

# **Council of the Government for Drug Policy Coordination Rules of Procedure**

## **Article 1 Introductory Provisions**

(1) The Rules of Procedure of the Council of the Government for Drug Policy Coordination (hereinafter referred to as the "Rules of Procedure") are an internal regulation of the Council of the Government for Drug Policy Coordination (hereinafter referred to as the "CGDPC") which regulates its proceedings.

(2) The Rules of Procedure are issued pursuant to Article 11 of the CGDCP Statute.

## **Article 2 Summoning of CGDPC Meetings**

(1) The CGDPC shall meet on a regular basis according to the plan of work approved at its first session in a calendar year.

(2) CGDPC sessions shall be called by its Chair, usually through the CGDPC Secretariat. The CGDPC sessions shall be summoned by its Executive Vice-Chair or Vice-Chair if the Chair is absent or if authorised by the Chair to do so.

(3) CGDPC sessions shall be called through written invitations prepared and distributed by the CGDPC Secretariat in such a way as to ensure that the CGDPC members receive them not later than 10 working days before the session. Apart from the place and time, the invitation must indicate the agenda of the meeting; it usually includes the review of the record of the previous meeting. The materials to be considered (unless these were sent to the members before) and, as appropriate, statements and recommendations of working committees or groups and/or expert opinions shall be attached to the invitation.

(4) An extraordinary CGDPC session must be called at any time upon assignment from the Government of the Czech Republic and also upon the request of at least one third of the CGDPC members. In such an event the CGDPC must be summoned at the earliest suitable date. In urgent cases an extraordinary session may also be called by electronic mail, telephone or otherwise. In such events materials for discussion may be submitted at the session itself.

(5) The meeting agenda shall be set by the CGDPC Chair, usually in accordance with the plan of work or according to the conclusions from the previous CGDPC session.

(6) Written materials to be distributed with the invitation shall be submitted to the CGDPC Secretariat not later than 15 days prior to the CGDPC meeting.

(7) The CGDPC members and/or members of committees and/or working groups and/or experts shall be invited to CGDPC sessions.

### **Article 3 Course of CGDPC Meetings**

(1) CGDPC meetings shall be conducted and the agenda be set by the Chair; in the event that the Chair is absent, the above shall be the responsibility of the Executive Vice-Chair or the Vice-Chair.

(2) The CGDPC shall be competent to act and adopt conclusions if an absolute majority of its members is present. Conclusions shall be adopted by vote. The method of voting is specified under Article (4) hereof.

(3) CGDPC sessions shall be closed to the public unless decided otherwise. Its conclusions, including the voting results, shall be public.

(4) In the event that members of committees and/or working groups and/or experts are invited to participate in a CGDPC session, as a rule, they shall only be present at the discussions on items relevant to them.

(5) A written record of CGDPC sessions shall be made. An audio recording may also be made. The CGDPC Secretariat Director shall be responsible for creating the record. It shall be signed by the CGDPC Chair or the Executive Vice-Chair or the Vice-Chair, as applicable.

(6) The written record must include the date and time of the session, agenda items and concise descriptions of the conclusions, statements and recommendations, including the results of voting. In addition, the record shall usually include tasks for the CGDPC members (and/or committee and working group members), indicating the completion deadlines and the names of the people responsible for the fulfilment of each task.

(7) An attendance sheet shall be attached to the record. In the event that any member leaves a CGDPC session prior to the end thereof, this must be stated in the record. If a CGDPC session was attended by a proxy of a CGDPC member, a written authorisation of such representation shall be attached to the record.

(8) The record shall be regularly sent out to the CGDPC members and, if appropriate, to other people indicated on the permanent distribution list, as well as to the people referred to *ad hoc* in the record of the CGDPC session. The distribution shall be the responsibility of the CGDPC Secretariat.

(9) In the event that a CGDPC member or another participant in the meeting requests that the record be corrected, he/she shall submit to the Executive Chair a proposal for the new wording not later than within 14 (fourteen) days after the record has been received. The Executive Chair shall discuss the correction with the person filing the proposal and proceed to distribute the proposed wording immediately. Unless anybody requests any rectification within this period, it shall be deemed that there are no objections to the record. Corrections to the record, if any, shall be approved at the beginning of the next CGDPC session.

#### **Article 4 CGDPC Voting**

(1) As a rule, the CGDPC shall vote on each item of the agenda separately. Should the meeting agenda only contain discussion or routine items to be dealt with, a single vote can be held on the wording of conclusions pertaining to all the items.

(2) As a rule, an open vote (by acclamation) shall be held. Vote by ballot shall be carried out if the CGDPC so decides in relation to individual items. The vote ratio, not the votes cast by each member, shall be entered into the record. Any opposing standpoint of a member/members of the CGDPC shall be mentioned in the conclusions should they so request.

(3) The vote is taken by the CGDPC members. In the event that the representatives are present at the meeting pursuant to Article 5 (4) of the CGDPC Statute, they shall vote in accordance with Section 5 of the aforementioned article. A conclusion shall be deemed adopted if the majority of the members present vote for it (including any proxy authorised to vote). In the case of an even division of votes, the vote of the person chairing the meeting shall prevail.

(4) Proxies without authorisation to vote and/or other individuals present at a session shall leave the meeting room during the voting if the CGDPC Chair requests them to do so.

(5) In the event that any of the CGDPC members present or proxies with the voting right are suspected of any conflict of interests in relation to the item being considered, he/she shall be obliged to inform thereof the person chairing the meeting not later than before the

commencement of discussion on the item in question. Depending on the circumstances, the Chair shall ask such a CGDPC member or proxy thereof either to leave the meeting room for the entire duration of the discussion on the item in question or to leave the room when the vote on the issue is taken.

## **Article 5 CGDPC Committee Sessions**

(1) Committee sessions shall be held as needed. The date of a session and the agenda thereof shall be determined by the chair of the committee. CGDPC committee sessions shall be called by the Secretariat Director in the form of written invitations. The materials to be considered by the committee shall be attached to the invitation.

(2) The invitations shall be sent to the committee members according to the regular distribution list, as well as to any experts invited by virtue of the committee chair's decision. A CGDPC member may participate in a meeting of any committee.

(3) Upon the request of the CGDPC an extraordinary CGDPC committee session must be called for the nearest suitable date.

(4) The committee chair must comply with a request to extend the session agenda if at least one third of the committee members or the CGDPC Chair so request.

(5) The committee members' attendance at sessions shall be compulsory, and it may not be substituted by the attendance of their proxies. However, if necessary, it is possible for a member to excuse his/her absence at a session and send his/her written statement on the issues to be discussed. The written statement shall be submitted beforehand to the CGDPC Secretariat in the appropriate number of copies. The Secretariat shall ensure that the committee members receive the statement.

(6) The committee shall adopt conclusions by vote held among the committee members. Article 4 hereof shall be applied to a reasonable degree.

(7) Written records of committees' sessions shall be made. The record shall be signed by the committee chair or the person chairing the meeting. The CGDPC Secretariat Director shall be responsible for the execution and the distribution of the record.

(8) The record of the committee session shall be sent to all participants therein; as a rule, experts invited to consult on selected items of the agenda shall be sent a record summary only.

## **Article 6 Working Group Sessions**

(1) As a rule, working groups shall meet on an informal basis and make consensual decisions. Only an informal record of their sessions shall be made, unless the CGDPC Chair decides otherwise. The CGDPC Chair shall decide, in accordance with the Statute, which rules of procedure a working group will follow if needed.

(2) The working group members' attendance at sessions shall be compulsory, and it may not be substituted by the attendance of their proxies, nor written statements. In the event that a member is repeatedly unable to attend working group sessions, he/she must be replaced by another member or an expert, as appropriate.

## **Article 7 Information on CGDPC's Activities**

(1) Materials adopted by the CGDPC, as well as conclusions from the CGDPC sessions, including the results of voting, shall be public. Information about the activities pursued by the committees and working groups shall be made available to the public to a reasonable extent.

(2) Information on the CGDPC's activities requested by citizens on the basis of Act No. 106/1999, Coll., shall be prepared by the CGDPC Secretariat.

(3) The CGDPC Chair shall always submit to the Government the report on the CGDPC activities, approved by the CGDCP, for the previous calendar year not later than by 31 May. The report must include the CGDPC's plan of work for the current year. Should the CGDPC terminate its operations during the calendar year, it shall submit the final report within one month of such termination of its activities.

## **Article 8 Final Provisions**

(1) These Rules of Procedure shall come into effect as of 21 September 2007 on the basis of approval from the CGDPC by virtue of Resolution No. 03/0907.

(2) Any changes and amendments hereto shall be subject to approval by the CGDPC.

(3) The Rules of Procedure shall be available to the public on the website of the Office of the Government (<http://rvkpp.vlada.cz>) and at the Office of the Government of the Czech Republic itself. The website shall always provide the full wording of the Rules of Procedure as effective.

