



## RULES GOVERNING THE CRAFT AND FOLK ART SUBGROUP OF THE UCCN

We, the enrolled members of the Craft and Folk Art Subgroup (C&FA) of the UNESCO Creative Cities Network (UCCN), hereby adopt and agree to the following rules (Rules) to govern the administrative proceedings of C&FA.

We acknowledge the rules of the UCCN (UCCN Rules) and to the extent there are any inconsistencies between these C&FA and the UCCN Rules, that the UCCN Rules shall be followed.

We acknowledge the need for the C&FA Rules to bring consistency, transparency and clarity regarding the administration and operation of the C&FA, given the expanding number of cities that are members of C&FA.

We acknowledge and adopt as a part of these C&FA Rules the UCCN Mission Statement, Strategic Framework, Membership Guidelines and the UNESCO 2030 Agenda, attached hereto and incorporated herein as Attachments A, B, C and D, respectively, collectively the UNESCO Governance Documents.

We are given these powers of administration and operation by both the UNESCO Governance Documents and our member C&FA cities.

## I. C&FA ORGANIZATIONAL STRUCTURE

### A. C&FA ORGANIZATIONAL STRUCTURE

#### ELECTION PROCESS OF THE C&FA COORDINATOR AND DEPUTY COORDINATOR

C&FA shall have two elected leaders, Coordinator and Deputy Coordinator.

1. Notification will be sent to members a minimum of three months prior to the annual meeting requesting any sub-network member city interested in serving as C&FA Coordinator or Deputy Coordinator shall:
  - a. Submit to the current Coordinator a letter of interest, including credentials and the commitment to serve approximately two years as C&FA Coordinator and an additional approximately two years as C&FA Deputy Coordinator.
  - b. Submit to the C&FA Coordinator a letter of support from the Mayor of the Creative City.
  - c. Members of C&FA applying for the position of Coordinator or Deputy Coordinator must have been a member of UCCN for a minimum of two years and attended a minimum of one C&FA annual meeting, one UCCN annual meeting and have served on at least one C&FA Committee.
  - d. The C&FA Coordinator and the C&FA Deputy Coordinator shall each represent different continental area, described by UCCN as: Africa, Arab States, Asia and the Pacific, Europe and North America, and Latin America and Caribbean.
  - e. The C&FA Coordinator and C&FA Deputy Coordinator shall be elected at the appropriate annual meeting of the sub-network of

C&FA.

- f. The C&FA Coordinator & C&FA shall serve a term of approximately two (2) years after election, until the annual or special meetings in which elections are held after the end of the approximate two (2) year term.
- g. The C&FA Coordinator and C&FA Deputy Coordinator shall be elected at the appropriate sub-network annual meeting by a majority of those C&FA members attending the C&FA annual meeting either in person or by electronic means if the latter is available.
- h. If a Coordinator is unable to complete their term of service, the Deputy Coordinator will assume the duties of Coordinator and the election process for a new Deputy Coordinator will begin and voted upon at the next C&FA annual meeting.
- i. If a Deputy Coordinator is unable to assume the role of Coordinator, the election process will begin and voted upon at the next C&FA annual meeting.
- j. The C&FA Coordinators and the C&FA Deputy Coordinators may be re-elected; provided, however, that the Coordinator must wait for a period of two years before applying to become Coordinator again.
- k. The C&FA Coordinator and the C&FA Deputy Coordinator shall maintain a record of the activities of the sub-network during their time in office, which will be placed in the C&FA archive on the C&FA website and prepare an annual report to present at the C&FA annual meeting.

## **DUTIES & OBLIGATIONS OF C&FA COORDINATOR AND C&FA DEPUTY COORDINATOR**

### **COORDINATOR**

The C&FA Coordinator and the C&FA Deputy Coordinator shall have the following duties and obligations:

- a. The C&FA Coordinator shall be the primary focal point for C&FA both in terms of communications within C&FA, UNESCO and the UCCN, and shall have the following powers and responsibilities:
- b. The C&FA Coordinator shall be the appointed C&FA member to the UCCN Steering Group and is responsible for attendance at UCCN Steering Group meetings and voting in the UCCN Steering Group on behalf of the C&FA members.
- c. The C&FA Coordinator shall act as the communications intermediary between C&FA, UCCN and UNESCO; and shall be responsible, to the extent practicable, for communicating the plans and agendas of the UCCN and UNESCO to C&FA members both prior to meetings in which actions affecting C&FA are to occur, as well as, communicating the results of any such meeting to the C&FA members.
- d. The C&FA Coordinator shall lead the C&FA in the planning and coordination necessary for the UCCN Annual Meeting and the C&FA Annual Meeting and work with C&FA members and other UCCN Cities and Subgroups in coordinating other UCCN meetings and events, as needed.
- e. The C&FA Coordinator shall serve a term of approximately two (2) years after election, until the annual or special meetings in which elections are held after the end of the approximate two (2)

year term.

- f. The C&FA Coordinator shall lead the C&FA in the planning and coordination necessary for the UCCN Annual Meeting and the C&FA Annual Meeting and work with host cities and other UCCN Cities and Subgroups in coordinating other UCCN meetings and events, as needed.
- g. The C&FA Coordinator shall ensure that all permanent records of sub-network activities, protocols, proceedings of UCCN and proceedings of the sub-network meetings are uploaded to the sub-network website archive.
- h. The C&FA Coordinator shall lead the sub-network efforts to review the applications of the C&FA Candidate Cities, involving as many of the C&FA member cities as possible. This includes communicating guidance on the review process. After reviews are completed, the C&FA Coordinator shall recap the reviews/ recommendations and submit them to the UCCN Secretariat.
- i. To the maximum extent practicable, the C&FA Coordinator shall engage the C&FA Deputy Coordinator in all communications and planning with C&FA, UCCN and UNESCO.
- j. The relationship between the C&FA Coordinator and the C&FA Deputy Coordinator is intended to be one of close collaboration on behalf of the C&FA members.

#### **DEPUTY COORDINATOR**

- a. The C&FA Deputy Coordinator shall be the assistant Focal point for C&FA and shall have the following powers and responsibilities:

- b. The C&FA Deputy Coordinator shall maintain the official membership records of the sub-network as received from the UCCN Secretariat.
- c. The C&FA Deputy Coordinator shall the sub-network efforts to review the Membership Monitoring Reports (MMR) of the C&FA Cities, involving as many of the C&FA member cities as possible and communicating guidance on the review process. After MMR reviews are completed, the C&FA Deputy Coordinator shall summarize the reviews and share the summary with the C&FA Coordinator who will then submit the reviews to the UCCN Secretariat.

#### **B. C&FA COORDINATION COMMITTEE**

C&FA Coordinator and Deputy Coordinator will be assisted by Coordination Committee composed of regional representatives from C&FA Member Cities, one from each of the continent groupings as described by UCCN: Africa, Arab States, Asia and the Pacific, Europe and North America, and Latin America and Caribbean.

- 1. The C&FA Regional Coordinators shall act as the communications intermediary between C&FA Coordinator, Deputy Coordinator and C&FA cities and shall assist them in communicating the plans and agendas of the UCCN and UNESCO to C&FA members both prior to meetings in which actions affecting C&FA are to occur, as well as, communicating the results of any such meeting to the C&FA members. It shall also act as a liaison between UCCN and C&FA Cities, maintaining a common agenda of UCCN-related activities organized by C&FA members.
- 2. The C&FA Regional Coordinators shall work with C&FA members on a geographical basis in order to promote engagement on specific projects and organize collaboration and knowledge and

competence transfer for specific events and initiatives.

3. The C&FA Regional Coordinators shall engage with prospective candidates to help them draft their application to the UCCN, and with newly nominated applicants in their first year of membership to facilitate their introduction in the UCCN.
4. The C&FA Coordination Committee shall serve a term of approximately two (2) years after election, until the annual or special meeting in which elections are held after the end of the approximate two (2) year term.
5. Members of the C&FA Coordination Committee shall be elected on a continental basis, by a majority of members of the relevant area attending (Africa, Arab States, Asia and the Pacific, Europe and North America, and Latin America and Caribbean).
6. Members of the C&FA Coordination Committee shall be nominated by the C&FA Coordinator, on a proposal drafted by members of the C&FA Coordination Office.
7. The Chair of the C&FA Coordination Committee shall maintain a record of the activities of the overall Coordination Committee and prepare an annual report to be presented at the C&FA annual meeting.
8. Each of the C&FA Regional Coordinators shall maintain a record of activities, guidelines and communications within the Region and shall ensure that any relevant documents are uploaded to the sub-network website for future use and reference by the sub-network.

### **C. C&FA SCIENTIFIC COMMITTEE**

C&FA Coordinator, Deputy Coordinator and Coordination Office will be assisted

by a Scientific Committee, composed of 6 experts from C&FA Member Cities.

1. The C&FA Scientific Committee shall act on behalf of the C&FA cities to propose, coordinate and evaluate joint projects, drawing on its expertise.
2. The C&FA Scientific Committee shall serve a term of approximately two (2) years after their nominee, until the annual or special meeting in which elections are held after the end of the approximate two (2) year term.
3. The relationship between the C&FA Scientific Committee, C&FA Coordinator, the C&FA Deputy Coordinator, and the C&FA Coordination Office is intended to be one of close collaboration on behalf of the C&FA members.
4. The Chair of the C&FA Scientific Committee shall maintain a record of the activities of the overall Scientific Committee and prepare an annual report for the C&FA annual meeting.

### **D. ANNUAL AND SPECIAL MEETINGS OF C&FA**

The annual meeting of the C&FA shall be held in the physical location of the C&FA member selected by a majority of the C&FA members attending the prior annual meeting either in person or by electronic means to hold the annual meeting.

Any member desiring to host the annual C&FA meeting must notify the Coordinator of same no less than one year in advance of the annual meeting in that particular year.

The C&FA Coordinator and the C&FA Deputy Coordinator shall be elected, on a staggered year basis, at the annual meeting of the C&FA members.

1. Special meetings of C&FA members may be called as follows:
  - a. By UNESCO or the UCCN Steering Group if needed due to any emergency or exigent circumstance.
  - b. By the Coordinator and no less than ten percent (10%) of the C&FA members.
  - c. By no less than twenty-five percent (25%) of the C&FA members.

## 2. Notice

### a. Annual Meetings

- 1) Notice of the upcoming annual meeting will be given in the C&FA Coordinator's summary of the annual meeting in which the C&FA member host (Host) for the ensuing annual meeting is selected by the C&FA members and shall be communicated out frequently during the ensuing year to all C&FA members. The C&FA Coordinator, with input from the C&FA members, and the Host will set the agenda and timing of the annual meeting, along with any information necessary for C&FA members to make informed decision at said meeting, no less than three months in advance of the annual meeting, always seeking to maximize participation by all C&FA members.

### b. Special Meetings

- 1) Notice of Special Meetings of the C&FA members will be held if called by any group of C&FA member participants or UNESCO or the UCCN in accord with the requirements of Section II(C) above. Any Special Meeting shall be

coordinated by and through the C&FA Coordinator. Notice of any Special Meeting shall be given no less than thirty (30) days in advance, always seeking to maximize participation by all C&FA members, and shall contain an agenda setting forth the specific issue to be discussed, resolved and/or voted on by the C&FA members in attendance at the meeting, along with information regarding the subject matter of meeting such that C&FA members can make informed choices, if needed, at the Special Meeting.

## 3. Quorums

- a. All C&FA members are expected to, and by the adoption of the C&FA Governance Rules, commit to attending either in person or electronically, all Annual and Special Meetings of C&FA. In the event a C&FA member cannot attend, notification of same should be given to the C&FA Coordinator and the C&FA Deputy Coordinator as soon as possible.
- b. Given both the geographic dispersion of the C&FA members, and the availability of electronic means of meeting attendance, a quorum for purposes of voting shall be established by the presence of ten percent (10%) of the C&FA members at the beginning of any such meeting, and once established, shall remain until the end of the meeting, notwithstanding the departure of C&FA members such that the ten percent (10%) minimum to establish a quorum is no longer met.

## 4. Recordation of Meetings

To the extent practicable, all Annual and Special Meetings of the C&FA members shall be recorded and broadcast in real time, and immediately posted to the UCCN and/or the C&FA You Tube Channel, and thus be made available to UNESCO, UCCN and C&FA members.

### 5. Voting

Each C&FA member shall have one vote to cast on each action requiring a vote of the C&FA members. Except in extraordinary and identified instances, where a vote needs to be taken in real time, voting may be accomplished by C&FA members as set forth below prior to 11:00 p.m., Paris time, two days, (48) hours, after the end of the day of the meeting in which the action item was considered. Any member voting within this time frame after the end of the meeting shall have viewed the recorded meeting so as to become informed on the particular matter and shall vote by sending timely notification of the C&FA member's action, either "Yes, in favor of the Action" or "No, not in favor of the Action", to both the C&FA Coordinator and C&FA Deputy Coordinator.

### 6. C&FA Focal Points

- a. Each C&FA member shall appoint and maintain an individual, authorized by that C&FA member (Member Focal Representative), to act on behalf of the C&FA member for purposes of official/authorized communications, voting and other matters relating to the administration of the C&FA member's participation in the business of C&FA.
- b. The Member Focal Representative shall have authority to act on behalf of the C&FA member until such time as an official notification of change from the former Member Focal Representative to a new Member Focal Representative is emailed to the C&FA Coordinator and the C&FA Deputy Coordinator; any such official notification shall take effect immediately upon receipt and acknowledgments by either the C&FA Coordinator or the C&FA Deputy Coordinator.
- c. C&FA members shall, for purposes of communications within C&FA designate at least one, but no more than two,

official email communication addresses; a C&FA member may change its official email communication addresses by providing official notice of same to the C&FA Coordinator and/or the C&FA Deputy Coordinator, which notice shall become effective in five (5) working days of the sending of said notice to allow for the change to be received and processed.

### 7. The Member Focal Representative (MFR) shall have the following duties and responsibilities for the C&FA member:

- a. To interact with the C&FA leadership regarding and to timely cast any vote of the C&FA member on issues that come before C&FA; in conformity with the voting methodology and timing set for in Section 2(G) above.
- b. To regularly and timely, but in no event less often than weekly, check for, receive and respond to email communications to and from the C&FA Coordinator and Deputy Coordinator, other C&FA members, UNESCO and other parties.
- c. To communicate on behalf of the C&FA member with other C&FA members, UNESCO and other parties, as necessary and in timely fashion to accomplish the needs and business of the C&FA member and C&FA.
- d. Provide updated information to the C&FA website manager, on meetings, events, any C&FA blogs, the 2030 agenda, required reporting, and other information, in timely fashion, but in no event less than the end of each calendar quarter (March 31, June 30, September 30 and December 31) of each year; provided, however, that C&FA acknowledges that website search engine optimization (SEO) is advanced by more frequent postings from the C&FA website out to the public facing portion of the C&FA website.

## 8. C&FA Website

Once established, all C&FA members shall be expected to contribute to and participate in the C&FA Website.

a. The Website will have an outward, public presence (Public Pages), which shall include information on and from UNESCO, the UCCN, and C&FA, which shall include a page for the UCCN and for each of the C&FA members, on which each C&FA member may enter links to their own city and regional:

- 1) Events
- 2) Cultural Activities, Festivals and Exchanges
- 3) Support for the 2030 Agenda.

b. The Website will have an inward, non-public presence (Private Pages), in which the C&FA members can review, discuss, vote, and engage on the governance of C&FA and issues brought to the C&FA by, or from the C&FA to, the UCCN.

c. Each C&FA member shall provide when requested, and update at least on an annual basis, 5-10 high quality images, featuring the C&FA member's city, its events and festivals, and participation in the UCCN.

d. Each C&FA member shall provide when requested, and update at least quarterly, a calendar of the cultural activities occurring in the C&FA member city, exchanges and other activities relating to the intercity relationships, and other measures demonstrating support for the 2030 Agenda; including links with more information on the events, exchanges and other activities supporting the 2030 Agenda is highly encouraged.

e. Each C&FA member shall contribute no less than \$500 annually for the creation, maintenance and upkeep of the C&FA Website.

f. C&FA members shall ensure that all information submitted for display on or inclusion in the C&FA Website is sent in English, French and the C&FA member's own preferred language.

g. Recordings of meetings of the C&FA members will be posted in the Private Pages so that any C&FA member can review the activity of C&FA, and as called for, vote on matters relating to C&FA.

h. The Private Pages may also include information on those cities desiring and submitting applications to become C&FA members in the future.

i. The C&FA Coordinator shall send out to the C&FA members, via the Private Pages, a newsletter, no less often than monthly, including any business needs of UNESCO, the UCCN and/or C&FA.

j. C&FA members commit to updating and keeping the Website current and to participating in the issues that come before the C&FA members.