

RULES OF PROCEDURE OF THE SUPERVISORY BOARD OF SERBIAN ASSOCIATION OF HEALTH PROFESSIONALS

Introductory provisions

Article 1

Rules of Procedure of the Supervisory Board of SAHP were adopted in the session of the Management Board of SAHP, on June, 30th2016 in accordance with the Article 22 of the SAHP Statute.

The way of work of the Supervisory Board of the Serbian Association of Health Professionals (hereinafter referred to as SAHP), the procedure of control change of the Statute provisions related to financial management, control procedure of financial operations of SAHP, rights and duties of the members of the Supervisory Board and other issues related to the work of the Supervisory Board (hereinafter referred to as SB) shall be defined with this Rulebook.

Article 2

The composition and tasks of SB of SAHP shall be determined in Article 22 of the SAHP Statute. SB members shall be elected by the Assembly of SAHP.

The Supervisory Board shall have three members, one of which performs the function of the president.

SB president shall be elected in the Constitutional Assembly Session of the SB of SAHP.

The term of office of Supervisory Board members shall be four years with the possibility of one consecutive term.

Members of SB may perform professional work and have leading positions in professional operations of SAHP.

The Supervisory Board is independent in its work.

Article 3

President of SB of SAHP conducts financial audit of SAHP with the members of SB and monitors the implementation of the Statute provisions related to finances.

The President of SB of SAHP convenes and chairs the sessions of SB.

The sessions shall be held at least once a year and more frequently if required, by the previous agreement with the members of SB on the date and venue.

The decisions of SB are valid if they are voted by more than half of the board members.

The President of SB of SAHP shall submit a report on the work to the Management Board and the Association's Assembly once a year (Article 22, paragraph 5 of the Statute).

Article 4

Members of SB receive materials and minutes of the last session during the next session if the discussed issues do not need to be required in advance. Members of SB shall deliver the

materials they would like to be discussed in the session at least 48 hours in advance with the relevant facts and analyses necessary for decision-making.

Article 5

The president of SB invites the president of SAHP, vice president of SAHP and vice president of the Management Board of SAHP, some presidents of the SAHP's branches or other professionals in order to express an expert opinion on certain issues from the agenda, if it is required.

Article 6

The president of SB of SAHP opens, chairs and concludes the session and takes care of its course and agenda compliance. Amendments to the agenda may be adopted in the session but only for the facts of great importance that occurred after the notice of the session convention. Members of the SB shall vote to decide whether the agenda shall be amended or not, after the presentation of the proponent. The decision shall be upheld if it is adopted by a majority vote of SB members.

Article 7

After the opening session and acceptance of the last meeting's minutes, the president of SB of SAHP submits a brief report on the work performed since the previous session and the news related to the work of SB.

Then the items on the agenda shall be discussed, as the president or the proponent introduces them, then the members of SB ask to speak if it is necessary to comment. The discussion cannot be longer than 3 minutes, and rebuttal no longer than a minute. A member may ask to discuss an issue only when all other members have finished their discussions. For the purposes of decision-making all members vote and the decision is accepted if it is made by the majority of the vote of the total number of members of SB.

Article 8

The president of SB of SAHP may require additional individual opinions on the particular issue that is being discussed during the session. After the assessment that the issue has been discussed in detail, he shall propose that the debate should be terminated and in terms of the discussion he shall formulate the proposal of the conclusion that should be voted. Therefore, a conclusion and a decision that are made become valid and they cannot be changed anymore in the same session.

Article 9

The decisions of SB are compiled by the secretary on the basis of the minutes and signed by the president of SB of the Association, and in his/her absence a member of SB does that if he/she chaired the whole session or a part of it.

Article 10

A secretary or some other member, who is chosen in the session, takes the minutes, he/she is responsible for its accuracy and authenticity. The minutes must contain: the number of a session, venue and date, start time and end time, a list of present members, voting results and proposals and decisions related to each agenda item. All the materials that were being discussed in the session must be attached. The sessions of SB shall be recorded (audio or video recording shall be kept in the archive of the Association).

Article 11

The minutes of the session must be compiled within eight days after the conclusion of the session, and deposited in the archive with the decisions of SB. The signed minutes mustn't be corrected, modified or amended except on the basis of a decision of SB in the next session.

Article 12

Amendments to these Rules of Procedure shall be made in the same way these Rules of procedure have been made.

These Rules of Procedure enter into force upon their adoption in the session of the Management Board of SAHP.

30/06/2016

President of SAHP

MSc Ivanka Adžić