



OCE- PROCEDURAL GUIDELINES

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1. Procedures for membership

Item 5 of the O.C.E. Constitution states that... "The Committee is open to the representative national organisations of orthoptists of any of the member countries of the European Union where their individual practise is recognised in their respective countries in accordance with the modified EC General Directive n°89/48." This Item also states that... "The delegates will be appointed by the national representative organisations."

This section of the O.C.E. Procedural Guidelines determines the procedures for membership.

General information:

All documents will be edited in English and French

1.1

The organisations of orthoptists of EU-countries who wish to become a member of the OCE must complete a questionnaire, which must be submitted along with the following documents

- the Constitution and the registration of the organisation
- the composition of their executive council
- the list of their registered members
- an official letter of appointment of its delegates for the OCE and their substitutes
- all other elements that are necessary to complete the professional survey and assessment file.

1.2

The Executive Council will study the elements of the file presented by the candidate:

If the file is not complete: supplementary information will be asked

If the file is complete:

- a) the candidate organisation fulfils the criteria, the organisation may become member of the OCE or
- b) the candidate organisation does not fulfil the criteria, the organisation cannot become a Member of the OCE

1.3

The OCE creates a register based on the information gained from the questionnaire completed by all member organisations.

This register will be updated regularly (at least once every two years.)

1.4

Any change of representative must be announced by official letter addressed to the president at least two weeks before the meeting.

1.5

Members who fail to present the required elements within two years will be excluded from the OCE.

1.6

The member organisations not represented at the annual committee meeting in three consecutive years without motivation will be excluded from the OCE.

They will be informed of this decision by registered mail.

The same rule applies to organisations who fail to pay their contributions for three consecutive years.

1.7

Members who fail to fulfil the financial requirements within two years will be excluded from the OCE. In case of renewed membership outstanding debts to the OCE must be paid before readmission.

1.8

Members who chose to terminate membership must notify the Executive Council of their intentions. The annual subscription fee must be paid for the financial year. No reimbursements will be made.



2. Procedures for meetings of the Council

2.1

The date and the place of the meeting will be announced at least one year prior to the meeting.

2.2

The host country should follow the Guidelines for representatives hosting O.C.E. annual meeting (addendum).

2.3

It is necessary to provide somebody who is able to translate French and English during the meeting. The relevant person should be determined together with the executive officers. The costs for the travel, accommodation and translation (if necessary) will be met by the OCE.

2.4

The president or the vice president convenes the meetings of the Committee. The relevant information, including the agenda is sent to the members by the secretary at least one month prior to of the meeting.

2.5

The agenda is established by the president in agreement with the executive officers, except in urgent cases.

2.6

The members of the O.C.E. wishing to place an item on the agenda will send a motivated proposition to the president.

2.7

The Council members who are unable to attend the meeting will inform their substitutes.

2.8

The president directs the discussions. He/she may designate a moderator whose task it is to supervise the proceeding of the meeting.

2.9

The president ensures that only the items listed on the agenda are discussed. In agreement with the Committee he/she can decide at any moment to adjourn the discussion of a certain item. In that case he/she puts the item on the agenda of the next meeting.

Procedures for the Council Meeting

2.10

The vote is secret whenever requested by three representatives with the right to vote.

2.11

The minutes will be taken by the secretary.

2.12

The opinion of the minority should be mentioned in the minutes.

2.13

The secretary edits the minutes and sends them to the members within two months after the meeting.

2.14

The president signs the minutes after verification/approval and – if necessary- correction by the representatives.

2.15

The representatives will sign an attendance register.



3 Procedures for Meetings of the Executive Officers

3.1

Most of the work can be done by mail or through phone conferences. But in creating new ideas, for the communication and discussions it is more effective to work during a meeting.

3.2

The officers should meet at least once per year.

3.3

Date, place and the agenda of the meeting will be fixed by the president in agreement with the officers.

3.4

The resolution of the officers are taken by the majority members voting. In the case of equality of votes, the president is entitled to a second or casting vote.

3.5

The minutes of the meeting will be taken by the secretary.

3.6

The costs for the meeting will be met by the OCE. The costs for the travel, accommodation and meals should be reasonable.

3.7

Any other costs caused through the OCE work as typing, translating, telephone, printing etc. will be reimbursed by the OCE.



4 Procedures for elections

4.1

The term of office for the Executive Council is four years. They may be re-elected once for a second term. A third term is only possible after an interval of four years.

The Executive Council consists of a president, a vice-president, a secretary and a treasurer. The elections take place during the Committee meetings.

4.2

At least 12 months before the planned date for the elections and in consultation with the president, the secretary sends to all representatives a preliminary call for nominations, with a copy to the member organisations.

The final call for nominations is sent three months before the planned date for the elections, to all representatives as well as to the member organisations.

4.3

The nominations must be addressed to the secretary at least one month before the planned date of the elections.

4.4

All candidates for presidency must submit a strategic plan for the term of office.

4.5

The secretary prepares voting-papers and distributes these during the meeting of the Committee meeting.

4.6

The votes are secret whenever requested by one or 3 representatives with the right to vote. They are counted in the presence of the Committee and the new Executive Council is established.

4.7

All files and documents required for the smooth functioning of the Committee must be handed over by the past president to his successor.

The retiring secretary transfer to his successor all necessary information and papers.

The retiring treasurer transfers to his successor a record of accounts (approved by an auditor, if necessary).



5 Procedures for working parties

5.1

The Committee may designate one or more working parties to prepare projects connected with the mission of the O.C.E.

The Committee has the right to modify the composition of a working party when needed.

5.2

A working party consists of at least three representatives - one of them acting as the co-ordinator - and a substitute member.

The working party must contain at least one French speaking person and one English speaking person.

5.3

The Committee determines the duration of the project in consultation with the working party.

5.4

The Committee determines the frequency and the place of the meetings and decides on the payment of expenses.

Exceptionally, the working group can obtain permission of the Committee, to consult experts.

5.5

The working party must submit a report of its activities at the closure of the project and during its term, in order to allow the Committee to monitor the project and to give its opinion if required.

Finances:

This must be discussed.



6 Procedures for associate members

6.1

Orthoptists who practice or reside in an EU-member state which is not represented in the O.C.E. can become associate members of the O.C.E.

6.2

Individual applicants for associate membership must submit a completed questionnaire, accompanied by a certified copy of their diploma, recognised in the EU country where they practice.

Groups of applicants for associate members must appoint a contact person. This contact person must submit a completed questionnaire, accompanied by a certified copy of the diplomas of its members, recognised in the EU country where they practice.

6.3

The Committee studies the information presented by the candidate.

If necessary additional data may be requested.

If the file is complete and the candidate fulfils the requirements, he may become an associate member of the O.C.E.

6.4

The associate members must inform the O.C.E. of all important modifications, e.g. a change in personal details, details on the formation of a national orthoptic organisation or a change in the legislation concerning the profession.

6.5

The Committee determines the financial contribution of the associate members.

The associate members who fail to pay their contributions for three consecutive years will be excluded.



Addendum to the O.C.E Procedural Guidelines

GUIDELINES FOR REPRESENTATIVES HOSTING O.C.E ANNUAL MEETINGS

The host country should follow the Guidelines laid down in the addendum. The host representative is responsible for the following arrangements:

- **General information:**
Provide general information on the meeting venue: local transportation possibilities, map etc.
- **Venue:**
Select a suitable meeting room at a negotiated rate. The O.C.E. will pay for the venue if sufficient sponsorship is not found.
- **Catering:**
Provide and programme coffee breaks and business lunch. The O.C.E. will pay for the catering if sufficient sponsorship is not found.
- **Accommodation:**
Select a number of rooms at a special discounted rate for representatives and accompanying persons in a hotel of appropriate standard as close as possible to the meeting venue,
- **Dinner:**
Make arrangements for a dinner following the first business day,
- **Social programme:**
The business meeting must take priority and should not be interrupted by any social events.
Provide information for an optional pre- and/or post meeting tour,
- **Translation :**
It is necessary to provide somebody who is able to translate French and English during the meeting. The relevant person should be determined together with the executive officers. The costs for the travel, accommodation and translation (if necessary) will be met by the OCE.
- **Sponsorship:**
Sponsorship should be sought from one or more optical or medical companies. If sponsorship can be obtained to cover the meeting costs this should be used.
The host country may contribute financially, but is under no obligation to do so.
- **Deadline for information:**
The President, the Secretary and the Treasurer must be informed of all arrangements made for hosting the meeting prior to any decision taken or contract signed(at least 6 months prior to the meeting).

