

# NGO Forum Statutes of Operation

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## Contents

NGOs in South Sudan Background .....	4
NGO Forum .....	4
NGO Forum Structure.....	4
Mission Statement .....	6
Approach .....	6
Mandate .....	6
Chapter 1: Name and Core Functions.....	6
Chapter 2: Members and Membership .....	7
Membership .....	7
Observers .....	7
Criteria for all Members .....	9
Application Procedures .....	9
Discontinuation of Membership .....	11
Use of Membership Information.....	11
Chapter 3: Rights and Duties of Members.....	13
Chapter 4: NGO Forum Steering Committee and its Function.....	13
Resignation.....	15
Meetings .....	15
Responsibilities of the INGO Steering Committee Chair .....	10
Responsibilities of the INGO Steering Committee Deputy Chair.....	11
Responsibilities of the NNGO Committee Chair .....	11
Responsibilities of the NNGO Steering Committee Deputy Chair .....	11
Chapter 5: The NGO Forum Secretariat.....	11
Chapter 6: Finances .....	13
Chapter 7: Working Groups .....	15
Chapter 8: Other Coordination Mechanisms / Groups .....	15
Chapter 9: INGO Forum / NNGO Forum, Meetings, and Annual Forums .....	17
INGO Forum .....	17
Voting .....	17
Annual General Meeting .....	18
Steering Committee Election.....	18
NNGO Forum.....	19

Voting ..... 19  
National NGO Annual General Meeting ..... 20  
Steering Committee Election ..... 20  
Chapter 10: Adoption and Effect Date of these Statutes of Operation ..... 21  
Chapter 11: Changes to the Statutes of Operation and Liquidation ..... 21

## NGOs in South Sudan Background

NGOs have been operating in South Sudan since the 1970-80's; many under the Operation Lifeline Sudan (OLS) structure prior to the signing of the Comprehensive Peace Agreement (CPA). While there is currently no legislation under which NGOs operate in South Sudan, there is an NGO Bill under development. NGOs register with the Relief and Rehabilitation Commission (RRC) and the Ministry of Justice<sup>2</sup> (MoJ). NGOs work in all sectors across relief, recovery, rehabilitation, and development. The majority deliver humanitarian and basic services including: health, water and sanitation, education, shelter with others working in governance, human rights, civil society, and infrastructure development.

In 2005, there were approximately 47 international NGOs (INGOs) working in South Sudan. Now, there are over 155 international NGOs (INGOs) and over 160 National NGOs (NNGOs).

## NGO Forum

The NGO Forum was established in Nairobi in the early 1990's as a coordination mechanism for NGOs under OLS. After the signing of the CPA in 2005, many organisations relocated South Sudan offices from Nairobi to Juba in 2006, and the NGO Forum began to meet monthly growing to include a wider number of INGOs and NNGOs. The Forum was created to discuss issues around programming, humanitarian financing, delivery of humanitarian aid, and access. It was established as a voluntary body that operated by a Terms of Reference with an annually elected Steering Committee (SC) of twelve NGOs; (10 INGO and 2 NNGO seats). The NGO Forum has either observer or full member status on the Humanitarian Country Team (HCT), the Security Management Team (SMT), and all pooled funding Steering Committees.

In mid-2008 a Secretariat was established to facilitate the work of the Forum and Steering Committee. The Secretariat was funded by DFID, later ECHO and is currently funded by SIDA, SDC and ECHO supporting coordination, information-sharing and advocacy for all NGOs in South Sudan. The Secretariat provides external stakeholders a first point of contact for inquiries on NGO activity. The NGO Secretariat function is administered by Tearfund and reports to the NGO Steering Committee.

In 2010, the Forum established a fee-based membership system under these Statutes. In 2014, the NGO Forum had 150 registered INGO and 140 NNGO members whose active participation is crucial to the Forum's existence, structure and activities.

## NGO Forum Structure

The Forum is comprised of two main constituencies (national NGOs and international NGOs) served by served by a joint Steering Committee of INGO and NNGO members coordinated by the NGO Secretariat.

While there is a dedicated National NGO Focal Point in the NGO Secretariat all positions serve both the National and International NGO Groups.

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<http://southsudanngoforum.org/category/goss/>

<sup>2</sup> MoJ was formerly Ministry of Legal Affairs (MoLA) prior to Independence on 9 July 2011

# SOUTH SUDAN NGO FORUM

JOINT STEERING COMMITTEE

NNGO STEERING  
COMMITTEE

HCT REPS

INGO STEERING  
COMMITTEE

NATIONAL  
NGO FORUM

NGO  
SECRETARIAT

POLICY  
WG

SECURITY  
WG

HUMAN  
RESOURCES  
WG

CAPACITY  
DEV WG

INTERNATIONAL  
NGO FORUM

## Mission Statement

NGO Forum exists to facilitate coordination of NGOs to effectively operate in South Sudan.

## Approach

The NGO Forum provides a platform through which NGOs, the Government of South Sudan (GRSS), the UN, donors, and other external stakeholders can exchange information, share expertise and establish guidelines for a more coordinated, efficient and effective use of aid resources in South Sudan. The Secretariat primarily focuses on information sharing, coordination, representation and security communication.

## Mandate

The NGO Forum is an independent coordinating body of national and international NGOs that serves and facilitates the work of its members to address the humanitarian and development needs in South Sudan. All member organisations agree to provide humanitarian and/or development assistance to the South Sudanese people regardless of ethnic background, political affiliation, or religious belief. Member organisations are non-partisan, non-proselytising and do not participate in military activities.

## Chapter 1: Name and Core Functions

This body is non-corporate and intended to function only as long as is needed to assist the South Sudanese people. It shall be known as the **South Sudan NGO Forum**.

The South Sudan NGO Forum exists primarily to serve the needs of its members and to act in their interest. To this end, the NGO Forum pursues five aims:

Aim 1: Information Sharing – The NGO Forum manages a unique information network in South Sudan thereby constantly receiving requests for general information on NGO presence in the country. Collecting general, relevant data and conducting trend analyses and statistics on NGO presence, activities, and constraints support the advocacy activities of the NGO Forum and its members.

Aim 2: External Engagement – The NGO Forum represents the interests of its members in external meetings, policy discussions and documents, and advocates on issues of member interest.

Aim 3: Policy – The NGO Forum works to develop policy briefings and prioritise areas for advocacy focus that are consistent to with the interests of the Forum members.

Aim 4: INGO-NNGO coordination – The NGO Forum is committed to strengthening the coordination and partnership between international and national NGOs including facilitation of capacity development of NGOs through sharing of capacity development information, linking NGOs with capacity development opportunities, training initiatives and networking.

Aim 5: Security – The NGO Forum provides members with accessible and timely security and access- related information, advice, and best practices.

## Chapter 2: Members and Membership

The NGO Forum is composed of organisations that are willing and agree to abide by and follow the NGO Forum Statutes of Operation.

### Membership

Member organisations meet mandatory membership criteria, have applied for and have membership approved and continue to meet membership criteria during the duration of their membership. Member International NGOs have the right to vote in the NGO Forum through regular Country Directors' Meetings and at the Annual General Meeting. Member National NGOs have the right to vote in the NGO Forum through regular National NGO Meetings and an annual National NGO Forum. Failure to pay membership fees, and/or participate in at least one Country Directors meeting or National NGO meeting each year will result in a member status being withdrawn. Each organisation will designate two individuals (normally the Country Director/Head of Mission and deputy; National Director and deputy) – one of whom will be expected to regularly attend the Country Director's meeting or the National NGO meeting.

### Observers

Recognising that certain NGOs and other humanitarian and development actors have sensitivities and mandate requirements that preclude being associated with the NGO Forum, any organisation can apply to the Steering Committee to join the Forum as an observer. In order to become an observer member, organisations must supply a letter of justification alongside submission of their membership form.

Observers are subject to all the same membership fees, rights and responsibilities as regular members, but will not have voting rights. While observer members are welcome to attend any NGO Forum meeting, they bear responsibility for any public comment, question or statement raised by their representative in those meetings

NGO Forum members (whether international or national) should meet the following demands

regarding organisational information and demonstration of capacity/accountability criteria:



## Criteria for all Members

1. The Member is a nongovernmental, not-for-profit, non-partisan, non-political and non-proselytizing organisation (NGO), providing humanitarian or development assistance to the South Sudanese, and accepting the NGO Forum Scope of Services updated annually and attached as an appendix of this document. The international NGO member must be registered in the country of origin as NGO (or similar organisation of public interest character). For NNGOs, the member must be registered at national level with the Ministry of Justice and Relief Rehabilitation Commission.
2. The Member must have a full-time presence in South Sudan. If the NGO has a full-time presence in South Sudan but not in Juba, this will be noted to facilitate proxy member voting.
3. Completion of the NGO Forum Registration Form, which includes a description of the NGO, including background, current projects, planned projects, funding sources, statutes of operation, and organisational structure. This is to be updated annually in January at the time of membership renewals and fee payments.
4. Members must provide documentary evidence of registration with the GRSS – with both the RRC and MoJ. While there is no current legal framework under which NGOs report to GRSS it is expected when one does exist that additional reporting requirements to the GRSS will be a prerequisite of membership in the Forum.
5. Members should pay membership fees, due within the first two months of each calendar year. Members who join the Forum at a midpoint of any calendar year will have the fee prorated to the remaining months of that year.
6. Prospective member applications will be reviewed by the Steering Committee for approval by the Country Director's Group or National NGO Forum. The prospective NGO must have a representative attend the appropriate Forum meeting to provide a brief presentation of the applying organisation and answer questions that may arise from the members.
7. Member organisations are subject to the laws of South Sudan and projects should not contravene the South Sudan Constitution.

## Application Procedures

Prospective members must submit a written application in the most recent version of the standard NGO Forum Registration form, which can be obtained online, or from the NGO Forum Secretariat office.

1. The application must be submitted to the NGO Forum Secretariat Office. 'The application will be completed/updated annually by each member organisation and should be submitted in electronic copy. The electronic version should be emailed to: [support@southsudanngoforum.org](mailto:support@southsudanngoforum.org) and/or [nngo-info@southsudanngoforum.org](mailto:nngo-info@southsudanngoforum.org).
2. The application will be vetted by the Secretariat to ensure that it is properly and fully completed and that NGO Forum membership criteria are met. Applicants with incomplete

applications will be informed by the Secretariat.

3. NGOs satisfying the application requirements will be put forward to the respective Steering Committee for review. These will then be passed to the Country Director's Group of National NGO Forum to be approved by a simple two-thirds (2/3) majority of members in attendance; with a quorum of no less than 20 members.
4. The decision of acceptance, or rejection, will be communicated in writing to the applicant organisation by the NGO Secretariat.
5. The accepted NGO will then make payment to the Secretariat of the membership fee according to the attached fee scale. A member, once accepted, has two months in which to make payment before the application expires. All members are expected to make the full membership fee payment. Should an NGO be unable to make the payment they may submit a letter of explanation to the respective Steering Committee detailing the reasons why request a deferment to a specified date, or suggest a payment plan. The Steering Committee retains the right to accept or reject the request.

## Discontinuation of Membership

NGO Forum membership will be discontinued if:

1. A member organisation ceases operation in South Sudan;
2. A member organisation has gone four months without paying its membership fee;
3. A member organisation formally notifies the NGO Forum Secretariat of its intention to withdraw;
4. A recommendation by the Steering Committee to the INGO Forum or NNGO Forum draws a 2/3 majority vote in agreement that the member's activities are not in line with the Statutes of Operation or are detrimental to the overall efforts of the NGO Forum or the organisation no longer meets membership criteria.

## Use of Membership Information

The NGO Secretariat and Steering Committees retain the right to use information submitted through the NGO Forum application process to further the aims of the NGO Forum and its individual members. This may include sharing information with external stakeholders including, but not limited to the GRSS, donors, and the UN within the following parameters:

Information shared without consulting member organisations:

1. Information will be shared with other stakeholders should the information be aggregate and not related to a specific NGO (i.e. to answer, how many NGOs are in the Forum? How many NGOs are working in food security, etc.);
2. Information will be shared with other stakeholders as to whether a specific NGO is a member of the Forum;
3. Contact details of Country Directors and NNGO Directors will be considered public and shared with external stakeholders upon request.

Requests for specific details about an NGO and/or their programming, funding, etc. will not be shared without consulting member organisations.

Members in the NGO Forum recognise the value of increased transparency and mutual accountability through one coordinating body as one of the benefits of the NGO Forum.

## Chapter 3: Rights and Duties of Members

Each member has the right to ask the NGO Forum for advice and assistance in matters concerning relief and development activities and advocacy issues. Members are entitled to the services outlined in the Scope of Services which is reviewed annually by both Steering Committees.

Any member has the right to put forward comments to the NGO Forum on matters concerning activities, development and management of the NGO Forum.

Each member organisation will have one vote in the NGO Forum meetings.

## Chapter 4: NGO Forum Steering Committee and its Function

The NGO Forum shall have two Steering Committees. These committees are voluntary posts and members will receive no compensation for their services:

1. The INGO Steering Committee shall be comprised of ten members elected annually by the INGO Form. The INGO Steering Committee shall have two officers which will serve for three months of their elected year. These are the Steering Committee Chair and Deputy Chair.
2. The NNGO Steering Committee shall be comprised of 10 members, annually elected by the National NGO Forum. The NNGO Steering Committee shall have two officers which will serve for 12 months of their elected year. These are the Steering Committee Chair and Deputy Steering Committee Chair.

The elected representatives of the INGO Steering Committee and NNGO Steering Committee constitute a Joint Steering Committee.

Each Steering Committee shall be elected annually, normally in September; either at the Annual INGO General Meeting or the Annual NNGO General Meeting (see Chapter 11). In the case of a vacancy on either Steering Committee an alternate member will temporarily fill the seat until approved at the next monthly INGO or NNGO Forum meeting by a simple two thirds majority vote.

There will be two alternate members selected based on the number of votes at the INGO AGM or NNGO AGM. Alternate members do not regularly attend Steering Committee meetings but recognise that they might be called upon should a Steering Committee member step down.

Each Steering Committee member has one vote. In case of a tie, the vote of the Chairperson will be decisive.

The INGO Steering Committee will decide the Chairperson and Deputy Chairperson for each of four, three month terms at the initial meeting of the newly elected Steering Committee, normally in October, each

year. The NNGO Steering Committee will elect their Chairperson and Deputy Chairperson for 12 months at the initial meeting of the new Steering Committee, normally in October.

The Joint Steering Committee shall be responsible for the general guidance of the NGO Forum and shall represent it when necessary. On behalf of the NGO Forum, Steering Committee members shall maintain good, ongoing, constructive relationships with government ministries, departments and commissions, UN agencies, donors, other NGOs and any other relevant bodies as a means to strengthen coordination and collaboration.

Steering Committee members are required to maintain the view of the NGO Forum in policy and advocacy discussions and are obligated to ensure the efficient flow of information to Forum members and other stakeholders. Steering Committee members are required to declare, or recuse themselves from discussions or decisions on external oversight bodies in which their own organisation has a financial or reputational stake. Steering Committee members are required to attend and advocate on behalf of the Forum in fora to which they are invited as Steering Committee members rather than individual organisations. Steering Committee members commit to not receiving personal or organisational benefit from information shared or received as a Steering Committee member without ensuring that the same information benefits the entire NGO Forum.

The Steering Committee has the right to establish working groups to deal with specific issues where there is a demand and to dissolve these working groups upon completion of their tasks.

The Joint Steering Committee and/or Steering Committee Chair, Deputy Chair, or Secretariat Coordinator are authorised to make public policy statements or commitments (written or oral) on behalf of the NGO Forum. When these statements are made they will then be circulated to the Steering Committee and/or members. Should public statements be required by the NGO Forum that are not covered by guiding documents, they must be approved by a simple majority in the Joint Steering Committee in advance.

## Resignation

The Steering Committee shall resign when its term of appointment has expired or it is decided by the Country Directors or National Directors meeting by a simple majority vote. Should the Steering Committee be dissolved, an election will be held within one month of the dissolution.

A member of the Steering Committee may resign when:

1. the membership of their organisation in the NGO Forum is terminated;
2. they have failed to attend at least 75% of the meetings during their term in office;
3. it is decided at a meeting of the Country Directors or National Directors by simple majority vote;
4. an individual representing their organisation on the Steering Committee is no longer working for that organisation. (In which case, the Steering Committee member organisation may recommend their successor take the post or request that a Steering Committee alternate take their place).

## Meetings

Each Steering Committee normally meets twice each month. The Chairperson or any three members of the Steering Committee reserve the right to call additional meetings.

Specific responsibilities of the Joint Steering Committee are as follows:

1. Discuss and plan ways to enhance INGO/NNGO collaboration and coordination;
2. Representation and advocacy on wider NGO concerns that affect both national and international NGOs;
3. Assess member needs / interests and external environment to ensure the development of realistic and forward-thinking strategic plans and adequate funding;
4. Based on planning, make recommendations to the CDG Group and National NGO Group for approval on Secretariat structure, funding, policy issues, strategic plans;
5. Facilitate and participate in strategic planning, programme development and fundraising to benefit the NGO Forum and ensure that programmatic and financial demands are met;
6. Overall programmatic supervision of the NGO Secretariat;

### Responsibilities of the INGO Steering Committee Chair

The Steering Committee Chair shall be responsible for:

1. **NGO Forum Leadership:** Preside at all meetings of the Steering Committee, INGO Forum meetings, and the AGM as well as special meetings of the NGO Forum; assist the Secretariat Coordinator in preparation of the above meeting's agendas; call for special meetings of the Steering Committee; follow up with the Secretariat Coordinator on implementation of Steering Committee decisions.
2. **NGO Forum Representation:** Represent the NGO Forum at special functions and meetings; represent the NGO Forum to the GRSS, UN, donors, inter-governmental agencies, organisations that represent the South Sudanese people and other parties with which the NGO Forum engages.
3. **NGO Forum Secretariat Supervision:** Directly supervise and provide advice to the Secretariat Coordinator on job duties undertaken and conduct the Secretariat Coordinator's performance evaluation process; maintain an overview of Secretariat processes and seek member feedback and input on maintaining an effective and responsive Secretariat; oversee recruitment processes of a new Secretariat Coordinator when necessary.
4. **NGO Forum Authority & Representation:** Sign all binding documents of the NGO Forum which have been approved by the Steering Committee. Be responsible for receiving, verifying and reporting on membership fees as received by the Secretariat.



## Responsibilities of the INGO Steering Committee Deputy Chair

In addition the Deputy Chair shall:

1. Deputise for the Steering Committee Chair as required including residing in the position of Chairperson until elections if the Chairperson should office before the end of his/her term.
2. Carry out special assignments as requested by the Chair.

## Responsibilities of the NNGO Committee Chair

In addition NNGO Steering Committee Chair shall be responsible for:

1. National NGO Forum Leadership: Preside at all meetings of the National Directors' Steering Committee, NNGO meetings, and the Annual NNGO Forum as well as special meetings of the NGO Forum; assist the NNGO Focal Point in preparing relevant meeting agendas; call for special meetings of the Steering Committee; follow up with the NNGO Focal Point on implementation of Steering Committee decisions.
2. NNGO Forum Representation: Represent the NNGO Forum at special functions and meetings; represent the NNGO Forum with the GoSS, UN, donors, inter-governmental agencies, organisations that represent the South Sudanese people and other parties with which the NNGO Forum engages.

## Responsibilities of the NNGO Steering Committee Deputy Chair

In addition the NNGO Steering Committee the Deputy Chair shall:

1. Deputise for the Steering Committee Chair as required including residing in the position of Chairperson until elections if the Chairperson should leave office before the end of his/her term.
2. Carry out special assignments as requested by the Chair.

## Chapter 5: The NGO Forum Secretariat

The purpose of the NGO Forum Secretariat is to assist the INGO and NNGO Steering Committees in the fulfilment of their functions as entrusted to it by the NGO Forum members. The NGO Forum does not have a legal status in South Sudan. The NGO Secretariat function is 'hosted' by a member NGO who is willing to take on that legal status providing for the operational (logistical, financial, human resource support and administrative) needs of the NGO Secretariat. The NGO Forum Secretariat shall not make any decision that would lead to an action that creates for the host NGO an increased potential legal liability, without the host NGO's prior knowledge and agreement. The terms of arrangement with the host NGO will be defined

in an operational agreement that is developed between the Secretariat Coordinator and the host NGO and approved by the Steering Committee. The host NGO is entitled to recompense to an appropriate percentage as determined by the Steering Committee for the operational management of the Secretariat.

The NGO Forum Secretariat including the Secretariat Coordinator is composed of the salaried staff of the NGO Forum. The Steering Committee shall employ a full-time Secretariat Coordinator who will manage the day-to-day activities of the Secretariat according to the Statutes of Operation. He/she is responsible for all staffing within the Secretariat as recommended by the Joint Steering Committee and determined by the members in the AGM by a two thirds vote.

The activities of Secretariat staff shall be governed by job descriptions as prepared by the Secretariat Coordinator, and approved by the Steering Committee.

The Secretariat Coordinator reports to the Joint Steering Committee and attends all Steering Committee Meetings without voting rights. The National NGO Focal Point attends all NNGO Steering Committee Meetings without voting rights.

The Joint Steering Committee invests authority in the Secretariat Coordinator to take responsibility for all operational aspects of the Secretariat office. The day-to-day operations are delegated to the Secretariat Coordinator.

The annual Work Plan and Budget should be prepared by the Secretariat Coordinator in time for the Joint Steering Committee meeting which immediately precedes the INGO and NNGO AGM. This will be checked and approved by the Steering Committee prior to the meeting to be presented by Steering Committee Chairperson.

The Steering Committee invests authority in the Secretariat Coordinator to appoint advisors and employ staff of the NGO Secretariat within the approved work plan and budget.

The Secretariat Coordinator should provide regular updates on the Secretariat's activities to the Steering Committee.

Agendas and minutes of Steering Committee meetings will be taken and distributed by the Secretariat Coordinator, or delegate. Steering Committee meeting minutes are available to any Forum member upon request.

The Steering Committee should commission an external evaluation of the NGO Secretariat function at least once every two years.

## Chapter 6: Finances

The fiscal year of the NGO Forum is from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December. However, funding through donor agreements will dictate audit times, based on the particular funding cycle. Membership fees are paid on a calendar year basis; by the end of February each year.

During the fiscal year no revision may be made in the current year's budget without prior approval by the Steering Committee. Within the budget, however, savings to one expenditure component may be transferred to any other budget line provided this is in accordance with donor regulations and endorsed by the Steering Committee.

If the transfer of savings in certain budget line would augment or decrease any other budgeted expenditure component by more than 15%, prior approval must be obtained from the Steering Committee.

The expenses of the NGO Secretariat shall be financed from yearly membership fees and/or from other funding sources. The Steering Committee will propose the minimum required membership fees and will present this amount for approval at the INGO and NNGO Forum.

The Secretariat Coordinator and the Joint Steering Committee are responsible for soliciting funds from as wide a base of donors as possible and to ensure neutrality of the organisation. The Chairperson and/or Deputy Chairperson are expected themselves to be in close contact with donors and advocate for NGO Forum Secretariat funding.

The NGO Forum Secretariat shall work with the host organisation to provide regular financial reports, to meet budget requirements and cash accounting with copies being distributed to the Steering Committee by the Secretariat Coordinator.

## Chapter 7: Working Groups

The purpose of working groups is to more fully inform the work of the NGO Forum and Steering Committee and working groups should be formed in accordance with current NGO Forum objectives.

Working groups may be established by any group of members after informing the Secretariat Coordinator and shall be open to all members.

Each working group will complete a Terms of Reference which will be submitted to the Steering Committee following the first working group meeting. Included will be meeting frequency and identified regular reporting mechanism to the Steering Committee.

Non-NGO Forum Members may attend working groups on pre-approved invitation only.

Whenever possible, the Secretariat Coordinator, or delegate, will attend each working group to ensure / facilitate regular feedback.

Minutes from each working group meeting should be provided to those in attendance and the Secretariat Coordinator with the Steering Committee in copy.

## Chapter 8: Other Coordination Mechanisms / Groups

Any number of other coordination meetings will take place in South Sudan be they geographically focused (NGO state coordination, etc.); topically focused (sector/cluster working groups; Health Forum; etc.); or led by external stakeholders (UN OCHA EP&R meeting etc.). Members in the NGO Forum are welcome to attend, lead and form other coordination groups.

However, no other coordination body than those stated in these Statutes will be led or facilitated by the Steering Committee, or the Secretariat, without the express permission of the Joint Steering Committee.

Other coordination groups should refrain from identifying themselves with the South Sudan NGO Forum unless they are explicitly mentioned in these Statues or have the express approval of the Joint Steering Committee.

## Chapter 9: INGO Forum / NNGO Forum, Meetings, and Annual Forums

The INGO and NNGO Forum are the governing bodies of the NGO Forum.

### INGO Forum

The INGO Forum elects ten of the INGO Steering Committee members. The INGO Forum entrusts the Steering Committee to operate the Forum, and manage the Secretariat and other working groups.

Country Director's Meetings are held monthly and open to all Country Directors of international NGOs, as well as the Steering Committee of the National NGO Forum. It is a closed meeting restricted to membership alone, however representatives of non-NGO Forum members, GRSS, or the international community may be invited. No members from the press are permitted and questions from external stakeholders, including the press, should be directed to either the Steering Committee Chair or Secretariat Coordinator and not fielded by member organisations individually.

Any member of the INGO Forum may request an extraordinary meeting to the Steering Committee Chair. The request must be in writing, must be submitted at least a week in advance of the expected special meeting, and must be endorsed by at least 20 other members.

Each member of the INGO Forum is expected to send one representative to the regular monthly meeting and to have one representative at the AGM. Only one representative is invested with voting rights.

Representatives sent to the INGO Forum meetings should be the most senior staff in the NGO, or person delegated with the most authority. All representatives must be employees of the member organisation.

Each member organisation is expected to sign-in at each meeting of the INGO Forum.

The minutes from each INGO Forum meeting will be taken by the Secretariat Coordinator, or delegate, and circulated within one week of each meeting. The agenda for each INGO Forum meeting will be determined by the Steering Committee and circulated at least two days prior to the INGO Forum meeting.

All meetings are conducted according to the generally accepted rules of order.

All meetings, and written communications, related to the NGO Forum will be in English.

### Voting

While most decisions are taken by consensus, should an issue require a vote this will be conducted at the request of the Steering Committee Chair and done through a simple count and raising of hands. The Secretariat Coordinator will tabulate the number and divide by those present to determine if a two-thirds majority has been reached. If there is more than one representative from an organisation present only one may vote.

Any member is able to raise an issue to the Steering Committee Chair and request that it be voted upon.

Any member may request that a vote be conducted by secret ballot by alerting the Steering Committee to the issue in advance of the INGO Forum meeting. The Secretariat Coordinator shall be responsible for managing the ballot process.

Proxy voting is not permitted unless agreed beforehand by the Steering Committee (i.e. an NGO does not maintain a presence in Juba and is unable to travel to Juba to vote).

## Annual General Meeting

While regular INGO Forum meetings take place monthly the exemplary AGM is held instead of the monthly meeting on an annual basis (normally in September). This meeting will include special items and presentations including, but not limited to:

1. A report on NGO Forum activities from the previous year as prepared by the Secretariat Coordinator;
2. Vote on acceptance of the audited financial reports;
3. Election of the Steering Committee;
4. Vote on the approval of NGO Forum strategic plans, priorities and budget for the coming year;
5. Vote on the approval of NGO Secretariat structure.

## Steering Committee Election

Member NGOs will be asked for self-nominations to the Steering Committee one month in advance of the election at the AGM. Those nominated organisations will then be asked to prepare a five minute presentation to be made at the next regular INGO Forum meeting.

If the organisation nominated is incumbent on the Steering Committee, the Secretariat Coordinator will provide details of meeting attendance in their previous term.

The INGO Forum will elect the Steering Committee at the AGM. The NGO

Secretariat has overall responsibility for the election process as follows:

1. The names of all nominees will be emailed to the membership prior to the AGM. Should 12 organisations not self-nominate, the Steering Committee will hold an exemplary session to determine whether the size of the Steering Committee should be reduced or if additional organisations should be approached for nomination;
2. Each member organisation may submit their votes either online or at the AGM;



3. The Secretariat Coordinator will bring election forms to the AGM to facilitate organisations with limited internet connectivity;
4. Each member organisation may select 10 NGOs from the list.
5. The ballots will then be submitted to the Secretariat Coordinator who will tabulate the number of votes received by each nominated organisation.
6. The organisation with the most votes will be on the Steering Committee and so on in descending order of votes until the 10 spaces are filled.
7. The two alternate Steering Committee members will be those that received the 11<sup>th</sup> and 12<sup>th</sup> most votes.

## NNGO Forum

The NNGO Forum elects 10 members to the NNGO Steering Committee.

NNGO Forum meetings are held monthly and open to all Directors of National NGOs, as well as the INGO Steering Committee and members of the Secretariat. It is a closed meeting restricted to membership, however representatives of non-NGO Forum members, GRSS, or the international community may be invited. No members from the press are permitted and questions from external stakeholders, including the press, should be directed to either the Steering Committee Chair or Secretariat Coordinator and not fielded by individual member organisations.

Any member of the NNGO Forum may request an exemplary meeting to the Steering Committee Chair. The request must be in writing, must be submitted at least a week in advance of the expected special meeting, and must be endorsed by at least 20 other members. Each member of the NNGO Forum is expected to send one representative to the regular monthly meeting and the NNGO Annual General Meeting. If there is a vote only one representative is invested with voting rights.

Representatives sent to the NNGO meetings should be the most senior staff in the NNGO, or person delegated with the most authority. All representatives must be employees of the member organisation.

Each member organisation is expected to sign-in at each NNGO Forum meeting.

The minutes from each NNGO meeting will be taken by the NNGO Focal Point, or delegate, and circulated within one week of each meeting. The agenda for each NNGO meeting will be determined by the National Directors' Steering Committee and circulated at least two days prior to the NNGO meeting.

All meetings are conducted according to the generally accepted rules of order.

All meetings, and written communications, related to the NGO Forum will be in English.

## Voting

Should an issue require a vote this will be conducted at the request of the Steering Committee Chair and

## National NGO Annual General Meeting

While regular NNGO meetings take place monthly an exemplary NNGO Annual General Meeting is held instead of the monthly meeting on an annual basis (normally in September). This Forum will include special items and presentations including, but not limited to:

1. A report on NGO Forum activities from the previous year as prepared by the Secretariat Coordinator;
2. Election of the Steering Committee;
3. Information on NGO Forum strategic plans, priorities and budget for the coming year;
4. Information on NGO Secretariat structure.

## Steering Committee Election

The NNGO Steering Committee is comprised of 10 NNGOs. There are two offices including a Chairperson and Deputy Chair.

Member NGOs will be asked for self-nominations to the Steering Committee one month in advance of the election at the NNGO Annual General Meeting. The nominated organisations will be asked to prepare a five minute presentation to be made at the next regular NNGO meeting.

If the organisation nominated is an incumbent Steering Committee organisation, the NNGO Focal Point will provide details of meeting attendance in their previous term.

The NNGO Forum will elect the Steering Committee at the NNGO Annual General Meeting (usually held in September). The NGO Secretariat has overall responsibility for the election process as follows:

1. The names of all nominees will be emailed to the membership prior to the NNGO Annual General Meeting. Should 10 organisations not self-nominate, the Steering Committee will hold an exemplary session to determine whether the size of the Steering Committee should be reduced or if additional organisations should be approached for nomination;

2. Each member organisation may submit their votes either online or at the Annual General Meeting;
3. The NNGO Focal Point will bring election forms to the NNGO Annual General Meeting to facilitate organisations with limited internet connectivity;
4. Each member organisation may select 10 NGOs from the list;
5. The ballots (emailed or paper) will then be submitted to the NNGO Focal Point, who will tabulate the number of votes received by each nominated organisation.
6. The organisation with the most votes will be on the Steering Committee and so on in descending order of votes until the 7 spaces are filled.
7. The two alternate Steering Committee members will be those that received the 11<sup>th</sup> and 12<sup>th</sup> most votes.

## Chapter 10: Adoption and Effect Date of these Statutes of Operation

The Statutes of Operation become effective in draft form with a vote from the Joint Steering Committee. Following the incorporation of a membership structure they will become finalised with a simple two-thirds majority vote at both the INGO Forum meeting and NNGO Forum meeting.

These Statutes of Operation take precedence over all past decisions and modalities utilised by the NGO Forum.

## Chapter 11: Changes to the Statutes of Operation and Liquidation

Changes to the Statutes of Operation can be made by a two-thirds majority vote of the membership of the INGO and NNGO Forum.

If NGO Forum is dissolved, or liquidated for any reason whatsoever, the Joint Steering Committee will determine how the funds of the NGO Forum will be liquidated in line with any NGO legislation that exists, donor regulations, and in coordination with the NGO providing operational host support to the Secretariat.

In order to dissolve the NGO Forum as an entity, a two-thirds majority vote at two consecutive CDG and National Directors' Group meetings is required, of which the second will be extraordinary and must take place not later than two weeks from the first meeting.

**Recommended by the NGO Forum Joint Steering Committee on \_\_\_\_**

**Approved by the INGO Forum on \_\_\_\_\_**

Approved by the National NGO Forum on \_\_\_\_\_

Juba, South Sudan