Republic of Latvia

Cabinet

Regulation No. 74

Adopted 4 February 2021

**By-laws of the Council for the Freedom Monument and Rīga Brethren Cemetery**

*Issued pursuant to*

*Section 8, Paragraph one of the Freedom Monument and Rīga Brethren Cemetery Law*

1. The Council for the Freedom Monument and Rīga Brethren Cemetery (hereinafter – the Council) is an advisory body the objective of activity of which is to promote cooperation between authorities and decision making in relation to the preservation, protection, and use of the Freedom Monument and Rīga Brethren Cemetery.

2. The Council shall perform the functions and tasks specified in the Freedom Monument and Rīga Brethren Cemetery Law.

3. The Council has the rights specified in the Freedom Monument and Rīga Brethren Cemetery Law.

4. The Council shall be chaired by the chairperson of the Council and in his or her absence – by the deputy chairperson of the Council. The deputy chairperson of the Council shall be elected by the Council members with decision rights from among their members for the term of authorisation of the Council by a simple majority vote.

5. The Council shall have a quorum if at least two-thirds of the Council members with decision rights participate in the Council meeting.

6. The Council meetings shall take place upon proposal of the chairperson of the Council, his or her deputy, or a Council member at least once every three months.

7. The Council shall take a decision by a simple majority vote of Council members with decision rights. In the event of a tied vote, the vote of the chairperson of the Council shall be the decisive vote.

8. The chairperson of the Council and in his or her absence the deputy chairperson of the Council shall do the following:

8.1. approve the agenda of a Council meeting;

8.2. convene and chair Council meetings;

8.3. determine the place and time of Council meetings;

8.4. represent the Council without special authorisation.

9. The documents and information necessary for Council meetings shall be prepared by the National Heritage Board and submitted to the chairperson of the Council not later than five working days before the meeting.

10. The agenda of the meeting approved by the chairperson of the Council and other materials related to the agenda shall be sent electronically by the National Heritage Board to all Council members not later than four working days before the meeting.

11. The Council meetings shall be public. Information on the Council meeting and its agenda shall be posted on the website of the National Heritage Board five working days before the meeting.

12. Minutes shall be taken at Council meetings. The minutes of the Council meeting shall indicate the agenda, the participants of the meeting, and the persons who expressed an opinion on the relevant issue, and also the decisions taken and the differing opinions of Council members. The minutes of the Council meeting shall be signed by the chairperson of the Council and the taker of minutes.

13. The National Heritage Board shall prepare the agenda of the Council meeting, organise meetings, and technically ensure the work of the Council, and also shall ensure the posting of Council decisions on the website of the National Heritage Board and control their execution.

Prime Minister A. K. Kariņš

Minister for Culture N. Puntulis