

Rules of order of the Social Economic Council

The Social Economic Council,

Given Article 19 of the Ordinance of the Social Economic Council (AB 2010, GT no. 19),

A decree has been issued for the work process which is substantiated in the following Rules of order:

Article 1. Chairperson

1. The Chairperson chairs the meetings of the Social Economic Council
2. The Chairperson ensures the compliance of the meeting with regard to following all applicable laws and regulations stipulated in the Rules Of Order.
3. Provisions that are provided to the Chairperson are also applicable for the Vice-Chairperson in the event of them filling in on behalf of the Chairperson.

Article 2. Secretary General

1. The Secretary General attends the meetings of the Social Economic Council. Absence is required when discussions will take place of a personal nature relevant to the position.
2. The Chairperson can assign members of the staff to participate in the meetings as a means of support to the Council.
3. The Secretary General is responsible for the drafting of the minutes. He ensures in consultation with the Chairperson that meetings are adequately prepared by drafting the agenda, the agenda points with all relevant documentation and ensuring that the draft agenda of the previous meeting is provided at least three days in advance of the meeting to the Chairperson, the members and substitute members alike.
4. Letters, incoming mail and other relevant documentation that have been received by the Social Economic Council and are urgent in nature are to be brought to the knowledge of the members and substitute members promptly.
5. The Secretary General is charged with the execution of all decisions made by the Social Economic Council. The Secretary General is responsible with the day to day leadership of the tasks of the Secretariat of the Social Economic Council, taking into account the established instructions and directives.

Article 3. Meetings

1. Notwithstanding Article 13 of the Regulation the Chairperson is allowed to schedule meetings as frequent and as often as it is deemed necessary. The Chairperson determines the time and place of said meetings, taking into account Of Article 13 of the ordinance of the Social Economic Council.
2. The Social Economic Council meets as a general rule publicly. The meetings closed if the Council has decided to do so for urgent reasons.

3. During the meetings of the Social Economic Council the following agenda points are handled accordingly:
 - The determining of the agenda;
 - The determining of the minutes of the previous meeting;
 - The handling of the announcements;
 - The handling of incoming mail and other relevant documentation;
 - The reporting of administrative contacts and contacts in the media relevant to members and the Secretary General;
 - The reporting and adherence of decisions with regard to proposals provided by the Members or the Secretary General which have been brought forward from the previous meeting.
 - The reporting of decrees relevant to procedural matters;
 - Handling of relevant questions.
4. The Chairperson is authorized to add any relevant agenda points under the third point of this article.
5. A member may allow their substitute to represent on them on one or more subjects during a meeting, withstanding that the member informs the Chairperson in writing, ultimately one day in advance which agenda points the substitute will be presenting for the member.
6. The Chairperson may invite the substitute members to be present at a meeting. If the substitute is not representing the member during the meeting, they are only authorized to fulfill a advisory role.
7. Notwithstanding substitute members of the employers- or employee organizations may attend a meeting upon invitation from the employers – or employee organizations that have appointed them.
8. A Member that is not in agreement with decisions taken during a meeting may have their stance, with supported reasoning, recorded in the minutes of the meeting.

Article 4. Deliberations, decisions and voting

1. Members that intent to have the word to present a particular proposal during the meeting are required to inform the Secretary General beforehand of the handling of said proposal. When presenting the proposal the Chairperson allows the presenting members to have the first word. Then the word is given to those that have an advisory role that they may state their opinions. Then the word is granted In the order of questions asked. Then the Chairperson give the word to the one that has been charged with the defense of the proposal.
2. The Chairperson may propose that council restrict the time allotted to speak.
3. The Chairperson is authorized to urge the members to limit the deliberations if he is of the opinion that the proposal has been sufficiently substantiated.
4. Advices of the Social Economic Council are formulated in accordance with the meetings as described in article 21 of the ordinance of the Social Economic Council, notwithstanding the fifth point of this article regarding advices that are urgent in nature.
5. If decisions are to be taken which are of a personal nature, voting is done in secret. The Social Economic Council is also allowed to vote in secret In other instances.
6. With regard voting that requires members to vote verbally or by head count the Secretary General may invite the members in accordance with the attendance list to issue their vote.
7. The Social Economic Council may authorize the Chairperson, the remaining members or the Secretary General to make certain decisions on their behalf.

Article 5. Enforcement of order during meetings

1. If a speaker goes off subject during a deliberation, the Chairperson is authorized to bring this to the speakers attention and the subject matter is withdrawn.
2. If an attendee of the meeting expresses themselves in an offensive manner, is disruptive, they even if only by the expression of agreement urges the execution of Illegal actions, the Chairperson is authorized to admonish said person to withdraw the words / actions that warranted the warning.
3. If the person in question refuses to use the opportunity and continues to go off subject or misbehave, the Chairperson may deprive the member of their right to speak and consequently decide that said person is no longer allowed to partake in deliberations regarding the proposal being handled.
4. In a public meeting all gestures of agreement or disagreement are prohibited, offenders will be removed from the meeting room accordingly.

Article 6. Execution Of Decisions

Documentations that are of a private or legal nature are to be signed by the Chairperson or the Secretary General unless it has been decided otherwise by the Social Economic Council.

Article 7. Storage of documentation

Insight, copies and excerpts of the minutes of the meetings along with supporting documentation or other relevant documents belonging to the Social Economic Council are not to be distributed to anyone other than the staff of the Secretariat unless express permission is granted by the Council to do so.

Article 8. Evaluation

During this meeting the Social Economic Council discusses the performance of the Secretary General. The Council can request the Secretary General to leave the meeting during this discussion. The Chairperson uses the results of this meeting as the guide line when having the appraisal meeting with the Secretary General.

Article 9. Management

1. Before May 1st the Chairperson is required to propose an annual report based on the allotted budget for the upcoming year. This annual report is submitted to the Social Economic Council for decision making.
2. At the end of every fiscal year, the Chairperson or the Secretary General on his behalf is required to give accountability to the Council regarding supervision of the financial -, personnel - and material management that was executed along with government.

Article 10. General

In all other matters of the Social Economic Council, which the Rules of Order does not stipulate, the decision is left to the Council.

Article 11. Enforcement

The Rules of Order take effect the day after the date that the distribution of the Official Publication in which it is placed and is retroactive to May 1st 2011.

Article 12. Citation

This Rules of Order is cited as: Rules of Order of the Social Economic Council

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The Minister of General Affairs,
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