

## Occupational Therapy Europe (OT-EU)

### **Proposed Rules of Procedures formulated by the OT-EU Coordinating Group 2017 to be discussed in the GAs of COTEC and ENOTHE**

The OT-EU Coordinating Group consists of President and Vice President of COTEC, President and Vice President of ENOTHE, Chair and Vice Chair of ROTOS.

The Coordinating Group has at least two face to face meetings a year, alongside another meeting like GA of one of the organisations. Skype meetings in between and when necessary.

The Coordinating Group is quorate when at least one person from each organisation/branch is present.

The Coordinating Group strives for unanimous consent, if that is not possible decisions can be taken by single majority, i.e. at least four persons of the three branches. When no consensus can be met, representatives have to go back for consultation with their respective Board/Executive Committee.

The Coordinating Group has a mandate from the decision-making bodies of COTEC, ENOTHE and ROTOS. In the case of misuse of the mandate/rights the GAs may overrule. An Annual Plan and Annual report will be required for transparency and for the continuation of the mandate.

### **Representing OT-EU**

OT-EU may be represented by members of the Coordinating Group or an appointed representative. All branches have to be taken into account when appointing OT-EU representative, not only in person but also in attitude, content and branding.

Representatives can be elected out of the Board/Executive Committee or the Register of Experts or otherwise when needed; costs and geographical reasons are to be taken into account.

Costs of representing OT-EU will be covered by OT-EU and as agreed by the Coordinating Group

### **OT-EU Budget**

COTEC and ENOTHE budget will have equal amounts allocated for OT-EU.

The Coordinating Group proposes to use any profit of the OT-EU congresses as earmarked for OT-EU budget.

Common standing committees such as ROTOS will be developed till they have a budget of their own.

An OT-EU account might be realised when OT-EU has a legal status.