

CODE OF INTERNAL REGULATIONS

EXPLANATION

Internal Regulations (IRs) are codified on the following model. Since Article 35 provides for the Forum to make regulations for implementing Articles of the Constitution, we will register IRs in the order of Articles to which they will refer.

We will also register the date on which an article is adopted by the General Meeting, and, in future, the date of provisional adoption by the Board. If a provisional IR is not adopted, it will be withdrawn from the Code.

Regulations not relating to any Article will be either located under the most relevant Title of the Constitution after the IRs relating to specific Articles, or under a final section "Other Internal Regulations".

IRs will be coded by Title/Article/number. Thus the IR on "Reservations" will have the code 3/8/1.

Where an IR refers to more than one Article, the text of the IR will be found under the first Article to which it refers, but it will be referred to at each relevant point in the code (eg 6/32/1, 7/33/1 and 7/37/1, all referring to abstention from voting).

"Other IRs" will be coded as follows:

- When related to a particular title - by Title and number, with an [*] to denote absence of an Article (eg 6/*/1);
- When it is under Other IRs by the initial letter "X" and number (eg X/1).



THE CODE

Title 3 - Activities and Principles of Functioning

ART 8

1. Reservations (GM 20/09/01)

1.1 Subject to number 1.3 below, if a member, during a meeting, cannot agree to be bound by the terms of a motion adopted by the Board or the General Meeting, that member may register, in person or by proxy, a reservation in respect of that motion. If the motion is adopted, the meeting will acknowledge the reservation, which will be recorded in the minutes of the meeting.

1.2 If a member, after a meeting, finds that he/she cannot be bound by the terms of a decision of the Board or the General Meeting, that member may register a reservation after the meeting at which the decision was taken, and at the latest, three months after the minutes of that meeting have been made available. The member must write a note of reservation both to the Board and to the General Meeting, before their next meetings. The Board will take note of the reservation, and will report it to the next General Meeting. The General Meeting will make a record of the reservation in the minutes of the meeting.

1.3 A reservation may not be entered in respect of matters of internal management and governance of the Forum.

1.4 In considering the status of a member, the Forum may take into account that member's use of the right to register a reservation.

2. Mediation (GM 28/10/05)

In the case of any conflict within the Forum, mediation will be offered at an early stage.



Title 5 - Membership

ART 16

1. Application for membership (GM 20/09/01)

Applicants for membership must submit an application form and sign a statement of agreement with the aim and objectives of the Forum. The Chair can provisionally accept a candidature. In case of doubt, the Chair will consult with another member of the Board. The Chair's decision will be reported to the Board. The Board will decide whether membership is confirmed.

2. Acceptance of a Candidate for Membership (GM 20/09/01)

In deciding on the acceptance of a candidate for membership, the following criteria shall apply:

2.1 The candidate must accept the aim and objectives of the Forum.

2.2 The candidate's known conduct, actions and statements must be consistent with the aim and objectives of the Forum.

ART 18

1. Suspension and Termination of Membership (GM 20/09/01)

Membership may be suspended or terminated on the following grounds:

1.1 Where a member's conduct, action or statement is found, on the basis of good evidence, to be inconsistent with the aim and objectives of the Forum or is considered to be likely to bring the Forum into disrepute.

1.2 Failure to pay the membership subscription fee by the end of the year in which it due, where a waiver has not been granted.

ART 19

1. Waiver of subscription fee (GM 20/09/01)

When an applicant for membership wishes to be considered for a waiver of the



subscription fee, this will be considered on a case by case basis, and will be decided by the Chair.

2. Pro-rata subscription rates (GM 20/09/01)

The subscription is payable for the period between 1 January and 31 December in any year. If membership dates from after 1 July in any year, the subscription due is half the full subscription rate for that year.

Title 6 - The General Meeting

ART 23

1. Abstention from voting (20/09/01)

If a member of the Board, any committee, or the General Meeting cannot agree with the terms of a motion presented at a meeting at which he or she is present or represented by proxy, such a member may register an abstention in the minutes of the meeting.

ART 25

1. Membership of the Committees (20/09/01)

Committees and subcommittees of the General Meeting or the Board may co-opt non-members of the Forum, subject to confirmation by the Chair of the Forum.

Title 7- Board

ART 28

1. Membership of the Board (GM 10/05/07 and 10/10/02)

1.1 At any given time there may be no more than two Board members from the same country.

1.2 Individuals and organisations who are full members may be elected to the Board.



1.3 If an organisation is nominated for election to the Board, it must name its prospective representative before the election.

1.4 Board members have a collective responsibility for the governance and management of the Forum. Their primary responsibility is to promote the general interest of the Forum in developing and promoting restorative justice.

1.5 It is expected that there shall be continuity of individual representation of organisational members of the Board. Where there is a need to replace a representative, it is expected that the organisation will give due notice to the Secretariat.

ART 29

1. Selection nomination and election (GM 10/05/07)

1.1 In appointing the selection committee, and in running the selection, nomination and election processes, the organisation will be guided by the document on "Selection, nomination and election of candidates to the Board" which can be found in annex to the Code of Internal Regulations.

ART 33

1. Abstention from voting (GM 20/09/01)

IR 6/23/1 (above) applies.

ART 37

1. Abstention from voting (GM 20/09/01)

IR 6/23/1 (above) applies.

Robert Mackay, Secretary, 27.09.01

Approved by the Chair, 20.12.01