

Approved by the UnMode Board, November 2020.

(with additions approved by the General Meeting of UnMode, June 16, 2021, Batumi, Georgia).

UnMode BOARD PROVISIONS

UnMode — community movement for access to justice is an international civil society network. Geographic coverage: countries of Central and Eastern Europe and Central Asia.

Membership is free and open to people who use/used drugs, prisoners or people with the experience of imprisonment, people who have skills or desire to openly protect human rights, share our mission and goals, follow our principles, and are ready to act within our security framework.

Our mission

Provide access to justice as an effective tool to protect human rights of prisoners/ex-prisoners with experience of drug use.

Our values

Life Freedom Human rights Gender equality Security Team Altruism Personal experience Trust Self-development Personal responsibility Dignity Reputation

Our principles:

- The priority of life — protection and preservation of human life under any circumstances.
- Striving for freedom and supporting this aspiration in other people.
- Active intolerance to violations of the fundamental human rights and freedoms, stigma and discrimination.
- Safety of the members' lives and activities as a basic condition of the organizational development.
- Complementarity, interchangeability, and importance of everyone's contribution as the basis of teamwork.
- Desire to benefit other people and assess one's performance in terms of the positive changes in the society.
- Respect to other people's experiences in any issues related to their lives.
- Striving to build trust both inside the organization and in cooperation with partners.
- Independence and focus on self-development as a personal need of each one of us.
- Personal responsibility and self-discipline as an integral part of the human freedom.
- Respect to the personality of every individual, avoiding pity and paternalism.
- Efficiency. Striving to use time, money and human resources as effectively as possible
- Professionalism and open-mindedness.

The Context

UnMode creates a safe environment for advocates from the community of people who use drugs, prisoners/ex-prisoners, and is a safe platform of development and self-actualization for each of its members.

The UnMode Board Policy is based on the UnMode Charter and Security Policy.

The Board Policy details, but does not replace, the UnMode Charter.

1. General provisions

- 1.1. UnMode Board (hereinafter - the Organization) represents interests of all members of the Organization and is a management body, elected by direct vote of members of UnMode General Assembly in accordance with the procedure, set forth in the Charter of the Organization;
- 1.2. Members of the Board - members of the General Meeting, representing the interests of the Organization and each individual member of the Organization. Members of the Board are obliged to maintain regular communication with members of the Organization, actively participate in advocacy and mobilization processes in the countries of the Organization, to report on their work to the General Meeting of the Organization, in accordance with the requirements of these Regulations;
- 1.3. The Board is the body that participates in the development of a detailed strategic plan of the Organization, approves the strategic and operational plans of the Organization. Deals with conflicts of interest (except conflicts of interest of the Board members). Participates in the formation of the agenda of in-person and absentee meetings of the General Meeting of Members of the Organization;
- 1.4. The main purpose of the Board is to control the conformity of the Organization's activity to its mission and strategic plan. If necessary, the Board may resolve disputable issues related to the activities of the Organization;
- 1.5. Members of the Board carry out their activities on a gratuitous basis, except when they represent the interests of the Organization at regional, international and other events, when they can receive compensation for the cost of tickets, accommodation and per diem expenses. Members of the Board may receive remuneration for any activities in UnMode countries, if there is no conflict of interest with activities in the Board of the Organization.
- 1.6. Working meetings of the Board are held virtually, face-to-face meetings at least once a year, subject to availability of funding.

2. The Board's powers

- 2.1. Approval of the strategic and operational plans of the Organization. The strategic plan is adopted for a period of 4 years, the operational plan is adopted annually;
- 2.2. Appointment and approval of the annual activity reports of the Organization's Executive Director;
- 2.3. Approval of the results of the annual evaluation of the Organization's personnel;
- 2.4. Control of the execution of the strategic plan of the Organization, making changes in the strategy of the Organization's activity if necessary: in accordance with the situation in the region and specific countries, taking into account the needs of the members of the Organization;
- 2.5. Approval of the memorandums and agreements on the new partnerships of the Organization;
- 2.6. Approval of the concepts and budgets of the applications for funding of the Organization. Monitoring of the proper use of the Organization's budget.

3. Duties of the Coordinating Council

- 3.1. To admit new members to the Organization;

- 3.2. To decide controversial issues concerning the activities of the Organization, which can be brought up for discussion by any member of the Organization;
- 3.3. To respond in a timely manner to inquiries from members of the General Meeting of the Organization;
- 3.4. To participate in the discussions and votes of the Board of the Organization;
- 3.5. To report to the General Meeting of the Organization at least once a year;
- 3.6. To observe ethics and norms of communication and to be friendly;
- 3.7. To keep confidentiality of all information received in the course of work in the Board, both personal and related to the activity of the Organization.
- 3.8. In case of systematic non-fulfillment of the assumed obligations the membership in the Board of the Organization can be terminated ahead of time, both at the initiative of other members of the Board, according to the procedure set out in paragraph 5 of the Regulations, and at the initiative of the members of the General Meeting of the Organization.

4. A Composition and Structure of the Board

- 4.1. The composition of the Board of the Organization is formed from the full members of the Organization, elected for a term of two years. Election procedure is outlined in clause 6 of the Regulations and is based on the Charter of the Organization;
- 4.2. The Board consists of at least 2 and no more than 5 people from full members of the Organization, elected by the procedure reflected in clause 6 of the Regulations;
- 4.3. All members of the Board are equal in voting and discussions;
- 4.4. All members of the Board are accountable to the General Meeting of the Organization. Every year each member of the Board prepares a report on the work done and publishes it in the general newsletter. The work of each CC member is evaluated according to a certain form, by a closed vote of the members of the General Meeting of the Organization;
- 4.5. The report of a member of the Board must reflect:
 - Participations in online meetings;
 - Proposals made to achieve the goals and mission in accordance with the strategic plan;
 - Completed assignments;
 - Participation in any activities on behalf of the Organization;
 - Other activities in the work of the Organization.
- 4.6. A maximum term of office on the Board is four years, each member of the Board may be re elected no more than once;
- 4.7. The Board may appoint the Chairman, and determine his/her functions. The Chairman of the Board has the right to distribute the assignments and workloads among the members of the Board.

5. Organization of online meetings of the Board

- 5.1. The main communication on technical issues of the Board of the Organization takes place in a specially created chat room Signal. Issues that require a vote of the Board are discussed during the meetings of the Board of the Organization. The results of discussions and voting are necessarily published in the corporate google newsletter of the Organization in the form of minutes of the meeting of the Board of the Organization;
- 5.2. The Board may hold online meetings as necessary. Technical support of the Board meetings is the responsibility of the Secretariat of the Organization;
- 5.3. A technical support of online meetings of the Board includes:

- Ensuring communication between the Management Board and the General Meeting of the Organization, in case of an open meeting of the Management Board;
- Informing the members of the General Meeting of the Organization about the agenda of an open meeting of the Management Board at least 2 days before the upcoming meeting;
- Drawing up minutes and publishing decisions on the main issues on the agenda of an online meeting of the Management Board, in case of a request from the Management Board.

5.4. Each member of the Board can terminate his/her representation in the Board of the Organization ahead of time by personal application to resign from the membership of the Board;

5.5. The Board can raise a question about temporary removal and/or early termination of membership in the Board of any of its members in case if a member of the Board can't perform his functions for three months. In this case, early elections to the Board of the Organization are announced.

6. A procedure for the election of the Board

6.1. The Board is elected by voting, in which all full members can participate through the General Meeting of the Organization. Voting with the use of online tools is allowed. Voting shall be deemed valid if at least 1/2 of the members of the General Meeting of the Organization take part in the voting. Voting for the election to the Board of the Organization is held in accordance with the procedure prescribed in the Charter of the Organization and the norms of these Regulations;

6.2. A Supervisory Commission (SC) is formed to conduct elections to the Board of the Organization, which monitors the compliance with the election procedure. The SC consists of three people who are not members of the Organization (representatives of partner organizations and/or members of other regional networks of communities). According to the results of the election, the SC approves and signs a protocol confirming the legitimacy of the election. If necessary, the Supervisory Commission verifies the accuracy of the vote count, has the right to request any documents relating to the election, resolves disputed issues;

6.3. Technical support of the elections is carried out by the secretariat of the Organization. The functions of the secretariat include: information support of the elections, collection and timely publication of applications, control of the voting procedure, counting of votes, organization of the work of the SC, publication of the election results;

6.4. Announcement of elections is published on the information resources of the Organization (mailing list, website, groups and pages in social networks) with a reference to these Regulations. In addition to the reference to the Regulations of the Board of the Organization, the election announcement contains information about the start and end dates of applications, terms of voting, requirements for candidates, the list of necessary documents that candidates must submit to the Board of the Organization, as well as an invitation to all active members of the Organization to nominate their own candidate. The total time of the election to the Board of the Organization can not exceed 30 days from the date of the announcement of the election to the Board of the Organization;

6.5. Every full member of the Organization, has the right to nominate his candidacy to the Board of the Organization. The number of candidates willing to take part in the elections is not limited;

6.6. Each candidate for membership on the Board indicates the country/region, which community he represents;

6.7. The number of members of the General Meeting of the Organization shall be announced before the beginning of the election to determine the necessary quorum;

6.8. The necessary documents of the candidates to the Board of the Organization: • A letter of motivation in which the candidate informs the General Meeting of the Organization about why he

is being nominated to the Board, what contribution he plans to make to the work of the Organization, etc.

- CV, reflecting the candidate's expertise, its compliance with the goals described in the motivation letter;

6.9. For those running for a second term on the Board, it is necessary:

- To provide a narrative report and all evaluations of their performance on the Board for the previous period;
- To have no censure from the members of the General Meeting of the Organization on the work in the Board for the previous period.

6.10. For elections it is necessary that the number of candidates for the role of the Board members was not less than 2 people. Otherwise, the elections will be considered as invalid;

6.11. All documents are published in the official mailing list of the Organization;

6.12. After the members of the General Meeting of the Organization get acquainted with the motivation letters and resumes of the candidates, the voting is held, where each member of the General Meeting of the Organization has one vote;

6.13. Candidates who have received a majority of votes become members of the Board of the Organization;

6.14. In the case if two or more candidates received the same number of votes, the repeated elections are announced only between these candidates;

6.15. The information about the new composition of the Board shall be published in the general access of the members of the Organization not later than seven days after the completion of the election procedure, together with the Minutes of the SC, confirming the compliance of the election with the procedure described in these Regulations.

7. A decision-making mechanism in the Board

7.1. Decisions of the Board shall be made by a simple majority by in-person or online voting in the presence of a quorum (50% + 1) during the meetings of the Board of the Organization;

7.2. No transfer of the voting right to the members of the Organization Board is allowed;

7.3. Regular online meetings of the Board shall be held at least once a month;

7.4. Open meetings of the Board with members of the Organization shall be held at least once every 6 months.

8. A Conflict of Interest

8.1. Members of the Organization's Board who are also employees of other organizations must always act in the best interests of UnMode in their work. If a situation of conflict of interest arises during the decision-making process on any issue, they must declare it on the form set out in UnMode's Conflict of Interest Policy. In this case, the Board member will be excluded from the decision-making process on the issue that gave rise to the conflict of interest;

8.2. If a Board member has a personal interest and any other benefit between UnMode and another organization (e.g., as an employee or consultant), he/she must disclose the nature and extent of his/her interest as early as possible and fully. If he or she does so, he or she shall also be excluded from the decision-making process in this matter;

8.3. A member of the Board may not be a member of the secretariat of the Organization. Board members can receive funding from the Organization's budgets (micro-grants, expert fees, short-term contracts and other activities not included in the functions of the Board) on a general basis, if they



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have been selected as a result of an open competition.

9. Changes to the Regulation on the RuNPUD Board

9.1. Changes to these Regulations may be made no more frequently than once every 6 months by decision of the General Meeting of the Organization.