**Model regulation form for the central works council**

**Definitions**

**Article 1**

In these regulations, the following terms are defined as stated below:

1. the entrepreneur: ...........................;
2. the companies: ...........................;
3. the works councils: the works councils established for the companies mentioned above;
4. the central works council (cor): the central works council for the companies mentioned above;
5. the Act: the Works Councils Act (WOR);
6. the [joint consultative committee](https://www.ser.nl/nl/thema/Bedrijfscommissie): ............................

***Model provision in connection with the deployment of the administrative secretary***

1. administrative secretary: the official who has been added to the group works council by the entrepreneur for the secretariat. The secretary is not part of the central works council.

**Composition and term of office**

**Article 2**

1. The central works council consists of ... members.

The central works council elects a chairman and one or more deputy chairmen from among its members.

***Note****: One or more of the provisions under 2a, 2b, 2c are included, depending on the manner in which the central works council is composed. In addition, the provision under 3 can be included as well.*

2a. The works council of company ... elects from among its members ... members for the central works council.

The works council of company ... elects from among its members ... members for the central works council.

The works council of company ... (etcetera).

2b. The group works council of company ... elects from among its members ... members for the central works council.  
The group works council of company ... (etcetera).

2c. The works council of company ... elects from among its members ... members for the central works council.

The group works council of company ... elects from among its members ... members for the central works council.

The works council of company ... elects from among its members ... members for the central works council.

The group works council of company ... (etcetera).

1. The persons employed by company ... elect from among themselves ... members for the central works council.

With regard to the method of nomination and election of these members, the regulations of the works council of the company ... apply by analogy, provided that the task of the works council provided for in those regulations with regard to the election of the central works council for the company concerned is performed by the central works council.

***Alternative to Article 2, paragraph 2a in connection with representation of as many groups as possible***

2a. The works council of company ... elects from among its members ... members of the central works council. Of these members, … members come from group …, … members come from group … and … members come from group … (etc.).

**Article 3**

Members of the central works council are elected within one month prior to the end of the term of office of retiring members of the central works council.

**Article 4**

Members of the central works council step down simultaneously, every ... years.

**Provision for interim vacancies**

**Article 5**

1. In the event of an interim vacancy in the central works council, a successor will be appointed by the works council/central works council from which the whose position has become vacant has been chosen.
2. If the person whose place has become vacant in the interim has a deputy, paragraph 1 does not apply and the deputy will fill the vacant place.
3. If the interim vacancy arises due to the departure of a representative of a company for which no works council has been established, this vacancy will be filled in accordance with the works council regulations declared applicable in Article 2, paragraph 3.

**Working method and secretariat of the central works council**

**Article 6**

1. The central works council meets:
2. at the request of the chairman;
3. at the reasoned request of at least two members.
4. The chairman determines the time and place of the meeting.

A meeting at the request of members of the central works council is held within fourteen days after their request has been received by the chairman.

1. The (administrative) secretary will notify the members of the central works council of the meeting in writing or electronically. This notification will be sent no later than seven days before the meeting, except in urgent cases.
2. A meeting can only take place if the majority of the members of the central works council, as referred to in Article 2, paragraph 1 of the regulations, are present.
3. In the absence of the chairman and his deputy, the central works council will elect a chairman for the meeting from among the members present.

**Article 7**

1. The central works council appoints a secretary.
2. The secretary is responsible for convening the central works council, drawing up the agenda and subsequent report of the meeting, and for conducting and managing the central works council's correspondence. The secretary can also assign these tasks to an administrative secretary who has been added to the central works council by the entrepreneur.

**Article 8**

1. The (administrative) secretary draws up an agenda for each meeting in consultation with the chairman. Any member of the central works council can request the (administrative) secretary to place an item on the agenda.
2. The (administrative) secretary brings the agenda to the attention of the members of the central works council and the entrepreneur. The agenda will be announced no later than seven days before the central works council meeting, except in urgent cases.

**Article 9**

1. The central works council decides by a majority of votes.

Blank votes do not count when determining whether this requirement has been met.

1. Business matters will be voted on orally and matters concerning persons will be voted on by ballot.
2. If, in a decision regarding the appointment of a person, none of the candidates obtains a majority in the first ballot, a second ballot will be held between the two candidates who received the most votes in the first ballot. In this second vote, the person receiving the most votes is elected. If the votes are tied, a draw will determine the outcome.
3. If the votes are tied on a proposal to be decided on by the central works council not relating to a person to be appointed, this proposal will be put forward again at the next meeting. If the votes are again tied, the proposal will be deemed to have been rejected.

**Article 10**

1. After each meeting of the central works council, the (administrative) secretary will draw up a report of the meeting and send it to the members in draft form, as soon as possible. Members have the opportunity to object to the content of the report, preferably supported with reasons. The central works council decides on the content of the report and adopts it at its next meeting.
2. The (administrative) secretary distributes the report among the persons employed by the companies and to the entrepreneur.   
   The report to be distributed among the persons employed by the companies does not contain any information that is required to be kept secret under [Article 20 of the Act](https://wetten.overheid.nl/BWBR0002747/2023-02-18/0#HoofdstukIII_Artikel20).

**Article 11**

1. The (administrative) secretary draws up an annual report on the activities of the central works council and of the council's committees in the past year before ... . This report requires the approval of the central works council.
2. After approval by the central works council, the (administrative) secretary distributes the annual report to the entrepreneur and among the persons employed by the companies.

**Amendment to and supplementation of the central works council regulations**

**Article 12**

1. These regulations may be amended and supplemented by a decision of the central works council.
2. Before the amendment or supplement is adopted, the central works council will give the entrepreneur the opportunity to present their views.
3. At the meeting at which it is decided to amend or supplement the regulations, at least two-thirds of the number of members of the central works council, as referred to in Article 2, paragraph 1 of the regulations, must be present.
4. Such a decision requires a majority of at least two-thirds of the votes cast. Blank votes do not count when determining whether this requirement has been met.
5. The central works council will notify the persons employed by the companies of the amendment or supplement and provide a copy thereof to the entrepreneur.