Rules and Guidelines for the ITI Executive Council

International Theatre Institute ITI

World Organization for the Performing Arts

Official Partner of UNESCO

Version 2024

I. The Nature of the Executive Council, the Presidency and the Executive Board

A. The Executive Council

1. Members of the Executive Council represent the International Theatre Institute ITI and its General Assembly. They are democratically elected by the majority of the General Assembly. The Executive Council is the strategic and advisory body of the organization.

2. Executive Council members act in all their decisions for the best of the International Theatre Institute as a whole and never on the single interest of their Centre, Regional Council or on personal interest.

3. Executive Council members invest their time and energy in the organization, using their knowledge and network in the field of the performing arts and related subjects. Executive Council members fulfil specialized tasks in collaboration with the General Secretariat so that the organization reaches its set goals. They have functions in the Executive Council, the Executive Board, Working Groups of the Executive Council.

4. One of the duties of the Executive Council is to assist the General Secretariat in the implementation of the ITI Programmes approved through the General Assembly during the ITI World Congress, including the realization of the objectives of the short-, medium-and long-term strategy of the organization.

5. Executive Council members set a good example for the International Theatre Institute. They demonstrate commitment through their initiative and activities, as well as through statements made on behalf of the organization, the Centre and/or the Committee to which they belong.

6. If there is a change of an elected Executive Council member during his/her term; or when a Region is not represented in the Executive Council, the Executive Council has the right to accept or select a person who was not elected by the General Assembly, as an Associate Executive Council Member, without the right to vote.

7. The Director-General and Deputy Director General is part of an Executive Council session, ex-officio without the right to vote.

8. The Executive Council abides by the core values of the International Theatre Institute – Inspiration, Inclusiveness, Collaboration and Transparency.

9. The Executive Council is active in attaining the UNESCO goals, namely peace and mutual understanding of nations and cultures (including conflict zones). It uses the power of the performing arts to reach these goals and ensures that ITI worldwide is concentrated on art and peace and is not misused for political issues between nations and cultures.

10. Executive Council members are active in the promotion and protection of cultural diversity (as stated in the UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions, 2005) and further the goals of this Convention within their country and region.

11. The Executive Council is active in the promotion of Human Rights in the field of the performing arts and will condemn any violation of artists' rights. Any statement that is made on behalf of ITI by a member of the General Secretariat, Executive Council, any ITI Committee, ITI Regional Council or any ITI group or member needs the approval either from the Executive Council or during the Congress by the General Assembly.

12. Executive Council members abide by the rotation principle in the organization and in the Council itself. They promote the inclusiveness of young members of the performing arts and respect persons who have served the

organization for a long period of time.
13. Executive Council members fulfil their duties between ITI World Congresses and report on their activities during Executive Council sessions.
14. If an Executive Council member is officially invited to attend an event, the member always represents the Executive Council and the International Theatre Institute and should make that clear in his/her statements, thus helping to increase the visibility of the organization. The member is expected to provide information on the event to the rest of the Executive Council and the General Secretariat.
15. Executive Council members assist the organization by taking an active part in their Regional Council. They help with finding of contacts for the creation of new Centres in their region or work to strengthen existing Centres in their area.
B. The Presidency
1. The General Assembly elects the ITI President. The Executive Council elects its Vice-Presidents within one month after the election of the President and the Executive Council during the General Assembly.
2. A former President or Vice-President is allowed to run for one of these positions after a period of two terms since the end of his/her last term.
3. The President is the legal representative of the International Theatre Institute.
4. The President and the Vice-Presidents are the first ones the Director-General informs and consults in matters of urgent concern.
C. The Executive Board
1. The Executive Council elects the Executive Board, preferably no later than one month after the election of the President and the Executive Council during the General Assembly.
2. The Executive Board acts on behalf of the entire membership and may not participate in such a way as to advance the interest of individual Board members or their Centres.
3. The Executive Board can be given power of decision by the Executive Council. The Board can decide in case of urgency in finance, legal questions and other matters. The Board's decision must be communicated to the Executive Council. With regards to personnel, the Executive Board prepares the election of the Director-General, which is then confirmed by the Executive Council and submitted for approval to the General Assembly during the next ITI World Congress.
4. To be part of the Executive Board requires more involvement and responsibility. Executive Board members must be available for additional meetings and assignments.
5. Each member of the Executive Board (President, Vice-Presidents, Secretary and Treasurer) fulfils special duties, namely: Finance, fundraising, promotion, strategic planning, etc.
6. Meetings of the Executive Board are generally scheduled when there is an urgency or when needed.
7. The Director-General and the Deputy-Director General need to take part in an Executive Board session, ex-officio.
II. Awarding Honorary Membership or an Ambassador Title
1. Honorary titles (Honorary President and Honorary Member) are given this title as an acknowledgement for their outstanding participation in the development of ITI. They need to be approved by the Executive Council or during the ITI World Congress by the General Assembly.
2. Honorary Presidents and Honorary Members may be invited to any event, Executive Council session or ITI World Congress. They should represent the International Theatre Institute and increase the visibility of the organisation. Free hosting during an ITI World Congress is not included in the title and is up to the discretion of the Congress host.
3. World Theatre Ambassadors and World Dance Ambassadors are outstanding personalities in their sphere of

work. They help to increase the visibility and value of the International Theatre Institute through speeches and actions.

4. Any Centre or Committee can propose an outstanding personality to be awarded with the title of World Theatre Ambassador or International Dance Ambassador by sending the name to the General Secretariat, who submits the proposal to the Executive Council or during an ITI World Congress by the General Assembly. (As a proposed personality may not be given the title for whatever reason, the Centre or Committee should not inform the person about the proposal.)

III. Rules of Procedure for an Executive Council Session

Number of meetings

The Executive Council meets minimum twice a year.

Date and location

A meeting of the Executive Council can be held online, provided there is a fully elaborated system for electronic voting.

The date and location of each session of the Executive Council are set at the end of the preceding session according to the Executive Council's work load and may be modified if necessary.

If there is no invitation for the Executive Council session by a Centre, the session may be held online or, if possible, at UNESCO in Paris, preferably during weekdays so that meetings with officers of UNESCO can take place.

Invitation

If there is an invitation by a partner organization or a festival, the Executive Council session may be held at such a location.

The General Secretariat provides special invitations for the Executive Council sessions and assists in the procurement of visas if needed. Any Executive Council member and the Director-General may suggest that Honorary Members, World Theatre Ambassadors, World Dance Ambassadors, technical advisors, experts, representatives of UNESCO or any specialist be invited to a session of the EC. Guest attendance at the meeting may be limited to their area of competence.

Convocation

The convocation of the meeting is sent to the members of the Executive Council no later than three weeks before the date of the session together with a draft of the agenda.

Agenda

In agreement with the President, the Director-General draws up the draft agenda taking into account the points which are of Executive Council's competence.

No later than one week after the convocation of the session, the members of the Executive Council may propose changes to the agenda, which may be taken into the agenda. One week before the date of the session the final agenda is sent to the EC members. They are expected to prepare topics on the agenda and consult all relevant documents prior to the meeting.

The agenda may include:

a) Approval of the minutes of the preceding Executive Council session; if applicable, also the approval of the minutes of any preceding Executive Board session.
b) Approval of the agenda
c) Report of the activities of the Executive Council members
d) Report on the activities of the General Secretariat
e) Finances
f) UNESCO
g) ITI/UNESCO Network for Higher Education in the Performing Arts
h) Partner organizations

i) General Secretariat staff situation
j) Special events (such as ITI World Congress, World Theatre Day and International Dance Day)
k) Working Group (Fundraising, strategy, etc.)
l) Committees, Forums and Networks of ITI
m) Next EC session, Next EB session – date and location
n) Closed sitting, if needed
o) Miscellaneous

As well as any other point within the areas of responsibility of the Executive Council.

Chairperson and Conduct

The Chairperson of the Executive Council session is the President in office. If he/she is not available or is absent from the meeting, he/she is replaced by one of the Vice-Presidents, or else the EC chooses a Chairperson for the sitting.

The spirit of an Executive Council session is constructive, swift, artistic and inspiring. If a matter needs clarification (e.g. facts or more discussion time than available), the examination of the point may be postponed. The Chairperson conducts and puts the points of the agenda to vote, if a decision is needed. The Chairperson can limit speaking time on his/her own initiative or at the request of an Executive Council member.

Substitution, Replacement and Proxy Vote

A member of the Executive Council can only be substituted in exceptional circumstances and not more than once between congresses. The substitute must be a member of the Centre which the EC member represents. He/she holds all the rights of the Executive Council member for that session.

If an Executive Council member terminates his participation in the Executive Council, the Centre can select a replacement for him/her.

If an Executive Council member cannot be present or cannot send a substitute to an Executive Council session, he/she can give a proxy vote to another Executive Council member. An Executive Council member can only be given one proxy vote.

Working languages

The working languages of the Executive Council are English and French. A single one of these languages may be used with the unanimous agreement of all members present. If an Executive Council member speaks neither English nor French, it is her/his duty to provide a translator for the Executive Council session.

Minutes

The minutes and documents of the Executive Council session are confidential. They are sent only to the members of the Executive Council, preferably in both working languages.

Quorum and Voting

The quorum of a session is made up of half the total of EC members plus one. Decisions are taken by a simple majority. If the quorum is not reached (by members present, including proxy votes) the Executive Council session cannot take any vote.

Voting normally takes place by a show of hands, unless at the request of a member, it is voted to have a secret ballot. A secret vote always elects the Election of the Vice-Presidents, Secretariat and Treasurer.

Provided there is a fully elaborated system for electronic voting, voting can also happen online.

Suspension of the Sitting

During the course of a discussion on any matter, a member may propose a suspension of the sitting and this proposal is put to vote by the Chairperson.

Executive Council and General Assembly

It is expected by the Executive Council members that they will support and vote for the proposals of the

Executive Council in the General Assembly, if they are the head of their national delegations. In case they are not head of their delegation and are forewarned that their delegations will vote against the proposal, they should inform the Executive Council. This will fulfil their obligation towards the Executive Council and enable the Council to take remedial action in time.

These rules are followed by the Executive Board for EB sessions.

IV. Communication Guidelines

Executive Council members are expected to stay in close communication with each other and with the Director-General.

They communicate to the Executive Council and the Director-General relevant information on opportunities for development of ITI worldwide which could include, but are not limited to: national, regional and international events, possibilities for new partnerships, developments in regional organizations, important changes in their countries/regions that could affect the performing arts regionally, nationally or internationally.

Rules for Candidacies and Elections

The Election Procedure for the President and the Executive Council members clarify the rules of a candidacies and the election of a President of ITI and of an Executive Council member of ITI.

V. Additional References

- ITI Charter
- Election Procedure for the President and Executive Council Members of ITI

Footnote

*Rule: a principle or regulation governing conduct, action, procedure, arrangement. Guideline: a detailed plan or explanation to guide you in setting standards or determining a course of action.

History:
Draft prepared by the Director General and the Strategic Plan Working Group – meeting July 2009. Amended by the Executive Council during its 129th Session in Khartoum, Sudan, in October 2009. Approved by the Executive Council in November 2009. Approved at the General Assembly during the 33rd ITI World Congress in Xiamen, 2011. Revision approved by the General Assembly etc.

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