

Pursuant to Article 13, Paragraph 4 of the Statutes of the International Centre for Underwater Archaeology in Zadar the Governing Council, at its session of 27 March 2018, has adopted the following:

MCRA Zadar	
28-05-2018	
Ur.br.	787-01-12-005-LB-18

**RULES OF PROCEDURE
of the GOVERNING COUNCIL**

Article 1

These Rules of Procedure shall regulate the work of the Governing Council of the International Centre for Underwater Archaeology in Zadar (hereinafter: the Council). The composition of the Council and the appointment of members are defined by the Statutes of the International Centre for Underwater Archaeology and the international Agreement between UNESCO and the Republic of Croatia on the International Centre for Underwater Archaeology in Zadar.

The Ministry of Culture of the Republic of Croatia shall appoint the Chairperson of the Council.

Article 2

The duties of the Council are defined by the Statutes.

In particular the Council shall adopt its annual work programme, which shall be drafted by the Chairperson.

The work programme shall comprise the duties and tasks of the Council and the completion targets for the resolution of particular matters.

Article 3

The Council shall discharge its duties in session.

The work of the Council shall be open to the public.

The Council may decide to work in closed session when so required by regulations pertaining to the protection of business, official or state secrets and in other justified cases in accordance with the Data Secrecy Protection Act.

Article 4

Sessions of the Council shall be prepared and convened in accordance with the work programme and current requirements, at least twice a year.

The members of the Council shall attend sessions in person.

In exceptional cases the Council may be convened in session via a group electronic mail exchange.

The Council shall be convened in session by the Chairperson.

The Chairperson shall call a session of the Council if so requested in writing by a majority of its members or by the Director of the Centre.

A session shall be deemed to have a quorum if more than half of the members are in attendance.

As required the Council may invite the representatives of other bodies and institutions to participate in its sessions.

Article 5

An invitation in writing to a session of the Council, accompanied by a proposed agenda and the necessary materials, shall be delivered to each member of the Council by electronic mail at the latest thirty days in advance of the date of the session and shall indicate the date, hour and place of the session.

Exceptionally, in urgent cases, the Chairperson may call a session without delivery of materials, at least seven days in advance of the date of the session, with the agenda proposed and the necessary materials provided at the session.

Article 6

The members of the Council are entitled and obliged to attend sessions and to discuss and decide on the matters on the agenda.

Article 7

The agenda shall be proposed by the Chairperson.

The agenda shall be approved by a majority vote of the members in attendance.

Article 8

Sessions of the Council shall be presided over by the Chairperson.

In the event that the Chairperson is unable to attend a session it shall be presided over by a member so authorised in writing by the Chairperson.

The Chairperson shall open the items of discussion as given in the agenda, give the floor to members of the Council, close the discussion and propose conclusions for each agenda item.

Article 9

The Council shall adopt its decisions and conclusions by a majority of the votes of members in attendance.

Voting, as a rule, is open. The Council may decide to vote by written, secret ballot on particular matters in its purview.

A member of the Council that has a direct personal interest in the adoption of a decision on a matter may participate in the discussion pertaining to the matter, but shall not cast a vote. A member shall be deemed to have a direct personal interest in the adoption of a decision on a matter if it pertains to a project involving the personal participation of the member.

The Chairperson shall confirm the result of a vote.

The Chairperson shall sign all decisions and conclusions adopted by the Council.

Article 10

Minutes of sessions of the Council shall be recorded, consisting of an overview of the agenda and conclusions.

The Minutes shall be certified by the signatures of the Chairperson and the recording secretary.

The Minutes shall be delivered to the members of the Council by electronic mail no later than thirty days from the closing of the session.

The members of the Council shall submit their remarks pertaining to the Minutes or approve the Minutes without amendment by electronic mail within thirty days. If a member submits no remarks the Minutes shall be deemed approved without amendment.

Article 11

The Rules of Procedure of the Council, and amendments thereto, shall be adopted by a majority vote of all members of the Council.

Article 12

Pursuant to the provisions of Article 27 of the Statutes these Rules of Procedure shall enter into force on the eighth day after the day of their publication on the noticeboard of the Centre.

Done in Zadar on 27 March 2018

Chairperson of the Governing Council of ICUA

Ante Uglešić PhD

