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Decision-making Procedures

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1 General decision-making procedure

- 1.1 The main principle of the general decision making procedure is that
 - a) parties involved shall have balanced participation
 - b) parties involved shall aim at reaching consensus
 - c) the decision-making shall not be dominated by one single opinion or interest group.
- 1.2 The body that makes the decision consists of members, who shall elect a Chairman from the members.
 - a) each member of the body shall have one single vote
 - b) the member having the most votes shall become the Chairman.
- 1.3 The mandate of the Chairman shall be valid from the closure of the voting for 5 years, or for the termination period of the body, whichever is shorter.
- 1.4 In the general decision making procedure the body shall be called for a personal meeting
 - a) by its Chairman, or by at least half of the representatives of the entire body
 - b) by written notification sent at least 8 days prior to the date of meeting, which notification may also be sent electronically.
- 1.5 Decisions may be made in a form of postal ballots with the same provisions specified in 1.4.
- 1.6 In case of postal ballot the deadline for casting votes shall be indicated.
- 1.7 The decision-making is valid, and the decision shall be adopted by the body if the decision is supported by more than 50% of the members of the body. (Note: Proportion shall be calculated with reference to the entire body, not only to those being present or those casting votes.)
- 1.8 Any member of the body having the right to vote shall be entitled to submit a minority report to the decisions of the corporation, which shall be attached to the decisions and shall be published in the same manner as the decision.
- 1.9 The members of the corporation may cast their votes
 - a) personally
 - b) through authorized substitute
 - c) in writing.
- 1.10 The process of the decision-making is controlled by the Chairman and documented by the Secretariat.

2 Procedures of building consensus

- 2.1 In order to reach consensus the following methods can be used:
 - a) a face-to face meeting where there is a verbal yes/no vote;
 - b) a face-to face meeting where there is a show of hands for a yes/no vote
 - c) a face-to face meeting where there is a "secret ballot" of members on a yes/no vote;
 - d) a statement on consensus from the Chair at a face-to face meeting where there are no dissenting voices or hands (votes);
 - e) an e-mail meeting where a request for agreement is provided to members and the members providing written response (a proxy for a vote);
 - f) a formal balloting process where votes are collated for the collective consensus decision;
 - g) telephone conference/online meeting where there is a verbal yes/no vote;
 - h) any combination of the above written.

No single concerned interest shall be allowed to dominate the process.

- 2.2 In any case of a negative vote which represents sustained opposition of any important part of the concerned interests to a substantive issue, the issue shall be resolved using the following mechanism:
 - a) Discussion and negotiation on the disputed issue within the Forum in order to find a compromise;

- b) Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different view on the disputed issue in order to find a compromise;
- c) Dispute resolution process (see procedure in MER 07).