

| ACCA STEERING COMMITTEE INTERNAL NORMS AND PROCEDURES¹ |

Article 1: Election of Steering Committee Membership

Steering Committee (SC) Members are elected to serve in their organisational capacity. Steering Committee Members may nominate one alternate from within their organizational to serve in their place. The name of the alternative must be provided to the Coordinator. The alternate may only serve in exceptional circumstances.

Seven Steering Committee members are elected to serve a maximum of 3-ACCA AGMs with the possibility to be re-elected for a second term. Language, gender and regional balance form part of the selection criteria to be elected as an SC Member.

The responsibilities of Steering Committee Members include:

- i. Decision-making: by consensus as much as possible, if not, then by majority vote;
- ii. Admission of new ACCA members: must approve new applications for membership based on criteria for membership;
- iii. Oversee progress of working group[s] of ACCA members;
- iv. Develop fundraising strategy / identify possible donors;
- v. Adopt the ACCA annual budget;
- vi. Hire and oversee work of coordinator; and
- vii. Discuss and define the terms of collaboration between the partner organisations and sign future collaboration agreements.

In the event of a SC vacancy, the alternative from the organization will be required to assume this position until the end of the mandate.

Article 2: Duties of the Steering Committee

The SC is the guiding and supervising body for implementing the ACCA Action Plan through the Coordinator. The SC will provide a report back at every General Assembly. The SC shall be chaired by two co-Presidents. All the SC members shall work towards implementing the Action Plan and the attaining ACCA's objectives.

Steering Committee Members provide guidance and advice to the Coordinator and the Co-Chairpersons and participate in the substantive development and execution of the priorities of ACCA.

¹ Adopted by ACCA members during the 3rd ACCA General Assembly on 07 July 2016.



Steering Committee Members must be available for conference calls using Skype, cell phones or other means of communication at least one time per one month, not to exceed 12 monthly Steering Committee per year.

The SC will meet in person at least twice per year. One meeting will take place on the margins of the ACCA General Assembly, subject to the availability of funding.

Extra-ordinary SC meeting may also be arranged at the request of the Coordinator, the two Co-Chairpersons or the majority of SC members. All meetings are subject to the availability of funding.

A member of the SC, or the Coordinator, may nominate persons who are not members of the SC to participate in SC meetings in an advisory capacity. The persons nominated will need the approval of the majority of SC members. The persons invited to participate in such meetings will be bound by confidentiality (but will not be permitted to participate in the voting process)

Article 3: Appointment of the Co-Chairpersons of the Steering Committee

Two Co-Chairpersons are elected by the Steering Committee by consensus upon satisfaction of the following conditions:

- a) A majority of the SC members must be present at the time of the vote; and
- b) The decision must be supported by a majority vote of SC members who are present at the time of the vote.

Article 4: Duties of the Co-Chairpersons of the Steering Committee

- i. Spearhead the work of the ACCA Strategic Plan and Action Plan;
- ii. Set achievable deadlines for the realisation of the ACCA Strategic Plan and Action Plan; and
- iii. Work closely and communicate with the Coordinator on the ACCA Strategic Plan and Action Plan.

Article 5: External Representation

In the event where ACCA SC members are present at a public event, they may seek to promote the ACCA provided only as to agreed decision points of the ACCA and with prior notice to the Coordinator.

In the case of public meetings on behalf of ACCA, including those with government officials, the coordinator **may represent** the agreed upon priorities and positions of ACCA. The coordinator may **not seek to represent** individual ACCA members. The coordinator may issue statements and comments on behalf of ACCA, with approval by the Co-Chairpersons and only as to agreed upon priorities and positions of ACCA.



Article 6: Decision-making

SC consensus is needed for approval of new campaigns and discontinuation of existing campaigns. In determining whether a new campaign will be adopted by ACCA, the coordinator will furnish to the SC members with a **proposal**, including:

- The nature of the proposed ACCA activities;
- The groups and stakeholders concerned;
- A proposed timeline;
- Budgetary implications and available funding resources; and
- A final recommendation based on an assessment of the coordinator.

The coordinator will then organise a meeting or Skype conference with the SC to consider the proposal.

SC members will have two (2) weeks to reply to the coordinator with their comments.

In the case of an urgent letter or any form of official communication, SC members will have **one week** to submit their written positions to the coordinator.

In the event that SC members do not respond within the above-mentioned deadlines, the decision may be approved directly by the Co-Chairpersons.

Article 7: Remuneration and reimbursement

SC members and Co-Chairpersons are not remunerated to exercise their duties within ACCA. Reimbursements for reasonable expenses incurred for ACCA SC business are only possible if the following conditions are met:

- 1) Prior authorisation (and confirmation) is obtained from the Coordinator; and
- 2) All receipts/ proofs of payment are obtained and presented to the Coordinator.

Article 8: Fundraising

With respect to new funding proposals in support of campaigns, the coordinator will notify the SC of the funding opportunity and work with the SC in developing the proposal. The SC will be expected to keep the details of funding proposals and the identity of potential funders confidential unless otherwise stated or advised by the Coordinator.



Article 9: ACCA Strategic and Action Plans

The ACCA SC will formulate a strategic plan for the Coalition every five years, to be deliberated and decided on during the General Assembly and in consultation with all ACCA members. The Strategic plan will be accompanied by an Action Plan, to be reviewed and adapted annually during the ACCA General Assembly.

Article 10: Amendments

Any amendments to the above articles must be made with SC consensus and validated by the General Assembly.

