

# **EDCF RULES & REGULATIONS**

## **SIGNING UP PROCEDURES FOR PARTICIPANTS**

1. Signing up to the Statutes and first payment of the appropriate annual membership fee shall be considered as fulfilment of the conditions for participation.

## **GENERAL MEETINGS OF PARTICIPANTS**

1. Ordinary meetings of the General Assembly of Participants shall be convened at least once every calendar year.
2. The General Assembly shall be convened at least one month before the scheduled date of the meeting.
3. Extra-ordinary meetings of the Assembly may be convened by the Steering Board, as and when the need arises. They shall be convened at one month's notice.
4. The Commission of the European Union may be present in an observational capacity.

## **VOTING RIGHTS**

5. Organisations who are members of EDCF have the right to appoint one representative each. Participation by proxy is admitted.

## **SUBSCRIPTIONS**

- 1 The Steering Board shall determine the level of annual subscriptions

## **STEERING BOARD**

1. shall meet at least twice a year.
- 2 shall approve any EDCF publication or output before it is made public
- 3 shall ensure that the activities of Action Groups are co-ordinated;
- 4 shall decide upon an annual budget, and the level of membership fees.
- 5 shall inform all members of EDCF of the work of the Steering Board and Action Groups;
- 6 co-ordinate between existing national groupings and promote international consensus and agreement on digital-cinema matters.
- 7 advise public authorities including the European Union on regulatory needs to facilitate the aims and objectives of the EDCF;
- 8 approve new applications for membership of the EDCF;
- 9 expel members which do not meet the objectives or which are more than three months in arrears with payment of their subscriptions.

## **FUNDING**

1. The cost of membership shall be set from time to time by the Steering Board
2. The costs of attending all meetings of the EDCF shall be borne exclusively by the participants.

## **WITHDRAWAL**

A member may withdraw from the EDCF at any time by giving three months' notice in writing to the Chairman. In such circumstances, the member remains liable for the full annual membership fee for the year during which the withdrawal becomes effective. No member shall be entitled to rejoin the EDCF until all outstanding fees have been paid in full.

## **ADMINISTRATION OFFICE**

1. A fully-funded Administration office support facility to the EDCF shall undertake the administrative and secretarial work appropriate to the development of the objectives of the EDCF.
2. The Office and administrative aspects of the EDCF shall be co-ordinated by a General Manager appointed by and responsible to the Steering Board.
3. The functions of the Office, and its funding from the annual budget shall be decided by the Steering Board.

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