

RULES OF PROCEDURE OF THE DANISH COUNCIL FOR HUMAN RIGHTS

Pursuant to section 5(3) of Act no. 553 of 18 June 2012 on the Danish Institute for Human Rights – Denmark's National Human Rights Institution, it is hereby laid down

Chapter 1

Tasks

1. The Danish Council for Human Rights discusses the overall guidelines for the Institute's enterprise and monitors its activities in order to promote the purpose of the Act. The Council may submit proposals for new activities to the Institute's Board and assess the progress of existing activities.

Subsection (2). In its function, the Council is independent of the Board and can engage in a critical dialogue with the Board about the Institute's activities.

2. The Council elects 6 members to the Institute's Board, cf. section 3 of the Act on the Danish Institute for Human Rights.

Subsection (2). The Council chairperson invites proposals for Board members from the Council's members. The Council chairperson, after consultation with the Board chairperson, nominates candidates for adoption by the Council.

Chapter 2

Organisation

The Council's governance

3. The Council shall elect a chairperson from among its members for two years to lead the work and meetings of the Council. The chairperson may be reappointed.

4. The Council shall elect a vice chairperson from among its members. The chairperson and vice chairperson prepare the Council meetings and, if necessary, discuss matters for resolution outside the Council meetings.

5. The Council chairperson prepares a rolling 1-year work plan for the Council's work.

Subsection (2). The work plan must include the expected dates for Council meetings in the coming year and a description of the tasks the Council expects to undertake during the year.

Secretarial assistance

6. The Executive Director or Deputy Executive Director of the Institute acts as secretary to the Council and participates in the meetings without voting rights.

Chapter 3

Council meetings

Convening of meetings

7. The Council chairperson or, on their behalf, the vice chairperson convenes Council meetings with at least 14 days' notice. However, the notice period may be reduced if special circumstances so necessitate.

Subsection (2). The meeting agenda and, to the extent possible, written materials for use in the consideration of the individual items on the agenda shall be sent with the notice of the meeting, cf. section 17(2). Members receive a short briefing on the background of the topics under discussion.

Agenda

8. The agenda for Council meetings should normally include at least the following items:

- 1) Approval of the agenda.
- 2) Approval of the minutes from the last meeting.
- 3) Reports:
 - a) Council chairperson or vice chairperson.
 - b) Chairperson or a member of the Institute's Board.
 - c) Executive Director or Deputy Executive Director of the Institute.
 - d) Council standing committees.
- 4) Any other business, including information about the next meeting according to the Council work plan.

Subsection (2). Council members can propose items that they would like to see on the agenda for Council meetings. Proposals must be submitted to the secretariat via email no later than 3 weeks before the meeting.

Subsection (3). The Council chairperson can put current and/or fundamental issues on the agenda of the meeting itself at the suggestion of the Council members.

Meeting organisation and working languages

9. Council meetings shall be held at the Institute or at another location as determined by the chairperson.

Subsection (2). Council meetings may be held in writing, including by email, if no Council member objects or if special circumstances so necessitate.

Subsection (3). The Council's working language is Danish, but cases may be handled in English and on the basis of written materials in English.

Impartiality

10. In its work, the Council is bound by the general rules of administrative law on impartiality.

Subsection (2). A Council member or another person present must inform the Council prior to the commencement of a case if there are circumstances that may give rise to doubts about the person's impartiality.

Subsection (3). The Council decides on questions of disqualification. A member whose impartiality is in doubt shall not take part in deciding whether they are to be disqualified.

Subsection (4). The minutes must state if disqualification issues have been discussed. The Council's decision must be minuted.

11. A member or other person present who has been declared disqualified may not participate in the discussion of matters related to the case and must leave the room during its consideration.

Quoracy

12. The Council shall be quorate when at least half of the members who are not disqualified and are entitled to vote are present.

Subsection (2). Decisions are made by simple majority vote. In the event of a tie, the chairperson's vote is decisive.

Subsection (3). In accordance with section 5(4) of the Act on the Danish Institute for Human Rights, members of the Council representing civil society organisations have voting rights. Representatives of public authorities and representatives of the Board attending Council meetings do not have voting rights.

Meeting minutes

13. The chairperson ensures that minutes are kept of the Council meetings, reflecting the topics discussed and decisions made. If a Council member wants a comment to be recorded in the minutes, the member must explicitly state this. The minutes must also state who was present during the meeting.

Subsection (2). Draft minutes are sent to all Council members as soon as possible after the meeting. The minutes are approved at the next meeting.

Chapter 4

Transparency and confidentiality

14. The Council's work must be as transparent as possible.

Subsection (2). Openness is limited by legislation applicable to public administration or, if deemed necessary, due to the nature of the case or other circumstances.

15. Minutes of the Council's meetings are published on the Institute's website, except for those parts of the minutes that should be exempt from public access, cf. section 14(2).

16. Council meetings are open unless the Council decides to consider matters in camera, cf. section 14(2).

Chapter 5

Adoption, amendment and entry into force

Adoption and amendment

17. The rules of procedure and amendments thereto shall be adopted by a two-thirds majority.

Subsection (2). The secretariat shall send proposed amendments to the rules of procedure to all Council members by email at least 14 days before the meeting at which they are discussed.

Entry into force

18. The rules of procedure shall enter into force on 14 October 2021.

Adopted by the Danish Council for Human Rights on 13 October 2021.

Rasmus Grue Christensen, chairperson