



The global voice of freight logistics

Rules and Procedures for FIATA Regions

Region Africa Middle East

Region Americas

Region Asia Pacific

Region Europe

Preamble

The Statutes at Article 7.2.1 provide that the Presidency shall be permitted, after consulting the Extended Board, to establish Regional Committees. At the discretion of the Presidency, the Regional Committees, may be given political autonomy in regard to matters that concern their own regions. Regional Committees are supranational organizations only. Further, such Regional Committees shall be self-financed, to meet all resource needs, by and from amongst their own FIATA National Association Members (Members).

The Presidency has established four Regional Committees: Region Africa Middle East, Region Americas, Region Asia Pacific, and Region Europe.

Art. 1 - Composition of Region Committees

- a) All Members, which have been confirmed by the FIATA General Meeting and are located in the area of a Regional Committee, shall be deemed members of the Regional Committee and have the right to be represented at Regional Committee meetings through their nominated delegates.
- b) The composition of Regional Committees shall be determined by the Presidency after consultation with the Extended Board.
- c) The Statutes at Article 5.4.1 provide that the Regional Committee Chair shall be members of the Extended Board of FIATA.
- d) The Regional Committee Chair may form ad hoc committees and appoint such persons as may be necessary to conduct the business of the Regional Committee.

Art. 2 - Voting rights and procedure

- a) The voting rights of Regional Committee members shall be exercised personally by the delegates, there being no provision for the use of proxies at meetings.

[FIATA International Federation of Freight Forwarders Associations](#)

Rue Kléberg 6 | 1201 Geneva | Switzerland

T +41 22 715 45 10 | info@fiata.com | www.fiata.com



- b) Delegates should be nominated by their respective Members on the call for nominations from the FIATA Secretariat which will be no later than ten (10) business days before the meetings take place.
- c) Mirroring the stipulations of the Rules of Procedure for the General Meeting, any Member who has not complied with the provision of Article 4.7 (b) as to payment of membership will be unable to nominate its own delegates or candidates for Chair, Vice Chair, vote, or attend Regional Committee meetings.

Art. 3 - Regional Committee Chair

- a) The Regional Committee Chair shall be nominated by the Presidency and confirmed by the General Meeting. The Presidency, at its discretion, shall nominate the candidate elected by the Regional Committee.
- b) The Regional Committee Vice Chair may be nominated by the Presidency and confirmed by the Extended Board. The Presidency, at its discretion, may nominate the candidate elected by the Regional Committee.
- c) The candidate for election or re-election as a Regional Committee Chair or Vice Chair
 - 1. must be one of the appointed Member delegates within the Region, and
 - 2. may have in-depth knowledge of the freight forwarding industry in the Region.
- d) The candidate for the election as Regional Committee Chair or Vice Chair must have been an active FIATA delegate for at least four (4) consecutive years. The Presidency may adopt a motion to overrule this requirement and the confirmation must be approved by the General Meeting as prescribed by the Statutes.
- e) Regional Committee Members complying with the Statutes may nominate a candidate to be Regional Committee Chair and a candidate to be Regional Vice Chair. Such nomination must take place at least one (1) month prior to the relevant Regional Meeting called for the purpose of electing a Regional Committee Chair to be nominated by the Presidency.
- f) The existing Regional Committee Chair shall submit the result of the Regional Committee election to the Presidency, at least one (1) month prior to the FIATA General Meeting.
- g) The Regional Committee Chair and Vice Chair shall be covered by the FIATA term limits as to office provision.
- h) The Regional Committee Chair should rotate through the Region. i) Should the Regional Committee Chair not be able to fulfill its term of office, the Presidency, in consultation with the Extended Board, shall appoint the Vice Chair as interim Chair who shall serve until the next regularly scheduled FIATA General Meeting.

Art. 4 – Regional Committee Meetings

- a) Regional Committees shall meet at least twice per year at the FIATA Headquarters and World Congress meetings. Additional meetings must be approved as part of the Regional



Committee's annual work plan submitted to the Presidency for approval at least thirty (30) days prior to the FIATA General Meeting.

- b) The FIATA notice provisions as to calls of meeting shall apply for all Regional Committee meetings.
- c) Regional Committee meetings shall be chaired by the Regional Committee Chair.
- d) The Regional Committee Chair shall ensure that the meetings' deliberations and the decisions are in conformity with FIATA Statutes, the Rules of Procedure of the Regions and the FIATA Competition Compliance Rules and Policy.
- e) Decisions of Regional Committee meetings shall normally be arrived at by consensus. However, if the Chair directs that a vote is necessary, a simple majority of those present shall be required to carry the motion. The Chair has a casting vote.
- f) In the event that any matter is to be decided by a vote in a Regional Committee Meeting, the vote, may on request of a Member, be by way of secret ballot. Such process will be coordinated by the FIATA Secretariat or other designated person.
- g) The FIATA Secretariat shall issue the Call of meeting and Agenda, upon the direction of the Chair, at least thirty (30) days prior to the meeting.
- h) The Agenda shall be sent, as far as is practical, with all supporting documents. However, in exceptional cases, documents may be tabled with Members at the start of the meeting.
- i) Those Members present at a duly called meeting constitute a quorum.
- j) The Regional Committee Chair shall make a report to each Extended Board on the working of the Regional Committee. The Regional Committee Chair shall, in principle, provide a report to each Presidency Meeting four (4) times a year.
- k) In all cases where the subjects dealt with by the Regional Committee also concern the responsibility of another Region, Institute or Advisory Body, the activities shall be coordinated by the Extended Board as prescribed by the Statutes.
- l) All Regional Committee Agendas and speakers shall be approved by the Secretariat as directed by the Presidency. In all meetings, FIATA and FIATA speakers shall be accorded primary position in the agenda.
- m) The FIATA Secretariat shall record the minutes of the meetings in English as the official language of FIATA. The minutes shall include the actions required to any decision taken at the meeting.
- n) The draft of the minutes shall be approved by the Regional Committee Chair or by such other person who acted in the capacity of the Chair of the meeting, prior to their being circulated. A copy of the minutes shall be sent to each Regional Committee Member no later than six (6) weeks from the date of the meeting. The minutes shall be approved and confirmed by the Regional Committee, at its next meeting. All Regional Committee minutes are available on request to Extended Board members.



- o) If for any reason, the FIATA Secretariat is unable to provide support, the Regional Committee Chair will record the minutes and send the minutes to the Secretariat for circulation to the Regional Committee Members.
- p) Regional Committee Meetings are conducted in English language as stipulated in Article 10 of the FIATA Statutes. Interpretation services are allowed; however, such costs must be borne by the Regional Committee Members.

Art. 6 – FIATA Secretariat Assistance

- a) The FIATA Secretariat, on the submission of the Regional Committee annual work plan, shall determine any necessary resource support.
- b) The production and distribution of all relevant documents and materials pertaining to the Committee shall be coordinated through the FIATA Secretariat as directed by the Presidency.

Art. 7 – Representation

- a) If a Regional Committee Member delegate (or any Member) is to represent FIATA at any meeting of a national or international organisation, such representation and delegate must be approved by the FIATA Secretariat as directed by the Presidency.
- b) The Member delegate shall provide a written report of the meeting to the FIATA Secretariat within fifteen (15) days of such meeting. The report shall be sent to the Secretariat, which shall send a copy to the Regional Committee Chair. The FIATA Secretariat shall, upon request, deal with the report as may be directed by the Chair.

Art. 8 – Effectiveness These Rules and Procedure for Regions were approved by, and in the Extended Board Meeting on 24 September 2020.

President

Secretary General

Basil Pietersen

Robert Voltmann