

# Final DRAFT



## UEMS Section Occupational Medicine - Rules of procedures

### 1. General provisions (see UEMS 2010/26 "Rules of procedures", VI.1.)

Each Specialist Section (hereafter Section) is responsible to the Council, and exclusively to the latter, and must regularly report on all its activities. It does not enjoy, therefore, full autonomy.

The Sections of UEMS are charged by the Council to bear in mind the implications of the Treaty of Rome with regard to the definition, qualification and exercise of their particular discipline.

Each Section elects its own Bureau from amongst its number, which is made up of a President, a Secretary and a Treasurer: these last two offices may be held by the same person (VI.6.A.)

Each mandate lasts for four years and may be renewed only once in the same position. The President and the Secretary are elected alternately with an interval of two years (VI.6.B)

### **Members** (see VI.3.)

### 2. Conditions and admission of Section members

The quality of a medical specialist, independently practicing is required in order to represent a full or associate Member within the Sections

Each Section includes as members two specialist doctors:

- as representatives of each of the member countries of UEMS;
- in active practice in the relevant specialty or involved in negotiating on behalf of medical specialists;
- competent either in French or in English;
- **approved by their national professional organization, their nominations having been agreed by the national organization representing specialist doctors of that country within the UEMS Council. The latter national organization gives its formal approval and advises the Secretary General of the UEMS by official letter.**

Each organization sends in writing to the Secretary General the name of the doctor mandated to participate in the works of committees and working groups set up by the Council according to the way agreed in plenary assembly. Experts can only attend these meetings as a duly mandated accompanying person of the medical specialist. Alternatively the Sections Secretary may receive the nomination of the official UEMS Member organization and he is obliged to inform UEMS Office.

### 3. Loss of membership of a delegate to a section

Any delegate may be deprived of his membership of a Section:

- on retiring from the relevant specialty and giving up active participation in negotiating on behalf of specialists;
- if no longer enjoying the confidence of his national association.

If a UEMS country is no longer represented in the Council, delegates may be allowed to sit in the Sections provided that they pay their full Section subscription. Other country's delegates may sit as observers.

If the situation demands, the Secretary General of UEMS may inform the member in question, his sponsors and the Council of UEMS of his removal. He should ensure that a replacement is rapidly appointed by his sponsors.

The two delegates from each country are nominated alternately every two years. The Secretary General of UEMS must be informed of these appointments annually and informs the Executive and the Council as well as other members of the Section (see Art.VI, 3 D).

### 4. Register

The secretariat of UEMS and the Bureau of the Section keeps a register of all its members, listing for each of them the names, the dates they were first appointed and the identity of the national association which they represent.

### **Section's mode of working**

#### 5. Section Meetings and convocation

The Section shall at least meet once per year, at the instigation of its Executive, its President or its Secretary, or, if they should fail to do this, of the Secretary General of UEMS, contingent on a request by, at least, a third of the members of the Section concerned.

The meeting shall be organized in such a way as to entail a minimum of expenses. They are programmed each year and announced in writing to the Secretary General of UEMS at least one month before the date arranged for the meeting. The UEMS Executive members are always invited to attend the Sections meeting.

The minutes of the meetings of the Section, as well as all resolutions,

recommendations, opinions, studies and other documents must be sent to the members of the Section, to the UEMS Executive via the Secretary General within one month after the meeting and the comments are expected in a period of one month.

#### Voting right

**Only delegates of full member countries following UEMS Statute including paying their fees and where the specialty of the Section is officially recognized,** do have a right to cast a vote, the others and associated member countries can act in an advisory capacity if and/or when they are asked for.

#### Meetings

Core business of each section meeting is the compulsory working-session. There may be additional more informative and social parts, which are organized by the hosting member and/or hosting organization.

Persons accompanying the members are not invited to the informative and social parts of the meetings, unless the inviting party did not announce otherwise.

The section expects its delegates to attend the working sessions of the meetings regularly and in full length. Members who cannot attend a working session shall inform the secretary prior to the scheduled meeting of their absence.

It is expected that documents sent out with the agenda are read before the working- session.

31. 05. 2014

K.S.

Secretary