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**RULES OF PROCEDURE FOR THE PROJECT  
MANAGEMENT COMMITTEE (EXCO)**

# **SADCMET CODE OF PROCEDURE**

## **SADCMET-COP-004**

### **RULES OF PROCEDURE FOR THE EXECUTIVE COMMITTEE (EXCO)**

#### 1. SCOPE

These rules of procedure apply to the SADCMET EXCO.

This procedure is not meant to cover every contingency nor is it meant to inhibit development of supplementary procedures in order to assist with its efficient functioning.

#### 2. TERMS OF REFERENCE OF THE SADCMET EXCO.

The EXCO meets to review and discuss the aims and specific tasks of SADCMET as detailed in the SADCMET Code of Procedure; or to conduct specific tasks as allocated to it by the GA.

#### 3. MEMBERSHIP OF THE EXCO AND MEETING ATTENDANCE

The Project Management Committee (EXCO) shall be responsible to the SADCMET committee for the specific management and coordination of SADCMET objectives and projects.

##### 3.1 Composition of the EXCO

The EXCO shall consist of:

- The Chairperson
- The Vice Chairperson
- The Head of the SADCMET Secretariat (Regional Coordinator)
- The Technical Committees Chairpersons (X5)

The EXCO may co-opt members when required. These members will have no voting rights.

Members of the EXCO are elected for a period of two years and may be re-elected for a second term. In addition to the elected members, the EXCO shall include the immediate past Chairperson for the year following his/her term as Chairperson.

A quorum shall be at least four members of the EXCO. EXCO

Note: The Regional Coordinator and Ex-officio members do not form part of the elected members.

Additional members may be co-opted for specific areas of expertise as and when required.

## Responsibilities of the Project Management Committee (EXCO)

Responsibilities of the EXCO are as follows:

- Implement SADCMET policy and to manage the committee
- Formulate relevant meaningful projects for development of SADCMET
- Source funds to implement projects
- Coordinate the implementation of projects including evaluation.
- Manage resources, where applicable in consultation with relevant experts
- Review SADCMET documents from time to time.
- Ensure coherent and transparent application of SADCMET activities
- Seek regional and international cooperation between SADCMET and relevant bodies at these levels

### 3.2 Meeting Rules

A meeting of the EXCO shall be held at least once per year prior to a SADCMET Committee Meeting

Ad-hoc meetings may be called at the discretion of the EXCO Chairperson when the need arises or after a request is received from a EXCO member. As far as possible EXCO work shall be carried out by other suitable means at its disposal. Such means shall include phone, fax, e-mail, video-conferencing, internet chat session, virtual meetings and any similar technology that it may adopt for usage.

The SADCMET Chairperson or Vice Chairperson shall chair EXCO meetings.

Whenever possible the SADCMET Regional Coordinator will seek funding from donors to attend meetings but if this is not forthcoming, EXCO members will be responsible for own funding.

A report on EXCO activities shall form part of the SADCMET Annual Report.

## 4. ADMISSION, WITHDRAWAL AND CESSATION OF MEMBERSHIP

### 4.1. Admission

Admission to the EXCO is by election or ex-officio appointment, in line with the TBT Annex to the SADC trade protocol.

### 4.2. Withdrawal

- In the case of resignation or death of the Chairperson, the Vice Chairperson will become the Chair, and a new Vice Chairperson shall be elected.
- In the case of resignation or death of a Vice Chairperson, a new Vice Chairperson will be elected from one of the members.

- In the case of resignation or death of one of the members the sub-region will be asked to nominate an acting member, which will be ratified by the Chairperson.
- If any of the ex-officio representatives withdraws, the organisation shall be asked to nominate a replacement.

### 5.3. Cessation

Should a member be inactive or not adhere to the obligations of the EXCO, the Chairperson shall write first informally pointing out the relevant requirements of the EXCO, followed by a formal notification if necessary. The EXCO and Chairperson will consider cessation of membership that is inactive for a prolonged period despite formal notification.

## 5. CONVOCATION OF THE EXCO

The EXCO shall meet as often as is required but at least once a year.

- (a) The Chairperson in consultation with the EXCO members shall decide on the place and date of the next meeting.
- (b) Members shall inform the Secretariat at least **two weeks** prior to the meeting of any items they wish to have included on the agenda.
- (c) The Chairperson through the Secretariat shall officially convene the meeting and supply all documentation at least one week prior to the meeting.
- (d) The agenda shall be approved by the EXCO at the start of each meeting.

## 6. VOTING RIGHTS

The EXCO shall attempt to reach decisions by consensus wherever possible.

Only elected members have voting rights, and if consensus cannot be reached, decisions shall be based on a simple majority.

In the event of a tie, the Chairperson shall make the casting vote.

## 7. MEETING PROCEDURES

- a) Draft minutes of the EXCO shall be circulated to all members by the Secretariat within **eight weeks after the meeting**.

e) Decisions taken at a properly constituted EXCO are binding on all members.