

1 ACANU Bylaws

2 as drafted by a working group of members¹

3 for the ACANU AGM 2020

4 **I. General Articles**

5 1. Function

6 The function of the ACANU bylaws is to organize ACANU's internal affairs. As such, the
7 bylaws complement the current statutes. In case of contradiction or doubt, the statutes take
8 precedence over the bylaws.

9 2. Changes

10 The bylaws can be amended or changed by simple majority of the ACANU General
11 Assembly. Change come into effect after the General Assembly has closed.

12 3. Language

13 The bylaws shall be published in the working languages of the United Nations in Geneva,
14 English and French.

15 **II. Procedures**

16 4. Procedures of the General Assembly

17 The president of ACANU chairs the General Assembly.

18 Minutes are kept by the ACANU secretary.

19 The General Assembly elects by simple majority from its members an election committee of at
20 least three members to verify eligibility of voters as well as to disburse, collect and count the
21 ballots.

22 The president of the assembly must ensure ample time is given to discuss all agenda items.

¹ Chosen by the ACANU Committee based on seniority; in alphabetical order Gustavo Capdevilla, Marc Engelhardt, Boris Engelson, Jan-Dirk Herbermann, Brij Khindaria, Wolfgang Wannder, John Zaracostas

23 Limits to the length or number of interventions or other procedural matters can be proposed
24 by the president of the assembly or any other member of the General Assembly and must be
25 decided by simple majority should one member wish so. Should a member during a
26 discussion wish to speak on procedure, (s)he can raise two hands instead of one to indicate
27 that. Procedural matters are to be discussed and voted on before the discussion continues.

28 Elections of the President, the Vice President, the treasurer, the secretary and other members
29 of the ACANU committee is by secret ballot. The secrecy of the vote must be ensured.

30 All other votes are by show of hands. If a third of the assembly wishes so, a vote must be held
31 by secret ballot.

32 The number of people voting must be verified and announced by the election committee
33 before the vote begins.

34 Proxies must be in writing and sent to the ACANU Committee before the meeting
35 commences. The election committee and the president of the assembly must review all
36 proxies before the vote, confirm their legitimacy and announce the number of proxies before
37 the vote is taken. The number of proxies held by each member is limited to [two].

38 Members running for office must have the chance to present themselves before the General
39 Assembly prior to the vote and shall have the opportunity to speak after the vote is taken.
40 Names of candidates must be clearly visualized before the vote begins.

41 The election committee counts the ballots publicly in midst of the General Assembly and
42 announces the results with a detailed breakdown. In case a member doubts the result, the
43 ballots are immediately recounted on the spot with the president of the General Assembly as
44 an additional witness.

45 Ballots must contain a clearly written decision (i.e. yes/ no/ abstention) or name to be valid. In
46 case of doubt between election committee members, the final decision over the validity of a
47 vote rests with the president of the General Assembly.

48 The minutes of the General Assembly are to be sent by email to all members within a period
49 of four weeks, with a period of further two weeks to report changes or additions to the author
50 of the minutes. The minutes must at least include a list of the members present and the
51 proxies; all decisions and elections by the General Assembly including the breakdown of the

52 vote cast, including the number of yes, no, abstentions and invalid votes. Every General
53 Assembly acknowledges the final version of the minutes of the previous one.

54 All official documentation of the General Assembly, including proxies, ballots and all other
55 official material used in the meeting, must be kept with the ACANU secretary for a minimum
56 of two years.

57 5. Procedures of Extraordinary Meetings of the General Assembly

58 The procedures are the same as those for the General Assembly under Article 2.

59 6. Procedures of the Committee

60 The ACANU committee at its first meeting agrees on working procedures for the upcoming
61 year in accordance especially with Article 19 of the ACANU Statutes and the bylaws.

62 [Meetings of the ACANU committee are open to ACANU members. Invitations to committee
63 meetings are sent by email to the membership including date, time, place and preliminary
64 agenda with a minimum of three working days in advance.]

65 Minutes from committee meetings which include the decisions taken are sent by email to all
66 ACANU members not later than seven days after the meeting.

67 **III. Activities**

68 7. Protection of journalistic sources

69 All members of ACANU must be alert to the security concerns of individuals and groups who
70 provide briefings to the organization and not share sensitive information about ACANU
71 events or participants with states, diplomats or any other entities that could expose them to
72 reprisals, especially (but not limited to) phone numbers, Email, travel destinations and/ or
73 accommodations.

74 ACANU should ensure that individuals, civil and private sector entities who request a
75 meeting with the association will not collect any personal data or any information that may
76 cause personal and/or professional harm to ACANU members.

77 Despite these measures to protect the sources, ACANU is not responsible for the safety and
78 security of individuals and groups who provide briefings to the association.

79 **IV. Changes to the bylaws**

80 All changes to the bylaws require a simple majority of the General Assembly and take effect
81 after its closure.

82 Geneva, 07 September 2020