

# **RULES OF PROCEDURE OF THE ADVISORY COMMITTEE OF THE FOUNDATION ESTONIAN NATIONAL COMMISSION FOR UNESCO**

## **I General provisions**

1. The Advisory Committee of the Foundation Estonian National Commission for UNESCO (hereinafter referred to as *UNESCO ENC*) shall consist of up to 25 experts in the fields of activities of UNESCO.
2. The members of the Advisory Committee shall be appointed by the Supervisory Board on the proposal of the Management Board.
3. The Advisory Committee is a sub-unit of the UNESCO ENC.
4. The membership of the Advisory Committee shall be approved by the Supervisory Board on the proposal of the Management Board for three years. Resolutions on extending the powers of members of the Advisory Committee and making changes in the membership of the Advisory Committee shall be made by the Supervisory Board on the proposal of the Management Board.

## **II Functions of the Advisory Committee**

The function of the Advisory Committee is to advise the Supervisory Board and the Management Board in the matters concerning the fields of activities of UNESCO and to participate in the implementation of conventions and programmes.

## **III Rules of procedure of the Advisory Committee**

1. The members of the Advisory Committee shall advise the Supervisory Board and the Management Board in the matters concerning their field of activity regularly and when necessary.

2. The meetings of the Advisory Committee shall be held at least once a year.
3. The meeting of the Advisory Committee is called by the Management Board or by the Chairman of the Supervisory Board.
4. The Management Board or the Chairman of the Supervisory Board shall inform the members of the Advisory Committee of the meeting and its agenda in writing at least two weeks before the meeting.
5. The resolutions of the Advisory Committee shall be adopted by a majority vote, if the votes fall equal, the vote of the Chairman of the Supervisory Board shall be decisive.
6. When the Advisory Committee is considering a project related to a member of the Advisory Committee, that member shall not have the right to vote on that project and shall remove himself from voting. The removal of the member shall be recorded in the minutes.
7. The Management Board shall ensure that minutes are taken of meetings of the Advisory Committee. The minutes shall be submitted for information to the Supervisory Board.
8. The members of the Advisory Committee have the right to make proposals to the Management Board or to the Chairman of the Supervisory Board concerning the convocation or agenda of a meeting.
9. The members of the Advisory Committee may resign by a written notification sent to the Management Board or to the Chairman of the Supervisory Board.
10. If a member does not participate in the work of the Advisory Committee for a longer time without a serious reason, has damaged the reputation of the Foundation or the achievement of its objectives, the Management Board has the right to propose the Supervisory Board to recall him and to propose to appoint a new member.
11. The work of a member of the Advisory Committee shall not be remunerated.