



Stakeholders Advisory Committee Terms of Reference

CLASSIFICATION

This document is classified as an ARAC Administrative Document.

AUTHORIZATION

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AVAILABILITY

A Copy of this document in English is available at the ARAC Secretariat and on ARAC website.

I. Introduction:

The Arab Accreditation Cooperation ARAC Stakeholder Members that have signed the ARAC MoU,

In order to:

- (i) Contribute to the mission and goals of ARAC;
- (ii) Contribute to an ever closer cooperation among the Stakeholder Members of ARAC and;
- (iii) Comply with ARAC Bylaws and with other applicable obligations. Have

decided to:

- (i) Define the following rules of procedure to be followed so that the objectives of the MoU are fulfilled; and
- (ii) Present these rules for approval by the General Assembly.

II. Composition. The Stakeholders Advisory Committee consists of:

- a. Chair and a vice chair elected by the stakeholder committee members,
- b. Minimum two delegates appointed by each stakeholder signatory to the ARAC MoU
- c. Members may be accompanied by other persons with the consent of the committee chair.

III. Voting rules. Voting Stakeholders have only one vote during Stakeholder meetings and proxy votes are not accepted.

IV. Meetings. The Stakeholders Advisory Committee shall:

- a) Meet normally at least every year concurrent with the ARAC annual meeting;
- b) Meet extraordinarily, in the event of exceptional circumstances, as requested by at least two (2) stakeholder representatives or by a request of one-third of the votes of its members;
- c) Have a quorum and begin its meeting when one-third of its members is present, whether in person or by proxy;
- d) Meeting attendees are either ARAC recognized Stakeholders signatories of the ARAC MoU or individuals invited to attend the Stakeholder's meeting by the Stakeholders Committee's Chair;

V. Authorities. The Stakeholders' Advisory Committee has the authority to:

- a) Elect, from the Stakeholder members a Chair and Vice-Chair to serve for a term of two years; and appoint a Secretary at each meeting;
- b) Elect one representative to participate in the MLA Committee for a term of two-years;
- c) Designate the Stakeholders' coordinator(s) to the subcommittees;
- d) Establish work committees and work plans,
- e) Act on other matters, which contribute to the mission and goals of ARAC;
- f) Approve any recommendation by a two-thirds majority vote when a quorum is present during any Stakeholder's meeting; In the event of a tie, the chair will have

- a casing vote.
- g) Make any amendments to these Terms of Reference and present them for prior approval by the ARAC General Assembly.
- h) Adopt resolutions by consensus; however, if consensus is not achieved, the resolutions will be adopted by an affirmative vote of two-thirds of members present at the meeting; and
- i) As needed, take recommendations between meetings.
- j) The Stakeholders Advisory committee is a consultative committee for ARAC.