

Directive on Meeting Procedures of the Management Board of National Electoral Board of Ethiopia No. 1/2020

Chapter One

General

Article 1. Short title

This directive may be cited as, “Meeting Procedures of the Management Board of the National Electoral Board of Ethiopia Directive No. 1/2020.”

Article 2. Definition

Unless the context otherwise requires, in this directive:

1. “**Proclamation**” or “**the Proclamation**” means the National Electoral Board of Ethiopia Establishment Proclamation No.1133/2019.
2. “**Board**” means the National Electoral Board of Ethiopia established by Proclamation No.1133/2019.
3. “**Management Board**” means the organ of the Board that is composed of five members appointed in accordance with article 5(1) of Proclamation No.1133/2019.
4. The definitions of words or phrases provided in the Proclamation No. 1162/2019 or Proclamation No.1133/2019 shall apply to this directive as appropriate.

Article 3. Scope of application

This directive shall apply to members of the Management Board.

Article 4. Gender expression

Provisions set out in one gender in this directive shall also include the other gender.

Chapter Two

Powers and Duties of the Management Board

Article 5. In addition to the general powers and duties given to the Board in the Proclamation, the Management Board shall also have the following powers and duties:

1. Issuing directives;
2. Outlining policy directions relating to the detailed powers vested on the Board and following up on their implementation;
3. Serving as the final/highest grievance hearing body within the Board; approving election results before official announcement;
4. Cancelling election results and conducting a reelection when a violation of law which could distort the outcome of the election occurs;

5. Outlining and implementing policy to regulate working procedures and relations with governmental and non-governmental institutions of the Management Board, the Board Secretariat, and the staff of the Board.
6. Appointing the Chief Executive and the Deputy Chief Executive of the Secretariat of the Board.

Issuing and following up on the implementation of a directive on the code of conduct of the Management Board members.

Rights of Management Board Members

Article 6. Any member of the Management Board has the following rights:

1. The right to participate and vote in any meeting of the Management Board;
2. To get access to the documents of the Board;
3. To receive in, a timely manner, invitations to and agendas for the Management Board's meetings;
4. To request for an extraordinary meeting to be held;
5. To propose an agenda of a meeting.

Chapter Three

Duties of Management Board Members

Article 7. Members of the Management Board are the following:

1. Chairperson of the Management Board;
2. Deputy Chairperson of the Management Board;
3. Three members of the Management Board.

Article 8. Duties of Chairperson of the Management Board

The Chairman shall:

1. Preside over the meetings of the Management Board;
2. Obey and ensure adherence by others to the procedures of the Management Board's meetings;
3. Follow up on the implementation of the decisions/resolutions of the Management Board;
4. Present for the Board's decision any issue that requires the collective decision of the Board;
5. Refer to the concerned bodies any questions presented to her by members of the Management Board.
6. Ensure that members of the Management Board receive in a timely fashion any information or decision that should be known by them.

Chapter Four

Meeting Procedures of the Management Board

Article 9. Meeting of the Management Board

1. There shall be a quorum where at least three members of the Management Board are present.
2. The meeting of the Management Board shall be called and presided by the Chairperson of the Management Board.
3. In the absence of the Chairperson of the of the Management Board, the meeting shall be called and presided by the Deputy Chairperson.
4. In the absence of the Deputy Chairperson, the meeting shall be presided by a board member designated by the Chairperson of the Management Board to lead the meeting.
5. The date and time of the meeting shall be decided by the Chairperson of the of the Management Board.
6. The Management Board shall hold its regular meeting at least once in a week. The Chairperson may call an additional meeting where necessary.
7. Unless a different place is announced, the Management Board shall meet in the meeting hall of the Board.
8. Any member of the Management Board who seeks to have meeting called has the right to require the Chairperson of the Board to call a meeting by indicating the agenda to the Chairperson, where she gets the support of one other member of the Management Board.
9. Members of the Management Board shall attend meetings of the Board in person and may not delegate a person.
10. Any member of the Management Board must be present at the meeting on the specified date and time of the meeting.
11. Any member the Management Board who is not able to attend the meeting must notify the Chairperson prior to the date of the meeting. The reasons for her failure to attend shall be clearly recorded in the meeting minute.

In addition to the members of the Management Board, leaders or staff or experts of the Board may be called upon by the Chairperson at any time to attend and give testimony or provide explanations.

Article 10. Presentation and order of agenda items

1. Members of the Management Board shall be notified of the agenda, place, date and time of the meeting by the Head of the Secretariat or by the Chairperson 24 hours before the meeting.
2. Members of the Management Board present the Chairperson with agenda items which they wish to be discussed before the date of the meeting. However, where there are urgent matters, they may be entertained on the date of the meeting.
3. If there is any pertinent new information, the Chairperson will present it to the Management Board before members commence discussion on the agenda items.
4. The order of presentation of the agenda items shall be as follows:
 - a. Approval of the agenda items of the day;
 - b. Ratifying minutes of the previous meeting;
 - c. Discussion on issues emanating from the minutes of the previous meeting;
 - d. Discussion on the new agenda items of the day;
 - e. Other issues, if any.

Article 11. Decision making procedure of the Management Board

1. Having been presented with the agenda beforehand, the members of the Management Board shall reach a decision after examining and investigating the files presented after conducting sufficient discussion on the matter.
2. The decision of the Board after the discussion shall be made on consensus. Where thus is not possible, the resolution supported by the majority of members shall be passed as the decision of the Board.
3. Where the members' votes are equally split on an issue, the resolution supported by the Chairperson shall be implemented.
4. All decisions passed by the members Management Board shall be recorded in a minute and signed by the members who participated in the meeting.
5. The Board may publicize through its public relations officer any decision which it believes must be announced to the public through its website, Facebook or other media.
6. Some decisions must be announced to the public. Results of a referendum, general election, and local election shall be announced to the public.

The decisions specified under sub-articles (5) and (6) above shall be recorded in a minute and shall be announced to the public in the presence of the members by the Chairperson or Deputy Chairperson of the Board or by a member of the Board who is given responsibility by the Chairperson to announce the decision.

Article 12. Duties of the Secretary of the meeting of the Management Board

1. The head of the Secretariat of the Board shall attend the meetings of the Board and shall serve as a secretary without a right to vote.
2. The secretary of the meeting shall have the following duties and responsibilities:
 - a. Prepares the meeting agenda before the meeting in consultation with the Chairperson;
 - b. Identifies issues that require the decision of the Board;
 - c. Ensures that the participants of the meeting are provided with the agenda and the relevant files.
 - d. Records the names of participants who attended the meeting;
 - e. Records in a minute the whole process of the discussion including issues raised, participants who raised the issues, and the resolutions passed;
 - f. Ensures that the minutes are signed by members when they are ratified;
 - g. Organizes and files minutes properly;
 - h. Provides other assistance to the Chairperson in presiding over the meeting.

Article 13. Recording, ratification and preparation of minutes of meetings of the Management Board

1. Detailed minutes of the meeting shall be recorded by the secretary;
2. The dissenting opinion of a member who does not agree with a resolution passed by a majority vote shall be recorded in the minutes;
3. The draft of the minutes prepared by the secretary shall be ratified after it is read and agreed to by the Chairperson, Deputy Chairperson and other members of the Board;
4. The ratified minutes shall be signed by the Chairperson and other Board members and filed under a sequential reference number.

Chapter Five
Other Activities of The Management Board

Article 14. Establishing different committees

1. The Management Board may establish committees where it finds that it is necessary to conduct different activities.
2. Membership in the committees shall be decided by the members of the Board upon the proposal of the Chairperson.
3. The structure of the committees shall consider the relevance of the Board's staff to the activity and gender representation.
4. The report of the activity of each committee shall be presented to the Board in accordance with the procedure determined by the Board.

Chapter Six**Miscellaneous****Article 15. Amendment of the directive**

This directive may be amended as needed where the proposal for amendment is presented by any member of the Management Board and the proposed amendment is supported by a majority of the members.

Article 16. Effective date

This directive shall come into force from the date of its adoption on the 12th day of October, 2020.

Birtukan Mideksa
Chairperson of National Election Board of Ethiopia