



## **GLOBAL NGO EXECUTIVE COMMITTEE POLICIES AND PROCEDURES <sup>1</sup>**

### **PREAMBLE:**

The Global NGO Executive Committee (hereinafter referred to as the “Executive Committee”) has adopted the following Policies and Procedures to assist it in the orderly conduct of business within the framework of the Executive Committee’s Bylaws.

### **1. EXECUTIVE COMMITTEE**

#### **(a) Role and responsibilities**

- 1.1 The Executive Committee represents the NGOs associated with the UN Department of Global Communications (hereafter referred to as DGC).
- 1.2 It is the responsibility of all voting members of the Executive Committee to attend all the regularly scheduled meetings during their term of office. The Secretary will record and report absences to the President. Anyone who is absent for three (3) of these meetings in any one year without prior notification or adequate reason will be asked to resign.
- 1.3 Members of the Executive Committee shall participate in at least one of the Subcommittees.
- 1.4 It is also the responsibility of all voting members of the Executive Committee to attend as many DGC briefings as possible.
- 1.5 Efforts will be made to provide electronic access to the Executive Committee meetings for elected members who are not able to attend in person. Electronic participation will be noted as meeting attendance in Executive Committee records.
- 1.6 The Executive Committee shall appoint Regional NGO Coordinators for a period of 2 years from among regional organizations that are associated with DGC. The Regional NGO Coordinators are charged to bring to the attention of the Executive Committee information and concerns from the regions to enhance the global perspective of the Executive Committee. They may participate in meetings of the Executive Committee.
- 1.7 Non-voting members may recommend actions to be taken.
- 1.8 A representative of DGC shall be invited to report on issues that are of concern to NGOs and to the Executive Committee.
- 1.9 The President of the Executive Committee may call for executive sessions to deliberate and decide upon matters that the President considers are subject for discussion only by the voting members of the Executive Committee. Such executive sessions, if held during a regular meeting, must be announced to all participants in the Executive Committee prior to or at the commencement of the regular meeting, to the extent feasible and practical. The Secretary shall keep a record of the executive sessions.

<sup>1</sup> As approved by the NGO/DPI Executive Committee on \*\*\*\*\* Insert date of approval \*\*\*\*\*.

1.10 Members of NGOs associated with DGC will be notified of meetings of the Executive Committee. They may attend and participate if and when recognized to do so by the President.

1.11 All Chairs of Subcommittees shall be responsible for keeping relevant files on their activities and for transferring them to their successors.

**(b) Duties of officers**

1.12 **The President** of the Executive Committee shall:

- (i) preside over all meetings of the Executive Committee
- (ii) prepare agendas for all meetings of the Executive Committee and of Officers;
- (iii) report back to the Executive Committee on the substance of Officers' meetings;
- (iv) represent the DGC-associated NGO community on behalf of the Executive Committee;
- (v) consult with the Executive Committee in formulating its initiatives and priorities;
- (vi) represent the Executive Committee when consulting and collaborating with the United Nations system and Member States;
- (vii) report back to the Executive Committee on activities undertaken on its behalf;
- (viii) be an *ex officio* member of the Conference Planning Committee;
- (ix) be an *ex officio* member of all subcommittees, with the exception of the Nominations and Elections Subcommittee;
- (x) present a comprehensive report to the Annual Meeting of the Executive Committee; and
- (xi) convene a Retreat after the Annual Meeting and before the first regular meeting of the newly constituted Executive Committee for the purpose of orientation of its new members and determination of a strategy for its future activities.
- (xii) have general overall responsibility for the work of the Executive Committee.

1.13 **The First and Second Vice-Presidents** shall:

- (i) serve as advisors to the President of the Executive Committee;
- (ii) carry out the duties of the President of the Executive Committee in his/her absence;
- (iii) assist the President in overseeing and coordinating the activities of the Executive Committee;
- (iv) be responsible, as delegated by the President, for the effective functioning of the subcommittees;
- (v) assist the President in organizing the Annual Meeting and the Retreat;
- (vi) mentor newly elected directors with respect to their responsibilities;
- (vii) discharge other duties as assigned by the President or by the Executive Committee.

1.14 **The Secretary** shall:

- (i) prepare and distribute notifications and minutes of the proceedings of all regular meetings of the Executive Committee, including the Annual meeting, to all voting and non-voting members of the Executive Committee, at least five days prior to the next regularly scheduled meeting of the Executive Committee;
- (ii) record and report absences of voting members to the President;
- (iii) keep records of the meetings of the Officers;
- (iv) be responsible for files of the Executive Committee;
- (v) arrange for electronic participation of members at meetings of the Executive Committee, when necessary; and
- (vi) discharge other duties as assigned by the President or by the Executive Committee.

1.15 **The Treasurer** shall:

- (i) manage the financial operations of the Executive Committee;
- (ii) send out notifications of membership fees that are due from members of the Executive Committee;
- (iii) make recommendations, when appropriate, on the fee for membership on the Executive Committee, for its approval;
- (iv) receive all funds collected and deposit all funds in a bank account established by the Executive Committee, which shall require his/her signature, or the signature of either the President or the Secretary, for withdrawals by check from the account;
- (v) seek approval from the President and the Chair of the Finance Committee for payment of expenditures in excess of two hundred dollars (\$200);
- (vi) present expenditures of \$1,000 or more to the Executive Committee for approval;
- (vii) keep itemized reports of all receipts and expenditures in a permanent file;
- (viii) prepare and present written reports of receipts and expenditures at regularly scheduled meetings of the Executive Committee, to be supported by relevant monthly bank statements which will be shared with the Finance and Budget Subcommittee;
- (ix) serve as an *ex officio* member of the Finance Subcommittee and, in consultation with its members and President of the Executive Committee, prepare the annual budget of the Executive Committee for its approval by 30 November or such other date as shall be set by the Executive Committee;
- (x) ensure timely filing of all required tax returns and financial reports as and when required;
- (xi) arrange for an annual audit, as appropriate, by an external auditor to be approved by the Executive Committee;

- (xii) review the annual audit and filings, as appropriate, with the Internal Revenue Service and report to the Executive Committee;
- (xiii) be a non-voting member of the Development /Fundraising Subcommittee; and
- (xiv) discharge other duties as assigned by the President or by the Executive Committee.

## 2. NOMINATIONS AND ELECTIONS (See also Article III in the Bylaws)

- 2.1 A candidate for the Executive Committee shall be an individual officially representing an NGO associated with DGC in good standing. A senior officer of the candidate's NGO must state in a letter or email to DGC that the nominee is designated as an official representative to DGC and therefore eligible to have UN Grounds Pass status. In the case that an individual self-nominates or is nominated by another organization associated with DGC, he/she must be endorsed by his/her organization as described above. Elected individuals act in their personal capacity
- 2.2 After two full years serving on the Executive Committee, a Director is eligible to run as an Officer.
- 2.3 Three of the Officers of the Executive Committee, namely the President, the Secretary and the Treasurer, must be residents of an area within easy driving distance of New York City so that they are able to attend meetings of the Executive Committee in person and to meet with UN officials and essential service organizations, such as banks, as necessary.
- 2.4 Each NGO associated with UN DGC is entitled to one vote to be cast by its head, main representative or alternate representative. Ballots will be disqualified if they include votes for more than the allotted number of candidates for each position.
- 2.5 If in any year, all three senior officers, President and 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, are not eligible to continue in office, the other serving Board members will vote to select one of the three to remain on the Board for one year only in order to provide continuity and to prevent loss of organizational memory. The vote will be confidential, conducted informally by the Chair of the Nominations committee. Voting will continue until the winner receives a majority of votes.
- 2.6 Candidates to appear on the ballot will be required to provide a resume, a statement (not to exceed 250 words) on why they want to serve, and a photo.
- 2.7 The Elections/ Nominating Subcommittee shall:
  - (i) Comprise a Chair, two (2) voting members of the Executive Committee, who shall select up to four other members from the NGOs associated with DGC for approval by the Executive Committee;
  - (ii) Have no member who may be seeking a place on the ballot;
  - (iii) Oversee on behalf of the Executive Committee the development and maintenance of a proprietary list of NGOs worldwide, which are in good standing with DGC, including the responsibility to add newly associated DGC NGOs as provided by DGC on a regular basis and to request DGC to review the list as frequently as possible to inform the Subcommittee of those NGOs no longer in good standing.
  - (iv) Provide information on the Call for Nominations, sending of the ballot and other important election information to the Outreach and Public Relations Committee on a timely basis so they

can assist in publicizing election information widely. At minimum, information on elections will be announced in the DGC Weekly UN Announcement and the *NGO Reporter*;

(v) Retain an electoral service to facilitate the voting process, tally the votes and report results to the Chair of the Subcommittee in good time before the Annual Meeting. The Chair will announce the results to the Executive Committee. The President of the Executive Committee will notify DGC of the election outcome. Electoral services include the preservation of ballots and results for at least one year;

(vi) Timetable of Activities which may be modified if necessary by the Executive Committee with agreement by the Chair of the Nominations Committee:

- In Early February, notify by email all officers and directors, who are eligible to run for another term or a new office, that they must declare their candidacy by mid-March at the latest;
- In Early February, Issue a call for nominations with vacancies and job descriptions to all NGOs in good standing with DGC with a deadline for application by mid-March;
- In March,
  - Prepare candidate files to include resume, statement and photo for ballot preparation.
  - Submit list of candidate's NGOs to DGC for verification of good standing and grounds pass eligibility.
  - Present final list of candidates to the Executive Committee, including their organizations and the positions sought, for inclusion on the ballot.
- In April,
  - Contact each candidate to review their eligibility, relevant qualifications, and to obtain candidate's acknowledgement of understanding.
- In Early May, Send out ballot with candidates' resumes and pictures to all NGOs in good standing with DGC for voting by membership at large, allowing 30 days to receive votes. Receipt of votes to be timed at least 30 days before the Annual Meeting to be held no later than June 30.
- In June, Immediately following the announcement, the news will be posted on the DGC Weekly UN Announcements, emailed to the *NGO Reporter* and other relevant publications.

### 3. **Disassociation**

- 3.1 A Director/Officer (including the President) who loses his/her position as a duly accredited representative/member of a DGC or ECOSOC-associated NGO (whether because the individual loses his/her accreditation, or because the member's organization is disassociated from DGC or ECOSOC) will be suspended.
- 3.2 If the position of President becomes vacant, the First Vice-President will fill his/her position until the end of the term, followed by the Second Vice-President, if necessary.
- 3.3 If a member changes his/her organization, accreditation must be confirmed in writing on the letterhead of the new organization and signed by the President or other official of that organization associated with DGC.

#### 4. **MEETINGS**

- 4.1 The Executive Committee shall take decisions by a simple majority vote of those present or online, provided the quorum is met.
- 4.2 Minutes of the regular meetings of the Executive Committee shall be circulated to members at least five (5) days prior to the next regular meeting.
- 4.3 Special meetings may be convened by the President and may also be conducted by email or telephone to consider issues that require immediate action. The results of the special meeting shall be presented by the President at the next regular meeting of the Executive Committee.
- 4.4 The Annual Meeting shall be held in June no later than June 30 of each year. All NGOs associated with DGC shall be notified of the Annual Meeting in writing at least thirty (30) days prior to the date for the Annual Meeting. If necessary, the Annual Meeting can be held virtually.
- 4.5 The first official meeting of the Executive Committee each year, will be held before the end of August for orientation of new members and to discuss priorities and plans for the coming year. A calendar of meetings for the coming year will be provided by the President at this meeting.
- 4.6 The most current edition of Robert's Rules of Order shall be consulted for conducting meetings.

#### 5. **STANDING AND AD HOC SUBCOMMITTEES**

- 5.1 The President shall recommend chairs of the subcommittees for approval by the Executive Committee.
- 5.2 Members of each subcommittee shall include two members of the Executive Committee, including the President, with the exception that the President shall not serve on the Nominations/Elections Subcommittee. Other members shall be appointed from NGOs affiliated with DGC.
- 5.3 The Standing Subcommittees shall include the following:
  - a) **Bylaws.** The goals of the Bylaws and Policy & Procedures Subcommittee are to ensure proper functioning of the Executive Committee and to facilitate compliance with the Bylaws and Policies and Procedures.
  - b) **Development.** The goal of the Development / Fund Raising Subcommittee is to raise funds to support the work of the Executive Committee and its Subcommittees.
  - c) **Finance.** The goal of the Finance Subcommittee is to ensure adequate income and proper expenditures of the Executive Committee.
  - d) **Global Regional Coordinators.** The goals of the Global / Regional Coordinators Subcommittee are to bring to the attention of the Executive Committee information and concerns from the regions to enhance the global perspective of the Executive Committee and to promote participation of NGOs worldwide in the work of the Executive Committee.
  - e) **NGO Reporter.** The *NGO Reporter* is the official publication of the Executive Committee. The goal of the subcommittee is to issue the publication at least quarterly to provide news and information of interest to NGOs accredited to DGC.
  - f) **Nominations / Elections.** The goal of the Nominations and Elections Subcommittee is to facilitate the election of members of the Executive Committee.

- g) **Outreach and Public Relations.** The goals of the Outreach and Public Relations Subcommittee are to improve and strengthen contact with NGOs, to foster goodwill with civil society, the business community and foundations for the work of the United Nations. Also it works to strengthen the relationship between the Executive Committee and DGC-associated NGOs
- h) **Website / Social Media.** The goal of the Website and Social Media Subcommittee is to strengthen the capacity of NGOs associated with DGC to be more effective in their communications programs; to develop, maintain and improve the Executive Committee website, to update the Facebook Page; and to explore the use of other social media platforms.
- i) **Youth / Intergenerational.** The goal of the Youth/ Intergenerational Subcommittee is to increase opportunities for the participation of youth representatives in United Nations activities and to encourage intergenerational dialogue in all activities.

## 6. **UNITED NATIONS CIVIL SOCIETY CONFERENCE**

- 6.1 The President will consult with UN DGC regarding any future conferences and will keep the Executive Committee informed of plans.
- 6.2 A Conference Planning Committee will be formed as necessary to support the plans of DGC for the conference.

## 7. **NGO REPORTER**

- 7.1 The Executive Committee shall appoint the editor for its periodic publication, *NGO Reporter*, which shall provide news and information of interest for distribution to all NGOs associated with DGC.
- 7.2 The editor serves at the pleasure of the Executive Committee which will review the position every two years.

## 8. **CHANGES TO THE POLICIES AND PROCEDURES**

Changes to the Policies and Procedures to improve the functioning of the Executive Committee shall be submitted to the President, who shall forward them to the Bylaws Subcommittee. New changes approved by the Bylaws subcommittee must be approved by two-thirds (2/3) present or online of voting members of the Executive Committee.