



THE NORDIC ROAD ASSOCIATION (NVF)

## **RULES OF PROCEDURE FOR THE NVF COMMITTEE**

Adopted by the Board on 28 November 1984 in Stockholm. Revised on 14 February 1994 in Lillehammer (§ 7) and on 17 June 2005 in Helsinki (§ 7) and on 25 November 2011 in Oslo (§ 6, 7, 9 and 10), and in 2015 in Stockholm (§ 2, 5, 6, 7, 8, 9, 10, 11).

### **ORGANISATION**

#### **§ 1**

The NVF committee comprises members from the individual countries.

#### **§ 2**

The Association's Board determines which country will be chairman and secretary of a committee.

#### **§ 3**

The Association's Board determines the committee's area of work and any changes in this respect.

### **COSTS**

#### **§ 4**

The NVF committee does not have its own finance and cannot enter into economic agreements. If the committee organises open seminars, or if the committee plans to take part in activities that include financial transactions, the committee must contact the NVF secretary in one of the six national NVF departments. If the national department wishes to support the activity, an agreement may be entered into between the national NVF department and the other party (e.g. organiser of the seminar).

### **MEETINGS**

#### **§ 5**

The committee must meet at least once a year and whenever necessary. The time and place of the committee's meeting must be entered on the calendar on NVF's website. Committee meetings in Iceland and the Faroes must be approved by the department board in Iceland, the Faroes, who are entitled to limit the number of committee meetings per year in their country.

Minutes must be taken and published on the committee's section of the Association's website.

#### **§6**

Decisions made at committee meetings must be reached by simple majority and open voting. Failure to reach a majority decision must be recorded in the minutes of the meeting.

## **RESPONSIBILITY**

### **§ 7**

The committee must draw up and implement the business plan, which must first be approved by the board.

The committee shall also:

- Propose topics for the conference in good time
- Organise open Nordic seminars

### **§ 8**

The chairman and secretary of a committee must:

- At the start of the committee period, prepare the business plan for the whole period
- Coordinate the work in the committee
- Call committee meetings and prepare items for discussion
- Ensure that the committee's decisions are followed up
- Keep the committee's pages on the NVF website up to date
- Report to the Association's Board by no later than 15 November each year on the previous year's work
- Take part in the annual Association Meeting together with the Association's Board, where information on the committee's work will be disseminated.