

THE RULEBOOK OF THE MANAGEMENT BOARD OF THE SERBIAN ASSOCIATION OF HEALTH PROFESSIONALS

Introductory provisions

Article 1

The way of work of the Management Board of the healthcare professionals of Serbia (hereinafter: SAHP), the process of passing official papers, rights and duties of the Management Board members and other issues related to the work of the Management Board (hereinafter the MB) are defined with this Rulebook.

Article 2

The members and tasks of MB of SAHP are defined in the Article 20 of the Statute. The president of SAHP may authorize in written form the Management Board for performing certain tasks from his/her scope of work.

Article 3

The president of SAHP with the vice president of SAHP and the vice president of MB of SAHP prepares sessions of the MB. The president of SAHP convenes and chairs the Management Board sessions.

Sessions are held at least three times a year and more often if necessary, with the previous agreement with the MB members about the date and venue.

Article 4

Members of MB receive materials and minutes of the last session in the session if the discussed issues do not require earlier delivery. Members of SB 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 may invite the president of the Supervisory Board, certain members of associations or other professionals to the MB session, to give their expert opinions on certain issues from the agenda, if it is required.

Article 6

The president 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 MB vote to decide whether the agenda is amended or not, after the presentation of the proponent. The decision is upheld when it is adopted by a majority vote of MB members.

Article 7

After the opening session and acceptance of the last meeting's minutes, the president of MB of SAHP shall submit a brief report on the work performed since the previous meeting 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 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 votes of the total number of members of MB.

Article 8

The president 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 proposes that the debate should be terminated and in terms of the discussion he formulates 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 at the same session.

Article 9

The decisions of MB are compiled by the secretary on the basis of the minutes and signed by the president of MB of the Association, and in his/her absence a member of MB 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 at the session, shall take 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 MB 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 MB. The signed minutes mustn't be corrected, modified or amended except on the basis of a decision of MB at the next session.

Article 12

Amendments to this Rulebook shall be made in the same way this Rulebook has been made.

This Rulebook enters into force upon its adoption in the MB session on June, 30th 2016.

President of SAHP

MSc Ivanka Adžić