



The Nordic Federation of Local Government Auditors (NFLGA)

1 Name of the Federation

In English: The Nordic Federation of Local Government Auditors (NFLGA)

In Norwegian: Nordisk forbund for revisjon av kommunal sektor

In Swedish: Nordiska Förbundet för Kommunala Yrkesrevisorer

The Danish, Finnish and Icelandic names will be added when each country's associations of local government auditors have joined the Federation.

2 Membership and Members/Federations/Unions

Any association/union that organises professional local government auditors in the Nordic region may become a member of NFLGA.

New members will be accepted at the Federation's Annual Meeting.

Note: The members of NFLGA are: (this is not included in the Articles of Association)

Norwegian Association of Local Government Auditors, NKRF

Swedish Association of Professional Local Government Auditors, SKYREV

3 Objectives of the Federation

The objectives of the Federation are to promote the local government audit profession, and to contribute to the development of the supervision and control of the democratic process in the Nordic region through:

- providing a professional forum for the Nordic region's local government auditors, and helping to build a strong and impartial basis for professional local government auditing in the Nordic countries.
- increasing collaboration between members in NFLGA, defending and promoting the common interests of its members.
- contributing to the development of good auditing practice, and introducing, establishing and developing common standards and recommendations, particularly concerning impartiality and other ethical issues, auditing methods and other issues relevant to local government auditing.
- coordinating standpoints in all important strategic, professional and ethical issues related to the strengthening of the status and influence of the NFLGA and its members in the eyes of important political and professional bodies and organisations, at both a national and an international level.
- jointly organising training events for NFLGA-affiliated local government auditors.

- work to raise awareness of the value of local government auditing and the work carried out by local government auditors among clients, other public bodies, companies and the general public.
- work to create a meeting place for those entrusted with auditing, including the control and supervision of local government activities.

4 The Federation's Financial Year

The financial year of the Federation shall be the calendar year.

5 Organisation of the Federation

The Federation structure consists of:

Federation meetings (annual meeting and any additional meetings called by the Federation) and

Board of Directors

The Federation's Board of Directors consists of the Chairman and Vice Chairman of each member association/union; however, members may appoint another association/union member to represent them in the Federation's Board of Directors.

The chief executive officer or equivalent of each member association/union may be co-opted to the Board of Directors.

The Chairman of the Board of Directors shall be appointed from among the Chairmen of the member associations/unions, for a period of one year. The post of Chairman will rotate in turn between the members. The Vice Chairman shall be the Chairman of the member organisation next in line to hold the position of Chairman of the Federation.

The Federation secretariat and secretary shall be the responsibility of the administrative director/department of the member holding the role of chairman of the Federation's Board of Directors.

NKRF shall hold the Chairmanship during the Federation's first year.

6 Federation Assembly

The Federation Assembly is the Federation's ultimate executive body. Apart from the issues routinely dealt with by the Board of Directors, the Federation Assembly can assign power of decree to the Board of Directors.

The Federation Assembly is held annually in connection with the Annual General Meeting of the member association that currently holds the Chairmanship for the Federation. Extraordinary Federation Assemblies shall be held at the behest of the Board of Directors.

Each member association shall assign a representative to attend the Federation Assembly.

The chairman of the Federation Assembly shall be the representative of the member holding the Federation Chairmanship. The administrative director of that member shall also be the secretary of the Federation Assembly.

Each representative shall have one vote.

For a decision made by the Federation Assembly to be valid, representatives from all members of the Federation must be in attendance.

If a vote is tied, the option supported by the Assembly Chairman shall apply.

Decisions made by the Federation Assembly are not binding, but should be seen as recommendations for the members.

The Federation's Board of Directors shall be present at the Federation Assembly, but the Board does not have voting rights.

An ordinary meeting of the Federation Assembly shall consist of the following:

- a) Preparation and approval of voting list.
- b) Confirmation that the meeting has been properly convened.
- c) Election of an individual who, in addition to the Chairman, shall verify the minutes.
- d) Approval of proposed Assembly agenda.
- e) Presentation of annual report of the Federation's operations and financial situation.
- f) Resolution on the budget for the forthcoming financial year.
- g) Appointment of representatives of the Federation for bodies in which the Federation has a presence.
- h) Matters arising, as raised by the Board of Directors or other parties.

At extraordinary Federation Assemblies, only those matters which prompted the calling of the Assembly may be addressed.

Notification of and documentation regarding the Federation Assembly shall be dispatched to members no later than three weeks before the Assembly is to be held.

Motions for the attention of the Federation Assembly shall be submitted no later than two months before the Assembly is to be held. However, at the Board's discretion, motions submitted after this date may also be presented to the Federation Assembly.

Any experts or similar specialists required in the resolution of issues to be dealt with at the Federation Assembly may be invited to attend. The Federation's representatives in various bodies may also be invited to the Federation Assembly.

7 Responsibilities of the Board of Directors

The Board of Directors represents the Federation, defends the interests of the Federation, manages the business affairs of the Federation and makes decisions on behalf of the Federation in all matters, providing such decisions do not relate to matters which are to be addressed by the Federation Assembly.

The Board of Directors is responsible for ensuring that measures are planned and implemented to realise the aims and targets of the Federation.

The Board of Directors makes pronouncements on behalf of the Federation.

The Board of Directors is responsible for ensuring that accounts are kept for the Federation's operations.

The Board of Directors organises the Federation Assembly and prepares the matters that are to be discussed at the Assembly.

For a quorum of the Board of Directors to be valid, it is required that at least the Chairman or Vice Chairman, and at least fifty percent of the total number of Board members, are present. If a vote is tied, the option supported by the Chairman shall apply.

Minutes shall be kept of all meetings of the Board of Directors, and these shall be verified by the Chairman and by a board member appointed by the Board.

The Board of Directors shall meet when the Chairman deems it to be necessary, or when a member association/union requests a meeting. Notification, supplemented by an agenda and any relevant attachments, shall be dispatched to all members of the Board of Directors no later than two weeks before the Board meeting.

8 Minutes

The verified minutes of each Federation Assembly and Board meeting shall be published on the Federation's website no later than one month after the meeting.

9 Communication

Documents, notices and messages concerning the Federation may be distributed by email.

10 Allocation of Federation Costs

The Federation's costs for each financial year shall be equally allocated amongst the members, unless the Federation Assembly deems otherwise.

11 Annual Report, Accounting and Auditing

An annual report with financial accounts consisting of an income statement, and if applicable, balance sheet, shall be presented to the ordinary Federation Assembly.

The financial accounts shall be examined and signed by an auditor. An auditor should be appointed from a country other than the country holding the Chairmanship of the Federation's Board of Directors during the financial year for which the audit is undertaken. The auditor shall notify the Federation of whether the financial statements are correct and whether they have been prepared according to generally accepted accounting practices.

12 Changes to the Articles of Association

The Articles of Association may only be amended by a unanimous decision of the Federation Assembly.