



# Rules and Guidelines for the ITI Executive Council

## International Theatre Institute ITI

Non-governmental organisation  
in formal associate relations  
with UNESCO



## **Nature**

### **I. The nature of the Executive Council, the Presidency and the Executive Board**

#### **Executive Council**

##### **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 governing body of the organisation.
- 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 organisation, 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 organisation reaches its set goals. They have functions in the Executive Council, the Executive Board and/or a Working Group 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 Programme, 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 organisation.
- 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 organisation, the Centre and/or the Committee to which they belong.
- 6 The Executive Council abides by the core values of the International Theatre Institute – inspiration, inclusiveness, collaboration and transparency.
- 7 The Executive Council is active in attaining the UNESCO goals, namely peace and the mutual understanding of nations and cultures (especially in conflict zones). It uses the power of the performing arts to reach these goals and ensures that the ITI network is concentrated on art and peace and not misused for political issues between nations and cultures.
- 8 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 the Convention within their country and region.
- 9 The Executive Council is active in the promotion of Human Rights in the field of the performing arts and will condemn any

violation of these rights, reaffirming that the ITI is acting as a non-governmental organisation.

- 10 Executive Council members abide by the rotation principle in the organisation and in the Council itself. They promote the inclusiveness of young members of the performing arts and respect persons who have served the organisation for a long period of time.
- 11 Executive Council members fulfil their duties between ITI World Congresses and report on their activities during Executive Council sessions.
- 12 If an Executive Council member is officially invited to attend an event, he/she always represents the Council and the International Theatre Institute and should make that clear in his/her statements, thus helping to increase the visibility of the organisation. He/she is also expected to provide information on the event to the rest of the Executive Council and the General Secretariat.
- 13 Executive Council members assist the organisation by taking an active part in their Regional Council. They help with the finding of contacts for the creation of new Centres in their region or work to strengthen existing Centres in their area.

#### **B. The Presidency**

#### **Presidency**

- 14 The Executive Council elects its President and Vice-Presidents in its first session after the election of the Council during the ITI World Congress.
- 15 The President and Vice-Presidents are elected for one term by the Executive Council, renewable once. After the end of their last term, the President and Vice-Presidents may remain in the Executive Council if elected as members by the General Assembly. (This does not preclude a Vice-President for two consecutive terms from becoming a President.)
- 16 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.
- 17 The President is the legal representative of the International Theatre Institute.
- 18 Together with the General Secretary, the President and the Vice-Presidents represent the organisation during international events, meetings, seminars, etc. Preferably they include speeches in the festivals and meetings of the hosting organisation.
- 19 The President and the Vice-Presidents are the first ones the General Secretary informs and consults in matters of urgent concern.

## **Executive Board**

### **C. The Executive Board**

- 20 The Executive Board is elected by the Executive Council in the first EC session after the election of the latter during an ITI World Congress.
- 21 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 General Secretary, which is then confirmed by the Executive Council and submitted for approval to the General Assembly during the next ITI World Congress.
- 22 To be part of the presidency of the ITI or the Executive Board requires more involvement and responsibility. Executive Board members must be available for additional meetings and assignments.
- 23 Each member of the Executive Board (President, Vice-Presidents and Board) fulfils special duties, namely: Finance (Treasurer), fund raising, promotion, strategy, etc.
- 24 Meetings of the Executive Board are generally scheduled immediately before an Executive Council session and between Executive Council sessions.

## **Honorary Membership**

### **II. Awarding Honorary Membership**

- 25 Honorary titles (Honorary President and Honorary Board Member) are proposed and approved by the Executive Council.
- 26 Honorary Presidents and Honorary Board Members may be invited to any event, Executive Council session or ITI World Congress. They should continuously 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 organiser.
- 27 Honorary Presidents and Honorary Board Members may be invited by the Executive Council to any Session or meeting to assist the organisation through their knowledge and network and help to raise funds for the ITI.

## **Rules of Procedure**

*Number of the meetings*

### **III Rules of Procedure for the Executive Council**

28 *Number of meetings*

The Executive Council meets minimum twice a year.

*Date and location*

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- 29 The date and location of each session of the Executive Council are tentatively 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 is held in Paris, at UNESCO, preferably

during weekdays so that meetings with officers of UNESCO can take place.

#### *Invitations*

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- 30 If there is an invitation by a partner organisation or a festival, the Executive Council session may be held at their location.

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The General Secretariat provides special invitations for the Executive Council sessions and assists the procurement of visas, if needed. Any Executive Council member and the General Secretary may suggest that Honorary Members, Technical Advisors, representatives of UNESCO or any specialist be invited to a session of the EC. Attendance of the meeting by the guest may be limited to their area of competence.

#### *Convocation*

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- 31 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*

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- 32 In agreement with the President and the Vice-Presidents, the General Secretary 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. Two weeks 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 includes:

- a) Approval of the minutes of the preceding session
- b) Approval of the agenda or of its modification
- c) Report on the activities of the General Secretariat
- d) Finances
- e) UNESCO, ITI/UNESCO Chair and partner organisations
- f) Report on Executive Board sessions, if needed
- g) Staff situation, if needed
- h) Special events (such as ITI World Congress, World Theatre Day and International Dance Day)
- i) Working Group issues (Strategy, etc.), if needed
- j) Committees, if needed
- k) Next EC session, Next EB session – date and location
- l) Closed sitting, if needed
- m) Miscellaneous
- n) As well as any other point within the areas of responsibility of the Executive Council.

#### *Chairperson and conduct*

#### *Chairperson, conduct*

- 33 The Chairperson of the Executive Council 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 its 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, Proxy Vote* 34 *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.
- Working Languages* 35 *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* 36 *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* 37 *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. The Election of the President, Vice-Presidents and Executive Board are always elected by secret ballot.
- Suspension* 38 *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.
- EC, General Assembly* 39 *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**

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- 40 Executive Council members are expected to stay in close communication with each other and with the General Secretary, striving to respond to relevant correspondence preferably within a week.
- 41 Ideally they provide information to the Executive Council and General Secretary on relevant national, regional and international events that they organise or that have come to their attention.
- 42 They communicate to the Executive Council and the General Secretary relevant information on opportunities for development of the ITI network which could include, but are not limited to: possibilities for new partnerships, developments in regional organisations, important changes in their countries/regions that could affect the performing arts regionally, nationally or internationally.

#### **Additional references**

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- ITI Charter
- Rules for the candidacies and elections (to be released)

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\* *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: These rules are based on the Charter of the ITI. Draft prepared by the General Secretary and the Strategic Plan Working Group – meeting July 2009 (Christina Babou-Pagourel, Emily Cachapero, Christoph Haering, Tobias Biancone and Petya Hristova). Amended by the Executive Council during its 129<sup>th</sup> Session in Khartoum, Sudan, in October 2009. Approved by the Executive Council in November 2009.

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