



AIRPORTS COUNCIL INTERNATIONAL

EUROPEAN REGION

INTERNAL RULES

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INTERNAL RULES EUROPEAN REGION OF ACI

PART I – GENERAL

Article 1 : NAME

- A. The European Region of the Airports Council International (ACI EUROPE), hereinafter referred to as "the Region", is hereby established in conformity with the provisions of the ACI Constitution as adopted by the General Assembly of Airports Council International (ACI).
- B. The Region comprises all the States, territories and islands of the European Union, European Economic Area, Switzerland, the United Kingdom as well as the wider geographical Europe as specified in Article 14 A(2).
- C. A member may participate in the activities of additional geographical regions without voting rights in the additional regions provided that such regions agree. Members of other geographical regions may participate in the activities of the Region without voting rights.

Article 2 : OBJECTIVES

- A. According to Article 2.2 of ACI EUROPE Statutes, the activities of the Region are, among others, to:
 - (1) Study matters affecting airports within the European Region;
 - (2) Establish and represent common positions to the public authorities and other organisations dealing with civil aviation matters in the European Region and promote civil aviation policies to such authorities and any other interested party and stakeholder;
 - (3) Support and represent its members, including by way of information provision, cooperation, advice, technical guidance, certification programmes and consultancy services;
 - (4) Organise seminars, exhibitions or conferences and make publications;
 - (5) Cooperate with and participate in organisations having a purpose similar or relating to the one of the association (both in the European Region and beyond);
 - (6) Participate in and support the worldwide aims and activities of "AIRPORTS COUNCIL INTERNATIONAL" (i.e. ACI World and other ACI Regions).

Article 3 : REGION HEADQUARTERS

The Region headquarters shall be Brussels, Belgium. The Regional Board may transfer the registered office by simple resolution provided that such a transfer does not require a change in the language of the statutes in accordance with the applicable language regulation. The General Assembly may transfer it elsewhere.

Article 4 : APPLICABLE LAWS

- A. The Region is a non-profit-making organization governed by the laws and regulations of the country of incorporation.

- B. The Regional Board may make any amendments to these Internal Rules required in conformity with A. and with the ACI Constitution.
- C. In the event of any conflict between the Statutes and those internal rules, the Statutes shall prevail.

Article 5 : MEMBERSHIP

A. The following are eligible to become members of the Region:

(1) Regular Members:

(a) Owners or operators of :

- i. one or more civil airports legally existing according to the laws of a country mentioned in article 14 of these internal rules, with a scheduled or permanent commercial air service, and which entities are primarily and directly responsible for the management, operations and policy setting of the entire airside and/or terminal building operations.
- ii. one or more vertiports which entities are primarily and directly responsible for the management, operations and policy setting of related facilities.

(b) Regular membership shall be divided into four categories according to the annual volume of Traffic Units (TUs) of all the airports and vertiports operated by the Regular Member as follows:

Category A - up to and including one million TUs

Category B - over one million TUs up to and including 7.5 million TUs

Category C - over 7.5 million TUs up to and including 20 million TUs

Category D - over 20 million TUs.

A Traffic Unit is comprised of each of the following:

An enplaned passenger

A deplaned passenger

100 kilograms (220 pounds) of enplaned cargo

100 kilograms (220 pounds) of deplaned cargo

Through passengers in direct transit are not counted as Traffic Units.

(c) All Regular Members of the Region shall be Regular Members of ACI.

(2) Associate Members:

(a) Owners or operators of one or more civil airports without a scheduled or permanent commercial air service.

(b) National or regional airport associations.

(3) World Business Partners:

Companies and organisations, other than airlines, providing services in, to and for airports.

(4) Honorary Members:

Individuals appointed by the General Assembly in recognition of distinguished service to airports.

(5) Educational establishments.

Article 6 : APPLICATIONS FOR MEMBERSHIP

- A. All applications from candidates for regular membership to ACI shall be submitted in writing to the Regional Board. They will be submitted then to the Governing Board of ACI for acceptance or rejection. The Regional Board may only accept regular membership in the Region under the provision that candidates are also accepted by the Governing Board of ACI.
- B. All applications for associate membership in the Region shall be submitted in writing to the Regional Board for acceptance or rejection.
- C. Applicants for regular membership shall prove that they are owners or operators of one or more civil airports with a scheduled or permanent commercial air service. Applicants for Associate membership shall produce evidence of their permanent activities related to airports.

Article 7 : TERMINATION (OR SUSPENSION) OF MEMBERSHIP

- A. Any Regular Member of the Region ceasing to be a Regular Member of ACI thereupon automatically ceases to be a Regular Member of the Region. Any Associate Member of the Region ceasing to be an Associate Member of ACI can remain an Associate Member of the Region.
- B. In the event of termination of membership there shall be no reimbursement of any regional membership fee paid, and any regional fee still unpaid shall remain payable to the Region.
- C. If a Regular or Associate Member has not, within twelve months of the expiry of a given year, paid the full membership fee for that year, membership shall automatically be suspended. A suspended member may not participate in the activities of the Region until all arrears in fees are paid. The Regional Board may waive this rule in special circumstances for a period not exceeding twelve months.
- D. The General Assembly may terminate the membership of a member where this member no longer meets the definition of the membership category it belongs to or does not comply with the Statutes, these internal rules or any other in-house rules or decisions of the bodies of the Region. The decision of the General Assembly must be approved by a two-third majority of the votes cast. Before the decision of the General Assembly the member will be invited to defend itself in front of the General Assembly. The effective termination date shall be decided by the General Assembly.
- E. Any member may resign from the Region by sending written notification to that effect to the Director General of the Region. Resignations shall only be effective upon notice sent by registered letter at least two months in advance to the Director General.

Article 8 : GENERAL ORGANISATION

The general organisation of the Region provides for the following bodies:

A. *General Assembly*

The General Assembly shall be composed of all the Regular Members of the Region. Associate Members, World Business Partners, Educational establishments and Honorary Members may attend as observers.

B. Regional Board

The Region's policies shall be determined by a Regional Board consisting of representatives of Regular Members. The Regional Board shall report to the General Assembly, in accordance with Article 12 below.

C. President

The President of the Region shall preside over the General Assembly, the Regional Board, and the Executive Committee of the Region.

D. Executive Committee

The Executive Committee shall consist of the President, three Vice-Presidents and the Treasurer. It shall implement the policies of the Regional Board, make recommendations to the Board and decide on urgent matters between Board meetings. It shall report to the Regional Board.

E. Regional Director General

The Regional Director General, who shall be fluent in the official languages of the Region (English and French as stipulated in Article 10), is appointed by the Regional Board to conduct the daily management and the coordination of the activities of the Region as well as all other powers specifically granted to him/her in the Statutes, in these Internal Rules or otherwise by the Board. He/she shall report to the Executive Committee.

F. Regional Committees

The Regional Board shall set up Regional Committees to study questions of interest for the Region. The Regional Committees shall report to the Regional Board through the Regional Director General.

G. Regional Fora

The Regional Board shall set up permanent or ad hoc Fora where specific questions of interest not already covered by the Regional Committees can be discussed between members. They shall report to the Regional Board through the Regional Director General.

Article 9 : DUES AND REVENUES

- A. According to Article 9 of the ACI Constitution, the Region shall pay the world dues of ACI for Regular Members. The Region shall collect the world dues accordingly from the Regular Members based upon Traffic Units.
- B. According to Article 26 of the ACI Constitution, the Region may raise supplementary regional dues from its members, including regional dues from Associate Members of the Region only and it may generate other revenues such as the reimbursement of expenses, income derived from the management of its funds and property, gifts, legacies or subsidies, fees for seminars and other events organized by the Region (this list is non exhaustive). Such funding shall be at the discretion of the Regional Board that will be responsible for preparing the relevant budgets, keeping the relevant accounts and having them audited independently and in accordance with the Internal Rules.
- C. The dues are calculated by the Regional Director General and invoiced per 31st January.

Article 10 : LANGUAGES

The official languages of the Region shall be English and French.

PART II - THE GENERAL ASSEMBLY

Article 11 : COMPOSITION OF THE GENERAL ASSEMBLY

- A. The General Assembly shall comprise all Regular Members of the ACI belonging to the Region.
- B. Each Regular Member of the Region shall designate in writing to the President one official representative at the level of CEO (unless otherwise duly justified) and, if the latter is unable to attend, one or two alternates designated for that purpose. Only such representative or the appropriate alternate shall be able to vote or sign proxies. Associate, World Business Partners and Honorary Members, the Director General of ACI World and the Regional Director General may attend the General Assembly without the right to vote.
- C. The General Assembly shall meet under the chairmanship of its President or, if the President should be prevented from attending, under the chairmanship of the first Vice-President, or in his/her absence, by the immediate Past President.

Article 12 : DUTIES OF THE GENERAL ASSEMBLY

- A. In addition to the other duties granted by it by law or Statutes, the General Assembly shall have the following powers:
 - (1) amend and interpret the Statutes;
 - (2) approve the policies of the Region after their adoption by the Regional Board;
 - (3) appoint and discharge the members of the Regional Board including the President;
 - (4) approve the annual report of the activities of the Region presented by the Regional Board;
 - (5) approve the annual accounts of the previous financial year of the Region;
 - (6) approve the budget of the Region for the following year, and if necessary, a revised budget for the current year;
 - (7) appoint and discharge the auditor;
 - (8) address any matter referred to it by the Regional Board
- B. The General Assembly may make a formal vote of censure on the Regional Board, in which case it shall proceed as provided in Article 16 D. and Article 18 B.
- C. As provided in Article 18 C, the General Assembly shall resolve any severe dispute between the President and the Regional Board.

Article 13 : PROCEEDINGS OF THE GENERAL ASSEMBLY

- A. Each Regular Member shall have one vote. Associate and Honorary Members shall have no vote. Unless otherwise stipulated in the Statutes, the General Assembly shall be validly constituted when a quorum of 10% of the regular members are present or represented.

In the event of the quorum not being reached at a first meeting, further meetings of the General Assembly shall be convened in accordance with these internal rules, until a quorum is reached.

(1) The following measures must receive at least two thirds of the votes cast to be adopted:

- (a) Dissolution of the Region
- (b) Votes of censure against the Regional Board or a Regional Board member
- (c) Changes in registered Statutes
- (d) Termination of membership
- (e) Transfer of the Region headquarters outside Belgium.

(2) The following measures must receive a simple majority of the votes cast to be adopted:

- (a) Election of Regional Board members including President
- (b) The budget and other financial matters
- (c) All other matters

B. For all votes 50 percent of the Regular Members present may call for decisions to be taken by a weighted vote. Such a weighted vote shall include proxies. In case a necessary quorum is not reached, the General Assembly can decide to employ a postal vote. Besides the Regional Board in cases of urgency can always decide to employ a postal vote.

C. In the case of a weighted vote, Regular Members shall have the following numbers of votes:

- 1. Regular Members in category A - 1 vote
- 2. Regular Members in category B - 2 votes
- 3. Regular Members in category C - 3 votes
- 4. Regular Members in category D - 4 votes

Abstentions shall not be counted.

D. The General Assembly shall be held at least every year. In addition, extraordinary sessions may be held at the request of the President or at least one-third of the regular membership.

E. Any Regular Member of which the representative or alternate are unable to attend the General Assembly may give its proxy to another Regular Member. No member may hold more than five proxies. In the event of a weighted vote, the Regular Member that acts as a proxy for another Regular Member or Members shall exercise the full weighted vote of the Member or Members for which the proxies are held in addition to its own weighted vote.

F. The Regional Director General shall send out the draft agenda for the General Assembly at least one month before the date on which it is due to be held. Any Regular member wishing to modify, add to, or reduce the items on the draft agenda shall so notify the Regional Director General in writing at least 15 days before the date on which the General Assembly is due to be held, so that the Regional Director General can submit this notification to the Regional Board for consideration and approval. The General Assembly shall only vote on motions or resolutions related to the agenda or proposed during the session either by the Regional Board or by at least ten percent of the regular membership. In particular, a formal vote of censure on the Regional Board must be proposed by at least ten percent of the regular membership.

G. Minutes shall be kept of all General Assemblies and shall be signed by the President of the Region.

PART III - THE REGIONAL BOARD

Article 14 : COMPOSITION OF THE REGIONAL BOARD

A. The composition of the Regional Board shall be as follows:

(1) The Regional Board shall normally consist of 29 Members elected by the General Assembly plus the Immediate Past President. The Regional Board may be extended to a maximum of 31 Members plus the Immediate Past President in order to ensure that Belgian statutory obligations are discharged and in exceptional circumstances to ensure equitable representation of the Regular Members on the Regional Board.

(2) Ten Board members shall be elected by the General Assembly as follows:

Southern Sub-Region 2
Albania, Bosnia and Herzegovina, Croatia, Cyprus, Greece,
Israel, Italy, Kosovo, Malta, Montenegro, Portugal, San Marino, Serbia, Slovenia,
Spain, North Macedonia, Türkiye

Eastern Sub-Region 2
Armenia, Azerbaijan, Belarus, Bulgaria, Czech Republic, Estonia, Georgia,
Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Poland, Romania,
Russian Federation, Slovakia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

Central Sub-Region 2
Austria, Germany, Liechtenstein, Switzerland

Western Sub-Region 2
Andorra, Belgium, France, Luxembourg, Monaco,
Netherlands

Northern Sub-Region 2
Denmark, Finland, Iceland, Ireland, Norway, Sweden,
United Kingdom.

(3) eight Board members shall be elected by the General Assembly according to total Traffic Units of ACI member airports in each Sub-Region in accordance with the formula used for such seats on the Governing Board of ACI as laid down in the Constitution of ACI.

(4) two Board members shall be elected by the General Assembly, regardless of Sub-Region, from amongst airports located outside the area comprising the EU/EEA, Switzerland and the UK.

(5) five Board members shall be elected by the General Assembly, regardless of Sub-Region, from amongst the ten largest Regular Members of the ACI belonging to the Region. The eligibility of Regular Members is based on their total Traffic Units in the five years preceding the election. Only CEO level candidates shall be accepted for these Regional Board seats, unless otherwise approved by the Executive Committee on an ad-hoc and exceptional basis. Eligible members for these five seats shall only be elected if they are not already represented on the Regional Board at the time of the election or if their second term on the Regional Board under another seat is coming to an end at the time of the election.

(6) one Board Member shall be elected by the General Assembly, regardless of Sub-Region, from among "airport networks" operating at least 15 airports under the same corporate entity.

- (7) one Board Member shall be elected by the General Assembly, regardless of Sub-Region, from among airports having no more than 3 million Traffic Units.
 - (8) one Board Member shall be elected by the General Assembly, regardless of Sub-Region, from among airports with over 3 million but no more than 5 million Traffic Units.
 - (9) one Board member shall be elected by the General Assembly, regardless of Sub-Region, from among airports having no more than 10 million Traffic Units.
 - (10) one Board member shall be the Immediate Past President of the Regional Board. If the Immediate Past President is no longer qualified, or otherwise unavailable, to serve in this capacity, then the most recent Past President who is qualified and available to serve shall fill such official position and any other position herein requiring the service of the Immediate Past President.
 - (11) In exceptional circumstances, a maximum of 2 Board Members may be co-opted by the Regional Board to serve only until the next General Assembly in order to ensure equitable representation of the Regular Members on the Regional Board.
- B. A Board Member shall always be an official representative of one of the Regular Members of the Region and at CEO level (unless otherwise duly justified).
 - C. Members of the Regional Board shall be appointed for a term of three calendar years starting at the close of the Annual Conference attached to the General Assembly during which they were elected. Elected members of the Regional Board shall be eligible to serve a maximum of two consecutive full three calendar year terms. Reappointment of an elected member of the Regional Board who has served for two consecutive full three calendar year terms shall be permitted after a minimum absence from the Regional Board of one year. This requirement of a minimum one year absence from the Regional Board after two consecutive three year terms shall be waived for those members eligible for election as per Article 14.A.(5) above.
 - D. Any member of the Regional Board who ceases to be employed by the Regular Member that he or she represents or any member of the Regional Board who represents an airport which ceases to be a Regular Member of the ACI shall automatically vacate his or her seat on the Regional Board. Any member of the Regional Board may resign from the Board by informing the President in writing to that effect. The Regional Board may co-opt a temporary Board member to fill such a gap until the next General Assembly has appointed a new Board member.
 - E. Only the Board member shall participate in the meetings of the Regional Board. The Board member may be assisted by one assistant. Any member of the Regional Board prevented from attending a meeting of the Regional Board may give a proxy to another Board member. However, no Board member may hold more than two such proxies.
 - F. The representative of World Business Partners designated according to the "Rules and Procedures for World Business Partners with Europe as Primary Region" shall have the right to attend the Board meetings as an Observer. The Board shall keep the right to decide to limit part of the meeting to regular members only.

Article 15 : DUTIES OF THE REGIONAL BOARD

In addition to the powers specifically provided for in the Statutes, the Board shall have all powers of management and administration, subject only to the powers reserved for the General Assembly.

- A. The Regional Board shall determine the policy of the Region, which shall be implemented by the Executive Committee and the Regional Director General, in accordance with the Internal Rules and the decisions of the General Assembly. The Regional Board shall report

- B. to the General Assembly. The Regional Board shall supervise the application of the Internal Rules. It shall set the agenda for the General Assembly and determine the locations and dates on which the General Assembly shall be held.
- C. The Regional Board shall decide on submission of candidates from the Region for regular or associate membership in ACI in accordance with Article 6 of the ACI Constitution. It shall decide on admission or refusal of new Associate Members of the Region only, and on suspension of membership in accordance with Article 7 C.
- D. The Regional Board shall appoint the Regional Director General and can revoke him at any time.
- E. The Regional Board shall decide on regional membership fees, and present the budget of the Region and the auditor's report to the General Assembly.
- F. The Regional Board shall set up Regional Committees and Fora.
- G. The Regional Board shall approve the Region's programme of activities, and its policy statements.
- H. A Board Member missing three consecutive meetings of the ACI EUROPE Regional Board will be dismissed of his/her elected mandate. In the event that two consecutive meetings are missed, the President to the Regional Board will advise the offending member that if a third consecutive meeting is missed the seat will be declared vacant and free for co-optation before being submitted to new election.
- I. The Regional Board shall, as necessary, carry out any other duty that may be assigned to it by the General Assembly in accordance with the Internal Rules.
- J. The Regional Board shall approve the appointment of Regional Members of the ACI Governing Board from proposals made by the President in accordance with Article 18 H.

Article 16 : PROCEEDINGS OF THE REGIONAL BOARD

- A. The quorum for the work of the Regional Board shall consist of half of the members of the Regional Board.
- B. The Regional Board shall reach its decisions by a simple majority of votes cast unless otherwise provided by the law or Statutes.
- C. The Regional Board shall meet at least four times a year. It shall meet when summoned by the President or at the request of half of the members of the Regional Board.
- D. The General Assembly may pass a formal vote of censure on the Regional Board, with a two third majority of the votes. The General Assembly shall then elect a new Regional Board.
- E. The Regional Board meetings may be held in a virtual manner.
- F. Highlights shall be kept of all Regional Board meetings and shall be approved by the person presiding at the meeting or, in his or her absence, by the person presiding at the next meeting.
- G. The Regional Director General shall attend Regional Board meetings without voting rights.
- H. The ACI World Director General may attend Board meetings without voting rights.
- I. The World Business Partner representative may attend Board meetings without voting rights.

Article 17 : THE PRESIDENT OF THE REGION

- A. The President shall be elected from among the members of the Regional Board for a term of 1 year. His term of office shall only begin at the close of the Annual Conference attached to the General Assembly during which he was elected and shall end at the close of the Annual Conference following the election of a new President. When acting jointly with another member of the Executive Committee, the President shall represent the Region in all official transactions, and shall be its representative in legal matters. The President shall preside over meetings of the General Assembly, the Regional Board, and the Executive Committee and shall have the right to vote in all the above bodies.
- B. The Regional Board shall recommend a candidate for President from among its members. Nominations may also be made from the floor of the General Assembly from among other members of the Regional Board. The President shall be elected by the Regular Members at the General Assembly.
- C. The retiring President shall be eligible for re-election, but may hold the office for not more than three full terms.
- D. The President shall submit to the Regional Board for its consent the names of three persons from among the Regional Board members to act as Vice-Presidents and one person from among the Regional Board members to act as Treasurer for the period of the President's term of office. One of the Vice-Presidents shall be designated First Vice-President by the President and shall assume the duties of the President when the latter is temporarily unable to carry out his duties.
- E. The President may delegate certain of his or her powers to the Vice-Presidents, to Regional Board members, to the Executive Committee and to the Regional Director General, but any such delegation shall always be revocable at any time by the President.
- F. If a Vice-President or the Treasurer resigns or becomes unqualified to continue his capacity, the President shall submit to the Regional Board for its consent the name of a successor, in accordance with the provisions of D. above, for the remaining portion of the relevant term.
- G. As an ex-officio member of the Governing Board of ACI World, the President shall appoint the Regional Members to said Governing Board (in accordance with the provisions of Article 14 F and G. of the Constitution of the Airports Council International), subject to the consent of the Board.

Article 18 : REPLACEMENT OF THE PRESIDENT

- A. If the President resigns or becomes unqualified to continue in office, the Regional Board shall immediately elect a new President from among its members until the next General Assembly. Such a new President will then be eligible for nomination by the Board for election for a full one-year term by that General Assembly in accordance with Article 18.
- B. If the General Assembly makes a formal vote of censure on the Regional Board, the General Assembly shall immediately elect a new President, and the new President shall take office immediately. Between the vote of censure and the new President's taking office, the Regional Director General shall chair the General Assembly and shall act as President for the sole purpose of electing an Interim President of the Region who shall serve in that office until a President is elected in accordance with the provisions of Article 17 B.
- C. If the President and the Regional Board are severely in disagreement, and if the President is unwilling to resign, the President or the Regional Board may decide in the interests of the Region to submit the dispute to the General Assembly. The General Assembly shall

then hold a secret ballot to decide the issue; if the result of the ballot is against the President's position, the President shall be replaced as provided in (A) above; if the result of the ballot is against the position of the Board, the vote shall be treated as a formal vote of censure on the Board, and the Assembly shall proceed as provided in Article 16 D. except that the President shall remain in office.

PART IV - THE EXECUTIVE COMMITTEE

Article 19 : COMPOSITION OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the President, the three Vice-Presidents, the Treasurer of the Regional Board and the Immediate Past President.
- B. The Regional Director General shall also attend Executive Committee meetings without voting rights.

Article 20 : DUTIES OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall carry out the policies and programmes in accordance with the decisions of the Regional Board and the General Assembly. The Executive Committee makes proposals and recommendations to the Regional Board. Meetings shall be called by the President.
- B. The Executive Committee shall monitor and co-ordinate the activities of the Region, and of the Regional Committees and Fora. The Executive Committee shall be responsible for developing relations with and services to members.
- C. The Executive Committee shall appoint the Chairmen and Vice-Chairmen of the Regional Committees.
- D. The Executive Committee shall meet at least once between any Board meetings. The Executive Committee meetings may be held in a virtual manner. In case a majority decision cannot be reached the decision shall be made by the Regional Board.
- E. The Executive Committee shall oversee and monitor the activities of the Regional Director General. It shall report to the Regional Board.

PART V - THE REGIONAL DIRECTOR GENERAL

Article 21 : DUTIES OF THE REGIONAL DIRECTOR GENERAL

- A. The Regional Director General as principal staff officer and spokesman of the Region, shall report to the Regional Board and carry out the decisions of the General Assembly and the Regional Board. He/she shall be entrusted with the daily management and the coordination of the activities of the Region as well as all other powers specifically granted to him/her in the Statutes, in the internal rules or otherwise by the Regional Board.
- B. The Regional Director General shall also: prepare and present the positions of the Region as defined by the Regional Board; prepare the budget of the Region; be one of the representatives of the Region at major international meetings; promote the image of the Region and its membership and establish relations with the other organizations dealing with civil aviation matters and with the media.

- C. The Regional Director General shall provide the secretariat of the Regional Board and the Executive Committee.

PART VI - MISCELLANEOUS PROVISIONS

Article 22 : FINANCIAL YEAR AND AUDITING OF THE ACCOUNTS

- A. The financial year of the Region shall be the calendar year.
- B. The General Assembly shall appoint, on the recommendation of the Board, an independent auditor to serve for three years.
- C. The auditor shall have full powers to examine the accounts, vouchers and similar documents of the Region at any time, recording his observations in writing.
- D. The auditor shall, as soon as practicable, but within 3 months after the end of the fiscal year, submit to the Regional Board his report on the accounts of the previous year. The Regional Board shall present the report to the next General Assembly.

Article 23 : NEUTRALITY

- A. The Region shall not discriminate on the basis of religion, race, sex, or national politics. No discussion will be held on such subjects.
- B. The Region may assist its members among other things by way of co-operation, information and documentation, and by organising seminars, exhibitions, or conferences, but always in conformity with the Internal Rules.
- C. Whenever invited to do so, the Region may play an active part in the work of other regional international associations or bodies and enter into special arrangements with them, subject to the approval of the Regional Board.

Article 24 : REGIONAL REPRESENTATIVES

The Region is autonomous in its regional representation. The Region shall not commit ACI on questions concerning the general policy of ACI, or on questions of worldwide nature without the agreement of the Governing Board of ACI. The policy of the Region shall be consistent with that of the ACI as approved by the Governing Board of the ACI.

Article 25 : DISSOLUTION OF THE REGION

In the event of the dissolution of the Region, the Regional Board shall immediately appoint two or more persons to conclude the Region's affairs.

Article 26 : INTERPRETATION

The English text of the Internal Rules shall be the governing text.

Article 27 : ENTRY INTO FORCE

The present Internal Rules are subject to approval by the Governing Board of ACI.

Article 28 : AMENDMENTS

Any proposed amendments to the Internal Rules shall be submitted in writing to the Regional Director General 45 days in advance of the date on which the next meeting of the Regional Board is due to be held. The Regional Director General shall submit such proposed amendments to the Regional Board members 30 days in advance of the date on which its next session is due to be held, so as to allow for their thorough examination.

Article 29 : CONFIDENTIALITY

All Members have a duty to keep confidential all sensitive information received during the Region activities.

Discussions taking place in closed sessions are strictly confidential and must not be disclosed to or discussed with any individual who has not been appointed to participate in the process.

Use of confidential information for any commercial, public, or political purpose is strictly prohibited.
