

# **SADCWATERLAB CODE OF PROCEDURE**

## **SADCWATERLAB-COP-003**

### **RULES OF PROCEDURE FOR THE PROJECT**

#### **MANAGEMENT COMMITTEE (PMC)**

#### 1. SCOPE

These rules of procedure apply to the SADCWATERLAB PMC.

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 SADCWATERLAB PMC.

The PMC meets to review and discuss the aims and specific tasks of SADCWATERLAB as detailed in the SADCWATERLAB Memorandum of Understanding (MOU); or to conduct specific tasks as allocated to it by the GA.

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

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

##### 3.1 Composition of the PMC

The PMC shall consist of:

- The chairperson
- The Vice Chairperson
- The Head of the SADC MET Secretariat (Regional Coordinator)
- Four elected delegates

Note: Only Ordinary members may be elected to serve on the PMC.

In addition, there are 2 ex-officio members:

- A representative from the PT provider for Chemical Analysis
- A representative from the PT provider for Microbiology Analysis

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

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

A quorum shall be two thirds of the members of the PMC.

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 this is required.

### Responsibilities of the Project Management Committee (PMC)

Responsibilities of the PMC are as follows:

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

### 3.2 Meeting Rules

A meeting of the PMC shall be held at least once per year prior to a SADCWATERLAB General Assembly.

Ad-hoc meetings may be called at the discretion of the PMC chairperson when the need arises or after a request is received from a PMC member. As far as possible PMC 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 deputy chairperson shall chair PMC meetings.

At meetings, a quorum shall consist of three permanent members.

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

Within three weeks of a meeting or any other communication where a decision(s) affecting members is made, the resolution (s) shall be distributed to all SADCMET committee members.

A report on PMC activities shall form part of the SADCWATERLAB Annual Report.

## 4. ADMISSION, WITHDRAWAL AND CESSATION OF MEMBERSHIP

### 4.1. Admission

Admission to the PMC is by election or ex-officio appointment, in line with the MOU.

#### 4.2. Withdrawal

- In the case of resignation or death of the chairperson, an acting chairperson will be elected from one of the vice-chairs.
- In the case of resignation or death of a vice-chairperson, an acting 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 PMC, the chairperson shall write first informally pointing out the relevant requirements of the PMC, followed by a formal notification if necessary. The PMC and Chairperson will consider cessation of membership that is inactive for a prolonged period despite formal notification.

### 5. CONVOCATION OF THE PMC

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

- (a) The chairperson in consultation with the PMC 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 PMC at the start of each meeting.

### 6. VOTING RIGHTS

The PMC 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 PMC shall be circulated to all members by the secretariat within **six weeks**.

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