

## **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 "Council") which regulates its proceedings.
- 2) The Rules of Procedure are issued pursuant to Article 13 of the Council Statute.

#### **Article 2**

##### **Calling of CGDPC Meetings**

- 1) The Council shall meet as needed, however at least three times a year.
- 2) Council sessions shall be called by its Executive Vice-Chair, based on the authorization by the Council Chair.
- 3) Immediately after the date of the session is set, the Secretariat sends advance notices.
- 4) Written materials prepared by individual members shall be submitted to the Secretariat not later than 15 days prior to the Council meeting
- 5) Council sessions shall be called through written invitations prepared and distributed by the Secretariat in such a way as to ensure that the Council members receive them not later than 10 working days before the session. The invitation must include the place, time and the agenda of the meeting. The materials to be considered and, as appropriate, statements and recommendations of committees or working groups or expert opinions shall be attached to the invitation.
- 6) The calling of the meeting and the meeting itself is administratively supported by the Secretariat.
- 7) Experts can be invited to Council sessions according to its Statute.

#### **Article 3**

##### **Extraordinary Council meeting**

- 1) Extraordinary Council meeting can be called based on a task from the Czech Government or if requested by at least one third of the Council members or if the urgency of the situation warrants it. The Council Chair decides on calling an extraordinary meeting due to urgent situations.
- 2) In case of an extraordinary meeting the Council must be called in at earliest possible date.
- 3) This meeting can be called also through e-mail, telephone or by other means in a time limit shorter than 10 business days before the meeting. Materials to be discussed shall be sent, if possible, three days before the extraordinary Council meeting and electronically also to the members of the Committee of Departmental and Institutional Representatives.

## **Article 4**

### **Course of the Council meetings**

- 1) Council meetings are presided by the Council Chair, in his absence by the Executive Vice-Chair or another appointed member
- 2) The Council is 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 (6) hereof.
- 3) Council sessions shall be closed to the public unless decided otherwise. Its conclusions, including the voting results, shall be public.
- 4) In the event that guests are invited to participate in a Council session, as a rule, they shall only be present at the discussions on items relevant to them.
- 5) A written record of Council sessions shall always be made. An audio recording may also be made.

## **Article 5**

### **Council meeting records**

- 1) The written Council meeting record shall be signed by the Council member who presided over the meeting.
- 2) The written record must include the date and time of the meeting, agenda items and concise descriptions of the proceedings, conclusions including the tasks for individual Council members (or members of committees or working groups) and voting results. If any member left the meeting before its end, this fact must be stated in the record.
- 3) An attendance sheet shall be attached to the record. If a Council session was attended by a deputy of a Council member, a written authorization of such representation shall be attached to the record.
- 4) The record shall be sent to all Council members. The approved record shall be published in an adequate form on the internet pages [www.vlada.cz](http://www.vlada.cz) in the Council section.
- 5) In the event that a Council member or another participant in the meeting requests that the record be corrected, he/she shall submit to the Secretariat a proposal for the new wording not later than within 10 business days after the record has been received. The Secretariat 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 Council session.
- 6) The Council Secretariat shall be responsible for creating and distributing the record.

## **Article 6**

### **Council voting**

- 1) As a rule, the Council 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 Council so decides. 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 Council shall be mentioned in the conclusions only should they request so.

- 3) The vote is taken by the Council members who are authorized to vote.
- 4) A conclusion shall be deemed adopted if the majority of the members present vote for it. In the case of an even division of votes, the vote of the person chairing the meeting shall prevail.
- 5) In the event that any of the Council 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 Council member or proxy thereof either to leave the meeting room for the entire duration of the discussion on the item in question or when the vote on the issue is taken or to abstain from voting.
- 6) The Council shall be able to adopt conclusions through “per rollam” voting.
- 7) The “per rollam” voting takes place if proposed by the Council Chair or the Executive Vice-Chair, if appointed, and the majority of the Council members agree with it. The resolution on approval of the “per rollam” voting shall precede the resolution on the discussed material.
- 8) The time limit for “per rollam” voting is usually 5 business days. The voting is valid, if the absolute majority of Council members take part in it. The conclusion is adopted if the majority of voting members vote for it.
- 9) Materials for voting shall be distributed and answers collected by the Council Secretariat. Materials and answers from Council members can be sent through data boxes or electronically, however it always must be clear in the documents, who is the sender of the answer (Council member) and how does he vote. Further the answer must bear the Council member’s signature. The materials for “per rollam” voting are sent simultaneously to the Council members and members of the Committee of Departmental and Institutional Representatives.
- 10) The Council Secretariat is obliged to announce the “per rollam” voting results at the latest 5 days after the end of voting. This voting is recorded in writing in the record of the nearest Council meeting.

## **Article 7**

### **Council committee meetings**

- 1) Committee sessions shall be held as needed.
- 2) Committee sessions shall be called by the committee chair. The materials to be considered by the committee, invitation to the meeting, meeting record and other relevant documents shall be sent via e-mail. The materials to be considered by the committee shall be sent 5 days prior to the meeting at the latest.
- 3) The committee members’ attendance at sessions shall be compulsory, and it may not be substituted. A committee member can be represented by his deputy if this option is stated in the committee’s statute. 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 to the Council Secretariat.
- 4) Articles 4 – 6 of these Rules of Procedure are relevant to the committee meetings proceedings, the manner of voting and record creation.
- 5) Based on a Council request an extraordinary committee meeting shall be called at the earliest possible date. In this case the Article 3 par. 3 of these Rules of Procedure applies.
- 6) A Council member shall be able to take part of any committee meeting.

## **Article 8**

### **Working groups meetings**

- 1) The working groups usually meet informally and decide consensually. A written record is made from their meetings.
- 2) A Council member shall be able to take part of any working group meeting.

## **Article 9**

### **Information about Council activities**

- 1) Materials adopted by the Council, as well as conclusions from the Council sessions, including the results of voting, shall be public. Information about the activities of the committees and working groups shall be made available to the public to a reasonable extent.
- 2) Information on the Council's activities requested by citizens on the basis of Act No.106/1999, Coll., on Free Access to Information, shall be prepared by the Council Secretariat.

## **Article 10**

### **Final provisions**

- 1) These Rules of Procedure shall come into effect as of 17<sup>th</sup> May 2011 by virtue of Resolution No. 02/0511.
- 2) Any changes and amendments hereto shall be subject to approval by the Council.
- 3) The Rules of Procedure shall be available to the public on the website of the Office of the Government [www.vlada.cz](http://www.vlada.cz) in the Council section. The website shall always provide the full wording of the valid Rules of Procedure.