



WFO Rules of Procedure

RULE I – HOLDING OF WFO GENERAL ASSEMBLY

1. General Assembly is, pursuant to article IX, 1st paragraph of the WFO Statutes, the highest decision-making body of the World Farmers' Organisation (hereafter also called the Association) and makes decisions on all the Association's agricultural policy lines, questions and orientations.
2. Pursuant to article X, 1st paragraph of the WFO Statutes, the Ordinary General Assembly:
 - a) establishes general orientations and guidelines for the Association's activity and initiates and approves WFO standing policy, according to rule 6 of these Rules of Procedure;
 - b) creates and approves the Association's strategic plan;
 - c) approves the annual budgets prepared by the Board;
 - d) approves the Association's Rules of Procedure;
 - e) determines the level of members' and affiliates' fees;
 - f) determines the level of possible entry fees requested from members and affiliates;
 - g) makes decisions relating to the termination and the cessation of the membership of members and affiliates;
 - h) makes decisions relating to the election of the Board's members, the President and the Vice-President and to the revocation of them, the procedure for which shall be described exactly in rule 10 of these Rules of Procedure;
 - i) makes decisions relating to the election of the Auditors, stating its composition, and to the revocation of them for a serious issue and/or just cause, the procedure for which shall be described exactly of rule 10 of these Rules of Procedure;
 - j) may set up specific committees for women farmers and young farmers to tackle those topics which are of particular interest to them within the framework of the objectives of the WFO;
 - k) where judged appropriate, may set up additional regional committees and/or committees relating to specific topics which are of interest to the agricultural sector;
 - l) may, upon request from the constituencies as mentioned in article 4 of the WFO Statutes, make decisions on particular intervention programs or initiatives relating to their specific issues;
 - m) makes decisions on other proposals which members, according to rule 1, 14th paragraph of these Rules of Procedure, and/or the Board submits for its consideration;
 - n) approves new members, when the Board has not decided unanimously.



3. Pursuant to article X, 2nd paragraph of the WFO Statutes, the Extraordinary General Assembly:
 - a) makes amendments relating to the Statutes;
 - b) makes decisions relating to the dissolution and the liquidation of the Association, as well as to the disbursement of assets.
4. The General Assembly shall meet for the approval of the previous year's accounts, in consideration of article XVIII, 2nd paragraph of the WFO Statutes, by and not later than 120 days or, in case of legitimate reason, 180 days after the close of the financial year. A year is to be construed as the financial year from January 1st to December 31st.
5. The General Assembly, whether it be an ordinary or an extraordinary meeting, is, pursuant to article IX, 5th paragraph of the WFO Statutes, convened by the President or, should he/she be absent or unable to attend, by the Vice-President by inviting all members at least 30 days before the date of the meeting. In extraordinary or emergency situations, this may be reduced to 10 days.
6. The invitation to the meeting, containing the agenda for the General Assembly, should, pursuant to article IX, 6th paragraph of the WFO Statutes, be sent to members by registered letter, email or any other method which can provide confirmation of receipt.
7. The General Assembly shall, pursuant to article IX, 8th paragraph of the WFO Statutes, be convened at least once a year to approve the accounts and confirm the location of the next ordinary meeting, both upon recommendation of the Board. The General Assembly shall meet also in other cases, at any time when it is deemed necessary or if a request is put forward by at least one tenth of the members.
8. A request by at least one tenth of the members to convene a General Assembly pursuant to the 7th paragraph of this Rule shall contain the agenda for such General Assembly and shall be sent by such members via registered letter, , email or any other method which can provide proof of receipt, to the President who shall proceed to convene the General Assembly in the manner provided for under article IX, 5th and 6th paragraphs of the WFO Statutes. Should the President be absent or unable to do so, the Vice President shall proceed to convene the General Assembly.
9. The items of the Agenda of the General Assembly shall be approved by the Board pursuant to the majority provided for under Article XI, 13th paragraph of the WFO Statutes or shall be contained in a request signed by at least one tenth of the WFO members pursuant to the 7th paragraph of this Rule.
10. The General Assembly shall, pursuant to article IX, 7th paragraph of the WFO Statutes, meet in a members' country, with the location being specifically indicated in the invitation to the meeting and having been approved by the



previous year's ordinary General Assembly. In the case of another General Assembly in the same year, the location of the meeting (in a members' country) shall be decided by the Board and specifically indicated in the invitation to the meeting.

11. The Chairman of the General Assembly shall be the President who convenes and presides thereover pursuant to article XIII, 9th paragraph of the Statutes, or, in his/her absence, the Vice-President, failing which the Chairman shall be appointed by the members entitled to vote at such General Assembly.
12. In addition to exercising the powers conferred upon him/her elsewhere by these Rules, the Chairman shall declare the opening and closing of each session of the General Assembly, direct the discussion thereof, ensure the observance of the WFO Statutes and these Rules of Procedure, accord the right to speak and announce decisions. The Chairman shall have complete control of the proceedings. Each speaker that takes the floor in relation to the discussion of any matter or motion which is on the agenda shall be allocated a maximum of three minutes in which to speak. Unless the General Assembly decides otherwise, the Chairman shall leave the floor to all those desiring to speak. With the exception of those speakers that intend responding to a question put to them by a previous speaker, those speakers who have already spoken once shall be left the floor by the Chairman only after those desiring to speak for the first time on such matter have been allowed to speak. Those speaking for a second time shall be allowed a maximum of three minutes. The Chairman may suspend the General Assembly for reasons connected with the proper and orderly conduction of the proceedings, provided that proceedings are recommenced within a maximum term of three hours.
13. No-one may address the General Assembly without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The chairman of the General Assembly may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
14. Each member is entitled, before or during the course of the General Assembly, to submit, through the WFO Secretary General, a motion in writing addressed to the Chairman on any given item of the General Assembly agenda or an amendment in writing to any motion submitted by another member. The amendment shall be voted on first. When two or more amendments are moved to a motion, the General Assembly shall first vote on the amendments in the order in which they are presented. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote in the event that the former is approved. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or



revises part of the motion submitted by another member. The majority required to pass any motion or amendment will depend on what majority is required, pursuant to Rule 2, paragraphs 6, 7, 8 and 9, for the item of the agenda under discussion to which such motion or amendment relates.

15. By way of derogation from the provision set forth in Rule 1, 14th paragraph, Members must, through the Secretary General, submit, at least thirty (30) days before the opening session of the General Assembly, motions in writing addressed to the President proposing candidacies for the vacant positions of President, Vice President, Board Member, Auditor and/or Liquidator. The President shall, through the Secretary General, then circulate among WFO members such motion by and no later than ten days before the opening session of the General Assembly.
16. The General Assembly shall vote on the members' motions in the order in which they have been submitted. Minutes of the General Assembly proceedings shall be drafted in English and translated into Italian as official version for legal requirements. Pursuant to Article XV, 3rd paragraph, of the WFO Statutes the Secretary General shall, in his/her capacity as Secretary, be responsible for the drafting of such minutes, which he/she shall undersign and which shall be submitted to the approval of the General Assembly. The General Assembly may be audio and/or video recorded.
17. Where, due to socio-political, economic or health or safety crises or events, or for other reason agreed by the Board the orderly and complete participation at the General Assembly can not be guaranteed, the Board can declare this circumstance and propose to hold an assembly meeting only with electronic or IT methods; this assembly, as its preliminary and conditioning act and before starting the work, shall proceed to ratify the aforementioned decision and evaluation of the Board.

RULE 2 – VOTING PROCEDURES AT THE WFO GENERAL ASSEMBLY

1. Voting in the General Assembly shall, pursuant to article IV, 2nd paragraph and article IX, 3rd paragraph of the WFO Statutes, be on the basis of one vote per member.
2. Pursuant to article VI, 1st paragraph, and article IX, 2nd and 13th paragraphs of the WFO Statutes, only members who are represented by legal representatives that have been designated by the aforementioned members in accordance with their own statutes, or by proxies designated in writing by such members' legal representatives, or by other members and to whom a valid power of attorney in writing has been conferred and who have paid their membership fees for the on-going and previous years, shall be entitled to vote at the General Assembly on the items of the agenda contained in the invitation provided for under article IX, 6th paragraph of the WFO Statutes.

3. Pursuant to article IV, 6th paragraph of the WFO Statutes, affiliates cannot present candidates for positions within the Association and/or cannot vote in the General Assembly.
4. The quorum of the General Assembly shall be determined at the opening session thereof by the Chairman, who shall proceed to control whether those in attendance thereat have the necessary authorization to represent the individual members pursuant to the 2nd paragraph of this Rule and vote on their behalf.
5. Pursuant to article IX, 14th paragraph of the WFO Statutes, the General Assembly may also take place with participants in different locations, near or far, with audio or video connections to the meeting, provided that simultaneous voting protocol is respected and the principle of the equal treatment of members are respected and that all members are guaranteed the opportunity to speak. In such a situation, the Chairman shall verify the identity and legitimacy of the participants, adjust the functioning of the meeting and note and announce the results of the voting.
6. Pursuant to article IX, 9th paragraph of the WFO Statutes, decisions made at the General Assembly shall, with the exception of those cases provided for under paragraphs 7, 8 and 9 of this Rule, be passed by a majority of votes on the condition that at least half of the members who are entitled to vote pursuant to Article IX 9th Paragraph of the Statutes are present at the meeting. When no decision is taken in first instance, the second vote on this decision shall be validly passed by the majority of the members present, regardless of their number.
7. The presence of two-thirds of the members who are entitled to vote under Article IX of the Statutes and a positive vote from the majority of those members will, however, be required, pursuant to article IX, 11th paragraph of the WFO Statutes, in order to make decisions on possible amendments to the Statutes.
8. Pursuant to Article IX, 12th paragraph of the WFO Statutes a positive vote from at least three-quarters of the members will be required for decisions relating to dissolution of the Association, for the nomination of liquidators and for the devolution of assets in accordance with Article XIX.
9. For decisions on the budget and other financial matters, the presence of at least half of the members who are entitled to vote under Article IX of the Statutes and the positive vote of at least three quarters of those members, will, pursuant to article IX, 10th paragraph of the WFO Statutes, be required.
10. The General Assembly shall normally vote by show of hands, but any member may request a vote by roll-call or by ballot.

11. A vote by roll-call shall be taken by the Chairman or by a person appointed by him/her in the English alphabetical order of the names of the members. The name of each member shall be called and the representative thereof shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the minutes.
12. After the Chairman has announced the beginning of voting, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
13. Affirmative or negative vote shall be counted, whereas members who abstain from voting are considered as not voting.
14. The Chairman shall note and announce the results of the voting.
15. Pursuant to article IV, paragraph 4th of the WFO Statutes, members of any constituency identified under article IV, 3rd paragraph of the said Statutes that needs to elect a Board member to a vacant position on the Board shall proceed to nominate a common candidate at the first available General Assembly or during the constituencies' meetings to be held before the General Assembly. The successfully nominated Board member candidate must obtain a majority of the votes of the members of the constituency in question entitled to vote at the General Assembly in question.
16. When no candidate obtains in the first vote the required majority of the constituency members, a second vote shall be conducted, which shall be restricted to the two candidates obtaining the largest number of votes. If in the second vote the votes are equally divided, subsequent votes will be conducted until a candidate has obtained a majority. Once the constituency has nominated a candidate for the Board, a motion will then be submitted by the constituency members that such candidate Board member be approved by the plenary session of the General Assembly. Should the constituency not be able to nominate a candidate, considering it as a vacancy event according to the article XI, 8th paragraph, of the WFO Statutes: (a) the Board may co-opt a new Board member to fill the position provided that he/she is from the same constituency; (b) this co-opted member of the Board then remains in the position until the next General Assembly meeting where the nomination must either be ratified or another nomination be made by the constituency and approved by the General Assembly according to the provisions set forth above and in the Statutes (should the constituency not be able to ratify or make a nomination, the General Assembly shall do it provided that he/she is from the same constituency); (c) the new Board member thus ratified or nominated by the General Assembly, then remains in the position until the end of the mandate of the Board member that originally the constituency did not manage to nominate or, if already expired, for a two-year term.
17. The plenary session of the General Assembly must approve, with the majority provided for under article IX, 9th paragraph of the WFO Statutes, such



candidacy, failing which the said candidacy will be deemed to have been rejected. In the event that the General Assembly does not approve the election of the nominated candidate to the Board, the members of the constituency will repeat the election in the manner described in the 15th and 16th paragraphs of this Rule.

18. Should a Board member be co-opted pursuant to article XI, 8th paragraph of the WFO Statutes on account of a position on the Board becoming vacant, the members of the constituency to which such co-opted Board member belongs shall proceed, at the next General Assembly, to nominate, in accordance with the voting mechanism provided for under the 15th and 16th paragraphs of this Rule, such co-opted Board member or another member belonging to such constituency (should the constituency not be able to nominate him/her, the General Assembly shall do it provided that he/she is from the same constituency). Should the new Board member then be approved by the plenary session of the General Assembly pursuant to the 17th paragraph of this Rule, the latter shall remain in the position until the end of the mandate of the Board member that had been replaced by the co-opted Board member.
19. The plenary session of the General Assembly shall proceed to approve or reject nominated Board Member candidates, as well as elect the President, the Vice President and the Auditors and, in the event that the situation provided for under article XIX of the WFO Statutes occurs, the liquidators, from among the candidacies submitted by members pursuant to Rule 1, 15th paragraph. Should no candidate obtain in the first vote the required majorities provided for under the WFO Statutes, a second vote shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes in the first vote. If in the second vote, the votes are equally divided, subsequent votes will be conducted until the required majority is obtained.
20. The decisions made by the General Assembly in accordance with the WFO Statutes and these Rules of Procedure are binding to all members, whether they voted in favor, against or abstained.

RULE 3 – THE BOARD

1. Pursuant to article XI, 9th paragraph of the WFO Statutes, the Board meeting is convened by the President or, should the latter be absent or unable to attend, by the Vice-President by inviting all Board members at least 10 days before the date of the Board meeting. In extraordinary or emergency situations, this may be reduced to 5 days.
2. Pursuant to article XII, 1st paragraph of the WFO Statutes, the Board shall:
 - a) formulate proposals to submit to the General Assembly and execute the decisions it adopts;



- b) make decisions relating to the admission of members and affiliates, referred to in article V of the WFO Statutes;
 - c) prepare the annual final accounts and provisional budgets to submit for approval by the General Assembly;
 - d) make decisions relating to accepting contributions, donations or bequests as well as acquisitions and alienations of moveable or immovable property;
 - e) assure the most secure and convenient use of WFO assets;
 - f) make decisions relating to possible cooperation agreements between the WFO and other public or private national and international bodies,
 - g) generally take any step necessary for the smooth functioning of the WFO which the General Assembly is not required to take either by law or according to the Statutes;
 - h) appoint and/or remove the Secretary General, through a proposal of any member of the Board;
 - i) examine proposals for the location of the next annual General Assembly and present recommendations to the General Assembly, including a recommendation for an alternative location;
 - j) decide the location of possible other General Assemblies, different from the annual one;
 - k) prepare and submit to the General Assembly policy documents in accordance with the procedure set forth in rule 6 of these Rules of Procedure;
 - l) may grant the necessary or useful power of attorney to the Secretary General.
3. Pursuant to article XI, 10th paragraph of the WFO Statutes, the invitation to the meeting, containing the agenda for the Board meeting, should be sent to the Board members by any method (including e-mail) which can provide confirmation of receipt.
4. Pursuant to article XI, 11th paragraph of the WFO Statutes, the Board shall normally meet at the WFO headquarters. However, it may also meet in other locations inside or outside Italy, subject to this being specifically indicated in the invitation to the meeting.
5. Pursuant to article XI, 12th paragraph of the WFO Statutes, the Board shall meet at least four times a year as well as whenever there is a request for a meeting received from at least three of its members. In the latter case, the agenda for such Board Meeting shall be sent by such Board members by any method which can provide confirmation of receipt, to the President who shall proceed to convene the Board Meeting in the manner provided for under Article XI, 9th and 10th paragraphs of the WFO Statutes. Should the President be absent or unable to do so, the Vice President shall proceed to convene the Board Meeting.

6. The meetings of the Board shall be presided over by the President, or in the President's temporary absence or inability to carry out his/her duties, by the Vice-President.
7. The President shall declare the opening and closing of each Board meeting, direct its discussions, ensure observance of the WFO Statutes and these Rules of Procedure, accord the right to speak, put questions and announce decisions. He/she shall have complete control of the proceedings at any meeting and over the maintenance of the order thereat.
8. The President shall declare a Board meeting open and permit the debate to proceed when at least a majority of the Board members are present pursuant to article XI, 13th paragraph of the WFO Statutes.
9. Each member of the Board shall have one vote and may request that further items be added to the agenda of the Board Meeting. Decisions must be approved by the majority of the Board members present at the meeting. Affirmative or negative vote shall be counted, whereas Board members who abstain from voting are considered as not voting. The Board shall vote by show of hands. If the number of votes for and against is tied, the President has the deciding vote.
10. The Board is responsible, pursuant to article XII, 4th paragraph of WFO Statutes, for nominating the Treasurer from among its members.
11. Pursuant to article XI, 4th paragraph of the Statutes, the Board has a term of two years and its members' mandates may be renewed no more than once. The term of office of Board members shall begin on the date of their election by the ordinary General Assembly and shall end at the General Assembly to be held two years after their election. In the event that a Board member has been co-opted, the final term of office shall coincide with that of the replaced Board member.
12. The President is entitled to invite advisors, experts or other subjects of his/her own choice to attend meetings without voting rights.
13. Without prejudice to the provision set forth in Article XIII, 6th paragraph of the Statutes regulating those situations in which the President is temporarily absent or unable to carry out his/her duties, the Vice-President shall – in the event that the President's position become vacant as a result of the President standing down or being permanently unable or unfit to carry out his/her duties – become the President until a new General Assembly takes place. On the occasion of the said General Assembly the WFO Members shall either confirm the President and elect a new Vice President or elect a new President and the current President will return to be Vice President.



14. Minutes of the Board meeting proceedings shall be drafted in English and shall be translated into Italian as the official version for legal requirements. Pursuant to Article XV, 3rd paragraph, the Secretary General shall, in his/her capacity of Secretary, be responsible for the drafting of such minutes, which he/she shall undersign and which shall be submitted for approval at the subsequent Board Meeting. The Secretary General will send draft minutes of Board Meetings to Board Members, within or in conjunction with the subsequent Board meeting's notice of call.
15. The draft agenda for the General Assembly shall be approved by the Board at the Board meeting prior to the General Assembly, and sent together with the invitation to the said General Assembly provided for under Rule 1, 6th paragraph, as well as with any proposals, recommendations and supporting documentation the Board may wish to submit to WFO Members.
16. The Board shall propose to the General Assembly the amount of the membership fees and of the affiliation fees - for following financial year.
17. The Board shall propose to the General Assembly candidates for election to the Board of Auditors.
18. The decisions taken by the Board in accordance with the WFO Statutes and these Rules of Procedure are binding to all Board members, whether they voted in favor or against or abstained.

RULE 4 – THE BOARD OF AUDITORS

1. The Board of Auditors is, pursuant to article XIV, 1st paragraph of the WFO Statutes, composed of three regular members who are elected by the General Assembly, at least one of whom shall be an independent professional auditor, who shall act as Chairman of such Board, as well as by two alternate Auditors, who shall be elected by the General Assembly.
2. The Auditors have, pursuant to article XIV, 2nd paragraph of the WFO Statutes, a two-year term, unless they are removed from their positions by the General Assembly due to a serious issue and/or just cause. Their mandates may only be renewed once. The term of office of the auditors shall begin on the date of their election by the General Assembly and shall end at the General Assembly to be held two years after their election.
3. If during any given year one or more positions on the Board of Auditors become vacant pursuant to Article XIV, 3rd paragraph of the WFO Statutes, such vacancy shall be filled by the oldest Alternate Auditor and, in the event that another position on the Board of Auditors becomes vacant, by the other Alternate Auditor (provided that at least one of the Auditors remains an independent professional auditor), until the following General Assembly, when, as the case may be, the appointment/ appointments of the Alternate



Auditor/Auditors shall be ratified - who shall remain in office until the end of the term of the Auditor/Auditors thus replaced and a new Alternate Auditor shall be elected - or a new Auditor/Auditors shall be elected by the General Assembly and the mentioned temporary Auditor return to be an Alternate Auditor. In the event that the Regular Auditor to be replaced is an independent professional auditor, the Alternate Auditor replacing him/her shall have the same qualifications while in the event that the Regular Auditor to be replaced is not an independent professional auditor, the Alternate Auditor can be replaced in this latter, according to this paragraph, regardless his qualifications.

4. The Board of Auditors shall carry out, also in the interest of the WFO Members and their General Assembly, pursuant to article XIV, 4th paragraph of the WFO Statutes, accounting and administrative supervision relating to the management of the WFO, assure that accounting entries are correct, check the accounts and present its report to the General Assembly on the previous year's final accounts, as well as on the on-going and following year's provisional budgets which, pursuant to article XVIII, 2nd paragraph and article XVIII, 3rd paragraph of the WFO Statutes, will respectively have to be approved at the very latest within 180 days after the close of the financial year and within 31st December of each year. The aforementioned final accounts and provisional budgets shall, pursuant to article XIV, 4th paragraph and article XVIII, 4th paragraph of the WFO Statutes, be accompanied by the report of the Board of Auditors.
5. The Chairman of the Board of Auditors shall convene a meeting of the Board of Auditors at least once a year to approve the Board of Auditors' report on the final accounts and provisional budgets to be submitted to the General Assembly. The invitation to the meeting, to be sent at least 10 days before the date of the Board meeting, shall contain the agenda for the Board of Auditors' meeting and may be sent to the Board members by any method which can provide confirmation of receipt. In extraordinary or emergency situations, the term of notice may be reduced to 5 days. The Board of Auditors shall normally meet at the WFO headquarters. However, it may also meet in other locations inside or outside Italy, subject to this being specifically indicated in the invitation to the meeting. Board meetings may also take place with participants in different locations, near or far, with audio or video connections to the meeting, provided that simultaneous voting protocol and the principle of the equal treatment of auditors are respected.
6. The presence of all the auditors shall be required for any decision to be taken. Each Auditor shall have one vote. Affirmative or negative votes shall be counted, whereas Board members who abstain from voting are considered as not voting. The Board shall vote by show of hands. If the number of votes for and against is tied, the Chairman of the Board of Auditors will have the deciding vote.



7. The decisions taken by the Board of Auditors in accordance with the WFO Statutes and these Rules of Procedure are binding for all the Auditors.

RULE 5 – WFO MEMBERS AND AFFILIATES

1. Upon being admitted as new members or as new affiliates by the Board pursuant to article V of the WFO Statutes, such new members or affiliates shall pay their first fee no more than 20 days after being given notice that their application for membership or for affiliation has been approved by the Board. Such notice shall be given by registered letter, -, email or any other method which can provide confirmation of receipt.
2. The General Assembly may, pursuant to Article VII, 1st paragraph, letter iv (b) of the WFO Statutes, decide to expel, among others, any member or affiliate who has failed to pay membership or affiliation fees for two consecutive financial years prior to the year in which the General Assembly deciding upon such member or affiliate's expulsion is held or any member or affiliate who has failed to pay the first fee, pursuant to this rule, paragraph 1. In the case set forth in above paragraph 3 of this \ Rule, the affected members or affiliates shall have the possibility to present to the General Assembly their counterarguments and defenses and shall be allowed to ask to be heard personally.
3. The expulsion resolution shall be communicated by written notice to the expelled member or affiliate by 30 days from the relevant decision.

RULE 6 – POLICY DOCUMENTS

1. Pursuant to the rule 7 and 8 of these Rules of procedure, the committees and working groups are responsible for preparing draft policy documents on matters pertaining to the WFO Objectives and Activities set forth in Article III of the WFO Statutes, to be presented to the Board for endorsement, within the framework of the topics approved by the General Assembly.
2. The Board shall be responsible for endorsing and presenting, with the support of the Secretary General , the above mentioned policy documents to be submitted to the ordinary General Assembly for approval with the majority provided for under Rule 2, 6th paragraph.
3. The draft policy documents provided for under the 1st paragraph of this Rule will be: (a) preliminarily endorsed and reviewed by the Board, then (b) submitted, by the WFO Secretary General, to the committees and working groups' members in order to gather the relevant remarks, then (c) definitively endorsed by the Board not later than the last Board meeting of the year preceding the General Assembly to which such policy documents



are to be submitted and shall then be circulated among all the members for their comments.

4. The draft policy documents provided for under paragraphs 1 and 2 of this Rule, as amended in accordance with any comments as may have been made by members in relation thereto, shall be submitted to the last Board prior to the General Assembly at which such policy documents are to be submitted and will have to be approved by the Board with the majority provided for under Rule 3, 9th paragraph and be included in the General Assembly Agenda provided for under Rule 1, 6th paragraph.
5. By way of derogation from the provision set forth in Rule 1, 14th paragraph, Members may, through the Secretary General, submit, within thirty (30) days of the opening session of the General Assembly, motions/amendments addressed to the President that concern the policy documents provided for under 3rd paragraph of this Rule. The President shall, then circulate to WFO members such motions/amendments within ten days of the opening session of the General Assembly.
6. Members will, before or during the course of the General Assembly, then be able, respectively through the Secretary General or the President, to submit to the President amendments to the motions/amendments provided for under 5th paragraph of this Rule.

RULE 7 – COMMITTEES

1. Pursuant to Article X, 1st paragraph, letters (j) and (k) of the WFO Statutes, the General Assembly may set up, upon the Board so proposing within the time limit provided for under Rule 6, 4th paragraph, specific committees for women farmers and young farmers, as well as specific regional committees and/or committees relating to specific topics which are of interest to the agricultural sector, whose functioning may be regulated by such bylaws as the General Assembly may see fit to adopt.
2. The General Assembly may also set up, upon the Board so proposing to the General Assembly within the time limit provided for under Rule 6, 4th paragraph, a committee called upon to resolve conflicts concerning the interpretation of these Rules of Procedure, whose findings in relation thereto shall be binding on the Board and General Assembly and whose functioning may be regulated by such bylaws as the General Assembly may see fit to adopt. The General Assembly may also set up, upon a Board proposal, within the time limit provided for under Rule 6, 4th paragraph, a committee on the review of the organization's Statutes and Rules of procedure.
3. Each of the WFO constituencies identified in article IV, 3rd paragraph of the WFO Statutes shall, in any of the Committees that may be constituted pursuant to paragraphs 1 and 2 of this Rule, have up to two representatives



– proposed by the Board Member for such constituency to the Board Meeting held immediately after each WFO Annual General Assembly and endorsed by the same Board - with the result that the Committee Members shall remain in office for a period of twelve months thereafter or until the next Annual General Assembly, whichever comes first. The Committee Members so appointed shall not be WFO employees or members of staff.

4. In furtherance of the objectives set forth in each Committees' Bylaws approved by the Annual General Assembly, the WFO Board Meeting held immediately after each WFO Annual General Assembly shall identify the specific activities to be carried out by each WFO Committee for the annual term identified above in the third paragraph of this Rule, as well as any documents that must be submitted to the WFO Board within such annual term.
5. Such Committees as may be constituted pursuant to the 1st, 2nd and 3rd paragraphs of this Rule shall submit to the Board an annual report, as well as delivering any reports and carrying out any such activity as may be requested by the WFO Board pursuant to the fourth paragraph of this Rule, which shall be done in the utmost independence and autonomy without taking into consideration the source of funding of any given Committee activity.
6. Committees shall meet according to their program and under the coordination of a Facilitator as proposed by the Secretary General and endorsed by the Board; the Facilitator can be appointed, as above, on top of the Committee members or among these latter.-.
7. A secretary appointed by Committee Members at the first Committee Meeting of the annual term identified above in the third paragraph of this Rule shall take the minutes of Committee meetings.
8. Committee meetings shall be considered to be valid if a third of the Committee members are present. Decisions shall be approved by the majority of the Committee members present at the meeting. The Facilitator shall have the right of vote in Committee Meetings.
9. Any costs other than travel expenses as may have to be incurred by Committees will have to be met solely and exclusively out of WFO membership fees and such other contributions, funding or grants as may have been provided by WFO members and will be disbursed to the Committee by the WFO Secretary General in accordance with WFO administrative rules. Any amounts that may be provided by third party donors for Committee members' travelling costs shall be handled in accordance with such WFO administrative rules. Each Committee may submit requests to the WFO Secretary General for funding, which shall be decided upon in accordance with the aforementioned WFO administrative rules and which shall in no way

affect the judgment and conclusions of any committee activity that may be connected with such funding.

10. Committee meetings shall, wherever possible, take place with audio or video connections to the meeting so that participants can attend from different locations, whether near or far.
11. In case of conflict between these Rules of Procedure and such bylaws as the General Assembly may deem fit to approve in relation to any committees that may be established, the provisions set forth in these Rules of Procedure shall prevail over the said bylaws, as provided for under Article XXI 2nd paragraph of the Statutes.

RULE 8 - WORKING GROUPS

1. The WFO Board may establish working groups to deal with specific topics of interest to the agricultural sector that have been identified by the General Assembly or directly by the Board. In the latter case the Board shall submit the proposal of the establishment of a working group to the WFO General Assembly.
2. Each of the WFO constituencies shall, in each working group, have up to two representatives - proposed by the Board Member for such constituency and endorsed by the same Board.
3. Each working group shall remain in office for a period of two years thereafter or until the Annual General Assembly following the next one, whichever comes first.
4. The WFO International Secretariat, if requested, can provide administrative and secretarial support for these working groups. The working group members so appointed shall not be WFO employees or members of staff.
5. The working groups shall identify an annual work plan and the specific activities to be carried out, as well as the documents, to be delivered to the Board (that can also amend or integrate this plan or documents) for its endorsement and subsequently to the General Assembly for approval.

RULE 9 - THIRD PARTY FUNDING

1. The WFO income is based on two sources :
 - i) Internal contributions:
 - - Membership and affiliation fees and
 - - Other funding provided by WFO members and affiliates;
 - ii) Funding provided by third parties:
 - Private bodies;



- Funding provided by public authorities.

The basic principle for the use of these sources of income is, as illustrated in the schedule set out below, that the general operational needs of the WFO - such as advocacy, - the functioning of the General Assembly and the functioning of the Board, etc. - are totally financed through membership and affiliation annual fees, whereas funds received beyond dues and project grant funding shall be used only to satisfy non-policy development/advocacy costs of the WFO.

Expenses /Income	Core Activities	Travelling Fund	Project Fund
Membership Fees/ Members' Contributions	XXX	XXX	XXX
Private Bodies' Funding		XXX	XXX
Public Authorities' Funding	XXX	XXX	XXX

2. The WFO Board may accept, therefore, financial support, grants, contributions, donations and/or bequests (hereafter Funding) from non-members (hereafter Donors) - whether such Donors be private bodies, such as, by way of mere example, non-profit associations, corporations or other forms of enterprises, or public authorities, such as, by of example, international, national and local governmental organisations, - in order to help to cover the costs of specific WFO projects, activities and/or events - such as, by way of mere example, conferences, workshops and seminars organized by WFO - as well as the emoluments and travelling costs connected therewith (hereafter WFO Events).
3. The Board shall ensure that funding shall in no way affect the Organisation's independence, image and credibility and/or affect WFO policy positions, decisions and/or actions and/or affect WFO's institutional activities - such as, by way of mere example, advocacy, the functioning of the WFO General Assembly, WFO Committees, the WFO Board and/or the WFO International Secretariat - and/or affect the outcome of meetings where WFO policies and/or matters connected with the WFO objectives and activities set forth in article III of the WFO Statutes are deliberated and/or approved (hereafter



WFO Institutional Activities), which shall be financed wholly by the annual fees provided by WFO members and affiliates.

4. The Association shall not, in pursuance of the provision set forth in the 3rd paragraph of this Rule, accept Funding for WFO Institutional Activities, with the exception of Funding provided by public authorities or of WFO travelling expenses incurred by single Committee members in relation to WFO Committee Meetings and/or by single WFO members in relation to WFO General Assemblies and/or by single Board Members in relation to WFO Board Meetings, for which Funding may be accepted.
5. WFO may - with the exception of Funding for travelling expenses provided for under 4th paragraph of this Rule - acknowledge in press releases, promotional materials and/or notices of any nature whatsoever that a Donor has provided Funding for a given WFO Event, but without associating WFO Institutional Activities with the Donor's name.
6. Donors shall not publicize Funding provided by them in relation to any given WFO Event other than in the manner determined by WFO pursuant to the 5th paragraph of this Rule and shall, in no event whatsoever, associate their name with that of WFO in such a manner as to engender the belief that the Donor is associated with or endorses or recommends WFO and/or that WFO endorses or recommends the Donor.
7. The WFO Board may, if it becomes aware that a Donor has not complied with the provisions of this Rule, take steps to return the Funding to such Donor.
8. In communicating its acceptance of any Funding, the WFO Board shall inform the Donor in question of the provisions set forth in the 2nd to 7th paragraphs of this Rule.
9. The WFO Board shall indicate in the final budget for the previous fiscal year submitted to the WFO General Assembly for approval pursuant to article X of the Statutes, the source, the exact amounts and the terms of any Funding provided by Donors and shall provide any further details about such Funding that should be requested by WFO members.
10. Funding shall be handled by the WFO Secretary General in accordance with the WFO Administrative and Financial Rules.
11. The provisions of this Rule are to be construed as applying solely and exclusively to Funding provided by third parties directly to the Association.

RULE 10 – ELECTION AND REVOCATION

1. Regarding the Article X, 5th paragraph, of the WFO Statutes it is stated that:



- a) The Vice President can be elected not only among the 3 new Board Members to be appointed in the same General Assembly but also among the Board Members already elected and expiring in following General Assembly (provided that the Vice President has to come from a different constituency of the previous Vice President);
 - b) If the Vice President is elected among the Board Members appointed in the same General Assembly, in this case the both roles (Board Member and Vice President) will take two years;
 - c) If the Vice President is elected among the Board Members already appointed and expiring in the following General Assembly, in this case, considering that each Board Member can have a two-year term and its mandate may only be renewed once (Article 11, paragraph 4, of the Statutes), it means that the Vice President can be considered as elected:
(a) for a shorter period of a year if the relevant Board Member will not (or cannot) be re-elected; or (b) for a normal two-year term if the relevant Board Member can be (and will be re-elected).
2. Pursuant to Article X, 1st paragraph, letters (h) and (i) of the WFO Statutes and by way of derogation from the provision set forth in Rule 1, 14th paragraph, Members may, by and not later than sixty (60) days before the opening session of the General Assembly, submit, through the WFO International Secretariat, a motion in writing addressed to the WFO President requesting the revocation of any Member of the Board, the President, the Vice President and/or the Auditors. Such motion shall mandatory set out one or more grounds for such revocations. The motion shall be circulated by the Secretary General to the WFO members and included in the General Assembly agenda for discussion and approval.