



UNIMA RULES OF PROCEDURE APPROVED AT THE BOCHUM COUNCIL ON MAY 15, 2018

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I/ AIMS AND MEANS (Statutes: §1)

I.1/ Organizers of events related to the Art of Puppetry can hold these events with the support of UNIMA.

I.2/ International support may be granted by the Executive Committee, national support may be granted by a National Center.

I.3/ The organizers of an event supported by UNIMA commit themselves to full compliance with the UNIMA Statutes and to inform in advance the Secretary General of the event program.

I.4/ The support includes the right to display - on all pertaining documents - the UNIMA logo as well as the tagline "With the support of UNIMA".

II/ UNIMA MEMBERSHIP (Statutes: §2)

II.1/ The Secretary General shall inform the Executive Committee at each meeting of the total number of members, on the basis of the information received annually from the National Centers and Representatives. It shall issue to each member, either directly or through its National Center, an international membership card, in English or French.

II.2/ A UNIMA member has voting rights in one National Centre only. Membership in more than one National Center is possible only to the extent that the Statutes of the other Centers provide for special membership without voting rights.

II.3/ Candidates for Honorary Membership of UNIMA may be nominated by the National Centers or the Executive Committee. Each National Center may nominate only one candidate every four years. The Executive Committee appoints Honorary Members
All nominations for Honorary Membership must be sent to the Executive Committee via the Secretary General at least eighteen months in advance of the next Congress and must be accompanied by a relevant commentary including a brief biography as well as the reasons for choosing the candidate. The Executive Committee may submit one nomination for an Honorary President of UNIMA to be approved by the Congress. The Honorary President, elected by the Congress, may serve in all the national and international bodies of UNIMA, but he cannot be a voting member of the Executive



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Committee. He will always be invited to meetings of the Executive Committee in an advisory capacity.

III/ UNIMA RULING BODIES (Statutes: § 3)

III.A) THE CONGRESS (Statutes: §3.a)

III.A.1/ The Congress shall be convened by the Secretary General in agreement with the President. The location of the Congress is determined by the previous Congress. If a Congress does not take place, and/or if the location or the date changes, the Executive Committee will determine the new location and the new date.

The hosting of a Congress will be entrusted to a National Center which will have applied for it and which is able to guarantee the availability of the adequate financial and logistical resources for the proper organization of the event.

III A.2/ Information and Convocation

- a) Information regarding the location and dates of the Congress must be sent by the Secretary General to all National Centers, Councilors and Representatives 12 months prior to the event. The National Centers must convey this information to all their members.
- b) The letter of convocation for the Congress must be sent by the Secretary General to all National Centers, Councilors and Representatives 6 months prior to the event. The letter must include all available and relevant information on the location and date of the Congress.
- c) National Centers and Representatives must send the letter of convocation to all their members without delay. In countries where there is no National Center or Representative, the Secretary General must convene each member directly.

III.A.3/ Reports and Congress documents

At least two months prior to the Congress, the Secretary General will publish an electronic version of the reports and, during the Congress/Council the Treasurer will present an updated financial report. Each Councilor is charged with printing his/her copy of the document in the preferred language version.

However, a Councilor has the right to request a printed version of the Congress documents from the Congress organizer.

The Congress documents will include:

- 1) The Agenda;
- 2) An administrative report by the Secretary General on the work carried out by the Secretariat during the period since the last Congress;
- 3) Proposals for activities in the coming term of office;
- 4) The report of the Elections Committee;
- 5) Possible proposals for amending the Statutes and/or the Rules of Procedure
- 6) Hosting applications for the next Congress, along with a two-pages supporting document.
- 7) The proposed motions, along with the comments of the Executive Committee or the Secretary General;
- 8) Financial report of the past term of office;
- 9) The draft budget for the next term.

III.A.4/ Each member, each National Center, each Commission has the right to put forward motions, which will be included in Agenda 13, 14, 18, 19, 20, 24 and 25, and send them to the Secretary General no later than seven months before the date of the Congress so that they can be included in



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the Congress documents. The Congress may accept or reject any proposal presented past deadline.

III.A.5/ Councils and Congresses may be observed electronically by members if the host provides this service.

III.A.6/ The Congress decides upon the program of UNIMA for the next four years, and specifically decides on the aims and objectives of the working Commissions. Although the President of each Commission is normally a member of the Executive Committee, Congress may decide otherwise. In any case, it is the Chairperson of a Commission who chooses the members of his/her Commission. The Commissions will provide an annual report to the Executive Committee and a report to the Council and the Congress. The members of the Executive Committee have the right to participate in the meetings of the Commissions.

III.A.7/ The Secretary General shall appoint, before each Congress, a Registration Office, which shall verify the voting rights and distribute the voting cards to each Voting Councilor.

III.A.8/ The Congress Agenda is organized in five sessions. Each session should, if possible, be held during the morning, over a period of four hours. If this is not possible, two sessions can be organized in one day (morning and afternoon). In all cases, an interval of one night shall be observed between sessions II and III and between sessions III and IV.

III.A.9/ The Agenda of the Congress is as follows:

SESSION I

Morning – Plenary:

- 1) Opening of the Congress by the President of UNIMA. Welcome speech by the President of the National Center hosting the event. Other official greetings;
- 2) Introduction of the Agenda by the Secretary General;
- 3) Election of a managing President of the Congress and two Rapporteur Secretaries;
- 4) Elections of Independent additional Councilors, with the assistance of the Elections Committee (see Statutes § 3.a.4.4 and R.O.P. III.B.5);
- 5) Presentation of the list of new Honorary Members by the President of UNIMA, on behalf of the outgoing Executive Committee (see Statutes: §2.6 and R.O.P. II.3);
- 6) Report of the Registration Board (see R.O.P. III.A.4) and presentation by the Secretary General of the list of Council members;
- 7) Status Report of the Executive Committee by the Secretary General;
- 8) Report of Treasurer
- 9) Report of the Auditing Commission (see Statutes§3.d and R.O.P. III.E);
- 10) Proclamation of the results of the elections of the additional Councilors;
- 11) Vote of discharge to the outgoing Executive Committee;
- 12) Report of the Elections Committee (see R.O.P. III.B.2 and 3).

Afternoon activity:

Participative workshops

SESSION II

Morning – Plenary:

- 13) Reports from National Centres, Commissions, International Groups (see Statutes: §3.e.6 and



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R.O.P. III.F.4) and Representatives.

Afternoon activity:

- 14) Presentation and discussion of candidates for the hosting of the next Congress; “FishingFresh” – Presentation of projects and new ideas – (see Appendix 1);

SESSION III

Morning – Plenary:

- 15) Election of the Executive Committee;
- 16) Vote on the acceptance of one of the candidatures for the next Congress;
- 17) Possible modifications of the Statutes and/or the Rules of Procedure;
- 18) Definition of the amounts of membership fees for the National Centres and the direct members (see R.O.P.VI.1);
- 19) Motions included in the Congress documents;
- 20) Proclamation of the results of the elections of the new Executive Committee;
- 21) Presentation and discussion of the program of candidates for the Presidency, the Secretary General, the Treasurer and the Auditing Commission.

Afternoon activity:

- 22) “FishingFresh” – presentation of projects and new ideas (see Appendix 1)

SESSION IV

Morning – Plenary:

- 23) Election of the President, Secretary General, Treasurer and the members of the Auditing Commission of UNIMA;
- 24) Removal, creation and/or confirmation of the Commissions and definition of their objectives;
- 25) Open discussions on the program for the next four years. (These discussions may take up the entire session but may be interrupted at the request of the Elections Committee to in order to allow the Agenda to move on to item 26 through 29);
- 26) Proclamation of election results in item 23;
- 27) Elections of the Presidents of the Commissions;
- 28) Presentation of the candidatures and election of the two Vice-Presidents;
- 29) Proclamation of the results of the election of the two Vice-Presidents;
- 30) Installation of the new Executive Committee.

Afternoon:

Continuation of the point **25**

SESSION V

Morning – Plenary:

- 31) Opened meeting of the Commissions;
- 32) All other business;
- 33) Closing of the Congress.

III.B) ELECTIONS (Statutes: §3)

III.B.1) Voting at the Council and at the Congress is normally carried out with a show of hands holding voting cards. If a voter so wishes, the voting may be by secret ballot.

III.B.2) Two years prior to the Congress, the Council elects an Election Committee comprised of three persons who cannot hold a mandate to the Executive Committee during the following four years.

III.B.3) The Election Committee has the following tasks:

1) Request the National Centres to send their list of candidates to the Executive Committee. Each list may not consist of a larger number of candidates than the number of Councilors of that Country. The list may include nominations of candidates from other member Countries. It is important that nominations take into account the competence, experience and practical availability of candidates to participate in the work, as well as their geographical origin. A standard form, distributed by the Election Committee shall be used. Each candidate must accept his/ her application in writing. Lacking this acceptance form, his/her name shall not be considered by the Election Committee. The nomination of each candidate must be accompanied by:

- a/ An explanation of the suitability of the candidate;
- b/ His/her relevant qualifications and activities;
- c/ A brief biography;
- d/ His/her written and signed acceptance of the application;
- e/ A passport-size photograph.

Nominations must be sent to the Elections Committee at least eight months before the Congress;

2) Verify the eligibility of each candidate;

3) Establish a list, including the name of each eligible candidate, specifying the Center to which it belongs and the Center(s) and/or Representatives sponsoring it, together with a summary of the relevant documentation;

4) Transmit at least seven months before the Congress to the Secretary General an overall report including the list defined in point 3 of this article and the eligibility report. The list and the report will be part of the Congress documents;

5) Prepare the card and the ballot papers to be distributed to each Voting Counselor and to the members of the outgoing Executive Committee. The voting card shall be used to vote by a show of hands, the ballots shall be used for the elections.

Seven ballots are necessary:

- One for the election of the additional Councilors;
- One for the election of the Executive Committee;
- One for the election of the President;
- One for the election of the Vice-Presidents;
- One for the election of the Secretary General;
- One for the election of the Treasurer;
- And one for the Auditing Commission;

6) During the Congress, act as the Voting Office, responsible for the proper procedure, conduct and outcome of all elections.

III.B.4) In item 3 of the Agenda, the Congress elects a managing President among the attending



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members, excluding those who are candidates for the Executive Committee. He/she will remain in office until item 25 of the Agenda.

III.B.5) In item 4 of the Agenda, the managing President presents the Congress with the possibility of electing ten additional independent Councilors. Each Councilor has the right to propose one candidate chosen from the present or absent members, as long as it is not a member from his/her own Country. If the proposed member is attending, he/she shall be asked to validate his/her application by accepting it. If the proposed member is absent, the councilor proposing the candidate can present the candidacy by showing the President a signed document of the absent candidate, certifying his/ her acceptance.

The ten candidates receiving the highest number of votes shall be elected to serve on the Council for the following four-year term. The ten Councilors thus elected will appear on the list of Council members published by the Secretary General, listed as a separate group, in alphabetical order.

III.B.6) During the Congress, the writings of the Elections Committee must be presented at least in three of the five official UNIMA languages: French, English and Spanish.

III.B.7) During the Congress, the Election Committee must void the candidacy of a candidate for election to the Executive Committee, if this candidate is not present. Unless his/her absence is because of force majeure.

The election of the members of the Executive Committee may take place in two rounds. The Congress decides how many members can be elected in the first round. Other members may be elected in the second round. The number of members of the Executive Committee may not exceed eighteen. Each voter can vote for as many candidates as he or she wishes, up to 18.

III.B.8) The number of votes obtained by each candidate for the Executive Committee, whether or not elected, shall be communicated in Item 17 of the Agenda.

III.B.9) Candidates to the Executive Committee who obtain the highest number of votes are elected. The number of votes for each elected candidate must amount to at least a quarter of the total votes cast. This restriction does not apply if there is a second ballot.

III.C) THE COUNCIL (Statutes: §3.b)

III.C.1) A Council meeting is held at least once between two Congresses. This meeting is held in principle two years after the last Congress.

III.C.2) The Council is convened by the Secretary General in agreement with the President. The location of a Council is determined by the Executive Committee. The hosting of a Council meeting shall be entrusted to a National Centre which shall have applied for it and which can demonstrate its ability to provide the financial and technical means necessary for the proper organization. The Secretary General shall send summons to all National Centres, Councilors, Representatives as well as direct members, including the dates and location of the upcoming Council. The Centres and the Representatives shall immediately pass on the summons and information to their members. The summons shall be sent at least twelve months in advance of the Council and it shall include the Agenda, established jointly by the President and the Secretary General.

III.C.3) The UNIMA Council has the right to make decisions if at least one third of its members are present or represented. Decisions are taken by simple majority.



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III.C.4) Only National Centres and members who have paid their fees in full have the right to be represented in the UNIMA Congress and Council.

III.C.5) If one third of the Councilors requires an extraordinary session of the Council, the President and the Secretary General must be informed about it and they must convene the session within six months.

III.C.6) If either a location or the necessary finances are lacking for a meeting of the Council between two Congresses, or for any other reason and at any moment, the President and the Secretary General may initiate a postal ballot on urgent matters, provided that a two-months deadline is respected between the submission of a question and the actual vote. The President and the Secretary General are jointly responsible for the correct procedure, conduct and outcome of the voting. The vote shall not be validated unless at least one third of the Councilors has voted.

III.C.7) The Secretary General appoints, before each Council, a Registration Office that will check voting rights and will distribute voting cards to all the Councilors having the right to vote.

III.C.8) Each Councilor and each member of the Executive Committee shall have one vote. When a Councilor or a member of the Executive Committee cannot attend a Council meeting, he/she is allowed to give proxy to another Councilor or member of the Executive Committee. However, no one may use more than two proxy votes.

III.C.9) The Councilors may participate in the meetings of the Executive Committee as observers. All Councilors must receive notice of such meetings at the same time as the Executive Committee members, at least six months in advance of the convocation.

III.C.10) The President of UNIMA chairs the Council.

III.C.11) The Council of UNIMA has the right to modify the Rules of Procedure.

III.D) THE EXECUTIVE COMMITTEE, THE PRESIDENT, THE SECRETARY GENERAL AND THE TREASURER (Statutes: §3.c)

III.D.1/ A member of the Executive Committee is expected to engage in discussions and take decisions on the basis of his/her competence, in the best interests of UNIMA, and not as an agent of his/her country.

III.D.2/ The Executive Committee meets at least once a year and has the right to take decisions if at least one third of its members are present. Decisions are taken by a simple majority vote. If a vote is tied, the President has the casting vote.

III.D.3/ An ordinary meeting of the Executive Committee is convened by the Secretary General, in agreement with the President. An extraordinary meeting of the Executive Committee may be convened by the Secretary General, if the President deems it necessary, or if at least one third of the members of the Executive Committee request it.

III.D.4/ The Executive Committee decides upon the date and location of its meetings. The Secretary General convenes the meeting, after consultation with and approval of the President.



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III.D.5/ In the absence of a Chairperson of any Commission, for any reason, temporary or permanent, an active Chairperson will be appointed by the Executive Committee as soon as possible. If impossible, the Commission concerned may make the appointment in accordance with the Secretary General, until the nomination of a permanent Chairperson.

III.D.6/ Between two meetings of the Executive Committee, the Secretary General and/or the President may initiate a postal or electronic ballot on urgent matters if they deem it necessary or if at least five members of the Executive Committee request it.

The electronic voting procedure is as follows:

- a) The Secretary General must send to the members of the Executive Committee a draft proposition to be voted upon, along with all relevant comments, in three languages.
- b) At the latest one week later, the members of the Executive Committee must return their comments, proposals and motions. Past the one week delay for responses, members of the Executive Committee can no longer file any motion or proposal.
- c) The Secretary General organizes the voting process. He/she may submit counter-proposals and amendments on the draft proposition to be voted upon. In the event of divergence(s) between the motions presented, he/she can endeavor to draft more consensual versions and present them for discussion to the authors of the original motions. If consensus is not achieved, he/she proposes a structured voting order.
- d) Each motion submitted according to the rules must be voted upon. In the case of a counter-proposal presented by the Secretary General, the members of the Executive Committee have the possibility to vote twice "yes", choosing among the 3 options available (original version, motion, counter-proposal).
- e) The Secretary General presents the final vote, including the results of the vote on the various motions. If one of the members of the Executive Committee requests it, the final vote must be done via secret ballot.

III.D.7/ Proxy votes cannot be given to another member of the Executive Committee; however, the absent member can participate in decisions by communicating a written opinion.

III.D.8/ Meetings of the Executive Committee are not public (except for Council members: see R.O.P.III.C.9). The President can, if he/she deems it necessary, invite other persons to the meetings.

III.D.9/ No member of the Executive Committee or of the Auditing Commission may hold office for more than three successive terms.

III.D.10/ the duties of the President are as follows:

When he/she is informed of any violations of the Statutes or of the Rules of Procedure, it is the responsibility of the President to contact the Statutes Committee, the National Centers and the members concerned in order to:

- a) try to find a solution through information, mediation and/or negotiation,
- b) Initiate, if necessary, a procedure for the exclusion of the relevant member or National

Center.

III.D.11/ the duties of the Secretary General are as follows:

- a) He/She is responsible for the work of the UNIMA Secretariat;
- b) He/She must be in regular contact with the President;
- c) He/She has the power to sign daily correspondence (matters considered to be important by both the Secretary General and the President should be signed by the two parties);
- d) He/She provides an annual report to the Executive Committee on the work of the Secretariat;
- e) He/She maintains contacts with the National Centres, Representatives, Commissions and International Groups;
- f) He/She coordinates all UNIMA activities, handles publicity and information, maintains a list of members, keeps the archives in order;
- g) He/She is responsible, in cooperation with the Board, for convening and preparing Congresses, Councils and meetings of the Executive Committee, for which he/she prepares the agendas;
- h) He/She appoints, before each Congress and each Council meeting, a Registration Office.

III.D.12/ the duties of the Treasurer are as follows:

- a) He/She oversees the UNIMA accounts;
- b) He/She supervises the finances of UNIMA and draws up a report which it presents to the Congress, the Council and to the Executive Committee at each of their meetings;
- c) He/She manages the fundraising process for UNIMA;
- d) He/She alerts the Review board in case of financial difficulties;
- e) He/She presents, each year, at the beginning of October, a budget to be approved by the Executive Committee.

The UNIMA budget is forecasted and may be modified during the year if deemed necessary by the Treasurer and the Secretary General (§ 3.C.4.4).

III.D.13/ the functions of President, Secretary General and Treasurer are normally voluntary. Any or all of them may be remunerated for their work, if the Congress so decides.

III.D.14/ Electronic voting procedure for the budget:

- a) Four weeks prior to the vote, the Treasurer and the Secretary General must send to the members of the Executive Committee a draft budget, along with all necessary comments and explanations, in three languages.
- b) No later than one week afterwards, the members of the Executive Committee must return their comments, proposals and motions. Motions must be balanced between revenues and expenditures. Past the one week delay for responses, members of the Executive Committee can no longer file any motion or proposal.
- c) The Secretary General and the Treasurer organize the voting process. They may submit counter-proposals and amendments to the draft budget. In the event of divergence(s) between the motions presented, they can endeavor to draft more consensual versions and present them for discussion to the authors of the original motions. If consensus is not achieved, they propose a structured voting order.
- d) Each motion submitted according to the rules must be voted upon. In the case of a counter-proposal presented by the Secretary General, the members of the Executive Committee have the possibility to vote twice "yes", choosing among the 3 options available (original version, motion, counter-proposal).



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- e) The Secretary General and the Treasurer presents a final vote on the draft budget, including the results of the vote on the various motions.
- f) Should the Executive Committee reject the draft budget, the Secretary General and the Treasurer are tasked to submit a new budget within three months. In the event that no budget is agreed upon by January 1st, UNIMA ceases its involvement in all projects. Only financial commitments and signed contracts shall be borne.

III. E) THE AUDITING COMMISSION (Statutes: §3.d)

III.E.1) The Auditing Commission gives its opinion on the financial measures taken by the Secretary General and the Treasurer. It may be assisted by a specialist.

III.E.2/ Members of the Auditing Commission shall have the right to be informed of the use of the UNIMA finances via the auditor and the Executive Committee; they have the right, at any time, to examine any relevant accounts, ledgers and financial documents.

III F) NATIONAL CENTRES AND REPRESENTATIVES (Statutes: §3.e)

III.F.1) although each UNIMA member must be registered with his/her National Centre, the Secretary General may, under special circumstances, accept applications made directly to the Secretariat.

III.F.2) National Centers and Representatives must pass on all UNIMA information and publications to their members.

III.F.3) National Centers and Representatives must submit a report of their activities to the Secretary General at the beginning of each calendar year (January first). They must also inform the Secretary General of new and deceased or lapsed members.

III.F.4) to intensify the exchanges between National Centers sharing regional or cultural interests, these Centers may form International Groups. The persons in charge of these Groups shall inform the Executive Committee, especially the Secretary General, of all their activities.

IV - OFFICIAL NAME, HEAD OFFICE AND LEGAL REPRESENTATION (Statutes: §4)

IV.1) the name of a National Centre is: "UNIMA + the name of the Country". The Executive Committee has authority to accept other names for a National Centre, if it judges it necessary or acceptable to do so.

IV.2) the logo and the name of UNIMA (Union Internationale de la Marionnette) may not be used without written authorization from the Secretary General.

IV.3) The seat of UNIMA does not necessarily have to be in the same country or place of residence of the Secretary General.

IV.4) UNIMA's head office is located in Charleville-Mézières (France).

IV.5) The Secretary General may choose the location of his/her own office.



V - THE OFFICIAL LANGUAGES OF UNIMA (Statutes: § 5)

V.1) The National Center hosting a Congress, a Council or a meeting of the Executive Committee, shall decide, in agreement with the Secretary General, which languages will require interpretation, in order to secure good verbal communication.

V.2) Official information from the General Secretariat will be published in at least three of the official languages of UNIMA.

VI - FINANCES (Statutes: § 6)

VI.1) Each Congress determines the membership fees due by the National Centers and the direct members to the General Secretariat for the four years following the Congress.

VI.2) A National Centre's and a direct member's membership fees must be deposited in the UNIMA bank account by March 31 of each year.

VI.3) Exceptionally, a National Centre may ask the Secretary General for a reduction or delay in the payment of its dues. The Secretary General may allow a new National Centre to use its dues in order to establish itself for a limited period of time. In any case, any decision involving a delay in contributions for a period exceeding 12 months is the sole responsibility of the Executive Committee.

VI.4) In any case, any decision involving a delay in contributions for a period exceeding 12 months is the sole responsibility of the Executive Committee. The Congress decides on the amount of the direct membership fees.

Bochum (Germany) - 15 May 2018

The President
Dadi PUDUMJEE

The Secretary General
Idoya OTEGUI

The President of the Statutes Commission
Stanislav DOUBRAVA

Appendix 1

FishingFresh are presentations in style of PechaKucha. PechaKucha is a creative, visual, international showcase. A session consists of 4 to 8 multidisciplinary presentations made by passionate person. Each presentation consists of 20 slides shown for 20 seconds (about 7 minutes in total). After the presentation, the Councilors have 13 minutes for the discussion.