

Based on NALED Statute, at the session held on 13 April 2016, NALED adopts the following:

RULES OF PROCEDURE OF NALED ASSEMBLY

Article 1

The Rules of Procedure govern the organization and work of NALED Assembly (hereinafter: Assembly).

Article 2

NALED Assembly consists of all NALED members.

The voting right at the Assembly session is provided to all full members, in accordance with the Statute and Regulation on Membership Fee.

Each full member of NALED is represented at the Assembly by one representative with a decision-making right, i.e. one vote.

Members are represented in the Assembly by their legal representative or other person delegated by members to participate in the Assembly.

Honorary members and members-observers are not entitled to a vote.

Article 3

The Assembly sessions are held at least once a year, in accordance with the law and NALED's acts. The regular Assembly session is held once a year, and the extraordinary Assembly sessions are scheduled as needed.

The Assembly performs decision-making at a session attended by at least a third of the total number of full members, and adopts decision with the majority of votes of attending members with a voting right.

As a rule, the Assembly sessions are held in the physical presence of members, i.e. representatives of members, and can also be held electronically, in a way that allows members to express their views on all items on the agenda and vote on all issues decided by the Assembly.

CHAIRMAN OF THE ASSEMBLY

Article 4

Chairman of the Assembly (hereinafter: Chairman) is appointed among NALED members, i.e. their representatives in the Assembly, through public voting based on the proposal by the Managing Board, at the beginning of each session.

The term of the Chairman lasts until the next regular Assembly session.

If it decides to hold a regular Assembly session electronically, the Managing Board will promptly submit their proposal for the Chairman to the members for assessment and voting, so that the electronic session can be held without interruption.

Article 5

The Chairman chairs the regular and extraordinary Assembly sessions, takes care of the order at the sessions, verifies the minutes of the sessions with his signature and performs all other tasks in accordance with the Statute and other NALED's acts, until the next regular Assembly session.

The function of the Chairman may be terminated due to resignation, dismissal and in other cases, in accordance with NALED Statute and these Rules of Procedure.

In the event of termination of office in accordance with Paragraph 2 of this Article, the office of Chairman shall be held by the President of NALED Supervisory Board until the next regular Assembly session.

THE WORK OF THE ASSEMBLY

Article 6

Preparation for the Assembly is performed by the NALED Executive Office (hereinafter: Executive Office) with the support of the Managing Board.

Logistical support in the work of the Assembly, the Chairman and the Assembly members is provided by the Executive Office.

Article 7

The Managing Board determines the date, time, venue and manner of holding the Assembly session, with a proposed agenda.

The Managing Board may decide to organize the session in several sittings, i.e. to hold an Assembly session for several days, in case the agenda is too large to be implemented in one day, or to decide on specific issues for which the members need additional time to take a stand, as well as if other objective circumstances so require, which is explained in the invitation to the session.

The Managing Board may decide to hold a session electronically, when required by objective circumstances, such as an emergency situation in case of an epidemic or natural disasters, as well as for financial reasons, urgency or other justified reasons, which it explains in the invitation to the meeting.

In the case referred to in Paragraph 3 of this Article, the Managing Board, i.e. the Executive Office shall ensure that all NALED members, through the NALED website, i.e. the digital platform for holding an electronic session (hereinafter: the Platform), present their views on issues are on the agenda of that session, have an insight into the views of other members, as well as to vote on the decisions that are made at that session.

Article 8

The Managing Board convenes the Assembly session by submitting a written notification to members about the time and venue, i.e. the manner in which the Assembly session will be held, along with the proposed agenda.

The invitation referred to in Paragraph 1 of this Article shall be delivered electronically to the member's address for the delivery of letters, no later than seven days before the day set for the session, and materials for that session, including draft decisions to be voted on at that session, shall be submitted at the same time as the invitation or no later than seven days before the deadline for voting on that issue.

Delivery of materials referred to in Paragraph 2 of this Article shall be done via e-mail or by enabling the download of these materials via the NALED website, i.e. the Platform.

Along with members, the Managing Board may decide to invite guests to the Assembly as observers.

Article 9

The President of the Managing Board opens the Assembly session and determines whether there is a required majority required for the work of the Assembly, as defined in the Statute and this Rules of Procedure.

In the case of an electronic session, the quorum for its holding is determined on the basis of the number of Assembly members that registered electronically and voted on the Platform, regardless of how they voted and whether they abstained.

Fulfillment of the quorum is determined through insight into the registration list of members kept by the Executive Office.

If any members of the Assembly express doubts regarding the existence of quorum, if it cannot be determined with certainty by other means, the roll call of members is performed, while in the case of an electronic session, the number of persons that registered or voted on the Platform is reassessed.

Article 10

The agenda of the Assembly session is proposed by the Managing Board and determined by the Assembly.

Article 11

The Assembly decides on the agenda as a whole without a discussion.

The agenda is adopted if the majority of attending full members of the Assembly has voted for it.

Article 12

The necessary information about important activities conducted between the two sessions is provided by the President of Managing Board orally, within the foreword, before proceeding to the agenda.

Discussion is not opened on this matter.

Article 13

Following the adoption of the agenda and the foreword, the discussion on individual matters is conducted, in the order defined in the agenda.

Discussion is opened for each Agenda item before it is decided upon through voting.

Decisions on procedural issues are made without discussion.

In the case of an electronic session, the Assembly members discuss and vote on specific items on the agenda through the Platform, within the time frame specified in the invitation to the session.

If the invitation to the electronic session does not specify a time frame for discussion and voting on specific items on the agenda, it will be considered that members can express their views and vote on specific items on the agenda from the moment the session begins until the time planned for announcing voting results, i.e. just before the end of the session.

Article 14

Before a discussion on each issue, the representative of the proposer may provide the opening speech.

The Chairman gives word to Assembly members in the order of their applying for a discussion.

The discussion is concluded by the Chairman upon determining there are no more members interested to take part in the discussion.

In the case of an electronic session, the opening speech referred to in Paragraph 1 of this Article shall be presented through the Platform no later than the beginning of the session, i.e. voting on the issue, and the discussion of each issue shall be available to other members through the Platform without delay.

Article 15

Upon concluding the discussion, the Chairman invites all attending members to vote on the proposal on the agenda.

Assembly member votes according to the principle one member - one vote.

The voting can be:

- Public, by raising hands or voting tables and declaring “for” or “against” the proposal or by refraining from voting,
- Secret, by filling the voting ballot and placing it into the voting box.

Notwithstanding Paragraph 1 of this Article, in the case of an electronic session, members shall vote by marking the offered answers ("for", "against", "abstained") next to each item on the agenda.

In the case of public voting in an electronic session, the manner of each of the member's on the issue to be voted on publicly seems to be available to the remaining members, through the Platform.

In the event of a secret ballot in an electronic session, the Managing Directors and the Executive Office will allow members to vote so that each member can check how his/her vote is registered through the Platform, while keeping the information secret for others.

Article 16

After completion of public voting, the Chairman determines the voting results and announces whether the proposal has been adopted or rejected.

In the case of an electronic session, the results of voting on all items on the agenda shall be determined immediately before concluding the session and communicated to the members through the Platform, unless otherwise stated in the invitation.

Article 17

In case of secret voting, the voting committee is formed consisting of representatives of Executive Office and Ethics Committee, which is responsible for counting of votes from voting ballots.

If such conditions are met, the counting is organized in a separate room during the Assembly session and the results are published on the same day at the Assembly.

If there are no adequate conditions and the counting of votes cannot be organized with results published on the same day at the Assembly, the Chairman informs the Assembly about the deadline and manner of announcing the voting results.

Counting can be attended by up to three full members of NALED who apply to the Chairman, in order of application.

Ethics Committee prepares a report on the regularity of voting and counting, and the voting results, and submits it to the Chairperson.

The Chairman informs the Assembly on the results of secret voting.

The Chairman announces how many Assembly members have voted, how many members voted “for” and “against” the adoption of the proposal, and how many members refrained from voting.

If the Assembly decides on the members of Managing and Supervisory Boards, or the authorized representative of NALED, the Chairman declares which candidates were elected and appointed, or which member of NALED body was dismissed or recalled.

In the case of an electronic session, the voting commission referred to in Paragraph 1 of this Article shall confirm the results of the secret ballot by inspecting the electronic database and if it doubts the regularity of the voting process, it may decide to repeat the secret ballot on a specific agenda item.

Article 18

If there is a conclusion during the Assembly that the quorum has not been met, and that it cannot be promptly ensued, the Chairman postpones the session for a specific day and time with the same agenda, on which all Assembly members are informed in writing.

In the case of an electronic session, if there is no quorum for holding the session, the Chairman may extend the duration of the session, of which the Assembly members shall be notified through the Platform.

In the case referred to in Paragraph 2 of this Article, if a quorum is reached for holding a session, all decisions of the Assembly shall be considered valid if a sufficient number of members voted for them.

Article 19

In cases when, due to extensive agenda or for other reasons, discussion on all items of the agenda cannot be completed, the Assembly may decide to end the session and schedule its continuation on a specific date, on which all Assembly members are informed in writing.

Article 20

The Assembly session is concluded by the Chairman after the decision-making by the agenda.

In the case of an electronic session, the Chairman shall conclude the Assembly session after announcing the voting results on all items on the agenda through the Platform.

Article 21

The work of the session is recorded in the Minutes.

The Minutes contain the basic information about the work of Assembly session, and particularly about the proposals stated at the session, adopted conclusions and voting results.

At the request of Assembly members who presented their opinion at the session, important parts of their statements are included in the Minutes.

The Minutes are signed by the Chairman.

The draft and final version of the Minutes are given to the members for assessment along with other materials for the session.

Executive Office is responsible for keeping and storing of the Minutes.

Article 22

These Rules of Procedure shall enter into force on the date of adoption.

NAME AND LAST NAME
Chairman of the Assembly