

RULES OF PROCEDURE OF THE eGOVERNMENT ALLIANCE

Article 1

Pursuant to the Charter of Establishment of the eGovernment Alliance (hereinafter: Alliance), these Rules of Procedures govern the goals, the manner of work and decision-making within the Alliance, as an expert body established within NALED with the aim of improving the business environment by promoting and supporting the advancement of eGovernment in Serbia.

Public character of work

Article 2

The work of the Alliance is public.

The public character of work is ensured by publishing information on NALED website and the Alliance webpage, social networks, by informing the media, NALED members and partners about the Alliance activities and results, as well as the participation of the Alliance representatives at conferences, workshops and other public events in Serbia and abroad.

Goals and activities

Article 3

The Alliance work is focused on achieving the following goals:

- 1) Improving the regulatory framework for the development of eGovernment and eBusiness;
- 2) Reducing costs and cutting the red tape for businesses and citizens by developing eServices;
- 3) Improving the institutional capacities and businesses processes used by public administration;
- 4) Improving the efficiency and transparency of public administration and countering corruption;
- 5) Improving Serbia's competitiveness.

With the aim of achieving the goals indicated in Paragraph 1 of this Article, the Alliance performs the following activities:

- 1) Defines NALED's strategic framework and action plan for improving eGovernment and eBusiness;
- 2) Provides support to the Government of Serbia and other institutions in devising and implementing the programs and strategies in the field of eGovernment;
- 3) Publicly advocates the implementation of reforms and raising awareness of citizens and businesses about the significance and benefits of improving eGovernment and eBusiness;
- 4) Provides expert support and participates in the development of legal framework in the field of eGovernment and eBusiness;
- 5) Takes part in public private dialogue, conferences, debates and presentations concerning the improvement of eGovernment and eBusiness;
- 6) Cooperates with all relevant institutions, international and non-government organizations in implementing projects and initiatives related to the development of eGovernment and eBusiness.

Organizational structure

Article 4

The Alliance activities involve founders, members, members of Presidency, associated members, observers and a coordinator.

The Alliance **founders** include NALED members from the category of Leaders or higher membership categories in line with the Rulebook on Membership Contribution, that initiated the establishment of the Alliance and adopted the Charter of Establishment.

The Alliance **members** include NALED members from the category of Leaders or higher membership categories, coming from the sector of businesses, local governments, sectorial and expert associations and other organizations and institutions.

The Alliance **Presidency** involves a president and a maximum of three vice-presidents, elected among the Alliance founders and members, in a manner adequately reflecting the Alliance sectorial structure, which is taken care of by NALED Executive Office.

The **associated members** may include state institutions, international organizations, academia and independent experts that can contribute to the Alliance activities on improving the regulatory and institutional framework.

The **observers** may include NALED members or potential members that expressed interest in joining the Alliance.

The Alliance **Coordinator** is a person engaged in NALED Executive Office, providing expert and operational support to the Alliance functioning.

The Alliance may form smaller, expert **working groups** focused on achieving individual program goals, or specific tasks and activities from the work plan.

The rights and duties of the Alliance founders and members

Article 5

Long with the right to vote, the founders and members are also entitled to the following rights and duties:

- 1) Attend the Alliance meetings and participate in decision-making;
- 2) Propose candidates and elect the Alliance Presidency;
- 3) Propose and adopt agenda amendments for the Alliance meetings;
- 4) Propose and adopt the Alliance internal acts;
- 5) Adopt a work plan determining the Alliance priorities and activities, and contribute to its realization;
- 6) Establish specific working groups within the Alliance and participate in their work;
- 7) Provide support to NALED Executive Office in developing proposals, advocating and implementing reforms in the Alliance's field of work;
- 8) Cooperate with NALED Executive Office on performing analyses in the Alliance's field of work;
- 9) Promote the Alliance goals and activities in the media, and by participating in events and meetings;
- 10) Adopt reports on the Alliance activities and results;
- 11) Regularly settle their membership fee liabilities.

The founders and members are obliged to act in line with the goals defined in the Charter of Establishment and other internal acts, as well as in line with the provisions of these Rules of Procedure.

The founders and other members shall lose their status in the following cases:

- 1) Losing the status of full member of NALED, as defined in NALED Statute;
- 2) Upon voluntary withdrawal, after submitting a written statement to the Coordinator.

The role, election and term of the Alliance Presidency

Article 6

The Alliance activities are led by a president, or one of the vice-presidents as determined by the president as a deputy in case of their absence.

The Presidency performs the following functions:

- 1) Takes care about the Alliance image, continuity, development and sustainability;
- 2) Proposes the work plan and the annual report on the Alliance activities;
- 3) Proposes the establishment and abolishment of the Alliance working groups;
- 4) Proposes amendments to the Charter of Establishment and the Rules of Procedure;
- 5) Takes care on the enforcement of the Alliance decisions and respecting the Alliance members' rights and duties;
- 6) Represents the Alliance in public and promotes the Alliance results;
- 7) Establishes contact and cooperation with potential members, representatives of institutions, diplomatic corps, international organizations and the media;
- 8) Confirms the decisions on the admission of new members, associated members and observing members, based on proposals by NALED Executive Office;
- 9) Contributes to further strengthening of the Alliance by involving new members, fundraising and supporting project implementation.

The president and vice-presidents are elected among the founders and members for a period of two years and may be re-elected.

A candidacy for a member of Presidency may be submitted by a high-ranked representative of an organization in the Alliance membership, upon receiving support from at least three other members of the Alliance.

The Presidency is elected by the Alliance founders and members, through voting that can be performed electronically, or live within an Alliance meeting. The candidates that receive the highest number of votes are elected into Presidency, and they afterwards select the President among themselves.

In case of cease of membership in the Alliance, cease of employment in an Alliance member organization or upon submitting a written resignation from the Presidency, the vacancy shall be taken by another representative of the Presidency as determined among Presidency members, until the end of two-year term.

Based on a proposal by NALED Executive Office, the Presidency may coopt additional members into the Presidency, selected among the Alliance members, without calling elections, in order to ensure adequate structure and representativeness of the Presidency. The term of coopted members shall last until the end of term of the elected Presidency.

In case that three or more members of Presidency resign or their membership in the Alliance ceases for other reasons, extraordinary elections shall be announced for the Alliance Presidency.

The Alliance founders and members shall elect the new Presidency no later than one month upon the end of term, i.e. the publishing of elections for the new Presidency.

The role and term of associated members

Article 7

The associated members, in line with their field of work and expertise, shall:

- 1) Provide expert contribution and institutional support to the Alliance activities;
- 2) Enable transparent consultative process in planning and developing strategies, regulations and other acts in the Alliance's field of work;
- 3) Provide support in planning and implementation of joint projects;
- 4) Upon invitation, take part in the Alliance meetings and other activities.

Associated members are entitled to participate in the consultative process and the Alliance activities upon invitation, attend open meetings and receive information about the Alliance activities.

Associated members do not have the right to vote and decide, nor the obligation of paying adequate membership fee for participating in the Alliance.

The associated member status is gained after submitting a completed accession form upon the coordinator's invitation, and terminated upon a statement on withdrawal, absence from at least three consecutive Alliance meetings where a member is invited, or upon cessation of the need for participation of associated member.

The role and term of observers

Article 8

Potential members and NALED members that do not belong to an adequate membership category in line with the Rulebook on Membership Contribution, but they expressed interest in joining the Alliance, may obtain the observer status for a period of a maximum of six months, or a maximum of two Alliance meetings. Exceptionally, based on a proposal by the Executive Office, the Alliance Presidency may approve the status of a standing observer to members that are exempted from paying the membership fee, in line with the Rulebook on Membership Contribution.

The observers are entitled to participate in the consultative process and the Alliance activities upon invitation, attend open meetings and receive information about the Alliance activities.

The observers do not have the right to vote and decide, nor the obligation of paying adequate membership fee for participating in the Alliance.

The observer status shall cease upon the end of period defined in Paragraph 1 of this Article, or upon joining the Alliance membership.

The role of the coordinator

Article 9

The Alliance Coordinator is appointed by NALED Executive Office Director, among NALED employees.

The coordinator shall perform the following functions:

- 1) Initiate and organize the Alliance meetings;
- 2) Coordinates the Alliance meetings together with the President of the Alliance;
- 3) Organizes minute keeping from the organized meetings;
- 4) Prepares and submits materials needed for the Alliance work;
- 5) Proposes and involves new members, associated members and observers;

- 6) Maintains and regularly updates the database about the founders, members, associated members, observers and working groups;
- 7) Prepares and publishes information about the Alliance meetings and other activities;
- 8) Informs the Alliance members about important initiatives, regulatory activities and projects significant for the Alliance work;
- 9) Coordinates the public private dialogue in the Alliance's field of work;
- 10) Represents the Alliance in the Government's working groups
- 11) Presents the Alliance initiatives and activities in public;
- 12) Performs other expert and organizational activities needed for the Alliance work.

The coordinator takes part in the consultative process and all activities of the Alliance, without the right to vote.

The role of working groups

Article 10

Upon a proposal by the Alliance President, and with the consent of the majority of attending members, the Alliance can form expert working groups as ad hoc operational bodies involving the Alliance members interested in the realization of individual program goals or concrete tasks and activities of the Alliance.

The working group members select the chairman among themselves, to manage the activities of the working group with the support of the coordinator.

The chairman informs other Alliance members about the working group activities, at the Alliance meetings.

The Alliance meetings

Article 11

The Alliance meetings are organized at least three times a year, including online meetings.

The Alliance meetings involve only delegated representatives of the Alliance members.

A meeting may be initiated by the President, Vice-President or the Coordinator.

As a rule, the Alliance meetings are open-type, but may also be closed-type, which is decided by the Alliance President.

The closed meetings are attended by the President, Vice-Presidents, founders, members and the coordinator, while the open meetings may also be attended by associated members, observers and other interested parties and the media.

By attending open meetings, the Alliance members and other participants give their consent that a meeting may be recorded and photographed, and that the captured material may later be used and published. Members that do not agree with this provision may state their objection directly to the Alliance Coordinator or submit it via e-mail.

The Coordinator submits the information about the manner of work, the convening and the agenda to the founders, members and other invited participants at least five days before holding a meeting, or on a later date if circumstances require.

Article 12

The President opens a meeting, notes the attendants and proposes the agenda.

Any founder or member of the Alliance may propose amendments to the agenda, which are decided upon through voting.

After the meeting, the Coordinator submits minutes to the founders, members and other participants.

A founder or member of the Alliance may submit objections to minutes to the Coordinator, after which the harmonized version is once again submitted to all meeting participants for insight.

Decision-making

Article 13

Decisions are made by a simple majority of votes of attending founders and members. In case of electronic voting, the decisions are made by a majority of votes provided in this manner within the determined deadline, via a digital platform determined for this purpose by NALED Executive Office.

The Coordinator timely informs all founders and members about the adopted decisions, regardless of whether they attended the session or took part in the voting.

Decisions are made only regarding the questions included in the meeting agenda.

The decisions needed for achieving the Alliance goals are adopted at meetings, or in certain cases by written statements or electronic voting, of which the founders and members shall be informed by the President or the Coordinator.

Acts

Article 14

Unless differently decided, the acts arising from the Alliance activities are signed by the President, or in case of their absence – a Vice-President designated for this purpose.

The documents from the previous Paragraph are stored at NALED head office in electronic form, and are made available to the Coordinator and all founders and members, upon request.

Language

Article 15

The official language of the Alliance is Serbian.

Aside from Serbian, the official acts of the Alliance and other documents may also be provided in English.

Amendments to the Charter of Establishment and the Rules of Procedure

Article 16

The Charter of Establishment and the Rules of Procedure can be amended at the initiative of a founder, member of Presidency, coordinator or at least a quarter of the Alliance members, upon being adopted by a majority of all founders and members.

Entry into force

Article 17

These Rules of Procedures were adopted on 29 September 2020 and published on NALED website on the same day.

These Rules of Procedures entered into force three days after being published on NALED website, and they apply to all procedures that had been initiated, but not finalized by the point of their adoption.

With the entry into force of these Rules of Procedure, the previous Rules of Procedure of the eGovernment Alliance of 27 August 2018 cease to be valid.

Željko Tomić
President of the Alliance