

ASSOCIATION OF AFRICAN AVIATION TRAINING ORGANIZATIONS (AATO)

ASSEMBLY MEETING AND COUNCIL PROCEDURES



“Committed to the provision and sustainability of aviation training excellence in Africa”

A. Proceedings of the Assembly

1. Each Member, who is an Approved/Accredited Training Organization, shall hold one vote.
2. The Assembly shall be held at least once every year. Extraordinary sessions shall be held when summoned by the President of the Council on request from one third (1/3) of the membership
3. Any member who is unable to attend the Assembly may give his/her proxy to another member. No member will hold more than two (2) proxies. In the event of weighted voting, a Member representing another member shall exercise the votes of the absent member.
4. The Secretary General will send out the Agenda for the Assembly at least one month before its convening. The Assembly shall only vote on Motions and Resolutions related to the Agenda or any proposed amendments during the Assembly Sessions by a vote of at least 50% of the members present
5. Minutes from Assembly meetings shall be signed by the presiding Chairperson and the Secretary General within three months of the Assembly Meeting.

B. Composition and Representation of the Council

The Council shall consist of representation as adopted by the Assembly. The President and the Vice President will be elected from among the members:-

1. Members of the Council shall be elected for a term of three years and may be re-elected for a second term totaling six consecutive years. Council Members who have served for two consecutive full terms shall be eligible after a minimum absence of two years from serving at the Council.
2. Any member of the Council who ceases to be employed by a Member ATO that he/she represents or any Member of the Council who represents an ATO which has ceased to be member, shall automatically vacate his/her seat on the Council.
3. A council member may resign by notifying the Council President in writing

C. Proceedings of the Council

1. The quorum for the work of the Council shall consist of not less than half of its members
2. The Council shall reach its decisions by consensus and in the event there is no consensus reached, then by a majority of the votes cast
3. The Assembly may pass a vote of CENSURE on the Council, following which the Assembly shall elect a new Council
4. The council shall meet at least twice a year. It shall meet when properly notified by the Secretary General with the consent of the President
5. In all cases of urgency, decisions may be taken by a postal vote of the members of the Board and fully ratified when a formal meeting is convened and Minutes taken.
6. Council minutes shall be kept all of the meetings that have been duly convened and shall be signed by the person presiding over the meeting.

D. Election of Council Members

1. During the meeting of the Assembly, the Interim Council shall prepare the status of the current and outgoing members.
2. The President shall then inform **ALL** the Assembly Members and Stakeholders of the upcoming elections and those who are eligible for elections.
3. Applications for Council members will then be submitted on prescribed forms to the Interim Council Secretariat by **Wednesday 10th April 2013, 1700 hrs.**
4. Council elections will be presided over by an election officer.
5. Members seeking nomination into the council **MUST** be present during the elections.
6. Nominations will be submitted to the Assembly for elections.
7. Elections will be by secret ballot on a prescribed form during the assembly.
8. The assembly will take into consideration Structure of the Council as prescribed in the constitution as listed here-under:

Composition of the Council

- North - 3 representatives
- South - 3 representatives
- West - 3 representatives
- East - 3 representatives
- Central - 2 representatives

9. Election results will be announced on the floor of the assembly.

E. Election of Council President and Vice President

1. The Council will elect a President and Vice President from among its members for one term of three years.
2. The Assembly has the final RIGHT to approve the election of the President and the Vice President.
3. The President and the Vice shall be elected by the Assembly by a majority of the votes cast.
4. The Council will develop its own Rules and Procedure including the Powers of the President
5. The President may delegate certain powers to the Vice President and to members of the Council
6. If the President or his/her Vice President resign, then the Council will appoint from among its members an Interim President for the duration before the convening of the next Assembly.

F. Ad Hoc Committees

1. The AATO Constitution has provided for two Standing Committees, namely, the Technical and Training and the Finance committees.
2. The Council shall appoint an Ad hoc Committee with a clear mandate and Terms of Reference. The procedure for such appointment will be developed by the Secretary General and approved by the Council. Such procedures will form part of the AATO Manual