

Summary table of the decision-making procedures of “FRIENDS OF PUGLIA”

	Annual General Meeting	Extraordinary General Meeting	Executive Committee (max. 11 members)
When	Once a year between 15 June and 15 September (10.1)	a) Whenever the Committee deems it necessary b) Required by 1/3 of Members (10.2)	a) Chairman's request b) Request of three members of the Executive Committee (8.6)
Precedure	Summoning with notice to be given at least 15 days before the date for the meeting (10.3)	a) Summoning of the meeting within 15 days of receiving the request; b) Meeting within the following 30 days. (10.2)	Informal
What	Approval and discussion of: - Annual accounts - The Chairman's Report and Programme (10.1) - Any other business	- Any business (10.5)	Any business which is not reserved to the General Meeting (8.1)
	- Reserved decisions: Subscriptions (10.4); extraordinary contributions (10.4); winding up of the Association (10.6); changes to the Rules (10.6) appointment of arbitrator (13)		
Relationship General Meeting of members/Executive Committee	Election of the Executive Committee (every other year) (12) - Candidatura almeno 15 giorni prima comunicata al Segretario - Report of the Chairman on the activities of the outgoing Committee - Voting is by secret ballot - Those candidates who receive the most votes are elected		The keeping of the members' book (8.7) The keeping of the decisions book (8.7) The keeping of the accountancy book (8.7) The preparation of the Annual accounts (8.8)
Ordinary voting	Majority of those attending the meeting (10.7)		Majority of the members participating, unless otherwise stated. In the case of equality of votes the Chairman shall decide (8.9)
Special voting	- Winding up of the Association (10.8) - Changing the Rules Two thirds of the members attending the meeting		Appointment of Honorary Members (4.4) a) proposal by at least two members b) consultation at a General Meeting c) unanimous consent
Quorum	None (10.7)		3 members (8.10)