Ad Hoc Committee shall immediately resign if a court verdict related to any kind of criminal misconduct comes into effect against them.
- 6.2.9. If the position of a Chair or a member of an Ad Hoc Committee becomes vacant before the end of the respective designated term for the position, it shall be the responsibility of the Executive Council, following an open call for self-nomination of representatives from CILECT Full Members, to appoint a new Chair or a member who shall only serve until the end of that designated term.
- 6.2.10. Ad Hoc Committee membership shall include one Executive Council member ex officio.
- 6.2.11. When an Ad Hoc Committee is established, the Executive Council shall provide the inaugural Chair with a description of the Committee's scope of work, objectives, required procedures, and targeted outcomes.
- 6.2.12. Not later than two months after receiving the description, the Ad Hoc Committee Chair shall present to the Executive Council a plan designed by the Committee for its work throughout the coming year.
- 6.2.13. The Executive Council shall ratify or adjust the plan in consultation with the Ad Hoc Committee.
- 6.2.14. Ad Hoc Committee members shall participate in the preparation of the annual report of the Committee. The Chair shall lead that process and author the final report submitted to the Executive Council.
- 6.2.15. Upon receipt of an Ad Hoc Committee's annual report the Executive Council shall provide a response to the Ad Hoc Committee following the next Executive Council meeting. Such response may include adjustments to the committee's scope of work and operations.
- 6.2.16. The Ad Hoc Committee shall be convened by the Chair or at the request of one half plus one of its members.
- 6.2.17. The Ad Hoc Committee shall be quorate if one half plus one of its members are present, including the Chair (or the member to whom the Chair has delegated the office of the Chair for the specific meeting).
- 6.2.18. The Ad Hoc Committee shall meet as frequently as required but in any case no less than three times each year. Notice of the meeting, its agenda and the relevant materials supplementing it shall be sent to all members by the Chair at least two weeks in advance of the meeting. A copy of the notice shall be sent to the President and to the Executive Director at the same time.

## STATUTES

6.2.19. The Ad Hoc Committee may also meet using distance communication means if the following obligatory conditions are fulfilled:

6.2.19.1. Scheduling: at each following meeting members rotate in the best possible way to use the general working hours of their respective regional time zones;

6.2.19.2. Reliability/Security: the chosen distance communication meeting platform provides a reliable and secure means of communication that allows all the members to be equally integrated into the meeting's proceedings both visually and audially, and ensures privacy of communication, especially when exercising their voting rights;

6.2.19.3. Compatibility/Accessibility: the chosen distance communication meeting platform is compatible with all the members' digital resources and is accessible from all the members' officially announced points of operations, the fulfilment of both conditions proved by individual pre-testing.

6.2.20. The Ad Hoc Committee may also take decisions by any type of written communication agreed upon by all its members. In such cases, the Chair preserves and collates all the communications until the Minutes of the respective meeting are approved by the Standing Committee and officially communicated to the Executive Director of CILECT.

6.2.21. The proceedings of the Ad Hoc Committee shall be according to the normal established rules for the conduct of democratic meetings.

6.2.22. The Ad Hoc Committee shall endeavour to reach its decisions by consensus. If this proves impractical any member of the Ad Hoc Committee can ask that the decision be taken by a vote by a show of hands. In the case of an equal vote, the Chair shall exercise the casting vote.

6.2.23. Any member of the Ad Hoc Committee may request a vote by a secret ballot on any matter which shall be agreed following an affirmative vote by a show of hands, with a majority of one half plus one of all the members present at the voting session. If such a vote is tied, a new vote shall be taken for which the Chair shall exercise the casting vote.

6.2.24. The President and the Executive Director may at any time attend any meeting of any Ad Hoc Committee.

6.2.25. The Executive Council may recommend the reassignment of an Ad Hoc Committee to a Standing Committee, in which case the decision shall be determined by a vote of the General Assembly in an open ballot, with a majority of one half plus one of the Full Members present.

6.2.26. In case an Ad Hoc Committee is reassigned as a Standing Committee, all provisions of the new category apply immediately after the decision of the General Assembly.

6.2.27. At the time of its discontinuation, the Ad Hoc Committee Chair must deliver all relevant materials connected to its work to the Executive Director not later than two months after the decision of the General Assembly.

## STATUTE 7. - FINANCES

---

7.1. The expenses of CILECT shall be met in principle by the annual fees, the amount of which shall be approved by the General Assembly alongside with the four-year Strategy & Budget.

7.2. Supplementary fees or contributions in any other form may be requested for special purposes determined by the General Assembly.



## STATUTES

7.3. CILECT may receive donations or subsidies for the purposes outlined in its statutory aims.

7.4. The accounts of CILECT shall be subject to an external financial audit annually. The selection of auditors and management of the audit shall be arranged by the Executive Director and approved by the Executive Council.

7.5. CILECT shall purchase and maintain Directors and Officers (D&O) Liability Insurance.

## STATUTE 8. - SECRETARIAT

---

8.1. The Secretariat shall be the permanent instrument of CILECT. It shall be directed by the Executive Director.

8.2. The Executive Director shall provide to CILECT (as may be necessary) the following services:

8.2.1.1. Administrative Management: preparation, organisation and coordination of the General Assembly, the Congress/Conference and the Executive Council meetings as well as the Minutes of those events (when required); organisation of effective record keeping of the proceedings and decisions of the said meetings, and timely updates of the legal status of CILECT in accordance with those decisions; ensuring and keeping the daily liaison between the Executive Council and the members; arrangement for the preservation of the existing CILECT archives and search of missing CILECT archives; representation of CILECT at non-CILECT organized events, in coordination with the President; signing of contracts on behalf and for the account of CILECT with any third party, after approval by the President; leadership of the staff employed for the implementation of all tasks related to the achievement of CILECT's strategic and operational decisions.

8.2.1.2. Financial Management: timely and professional collection of all fees as well as performance of all necessary financial operations and keeping of all related records for the effective work of CILECT; organizing an annual external financial audit, subject to approval by the Executive Council.

8.2.1.3. Project Management: coordination, monitoring and dissemination of the results of all CILECT supported activities such as (but not limited to) congresses, conferences, forums, festivals, workshops, ateliers, symposia, programmes, projects, activities, initiatives, exchanges of teachers, students and materials, and other events in the general framework of CILECT's strategic policies approved by the General Assembly and implemented by the Executive Council.

8.2.1.4. Promotional Management (in accordance with the Executive Council): initiation and coordination of fundraising projects, public relations campaigns and advertising activities; initiation of the creation of promotional materials for the traditional and emerging media; participation in events for the purpose of presenting the CILECT brand and/or boosting of the CILECT image internationally; initiation and monitoring of liaisons with existing and prospective members and partners.

8.2.1.5. Any other activities appropriate for the performance of the above.

8.3. The Executive Director shall be appointed and dismissed by the Executive Council under conditions detailed in his/her contract. Such decisions shall be formally reported to the General Assembly.

## STATUTE 9. - MODIFICATION OF THE STATUTES

---

- 9.1. The Statutes of CILECT shall only be modified by the General Assembly or by an Extraordinary General Assembly.
- 9.2. Proposals for modification of the Statutes may be made by any Full Member, by the Executive Council, or by the Executive Director.
- 9.3. All proposals for modification of the Statutes shall be presented in writing and shall indicate clearly the intentions of the proposed changes and describe as fully as possible all foreseeable consequences.
- 9.4. All proposals for modification of the Statutes should reach the Executive Council and the Executive Director at least twelve weeks before the General Assembly or the Extraordinary General Assembly.
- 9.5. In case the provisions of 9.3 and 9.4 are met, the Executive Director shall send to all members a draft of all proposals for modification of the Statutes at least eight weeks before the General Assembly or the Extraordinary General Assembly.
- 9.6. Members may submit to the Executive Council and the Executive Director motivated written agreements or disagreements with any of the proposals no later than six weeks before the General Assembly or the Extraordinary General Assembly.
- 9.7. The Executive Director shall send to all members an amended draft of all proposals for modification of the Statutes, taking in consideration all responses that meet the provisions of 9.6 no later than four weeks before the General Assembly or the Extraordinary General Assembly.
- 9.8. The task of presenting the proposals at the General Assembly or the Extraordinary General Assembly devolves upon the Executive Council and the Executive Director.
- 9.9. Following discussion of all proposals for modification of the Statutes, the General Assembly or the Extraordinary General Assembly shall have the authority to endorse, or amend, or reject the proposals.
- 9.9.1. In the case of endorsement, the changes shall have immediate effect.
- 9.9.2. In the case of amendment or rejection, the General Assembly or the Extraordinary General Assembly may refer the proposal back to the Executive Council and the Executive Director for further study with the requirement to report back to the next such meeting be it a General Assembly or an Extraordinary General Assembly.
- 9.10. Any modification of the Statutes requires a secret ballot, and a majority of two-thirds of the Full Members present at the voting session.
- 9.11. English shall be designated as the official language of the Statutes. Translations in Spanish and French languages shall be provided to all members.

## STATUTE 10. - DISSOLUTION

---

- 10.1. The decision for the dissolution of CILECT shall be taken only by an Extraordinary General Assembly convened especially for this purpose by not less than twelve weeks' advance notice, and at which two-thirds of the Full Members are present or represented.

## STATUTES

10.2. The decision for the dissolution of CILECT requires a secret ballot, and a majority of two-thirds of the Full Members present at the voting session.

10.3. The proposal for the dissolution of CILECT shall be made by one third of the Full Members. It shall be presented in writing and shall indicate clearly the intentions of the proposed dissolution and describe as fully as possible all foreseeable consequences. It should reach the Executive Council and the Executive Director at least twenty-four weeks before the Extraordinary General Assembly.

10.4. In case the provisions of 10.3 are met, the Executive Director shall send the proposal to all members at least eighteen weeks before the Extraordinary General Assembly.

10.5. Following discussion of the proposal, the Extraordinary General Assembly shall have the authority to endorse or to reject the proposal. In the case of endorsement, the dissolution shall have immediate effect.

10.6. In the event of such voluntary dissolution of CILECT, the Extraordinary General Assembly shall designate one or more Receivers to be responsible for liquidating the assets of CILECT, the net proceeds of which shall be assigned to an international organisation pursuing aims close to the statutory aims of CILECT. In the absence of appointment, the Executive Director shall serve as the Receiver.

10.7. At the time of such voluntary dissolution of CILECT, if CILECT shall be in debt, the Executive Council shall be responsible, to the limit of five Euros.

10.8. No new proposal for the dissolution of CILECT under the provisions of 10.3 can be made before the end of a twelve-month period following the Extraordinary General Assembly which rejected the previous proposal for dissolution.

### **Revised by the General Assembly at:**

Centro Sperimentale di Cinematografia (CSC) , Rome, Italy, 9 November 2023; Griffith Film School (GFS), Brisbane, Australia, 21 November 2016; Escola Superior de Cinema i Audiovisuals de Catalunya (ESCAC), Barcelona, Spain, 5 November 2010; Beijing Film Academy (BFA), Beijing, China, 5 November 2008; Aalto University (ELO), Helsinki, Finland, 18 May 2004; Victorian college of the Arts (VCA), Melbourne, Australia, 12 April 2002; European Film College, Ebeltoft, Denmark, 7 September 1997; Centro de Capacitación Cinematográfica (CCC), Oaxaca, Mexico, 11 October 1995; Hochschule für Fernsehen und Film (HFF), Munich, Germany, 10 October 1992; École Nationale Supérieure des Métiers de l'Image et du Son (La FÉMIS), Blois, France, 17 November 1990; Univeristy of Southern California, Los Angeles, USA, 27 August 1988; École Nationale Supérieure des Métiers de l'Image et du Son (La FÉMIS), Paris, France, 27 November 1986; Australian Film & Television School (AFTS), Sydney, Australia, 17 September 1982; National Film & Television School (NFTS), Edinburgh, United Kingdom, 9 September 1980; University Film Association (UFA), Washington DC, USA, 18 September 1978; L'Institut des Hautes Études Cinématographiques (IDHEC), Vichy, France, 13 November 1970; Państwowa Wyższa Szkoła Filmowa, Telewizyjna i Teatralna, Lodz, Poland, 31 May 1960; L'Institut des Hautes Études Cinématographiques (IDHEC), Paris, France, 23 May 1958.

**Adopted by the General Assembly at:** L'Institut des Hautes Études Cinématographiques (IDHEC), Cannes, France, 8 May 1955.