



## Decision of the Executive Board of 13 June 2025 adopting the Rules of Procedure of the Executive Board of AMLA

### **The Executive Board,**

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EU) 2024/1620 of the European Parliament and of the Council of 31 May 2024 establishing the Authority for Anti-Money Laundering and Countering the Financing of Terrorism and amending Regulations (EU) No 1093/2010, (EU) No 1094/2010 and (EU) No 1095/2010 (the “Regulation”) and in particular Article 64 (4) (f) thereof,

Has decided as follows:

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## **Article 1 – Composition**

### *Members*

- (1) The Executive Board shall be composed of the following (each a “member”):
  - a) the Chair of AMLA (the ‘Chair’), with the right to vote;
  - b) the five other full-time members of the Executive Board including the Vice-Chair of AMLA, with the right to vote.

### *Participants*

- (2) The following shall participate in the meetings of the Executive Board:
  - a) the Executive Director, with no right to vote;
  - b) a representative of the Commission, when matters referred to in Article 64(4), points (a) to (l) of the Regulation are on the agenda, with the right to vote on these matters;
  - c) the member of the General Board in supervisory composition from the Member State where the concerned selected obliged entity is established, for decisions referred to in Article 64(2) of the Regulation who may attend only the related deliberations, with no right to vote.
- (3) The Executive Board may also admit observers.

## **Article 2 – Tasks and powers**

- (1) The Executive Board shall have the tasks specified in Article 64 of the Regulation and any other tasks provided for in Union acts.
- (2) The Executive Board shall, in accordance with Article 67 of the Regulation, designate the Fundamental Rights Officer.

## **Article 3 – Chairmanship and Vice-Chairmanship**

- (1) The Chair presides over the Executive Board. She/he is responsible for preparing the work of the General Board and the Executive Board, including setting the agenda, convening and chairing all the meetings and tabling items for decision.
- (2) The Vice-Chair shall automatically replace the Chair if the Chair is unable to attend to his or her duties. The Vice-Chair shall be selected by the Executive Board from among its voting members.
- (3) In the absence of both the Chair and Vice-Chair at a meeting of the Executive Board, the Executive Board shall be chaired by the most senior permanent member in terms of the length of his/her term of office in the first instance, and by age in the event of two or more permanent members having equal standing in terms of the length of term in office.
- (4) The Chair shall, in accordance with article 69(2) of the Regulation, assign to the members of the Executive Board specific areas of responsibility, within the scope of tasks of the Authority, without prejudice to the collective responsibility of the members of the Executive Board.
- (5) The Chair represents the Authority. She/he may delegate to another member of the Executive Board, or a person from AMLA management of staff, certain tasks and responsibilities to represent AMLA externally.

#### **Article 4 – Access to Information**

- (1) All members of the Executive Board shall have equal access to complete updated information as submitted to and as deliberated on at the meetings of the Executive Board and may request further relevant information, necessary for the execution of their tasks.
- (2) The information made available to the members of the Executive Board shall include key items of information that enable a meaningful understanding of the issues being deliberated.
- (3) The Executive Director shall have access to the information made available to the members.
- (4) The representative of the Commission shall only have access to the documents pertaining to the tasks referred to in Article 64(4) points (a) to (l) of the Regulation.
- (5) Observers shall only have access to the documents pertaining to the items to which they are invited.
- (6) Members of the General Board attending deliberations on decisions referred to in Article 64(2) of the Regulation shall have access only to the relevant documents.

#### **Article 5 – Decision making procedures**

##### *Quorum*

- (1) In order for a meeting of the Executive Board to be validly convened, there shall be a quorum of at least three of its members attending the meeting, either in person or by means of teleconference. If the quorum is not met, the Chair shall decide to postpone deliberations to another meeting.

##### *Voting*

- (2) The Executive Board shall strive for consensus when taking its decisions.
- (3) If consensus cannot be reached, the Chair shall initiate a vote.
- (4) Votes shall express either support ('I agree'), disagreement ('I disagree'), or abstention ('I abstain'). Abstentions shall not be considered when calculating the number of votes cast. Decisions shall be taken by a simple majority of the votes. Each member of the Executive Board have one vote. The Chair, or the Vice-Chair when replacing the Chair, shall have a casting vote in the event of a tied vote.
- (5) The representative of the Commission shall have a right to vote whenever matters decided upon fall within the area mentioned in Article 1(2)(b).
- (6) In accordance with Article 66(3) of the Regulation, in extraordinary circumstances where a member cannot participate in a meeting even through remote connection, this member has the possibility to ask another one to vote on her/his behalf, provided the conditions of a regular discussion of the Executive Board are safeguarded, with latter member in a position to fully convey (i) the position and (ii) the reasoning underlying the position of the absent member.

##### *Written procedures*

- (7) Deliberations may also take place by written procedure, unless at least two members participating in the written procedure object to the use of a written procedure. In such case,

the item shall be put on the agenda of the subsequent Executive Board meeting, or a meeting shall be convened by the Chair to that effect.

- (8) Written procedures shall require no less than five working days.
- (9) Where appropriate, the Chair may extend the deadline of a written procedure.
- (10) Amended versions of the proposals may be submitted for decision by the Secretariat during the written procedure, in which case members shall have at least two working days to examine the revised proposal and the original deadline for the written procedure shall be accordingly automatically extended to ensure the above.
- (11) The absence of a reply by a member of the Executive Board in a written procedure shall be deemed as an expression of support for the proposal. The result of a written procedure shall be notified without delay to the Executive Board and recorded in the summary proceedings of the subsequent meeting of the Executive Board.

## **Article 6 – Meetings**

### *Convening meetings*

- (1) The Executive Board shall meet at least four times a year. The Chair may also convene at any time ad-hoc meetings of the Executive Board at his/her own initiative or at the request of at least two members.
- (2) As a rule, the meetings are convened in person in Frankfurt. At the initiative of the Chair, the meetings of the Executive Board may also take place by means of teleconference, or in hybrid format.

### *Attendance*

- (3) Attendance at the meetings of the Executive Board shall be restricted to its members, participants according to Article 1, and the relevant staff of AMLA.
- (4) The representatives of the Commission, and of the members and observers of the General Board in supervisory composition may be replaced by their alternates (nominated to replace them at the meetings of the General Board).
- (5) The Chair, also upon request of other members, or participants, may invite experts to participate in the meetings of the Executive Board or parts thereof, and to provide them with their advice and expertise on specific matters.

### *Agenda*

- (6) The Executive Board shall adopt the agenda for each meeting.
- (7) A provisional agenda shall be drawn up by the Chair and shall be circulated by the Secretariat to the members, at least five working days before the relevant meeting. The related documentation shall also be circulated at least five working days before the relevant meeting.
- (8) An item shall be added to or removed from the provisional agenda at the request of any member articulated prior to or at the meeting. Additional documents or amended versions may be circulated, prior or during the meetings, unless a member objects to it.
- (9) The deliberations of the Executive Board shall be held in English.

#### **Article 7 – Summary proceedings of meetings**

- (1) The summary proceedings of each meeting of the Executive Board shall be prepared under the responsibility of the Chair.
- (2) Within the deadline of seven working days, members, and participants who attended the meeting, shall submit in writing, any amendments they wish to make to the draft summary proceedings.
- (3) The summary proceedings shall be adopted by means of a written procedure (or, if necessary, at the subsequent meeting of the Executive Board).

#### **Article 8 – Urgent Procedures**

- (1) In case of urgency, the Chair or, in his/her absence, the Vice-Chair shall convene a meeting of the Executive Board in time to take the necessary decisions, as appropriate also by means of teleconferencing.
- (2) By derogation from Article 6(7), in case of urgency, the Chair may convene meetings of the Executive Board without circulating the provisional agenda and the relevant documents five working days in advance of the meeting. The reasons that justify the derogation from the standard provisions shall be given by the Chair.
- (3) In situations of emergency, when convening a meeting, the Chair may specify that, by way of derogation from Article 5(1), the quorum of three members will not apply. The reasons for such derogation should be given.
- (4) With reference to deliberations by written procedures, in case of urgency, any time limits set under Article 5(7) may be shortened upon instruction of the Chair. The reasons for the derogations shall be stated. Members, as well as participants and observers if they are concerned by the relevant items, shall be informed in advance to the extent possible.
- (5) In situations of emergency, when initiating a written procedure pursuant to paragraph 4 of this Article, the Chair may specify that, by way of derogation from Article 5(6), members may not object to the use of the written procedure. The reasons for such derogation should be given. The decisions taken by means of such written procedures shall be presented at one of the subsequent meetings of the Executive Board.

#### **Article 9 – Delegations of power**

- (1) The Executive Board may through its decision empower any of the members, or the Executive Director, to take on its behalf and under its responsibility, and subject to restrictions and conditions as it shall impose, clearly defined decisions.
- (2) The Executive Board may empower the Chair to rectify clerical errors in its decisions and to adopt definitive text of any given draft proposal of the Executive Board on the condition that the substance of such draft decision has already been determined as a result of a discussion of the Executive Board.
- (3) The decisions adopted in accordance with this Article shall be recorded in the summary proceedings of the Executive Board meetings as Executive Board decisions.
- (4) Subject to the conditions imposed by the Executive Board, decisions to empower any of the members under this Article may be sub-delegated to a member of AMLA staff, or other such party.

**Article 10 – Secretariat**

- (1) The Secretariat shall provide the necessary administrative and technical support in the performance of all the tasks assigned to the Executive Board and be in charge of the consistent application of these Rules of Procedure.

**Article 11 – Authentication and Notification**

- (1) The decisions of the Executive Board and its summary proceedings shall be authenticated by the signature of the Chair, or the Vice-Chair in his/her absence.
- (2) The authentication may be delegated by the Chair to the Head of the Secretariat and it may also occur by electronic means.
- (3) Notifications of decisions may be served also by means of emails or by using other electronic systems.

**Article 12 – Entry into Force**

This Decision shall enter into force on 14 June 2025.

*For the Executive Board of AMLA,*

*The Chair*

*Bruna SZEGO*