

“Rules of procedure of Thai Women Parliamentarian Caucus  
2012 (2555 B.E.)”

1. This rules shall be called “the Rules of Thai Women Parliamentarian Caucus 2012 (B.E.2555)”
2. These rules shall come into force as from the day of their publication.
3. In these rules “Caucus” means “Thai Women Parliamentarians Caucus”  
“Executive Committee” means “Executive Committee of the Thai Women Parliamentarian Caucus”  
“Executive Committee Member” means “The member of the Executive Committee of the Thai Women Parliamentarian Caucus”
4. “Chairperson of the Committee” shall act and exercise her power to establish regulations pursuant to the rules.

Chapter 1 : General Provisions

5. English name is “Thai Women Parliamentarian Caucus”
6. The Office is located at  
*the Thai National Assembly, U-thong Nai Road, Dusit, Bangkok 10300, Thailand*

Chapter 2 : Objectives

7. The objectives of the Thai Women Parliamentarians Caucus are as follows :

- (1) To promote members of parliament to exchange their view between the members in affairs pursuant to the powers and duties of the Thai National Assembly.
- (2) To promote and develop women's role in order to participate in the development of politics, governance and economic at the local and national level.
- (3) To campaign and promote the equality between women and men in every dimension in order to lead to sustainable and balanced development.
- (4) To disseminate knowledge and understanding to the people to realize the importance of the democratic regime of government with the King as Head of State.
- (5) To hold useful activities for the society in every aspect under the objectives ;
- (6) To enhance relations with caucus or organization of Women Parliamentarians in other countries that has the same objectives as Thai Women Parliamentarian Caucus ;
- (7) To honor the members and women that dedicates their life to society.

### Chapter 3 : Members

8. There are 4 types of members as follows ;

- (1) Woman which is member of the House of Representatives

- (2) Woman which is member of the Senate
  - (3) Associated Member
  - (4) Honorary Member
9. Associated member means a woman who was the member of the Thai Women Parliamentarian Caucus and the Executive Committee of the Thai Women Parliamentarian Caucus adopted the resolution to accept her as an associated member.
10. Honorary member is a qualified person that the Executive Committee adopted the resolution on inviting honorable person to be an honorary member.
11. Rights and Roles of the members :
- (1) To present themselves at the General Meeting or as per invitation of the Executive Committee ;
  - (2) To join the caucus activities which it will be related to the Caucus objectives ;
  - (3) To express their opinion at the General Meeting or report their opinion to the Chairperson or the Executive Committee for consideration ;
  - (4) The Caucus news will be disseminated to the members.
12. Membership terminates upon :
- (1) Death ;
  - (2) Resignation ;

- (3) Referring to the Rule 8 (1) and (2) when the membership of the member of the House of Representative or the Member of the Senate is terminated, such member can serve as an associated member of the caucus if she is appointed by the Committee.

#### Chapter 4 : Executive Committee

13. Executive Committee shall be established and called “Executive Committee of the Thai Women Parliamentarian Caucus” which composes of 19 members. The Executive Committee will hold the General Meeting to elect the members according to the rule 8 (1) and (2) in the position as follows :
  - (1) One Chairperson of the Executive Committee
  - (2) Two Vice Chairperson which are First Vice Chairperson and Second Vice - Chairperson
  - (3) One Secretary of the Executive Committee
  - (4) Two Assistants to the Secretary of the Executive Committee
  - (5) One Treasurer
  - (6) One Spokesperson
  - (7) One Deputy Spokesperson
  - (8) 9 Members of the Executive Committee

There will be one assistant secretary selected from the non - members to work for the Chairperson of the Executive Committee. The assistant secretary to the Chairperson of the Executive Committee will assist the work of the Executive Committee or the work under the assignment of the Chairperson of the Executive Committee.

The Executive Committee shall appoint sub-committee and the term of the sub-committee will be the same as the term of the Executive Committee.

14. To nominate the members of the Caucus for any positions in the member of the Executive Committee as in the rule 13 (1) to (8), it should be approved by not less than 4 members and must be endorsed by the vote of more than half of the total number of the existing members pursuant to the rule 8 (1) and (2). The members at the meeting will decide whether the vote will be in open or secret ballot. The voters are members in the rule 8 (1) and (2).

15. Executive Committee may invite members or non-members to be adviser to the caucus by the approval of the General Meeting of the Caucus and the term of the adviser will be the same as the term of the Executive Committee.

16. The Executive Committee will be elected for 2 years. The member of the Executive Committee whose the

membership terminated at the expiration of the term shall be re-elected for more than one term consecutively except the Chairperson of the Committee could not re-elected for more than two terms consecutively.

The Executive Committee whose finishes term will act as member until the new group of the Executive Committee is in the office.

17. At the Executive Committee Meeting, the presence of its members of not less than one fourth of the total number of members is required to constitute a quorum.

The Chairperson of the Executive Committee shall be the Chairperson of the Executive Committee Meeting.

If the Chairperson is absent, the First Deputy Chairperson shall act as Chairperson.

If the First Deputy Chairperson is absent, the Second Deputy Chairperson shall act as the Chairperson.

If both of them are absent, the meeting shall appoint the member of the Executive Committee to act as the Chairperson.

18. The voting system is by a majority of its component members ; members of the Executive Committee will have one vote each. In the event of a tied vote, the Chairperson will vote and it shall be considered as the final.

19. The Executive Committee will meet once a month or until the Executive Committee change the resolution.

20. Power and duties of the Executive Committee are as follows ;

- (1) Governing the issues related to the Caucus objectives
- (2) Initiating new regulations which are not against to the Caucus rules
- (3) Appointing the associated members and sub-committee
- (4) Advising to appoint the honorable members and advisor at the General Meeting.
- (5) Other businesses which are in line with the rules or as the resolutions of the General Meeting.

21. Power and duties of the Chairperson of the Executive Committee are as follows ;

- (1) Acting as the Chairperson and being responsible for governing the caucus.
- (2) Being representative of the caucus.
- (3) Summons the General Meeting and the Executive Committee Meeting.
- (4) Power and duties as according to the rules.

22. If the Chairperson is absent or could not perform her duty, the Deputy Chairperson shall act as the Chairperson.

23. Duties of the Secretary are to prepare the report of the General Meeting and the Executive Committee Meeting,

communicate, contact the member in general, according to the order of the Chairperson or the resolution of the Executive Committee Meeting or perform other duties as assigned by the Chairperson of the Executive Committee or the Executive Committee.

24. Duties of the Assistant Secretary are to work under the job description as the secretary or perform other duties as assigned by the secretary.

25. Duties of Treasurer are to check income and expenses, manage the budget and accountancy according to the rule determined by the Executive Committee.

26. Spokesperson and Deputy Spokesperson will be responsible for the public relations of the caucus or according to specified issue from the Executive Committee.

#### Chapter 5 : General Meeting

27. The Executive Committee shall hold the meeting at least once a month and summon the members according to the rules 8.

28. The Executive Committee shall summon the Ad-hoc Committee Meeting at anytime.

29. One fifth of the member of the Executive Committee or at least 10 persons may write a letter to the Chairperson to call for the Ad-hoc Committee Meeting at

anytime in order to consider urgent matters and related matter according to the Caucus objectives.

30. Secretary will send invitation letters to the members no later than 7 days prior to the meeting date, if there is no urgent matter.

31. At the General Meeting or the Ad-hoc Committee Meeting, the presence of the Members of the Caucus of not less than one fourth of the total number of Members or not less than 20 members is required to constitute a quorum

If the presence of the members of the Caucus according to the rules 8 at the General Meeting is less than the numbers of its members to constitute a quorum the Meeting shall be postponed and the next Meeting shall be called within 30 days and if the Meeting is not the Ad-hoc Committee Meeting or the Executive Committee call for the Meeting or as in the case of its members send a letter to call for a Meeting, the presence of the members according to the rule 8 of not less than one fifth of the total number of members or not less than 15 persons of its members is required to constitute a quorum.

If the Executive Committee Meeting call for the Ad-hoc Committee Meeting or the members of the Caucus write a letter to call for a meeting and the presence of number of

members according to the rule 8 shall not constitute to be a quorum, the meeting will be adjourned.

The rule 17 and 18 shall apply mutatis mutandis to the General Meeting or the Ad-hoc Committee Meeting.

32. Members of the Caucus according to the rules 8 have the rights to express their opinion or their suggestion that shall benefit to the General Meeting.

#### Chapter 6 : Academic Meeting

33. Executive Committee shall have the duty to hold the academic meeting under the objectives of not less than once a year or the Executive Committee shall pass a resolution for another matter.

#### Chapter 7 : Last Chapter

34. In the case where it considers that the rule needs to be interpreted, the General Meeting shall have the power to decide. If it is approved by a resolution of the General Meeting and the votes approving it are not less than two third of the presence members of the Caucus, the resolution of the General Meeting shall be deemed final.
35. To amend the rule, members should be written in letter and it should be certified by not less than 10 members and propose to the Chairperson to submit it to the General Meeting and if it is approved by a resolution of the General Meeting of not less than two third of the

presence members of the Caucus, the resolution for amendment of the rule shall come into force.

Transitory provision

36. Every type of members of the Caucus existing before the announcement of this rule shall remain in office as prescribed in the rule of procedure of the Caucus.

Done on 5<sup>th</sup> April 2012

Hon. Mrs. Wanpen Promphat  
Chairperson of the Executive  
Committee of the  
Thai Women Parliamentarian  
Caucus

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