

**NGO COMMITTEE ON FINANCING FOR DEVELOPMENT
of the Conference of Non-Governmental Organizations
in Consultative Relationship with the United Nations (CoNGO)**

BYLAWS

Purpose

1. The NGO Committee on Financing for Development supports the goal to “end poverty and hunger and to achieve sustainable development in its three dimensions through promoting inclusive economic growth, protecting the environment, and promoting social inclusion,” as outlined in the Addis Ababa Action Agenda and the Monterrey Consensus. The Committee offers a venue for both new and established NGOs to learn, discuss, and contribute to the plans, activities and initiatives of the Financing for Sustainable Development Office to further the commitments of the Monterrey Consensus, the Doha Declaration, and the Addis Ababa Action Agenda.
2. The Committee aims to “confront the challenges of financing for development” by staying engaged as advocates for the Addis Ababa Action Agenda’s “action areas” Those actions include: Domestic public resources, Domestic and international private business and finance, International development cooperation, International trade as an engine for development, Debt and debt sustainability, Addressing systemic issues, and Science, technology, innovation and capacity-building.
3. The Committee works to strengthen consultative relationships with the Financing for Sustainable Development Office of the United Nations Secretariat. The Committee reviews the work of ECOSOC and various United Nations Commissions from the perspective of integrating issues related to Financing for Development into the work of these bodies.

Membership

4. Membership in the Committee is open to Non-Governmental Organizations affiliated with the UN or the UN system. Members of NGOs in consultative status with ECOSOC in good standing with the Committee shall be eligible to vote and hold office.
5. Other organizations may become supporting members by applying to the Chair or the Secretary for consideration by the Executive Committee.
6. The organizations eligible to vote shall be entitled to only one vote for each such organization.

Officers

7. The officers of the NGO Committee on Financing for Development shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer. Such officers shall be elected for a term of 2 years. No officer shall be elected to the same position for more than two consecutive terms.
8. At least two members at large shall be elected from the membership to serve on the Executive Committee. No member at large may serve in that capacity for more than two consecutive terms.
9. No member organization shall hold more than one position on the Executive Committee.
10. The responsibility of the Executive Committee shall be to carry on the business of the NGO Committee between meetings. The members of the NGO Committee shall be kept informed of the activities of the Executive Committee through a report from the Chairperson at each regular meeting of the Committee or by e-mail.
11. In the event of a vacancy on the Executive Committee during the period between elections, it will be the responsibility of the Executive Committee to fill the position within a three-month period. This shall be done with consultation of the membership. The interim replacement will serve until a full nomination and election process takes place. Any position filled on an interim basis for more than one year constitutes a completed term in that position.

Duties

12. The Chairperson shall convene and preside over meetings, promote the general effectiveness of the Committee, maintain communication with other NGO Committees and with representatives of the UN system and be responsible for reporting and collaborating with the Conference of NGOs. The Chairperson shall represent the Committee when required.
13. The Vice-Chairperson shall act on behalf of the Chairperson as appropriate.
14. The Secretary shall keep minutes of the meetings of the Committee, a record of the membership, and a record of attendance at meetings. The Secretary shall arrange for distribution of the minutes in advance of the meeting at which they will be approved.
15. The Treasurer shall receive and disburse funds as directed by the Executive Committee or the committee and shall be responsible for the maintenance of accounts, including all legal requirements for reporting to the membership, to governmental bodies and to the Conference of NGOs.
16. One member at large shall be responsible for updating and monitoring the website and social media accounts.

Funds

17. Payment of dues to the Treasurer shall entitle member organizations with ECOSOC consultative status to vote on decisions, serve on the Executive Committee, and shall entitle all member organizations to receive the minutes and other materials determined by the Committee. The amount of the dues shall be determined each year by the Committee.
18. The fiscal year shall extend from September 1 to August 31.
19. Members lagging in their dues will be informed by October 31 and will be able to re-establish “good standing” if payment is made by the date of the next regular meeting.

Elections

20. A Nominating Committee shall be appointed by the Chairperson, in consultation with the other members of the Executive Committee not less than two months prior to the election at the Annual Meeting. Members intending to stand for Executive Committee shall not serve on the Nominating Committee simultaneously. The report of the Nominating Committee shall be circulated in writing to all regular members of the Committee at least three weeks prior to the meeting at which the election is to take place. No member may stand for election unless the organization she/he represents is in “good standing”.
21. The election of officers and members of the Executive committee shall take place at the Annual Meeting in odd numbered years. Elected officers shall take office immediately.
22. Election of officers and procedural matters shall be decided by the vote of the majority of member organizations voting. Each member organization shall have one vote.

Meetings

23. The full committee shall meet at least six times in each fiscal year.
24. A quorum for an Executive Committee Meeting shall consist of at least four members of the executive committee
25. A quorum for a meeting of the Committee as a whole shall consist of representatives of at least eight of the regular member organizations, or one-third of the regular member organizations, whichever is fewer.
26. The Annual Meeting shall take place at the June meeting each year. It shall be noted in the announcement prior to the meeting that this will fulfill the functions of the annual meeting.
27. The Annual Meeting will serve the following functions: report from the Chair of the Executive Committee on the activities of both the Executive Committee and the full NGO Committee in the past year; elections of officers in designated years; consultation with the members on direction and emphasis for the coming year.

Statements

28. Recommendations of statements of position to be submitted to ECOSOC or any of its subsidiary bodies are determined by committee decision. Statements will then be submitted in writing or presented orally on behalf of the committee in the name of those organizations who expressly wish to become signatories to such statement.

Other joint statements recommended by the member organizations may also be submitted in writing or presented orally in the name of those organizations that wish to become signatories to such statements.

The oral and written interventions will meet the operating principles of the Committee.

Amendments

29. Proposed amendments to these Bylaws shall be submitted to the Chairperson in time for consideration by the Executive Committee and for written circulation to each member organization not less than twenty days prior to the date of the proposed adoption. An amendment shall be adopted only after discussion in a regular meeting of the Committee and upon the affirmative vote of two-thirds of those representatives of member organizations present and voting.

History of amendments:

October 3, 2018

May 7, 2014