



**RULES OF PROCEDURE OF THE MANAGEMENT BOARD OF THE
EUROPEAN FOOD SAFETY AUTHORITY**

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EUROPEAN FOOD SAFETY AUTHORITY

***RULES OF PROCEDURE OF THE
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FOOD SAFETY AUTHORITY***

Name	Action	Sign
Bernhard Url	Approve	Endorsed on 20/09/2022
Management Board	Approve	6/10/2022



RULES OF PROCEDURE OF THE MANAGEMENT BOARD OF THE EUROPEAN FOOD SAFETY AUTHORITY

Scope of the document
As of the 1 st of July 2022, the EFSA Management Board is composed of representatives of the Member States, of the European Commission, of the Parliament, of the civil society and food chain interests, of the EFTA Countries and of the EFTA Surveillance Authority. The present decision on the Rules of Procedure of the Management Board of the European Food Safety Authority (hereinafter referred to as “the Management Board”) is adopted in accordance with Article 25(5) of Regulation (EC) no 178/2002, as amended by Regulation (EU) 2019/1381, and repeals the previous decision dated 12 December 2017.
Description
The Rules of Procedure define the regulatory framework on the functioning of the Management Board.
References
Regulation (EC) No 178/2002 Regulation (EU) 2019/1381 Code of Conduct of the Management Board EFSA’s policy on independence Decision of the Executive Director of the European Food Safety Authority on Competing Interest Management

Document history

Plain technical changes to this document (e.g. reference or adaptation to a revised organizational structure; reference to new or modified regulatory documents; corrections not modifying the substance of the document; etc.) are summarized in the following table in chronological order.

Any change in the substance of the document requires the adoption of a new document by the accountable body/entity superseding the document at stake.

Revision No.	Date	Description of Changes
01	06/10/2022	First version, which superseded RULOP_002 “ <i>Rules of Procedure of the Management Board of the European Food Safety Authority</i> ” of 27 June 2013.



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The Management Board of the European Food Safety Authority,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety¹, and in particular to Chapter III and Article 25(5) thereof,

Whereas:

- (1) The Management Board shall ensure that the Authority carries out its mission and performs the tasks assigned to it under the conditions laid down in Regulation (EC) No 178/2002, as amended by Regulation (EU) 2019/1381², in other specific Union law provisions and in the implementing rules of the Authority.
- (2) In accordance with Article 25(5) of Regulation (EC) No 178/2002 the Management Board of the European Food Safety Authority (hereafter also referred to as 'EFSA' or the 'Authority') adopts its rules of procedure.

ADOPTS THE FOLLOWING RULES OF PROCEDURE:

Article 1 – Composition and term of office

1. In accordance with Article 25(1) of Regulation (EC) No 178/2002, the EFSA Management Board is composed of:

- One member and one alternate member nominated by each Member State. The members and alternate members thus nominated shall be appointed by the Council and have the right to vote
- Two members and two alternate members appointed by the Commission as its representatives, with the right to vote;
- Two members appointed by the European Parliament, with the right to vote;
- Four members and four alternate members with the right to vote as representatives of civil society and food chain interests, namely:

¹ OJ L 31, 1.2.2002

² Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain and amending Regulations (EC) No 178/2002, (EC) No 1829/2003, (EC) No 1831/2003, (EC) No 2065/2003, (EC) No 1935/2004, (EC) No 1331/2008, (EC) No 1108/2009, (EU) 2015/2283 and Directive 2001/18/EC - OJ L 231, 6.9.2019



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- One member and one alternate member from consumer organisations;
 - One member and one alternate member from environmental non-governmental organisations;
 - One member and one alternate member from farmers organisations;
 - One member and one alternate member from industry organisations.
- Each EFTA State shall appoint one member and one alternate member as its representatives to the Management Board, without the right to vote.
 - One member and one alternate member appointed by the EFTA Surveillance Authority, without the right to vote.

The members and alternate members representatives of the civil society and of the food chain interests shall be appointed by the Council in consultation with the European Parliament on the basis of a list drawn up by the Commission which includes more names than there are posts to be filled.

2. In accordance with Article 25(2) of Regulation (EC) No 178/2002, the term of office of members and alternate members shall be four years and may be renewed. However, the term of office of members and alternate members representing civil society and food chain interests may be renewed only once.

Article 2 - Chair and Vice Chair

1. The Chair and Vice-Chair of the Management Board shall be elected by and amongst its members for a period of two years, renewable. Management Board members without the right to vote and representatives of the civil society and food chain interests are not eligible for the position of Chair and Vice-Chair.
2. The Chair and the Vice-Chair are elected as individuals.
3. The term of office of the Chair and Vice-Chair expires in the following circumstances, whichever is earlier:
 - at the end of their second year of office as Chair or Vice-Chair;
 - at the end of their 4-year term of office as Management Board members;
 - when they cease to be members of the Management Board.
4. Nominations for Chair and Vice-Chair shall be submitted either by the candidates themselves or, with the consent of the concerned person, by other members of the Management Board to the EFSA Secretariat (hereafter also referred to as 'the Secretariat') no later than the start of the Management Board meeting at which the election is to take place. Candidates may submit a brief résumé in support of their candidature at the time of the nomination.
5. The election shall take place in public session at the first meeting following the end of the term of office of the outgoing Chair or Vice-Chair. The Chair and Vice-Chair shall



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be elected by secret ballot. The secrecy requirement for the ballot may be waived, subject to a unanimous decision of the Management Board.

6. The election shall be held under the Chairmanship of the Commission representative holding the most senior position or, in the event of equal position, by the representative of the Commission who served longest as a member of the Management Board. Two tellers shall be designated by the Management Board members amongst the members themselves or the staff of the Secretariat to assist in the counting of the vote. The procedure shall be as follows:
 - a) Where there is a single candidate or where the other candidates withdraw, leaving a single candidate, that candidate shall be elected provided that he or she receives the majority³ of votes of all the Management Board members with voting rights.
 - b) Where there are several candidates, election shall take place in accordance with the following procedure:
 - The candidate who receives the vote of the qualified majority of all voters in the Management Board is elected. Where such a majority is not reached, at each round the candidate(s) with the lowest number of votes shall withdraw.
 - When only two candidates are left, rounds will run until one candidate receives the vote of the qualified majority of all voters in the Management Board. If at the third round of votes none of the two remaining candidates obtains the qualified majority of all voters in the Management Board, the candidate receiving the majority of votes is elected.
 - c) Candidates may withdraw their candidature at any time during the procedure.
7. The Vice-Chair shall be elected following a procedure identical to that of the Chair.
8. The names of the Chair and of the Vice-Chair shall be recorded in the minutes of the meeting of the Management Board and shall be made public.
9. The Chair shall be the spokesperson of the Management Board.
10. The Vice-Chair shall deputise for the Chair when the latter is unable to chair either all or part of a meeting. In absence of both the Chair and the Vice-Chair, the Commission representative holding the most senior position or, in the event of equal position, the representative of the Commission who served longest as a member of the EFSA Management Board shall deputise for the Chair.
11. If the office of Chair falls vacant, the Vice-Chair shall take the chairmanship until a new election takes place at the earliest meeting. If the office of Vice-Chair falls vacant,

³ For the purposes of the present Decision, 'majority of the Management Board members' means half of the members with voting rights plus one member. 'Qualified majority' means a two-thirds majority of the members with voting rights.



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the Chair convenes the election of the Vice-Chair at the earliest meeting. The member then elected shall serve as Chair or Vice-Chair for a two-year term of office or until the end of his/her 4-year term of office as Management Board member or until the end of his/her membership in the Management Board whichever is earlier.

12. On a case-by-case basis, the Management Board may delegate tasks within its remit to the Chair or to the Vice-Chair, who can involve other Management Board members and or external experts in that task.

Article 3 - Working languages

The internal rules regarding working languages shall be determined by the Executive Director of the Authority.

Article 4 - Convening of meetings

1. The Management Board meets at least twice a year. Meetings can be convened as physic, virtual or hybrid. Meetings are convened by the Secretariat on behalf of the Chair and in consultation with the Executive Director or, alternatively, at the request of at least one third of the Management Board members.
2. The date of the meeting shall be agreed by the members in advance. Where at least one third of the members request a meeting, the meeting shall be convened within one month or, in case of urgency, as soon as possible.
3. Without prejudice to paragraph 5, the notice of convocation of a meeting shall be transmitted by the Secretariat to the Management Board members no later than 25 calendar days before the start of the meeting. The draft agenda shall simultaneously be sent to them.
4. Preparatory documents shall be transmitted no later than 15 calendar days before the start of the meeting. If any document is transmitted to the Management Board members outside this time limit, decisions may be adopted by written procedure after the meeting or postponed until the following meeting, unless the Management Board decides otherwise.
5. When the Management Board is convened to deliberate on a matter of urgency, the notice of convocation, the draft agenda and preparatory documents shall be transmitted to the Management Board members as soon as possible before the date of the meeting.



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Article 5 - Impossibility to convene meetings

1. In case Management Board meetings cannot be convened due to circumstances outside the control of the Authority, the Chair, in consultation with the Executive Director, shall initiate written procedures on matters in which an absence of a decision would have harmful consequences to the functioning of the Authority.
2. These decisions shall be adopted in accordance with the procedure outlined in Article 10.

Article 6 - Agenda

1. The Chair, in consultation with the Vice-Chair, shall adopt the draft agenda on the basis of a proposal from the Executive Director.
2. Without prejudice to paragraph 3, requests for matters that members wish to have included, deleted or replaced on the draft agenda shall be submitted to the Chair not less than 20 calendar days before the date of the meeting. Any request by one or more members for inclusion, deletion or replacement of an item on the draft agenda shall state the reasons on which it is based. The Chair shall bring any such request to the notice of the other members.
3. When the Management Board is convened to deliberate on a matter of urgency, requests for matters that members wish to have included, deleted or replaced on the draft agenda shall be submitted to the Chair as soon as possible before the date of the meeting.
4. The agenda shall be adopted at the beginning of each meeting.
5. With the agreement of the Management Board, urgent questions may be added to the agenda at any time before the end of the meeting, and items on the agenda may be deleted or carried over to a subsequent meeting.

Article 7 - Meeting attendance and quorum

1. Members of the Management Board shall make a commitment to attend and participate in its meetings.
2. Each member of the Management Board with voting right is assigned with one vote. When a member is unable to participate in a meeting, he or she should inform the Chair and the Secretariat in advance. The vote shall be assigned to his or her alternate or, in the absence of the alternate, by proxy to another member.
3. A meeting is validly held when at least two thirds of the Management Board members are present or represented by their alternates or by proxy. Presence at a meeting is meant either physical or virtual via web, video or phone.



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4. The Executive Director, or his or her representative, shall take part in the meetings of the Management Board, without voting rights. Unless the Management Board decides otherwise, the Executive Director may be assisted by other staff of the Authority.
5. The Management Board shall invite the Chair of the Scientific Committee to attend its public meetings, without voting rights.
6. Acting on a proposal from its Chair or the Executive Director, the Management Board may admit to its meetings any person especially qualified in the matters to be discussed with a view to informing the members on this matter.

Article 8 - Proceedings at meetings

1. The Chair shall direct the proceedings, giving precedence to those who wish to raise a point of order or a preliminary matter.
2. Save as otherwise stated, the decisions shall be signed by the Chair to signify adoption. Should the Management Board adopt decisions not enshrined in documents, records of the decision adopted shall be included in the minutes of the meeting.

Article 9 - Voting arrangements

1. Unless otherwise provided in Regulation (EC) No 178/2002 or in this Rules of Procedure, the Management Board shall take its decisions by a simple majority of all members with voting right.
2. At least two thirds of the Management Board members with voting right shall be physically or virtually present or represented by their alternates or by proxy in order for decisions to be validly adopted. That quorum shall be calculated at the moment of the vote for the relevant decision. In the absence of a quorum, the Chair shall ensure that agenda items are discussed without decision.
3. Except for the election of the Chair, the Vice-Chair and the Executive Director, votes shall be expressed openly by a show of hands or declarations, unless one third of the members request a secret ballot.
4. In addition to their own vote, each Management Board member or alternate member may receive a maximum of two votes by proxy. The proxy shall be notified to the Chair at the latest at the beginning of the meeting or, exceptionally, during the course of the meeting and shall be recorded in the minutes.
5. For each decision adopted by the Management Board, figures for the votes cast shall be recorded. A statement of the views of the minority may be entered in the minutes along with the decision if the minority so requests.



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6. The Chair may authorise a member to speak briefly in explanation of a vote he or she has cast.
7. The Management Board can also adopt decisions by means of written procedures, in accordance with Article 10.

Article 10 - Written procedure

1. Board may be subject to voting by written procedure at the discretion of the Chair.
2. In written procedure, decisions of the Management Board are taken by the majority of its members with voting right. Alternate members may express the vote on behalf of the members only in case of impediment of the latter to express the vote. In this circumstance, information on such impediment shall be notified to the Chair and to the Secretariat.
3. The time frame for voting by written procedure shall (with the exception of emergency cases, e.g. food safety crisis) not be less than 15 calendar days after the draft decision has been notified to the Management Board members.
4. On behalf of the Chair, the Secretariat notifies the voting results to the Management Board members without delay.

Article 11 - Minutes of meetings

A summary of the decisions taken at each meeting of the Management Board shall be forwarded to members not later than two weeks after the meeting.

The minutes shall include:

- a) the summary referred to in paragraph 1;
- b) the attendance list of the meeting;
- c) the decisions taken and the figures for the votes cast, unless decisions are adopted by a show of hands or declarations;
- d) the agreed follow-up actions;
- e) the proxies notified by the members or alternate members.

No later than six weeks after the end of the meeting, the Secretariat notifies the draft minutes to the participants in the meeting for adoption by written procedure. Members and alternate members who did not take part in the meeting are notified with the draft minutes for information.



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Participants in the Management Board meeting are entitled to express the vote for the adoption of the minutes also on behalf of those who provided them with a proxy for the meeting concerned.

Should the draft minutes not have been sent within the time indicated in paragraph 3, the Management Board may decide to put their adoption on the agenda of the following meeting.

Motions to amend the draft minutes shall be submitted in writing to the Chair, copying the Executive Director and the Secretariat. These shall be forwarded to all participants in the meeting, together with a proposal from the Chair, in consultation with the participant(s) concerned and the Executive Director, on how to resolve the matter. Comments on minor or editorial issues shall be resolved by the Secretariat in consultation with the Chair.

The agreed copy of the minutes shall be kept in the archives of the Authority. No maximum retention period is applied to the conservation of the minutes of the Management Board.

Without prejudice to the confidentiality rules laid down in Article 39 of Regulation (EC) No 178/2002 and in the Authority's internal rules⁴, the minutes of the public meetings of the Management Board shall be published on the Authority's website and retained online for a maximum period of 10 years. On an ad hoc basis, the Management Board may decide for a longer retention period, which shall be quantified and limited to a maximum of five years.

Article 12 - Reimbursement of expenses and indemnities

The Executive Director shall draw up rules for the reimbursement of the expenses incurred by members and alternate members in connection with meetings relating to Management Board business in line with the principles of sound financial management, legality, proportionality and applicable best practices.

Article 13 - Independence

1. The members and alternate members of the Management Board shall undertake to act independently in the public interest, as required by Article 37 of the General Food Law Regulation⁵. For this purpose, they shall make an Annual Declaration of Interests (ADoI) indicating either the absence of any interests that might be considered prejudicial to their independence, or any direct or indirect interests that might be considered prejudicial to their independence.
2. The ADoI shall be submitted via the dedicated tool made available by EFSA or, in exceptional circumstances, by filling the form provided by EFSA at least every year, and

⁴ See Decision of the Executive Director of EFSA laying down practical arrangements concerning transparency and confidentiality adopted on 19 January 2021.

⁵ Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, OJ L 31, 1.2.2002.



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in any event within 45 calendar days following any change in the interests of the Management Board member or alternate member.

3. When EFSA receives an updated ADoI of a Management Board member or alternate member, at the closest following meeting the Executive Director provides an assessment to the Management Board. For each ADoI the Management Board, on the basis of the assessment submitted by the Executive Director, shall reach a conclusion and, in case, shall recommend a follow-up. If an identified conflict that is substantially affecting the work of the Management Board or EFSA's reputation is not resolved, Article 17 shall apply.
4. The ADoIs of the Management Board members and alternate members shall be published on the Authority's website and kept by EFSA for a maximum period of ten years from the date of their submission.
5. At each meeting, the Management Board members and alternate members shall declare any interests that might be considered prejudicial to their independence in relation to the items on the agenda. The Management Board assesses those interests and, based on the outcome, the Chair might invite the member or alternate member to abstain from voting on the relevant point(s).
6. For two years after the expiry of their term of office, the former Management Board members or alternate members submit an ADoI to inform EFSA of any professional engagement overlapping with EFSA's remit. EFSA shall make this information publicly available. The retention period described in paragraph 4 applies mutatis mutandis.
7. Paragraph 6 applies in relation to the representatives of the European Commission and of the EFTA Surveillance Authority only in case their employment at the European Commission or at the EFTA Surveillance Authority ceases within the following two years from the expiry of their term of office as Board members or alternate members.

Article 14 - Commitment and confidentiality

1. By signing the annual Declaration of Commitment and Confidentiality, the Management Board members and alternate members declare that they will comply with the EFSA rules on commitment and confidentiality.
2. The members of the Management Board commit to attend all meetings. Where this is not possible, their alternate member should attend instead. In case Management Board members fail to attend three consecutive meetings without being replaced by their alternate for at least one of these meetings, the Chair shall send a formal letter to the Member States, EFTA Countries, , Institutions or bodies concerned to remind them the importance of being present at the Management Board meetings.
3. Paragraph 2 does not apply to the members appointed by the European Parliament. In case, however, the members appointed by the European Parliament fail to attend three consecutive meetings, the Chair shall send a formal letter to the European Parliament to remind them the importance of being present at the Management Board meetings.



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4. The members of the Management Board shall not divulge to third parties, even after their duties have ceased, confidential information that they have received for which confidential treatment has been requested and is justified.

Article 15 - Transparency

1. The names of the Management Board members and alternate members shall be published on the Authority's website, along with their ADoI.
2. The Management Board shall hold its meetings in public unless, acting on a proposal from the Executive Director, it decides otherwise for specific administrative points in agenda. Public meetings may be audio or video recorded and the recordings made available online. The retention period described in paragraph 8 of Article 11 applies mutatis mutandis.
3. The meeting draft agendas and the supporting documents shall be published online no later than two calendar days before the start of the meeting. In case of new items included after the publication of the draft agenda, such new items may only be reflected in the minutes of the meeting. Meeting agendas and supporting documents will remain available online for a maximum period of ten years.
4. Interested people may observe public meetings upon registration as advertised on EFSA's website. Management Board alternate members who do not represent their respective members may observe the Management Board public meetings without registration.

Article 16 - Sub-groups of the Management Board

1. The Audit Committee is a standing sub-group of the Management Board. Its activities are regulated in the Committee Charter, which shall be adopted by the Management Board.
2. In specific cases, the Management Board may establish ad hoc sub-groups which mandate, duration and composition shall be determined by the Management Board. The ad hoc sub-groups shall select a Chairperson from among their members, if this is not decided by the Management Board.
3. The presence of standing or ad hoc sub-groups should not be at the expense of offering all the Management Board members the opportunity to contribute to their work when they wish to do so.

Article 17 - Replacement

If a member or alternate member of the Management Board is not fulfilling his or her obligations in relation to independence, confidentiality or participation in such a manner that



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this is substantially affecting the work of the Management Board, the Management Board, acting on a two-thirds majority, may ask for his or her replacement.

Article 18 - Secretariat

1. The Executive Director shall provide the Secretariat and appropriate administrative support to enable the Management Board to carry out its work.
2. Correspondence intended for the Management Board shall be addressed to the Secretariat at mbsecretariat@efsa.europa.eu or in the location of the seat of the Authority.
3. Without prejudice to paragraph 3 of Article 11, written communications from EFSA to the whole Management Board are addressed to the Management Board members and copied to the Management Board alternate members for information.
4. The Secretariat is responsible for archiving the decisions adopted by the Management Board. These shall be kept in the archive of the Authority for a maximum period of ten years from the end of their application. On an ad hoc basis, the Management Board may decide for a longer retention period, which shall be quantified and limited to a maximum of five years.

Article 19 - Entry into force and amendments

1. The present Rules of Procedure shall enter into force on the day of their adoption and replace the Management Board Rules of Procedure adopted on 27 June 2013, which are repealed as of the entry into force of the present decision.
2. The Management Board may amend the present Rules of Procedure by a majority of its members.

Adopted in Parma on 6/10/2022
For the EFSA Management Board

SIGNED

Aivars Bērziņš
Chair of the Management Board



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ANNEX I

APPOINTMENT AND REMOVAL OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY

- I. For the appointment of the Executive Director, in accordance with Article 26(1) of Regulation (EC) No 178/2002, the European Commission (hereinafter also referred to as 'the Commission') shall propose to the Management Board of the Authority a list of suitable candidates for the post of Executive Director.
- II. Information relating to the candidates on the list proposed by the Commission, including information concerning the selection criteria and procedures used, shall be transmitted to the members of the Management Board at least fifteen calendar days before the start of the meeting at which it is proposed that the nomination of the Executive Director be considered.
- III. The Management Board shall decide which of the candidates proposed by the Commission are required to attend for interview. The Secretariat shall invite those candidates to attend the next meeting of the Management Board.
- IV. After interviewing the candidates, the Management Board shall then decide whether to proceed to a nomination. The Management Board shall vote by a secret ballot in order to nominate the most suitable candidate. Subject to a unanimous decision by the Management Board, the secrecy requirement for the ballot may be waived.
- V. Where a Management Board member cannot take part in the meeting for the nomination of the Executive Director and he or she cannot be replaced by his or her alternate, a proxy shall be provided to another member of the Management Board in accordance with the Management Board Rules of Procedure. The Chair announces all proxies notified to him or her before the vote takes place.
- VI. Two tellers shall be designated by the Management Board members amongst the members themselves or the staff of the Secretariat to assist in the counting of the vote. The nomination procedure shall be as follows:
 - 1) Where there is a single candidate or where the other candidates withdraw, leaving a single candidate, that candidate shall be nominated provided that he or she receives the majority of votes of all Management Board members with voting right.
 - 2) Where there are several candidates, nomination shall take place in accordance with the following procedure:
 - a) The candidate who receives at least a two-thirds majority of the votes of all Management Board members with voting right is nominated. Where none of the candidates receive a two-thirds majority of the votes of all



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Management Board members with voting right, at each round the candidate(s) with the lowest number of votes shall be excluded.

- b) When only two candidates are left, if after three rounds none of the two remaining candidates obtains a two-thirds majority, the candidate receiving the simple majority of all Management Board members with voting right shall be nominated.
- c) Candidates may withdraw their candidature at any time during the procedure.

VII. Before being formally appointed by the Management Board, the nominated candidate shall without delay make a statement before the European Parliament. Following the hearing, the President of the European Parliament addresses the outcome of that hearing to the Chair of the Management Board. Following receipt of that letter and subject to a positive outcome, the Executive Director-designate will be invited to undertake a medical exam, only after which the Management Board can appoint him or her. The employment contract is signed by the Chair of the Management Board.

VIII. Any motion to vote for the removal of the Executive Director of the Authority shall be tabled by at least one third of the members of the Management Board. The motion shall state the reasons prompting the members to ask for the removal of the Executive Director. A majority of the Management Board members with voting right shall take the decision on the motion.



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ANNEX II

Proxy for vote at the Management Board meeting

My name is *[name and surname]*

I am the representative of *[Member State/EFTA Country/EU Institution/EFTA Surveillance Authority/Interest Group]*

Neither I, nor my alternate, can take part in the Management Board meeting scheduled on _____ (for all but members appointed by the European Parliament)

or

I cannot take part in the Management Board meeting scheduled on _____ (for members appointed by the European Parliament)

I therefore give my proxy to _____, representative of _____ to vote on my behalf for the entirety of that meeting.

Done at _____, on ___/___/___

Signature

My name is *[name and surname]*

I am the representative of *[Member State/EFTA Country/EU Institution/EFTA Surveillance Authority/Interest Group]*

I need to leave the meeting at _____ and my alternate cannot join the meeting after my leave (for all but members appointed by the European Parliament)

or

I need to leave the meeting at _____ (for members appointed by the European Parliament)

I therefore give my proxy to _____, representative of _____ to vote on my behalf on the agenda item(s) reported below:

1. _____
2. _____
3. ...

Done at _____, on ___/___/___

Signature