



## **Rules of Procedure of Maldivian Red Crescent**

26 November 2025

## Contents

Section 1 – General Provisions.....	5
Rule 1 – Status of these Rules.....	5
Section 2 – General Assembly.....	5
Rule 2 – Meetings of the General Assembly .....	5
Rule 3 – Agenda .....	6
Rule 4 – Extraordinary sessions.....	6
Rule 5 – Representatives of the General Assembly .....	7
Rule 6 – Observers.....	7
Rule 7 – Chairperson of the General Assembly .....	8
Rule 8 – Conduct of business .....	8
Rule 9 – Submission of Proposals .....	8
Rule 10 – Language.....	8
Rule 11 – Debates .....	9
Rule 12 – Proposals, Motions and Amendments.....	9
Rule 13 – Voting Rights .....	10
Rule 14 – Voting Procedure .....	10
Rule 15 – Majority in voting.....	11
Rule 16 – Decisions.....	11
Rule 17 – Reconsideration of Motion .....	11
Rule 18 – Records .....	11
Rule 19 – Elections .....	12
Rule 20 – Application and Screening .....	13
Rule 21 – Campaigning.....	13
Rule 22 – Election of members of the Governing Board.....	14
Rule 23 – Election of the President and Two Vice Presidents .....	14
Section 3 – Units .....	15
Rule 24 – Unit Structure.....	15
Rule 25 – Unit Recognition .....	15
Rule 26 – Inactive Units and Unit Suspension.....	16
Rule 27 – Unit Assembly.....	16
Rule 28 – Quorum of the Assembly.....	17
Rule 29 – Chair of the Assembly .....	17
Rule 30 – Unit Assembly Members .....	18
Rule 31 – Unit Assembly Observers.....	18
Rule 32 – Powers of the Unit Assembly .....	18
Rule 33 – Unit Elections.....	18

Rule 34 – Responsibilities of Unit Board .....	19
Rule 35 – Unit Secretary .....	19
Rule 36 – Sessions of the Unit Board.....	20
Rule 37 – Dissolution of a Unit Board.....	20
Rule 38 – Closure of a Unit.....	20
Section 4 – Regions .....	20
Rule 39 – Regional Structure .....	20
Rule 40 – Regional Forum .....	21
Rule 41 – Chair of the Regional Forum .....	21
Rule 42 – Composition of the Forum.....	21
Rule 43 – Functions of the Regional Forum .....	21
Section 5 – Youth .....	21
Rule 44 – Youth Section .....	22
Rule 45 – Unit Youth Forum.....	22
Rule 46 – Unit Youth Council.....	22
Rule 47 – Functions of the Unit Youth Forum.....	22
Rule 48 – Functions of the Unit Youth Council .....	23
Rule 49 – National Youth Forum .....	23
Rule 50 – National Youth Council .....	24
Rule 51 – Functions of the National Youth Forum .....	24
Rule 52 – Functions of the National Youth Council .....	24
Section 6 – Complaints and Integrity .....	25
Rule 53 – Complaints.....	25
Rule 54 – Whistleblowing and conflict of interest.....	25
Rule 55 – Ad-hoc Appeals Committee .....	26
Section 7 – Others.....	26
Rule 56 – The Governing Board.....	26
Rule 57 – Appointment of Secretary General .....	27
Rule 58 – The Secretary General.....	27
Rule 59 – Representation of the MRC.....	27
Rule 60 – Finance Commission .....	28
Rule 61 – Registration fees of Members .....	28
Rule 62 – Membership .....	28
Rule 63 – Code of Conduct.....	29
Rule 64 – Emblem, Seal, and the Logo .....	29
Rule 65 – Amendments to the Statutes.....	30
Rule 66 – Amendments to and suspension of the Rules of Procedures .....	30
Rule 67 – Contradictions and Non-provided matters .....	30

Rule 68 – Definitions .....	30
-----------------------------	----



## **Rules of Procedure of Maldivian Red Crescent**

### **Section 1 – General Provisions**

#### **Rule 1 - Status of these Rules**

- 1.1 The general objective of these Rules and Procedures (herein after called "Rules") is to ensure the correct implementation of the Statutes of Maldivian Red Crescent.
- 1.2 These Rules shall regulate the work of all bodies of the Maldivian Red Crescent (herein after called MRC) either established by the Statutes or by governing bodies of the MRC.
- 1.3 The official name of the Maldivian Red Crescent shall be "Dhivehi Red Crescent", "Maldivian Red Crescent abbreviated as MRC", and shall be used in all documents having legal consequences.

### **Section 2 – General Assembly**

#### **Rule 2 - Meetings of the General Assembly**

- 2.1 The General Assembly shall meet in ordinary session once every other year. The opening date and the duration of all sessions of the General Assembly shall be fixed by the Governing Board, if the General Assembly has not decided on these matters at the close of the preceding session.
- 2.2 The General Assembly shall be convoked by the President at the place and on the date determined in accordance with Rule 2 of this document. The Secretary General shall dispatch to the General Assembly Representatives, by registered mail or by any other means that provide evidence of transmittal, the preliminary notice accompanied by the provisional agenda drawn up by the Governing Board, thirty (30) days before the date of the General Assembly.
- 2.3 The Secretariat shall be responsible for the preparation of the documents related to General Assembly agenda items, or for collecting them from the appropriate bodies, as may be the case. Final documents shall be dispatched fourteen (14) days before the date of the General Assembly to the Representatives.

## **Rule 3 - Agenda**

- 3.1. The preliminary agenda of the General Assembly for an ordinary session shall include, among others:
  - 3.1.1. Registration
  - 3.1.2. Inaugural address by the President
  - 3.1.3. Adoption of the agenda
  - 3.1.4. Adoption of General Assembly Minutes
  - 3.1.5. Report by the Governing Board
  - 3.1.6. Report by the National Youth Council
  - 3.1.7. Report by the Finance Commission
  - 3.1.8. Election of the Complaints Committee
  - 3.1.9. Budgetary proposals by the Secretary General for the ensuing financial year
  - 3.1.10. Presentation and adoption of Audit Report
  - 3.1.11. Presentation and adoption of Annual Report
  - 3.1.12. Presentation and adoption of Annual Plan and Budget
  - 3.1.13. Election of Governing Board members and/or Complaints Committee Members
  - 3.1.14. Amendments to the Statutes
  - 3.1.15. Items decided by the Assembly at a previous session
  - 3.1.16. Items proposed by the Governing Board and members
  - 3.1.17. Closing remarks
- 3.2. Any General Assembly Representative may present observations, amendments, or additions to the provisional agenda, to reach the Secretary General twenty (20) days before the date of the General Assembly. The provisional agenda for the session, considering the observations, amendments and additions received from the representatives, shall be submitted to the General Assembly, at its opening session.
- 3.3. The final agenda shall be adopted by the decision of the General Assembly. Only items that the General Assembly considers urgent and important may be added to the agenda during the session.

## **Rule 4 - Extraordinary sessions**

- 4.1 Rules 2 and 3 of this document shall also be applied, with due alteration of details, to extraordinary sessions of the General Assembly with the below modifications.
- 4.2 If the General Assembly is convoked in accordance with Article 7.18 of the

Statutes, the date and place shall be fixed by the President in consultation with the Secretary General.

4.3 The agenda shall be dispatched to the General Assembly Representatives without delay, but not later than 14 days before the date of the extraordinary session.

## **Rule 5 - Representatives of the General Assembly**

- 5.1. The General Assembly shall be composed of General Assembly Representatives in accordance with Article 7 of the Statutes.
- 5.2. The names of the representatives shall be communicated to the Secretary General thirty (30) days before the date of the General Assembly.
- 5.3. A vote shall be taken at the Unit Assembly to determine the member(s) that shall represent the Unit at the General Assembly, the composition of unit representatives to the General Assembly shall follow the priority order in accordance with article 7.6 of the Statutes.
- 5.4. Subject to Rule 5.3 of this document, election of representatives for General Assembly shall be conducted as below.
  - 5.4.1. Only members of the Unit shall be eligible to represent the Unit at the General Assembly
  - 5.4.2. Unit members shall be informed of General Assembly Representative Election and this notice shall be dispatched with the preliminary notice of the Unit Assembly.

## **Rule 6 - Observers**

- 6.1. Observers may be invited to participate in the ordinary session of the General Assembly and can among others, include representatives of:
  - 27.5.1. The International Federation of Red Cross and Red Crescent Societies
  - 27.5.2. The International Committee of Red Cross
  - 27.5.3. National Societies of the Movement
  - 27.5.4. Ministries of the Maldives associated with activities of MRC
  - 27.5.5. Diplomatic corps in Maldives
  - 27.5.6. International and local Non-Governmental Organization.
- 6.2. At the invitation of the Chairperson of the session of the General Assembly, observers may make statements on matters of special interest to their organizations.
- 6.3. Observers may have access to documents of the General Assembly as the Secretary General considers he/she can put at their disposal. Observers may submit documents to the Secretary General who shall determine in what form and to what extent these shall be distributed during the session.
- 6.4. The President may, with the consensus of the Governing Board, issue invitations to special guests for a session or part of an ordinary session of the General Assembly.

## **Rule 7 - Chairperson of the General Assembly**

- 7.1. The General Assembly shall be chaired by the President of the MRC.
- 7.2. In the President's absence, the President must assign a Vice-President to take the Chair.
- 7.3. The President of the MRC may delegate the chair of a meeting or a session of the General Assembly to any member of the Governing Board.

## **Rule 8 - Conduct of business**

- 8.1. The Chairperson may declare open a session of the General Assembly and allow deliberations to proceed only when there is a quorum present of at least 51% of the General Assembly representatives.
- 8.2. The Chairperson shall conduct the sessions. In addition to the powers conferred upon him/her elsewhere in these Rules, he/she shall declare the opening and closing of each plenary meeting of the session; ensure observance of these Rules; put questions to vote; and announce the results.
- 8.3. The Secretariat shall take all feasible measures to provide necessary arrangements for persons with disabilities (PWDs), ensuring accessibility and inclusion to the greatest extent possible.

## **Rule 9 – Submission of Proposals**

- 9.1. The texts of proposals to be submitted to the General Assembly shall sent to the Secretary General Twenty (20) days before the date of the General Assembly. All proposals submitted to the General Assembly must be proposed by a Unit.
- 9.2. Proposals and amendments may only be discussed and voted upon when the representatives have been in a position to take note of their exact text. A proposal submitted during a meeting may only be discussed at that meeting with the permission of the General Assembly.
- 9.3. Reports submitted to the General Assembly in writing shall not be read out.

## **Rule 10 - Language**

- 10.1. The official languages of the General Assembly shall be Dhivehi and English. If another language is to be used in debates, prior permission must be obtained from the Chairperson of the General Assembly.
- 10.2. The working languages of the General Assembly shall be Dhivehi and English. The working languages shall be that in which simultaneous interpretation is provided and shall be the only other language in which documents relating exclusively to items of the agenda will be prepared.
- 10.3. All documents shall be submitted to the General Assembly in the official or

working languages.

- 10.4. It shall be the duty of the Secretary General to arrange for the reception and translation into the working languages of the General Assembly and to circulate documents, reports, decisions and recommendations of the General Assembly, the Governing Board, and their subsidiary bodies, and to prepare the records of their proceedings.

## **Rule 11 - Debates**

- 11.1. Representatives of the General Assembly may only take the floor after having obtained the permission of the Chairperson of the General Assembly.
- 11.2. Representatives of the General Assembly shall be called upon in the order in which they have signified their interest to speak. Priority shall be given to the Chairperson or representative of a subsidiary body or to the representative responsible for the respective report, proposal, or amendment under discussion.
- 11.3. Expression of congratulations and/or thanks may be given in the form of a single vote of thanks. Speakers shall limit their intervention to the subject under discussion.
- 11.4. The Chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion or not compatible with the Fundamental Principles. If necessary, the Chairperson may withdraw the permission to speak.
- 11.5. The duration of any one intervention by a member on the same item shall not exceed ten (10) minutes but may be extended or shortened on the proposal of the Chairperson or of another representative by decision of the General Assembly.
- 11.6. The Secretary General shall have the right to request the floor at any time to make clarifications in the General Assembly, in the Governing Board and at meetings of all subsidiary bodies on all matters under discussion.

## **Rule 12 - Proposals, Motions and Amendments**

- 12.1. Proposals, motions, and amendments shall be discussed in the order in which they are presented, unless the Chairperson decides otherwise.
- 12.2. If, during a discussion, a member raises a point of order, the discussion shall be suspended, and the point of order immediately decided by the Chairperson. The representative raising a point of order may not speak on the substance of the matter under discussion.
- 12.3. Motions to adjourn or to close the debate shall have priority over all other motions. Unless the Chairperson decides otherwise, only one representative may speak for, and one against, motions to adjourn or to close debates or points of order.
- 12.4. Discussion upon each question shall be closed when there are no further speakers or when a motion of closure proposed and seconded is adopted by the General Assembly.

- 12.5. During a debate, the Chairperson may announce the list of speakers and, with the consent of the General Assembly, declare the list closed, they may give the right of reply to any representative concerned by a previous intervention.

### **Rule 13 - Voting Rights**

- 13.1. All Members attending the General Assembly, as stipulated in Article 7.15.1 of the Statutes shall exercise the right to vote.
- 13.2. A General Assembly Representative may not vote on behalf of another representative.
- 13.3. The Chairperson of the General Assembly shall not vote in the General Assembly, except for a casting vote in the case of a tie, as per 7.15.2 of the Statutes.
- 13.4. Observers shall not have the right to vote during the General Assembly.

### **Rule 14 - Voting Procedure**

- 14.1. Votes shall be taken by a show of hands for all resolutions. In the Governing Board and Complaints Committee elections, voting shall be by secret ballot.
- 14.2. In the event of a physical vote, the vote shall be taken by roll call if five members so request. In this event, Governing Board members shall be called first followed by the representatives from each unit.
- 14.3. Shortlisted candidates shall be given the opportunity to attend the elections session of the General Assembly and present a short introduction to the delegates.
- 14.4. The vote shall be taken by a secret ballot if a simple majority of the members, present and voting, so decides. In this event, the Secretary General shall have ballot papers distributed. Before the vote, the Chairperson shall appoint, from among the representatives, a three-member committee, and after all the ballots have been collected, shall proceed to a count of the votes
- 14.5. If electronic voting is being used in the General Assembly, the secretary general must ensure that the system meets the minimum requirements as per of article 15 of the Statutes and the Governing Board must approve it.
- 14.6. After the Chairperson has announced the beginning of voting, no member shall interrupt the voting, except on a point of order in connection with the actual conduct of the voting.
- 14.7. If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.
- 14.8. An amendment to a proposal should add to, delete, or revise part of a proposal. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, they shall be voted on in order at the discretion of the Chairperson. If one or more amendments are adopted, the amended proposal shall then be voted upon.

- 14.9. The following motions shall have precedence, in the order set out below over all other proposals or motions.
  - 14.9.1. to suspend the meeting.
  - 14.9.2. to adjourn the meeting.
  - 14.9.3. to adjourn the debate on the item under discussion.
  - 14.9.4. to close the debate on the item under discussion.
  - 14.9.5. The Secretariat must consider the needs of the representatives and ensure that the voting process considers accessibility and inclusivity of all delegates.

### **Rule 15 - Majority in voting**

- 15.1. A majority consists of obtaining 50% of votes plus one vote. The 50% is determined by rounding down to the nearest whole number of 50% representatives present
- 15.2. A simple majority consists of any majority obtaining the largest number of votes of representatives present and voting.
- 15.3. An absolute majority consists of more than two-thirds of representatives present and voting.
- 15.4. A qualified majority consists of more than two-thirds of the representatives eligible to attend the General Assembly.

### **Rule 16 - Decisions**

- 16.1. The results of all votes shall be announced by the Chairperson and indicated in the minutes. Amendments to proposals relating to matters of urgency shall require the same majority as the one required for the adoption of the original proposal.
- 16.2. Decisions of the Assembly shall be put in writing in the official languages and working languages by the Secretary General or his/her representatives.

### **Rule 17 - Reconsideration of Motion**

- 17.1. Permission to speak to reconsider a motion shall be accorded only to the author of the said motion and to be able to withdraw it.

### **Rule 18 - Records**

- 18.1. The Secretariat shall maintain the minutes of the meetings of the General Assembly. These will include a summary of the discussions of the General Assembly, the text of the decisions taken by the General Assembly and the list of members. The minutes of the session shall include, in its annexure, the reports etc. from the subsidiary bodies submitted to the General Assembly.
- 18.2. The minutes of the session shall be prepared and finalized and distributed within sixty (60) days after the close of the session and sent to the representatives of

the same General Assembly. The minutes of the previous assembly must also be sent with the final notice for the next General Assembly.

- 18.3. The records of the sessions of the subsidiary bodies of the General Assembly shall be presented in the form of summaries.

## **Rule 19 - Elections**

- 19.1. The Regional Members of the Governing Board as per Article 8.1 of the Statutes, shall be elected as follows.
  - 19.1.1. Two (2) Regional Members shall represent the North Region. The North Region is considered as all the atolls to the north of Kaafu atoll
  - 19.1.2. Two (2) Regional Members shall represent the South Region. South Region is considered as all the atolls to the South of Kaafu atoll
  - 19.1.3. One (1) Regional Member shall represent Greater Male' area including Kaafu Atoll.
- 19.2. Subject to Rule 19.1 of this document above, at the General Assembly:
  - 19.2.1. during the election of the two (2) Regional Members representing the North Region, General Assembly Representatives from Units to the North of Kaafu Atoll may only vote,
  - 19.2.2. during the election of the two (2) Regional Members representing the South Region, General Assembly Representatives from Units to the South of Kaafu Atoll may only vote,
  - 19.2.3. During the election of one (1) Regional Member representing Malé region, General Assembly Representatives from Units to in Greater Male' Area and Kaafu atoll may only vote.
- 19.3. Regarding the 'Governing Board Member – Inclusivity':
  - 19.3.1. Persons with Disability is defined as; Persons with disabilities are those who have physical, mental, intellectual, or sensory impairments, which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.
  - 19.3.2. Migrant are defined as: Persons who leave or flee their habitual residence to live in Maldives to seek opportunities or safer and better prospects.
  - 19.3.3. Additional Criteria regarding the position shall be developed by the Governing Board
- 19.4. For the purpose of conducting elections, an Elections Committee composed of five (5) persons from among the General Assembly shall be appointed by the Assembly by a simple majority. The term of office of the Governing Board Elections Committee shall be limited to the duration of that session. The members of the committee shall not be candidates for any elected position. The committee shall appoint its Chairperson and the Assembly shall be informed of the appointment immediately.
- 19.5. Referring to article 8.1b of the Statutes, if the incumbent member is not a woman the next vacancy shall be allocated for a woman only. If both seats are vacant

than 1 seat shall be allocated specifically for a woman and the second position must be open for all members.

- 19.6. The Elections Committee shall manage the election process for all elections.
- 19.7. The Elections Committee shall be provided with a special location where each representative may record their vote by secret ballot.
- 19.8. The Elections Committee may utilize a digital system which meets the necessary requirements when needed.
- 19.9. The documents pertaining to the elections shall be kept with the Secretary General until next General Assembly.

## **Rule 20 - Application and Screening**

- 20.1. Application of persons for election to the Governing Board, together with their Curriculum Vitae and necessary documents shall be sent to the Secretary General within the period defined in the preliminary notice.
- 20.2. A single individual may not apply for more than two positions of the Governing Board at any single election.
- 20.3. An individual already holding a position of the Governing Board may not apply for a vacant post.
- 20.4. The applications shall be given to the Chairperson of the Elections Committee as soon as this Committee has been Elected
- 20.5. The Governing Board Elections Committee shall present to the members the total applications received. Each member shall, if so desired, present to the Chairperson of the Elections Committee for the withdrawal of their name from the list. The list shall then be considered closed.
- 20.6. All applications will be registered and logged. The applications shall be checked to see if all the requested information with the necessary documents are included.
- 20.7. All applications will be screened, and applicants will be requested to submit a police report and record clearance form from the Judicial Administration.
- 20.8. Incomplete Applications, Applications that do not meet the eligibility criteria and do not pass the screening criteria will be rejected.

## **Rule 21 – Campaigning**

- 21.1. Must employ legally permissible means (allowed by laws, rules, and regulations of the country) for canvassing for votes.
- 21.2. Must not entice people into voting with promises of material gains or any favors.
- 21.3. Must bear all the expenses incurred for the campaigning.
- 21.4. Must not discredit, discount, or defame other candidates directly or indirectly.
- 21.5. Must always observe the principles of RCRC and must not commit to any future activities and policies of the MRC and/or the RCRC movement.

## **Rule 22 - Election of members of the Governing Board**

- 22.1. As stipulated in the Article 8.3 of the Statutes, in determining the term of the members of the Governing Board, a serviced year would be deemed as the period from the date of the General Assembly to the next session of the General Assembly.
- 22.2. In accordance with Article 8.1 of the Statutes there shall be ten (10) elected members elected to the Governing Board including the President and Vice Presidents.
- 22.3. A single ballot containing the names of all candidates for a position shall be given to each representative present at the General Assembly.
- 22.4. Once a candidate gets votes as below for an announced post and therefore gets elected to that announced post, his/her name shall be withdrawn from the candidates list of the remaining unannounced posts.
- 22.5. The President, two Vice Presidents and Treasurer shall get majority as stated in Rule 15.1 of this document
- 22.6. If more than two candidates are competing for a single post and could not secure a majority, then a second round of voting with the two candidates who got the most votes in the first round shall be held to get the majority needed. If on the second round a majority cannot be secured by a candidate in the second-round position is considered vacant, then the position shall be filled as per Article 8.3 h) of the Statutes. If the numbers of votes secured by candidates are in a tie, then the Chairperson of the General Assembly shall vote.
- 22.7. Regional members and Inclusivity seat members shall get a simple majority as stated in Rule 15.2 of this document
- 22.8. If one individual is contesting for a position of the Governing Board, a vote shall be taken to ensure that the majority as stated in Rule 15.1 of this document is obtained. If a majority is not obtained, then the position shall be filled as per Article 8.3 of the Statutes.
- 22.9. If a candidate is not elected to a position in a General Assembly, the position will remain vacant until the next General Assembly, if a member is elected to the position at the next General Assembly, they will be elected for the full term as defined in the Statutes.
- 22.10. If a member resigns or is not elected to any position, the responsibilities of that member shall be undertaken by another member until that position is filled.

## **Rule 23 - Election of the President and Two Vice Presidents**

- 23.1. Any member of MRC with rights to stand for elections may be nominated for the position of President or two Vice Presidents.
- 23.2. One member can be nominated only for one position.
- 23.3. The candidates obtaining the majority of votes as stated in Rule 15.1 of this document shall be elected for the positions of the President and two Vice Presidents.

## **Section 3 – Units**

### **Rule 24 - Unit Structure**

- 24.1. In accordance with MRC Statutes, the Governing Board establishes Units defining the territory and the responsibility as it thinks fit to be allotted to each Unit, in accordance with the eligibility criteria stipulated in the MRC Statutes.
- 24.2. Only one unit may operate in a defined territory at any one time, according to the criteria developed.
- 24.3. Each unit shall administratively operate in a building approved for use by the Secretary General, and displaying an indicative Red Crescent emblem
- 24.4. A unit Secretary shall be appointed by the Secretary General in concurrence with unit Board for the daily implementation of activities.
- 24.5. The Governing Board shall assign responsibility to administer the activities of the Units to a Unit Board consisting of a Chairperson, Vice-Chairperson, Treasurer, General Member elected by the Unit Assembly. The Chair of the Unit Youth Council shall also be a full member of the Unit Board
- 24.6. The Unit shall maintain a minimum membership of (20) members in their defined unit and will work to gradually increase membership.
- 24.7. All new unit establishments and reactivation of units shall be completed by 31<sup>st</sup> March of each year.

### **Rule 25 - Unit Recognition**

- 25.1. Units wishing to get recognized within the Maldivian Red Crescent must follow the Unit Establishment Process.
- 25.2. A new unit may only be recognized in a defined territory for the organization of Maldivian Red Crescent's activities in the allocated territory.
- 25.3. The Governing Board shall conduct a unit Assembly for the election of the unit Board.
- 25.4. The Unit will be formally recognized by the Governing Board once the unit Board is in place.
- 25.5. A new Unit may only be set up where there is no existing Unit in the defined territory.
- 25.6. At the recognition of the Unit, the Secretary General must inform all the members of the recognition status of the Unit.
- 25.7. The Headquarters shall initiate a membership drive within the territory where the new Unit is to be set up.
- 25.8. The Governing Board shall present, at each General Assembly a list of Units recognized and suspended since the previous General Assembly.

## **Rule 26 - Inactive Units and Unit Suspension**

- 26.1. A unit shall be recognized as an active unit if it maintains a minimum of 20 active members by 31 January of each year.
- 26.2. If at any time it appears to the Governing Board that the situation of a Unit has fallen into an unacceptable condition, the Governing Board shall send a written warning to the Unit identifying the apparent default and requesting the Unit to forthwith correct said default.
- 26.3. The Governing Board shall define the conditions to suspend a unit, declare a unit inactive, dissolve a unit board and close a unit based on unit and unit board performance and adherence to Maldivian Red Crescent Statutes and Rules of Procedure.
- 26.4. If in the opinion of the Governing Board, a Unit appears to continue in default after having received the written warning, the Governing Board may within six (6) months from the date of the first warning, send a second written warning to the Unit demanding the Unit to forthwith correct the said default. The second warning shall state that if the Unit does not forthwith correct the said default to the satisfaction of the Governing Board, then the Governing Board shall have the right to suspend the Unit.
- 26.5. Before taking action for suspension, the Governing Board shall give the Unit a reasonable opportunity to comment on the warning letters sent to it by the Governing Board.
- 26.6. The Unit shall have the right to be heard at the Governing Board in its own defense.

## **Rule 27 - Unit Assembly**

- 27.1. The opening date and the duration of all sessions of the Unit Assembly shall be fixed by the Unit Board if the Unit Assembly has not decided on these matters at the close of the previous session. The Unit Assembly shall meet in ordinary session once a year, but not later than end of March.
- 27.2. For newly established units, only members who have registered at least one month prior to the Unit Assembly shall be eligible to vote.
- 27.3. The Unit Secretary, in absence of whom, the Unit Chairperson shall dispatch to the members, by registered post or by any other means that provide evidence of transmission, the final notice of Unit Assembly accompanied by the provisional agenda drawn up by the Unit Board at least seven (7) days before the Unit Assembly, along with a request to members entitled to attend the Unit Assembly.
- 27.4. The Unit Secretary, in absence of whom, the Unit Chairperson shall be responsible for the preparation of the documents and collecting them from the appropriate bodies. Available documents shall be dispatched Seven (7) days before the Unit Assembly.
- 27.5. The provisional agenda for a Unit Assembly shall among others comprise:
  - 27.5.1. Registration
  - 27.5.2. Inaugural Address by the Chairperson of the Unit Board
  - 27.5.3. Adoption of the agenda

- 27.5.4. Approval of the minutes of the preceding session
- 27.5.5. Report by the Unit Secretary
- 27.5.6. Report by the Unit Board
- 27.5.7. Report by the Unit Youth Council
- 27.5.8. Financial reports for the preceding financial year.
- 27.5.9. Budgetary proposals for the ensuing financial year.
- 27.5.10. Items proposed by members
- 27.5.11. Elections and appointments.
- 27.5.12. Reports by subsidiary bodies established by the unit Assembly
- 27.5.13. Proposals decided by the unit Assembly at a previous session
- 27.5.14. Resolutions proposed by the unit Assembly
- 27.6. Any member of the unit may present observations, amendments, or additions to the provisional agenda, to reach the unit Secretary at least two (2) days before the unit Assembly. The final agenda for the session, considering the observations, amendments and additions received from representatives, shall be submitted to the representatives of the unit Assembly at least two (2) days before the date of the Assembly.
- 27.7. The final agenda shall be adopted by decision of the Unit Assembly. Only items that the Unit Assembly considers urgent and important may be added to the agenda during the session.
- 27.8. The unit must have an active membership of not less than twenty (20) Members, with voting rights to conduct the Unit Assembly.
- 27.9. Rule 9 to 19 of these Rules shall be applied, with due alteration of details, to Unit Assemblies

### **Rule 28 - Quorum of the Assembly**

- 28.1. The Assembly has quorum when attended by 51% of its representatives. Its decision shall be adopted by a simple majority of those present and voting, except in cases stipulated otherwise.
- 28.2. If the required quorum is not met in 30 minutes from the declared starting time of the meeting, the Chair shall postpone the Assembly to the earliest possible date.
- 28.3. If the postponed Assembly does not meet its quorum for the second time, the Assembly shall be continued if 1/3 of the quorum is present.
- 28.4. No Assembly shall be held if the required quorum for any such meeting is not met.
- 28.5. If quorum of an Assembly meeting cannot be met for a third time, then the said Assembly shall be held as per a recommendation from the Governing Board

### **Rule 29 - Chair of the Assembly**

- 29.1. The Unit Assembly shall be chaired by the Chairperson of the Unit Board. In the case that the chairperson is unavailable, the Vice Chairperson shall chair the Assembly.

- 29.2. The Chairperson of the Unit Board may delegate the Chair of a meeting or a session of the Unit Assembly to any other member of the Unit Board.
- 29.3. For the first Unit Assembly of newly formed Units, a Chair will be appointed within the Governing Board Members.

### **Rule 30 - Unit Assembly Members**

- 30.1. The Unit Assembly will be composed of the following:
  - 30.1.1. Members of Unit Board
  - 30.1.2. The Active Members of the Unit

### **Rule 31 - Unit Assembly Observers**

- 31.1. Observers may be invited to participate in the ordinary session of the Unit Assembly.
- 31.2. At the invitation of the Chairperson of the session of the Unit Assembly, observers may make statements on matters of special interest to their organizations.
- 31.3. Observers shall have access to documents of the Unit Assembly as the Unit Secretary, in the absence of which, the Unit Chairperson considers he/she can put at their disposal. Observers may submit documents to the Unit Secretary, in the absence of which, the Unit Chairperson who shall determine in what form and to what extent these shall be distributed during the session.
- 31.4. Representatives of the National Headquarter and Governing Board may be invited as observers to the Unit Assembly.
- 31.5. The Chairperson may, with the agreement of the Unit Board, issue invitations to special guests for an ordinary session or part of an ordinary session of the Unit Assembly.

### **Rule 32 - Powers of the Unit Assembly**

- 32.1. The Unit Assembly shall be accountable to the Governing Board and the General Assembly, and shall conduct its affairs in alignment with the Statutes and decisions of these bodies.
- 32.2. Unit Assembly approves the plans and budgets and the activities and financial reports of the Units.
- 32.3. Unit Assembly ensures that the Maldivian Red Crescent Statutes, Fundamental Principles, and internal regulations are followed by the Units.
- 32.4. Unit Assembly elects the members of the Unit Board.
- 32.5. Unit Assembly discusses all items entered on the final agenda which it has adopted.

### **Rule 33 - Unit Elections**

- 33.1. All members of the Unit must be notified of any vacant positions in the Unit Board and Nominations must be open at least ten (10) days before the date of the Unit Assembly.

- 33.2. As stipulated in the Article 13 of the Statutes, in determining the term of the Members of the Unit Board, a serviced year should be deemed as the period from the date of the Unit Assembly to the next session of the Unit Assembly.
- 33.3. Elections will take place for the persons to be elected to the office of Chairperson, Vice-Chairperson, Treasurer and General Member of the Unit Board.
- 33.4. Only active members shall exercise a vote in the Unit Assembly.
- 33.5. Candidates nominated for election to posts in the Unit Board shall be made in accordance with Article 13 of the Statutes
- 33.6. If a candidate is not elected to a position in a General Assembly, the position will remain vacant until the next General Assembly, if a member is elected to the position at the next General Assembly, they shall serve a full term defined in the Statutes.
- 33.7. If the resignation results in fewer than three (3) members remaining on the Unit Board, an extraordinary Unit Assembly shall be convened to fill the vacancy. If the number of remaining members is three (3) or more, Clause 37.2 shall apply.
- 33.8. In the event of a tie between candidates, if the member presiding the session is not eligible to vote, re-balloting or a second ballot shall be held at the same session for the position or candidacy. In this regard, balloting shall be held between the candidates who obtained the greatest number of votes from the first round or between the candidates who have obtained the same number of votes.
- 33.9. Unit Board members may contest for Governing Board positions while continuing to hold their existing role. If elected to a Governing Board position, they shall be deemed to have stepped down from their Unit Board position, which shall be considered vacated.

#### **Rule 34 – Responsibilities of Unit Board**

- 34.1. Within the framework of Maldivian Red Crescent regulations, the Unit Board is vested with all the powers necessary for achieving the aims of the Units.
- 34.2. Unit Board monitors the effectiveness of the Unit and in doing so is answerable to the Governing Board. If the Governing Board requires the Unit board to provide any information regarding its functions, then reasonable time frame as determined by the Governing Board shall be given to the Unit Board.
- 34.3. Unit Board with the support of the secretariat, sets up the committees or commissions that it deems desirable or necessary for carrying out these tasks.
- 34.4. Unit Board promotes membership throughout the territory, and ensure minimum of 20 active members are maintained
- 34.5. Unit Board with the support of the secretariat, promotes networking with internal and external partners.
- 34.6. Unit Board with the support of the secretariat, actively engages in mobilizing resources for the Unit within its territory as per set regulations, policies, and mechanisms.

#### **Rule 35 - Unit Secretary**

- 35.1. Unit Secretary provides support and ensures the proper functioning of the unit.
- 35.2. Unit Secretary shall manage the unit by ensuring the effective and efficient

delivery of Red Crescent services based on the needs of the community, through the MRC units.

- 35.3. To act as liaison officer between the Unit Board, Regional Office, and the MRC HQ.
- 35.4. Unit Board may nominate suitable candidates to the position of Unit Secretary and has the power to propose to dismiss him or her to the Secretary General, in accordance with MRC recruitment and termination procedures.
- 35.5. Unit Board and Secretary General shall periodically evaluate the performance of the Unit Secretary
- 35.6. The Unit Secretary shall report to the secretary General and Unit Board.
- 35.7. The Unit Secretary shall not be an active member.
- 35.8. The Responsibilities of the Unit Secretary may be undertaken by an existing staff of the Unit

#### **Rule 36 - Sessions of the Unit Board**

- 36.1. The Unit Board shall meet in ordinary session at least once in two months. Extraordinary sessions are held on the initiative of the Chairperson of the Unit, or at the request of one-third (1/3) of its members.
- 36.2. If at any time a position of the Unit Board becomes vacant, the responsibility of the vacant post shall be overtaken by one of the remaining members of the Board, who shall be elected by a simple majority of the Unit Board.

#### **Rule 37 - Dissolution of a Unit Board**

- 37.1. Unit Board may only be dissolved if it meets the criteria defined by the Governing Board to dissolve a unit board with two-thirds (2/3) majority vote of the Governing Board.

#### **Rule 38 - Closure of a Unit**

- 38.1. based on the conditions defined by the Governing Board to close a unit, it may decide by majority of two-thirds (2/3) of the members of the Governing Board to close any Unit
- 38.2. once a unit is declared as closed, it is no longer a unit of the Maldivian Red Crescent
- 38.3. the unit can be recognized again after completing the unit recognition process as per the Statutes and Rules of Procedure

### **Section 4 – Regions**

#### **Rule 39 - Regional Structure**

- 39.1. In accordance with the Maldivian Red Crescent Statutes, the Governing Board shall define the regional divisions of Units
- 39.2. The Governing Board must consider the distribution of units, strategic locations, and management capacity to support the regions when defining Regions.
- 39.3. Regional Divisions shall be reviewed every 4 years based on strategic targets.
- 39.4. The Regions shall have no formal governance structure, however regional offices

and management structures can be established by the Secretary General based on the region.

#### **Rule 40 – Regional Forum**

- 40.1. The forum shall be held no later than December of every other year.
- 40.2. The secretariat of the host unit, supported by other units in the region and the headquarters shall be responsible for sending out the notice of the forum and administrative arrangements.
- 40.3. The host Unit Secretary, in absence of whom, the Unit Chairperson shall be responsible for the preparation of the documents and collecting them from the appropriate bodies. Available documents shall be dispatched ten (10) days before the Forum.
- 40.4. The provisional agenda for a Regional Forum shall among others comprise:
  - 40.4.1. Inaugural Address by the Chair
  - 40.4.2. Adoption of the agenda
  - 40.4.3. Approval of the minutes of the preceding session
  - 40.4.4. Report by the Management
  - 40.4.5. Report by the Unit Boards
  - 40.4.6. Items proposed by members
- 40.5. The quorum of the Forum shall be 50% of the eligible Unit board members of the Region.
- 40.6. Rules 9 to 19 of these Rules shall be applied, with due alteration of details, to Regional Forums

#### **Rule 41 - Chair of the Regional Forum**

- 41.1. The Regional Forum shall be chaired by the Chairperson of a Unit in the Region on a rotational basis
- 41.2. The Rotational order shall be decided at the first Regional Forum. New units included in the region shall be added to the order as they are formed.

#### **Rule 42 – Composition of the Forum**

- 42.1. Delegates: All unit board members
- 42.2. Observers: Open to all active members based on availability of slots.

#### **Rule 43 – Functions of the Regional Forum**

- 43.1. The forum provides a platform for units to share ideas, best practices and discuss matters of interest
- 43.2. The forum shall identify areas of opportunities for improvement in the region.
- 43.3. The forum shall not make any official decisions regarding units or governance. However, based on the discussion and sessions of the forum, the forum may pass a forum resolution that is submitted to the governing board.

### **Section 5 – Youth**

## **Rule 44 – Youth Section**

- 44.1. All members of Maldivian Red Crescent shall respect and adhere to the Youth Policy of Maldivian Red Crescent.
- 44.2. The Youth Policy shall be developed by the National Youth Council in consultation with all Unit Youth Councils. Unit Youth Councils shall collect input from active youth volunteers in their respective units. The final draft shall be submitted to and approved by the Governing Board.
- 44.3. The structures, organization, activities, and programs of the Youth Section should be developed separately as the MRC Youth Programme.

## **Rule 45 – Unit Youth Forum**

- 45.1. Each Unit shall have a Unit Youth Forum every year, preferably preceding the Unit Assembly
- 45.2. The composition of the Unit Youth Forum Shall include all Active Members between the age of 18 – 25 Years
- 45.3. The forum shall be chaired by the Chair of the Unit Youth Council. The 1st forum shall be chaired by the current youth member of the Unit Board, or a Member appointed by the Unit Board.
- 45.4. Additional Guideline for the Unit Youth Forum Including forum procedure, quorum and program shall be developed and adopted by the Governing Board.

## **Rule 46 – Unit Youth Council**

- 46.1. Unit Youth Council comprising of three (3) to five (5) members including a chair and a vice-chair shall be elected during the Unit Youth Forum.
- 46.2. In the event that the Chairperson resigns or is otherwise unable to continue, the Vice-Chairperson shall assume the role and responsibilities of the Chairperson until the next Unit Youth Forum. The decision shall be made by a Unit Youth Council comprising of at least three (3) members.
- 46.3. If both the Chairperson and Vice-Chairperson positions become vacant, the Unit Youth Council shall appoint a temporary representative to fulfil the leadership responsibilities until the next Unit Youth Forum. The decision shall be made by a Unit Youth Council comprising of at least three (3) members
- 46.4. The term of the council shall be 2 years. Any member can only be elected to the council for a maximum of 2 terms, consecutively or not.

## **Rule 47 – Functions of the Unit Youth Forum**

- 47.1. Elections of the Unit Youth Council comprising of three (3) to five (5) members including Chairperson and a Vice Chairperson, for the term, functions and responsibilities as stipulated in the Rules of Procedures. Subject to these

Statutes, the Unit Youth Council members shall be active members of the Maldivian Red Crescent and shall not hold any other elected positions of the governance bodies of the Maldivian Red Crescent.

- 47.2. A report outlining the main developments and activities of the Unit Youth Section and the Unit Youth Forum will be presented to the next session of the Unit Assembly.
- 47.3. Propose amendments or provide feedback to the proposed Unit plans or Unit Assembly, draft Resolutions or other relevant documents prepared for consideration at the Unit Assembly.
- 47.4. A Declaration by the Unit Youth Forum, that include the participants main concerns or messages which they would like to share with the Unit, National Society and/or other stakeholders.
- 47.5. The preliminary agenda for an ordinary Unit Youth Forum shall include, among others:
  - 47.5.1 Registration
  - 47.5.2 Inaugural address by the National Youth Council President
  - 47.5.3 Adoption of the agenda
  - 47.5.4 Overview of on-going youth related Programmes & Services
  - 47.5.5 Overview of governance & MRC Youth Portfolio for the year
  - 47.5.6 Review & Endorsement
  - 47.5.7 Election of Unit Youth Council
  - 47.5.8 Any formulation of forum declarations and other business

#### **Rule 48 – Functions of the Unit Youth Council**

- 48.1. Advise on all matters concerning youth-related activities throughout the Maldivian Red Crescent.
- 48.2. Promote and assess the implementation of the Youth Policy and Youth Section.
- 48.3. Review and suggest revisions of the Youth Policy and Youth Section.
- 48.4. Review and suggest revisions of the Youth Policy and Youth Section to the Unit Board
- 48.5. Seek youth opinion on the implementation of relevant policies and to ensure that those opinions are communicated to the relevant bodies of the Maldivian Red Crescent.
- 48.6. Advise the Unit Secretary and the Unit Board in the implementation of the Youth Policy and all other policies and strategies as they relate to the youth.

#### **Rule 49 – National Youth Forum**

- 49.1. The National Youth Forum shall be held once in every two years, preceding the General Assembly.
- 49.2. The composition of the Youth Forum Shall include all Active Unit Youth Councils.
- 49.3. The forum shall be chaired by the Chair of the National Youth Council. The 1st forum shall be chaired by the current youth member of the Governing Board, or a Member appointed by the Governing Board.
- 49.4. Additional Guideline for the National Youth Forum Including forum procedure,

quorum and program shall be developed and adopted by the Governing Board

49.5. The preliminary agenda for an ordinary National Youth Forum shall include, among others:

- 50.5.1. Registration
- 50.5.2. Inaugural address by the National Youth Council President
- 50.5.3. Adoption of the agenda
- 50.5.4. Overview of on-going youth related Programmes & Services
- 50.5.5. Overview of governance & MRC Youth Portfolio for the year
- 50.5.6. Review & Endorsement
- 50.5.7. Election of National Youth Council
- 50.5.8. Any formulation of forum declarations and other business

#### **Rule 50 – National Youth Council**

- 50.1. National Youth Council comprising of three (3) to five (5) members including a chair and a vice-chair shall be elected during the national Youth Forum.
- 50.2. The composition of the Unit Youth Council shall be decided by the Governing board based on membership population.
- 50.3. The term of the council shall be 4 years. Any member can only be elected to the council for a maximum of 1 term.

#### **Rule 51 – Functions of the National Youth Forum**

- 51.1. Elections of the Unit Youth Council comprising of three (3) to five (5) members including a chair and a vice-chair, for the term, functions and responsibilities as stipulated in the Rules of Procedures. Subject to these Statutes, the Unit Youth Council members shall be Active Members of the Maldivian Red Crescent and shall not hold any other elected positions of governance bodies of the Maldivian Red Crescent.
- 51.2. A report outlining the main developments and activities of the Unit Youth Section and the Unit Youth Forum that will be presented to the next session of the Unit Assembly.
- 51.3. Propose amendments or provide feedback to the proposed Unit plans or Unit Assembly Draft Resolutions or to other relevant documents prepared for consideration at the Unit Assembly.
- 51.4. A Declaration by the Unit Youth Forum, that includes the participants main concerns or messages.

#### **Rule 52 – Functions of the National Youth Council**

- 52.1. Advise on all matters concerning youth and youth-related activities throughout Maldivian Red Crescent.
- 52.2. Promote and assess the implementation of the youth policy and Youth Section
- 52.3. Review and suggest revisions of the youth policy and youth section to the

## Governing Board

- 52.4. Seek youth opinions on the implementation of relevant policies and to ensure that those opinions are communicated to the relevant bodies of Maldivian Red Crescent.
- 52.5. Advise the Secretary General in the implementation of the youth policy and all other policies and strategies as they relate to youth

## **Section 6 – Complaints and Integrity**

### **Rule 53 – Complaints**

- 53.1. The term of office for members of the Complaints Committee shall be two (2) years. The maximum consecutive terms that an individual can be a member of the Complaints Committee is two (2) terms. That is four (4) years.
- 53.2. In accordance with the Maldivian Red Crescent Statutes, the Governing Board shall pass a Complaints and Appeals and Policy and process
- 53.3. The complaints and appeals process shall ensure that a mechanism is established at the unit level to resolve complaints and dispute
- 53.4. Members have the right to appeal with Complaints Committee.
- 53.5. The complaints and appeals policy and process must ensure that procedural fairness and due process is guaranteed before disciplinary actions are taken.
- 53.6. Membership fees will not be refunded in case of a suspension
- 53.7. If a member is suspended, the member shall be notified in writing regarding the period of suspension

### **Rule 54 – Whistleblowing and conflict of interest**

- 54.1. Referring to the statutes, the governing board must establish a whistleblower policy that ensures protection and outlines procedures for whistleblowing.
- 54.2. To come under whistle-blowing protection, complaints must be of a serious nature, including:
  - 6.2.1. a criminal offence, such as fraud
  - 6.2.2. actions that endanger people's health and safety
  - 6.2.3. a miscarriage of justice
  - 6.2.4. law-breaking by any personnel of the National Society
  - 6.2.5. covering up wrongdoing
  - 6.2.6. abuse of power, including sexual abuse and exploitation
  - 6.2.7. any other serious violation of integrity and ethical standards
- 54.3. Conflicts of interest among volunteers, members, staff, stakeholders, and

vendors must be declared

54.4. The governing Board must develop a Conflict-of-Interest Policy to avoid conflicts of interests and establish a procedure to address conflicts of interest across all levels.

### **Rule 55 – Ad-hoc Appeals Committee**

55.1. In accordance with the Maldivian Red Crescent Statutes, article 10.8.1, an ad-hoc committee must be established at the general assembly to appeal for regarding the decisions of the complaints committee.

55.2. This committee shall only be established if an appeal has been submitted prior to the general assembly.

55.3. The composition of the committee shall be 5 delegates of the General Assembly, elected by the General Assembly.

55.4. The term of the committee shall only be for the duration of the General Assembly and the committee must present its decision before the close of the General Assembly.

55.5. Further working methods of the ad-hoc committee shall be included in the Complaints and Appeals Policy and process.

## **Section 7 – Others**

### **Rule 56 - The Governing Board**

56.1. The sessions of the Governing Board shall normally be held at the headquarters of Maldivian Red Crescent. The President, along with facilitation by the Secretary General, may allow members to join Governing Board meetings remotely, and/or hold the meeting at a different venue given the circumstance - ensuring that it does not hinder the quorum.

56.2. The Governing Board shall be convoked by the President; the summons shall indicate the place, the opening date and the duration of the session and shall reach the members of the Governing Board before such time as stipulated in Statutes. Extraordinary sessions are held on the initiative of the President or at the request of one-third (1/3) of its members or at the request of the Secretary General.

56.3. The President shall preside over the sessions of the Governing Board and shall ensure the observance of these Rules.

56.4. A provisional agenda drawn up by the Secretary General in agreement with the President shall be dispatched to the members of the Governing Board. As far as it seems necessary, the agenda shall be accompanied by all relevant documents. They shall be sent to recipients in time to be received at least seven (7) days in advance.

56.5. Members of the Governing Board shall act as members of a collective body of

the Maldivian Red Crescent and shall take their decisions only in the interests of Maldivian Red Crescent when the Governing Board carries out the responsibilities assigned to it by the Maldivian Red Crescent Statutes and by the General Assembly.

- 56.6. Rules 9 to 19 of this document, with due alteration of details and except as otherwise provided, be applied to the conduct of business of the Governing Board with the modification that the records of the Governing Board shall be presented to the members of the Governing Board within one (1) month of the close of the session.

### **Rule 57 – Appointment of Secretary General**

- 57.1. In accordance with Article 11.8 of the Statutes, the Secretary General shall be appointed by the Governing Board.
- 57.2. The Secretary General shall have the appropriate qualifications and experience as laid down in the job description and any other necessary document as detailed by the Governing Board.
- 57.3. The Governing Board shall call for the Curriculum Vitae of the candidates for this position and the selection shall be made as provided for in the administrative manual.
- 57.4. The Governing Board shall establish a contract between the Secretary General and the Maldivian Red Crescent. The contract shall satisfy all the necessary legal requirements of a contract of service and will be signed by the President of the Maldivian Red Crescent for a term of four years.
- 57.5. The salary and benefits of the Secretary General shall be decided by the Governing Board based on the current financial situation of the organization and qualifications of the Secretary General.
- 57.6. A termination of the contract of Secretary General shall take place only by the proposal of the Governing Board and in accordance with the Labor Law of the country.
- 57.7. In the event of a vacancy occurring in the office of the Secretary General, the Governing Board shall make a new appointment. An Acting Secretary General shall be appointed within the management by the Governing Board in consultation with the Management until the post is filled.
- 57.8. Performance review of the Secretary General shall be done by the Governing Board. A review shall be conducted 3 months after initial appointment, mid-term and at the end of the term. The review procedure shall be adopted by the Governing Board.

### **Rule 58 – The Secretary General**

- 58.1. The Secretary General may, in carrying out their functions, establish temporary or Ad Hoc Working Groups of Experts provided that the necessary funds are available.
- 58.2. Decisions and recommendations adopted by the General Assembly and the Governing Board shall be communicated to the Units, by the Secretary General, within thirty (30) days of the end of their respective session.

### **Rule 59 – Representation of the MRC**

- 59.1. In compliance with the Statutes of the Maldivian Red Crescent, representatives of the Units charged with representing Maldivian Red Crescent at conferences and meetings, other than those convened by the bodies of the Maldivian Red Crescent, shall act in conformity with the official views expressed by the General Assembly, the Governing Board, the President, or the Secretary General.
- 59.2. The same applies to officials of the Secretariat who attend meetings as the Maldivian Red Crescent's representative.
- 59.3. The President or the Secretary General shall ensure that all such representatives of Maldivian Red Crescent are given the appropriate instructions.

#### **Rule 60 – Finance Commission**

- 60.1. The Commission shall meet at least once in two (2) months.
- 60.2. The Commission shall be convoked by the Treasurer of the Governing Board, as the Chairperson of the Commission in accordance with article 8.5 (d) of the Statutes; the summons shall indicate the place, the opening date and duration of the session.
- 60.3. A provisional agenda drawn up by the Chairperson shall be dispatched to the members. The agenda shall be accompanied by the relevant documents prepared by the Secretary General. They shall be sent to recipients in time to be received at least seven (7) days in advance.
- 60.4. The Chairperson shall preside over the session, shall ensure the observance of these Rules, and establish the report on the work of the Commission for submission to the General Assembly or the Governing Board.
- 60.5. The decisions of the Commission shall be valid when a quorum of at least half (1/2) of its members is present and shall be taken by a simple majority of the members present and voting. In the event of a tie, the Chairperson shall have a casting vote.
- 60.6. If an issue not mentioned in the Rules of Procedure arises during a meeting, The meetings of the Finance Commission will be conducted as per article 8.6 of the Statutes

#### **Rule 61 – Registration fees of Members**

- 61.1. All active members shall pay a nonrefundable Registration fee of MVR 10.00 at the time of membership registration.
- 61.2. Registration fee is a once off fee and shall not be paid again unless as stated in 62.2 of this document.
- 61.3. A past member who has resigned or was terminated, upon acceptance of re-registration shall be liable to pay registration fee.

#### **Rule 62 – Membership**

- 62.1. The annual membership fee shall be payable at the beginning of each calendar year
- 62.2. Any type of membership taken during any time of the year will expire on December 31 as per Statutes 4.10.2. if the membership is not renewed before 31st of January, Registration fee must be collected when membership is

renewed.

- 62.3. Membership fees shall not be refundable
- 62.4. Annual membership charges for active members for each calendar year is RF 50
- 62.5. The Governing Board shall determine and review the fees of Subscribing Members and Corporate Partners in every two (2) years.
- 62.6. The Governing Board shall develop and follow a Corporate Screening Criteria prior to accepting Corporate Partnerships.
- 62.7. Any member shall freely choose to change membership category from Active to Subscribing and vice versa annually. Any member who opts to become a Subscribing member shall pay the full membership fee for the current year of membership.
- 62.8. Following any change of membership category, all membership fees for the preceding years will be collected and members will have voting rights if the total duration of membership exceeds 3 months.

### **Rule 63 – Code of Conduct**

- 63.1. All members, volunteers and employees of Maldivian Red Crescent should sign a declaration to the effect that they will abide by the Code of Conduct of Maldivian Red Crescent. Any volunteer or employee who violates the code of conduct after signing the declaration is liable for the expulsion from the volunteer post held or from the service of Maldivian Red Crescent.
- 63.2. Any employee, member of a governance body or committee or volunteer should resign immediately from the service of Maldivian Red Crescent or from the governance bodies' post or membership of committees when they are appointed as organizers or given nominations by a political party or actively involved in political activities.
- 63.3. If such person fails to resign within a week, the respective body will send them a letter giving valid reasons why such person should resign. If such person still fails to comply with the request, a letter of termination will be served within a week.
- 63.4. Any person who holds any post in a political party is debarred from holding any office in Maldivian Red Crescent.

### **Rule 64 – Emblem, Seal, and the Logo**

- 64.1. The emblem of the International Red Cross and Red Crescent Movement is the Red Cross on a white background or a Red Crescent on a white background.
- 64.2. In times of armed conflict, it is a symbol of protection as defined in the 1949 Geneva Convention and the International Humanitarian Law (herein referred to as the "protective use").
- 64.3. In times of peace, the emblems are used by National Societies to show their affiliation with the International Red Cross Red Crescent Movement (herein referred to as the "indicative use")
- 64.4. The emblem is a symbol of the Movement's seven Fundamental Principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.
- 64.5. The usage of the Maldivian Red Crescent emblem, without proper authorization

of the Maldivian Red Crescent is a punishable offence by Law as per Maldivian Red Crescent Law (7/2009).

- 64.6. The Maldivian Red Crescent – its members, volunteers, and staff as well as its units, and headquarters should take measures and conduct activities to promote the correct usage of the emblems.
- 64.7. The seal of the Maldivian Red Crescent is as stipulated in Article 8 of the Maldivian Red Crescent Law and Article 1.5 of the Statutes of the Maldivian Red Crescent.
- 64.8. The Governing Board shall adopt a resolution stipulating the usage of the Maldivian Red Crescent Emblem, Seal and Logo
- 64.9. The Secretary General shall be responsible for the safe custody of the seal.
- 64.10. Any deed or document, debenture, or security which the board may by resolution determine or execute, shall be under the common seal of the Society, be signed by the President. In the President's absence, one of the Vice Presidents shall undertake the responsibility, and counter signed by Secretary General.

#### **Rule 65 – Amendments to the Statutes**

- 65.1. The texts of proposed amendments to the Statutes shall be communicated to the Secretary General for the consideration of the Governing Board and the General Assembly no later than four (4) months before the date of the session of the General Assembly at which they are intended to be considered.

#### **Rule 66 – Amendments to and suspension of the Rules of Procedures**

- 66.1. Amendments or additions to these Rules may be adopted at any meeting of the Governing Board.
- 66.2. Any amendments should have the approval of 2/3rd of the Governing Board Members present.
- 66.3. If the Statutes are amended during a General Assembly, it shall be mandatory to conduct a review and update of the Rules of Procedure within the same year to ensure consistency with the revised Statutes.

#### **Rule 67 – Contradictions and Non-provided matters**

- 67.1. In case of any contradiction between any provisions of these Rules of Procedures and any provision of the Statutes, the provisions of the Statutes shall be final and binding.
- 67.2. Any matter not provided for in the provisions of the Statutes and the foregoing Rules shall be dealt with by the Governing Board and changes, where applicable, brought to the Rules of Procedure, as per Rule 60 of this document
- 67.3. In the event of any inconsistency or discrepancy between the English version and any other linguistic versions of this Statutes, the English language version shall prevail.

#### **Rule 68 - Definitions**

- 68.1. Governing Bodies: These are collectively all the boards of the Maldivian Red Crescent which are the Governing Board, Unit Boards and any other decision-making body formed by the General Assembly.

- 68.2. Secretariat: This is the central administrative body of the Maldivian Red Crescent which is also referred to as the management. Secretary General will be the head of the Secretariat. The Secretariat will include all staff of Maldivian Red Crescent including those posted at Units and where applicable, at regional levels.
- 68.3. Territory: This is the geographical area of an atoll, island or Malé as defined in the constitution of the Maldives. The territory of a Unit refers to the area of the atoll or Malé, depending on the context of the clause used therein.
- 68.4. General Assembly: The General Assembly is the supreme body of the Maldivian Red Crescent. The General Assembly is interchangeably used to refer to the meeting conducted by the representatives of the General Assembly.
- 68.5. Corporation: A corporation is any public or private entity registered in the Maldives.
- 68.6. Governing Board: The Governing Board is the body that governs the Maldivian Red Crescent between sessions of the General Assemblies.
- 68.7. Unit Board: The Governing Board grants the delegation to the Unit Board regarding governing and directing of the Unit and overseeing of the Unit management
- 68.8. Regions: The Maldivian Red Crescent may group islands, atolls, and cities of the Maldives to Regions, with the aim of decentralizing management services, and to ensure coordination and collaboration among the Units of respective Regions. Regions are defined by the Governing Board
- 68.9. Units: Units are local divisions of the Maldivian Red Crescent formed with the objective of ensuring that the National Society's activities including Programmes and services are extended throughout the entire country especially through community mobilization and engagement.

---

26 November 2025