



OBSERVATORY ON HISTORY TEACHING IN EUROPE

Rules of Procedure of the Governing Board

(Adopted by the Governing Board on 18 February 2021 and revised on 22 February 2024)

The Governing Board of the Enlarged Partial Agreement on the Observatory on History Teaching in Europe (hereinafter referred to as "the Observatory");

Having regard to Resolution CM/Res(2020)34 establishing the Enlarged Partial Agreement on the Observatory on History Teaching in Europe, adopted by the Committee of Ministers on 12 November 2020 at the 1388th meeting of the Ministers' Deputies;

Adopts the following Rules of Procedure:

Article 1 – Composition of the Governing Board

1. The Governing Board shall be composed of one representative appointed by the competent public authority of each member of the Enlarged Partial Agreement (EPA), two in the case of the member State of the EPA whose representative has been elected chair of the Governing Board.
2. Observers to the EPA and other participating organisations, as defined in Article 2 – Accession and Participation of the Observatory's Statute, shall be invited by the Governing Board to attend its meetings, without the right to vote.
3. The chair of the Scientific Advisory Council and a member of the relevant intergovernmental committee shall be invited to participate in the meetings of the Governing Board, without the right to vote.
4. The Governing Board may invite representatives of relevant Council of Europe bodies to attend its meetings or a part of its meetings, without voting rights, according to the items on its agenda. It may also invite experts to be present for specific items of its agenda, without the right to vote.

Article 2 – Appointment of delegates, observers and participants

1. Each member of and observer to the Enlarged Partial Agreement shall inform the Secretariat of the name, contact details and working language(s) of the appointed representative and substitute on the Governing Board. Members and observers may appoint additional members of their delegations, without prejudice to the role of the representative and substitute. Members and observers shall notify the Secretariat without delay of any change in representative or substitute. Invited organisations and bodies shall also inform the Secretariat of the name, contact details and working language(s) of the appointed representative.
2. States and organisations invited to be represented shall appoint a representative of the highest possible rank. Member States are invited to appoint representatives who hold positions of responsibility in





the public authority responsible for history teaching and with the following desirable qualifications: good knowledge and understanding of history education policies and practices.

3. Should the designated representative be unable to attend a meeting of the Governing Board, he/she may be replaced, for this meeting, by his/her substitute.
4. The provisions of these Rules of Procedure shall apply *mutatis mutandis* to substitutes when they replace a member or observer.
5. With the exception of experts invited by the Governing Board to its meetings, travel and subsistence expenses of persons attending Governing Board meetings shall be borne by the State or organisation concerned.

Article 3 – Chair and Vice-chairs

1. The Governing Board of the Observatory shall elect its Chair and Vice-chairs from among the representatives appointed by the members entitled to vote.
2. The Chair shall conduct proceedings and draw conclusions whenever he/she considers it necessary, and may call to order any speaker who fails to keep to the subject under discussion. The Chair shall retain the right to speak and to vote in her/his capacity as a member of the Governing Board until an additional representative from the same country has been appointed to sit on the Board.
3. Whenever the Chair is absent or otherwise unable to preside the meeting, he/she shall appoint a Vice-chair to replace him/her. If both Vice-chairs are absent, the Chair shall be replaced by a member of the Bureau appointed by the latter. If a Vice-chair or a Bureau member chairs the meeting, he/she shall retain the right to vote on behalf of the member State he/she represents.

Article 4 – Bureau

1. The Governing Board shall elect from among its members a Bureau comprised of the Chair, two Vice-chairs and five other members, taking into account the geographical balance among its members, for a term of office of two years, renewable once. Where possible, a gender balance among the members of the Bureau shall be ensured.
2. The Bureau may decide to invite one or more members of the Governing Board to its meetings.
3. Meetings of the Bureau can also be held via internet or conference call.
4. The Bureau may not deliberate unless at least four of its members are present.

Article 5 – Procedures for the Election of the Chair, the Vice-chairs and members of the Bureau

1. Call for candidacy for the positions of the Chair, the Vice-chairs and other Bureau members shall be made at least two months before the election. This shall be sent out by the Bureau and shall specify the nature of the positions available.
2. Candidatures shall reach the Secretariat not later than three weeks before the vote and take the form of a letter explaining the reason for standing and for which position, accompanied by a curriculum vitae. Candidatures received after that deadline shall not be considered.
3. Candidatures shall be forwarded to all members of the Governing Board two weeks before the elections.





4. The elections shall be held by secret ballot during the meetings of the Governing Board. The elections shall take place separately, beginning with the election of the Chair. The members of the Bureau shall, however, be elected simultaneously. Election for the position of the Chair, the Vice-chairs and other Bureau members shall require a two-thirds majority at the first ballot and a simple majority at the second ballot. In the event of a tie, the candidate having precedence by virtue of his/her length of service in the Governing Board shall be elected. Candidates having the same length of service shall take precedence according to their age.
5. A Bureau member may, on the expiry of his/her second term, be elected Chair or Vice-chair. A Vice-chair may, on the expiry of his/her second term, be elected Chair.
6. In order to ensure a partial replacement of the Bureau each year, the first term of at least one member shall be limited to one year. This(es) member(s) shall be identified by the drawing of lots by the Governing Board immediately after the election has been completed.
7. If the Chair, the Vice-chairs or a member of the Bureau ceases to be a representative in the Observatory or resigns before the expiry of his/her term of office, he/she automatically ceases to be a member of the Bureau. In this case, the Governing Board shall hold an additional election at its next meeting. A member elected to replace another whose term of office has not expired shall complete his/her predecessor's term. The same shall apply to the offices of the Chair and Vice-chair. Such a partial term of office shall not be taken into consideration for the application of Rule 4.1 which limits the number of times a person may be re-elected.

Article 6 – Convocation, agenda and documentation

1. Meetings of the Governing Board shall be convened by letter addressed by the Secretariat to the members, observers and other invited participants, at least 30 days in advance.
2. A copy of the letter of convocation addressed to the members shall be sent to the substitutes and the Permanent Representatives of the member States of the Enlarged Partial Agreement.
3. The Secretariat shall prepare the draft agenda of each meeting and append it to the letters of convocation. The agenda shall be adopted at the beginning of each meeting.
4. The Secretariat is in charge of preparing and circulating all the documents intended to be examined by the Governing Board. The documents must, as a general rule, be forwarded to the members and substitutes at least two weeks before opening the meeting.

Article 7 - Meetings

1. Meetings shall be held in Strasbourg unless the members decide otherwise by a simple majority. If required, meetings of the Governing Board may be held by videoconference in their entirety or in part. Remote attendance of members, observers and participants shall be treated as presence in person for the purpose of the Statute and of the Rules of Procedure, for all procedures such as quorum, participation in discussions and voting.
2. The proposal to hold a meeting by videoconference shall be made by the Chair or the Secretariat, after consulting the Bureau.
3. When a meeting has been convened, any request for postponement must reach the Secretariat at least two weeks before the date previously set for the opening of the meeting. A decision in favour of postponement shall be considered as having been taken when a majority of the members shall have notified the Secretariat of their agreement seven days before the date previously fixed.
4. Unless it decides otherwise, the Governing Board's meetings shall not be public.





Article 8 – Quorum

There shall be a quorum if more than half of the members of the Governing Board are present.

Article 9 – Languages

1. The working languages of the Governing Board shall be the official languages of the Council of Europe, English and French.
2. Any member may, however, use a language other than a working language, in which case, he/she shall himself/herself provide for interpretation into one of the working languages.
3. Any document to be considered by the Governing Board submitted in a language other than one of the working languages shall be addressed to the Secretariat with a translation into one of the working languages.

Article 10 – Voting

1. With the exception of decisions on procedural matters, which shall be settled by a majority of the votes cast, decisions of the Governing Board shall be adopted by a two-thirds majority of the votes cast, with each member having one vote.
2. Whereas a question arises as to whether or not a matter is procedural in nature, it may not be regarded unless the Governing Board decides to that effect by a majority of two-thirds of the votes cast.
3. Voting shall normally take place by show of hands. In meetings held by videoconference, the members shall vote by electronic means.
4. Voting on specific points can take place by secret ballot upon request by three or more members of the Governing Board or by decision of the Chair. In the event of secret vote, the Chair and the Vice-chairs or any three members of the Governing Board appointed by the Chair, will count the votes cast, assisted by the Secretariat.
5. Each member may request that his/her opinion be recorded in the meeting report.
6. For the purpose of these Rules, “votes cast” shall mean the votes of members cast for or against. Members who abstain shall be deemed not to have cast a vote. Blank and invalid votes shall not be counted in the votes cast.

Article 11 – Written procedure

1. When so decided by the Chair, decisions of the Governing Board may be adopted by written procedure or by a simplified written procedure (“silence procedure”).
2. A summary of decisions adopted by the written procedure shall be drawn up periodically by the Secretariat of the Observatory.

Article 12 – Decisions and meeting reports

1. When a decision has been taken on any particular matter, such matter shall not be re-opened except at the request of a member approved by a majority of the votes cast.
2. After each meeting, the Secretariat shall submit to the Governing Board a draft meeting report including a list of the decisions taken during the meeting.





3. A draft meeting report and the list of decisions shall be considered adopted two weeks after its circulation, provided no objection is notified within that period.

Article 13 – Election of the members of the Scientific Advisory Council

1. In accordance with Articles 5.1 of the Statute, the Governing Board shall elect up to 15 members of the Scientific Advisory Council.
2. The Governing Board shall decide on the number of members of the Scientific Advisory Council taking into consideration the number of the Observatory member States. As a general rule, the membership of the Scientific Advisory Council shall be composed of a maximum of 2/3 of the number of member States of the Observatory and, in any case, shall not exceed 15 members.
3. The detailed conditions governing the election of the members of the Scientific Advisory Council are described in Appendix.

Article 14 – Amendments

1. These Rules may be amended at any time.
2. Amendments shall be adopted by a two-third majority of the votes cast.
3. Unless otherwise indicated in the decision, amendments to the Rules shall take effect on the day after their adoption.





APPENDIX:

Conditions governing the election of the members of the Scientific Advisory Council of the Observatory on History Teaching in Europe

Article 1 – Call for expression of interest

1. A call for expression of interest for membership of the Scientific Advisory Council of the Observatory shall be advertised on the internet and disseminated among relevant stakeholders. Each member State of the Observatory shall have the right to propose candidates for membership of the Scientific Advisory Council. The closing deadline for submission of candidates' expressions of interest shall be set at least four weeks after the above-mentioned publication.
2. The call for expression of interest shall include the following eligibility criteria:
 - Higher education degree in a relevant academic discipline of social science/ humanities;
 - Professional experience relevant to history education;
 - Ability to work in one of the official languages of the Council of Europe (English or French).
 - The following criteria shall be considered as advantages:
 - Research experience in history, history teaching, or related disciplines;
 - Experience in teaching history at different levels within the education system;
 - Work experience in a multidisciplinary environment, preferably in an international context.
3. The Secretariat of the Observatory shall co-ordinate the publication of the call and draw up an "Individual Assessment Form" for each eligible candidate which shall include a short comment highlighting the specific strengths and weaknesses of the candidate concerned. The Secretariat shall present the results of the call to the Governing Board of the Observatory.
4. The Governing Board may decide to appoint one or more member(s) of the Bureau to participate in the work related to the call.
5. Once the deadline for the initial call for expression of interest has passed, it shall be replaced by an open call that shall remain on the website of the Observatory on History Teaching in Europe. This open call is to facilitate the submission of spontaneous applications that may be added to the pool if they are suitable and meet the requirements of the activities of the Observatory.

Article 2 - Assessment

1. The Governing Board shall assess the eligible candidates, taking into account:
 - Quality of the candidacies based on established requirements;
 - The need that the fields of expertise of the members of the Scientific Advisory Council shall cover the most relevant academic fields linked to history education, in accordance with the mission and the objectives of the Observatory;
 - The need to ensure a diversity of professional backgrounds and specialisations;
 - The need to ensure geographical and gender balance.
2. After this assessment, based on the above criteria a pool of candidates shall be created, valid for a period of five years. Each time the election of SAC members is necessary, a shortlist of the most suitable candidates shall be drawn up from the pool for the election.
3. The Governing Board may decide to assign the assessment and shortlisting of candidates to its Bureau.





4. The assessment of spontaneous applications submitted through the open call for expression of interest for membership of the Scientific Advisory Council shall be done every three months. If an application is deemed suitable and the expertise is relevant to either the current or future activities of the Observatory on History Teaching in Europe, the Governing Board may decide by written procedure to add it to the pool of candidates.

Article 3 – Election

1. On the basis of the shortlist of most suitable candidates, the Governing Board shall elect the members of the Scientific Advisory Council by consensus. If there is no consensus, the Governing Board shall elect the members of the SAC by secret ballot. Each member of the Governing Board shall have as many votes as there are seats to be filled on the Scientific Advisory Council. The candidates who have received the most votes shall be elected.

2. Should two or more candidates receive the same number of votes, resulting in more than the maximum number of candidates receiving the necessary amount of votes to be elected, the Governing Board shall proceed with a vote to elect one or more of these candidates as (a) member(s) of the Scientific Advisory Council.

3. The candidates not elected shall remain in the pool.

4. In accordance with Article 4.3, paragraph 3 of the Statute, the members of the Scientific Advisory Council shall be elected for a term of office of two years, renewable once.

5. The pool of candidates shall be valid for five years, after which a new call will be launched to create a new pool. In the event of a vacancy, the Governing Board shall appoint a new member from the pool. The filling in of a vacancy shall be for the rest of the duration of the term left by the previous Scientific Advisory Council member.

6. To ensure the continuity of the Observatory's work and the regular inclusion of new perspectives, a rotation system shall be implemented for members of the Scientific Advisory Council. The number of members subject to rotation shall be determined by the Governing Board, aiming to maintain a balance between continuity and new membership.

