



**PROCEDURE GUIDE  
FOR THE  
BOARD OF GOVERNORS**

**- A F R O S A I -**

**(Draft Two adopted by the Board of Governors in Gabon in August 2010)**

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## **Article 1**

### Composition and responsibilities of the Board of Governors

- (1) The composition and responsibilities of the Board of Governors are stipulated in Articles 12 and 13 of the Statutes of AFROSAI, whilst the frequency and conditions for ordinary and extraordinary meetings are described in Article 14.
- (2) Besides meetings, the business of the Board and its sub-committees may be conducted by video- and teleconferencing, as well as by e-mail.

## **Article 2**

### Convening of meetings

- (1) The meetings of the Board of Governors shall be convened by the President as chair of the Board.
- (2) The chair shall convene an extraordinary meeting of the Board of Governors upon a motion submitted by at least one-half of the Board members through the Secretary General.
- (3) Meetings of the sub-committees of the Board and the capacity building committees of AFROSAI shall be held in accordance with their respective terms of references.

## **Article 3**

### Participation in meetings

- (1) Only Members of the Board of Governors shall be entitled to take part in the meetings of the Board.
- (2) Heads of supreme audit institutions that are members of the Board may be substituted in the meetings of the Board by a member of their SAI.
- (3) If required by agenda, the chair of the Board may invite members of AFROSAI committees, commissions and working groups to attend meetings of the Board.

## **Article 4**

### Number of meetings

In addition to the annual meetings mentioned in Article 14 of the Statutes, meetings of the Board of Governors shall take place immediately before and immediately after each General Assembly.

## **Article 5**

### Venue and date of meetings

- (1) The following practice has been developed with regard to the venue of meetings of the Board of Governors:
  - The meeting of the Board in the year before a General Assembly, as well as the meetings immediately before and after a General Assembly, shall take place at the site of the General Assembly concerned.
  - The meeting of the Board in the year following a General Assembly shall take place at the seat of the General Secretariat of AFROSAI.
  - Extraordinary Board meetings shall be hosted by the organizing supreme audit institution.
- (2) The date of the next ordinary meeting of the Board shall be decided at each meeting. The President shall confirm the dates in writing to all Board members as soon as possible thereafter to enable the members to plan accordingly.

## **Article 6**

### Agenda of meetings

- (1) Notice of an ordinary meeting, accompanied by an agenda, shall be communicated by the language subgroup secretariat of the host country to all Board members at least 30 days before the date of such a meeting.
- (2) Where applicable, the agenda of an ordinary meeting of the Board of Governors should include the following items:
  - (a) All Board meetings
    - Report by the chair
    - Report by the Secretary General
  - (b) Board meetings in the year preceding a General Assembly
    - Report by the second vice-president on progress with preparations for the next General Assembly.
    - Appointment of a panel of jurors for the confiding of the Awards.
    - Report by the head of the supreme audit institution responsible for the AFROSAI Journal.
    - Report of the chairs of AFROSAI committees, commissions and working groups.
  - (c) Board meetings immediately preceding a General Assembly
    - Report by the second vice-president on preparations for the General Assembly.
    - Report by the chair on the nomination of new Board members.

- Adoption of the draft triennial budget for submission to the General Assembly for approval.
  - Adoption of comment to be submitted together with the Secretary General's annual report to the General Assembly for approval.
  - Adoption of a proposal by the Secretary General for the election of two auditors for approval by the General Assembly.
  - Report by the editor of the AFROSAI Journal.
  - Report by the Secretary General on the decision by the panel of jurors concerning the Award for the scientific competition.
  - Reports of AFROSAI working groups including the language subgroups.
- (d) Board meeting immediately after a General Assembly
- Welcoming of new members of the Board of Governors.
  - Acknowledgement of election of new second vice-president.
- (e) Board Meeting in the year after a General Assembly
- Report by the second vice-president on progress with preparations for the next General Assembly.
  - Adoption of themes for the next General Assembly and assignment of responsibility to language subgroups.
  - Considerations of the Secretary General on the second next General Assembly.
  - Report by the head of the supreme audit institution that is responsible for the Journal of Government Auditing.
  - Reports of AFROSAI working groups

## **Article 7**

### Chairing of meetings

Meetings of the Board of Governors shall be chaired by the President of AFROSAI in his/her capacity as chairperson of the Board. In the absence of the President, the meeting shall be chaired by the First Vice-president or, if circumstances require, by the Second Vice-president.

## **Article 8**

### Resolutions of the Board of Governors

#### (1) Presentation of motions

- (a) All motions shall be submitted separately in writing to the chair of the Board of Governors at least three weeks before the Board meeting and shall be linked to an item of the agenda.

- (b) All motions shall contain at least the following elements:
    - Purpose of the motion
    - Intended outcome of its implementation
    - Person in charge of implementation
    - Estimate of potential financial consequences and burden for AFROSAI and/or its members.
  - (c) All motions should be included in the document binder distributed to members prior to the meeting.
  - (d) The chair of the Board of Governors shall ensure that motions receive adequate treatment.
- (2) Voting on motions
- (a) In the absence of consensus, the chair shall put the motion to vote to all members and representatives present. All motions shall be voted on separately. The chair shall have a casting vote.
  - (b) The following shall be recorded in the minutes:
    - Title of the motion
    - Person submitting the motion
    - Result of the vote.

## **Article 9**

### Recording of minutes

Secretariat services, including the taking of minutes for meetings, are the responsibility of the respective chairs of the Board and its sub-committees, supported by the secretariat of the language subgroup of the hosting supreme audit institution.

## **Article 10**

### Defrayal of costs of meetings

- (1) As a general rule, the SAI that undertakes to host a meeting of the Board of Governors shall bear the cost thereof, excluding the travel and accommodation expenses of delegates.
- (2) If the meeting is hosted by the Secretary General of AFROSAI, the General Secretariat shall bear the cost thereof, excluding the travel and accommodation expenses of delegates.
- (3) Unless otherwise arranged, the travel and subsistence costs for the attendance of meetings of the Board and its sub-committees will be for the account of the delegates.
- (4) To demonstrate its position as the custodian of the public interest, the host SAI shall endeavour to arrange an economic and efficient event. The sponsoring of dinners,

excursions, conference bags, etc. shall be avoided unless the costs thereof are recovered from the delegates.

## **Article 11**

### Languages

- (1) The host of an ordinary or extraordinary meeting of the Board of Governors shall provide adequate interpretation services in Arabic, English and French, and shall bear the costs thereof.
- (2) Services for the translation of AFROSAI documentation shall be provided by the respective language subgroup secretariats, which shall bear the costs thereof.

## **Article 12**

### Reports to the Board of Governors

Reports to the Board of Governors shall not exceed five pages in length and shall be in one of the three official working languages of AFROSAI. The reports shall be transmitted in writing to the host of the meeting of the Board of Governors and to the Secretary General three weeks before the meeting at the latest.

## **Article 13**

### Responsibilities of the hosting SAI and its language subgroup secretariat

- (1) The supreme audit institution hosting a meeting of the Board of Governors shall be responsible for the following:
  - An appropriate venue
  - Letter of invitation for visa applications
  - Accommodation arrangements (for the account of the delegates)
  - Airport transfers
  - Lunch on meeting days
  - Internet facilities (for the account of the delegates)
  - Interpretation services
  - All relevant information to secure a successful event
  - Administrative support
- (2) The language subgroup secretariat of the hosting SAI shall -

- provide logistical and advisory support to SAls hosting AFROSAI meetings within their regions;
- provide assistance to the President and the First and Second Vice Presidents, as well as the chairs and work plan managers of sub-committees and capacity building committees who perform duties from within their respective regions;
- maintain an updated membership register and database containing all contact information of members within their respective regions of which a copy should be forwarded to the Secretary-General;
- submit a report on its activities to its language subgroup representative on the Board of Governors at least three weeks before the date of an ordinary meeting; and
- submit a tri-annual report on its activities to the General Secretariat at least three months before an INCOSAI.

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