

## **REGULATIONS**

### **OF THE GENERAL AND REGIONAL MEETINGS OF THE MEMBERS OF EURASIAN HARM REDUCTION ASSOCIATION (EHRA) HAVING ITS REGISTERED OFFICE AT VILNIUS, LITHUANIA**

The Regulations of the General Meeting and Regional Meeting of members of the Association operating under the name of Eurasian Harm Reduction Association (the "Association"), having its registered office at Vilnius, Lithuania, based on the Statute<sup>1</sup> of the Association adopted by Steering Committee meeting from 06.04.2017, and renewed by the General Meeting and registered with amendments on 09.02.2018.

#### **INTRODUCTORY PROVISIONS**

1. The Association's General Meeting and Regional Meeting shall act in accordance with the laws in force, the provisions of the Association's Statute and these Regulations.
2. These Regulations set forth the principles of operation of the Association's General Meeting and Regional Meeting, including organization of its proceedings and adoption of resolutions.
3. These Regulations may be adopted by the General Meeting of members.
4. The organization and preparation of a General Meeting and Regional Meeting in accordance with the relevant laws and the Association's Statute shall be a responsibility of a Secretary.
5. The Association has two types of members meetings: General Meetings and Regional Meetings. Both meetings may be conducted as an in-person gathering of members or as an online gathering using available communication platforms.
6. The General Meeting is a meeting, which gathers members from all the regions. The General Meeting of members shall:
  - 6.1. approve changes in the Statute;
  - 6.2. agree on and approve strategy of the Association;
  - 6.3. elect members of the Steering Committee and approve Advisory Board;
  - 6.4. take a decision regarding restructuring or termination (reorganization or liquidation) of the Association; and;
  - 6.5. resolve other issues assigned to the competence of the General Meeting of the Association by the laws and the Statute of the Association, if under the law such activity is not assigned to the competence of other bodies of the Association and if it does not constitute the functions of the management bodies.
7. A Regional Meeting is a meeting of the members of the specific region.
  - 7.1. The territory of the activities of the Association is divided into the following regions: 1) The Baltic States; 2) Belarus, Ukraine and Moldova; 3) the Caucasus; 4) Central Asia; 5) Central Europe; 6) Russia; 7) Southeast Europe.
  - 7.2. Regional Meeting of members shall:
    - 7.2.1. elect and recall a member of the Steering Committee from their region; and
    - 7.2.2. provide recommendation for the activities of the Association in particular region.

---

<sup>1</sup> <http://harmreductioneurasia.org/wp-content/uploads/2017/09/EHRA-Statute.pdf>

## **§ 1 REGULATIONS OF THE GENERAL MEETING**

### **CONVENTION OF THE GENERAL MEETINGS**

1. The Executive Director of the Association shall convene a General Meeting of the members at least once a year.

1.1. The Executive Director of the Association shall notify each member about the General Meeting that is being convened no later than 7 days before the date of the meeting on a web page of the Association and/or in writing to the e-mail addresses provided by the members.

1.2. In the notice about convening the General Meeting the following information must be stated:

1.2.1. the name of the Association and the registration address;

1.2.2. the date and place of the General Meeting;

1.2.3. the meeting agenda.

2. Extraordinary General Meetings of the members may be initiated by a steering group comprising of no less than one-fifth of the members, or the Steering Committee.

2.1. Organizers of the extraordinary General Meeting must provide the Steering Committee with an application in which they describe:

2.1.1. the reasons for and aims of the meeting;

2.1.2. the draft agenda;

2.1.3. proposals for the date and form of the meeting (in-person or online).

2.2. The Executive Director must inform the members of the Association about the extraordinary General Meeting within 10 days of receiving a request, and must convene it no later than two months after receiving the request.

### **PARTICIPATION IN A GENERAL MEETING AND RULES OF ELECTRONIC COMMUNICATION WITH THE ASSOCIATION CONNECTED WITH A GENERAL MEETING**

1. General Meetings may be conducted as an in-person gathering of members or as an online gathering using available communication platforms.

2. All members of the Association shall be entitled to a decisive vote in a General Meeting of members.

3. A member of the Association – a legal person – may be represented at a General Meeting of members or a Regional Meeting of members only by the employees, participants or members of the management body of that legal body on the basis of a written and signed letter of approval from the legal person in question. A letter of approval to participate in a General Meeting of the Association and exercise the voting rights shall be given in writing. A letter of approval shall be drawn up in Russian or English language and may be sent to the Association before a General Meeting in electronic version in a form of scanned letter in PDF format with a signature of legal person in question to the e-mail address: [members@harmreductioneurasia.org](mailto:members@harmreductioneurasia.org).

4. The list of members authorized to participate in a General Meeting shall be available for inspection at the Association's registered office and in case of the in-person meeting at the venue for and during the meeting.

5. The Association's Secretariat enables electronic contact with the Association exclusively by email address: [members@harmreductioneurasia.org](mailto:members@harmreductioneurasia.org). Association members using this communication method may send in particular requests to place a matter on the agenda of the General Meeting, draft resolutions of the General Meeting, the questions connected with the agenda of the General Meeting.

6. Members of the management bodies and other collegiate bodies of the Association, provided they are not members of the Association, and supporting members may participate in the General Meeting of members without the right to vote.

## **RIGHTS AND DUTIES OF THE SECRETARY**

1. The Executive Director appoints a Secretary for the General Meeting.
2. The Secretary shall conduct the proceedings efficiently, respecting the rights and interests of all members.
3. The Secretary shall in particular:
  - 3.1. ensure proper and smooth flow of proceedings;
  - 3.2. put individual matters to the vote, ensure compliance with the voting rules and announce voting results;
  - 3.3. together with the Chair resolve procedural issues, including those regarding interpretation of these Regulations;
  - 3.4. take minutes of the proceedings of the General Meeting. The minutes shall acknowledge the correctness of the procedure followed to convene the meeting and its capability to adopt resolutions, shall specify all decisions submitted, resolutions adopted, the number of votes cast for each resolution and objections raised;
  - 3.5. together with the Chair of the meeting write and sign the minutes of the General Meeting within five working days from the end of the General Meeting.

## **RIGHTS AND DUTIES OF THE CHAIR**

1. In case of the in-person meeting, the Chair is appointed by the Association members, participating in the General Meeting.
2. In case of the online voting, the Chair is appointed by the Steering Committee for the whole period of online voting process.
3. The Chair shall conduct the proceedings efficiently, respecting the rights and interests of all the members.
4. The Chair shall in particularly:
  - 4.1. ensure proper and smooth flow of proceedings;
  - 4.2. give the floor to and take away the floor from General Meeting participants and determine the speaking order;
  - 4.3. give order-related instructions and have the right to expel from the meeting room persons disturbing the proceedings;
  - 4.4. together with the Secretary resolve procedural issues, including those regarding interpretation of these Regulations;
  - 4.5. together with the Secretary of the meeting write and sign the minutes of the General Meeting within five working days from the end of the General Meeting.
5. The Chair shall order breaks taking into account the requirement that proceedings of the meeting should be capable of being completed on the day on which they are commenced.
6. The Chair may bring up for discussion matters of procedure regarding, for instance:

- 6.1. motioning for a change in the order in which the items on the agenda are considered;
- 6.2. methods to be applied to make an additional recording of the proceedings;
- 6.3. considering the motion and adopting a resolution on convening a meeting.
7. Without the consent of the General Meeting, the Chair shall not remove any item from the agenda.

#### **APPOINTMENT OF A VOTE COUNTING COMMITTEE**

1. In-person General Meeting may appoint a three-member Vote Counting Committee from among candidates nominated by meeting participants.
2. The Vote Counting Committee shall:
  - 2.1. ensure that proper voting procedures are followed;
  - 2.2. supervise persons operating the vote-counting equipment;
  - 2.3. determine voting results and submit them to the Chair for announcement;
  - 2.4. perform other acts related to voting.
3. Where the Vote Counting Committee has discovered a voting irregularity, it shall report it to the Chair, making its recommendations as to further steps to be taken.
4. During online General Meeting, Secretary is responsible for the transparency of the procedures in counting votes.

#### **PROCEEDINGS AND VOTING**

1. One member shall be entitled to one vote in a General Meeting of members.
2. A General meeting of the members may take decisions when more than one third of the members of the Association attend it personally or online.
3. All decisions are made by a majority of votes of the members of the Association participating in the meeting.
4. To take a decision on amending the Statute or reconstructing, reorganizing, or terminating the Association, votes of no less than two-thirds of the members of the Association participating in the meeting shall be required.
5. If the quorum has not been met in the General Meeting of the members, a repeated General Meeting of the members shall be convened in 30 days in case of online meeting and in 1 hour in case of in-person gathering.
6. In case of online meeting voting is conducted through online platform with opportunity to identify participants. Online voting opened for the period of not less than 7 days. Data from online platform on the results of voting is analyzed by the Secretary and the Chair of the meeting and saved for any inquiries by the Executive Director.
7. In case of anonymous voting the relevant online platform which allows identification of participants but not showing results of their voting should be chosen by the Executive Director.

#### **NOTIFICATIONS AND ANNOUNCEMENTS BY THE ASSOCIATION**

The decisions of the General Meeting of the Association, minutes and other relevant information shall be sent to the members via email or mail. All information shall be accessible to the members at the Association's registered office.

## **§ 2 REGULATIONS OF THE REGIONAL MEETING**

### **CONVENTION OF THE REGIONAL MEETINGS**

1. The Executive Director shall convene a Regional Meeting as necessary and for holding elections to the Steering Committee from that particular region

1.1. The Executive Director of the Association must publicly inform the members of the Association about Regional Meetings on a webpage of the Association and by writing to the emails provided by the members, no later than 7 days before the Regional Meeting.

1.2. The following information must be provided in the notice:

1.2.1. the name of the Association, its registered address, and region;

1.2.2. the date and the place of the Regional Meeting;

1.2.3. the agenda of the Regional Meeting.

2. Extraordinary Regional Meetings of the members may be initiated by a steering group comprising of no less than one-fifth of the members of the region. Extraordinary Regional Meetings are organized according to the same rules as General Meetings.

3. The agenda of the Regional Meeting is concluded and may be changed according to the notice issued by the Steering Committee.

### **PARTICIPATION IN A REGIONAL MEETING AND RULES OF ELECTRONIC COMMUNICATION CONNECTED WITH A REGIONAL MEETING**

The same rules as for the General Meeting are applied to the Regional Meeting.

### **RIGHTS AND DUTIES OF THE SECRETARY**

The same rights and duties of the Secretary as for the General Meeting are applied to the Regional Meeting.

### **RIGHTS AND DUTIES OF THE CHAIR**

The same rights and duties of the Chair as for the General Meeting are applied to the Regional Meeting.

### **PROCEEDINGS AND VOTINGS**

1. One member shall be entitled to one vote in a Regional Meeting of members.
2. No less than seven days before the Regional Meeting, the members of the region should receive copies of all documents related to the agenda of the Regional Meeting, to allow them to get acquainted with the documents.
3. The Regional Meeting may adopt resolution if no less than one third of all members of the region are participating in the meeting. If the quorum is stated at the beginning of the meeting, it is considered to apply to the entire meeting.

4. All decisions are made by a majority of votes of the members of the Association participating in the meeting.
5. Voting in the Regional Meeting is open. For any questions for which no less than one-fifth of the members participating in the Regional meeting ask for a secret ballot, a secret ballot must be used. Secret ballot is used also for the Steering Committee member elections.
6. If the quorum has not been met in the Regional Meeting, a repeated Regional Meeting shall be convened in 30 days in case of online meeting and in 1 hour in case of in-person gathering. Repeated Regional Meeting shall be entitled to take decisions on the issues that were on the agenda of the Regional Meeting which was not held, regardless of how many members are present.
7. Members of the management bodies and other collegiate bodies of the Association, provided they are not members of the Association from that region, and supporting members may participate in the Regional Meeting without the right to vote.
8. Special voting procedures applies to Steering Committee members' election.

## **NOTIFICATIONS AND ANNOUNCEMENTS BY THE ASSOCIATION**

The decisions of the Regional Meeting of the Association, minutes and other relevant information shall be sent to the members via email or mail. All information shall be accessible to the members at the Association's registered office.

## **§ 3 REGULATIONS OF THE STEERING COMMITTEE MEMBERS REGIONAL ELECTION**

### **INTRODUCTORY PROVISIONS**

1. The members of the Steering Committee are elected by the Regional Meetings (through online voting) for three-year terms.
2. The Steering Committee comprises of 13 representatives, 11 of whom represent the regions of the activities of the Association, and two of whom represent the community of people who use drugs.
3. The territory of the activities of the Association is divided into the following regions:
  - 3.1. The Baltic States (1 representative);
  - 3.2. Belarus, Ukraine and Moldova (2 representatives);
  - 3.3. the Caucasus (1 representative);
  - 3.4. Central Asia (2 representatives);
  - 3.5. Central Europe (2 representatives);
  - 3.6. Russia (1 representative);
  - 3.7. Southeast Europe (2 representatives).
4. A country represented in a particular region may have only one representative in the Steering Committee who is elected in the Regional Meeting.
5. Representatives of the community of people who use drugs represent Association's whole geographical area and should be from different countries.

6. Restriction of terms of rotation for the Steering Committee is applied – not more than 2 (two) terms are possible.

7. In order to ensure succession and consistency of Steering Committee's activities, Steering Committee members are elected by rotation. This means that no more than 7 Steering Committee members may be re-elected at a time.

## **CONVENTION OF THE REGIONAL MEETINGS TO ELECT STEERING COMMITTEE MEMBERS**

1. Regional Meetings to elect Steering Committee members are convened by the Executive Director.
2. The Executive Director must publicly inform the members of the Association about Regional Meetings on a webpage of the Association and by writing to the email addresses provided by the members, no later than 7 days before the Regional Meeting.
3. Notification of Steering Committee election must include:
  - 3.1. a list of all current Steering Committee members;
  - 3.2. a list of Steering Committee members subject to rotation with a note of a region they represent or with a note of representation of community of people who use drugs;
  - 3.3. requirements for the candidates.
4. Schedule of elections includes:
  - 4.1. the deadline for candidates' applications (nominations);
  - 4.2. the date of voting start;
  - 4.3. the date of voting finish;
  - 4.4. the date of announcement of a vote result.

## **THE PROCEDURE OF NOMINATION**

1. Basic requirements for candidates:
  - 1.1. Readiness and ability to work responsibly and actively as a Steering Committee member;
  - 1.2. Follow the principles listed in the Association Regulations of the Steering Committee;
  - 1.3. In case of the regional representative elections – to reside within a region participating in the current elections;
  - 1.4. In case of representative elections from the community of people who use drugs – to live within Association geographical region and to be an individual who is a former or current person who use drugs and can represent interests of the community of people who use drugs;
  - 1.5. To communicate well in English and/or Russian.
2. To avoid a potential conflict of interests, candidates cannot be representatives of Association's donor organizations.
3. Candidates applications are filled in online within 2-4 weeks after the public announcement. Candidates are responsible for timely submission of their applications. Applications must be in Russian or English.
4. Candidates applications must include:
  - 4.1. Candidate's full name and contact information (address, phone/fax, e-mail);

- 4.2. Formal consent of a candidate to participate in the elections;
  - 4.3. Candidate's up-to-date CV;
  - 4.4. Motivation letter with description of reasons for his/her affiliation with the Steering Committee and vision of his/her role and function in the Steering Committee;
  - 4.5. Candidate's photo (not larger than 5MB)
5. The Secretary sends a notification to a candidate within 2 working days, that the application is received. If the application is incomplete, the Secretary immediately requests the missing information from a candidate.

## **THE PROCEDURE OF VOTING**

1. After the nomination period is elapsed, the Secretary publishes the list of candidates on the Association's website and announces the start of voting. Announcement should also be sent by email to the Associations members.
2. The voting is conducted online on relevant platform.
3. The process of voting online must last at least 2 weeks.
4. A voter is responsible for timely submission of his/her vote.
5. Voting right:
  - 5.1. Each Association member (an individual and organizational) has only one vote in regional representative elections and one vote in the elections of representatives of community of people who use drugs.
  - 5.2. Voting right is exercised by the employees, participants or members of the management body of that legal person (of the organization) on the basis of a written and signed letter of approval from the legal person in question. A letter of approval to participate in a Regional Meeting of the Association and exercise the voting rights shall be given in writing. A letter of approval shall be drawn up in Russian or English language and may be sent to the Association before a Regional Meeting in electronic version in a form of scanned letter in PDF format with a signature of legal person in question to the e-mail address: [members@harmreductioneurasia.org](mailto:members@harmreductioneurasia.org).
6. The vote will not be counted as valid if:
  - 6.1. the voter is not from the region in which Steering Committee member is elected;
  - 6.2. the voter is not an individual or/and organizational member of the Association;
  - 6.3. other representative of the organization voted, but letter of approval was not sent to the Secretary;
  - 6.4. the voter voted more than one time (only one vote will be counted);
  - 6.5. the voter is a supporting member of the Association.
7. In case when there is only one candidate nominated from the region who has never been previously elected as a Steering Committee member, the elections are carried out in line with the regular elections procedure. However, if a sole nominee is entering the second term of Steering Committee membership, he/she is appointed without the elections.
8. The list of elected Steering Committee members is sent to all Association members and published on the Association website.

## **EARLY RE-ELECTION**



Early re-election takes place in two situations:

a) if the elected Steering Committee member is not able to perform his/her responsibilities, he/she must inform Steering Committee and Secretary who in turn may initiate re-election;

b) if a particular Steering Committee member fails to perform his/her duties (does not attend conference calls or does not participate in e-mail conferences for the period of 3 months or more), Steering Committee has the right to initiate re-election of the Steering Committee member in question within the region or among constituencies. Decision on the re-election of a Steering Committee representative can be made by 2/3 majority of the current Steering Committee members excluding the member subject to re-election. The member in question should have an opportunity to provide explanations in person, via e-mail or through his/her representative.

### **ADDITIONAL PROVISIONS REGARDING ELECTION OF REPRESENTATIVES FROM THE COMMUNITY OF PEOPLE WHO USE DRUGS**

For election of community representatives following additional steps are to be taken:

1. Representatives of the community of people who use drugs are elected through the General Meeting by those members of the Association, who identify themselves as representatives of community of people who use drugs. Voting and nomination will be organized among this constituency.
2. Nomination should be proceeded using steps described above.
3. Nominees are encouraged to provide a letter of support from community group of people who use drugs, regional or global networks of people who use drugs. International Network of People Who Use Drugs (INPUD), Eurasian Network of People Who Use Drugs (ENPUD) and European Network of People Who Use Drugs (EuroNPUD) are informed about the process of election of Steering Committee members representing community of people who use drugs. INPUD, ENPUD and EuroNPUD can issue letters of support regarding the candidates.
4. Voting is proceeded using the procedure described above among the constituency of community of people who use drugs.