

Rules of Procedures of the Executive Committee

Updated 7 October 2021

I. SCOPE

Rule 1

These rules of procedures shall apply to any session of the Executive Committee of the SUN Movement in accordance with the Terms of Reference of the Executive Committee. They enter into force on 1 October 2021¹ and supersede previous similar documents.

II. DEFINITIONS

Rule 2

1. “Terms of Reference” means the Terms of Reference of the Executive Committee, adopted by the Lead Group on 24th June 2021 and amendments were endorsed by the Executive Committee on 18 October 2021.
2. “Co-Chairs” means the Co-Chairs of the Executive Committee elected in accordance with Section IX. of these Rules of Procedures.
3. “Members” means members of the Executive Committee nominated in accordance with the Terms of Reference and as specified in Section V. of these Rules of Procedures.
4. “Ex-officio member” means ex-officio members in accordance with the Terms of Reference.
5. “Alternates” means alternates to members of the Executive Committee designated by the respective members of the Executive Committee in accordance with the Terms of Reference and as specified in Section VIII. of these Rules of Procedures.
6. “Secretariat” means the secretariat to the Executive Committee designated in accordance with the Terms of Reference and as specified in Section XI of these Rules of Procedures
7. “SMS” means the SUN Movement Secretariat.
8. “GSS” means Global Support System as defined in Strategy 3.0² and refers to the four SUN Networks and the SUN Movement Secretariat.

III. PLACE OF SESSIONS

Rule 3

¹ The Terms of Reference and Rules of Procedures will be considered for the selection of the Executive Committee members before 1 October 2021 to ensure that the refreshed Executive Committee can then start working along these TOR and Rules of Procedures on the given date.

² Strategy 3.0 (2020:33) defines the Global Support System as follows: «The GSS refers to the four SUN networks and the SUN Movement Secretariat in SUN 3.0. The GSS will work together as one to support optimal in-country nutrition impact».

The sessions of the Executive Committee shall take place virtually and in person annually, unless the Executive Committee decides otherwise, and other appropriate arrangements are made by the Secretariat in consultation with the Executive Committee.

IV. DATES OF SESSIONS

Rule 4

1. Sessions shall be held four times per year and once in person, if possible, linked to a SUN event, unless the Executive Committee decides otherwise.
2. The Executive Committee shall decide on the date and duration of the sessions on an annual basis by end of each calendar year for the following year.
3. The Executive Committee should endeavour to hold the sessions at times which would make the attendance of a significant number of members possible.
4. Extraordinary sessions of the Executive Committee shall be held at such times as may be deemed necessary by the Executive Committee, or at written request of any member sent to the Co-Chairs of the Executive Committee.

Rule 5

The Secretariat shall notify all members of the dates and venue of session / login details of a session and provide background information as needed at least 14 days before the session is held.

V. MEMBERS

Rule 6

1. The composition of the Executive Committee is specified in the Terms of Reference of the Executive Committee. Members have voting rights, serve on a voluntary basis for the good of the Movement, and represent a SUN Country or region, network, organization, diversity, or specialised expert group in accordance with the Terms of Reference.
2. Executive Members will serve initially a term of two years with the possibility of renewal for a second two-year term, if supported by his/her constituency. In exceptional circumstances and based on a clear justification, an extension for a third two-year term will be possible if supported by his/her constituency and approved by the Lead Group Chair or if standing for a different seat. In case an Executive Member have left the membership of the Executive Committee and decides to apply or stand for nomination again, a minimum break of one term will be necessary. No member shall serve longer than six years in total, with or without recuse.
3. The Co-Chairs of the Executive Committee will inform the networks or constituency of any vacancy in the membership of the Executive Committee. If a regular Executive Committee Member vacates their seat, the Alternate shall replace the outgoing ExCom member. If an Alternate vacates their seat, the Co-Chairs shall request the networks or constituency to nominate a new alternate or issue a "Call for Nominations" in accordance to Section XV. of these Rules of Procedures.

4. The SUN Country representation consists of six seats allocated to SUN Government Focal Points, each nominated to represent one of the six regions of the SUN Movement³, and two seats allocated to national stakeholders. They will be supported in the execution of their role by the regional representation of the GSS, including the SMS, as appropriate.
5. Each member of the Executive Committee shall establish a written process for systematically receiving input to the sessions of the Executive Committee from its network or constituency and for systematically sharing information and decisions by the Executive Committee to its network or constituency.

VI. EX-OFFICIO MEMBERS

Rule 7

1. UNOPS shall act as the host organization of the SUN Movement Secretariat (SMS). The delegate of the UNOPS Executive Director shall participate as a non-voting ex-officio member in all sessions of the Executive Committee and must be represented at all sessions of the Executive Committee without the right to vote in the proceedings of any session.
2. The SUN Movement Coordinator is an ex-officio member of the Executive Committee with a standing invitation to participate in all sessions of the Executive Committee without the right to vote in the proceedings of any session.
3. The Executive Committee may hold closed sessions with members and UNOPS as hosting organization if deemed necessary and decided by the Co-Chairs or requested by members of the Executive Committee and agreed by a simple majority or by vote as last resort.

VII. OBSERVERS

Rule 8

1. Representatives of the SUN Secretariat, network facilitators, experts or other persons deemed necessary for the proceedings of the meeting shall be invited by the Co-Chairs to be represented at sessions of the Executive Committee as observers.
2. Such observers may submit a request to the Executive Committee to receive an invitation to participate without the right to vote in the proceedings of all sessions. At the start of each meeting, the co-chairs shall ensure that there is no objection to the observers' presence.
3. The Director of the SUN Secretariat and the alternates to the members of the Executive Committee shall have a standing invitation to attend all sessions of the Executive Committee as non-voting observers.
4. The Secretariat shall notify all observers of the agenda, the dates and venue of session / login details of a session at least 14 days before the session is held.

³ The regions to be defined by the SUN Movement.

VIII. ALTERNATES

Rule 9

1. An alternate is nominated by a network or can directly apply to a seat if a vacancy is announced through a “Call for Nominations”. The selection process follows the Rules as outlined in Section XV. of this Rules of Procedures.
2. The alternates shall be nominated from a different organization/country than the regular ExCom member based on established criteria, allowing for greater representation and collaboration. In exceptional cases, and only if a sufficient number of nominations have not been received, alternates from the same organization or country could be considered based on a clear justification. This shall require explicit agreement by the Executive Committee, with the Executive Committee member concerned abstaining from the decision-making process and shall be approved by the Lead Group Chair.
3. As elsewhere specified in this Rules of Procedure, once a member of the Executive Committee is elected as Co-Chair, the designated alternate replaces the newly elected Co-Chair in their function as member of the Executive Committee and becomes a member of the Executive Committee with full voting rights. A new alternate will be nominated according to this Rules of Procedure.

Rule 10

1. The serving term of an alternate shall follow those of regular members as outlined in Section V. of this Rules of Procedures.
2. The term of an alternate shall start to count anew as regular Executive Committee member in case the alternate takes the seat of a newly appointed Co-Chair. In the exceptional case that the Co-Chair resigns from his/her Co-Chair function and wishes to return to his/her regular Executive member seat, the alternate who stepped into the regular ExCom seat shall return to his/her alternate seat and complete his/her term as alternate.

Rule 11

The nomination of the alternate is non-transferrable without expressed agreement of the Executive Committee. In case of absence of a member of the Executive Committee, the regular member shall inform the Secretariat of his/her absence in advance and the alternate shall replace him/her for this particular session and, if necessary, vote on the member’s behalf.

Rule 12

Alternates shall be entitled to participate in all sessions as observers with a standing invitation to facilitate burden-sharing and foster the exchange among ExCom and alternates.

IX. CO-CHAIRS

Rule 13

1. Two Co-Chairs shall be elected for one two-year term from among the Executive Committee members in accordance with the Terms of Reference and these Rules of Procedures, and consequently, proposed to the Lead Group for approval.
2. Both Co-Chairs shall be elected by secret ballot from among the membership of the Executive Committee: one Co-Chair from among the SUN Country Representatives serving on the Executive Committee and one Co-Chair from among any other seat in the Executive Committee membership.
3. If in the first ballot, no candidate obtains a simple majority of the votes cast by the members present and voting, a second ballot restricted to the two candidates obtaining the largest number of votes shall be taken. If in the second ballot the votes are equally divided, the Co-Chair presiding the session shall decide between the candidates by drawing lots.
4. The Co-Chairs referred to in paragraph 1 above, shall be elected until their successors are elected at the next ordinary session and shall serve in that capacity at any intervening sessions. No Co-Chair may serve in that capacity for more than one term of two years and regional representation of country Co-Chairs and network representation of network Co-Chairs will be rotational.

Rule 14

1. The Co-Chairs shall participate in the sessions in their capacity as Co-Chairs and shall not have voting rights in order to maintain their independence. The designated alternates of the Co-Chairs shall then be entitled to act as full members of the Executive Committee and may exercise the right to vote in their capacity as representative of a country, network or constituency replacing the newly elected Co-Chair.
2. In addition to exercising the powers conferred upon the Co-Chairs elsewhere by these Rules, the Co-Chairs carry the following responsibilities: they shall declare the opening and closing of the session, preside at the meetings of the sessions, ensure the observance of the rules, put questions to a vote and announce decisions. The Co-Chairs shall rule on points of order, and subject to these rules, shall have control of the proceedings and over the maintenance of order thereat.
3. The Co-Chairs, in the exercise of their function, remain under the control of the Executive Committee. The Rules of Procedures are applicable to them in an equal way, in particular Rule 35.
4. The Co-Chairs shall jointly co-chair the sessions and shall agree among themselves any division of labour. They shall establish a dialogue with the SUN Movement Coordinator prior to each session as appropriate.

Rule 15

If one Co-Chair is absent from a session or any part thereof, the other Co-Chair shall chair the session or the remainder of that session alone.

X. WORKING GROUPS OR AD-HOC TASK FORCES

Rule 16

1. These rules shall apply *mutatis mutandis* to the proceedings of the working groups or ad-hoc task forces.
2. The Executive Committee may establish upon receipt of a written proposal, in accordance with the Terms of Reference, such working groups or ad-hoc task forces for the good of the SUN Movement with a specific goal of enhancing support or required response to SUN Countries' needs and after due consideration of its necessity within the Executive Committee.
3. Any member of the Executive Committee shall be able to submit a proposal to establish a Working Group or Ad-hoc task force to the Executive Committee for its consideration and decision making.
4. The Executive Committee shall decide on the duration of such working groups or ad-hoc task forces.
5. Unless the Executive Committee decides otherwise, a member of the Executive Committee shall serve as the chairperson of that Working Group or ad-hoc task force. The Chairperson of such working group or ad-hoc task force shall be elected with due regard to the expertise needed to chair that Working Group or ad-hoc task force.
6. Each Working Group or ad-hoc task force shall elect its own Vice-Chairperson.
7. Each Working Group or ad-hoc task force shall appoint members with due regard to sufficient representation from SUN countries, networks, diversity and geographical representation. Members with special expertise can be co-opted by the working group or the ad-hoc task force into its membership.
8. Subject to the Terms of Reference, the Executive Committee shall determine the matters to be considered by each working group or ad-hoc task force and may authorise the Co-Chairs, upon request of the Chairperson of the Working group, to adjust the allocation of work.

Rule 17

1. A permanent task team on Finance⁴ shall be established in accordance with the Terms of Reference of the Executive Committee.
2. The permanent task team on Finance shall be led by the member of the Executive Committee with specialised expertise on Finance ('Finance seat') and report to the Co-Chairs on a quarterly basis.
3. The composition of the permanent task team shall include as a minimum two SUN Country Executive Committee members. Additional members with specialised expertise that can contribute to the deliberations of the task team can be co-opted to the membership, as deemed necessary by the membership of the task team.

⁴ The Terms of Reference of the task team on Finance to be established, including its scope and composition.

XI. SECRETARIAT

Rule 18

1. The Director of the SUN Movement Secretariat (SMS), or the designated representative of the Director of the SMS shall have responsibility to ensure sufficient Secretariat support to the Executive Committee and its working groups or ad-hoc task forces and shall also appoint a representative to serve as Secretary for the Working Groups or ad-hoc task forces.
2. The Director of the SMS, or the designated representative of the Director of the SMS, shall arrange for the adequate provision of staff and services as required by Executive Committee members for their full participation in the Executive Committee, where their own institutions cannot provide adequate backstopping support, within available resources of the SUN Secretariat. The Director of the SMS, or the representative of the Director of the SMS, shall manage and direct such staff and services and provide appropriate support and advice to the Co-Chairs.
3. The Director, or the designated representative of the Director of the SMS, and the support staff functioning as a Secretariat of the Executive Committee have a standing invitation to participate as an observer without voting rights in the sessions of the Executive Committee.
4. In the absence of the Director's position being filled, the responsibilities of the Director of the SMS will be temporarily delegated to the SUN Movement Coordinator.

Rule 19

In addition to the functions specified in the Terms of Reference, the Secretariat shall in accordance with these rules:

- (a) Prepare the draft agenda for co-chairs' review and dissemination, ensuring any additional agenda items proposed by Executive Committee members are incorporated
- (b) Arrange for interpretation at the sessions, whenever feasible within SMS time and resource constraints;
- (c) Receive, translate and distribute the documents of the sessions, whenever feasible within SMS time and resource constraints.
- (d) prepare meeting summaries for approval of co-chairs
- (e) Publish and distribute the official documents of the sessions.
- (f) Make and arrange for keeping of sound recordings and summary notes of the sessions.
- (g) Arrange for the custody and preservation of the documents of the sessions; and
- (h) Perform all other work that the Executive Committee may require in preparation, follow-up or during sessions.

XII. AGENDA

Rule 20

In consultation with the Coordinator and in agreement with the Co-Chairs, the Secretariat shall draft the provisional agenda of each session.

Rule 21

The provisional agenda for each session shall include, as appropriate:

- (a) Items arising from the Terms of Reference, sections 1 (purpose) and 2 (roles and responsibilities)
- (b) Items the inclusion of which has been decided at a previous session;
- (c) Items referred to in Rule 26 of the present Rules of Procedure;
- (d) Any item proposed by a member and received by the Secretariat before the provisional agenda is circulated;
- (e) The proposed workplans and budgets of the Secretariat as well as all questions pertaining to the hosting of the SMS by UNOPS, as appropriate;
- (f) The proposed budget as well as all questions pertaining to the accounts and financial arrangements of the SUN Pooled Fund and the SMS.

Rule 22

For each session, the provisional agenda, together with supporting documentation for decision, shall be distributed in English and whenever feasible within SMS time and resource constraints, in French and Spanish, by the Secretariat at least 14 days before the opening of the session.

Rule 23

The Secretariat shall, in agreement with the Co-Chairs, include any item which is proposed by a member and has been received by the Secretariat after the provisional agenda has been produced, but before the opening of the session, in a revised provisional agenda.

Rule 24

The Executive Committee when adopting the agenda may decide to add, delete, defer or amend items. Only items which are considered by the Executive Committee to be urgent and important may be added to the agenda.

Rule 25

The provisional agenda for an extraordinary session shall consist only of those items proposed for consideration in the request for the holding of the extraordinary session. It shall be distributed to the members at the same time as the invitation to the extraordinary session.

Rule 26

All substantive agenda items submitted to the session impacting on the SUN relevant workplans and budgets of the Global Support System (GSS) shall be reported to the Executive Committee with its associated administrative and financial implications.

Rule 27

Any item of the agenda of a session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next session, unless otherwise decided by the Executive Committee.

Rule 28

All members of the Executive Committee, including ex-officio members, shall be included in all formal communication to members of the Executive Committee.

XIII. CONDUCT OF WORK

Rule 29

Sessions of the Executive Committee and of the Working Groups or ad-hoc task forces shall be held in private amongst agreed members, unless a closed meeting is requested or the Executive Committee decides otherwise.

Rule 30

The Co-Chairs shall not declare a session of the Executive Committee open or permit a debate to proceed unless at least half of the members of the Executive Committee are present, with 50 percent of members representing quorum. The presence of half of the members of the Executive Committee shall be required for any decision to be taken.

Rule 31

No one may speak at the session of the Executive Committee without having previously obtained the permission of the Co-Chairs. The Co-Chairs shall call upon the members and ex-officio members to speak in the order in which they signify their desire to speak. The Secretariat shall maintain a list of speakers. The Co-Chairs may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 32

The Chairperson of a working group or ad-hoc task force may be accorded precedence for the purpose of explaining the conclusions arrived at by that working group or ad-hoc task force.

Rule 33

The Coordinator shall be able to request guidance and advice from the Executive Committee or be given guidance or advice from the Executive Committee at each session in accordance with matters outlined in the Terms of Reference. The Co-Chairs may give the floor to the Coordinator in accordance with these Rules of Procedures.

Rule 34

During the discussion of any matter, a full member may at any time raise a point of order which shall be decided immediately by the Co-Chair presiding the session in accordance with these rules. A member may appeal against the ruling of the Co-Chair presiding the session. The appeal shall be put to the vote immediately and the ruling shall stand unless overruled by a majority of the members present. A member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 35

1. Members, Co-chairs, ex-officio members, alternates, observers and invitees to the Executive Committee shall follow the Ethical Framework of the SUN Movement, including its Code of Conduct. The Code of Conduct describes the expected behaviour and ethical standards to be performed and promotes respect for diversity and inclusivity.
2. A point of order shall be raised in case a contradicting behaviour to paragraph 1 above of any member, Co-Chair, ex-officio member, alternate, observer, or other invitee occurs, and the Executive Committee shall decide upon further measures by consensus to ensure the orderly conduct in meetings.

XIV.VOTING

Rule 36

1. The members shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as a last resort, be taken by a majority vote of the members present.
2. Each member of the Executive Committee shall have one vote, with the exception of the co-chairs who cannot vote and the non-voting ex-officio members.
3. Decisions of the Executive Committee on matters of procedure shall be taken by a majority vote of the members present.
4. If the question arises as to whether a matter is one of a procedural or substantive nature, the Co-Chairs presiding the session shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the Co-Chair's ruling shall stand unless overruled by a majority of members present and voting.
5. If, on matters other than elections, a vote is equally divided, a second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.

Rule 37

Voting, except for elections, shall normally be by show of hands. However, if at any time, a member requests a secret ballot, that shall be the method of voting on the issue in question.

Rule 38

After the Co-Chair presiding the session has announced the beginning of the voting, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

XV. SELECTION PROCESS

Rule 39

1. The Co-Chairs, through the SUN Movement Coordinator, shall issue a “Call for Nominations” to all networks or constituencies when seats within the Executive Committee membership and/or alternate positions are vacant, specifying the particular criteria affiliated to the vacant seat. The Co-Chairs shall receive the nominations from the respective network or applications from the constituency within a period of 14 days.
2. All members and alternates shall have sufficient seniority and experience to be able to represent their constituency, to take informed decisions and to act in accordance with the SUN Movement principles and values.
3. The Co-Chairs shall consult within the Executive Committee and in consultation with the SUN Movement Coordinator to agree which particular expertise, skills set, and other profile is needed in the Executive Committee to best complement the current membership and/or alternate profiles and to serve the Movement. Specific guidance resulting from these discussions shall be provided to the networks or constituency as part of the “Call for Nominations”.
4. Each Network or constituency shall define an inclusive and transparent process to nominate and elect its representative and alternate within the agreed timeframe. A specific “Call for Nominations” within each network or constituency shall be issued if deemed necessary by the network or constituency. Information about the candidates shall be disclosed to the respective network or constituency for decision-making, as well as the SMS for information.
5. Each Network or constituency shall propose up to three candidates, ranked in the order of preference, and shall provide sufficient background on the proposed candidates to facilitate deliberations in the Executive Committee. The list of candidates shall be submitted to the Co-Chairs and administered by the Secretariat of the Executive Committee. The Secretariat of the Executive Committee shall be able to request further information from the network or constituency on the proposed candidates if deemed necessary to ensure an informed decision-making process.
6. The Executive Committee at its next ordinary session shall have a specific agenda item on the nomination of new members and a secret ballot shall be held in session among the membership of the Executive Committee to select one member and/or one alternate from the list of proposed candidates.
7. The Co-Chairs shall communicate on behalf of the Executive Committee the results of the elections to the network and constituency proposing the candidates and shall inform the candidate themselves, ask confirmation of acceptance of the role, and request the necessary documentation, including Declaration of Interest and Code of Conduct to be signed.

Rule 40

1. Representatives of the Executive Committee with no organised network or constituency shall follow a complementary process whereas Rule 39 shall be applied as appropriate. This shall apply in particular to the following:

- the youth representative and alternate who shall be under the age of 30 years.
- the specialised experts and alternates who shall have specific competency in finance, MEAL /analytics, and humanitarian affairs respectively, with a possibility to reconsider competency profile of these expert roles and approve them in the Executive Committee accordingly.

2. The Co-Chairs, through the SUN Movement Coordinator, shall issue a “Call for Nominations” when seats within the Executive Committee membership are vacant, specifying the particular criteria affiliated to the vacant seat. This call shall be disseminated as widely as possible within the Movement actors, in particular to all networks or constituencies, on the website of the SUN Secretariat, and through other any channels as appropriate and with the furthest outreach possible within the SUN Movement.

3. A Nomination Committee shall be established on a temporary basis and solely for the purpose of electing the members as outlined in paragraph 1 of this Rule. The Nomination Committee shall consist of three members, with a minimum of one country representative, from among the membership of the Executive Committee, to receive the nominations for the vacant seats within a period of 14 days.

4. The Nomination Committee shall set up a list of criteria, in accordance with the “Call for Nominations”, against which the candidates shall be assessed. A short list of three candidates, ranked in the order of preference, shall be submitted to the Executive Committee for decision making following the procedures in Rule 39.

5. The Nomination Committee shall be dissolved once the candidate(s) are proposed to the Executive Committee, the results announced and the candidates have accepted their membership.

Rule 41

The members of the Executive Committee shall consider all nominations for membership in accordance with already established procedures and the Co-Chairs shall send the names of the nominated Executive Committee members to the Lead Group through the Lead Group Chair for approval.

XVI. CONFLICT OF INTEREST

Rule 42

1. Executive Committee members, the Co-Chairs and the Coordinator will recuse themselves from discussions and where applicable, abstain from any voting procedure where there is a potential conflict of interest that might inappropriately influence the Committee's decisions. The recusal or abstention may be initiated by the relevant member, or by the Co-Chairs.

XVII. 360 DEGREE ACCOUNTABILITY

Rule 43

1. The performance of the Executive Committee shall be assessed within the parameters of a 360-degree accountability framework, based on, among others, mutual and shared accountability, feedback mechanisms, and self-assessment surveys, as outlined in the Accountability Framework⁵ and in accordance with its mandate and role as outlined in the Terms of Reference.
2. Members of the Executive Committee, the Co-Chairs, and the SUN Movement Coordinator as ex-officio member of the Executive Committee shall, among others, be assessed as follows:
 - (a) The members of the Executive Committee assess the Co-Chairs in their role as Co-Chairs on an annual basis.
 - (b) The members of the Executive Committee, including the Co-Chairs and the SUN Movement Coordinator, assess themselves through a self-assessment process, and assess each other.
3. The Co-Chairs of the Executive Committee shall provide feedback annually to the Lead Group on the performance of the Executive Committee and the conduct of the SUN Movement Coordinator as part of the Executive Committee's guiding role with regards to the Coordinator.
4. The Coordinator shall provide annually feedback to the Lead Group on the performance of the Executive Committee.
5. The Executive Committee shall receive feedback from the Lead Group on its own performance.
6. The Executive Committee shall provide annual feedback on the support they provided to SUN Government Focal Points / Country Coordinators in achieving the national nutrition goals.
7. Other accountability mechanisms, such as the Joint Annual Assessment, the Networks performance review mechanisms, or other performance reviews, shall be considered complementary and are carried out for a different purpose.
8. In case of non-performance of a member of the Executive Committee, including the Co-Chairs, a conversation shall be sought confidentially with the concerned member or Co-Chair to find the best solution forward by a designated member of the Executive Committee or any other person deemed appropriate⁶.

XVIII. LANGUAGES

Rule 44

1. The working language of the Executive Committee shall be English, with French and Spanish interpretation and translation provided whenever feasible within SMS time and resource constraints.

⁵ The Accountability Framework is in a draft form available and will be further elaborated as part of the transition process.

⁶ SUN Movement may consider having a «person of confidence».

2. Official documents of the sessions shall be drawn up in the working language and translated into French and Spanish if received 20 days in advance and whenever feasible within SMS time and resource constraints. If received within a shorter timeframe, documentation shall be provided in English without translations.

XIX. SOUND RECORDS OF THE SESSIONS

Rule 45

1. Sessions of the Executive Committee shall be recorded for the purpose of documenting the proceedings.
2. Sound records of the sessions of the Executive Committee shall be kept by the Secretariat for a period of ten years.
3. Summary notes of the sessions of the Executive Committee shall be prepared by the Secretariat, submitted to the Co-Chairs for approval and thereafter published on the public website of the SUN Movement.

XX. AMENDMENTS TO THE RULES OF PROCEDURE

Rule 46

1. Minor changes to these Rules of Procedure may be amended by consensus by the Executive Committee. Any substantive or strategic changes to these Rules of Procedure shall require approval of the Lead Group or if in doubt of the nature of the change approval of the Lead Group shall be required.
2. Paragraph 1 of this rule shall likewise apply in case the Executive Committee deletes an existing rule of procedure or adopts a new rule of procedure.

XXI. OVERRIDING AUTHORITY

Rule 47

1. In the event of any conflict between any provision of these Rules and any provision of the Terms of Reference, the Terms of Reference shall prevail.
2. In case of conflict within the Executive Committee, the Lead Group is the overriding authority in decision-making.