

# ASSEMBLY BY DELEGATES INTERNAL REGULATIONS

## CHAPTER I GENERAL PROVISIONS ON ASSEMBLY

**ARTICLE 1:** The Assembly by Delegates is the highest authority of the Credit Union and is constituted by all the registered Delegates, who will have the right of voice and vote

**ARTICLE 2:** All Delegates registered, as well as special guests and honorary Associates, who will only have the right to speak, will be able to attend the Assembly.

**ARTICLE 3:** The Delegates attending the Assembly by Delegates must sign the attendance book.

**ARTICLE 4:** The Assembly by Delegates will be chaired by the Chairperson of the Board of Directors and, in the absence of, by the Vice President who will exercise all the respective functions. In the absence of both, the Principal Members of the Board of Directors shall designate a debate director from among them.

## CHAPTER II ON THE PRESENTATION AND DISCUSSION OF ANNUAL REPORTS

**ARTICLE 5:** The report will be delivered in each of the Chapter Meetings, in which the reports of the government agencies and relevant socio-economic management data will be incorporated, as well as financial information, which will be presented through audiovisual methods.

**ARTICLE 6:** These reports that were previously delivered in the Chapter Meetings, will proceed to its review in the following way:

1. The summary reports will be presented, in their entirety, by audiovisual means.
2. These reports will only be presented; if necessary, they may receive extensions.
3. It is understood by extension, that the Delegates of the chapter may request clarification or justification of the information presented, aspects that may be answered by a Board Member or Administrator of COOPEDUC, R.L. that the Chairperson designates.
4. In the broad review of the reports, all Delegates will be able to participate for which one will have to stand up, state their full name and Associate number. Each Delegate may participate up to two (2) times on the reports, but their interventions must be limited to three (3) minutes in both cases.
5. When the Delegates in the consideration of a report request no extension, the Chairperson shall move on to the next item on the agenda.

### **CHAPTER III ON THE PRESENTATION, DISCUSSION AND APPROVAL OF THE INCOME AND EXPENSES BUDGET**

**ARTICLE 7:** The Treasurer of the Credit Union, the Manager or the persons they designate, will globally explain the income and expenses budget. The Assembly Delegates will not be able to interrupt the explanations, but they will be able to take note of the aspects they consider significant or relevant.

**ARTICLE 8:** In the Assembly by Delegates, once said explanation has been made, the budget will be discussed and approved. The Chairperson of the debate will announce the approval of the same.

**ARTICLE 9:** In the budget discussion, all Delegates may participate; one must stand up, state their full name and Associate number. Each Delegate may participate up to two (2) times on the budget, but their interventions shall be limited to three (3) minutes in both cases.

### **CHAPTER IV ON THE PRESENTATION, DISCUSSION AND APPROVAL OF RESOLUTIONS**

**ARTICLE 10:** The Board of Directors, based on the Credit Union Law and the Statute of the organization, may submit resolutions to the Assembly by Delegates.

**ARTICLE 11:** The Delegates may present resolutions in the Assembly by Delegates, which must be sent to the Resolutions or Recommendations Committee, to formally read it at the plenary session. The Board of Directors will accept them, as long as it complies with the provisions of article No. 43 of Law No. 17 that covers the issue on exclusive competence of the Assembly by Delegates and the provisions in the Regulations of the Resolutions and Recommendations Committee of the Assembly's Senate. Said resolutions must be endorsed by a minimum of ten (10) Delegates, which will be discussed and voted in the Assembly by Delegates.

**ARTICLE 12:** All proponents of a resolution must stand up; state their full name and their Associate number, and one will have three (3) minutes to sustain it.

**ARTICLE 13:** In the discussion of the resolutions all the Delegates of the Assembly may participate, to which one must stand up, state their full name and Associate number. Each Delegate may participate up to two (2) times over the resolution presented, but their interventions must be limited to three (3) minutes in both cases.

**ARTICLE 14:** When the Chairman of the debate, considers that the room is sufficiently illustrated, he/she indicate to the plenary of the Assembly by Delegates that the resolutions presented may be placed to vote.

**ARTICLE 15:** The resolutions will be considered approved when they receive the majority of votes from the Delegates present.

**CHAPTER V  
ON THE PRESENTATION OF RECOMMENDATIONS**

**ARTICLE 16:** Recommendations of Delegates will be accepted, which should be sent to the Resolution and Recommendations Committee, for further analysis by the Board of Directors, who will determine the feasibility of their execution in terms of the social and economic aspects of the Credit Union. These recommendations must be duly endorsed by a minimum of ten (10) Delegates. The Chairperson will give the floor to the Secretary to read the recommendations made in the Assembly.

**CHAPTER VI  
FINAL PROVISIONS**

**ARTICLE 17:** In the consideration of Miscellaneous Affairs, the Delegate may intervene up to two (2) times on the same subject, but their interventions shall be limited to three (3) minutes in both cases.

**ARTICLE 18:** The modifications, interpretation and fulfillment of this regulation are the faculty of the Board of Directors of COOPEDUC, R.L., with the collaboration of the Coordinators of the Chapters and the Delegates.

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**Mgter. Víctor Pimentel**  
**Chairman of the Board of Director**

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**Prof. Edilberto Asprilla**  
**Secretary of the Board of Directors**