

RULES OF PROCEDURE

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for the Assembly of the Association of Journalists of Macedonia (AJM)

General Provisions

Article 1

These Rules of Procedure regulate the functioning and management of the sessions of the Assembly of the Association of Journalists of Macedonia (AJM), including the procedures for nominations, voting, and election of the AJM's bodies and organs.

For matters not explicitly mentioned in these Rules, the provisions of the AJM's Statute apply. In case of a conflict between the provisions of these Rules and the Statute, the provisions of the Statute shall prevail.

Article 2

The Assembly of the Association is the highest governing body, consisting of all regular members of AJM. Each regular member has one indivisible vote.

If a member has temporary restrictions on their rights due to non-payment of membership fees or other reasons stipulated by the Statute, their voting rights are suspended, and their vote is not included in the calculation of the necessary majority for decision-making.

Article 3

The Assembly conducts its work in public sessions. Invited guests and interested parties may attend the sessions but without the right to participate in discussions or voting unless explicitly invited by the Chair to address the Assembly. Third parties may participate as expert moderators without voting rights.

The Assembly makes decisions through voting, which can be conducted:

- On-site by raising hands.
- On-site using ballot papers.

Article 4

The Assembly can be convened as:

- Regular electoral assembly.
- Regular non-electoral assembly.
- Extraordinary electoral assembly.
- Extraordinary non-electoral assembly.

The regular electoral assembly convenes every four years to elect the President, members of the Management Board, members of the Council of Honor, and members of the Supervisory Board. The regular non-electoral assembly convenes at least once a year. Extraordinary assemblies are convened as needed.

The Assembly must convene upon a written proposal from:

- The Management Board of AJM upon the proposal of at least two-thirds of its members;
- The Supervisory Board of AJM upon the proposal of at least two-thirds of its members;
- At least one-third of AJM's regular members are for a non-electoral assembly.

If the Chair of the Assembly does not act or is unable to act on the proposal, the provisions of Article 37, Paragraph 4 of the AJM Statute apply.

Article 5

The Chair is obligated to convene the Assembly upon the request of the entities specified in Article 4 of these Rules.

If the Chair fails to convene the Assembly within the timeframe stipulated by the Statute, the authorized proposer may convene the Assembly through a public call within 30 days, with the session to be held within 15 days from the public call.

Article 6

The Assembly session is convened with an invitation to the members.

Invitations for regular sessions must be sent at least 8 days before the session date, while materials must be provided electronically at least 3 days prior. Invitations for extraordinary sessions must be sent at least 5 days in advance, with materials provided 2 days prior. Exceptionally, in unforeseen circumstances, materials may be delivered immediately before the session.

The invitation specifies the time, location, and agenda of the session. Proposals to amend or supplement the agenda can be made during the session under the agenda item for establishing the proposed agenda. Voting on such proposals is conducted at the start of the session.

Article 7

The quorum for regular and extraordinary non-electoral assemblies is at least 15% of all regular members.

The same quorum applies for electoral assemblies to adopt valid decisions.

Article 8

Decisions of the AJM Assembly are made by a majority vote of the members present unless otherwise stipulated. Dissolution decisions require a two-thirds majority of all regular members. Voting is generally public, except for elections of the President, Management Board members, Council of Honor members, and Supervisory Board members, which are conducted by secret ballot.

Secret ballots for other matters can be conducted upon prior public vote. An ad hoc Voting Commission oversees the process, ensuring procedural integrity.

Article 9

The Assembly session comprises procedural and working segments, with an optional ceremonial segment for special occasions. Procedural tasks include attendance registration, quorum verification, and appointments of note-takers and commissions.

Article 10

The Assembly is chaired by the President or, in their absence, by the oldest member present unless decided otherwise by a majority vote. The President leads all agenda items, introduces discussions, and manages voting processes in accordance with these Rules.

Additional Provisions

Article 11: A Verification Commission ensures quorum validity throughout the session.

Article 12: Minutes are taken at every session, potentially supported by audio or video recordings for accuracy.

Article 13: The agenda of each subsequent session includes the approval of the previous session's minutes.

Article 14: Assembly decisions, conclusions, and other acts are disseminated within 15 days of adoption.

Article 15: Candidacy procedures for AJM positions require prior verification of eligibility, ensuring transparency and compliance.

Article 16: The President is elected by secret ballot. If no candidate receives a majority in the first round, a second round is conducted between the two leading candidates.

Article 17: Amendments to these Rules are made by majority vote of members present.

Article 18: These Rules come into effect upon their adoption.

Skopje, November 30, 2024

**President of AJM,
Mladen Chadikovski**