



RULES OF PROCEDURE for the FiT Technical Committees

(As per: 28/2/2020; adopted by the FiT Executive Board on 7/7/2020)

Only the German version of this text shall be legally binding, the English translation serves information purposes only

Preamble

Pursuant to Art. 11 FiT Statutes, the Executive Board may establish standing and temporary technical committees for specific tasks and topics that concern the Association as a whole, taking into account the interests of members. The technical committees act on issues within their specific fields to advise the Executive Board, are obliged to report to it and, coordinating with the Executive Board, represent the interests of the Association in public on the tasks and topics that concern the Association as a whole. The Executive Board must ensure that the work of the technical committees is consistent with the general objectives of the Association.

The technical committees represent the Association's expert network. The Association uses this know-how to fulfil its role as navigator of part cleaning.

The technical committees at FiT autonomously complete the tasks with which they are entrusted by the FiT Executive Board and report to the Executive Board on their progress in these activities. The heads of the technical committees coordinate their tasks and activities with the heads of other technical committees within an interdisciplinary framework.

The technical committees at FiT are obliged to satisfy their reporting obligations by participating in the FiT documentation procedures, e.g. by presenting an annual or six-monthly report.

Their technical work largely involves exchange of experience between experts and the processing and structured compilation of knowledge on industrial part cleaning. The members of the technical committees use this as a basis to present recommended courses of action for the development, design and optimisation of process solutions within part cleaning.

Section 1 Tasks

The *technical committees* at FiT work on the basis of a catalogue of tasks comprising tasks they have selected themselves or that have been entrusted to them by the Executive Board.

Section 2 Heads and members of the technical committees

(1) Miscellaneous

The head of a technical committee is appointed by the Executive Board. The head of a technical committee is responsible for appointments, either by selecting applicants or by directly approaching potential members. Dismissals take place according to the corresponding rules.

Technical committee members must belong to an ordinary or associate member of FiT. No more than one person per FiT member may be accepted as a member of each technical committee (exception: one additional person may be accepted from the company of the head of the technical committee). There is no limitation on the maximum number of members in a technical committee.

Where there is a legitimate interest, the head of the technical committee may also appoint knowledge-able experts as temporary or permanent guest members of the technical committee.



The members of the technical committee undertake to contribute actively and regularly to the technical committee, provided there are no particular personal or objective reasons to prevent them from doing so. Set deadlines must be observed. Passive conduct may lead to exclusion from the technical committee.

Meetings of technical committees must preferably be held as in-person meetings. Virtual meetings of a technical committee and telephone conferences instead of or in addition to in-person meetings are possible.

The delegation of representatives to technical committee meetings as temporary guest members is permitted.

Members of technical committees are notified in detail of FiT rules and regulations such as compliance rules and voluntary undertakings etc. Work on a technical committee is predicated upon acceptance of these rules and regulations.

(2) Tasks of the head of a technical committee

The head of a technical committee is assigned the following tasks:

- 1.) preparation and management of the technical committee's work topics;
- 2.) pooling and channelling of technical topics for decision-making by the Executive Board. Focus topics may be assigned to working groups. Potential focus topics must be presented to the Executive Board for approval. This is necessary to avoid potential technical overlaps or duplicate work.
Refer to Point 8) for the procedure following a positive decision by the Executive Board.
- 3.) If required, preparation of a draft budget for the next financial year by 30 June of each year; this is incorporated into the general budget of the FiT. The financial resources are made available and administered by the FiT e.V. Management Board. Budget requests during the year require approval from the Executive Board or Management Board, with due consideration of their rules of procedure.
- 4.) Preparation of the agenda, arrangement of invitations to the meeting (topics, venue and time), drafting of minutes for the technical committee meeting, forwarding of the minutes to the Executive Board.
- 5.) Confirmation of membership. Appointment of external experts, guest expert committee members and dismissal of members due to inadequate contributions.
- 6.) Timely reporting to the FiT Executive Board to ensure fulfilment of statutory duties and the flow of information within the technical committees.
- 7.) Coordination of interdisciplinary collaboration with other technical committees.
- 8.) Initiation of working groups to address temporary and technically self-contained topics. The head of the technical committee is responsible for the composition of working groups, either by personal appointment or dismissal.

Section 3 Quorum, voting rights

Each meeting of a technical committee has a quorum.

All technical committee members are entitled to vote in technical committee meetings, apart from guest members.

Resolutions are adopted by a simple majority of votes; the head of the technical committee has the casting vote in the event of a tie.



Section 4 Begin and end of technical committee membership

Membership in a technical committee begins with confirmation of written application for membership. Applications are not subject to any formal requirements.

Membership in a technical committee ends

- 1.) by termination of FiT membership by the seconding company
- 2.) by exclusion of the member by the head of the technical committee due to inadequate contribution (lack of cooperation on the technical committee and continuous absence from meetings etc.)
- 3.) by rejection of FiT rules and regulations such as compliance rules and voluntary undertakings, etc., either by the member or their employer.

Section 5 Entry into force

These Rules of Procedure enter into force upon adoption of a resolution by the FiT Executive Board and shall remain valid until new rules of procedure are adopted.