

## **ECREA Temporary Working Group**

### **“Communication and Sport”**

#### **Modus Operandi**

##### **1. Status**

- 1.1. The ECREA Temporary Working Group “Communication and Sport” is established for a term of 4 years. After the end of the term and upon request of the Chair of the Temporary Working Group, it can be renewed only once for 4 more years, or it can be granted the status of Section. These are decided upon by the ECREA Executive Board.
- 1.2. The Temporary Working Group “Communication and Sport” is an integral part of ECREA and exists under its authority.
- 1.3. The Temporary Working Group is independent in its decisions and its strategic direction provided that it respects ECREA statutes and bylaws as well as the policies and decisions of the Executive Board.

##### **2. Membership**

- 2.1. The Temporary Working Group “Communication and Sport” is constituted by all ECREA members who express their interest in joining the Temporary Working Group.
- 2.2. ECREA members can join the Temporary Working Group via the ECREA Intranet or by sending an e-mail to the TWG’s chair.

##### **3. Temporary Working Group business meeting**

- 3.1. The Temporary Working Group business meeting is the primary decision-making body regarding the general direction of the Working Group, determining current issues to be addressed by the Temporary Working Group and changing the mission statement and/or the modus operandi. Changes to the Objectives or Modus Operandi always require the approval of ECREA’s Executive Board.
- 3.2. The Temporary Working Group “Communication and Sport” holds an annual business meeting which is open to all ECREA members who are interested. Business meetings are held at major ECREA or Temporary Working Group events.
- 3.3. Notice of a Business Meeting shall be given at least 30 days in advance.
- 3.4. All Temporary Working Group members can make agenda proposals. Proposals can be sent by e-mail to the Management Team three weeks before the date of the Business Meeting, in order to allow for their timely distribution to the members.
- 3.5. Only members of the Temporary Working Group have the right to vote.
- 3.6. Votes are decided by simple majority.
- 3.7. The Temporary Working Group’s business meeting cannot take decisions that go against the spirit or the general statutes and bylaws of ECREA, and the ECREA Executive Board maintains the ultimate decision power.
- 3.8. Minutes and decisions of the Temporary Working Group business meeting shall be communicated to all Temporary Working Group members by e-mail within a maximum of one month after the meeting.

##### **4. The Temporary Working Group’s Management Team**

- 4.1. The coordination of operations in this Temporary Working Group is the responsibility of its Management Team, which is composed of one Chair and two Vice Chairs.

- 4.2. The Management Team is responsible for the day-to-day running of the Temporary Working Group, proposing initiatives for its further development, and for implementing the decisions made by the membership.
- 4.3. The Management Team of the Temporary Working Group is accountable for its decisions to the Temporary Working Group's business meeting and the ECREA Executive Board.
- 4.4. The members of the Temporary Working Group Management Team are elected every two years. The maximum term of office for any member of the Management Team is six consecutive years (3 terms).
- 4.5. Three months before the end of the mandate of the outgoing team, candidates can put themselves forward for election, by sending an e-mail to the Chair of the Temporary Working Group.
- 4.6. The results of the election shall be communicated to all members of the Temporary Working Group by e-mail within a maximum of one month after the voting.

**5. Voting procedure for the election of the Temporary Working Group's Management Team**

- 5.1. Only members of the Temporary Working Group "Communication and Sport" (including Chair and Vice Chairs) are eligible to vote and to be elected.
- 5.2. A simple majority of votes is required for the election of the Temporary Working Group's Management Team.
- 5.3. The election will take place at an ECREA event or another event where the Temporary Working Group can convene.
- 5.4. Each member of the Temporary Working Group may be represented by another member by way of a written and signed proxy delivered before the voting.