

Approved by the decision of the Supreme Council  
Public organization "World Abaza Congress",  
Protocol No. 1 from "22" 03 2018

Chairman of the Supreme Council of the Congress



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**REGULATIONS ON THE PRESIDIUUM OF THE SUPREME COUNCIL OF  
THE PUBLIC ORGANIZATION  
"World Abaza Congress"**

## **1. General Provisions.**

1.1. The present Regulations have been developed in accordance with the legislation of the Republic of Abkhazia, the Charter of the Public Organization "World Abaza Congress" (hereinafter referred to as the Congress), determines the competence, composition and working procedures of the Presidium of the Supreme Council of the Congress.

1.2. The Presidium of the Supreme Council of the Congress (hereinafter - the Presidium) is a permanent acting collegial executive body of the Congress, whose meetings are held between Congresses.

1.3. The Presidium is headed by the Chairman of the Supreme Council of the Congress. The Presidium is the governing body of the Congress exercising its powers in accordance with the Charter of the Public Organization "World Abaza Congress", the norms of this Regulation and the current legislation.

1.4. In the period prior to the formation of the authorized composition of the Presidium of the Supreme Council of the Congress, the functions of the Presidium are exercised by the Chairman of the Supreme Council of the Congress.

## **2. The formation order of the composition of the Presidium.**

2.1. The Presidium of the Supreme Council of the Congress includes:

- Chairman of the Supreme Council of Congress, who is also chairman of the Presidium of the Supreme Council of Congress.
- Executive Secretary of the High Council of Congress.
- One representative from among the members of the Supreme Council from the following states and regions: the Republic of Abkhazia, the Republic of Turkey, the Russian Federation (except for Karachay-Cherkessia and Kabardino-Balkaria), the Karachay-Cherkess Republic, the Kabardino-Balkar Republic, Europe, the Arab Republic of Egypt and the State of Israel (one representative from two States), the Hashemite Kingdom of Jordan, the Syrian Arab Republic.
- Heads of priority areas of the Congress, who are appointed by the Chairman of the Supreme Council of Congress, are members of the Presidium of the Supreme Council according to their positions.
- Minister of Repatriation of the Republic of Abkhazia.

2.2. In case of need, the Supreme Council of the Congress has the right to make personal changes to the Presidium.

2.3. Meetings of the Presidium are held as necessary, but at least three times a year and are eligible if more than half of the Presidium members are present.

2.4. Decisions of the Presidium are made by a simple majority of the members of the Presidium of the Supreme Council of the Congress present at the meeting. Each member of the Presidium has one vote at the meeting. If the votes are equal, the vote of the Chairman of the Supreme Council is decisive. Decisions of the Presidium of the Supreme Council of the Congress of the Council shall be made in the form of minutes of the meetings of the Presidium.

### **3. Competence of the Presidium.**

3.1. Presidium in accordance with the duties and competence entrusted to it:

3.1.1. Manages the Congress within its competence.

3.1.2. Interacts within the limits of its competence with state authorities, local self-government bodies, political parties, public associations and other organizations;

3.1.3. Approves the Regulations and other acts on the organization of the activities of the Congress.

3.1.4. Directs and coordinates the activities of the regional branches of the Congress.

3.1.5. Supervises compliance with the requirements of the Charter by members of the Congress.

3.1.6. Maintains a single register of members of Congress, controls the timely payment of membership fees. The issues of payment and control of payment of membership fees are defined in the provision "On Membership".

3.1.7. Makes a budget and a report on the expenditure of funds of Congress for a calendar year.

3.1.8. Approves the list of staff members of the Congress.

3.1.9. Carries out the organization of the Congress.

3.1.10. Makes decisions on issues stipulated in the Congress Charter, specified in the decisions of the Congress, as well as on any other issues of the Congress activity, with the exception of issues referred to the exclusive competence of the Congress, the High Council of Congress.

3.1.11. Decides on the accession of Congress to other public associations, as well as the establishment of economic partnerships and companies with the rights of a legal entity, commercial and non-commercial organizations.

3.1.12. In exceptional, urgent cases, on the proposal of the Chairman of the Supreme Council of the Congress, decides to terminate the powers of the Chairman of the regional office.

### **4. Organization of the work of the Presidium and decision-making procedure.**

4.1. Meetings of the Presidium are convened by the Chairman of the Supreme Council of the Congress as necessary, but at least three times a year and are considered eligible if more than half of the members of the Presidency are present.

4.2. Decisions of the Presidium are made by a simple majority of votes. If the votes are equal, the vote of the President of the Supreme Council of the Congress shall be deemed to be decisive. Decisions of the Presidium of the Supreme Council of the Congress of the Council shall be made in the form of minutes of the meetings of the Presidium.

4.3. The members of the Presidium shall be notified of the meeting no later than 7 (seven) calendar days before the date of its holding. The form of the meeting and voting on the agenda items is determined by the Chairman of the Supreme Council of the Congress.

4.4. All necessary materials for consideration of issues on the agenda of the Presidium are sent to the members of the Presidium no later than five (5) calendar

days prior to the date of the meeting, or the place and procedure for acquaintance with them shall be indicated if materials are not sent. Materials can be sent by postal or electronic communication.

4.5. Preparation, organization of the meeting, maintenance and registration of the minutes of the Presidium is provided by the Executive Secretary of the High Council of the Congress.

4.6. Meetings of the Presidium are held in the following forms:

- Full-time meeting - by joint presence (including via videoconference, conference call, conference call via Skype, WhatsApp, Viber, or using any other means of communication) of the members of the Presidium to discuss agenda items and make decisions on issues put to the vote;

- Full-time – absentee meeting - by joint presence of the Presidium members (including through video conferencing, telephone conference calls), taking into account the written opinions of the absent members of the Presidium;

- Absentee voting - by absentee voting of the members of the Presidium (by poll, by sending a ballot paper to the Presidium in writing by postal or electronic communication).

4.7. The member of the Presidium votes personally. The transfer of the voting right of a member of the Presidium to another person is not allowed.

4.8. A meeting of the Presidium is held by the Chairman of the Supreme Council of the Congress (in his absence, the person elected by the chairman of the meeting of the Presidium).

4.9. At each meeting of the Presidium the minutes of the meeting are kept. The minutes are kept by the Executive Secretary of the Congress (in his absence, the person elected by the Secretary of the Presidium meeting).

4.10. The minutes of the meeting of the Presidium shall contain the following information:

- The place and time of the meeting;

- The total number of members of the Presidium and the number of its members present at the meeting;

- On the form of the meeting of the Presidium;

- On the issues considered at the meeting;

- On the persons who spoke at the meeting and the main provisions of their speeches;

- On issues put to the vote, and the results of voting on each issue;

- Decisions taken by the Presidium;

- Other information that, in accordance with decisions taken at a particular meeting, is to be reflected in the minutes of the relevant meeting.

In the case of a full-time or absentee meeting, written opinions of the absent members of the Presidium and ballots shall be filed with the minutes.

4.11. The minutes of the meeting of the Presidium shall be signed by the Chairman of the Supreme Council of the Congress and the Executive Secretary of the Congress (and in their absence by the chairman and secretary of the meeting), sealed with the Congress seal, stitched and filed in appropriate folders. The executive secretary of the Congress is responsible for keeping the minutes of the meetings of the Presidium.

4.12. On the work done, the members of the Presidium report to the President of the Supreme Council of Congress.

## **5. Rights and duties of the members of the Presidium.**

5.1. The rights of the members of the Presidium are provided to them in the amount necessary to fulfill the duties assigned to them. The duties of the members of the Presidium are determined by the Statute of the Congress, these Regulations and consist in the professional and effective implementation of the goals and objectives defined by the charter. A member of the Presidium can be a representative of the Congress, including a regional one, provided that he is given appropriate powers, which are determined by the power of attorney issued by the President of the Presidium and the Supreme Council.

5.2. The members of the Presidium have the right to:

5.2.1. Request and receive in due course the necessary materials and information from the Congress management bodies, from the regional and local branches of the Congress, and also to demand from them timely provision of information and materials requested by the Presidium.

5.2.2. Use according to the established procedure the register of members and other data banks of the Congress.

5.2.3. Get acquainted with other documentation of the Congress in order to fulfill its duties.

5.2.4. Make proposals to the agenda of the meeting of the Presidium, to participate in the preparation, discussion and adoption of decisions on them;

5.3. The members of the Presidium are obliged to:

5.3.1. Conscientiously treat their duties, take part in the meetings of the Presidium;

5.3.2. Inform the Chairman of the High Council of the Congress in advance about impossibility to attend the meeting of the Presidium;

5.3.3. Ensure the implementation of the decisions of the Presidium on fixed issues; carry out the instructions of the Chairman of the Presidium.

5.3.4. Not disclose confidential information that has become known to them about the activities of the Congress.

5.4. A member of the Presidium should not use confidential information about the Congress for personal gain and for the benefit of third parties.

## **6. Termination of powers of a member of the Presidium.**

6.1. The grounds for terminating the powers of the members of the Presidium are:

6.1.1. The Statement by a member of the Presidium;

6.1.2. The absence of a member of the Presidium at meetings without justifiable reasons more than three times in a row.

6.1.3. If the member of the Presidium does not comply with the requirements and norms of this Regulation or gross violation of the Charter of the Public Organization "World Abaza Congress", the Presidium has the right to decide on suspension of his

membership in the Presidium with the subsequent approval of this decision by the Supreme Council of the Congress.

6.2. The decision to terminate the authority of a member of the Presidium is taken by the Supreme Council of the Congress.

## **7. Final provisions.**

7.1. These Regulations come into force from the moment it is approved by the Supreme Council of the Congress and is valid until the adoption by the Supreme Council of the Congress of another provision regulating the activities of the Presidium.