



PARLIAMENTARY FORUM
ON SMALL ARMS AND LIGHT WEAPONS

Regulations¹

TITLE I: GENERAL PROVISIONS²

Article 1: Objective of the Regulation

This regulation aims to set terms, rules and procedures for the organisation, operation and development of the Parliamentary Forum on Small Arms and Light Weapons (hereinafter the Forum).

Article 2: Scope

The scope and application of the standards included in this regulation shall be limited exclusively to the bodies that constitute the Forum and those who are members or represent the organisation.

Article 3: Name

The official name of the organisation, including the translation into other languages agreed on by the Board, is the 'Parliamentary Forum on Small Arms and Lights Weapons', whose general use in any communication, representation or recording, shall be authorised by the organisation.

Article 4: Logo

The logo of the Forum is a yellow rectangular field with three hands reaching out left to right. The Secretariat will keep the original and be responsible for any reproduction.

Article 5: Concept

The Forum is the only membership based organisation gathering parliamentarians globally across party-political lines, specifically related to the issues of **reduction** and **prevention** of **Small Arms and Light Weapons** (SALW)-related violence. The Theory of Change of the

¹ Present Regulations was approved by the Board on the 30th of November 2018, substituting the version approved by the Board November 2016, for reference see Article 47.

² The Regulations shall be seen as complementary to the Statutes of the organisation.

Forum is to contribute to the achievement of more peaceful and sustainably developed societies by enhancing parliamentary action in the implementation and universalisation of international frameworks relevant to the prevention and reduction of SALW-related violence through capacity-building, policy-shaping and awareness-raising.

Article 6: Principles

The actions of the Forum and its Members are based on the following principles:

- a) Contribute to promoting the agenda of sustainable development, human security and peace-building, by providing a place to meet and join forces in this area.
- b) Understanding of sustainable development, human security and peace-building as an essential right of all people manifested in the elimination of all threats to physical, social, psychological and cultural integrity.
- c) Addressing the multiple dimensions of sustainable development, human security and peace-building, with special attention to vulnerable groups, as stated in the policy documents of the organisation.
- d) Strengthening the role of parliaments, especially the work of legislators to prevent the proliferation of SALW, leading to a culture of disarmament, as a joint effort between and within states and societies.
- e) Respect for democratic institutions, rule of law and political pluralism and the ideologies on which these are based.
- f) Defending human rights safeguarded by international legal instruments.
- g) Peaceful, just, balanced and negotiated resolution of international disputes.
- h) Respect for the sovereignty of states and the principles of international law and International Humanitarian Law.

Article 7: Outcome objectives and main activities

As stated in article 2 of the Statutes, the Forum will organise parliamentary capacity-building, policy-building and awareness-raising activities, based on the following outcomes:

- Improved compliance with international SALW control instruments at the national and regional level through increased parliamentary action.
- Increased universalisation and implementation of the ATT, UNPoA and SDG 16.4 through the support and promotion of parliamentary participation and action in international processes.
- Strengthened parliamentary outreach, advocacy and awareness-raising for the prevention and reduction of SALW-related violence.
- Consolidated financial and operational sustainability of the Forum.

As point of departure in the Forum's work are the three key roles of a parliamentarian: the legislative, oversight and awareness-raising functions.

TITLE II: MEMBERSHIP

Article 8: Composition

The Forum is composed of:

- Regular Members: consisting of individual parliamentarians; and
- Friends of the Forum: consisting of Parliamentary organisations and institutions such as Parliamentary associations, Inter-Parliamentary organisations and co-operations, former Parliamentarians, non-governmental organisations, as well as other associations and individuals sharing the Theory of Change of the Forum.

The Forum realises capacity-building, awareness-raising and policy-shaping seminars at the national, regional and international level in line with its Theory of Change. All Members are invited to relevant activities of the Forum and receive regular information and updates about key activities and results. Based on budget availability, scope and objective of the activity in question, the Secretariat realises a selection process of participants guided by principles of geographical, political plurality, gender criteria representation and commitment to continued action on the issues, as well as compliance to the precepts stipulated in the Forum's Code of Conduct.

All Friends of the Forum receive regular information and updates about key activities and results.

The Forum may invite as participants to its activities, those persons and institutions whose participation it deems relevant.

Article 9: Procedure for admitting new Members

There are two methods for adding new Members:

- a. Application from the person interested.
- b. Formal invitation from the Forum.

Article 10: Procedure for application, admission and formalisation of interested members

Membership in the Forum is based on individual capacity. Only Members of Parliament and Houses of Congresses can become regular members. The only requirement upon entry as a member is a commitment to the Theory of Change of the Forum. Members of the Forum are expected to engage themselves in the communication and campaigns of the Forum, participation in capacity-building and policy-shaping parliamentary seminars and other relevant activities, to the extent possible in the national and international context.

All Parliamentarians who seek Forum membership shall submit a Membership Application form, which can also be filled in online.

Article 11: Procedure for an official invitation from the Forum

The Members of the Forum and the Secretariat may invite a Parliamentarian to join the organisation.

In order to formalise the membership of the Forum, and in accordance with the procedures described in Articles 8, 9 and 10, the applicant must sign a Membership Application form agreeing to respect the objectives as expressed in the Theory of Change of the Forum.

Article 12: Expulsion

A Forum member may be expelled, if he or she seriously violates the Statutes and Regulations of the organisation. The decision on expulsion is processed and confirmed by the Board.

Article 13: Procedure for Expulsion

The Board is the body responsible for receiving any complaint regarding the expulsion of a member, on the grounds outlined in Article 14.

During the next Board Meeting or Assembly, depending on timing, a Parliamentarian may speak on behalf of the complainants and the accused, and will be decided by qualified majority of 2/3 of those present.

TITLE III: ORGANISATIONAL STRUCTURE

Article 14: Organs

The organs of the Forum are:

- The Assembly
- The Board
- The Secretariat

Article 15: Delegation of Authority

The delegation of authority is a document approved by the Board of the Forum. Based on Statutes and Regulations, the purpose of the document is to clarify roles and responsibilities in order to quality assure the operations of the organisation. Delegations allow the relevant organs of the Forum to perform a qualitative and efficient functioning.

Article 16: Minutes

The decisions made during meetings of the Forum will be documented and published on the Forum's website by the Secretariat, to reach all members of the organisation.

Article 17: Documents

Based on the Theory of Change of the Forum, it can express itself through Policy Statements adopted by the Board or the General Assembly and Declarations or other Policy documents adopted at national, regional or international seminars.

Also, statements can be adopted on matters of interest which exceed the mandate of the Forum.

Article 18: Working groups

Working Groups can be established by decision of the Board in order to develop communication and reports on specific matters related to the predefined objectives that will be discussed at Board meetings, national, regional and international seminars and/or Assemblies. Any Working Group shall be composed of at least three members and will have an appointed reporter.

Article 19: Voting Procedure

Any decisions adopted will require the agreement of more than half of those present.

If there is any doubt about the outcome of the vote or if at least ten members so request, the vote shall be by roll call, which will be verified by asking the Assembly, one by one and in alphabetical order, to express their vote, mentioning the word "yes" or "no."

Abstentions are considered "no" votes.

If the voting results in a tie, the President or his or her replacement will call a second round of voting. If the tie persists, the President shall decide.

Article 20: Voting Order

The propositions are voted on in the order in which they are presented. Previous votes will then be discarded.

Article 21: Arrangements on right and turn to speak

During Forum meetings, all members are invited to speak upon their own wish. Members requesting to speak will be registered according to the order in which they make their requests and must wait until the President/Facilitator gives them the floor. Should it be necessary due to time constraints to regulate speaking times, each member may speak for a period of five minutes during the debate on each of the issues proposed. His or her second statement should not exceed three minutes.

The speaker shall address the President identifying himself/herself by stating his/her name and delegation. Those who wish to speak must do so from their seats, observing circumspection and avoiding offensive expressions, or issues not relevant to the topic

discussed. If these situations occur, the President, or his or her replacement, may without delay call the speaker to order and even suspend his or her right to continue speaking.

Article 22: Points of order

A point of order is any proposition that has one of the following purposes:

- a) Adjournment of the meeting;
- b) Temporary suspension of the meeting;
- c) Closure of the discussion;
- d) Change to the agenda;
- e) Deferment of the consideration of a pending item for an indefinite period; and
- f) Avoidance of irrelevant debate

Points of order shall be dealt with prior to any other matter which is still under discussion and will be considered in order of preference. Such points of order shall be voted on without discussion by simple majority, being adopted or rejected.

Article 23: Right to reply

If a member in his or her speech makes a reference which offends or harms the good name of another member or their country, the offended will have priority to the floor, for up to five minutes at any time during the session or another session.

Article 24: Voting Forms

The issues will be discussed in general, and if necessary, point by point.

- a. In the general discussion, the importance, desirability or undesirability of the case will be established.
- b. Once the general discussion is over, the Assembly will decide if the discussion should be continued in detail, focusing on each article under which the project is divided, during which time the members may not speak for more than five minutes per item.
- c. The reporting member/s has ten minutes to deal with each item and five minutes to decide on the changes, substitutions or additions proposed to each of them.
- d. Regarding projects that consist of one single item, general approval implies particular approval.

Article 25: Approval without discussion

In order for an item to be voted on without discussion, the Assembly shall resolve the issue by a minimum of two thirds vote of the Members present.

Chapter 1: THE ASSEMBLY

Article 26: Nature

The Assembly is the highest organ of the Forum, consisting of regular Members accredited by the Secretariat. The President of the Forum and the host country will chair the Assembly.

The Assembly may be ordinary or extraordinary in accordance with Article 29 of the present document.

Article 27: Invitations to meetings

The General Assembly (ordinary) meets every two years when invited by the Secretary General of the Forum, in consultation with the President and Members of the Board. The invitations should be sent out at least sixty days in advance, stating the time and place of the meeting, as well as proposed items for consideration. Based on the mandate from the Board, the Secretariat is in charge of planning and coordination of the meeting, including submitting the invitations. Once in session, the Assembly can agree on the inclusion of new items or amend the agenda by an affirmative vote of two thirds of those present.

Article 28: Extraordinary Assembly

The Board may convene an Extraordinary Assembly, if it deems appropriate, and providing funding availability. The Assembly will follow the same norms as the ordinary Assembly and for which a special agenda will be set.

Article 29: Beginning and end of the session

The President or the person exercising his or her functions will open the session with the words "meeting opened" and in the end with "session closed". Any act performed before or after these expressions have no validity.

Article 30: Venue of the Assembly

The venue which will hold the Assembly, ordinary or extraordinary, shall be determined by the Board of the Forum, based on advice from the Secretariat and in consultation with the country concerned and preferably be held in the parliamentary buildings.

Article 31: Openness to the public

The sessions will be held in public unless a simple majority votes in favour of a closed session.

Article 32: The Functions of the Assembly

The functions of the Assembly are:

- a. Providing strategic advice on future priority guidelines to the Board of the Forum;

- b. Elect the Board Members, and among them, the President and Vice-President, respecting geographical, political plurality and gender criteria. The Board may not consist of more than 70% of the same gender;
- c. Analyse, discuss and decide on agenda items in the form of recommendations, resolutions and declarations, in accordance with Article 18;
- d. Resolve, by two thirds of the votes present, issues regarding the expulsion of a Member of the Forum in accordance with Articles 14 and 15;
- e. Discuss and approve the biannual report of the Forum, presented by the Secretariat;
- f. Resolve, by two thirds of those present, the reform of the Statutes, either by its own proposal or that of at least 10 members.

Chapter 2: THE BOARD

Article 33: Nature and Composition

The Board is the steering organ of the Forum having the overall responsibility of the strategic, organisational and financial development of the organisation. Being the entity with final responsibility of the organisation, the Board monitors the development of the results and activities, the overall effective financial and operational function and holds employer responsibility for the personnel contracted at the Secretariat.

The Board is entrusted to implement the decisions adopted by the Assembly and to fulfil other tasks that the present Statutes indicate. The Board is composed by a President, a Vice-President and regular members, may have a minimum of five and maximum of nine members, all elected by the Assembly, that is by the members of the Forum, for a term of two years.

The Board has a Presidium, consisting of the President and Vice-President. The Presidium is coordinated by the Secretariat on request from any Member of the Presidium or the Secretary General. The aim of the Presidium is to prepare the Board Meetings and handle urgent issues that may arise between Board meetings. Meetings will mainly be held by videoconference or by telephone conference.

By-elections may be held to cover vacancies in the Board.

Article 34: Election

Every two years during the General Assembly (ordinary), an election of the Board of the Forum is realised.

The election will take place under the overall leadership of the Electoral Committee, with support of the Secretariat. The Committee will propose the candidates and the Assembly will vote.

If there are any doubts regarding the outcome of the vote, or if so, requested by at least ten members, the vote shall be by roll call, which will be verified by asking the Assembly, one by one and in alphabetical order by their first name, to express their vote.

The Electoral Committee should be composed by at least one former Member of the Board and two other Forum members, approved by the General Assembly. In the identification of Election Committee Candidates, geographical, political plurality and gender criteria shall be respected, to the extent possible.

Article 35: Meetings

The Board shall meet ordinarily at least twice a year on the President's initiative and extraordinarily by the initiative of at least one third of the Board Members. The meetings are planned, prepared and coordinated by the Secretariat, to the extent possible in combination with other relevant Forum activities for thematic focus, cost- and time efficiency. One of the yearly Meetings may be realised by remote conference.

Article 36: Quorum

Participation is required by at least half of the Board plus one member and its agreements, resolutions or recommendations are adopted by simple majority, with the exceptions described in this Regulation.

Article 37: Attributions

The Board also has the following assignments:

- a. Represent the organisation; communicate its Theory of Change, including promoting the approach and admittance of new Members that are not part of the organisation.
- b. Provide strategic guidance to the organisation and approve the multi-annual Strategic Plan of the Forum.
- c. Encourage and ensure the relationship with legislative, governmental, national, regional or international actors that have expressed interest in the Forum.
- d. To monitor, through reports and decisions, the development of the result and activities of the Forum, the overall effective financial and operational function and holding employer responsibility for the personnel contracted at the Secretariat.
- e. Discuss and approve the draft Annual Operational Plan and Budget of the Forum, including a discussion on Risk Analysis and Risk Management, which is presented by the Secretariat at a Board meeting.
- f. According to Swedish legislation, discuss and approve the Annual Accounts Report of the organisation, presented by the Secretariat and examined by an external, certified auditor.

- g. Contributing to ensuring financial sustainability by taking an active role in short-term and long-term fundraising by identifying and liaising with donors, supported by the Secretariat.
- h. Promote and supervise the adequate, ongoing and expanding communication and diffusion of information regarding the results, activities, and decisions taken by the bodies of the Forum.
- i. Discuss and approve of the reform of the Regulations proposed by bodies or members of the Forum.
- j. Appoint the Secretary General.
- k. Communicate to the Assembly the eventual decision to expel a Member, in accordance with Articles 14 and 15 of this Regulation, with prior notice to the person concerned.
- l. In accordance with article 34 f. the Board is discharged of liability regarding the previous year of operations when the General Assembly approves the biannual report of results and key activities of the organisation.

Article 38: The President

The President of the Forum is additionally tasked with the following:

- a. Represent the organisation.
- b. Overseeing the aspects related to the organisation in accordance with previous articles in Chapter 2.
- c. Direct the work in the ordinary and extraordinary assemblies, and the Board.
- d. Maintain continuous communication and contact with the Secretariat of the Forum, including participating actively in the Presidency of the organisation.
- e. Ensure the proper application of the Statutes and the Regulations.

Article 39: The Vice-President

The Vice-President of the Forum is additionally tasked with the following:

- a. Replace the President during his or her temporary absence or, if the post becomes vacant, until the end of the period for which the Board was elected.
- b. Maintain continuous communication and contact with the Secretariat of the Forum, including participating actively in the Presidency of the organisation.
- c. Represent the Board in events, mandated by the President.

d. Implement the tasks specifically recommended by the Board.

Article 40: Reports

At the beginning of each Board Meeting or when representing the Forum at external events, the Board members shall submit a brief report following guidelines from the Secretariat. The reports will be integrated in the external communication work of the Secretariat and contributes to the compiling of annual narrative results report related to the objectives of the organisation.

Chapter 4: THE SECRETARIAT

Article 41: Nature

The Secretariat is the executive organ of the Forum. The Secretariat, under the direction of the Secretary General, is responsible for all operational implementation based on the strategic guidance and decisions adopted by the Board, and to fulfil other tasks that the present Statutes indicate.

Article 42: The Secretary General and the Secretariat

The Secretary General directs the operations of the Forum, which deals specifically with:

a. Manages the operational, financial and human resource functions of the Secretariat of the Forum in accordance with the decisions by the Board. This includes managing recruitment of necessary competent staff and ensuring a professional, efficient and responsible leadership of the team at the Secretariat, as well as taking responsibility for the resources, documents and general legacy of the Forum.

b. Oversees planning, coordination, implementation, monitoring and reporting of national, regional and international activities of the Forum. This includes preparation and implementation of the annual approved Operational Plan and Budget; where minor revisions, reallocations or other unforeseen changes within the overall framework shall be informed to the Board.

c. Assist and advise the Assembly, the Board, the Presidency and the Members related to key activities, by coordinating development and preparation of relevant underpinning documentation, reports and briefings in accordance with assignments of the organisation. This includes invitations to meetings of the Assembly and to prepare presentation of a biannual report to the Assembly on the key results of the Forum.

d. Represent the Forum externally in contact with partners, governments, donors, civil society and other relevant stakeholders, including being active in policy discussions and outreach activities related to the Theory of Change of the Forum.

e. Ensure narrative, financial and audit reports are compiled timely, qualitatively and in accordance to donor agreements, in order to present it to the donors and to the Board.

- f. For Board meetings, ensuring coordination and preparation of a relevant agenda, including underpinning documentation and material enabling the Board to perform its attributions as stated in Chapter 2.
- g. Between Board meetings, on quarterly basis, submit a brief narrative and financial written update report to the Board, giving an account of the financial status of the organisation with focus on follow-up of financial results in relation to the approved annual Budget and Operational Plan.
- h. Fundraising and fund management for the maintenance of the operations of the Forum through projects and initiatives that are implemented in accordance with the Strategic Plan approved by the Board.
- i. Based on decision from the Board, the Secretary General is authorised to sign for the association, including agreements and authorisation of payments. Payments related to expenses of the Secretary General are approved by the Swedish Board Member.
- j. Carry out other functions that have been approved by the Assembly and/or the Board, as established by his or her contract of employment.
- k. Without prejudice to the powers mentioned above, the Secretary General has the characteristics of an employed member of staff and, as such, is subject to the rights and obligations according to Swedish labour rights stipulations as well as those expressly agreed in his or her contract of employment.
- l. The Secretary General does not have the right to vote at the Assembly or Board Meetings.

TITLE VI: FINAL PROVISIONS

Article 43: Reform of rules and regulations

The Statutes can only be amended by an Ordinary or Extraordinary Assembly. The Board can amend the Regulations.

Article 44: Inter-institutional and Donor Agreements

The President may, with agreement of the Board, and after consulting the Secretary General, sign inter-institutional agreements with other organisations that set the terms of cooperation. Should the document be urgent, the President may, in the implementation of his or her signature, delegate this assignment to a Member of the Board.

On mandate from the Board, based on the annual approval of authority to sign for the organisation, the Secretary General is authorised to overtake the assignment to sign inter-institutional with other organisations or donor agreements.

Article 45: Access to information

In line with the Code of Conduct of the Forum, the general principle that applies to the activities of the Forum is that of openness and transparency. Anyone shall obtain free access to records of the Forum.

This information, totally or partially financed by the organisation, constitutes; any written, photographic, recorded or digital document, or any other format, developed or obtained by the Forum.

In line with the EU legislation on General Data Protection Regulation (GDPR)³, the Forum respects the privacy of all stakeholders involved in its work, only sharing information that is already public. Personal information of members and partners is stored safely by the Forum for as long as permitted and used for communication about the organisation's work. Personal information will not be shared to third parties, if not explicitly allowed by the person in question. Information generated in the course of operations by the Forums' organs is the property of the Forum. Any digital and analogue information must be stored so that the Forum can easily access it.

Article 46: Official languages

The working language of the Forum is English. Based on the profile and geographic scope of the activity, interpretation is provided to the extent possible given budget availability. All key documents are translated to Spanish, French and any relevant language given available budget and staff resources.

Article 47: Validity

The present regulation entered into force when approved by the Board during the meeting held in New York City on the 14th of June 2010, was amended on November 24th 2016, in Montevideo, Uruguay. The latest amendment took place on November 30th 2018, in Brussels, Belgium.

³ European Union Data Protection Rules, entering into force 25th May 2018:
https://ec.europa.eu/info/law/law-topic/data-protection/reform_en/?url=https://ec.europa.eu/info/law/law-topic/data-protection/reform_en&pk_campaign=dataprotectiongoogle&pk_source=google_ads&pk_medium=paid