

Pursuant to the provisions of the Statute of the Macedonian Film Professionals Association – Skopje, the Association Assembly, on 14.02.2020, promulgated the following:

## **RULEBOOK ON THE OPERATION OF THE INTERNATIONAL CINEMATOGRAPHERS' FILM FESTIVAL "MANAKI BROTHERS"**

### **I. GENERAL PROVISIONS**

#### **Article 1**

This Rulebook shall serve to regulate the competencies, location, bodies, finances, and other issues related to the operation of the International Cinematographers' Film Festival "Manaki Brothers".

#### **Article 2**

The Macedonian Film Professionals Association shall be the founder and organizer of the International Cinematographers' Film Festival "Manaki Brothers" (hereinafter referred to as: the Festival).

The Festival is the first and only world acknowledged festival of film cinematography in the Republic of Macedonia, which is of great importance for the promotion of the film art and development of the cultural politics in the Republic of Macedonia.

### **II. FESTIVAL LOCATION**

#### **Article 3**

The Festival shall be hosted in the city of Bitola.

#### **Article 4**

In the case of a higher power or inability to organize the Festival in Bitola, the Management Board of the Association may adopt a decision to host the Festival in another city.

The decision for location change shall be made by the Management Board with a 2/3 vote majority.

#### **Article 5**

The Festival shall be held every year in the second part of September and shall last no less than 5 (five) and not longer than 8 (eight) days. The precise date for the start of the Festival shall be announced no later than January 31 in the current year.

#### **Article 6**

In the case of a higher power and inability to implement the program in the provided days and date, the Management Board of the Association may adopt a decision to change them.

The decision to change the date and number of days of realization of the Festival shall be adopted by the Management Board with a 2/3 vote majority.

### **III. FESTIVAL PROGRAM**

#### **III.1. OFFICIAL FESTIVAL PROGRAM**

##### **Article 7**

The official festival program shall be comprised of:

- Main program "Camera 300"
- Short film program
- Documentary program

In accordance with the adopted annual or perennial program, other revue programs may be organized at the Festival.

##### **Article 8**

The film for the Official program of the Festival shall be submitted by application.

##### **Article 9**

The main program shall be comprised of a minimum of 12 (twelve), that is to say maximum of 14 (fourteen) feature-length films.

##### **Article 10**

The documentary program shall be comprised of a minimum of 6 (six), that is to say 18 (eighteen) documentary films, no matter their running time.

##### **Article 11**

The short film program shall be comprised of a minimum of 12, that is to say a maximum of 14 short films, with a running time no longer than 25 (twenty-five) minutes.

##### **Article 12**

The films in the Main Program shall be selected from the aspect of valorization of the work by the cinematographers and should highlight the visual component of the film. The film selected for the Official Program should meet the following criteria:

- to be first shown in the Republic of Macedonia;
- to be no older than 2 (two) years;
- to meet the technical specifications of the Festival.

#### **III.2. FESTIVAL AWARDS**

##### **Article 13**

The official Festival awards that shall be awarded for the Main Program are:

- "Golden Camera 300"
- "Silver Camera 300"
- "Bronze Camera 300"

##### **Article 14**

The official Festival award that shall be awarded for the achievement of the cinematographer in the Short Film Program is:

- "Small Camera 300"

#### **Article 15**

The official Festival award that shall be awarded for best film from the Documentary Program is:

- "Small Camera 300"

#### **Article 16**

The honorable Festival awards are the following:

- "Golden Camera 300" for life achievement, which shall be awarded to a distinguished cinematographer for notable contribution to the world film art;
- The special award "Golden Camera 300", which shall be awarded to a distinguished author of the world film art;

The Management Board shall approve the honorable awards by suggestion of the Festival Director. The Management Board, by suggestion of the Festival Director, may adopt a decision to grant other awards.

### **III.3. FESTIVAL JURY**

#### **Article 17**

The international Festival jury for the main program "Camera 300" shall be comprised of five 5 (five) members according to the following criteria:

- at least two members should be cinematographers, of which one should be appointed as jury president, the winner of the award "Golden Camera 300" for life achievement, if possible;
- the remaining members may be other film authors and professionals from the field of culture and art;
- at least one jury member must be from Macedonia.

The international jury shall grant the awards in the main program and in the short film program.

#### **Article 18**

The international Festival jury for the documentary film program shall be comprised of 3 (three) to 5 (five) members and shall grant the award for best film.

#### **Article 19**

All awards in the Official Program must be granted.

### **IV. FESTIVAL BODIES**

#### **IV.1. FESTIVAL DIRECTOR**

#### **Article 20**

The Festival shall be managed by the Director.

The Director shall protect and affirm the reputation of the Association, and shall represent the Association in an affirmative manner at all media events.

For each promotional material, electronic and/or printed, and at every press, conference and similar events, at which the Director acts in the name of the Festival, he/she shall display the Association in words and logo at a noticeable place, as founder and organizer of the International Cinematographers' Film Festival "Manaki Brothers".

#### **Article 21**

The Assembly of the Association shall elect and dismiss the Festival Director.

The Festival Director shall be elected from the regular members of the Association or from a distinguished professional from the field of art, culture or another public sphere.

The election procedure of the Festival Director shall be the same as the procedure for the election of the President of the Association.

The Director of the Festival shall sign a contract with the President of the Assembly.

#### **Article 22**

The criteria for the election of the Festival Director are the following:

- to possess managerial and leadership skills and experience;
- to have communicational, organizational and analytical skills, skill for team work and professional conduct;
- to possess knowledge and experience in following the world film production and film festivals and prestigious film festivals;
- higher education, and active and distinguished participation in the field of film.

#### **Article 23**

The Director shall have the following competencies:

- To submit an annual and perennial program and budget for the Festival;
- To propose an action plan for the realization of the program and budget, and to submit them for review to the Management Board, before he/she approaches to their realization.
- Along with the program and action plan, the Director shall submit a concept/scenario for the opening and closing of the Festival, as well.
- The budget proposal must contain the table of expenses, which shall be adopted by the Management Board in a type of form.
- For every change in the program and budget or in the items (distribution of funds), the Management Board shall be informed no later than June 10.
- If the Management Board does not agree with the program and/or the action plan, they are obligated to submit their opinion to the Council of the Festival, and if they do not agree on the budget or the proposed alteration, they are obligated to summon a session of the Assembly and to inform them of it;
- To look after the consistent implementation of the program and program aims of the Festival;
- To organize and accomplish meetings with renowned film artists, with the goal to invite them to the Festival;

- To follow the new film releases at the current festivals in Europe and around the world;
- To realize and maintain contact with European and world film funds, in order to invite them to the Festival;
- To secure participation of at least one world famous and renowned guest;
- To promote the Festival through marketing campaigns and press conferences, with an obligation to display the commercials on billboards, in daily newspapers, social media and screen on television shows, at least 30 days before the Festival is to be held;
- To organize workshops at the Festival;
- To promote the Macedonian film creation;
- To promote Macedonian film authors;
- To select a team of collaborators hired for the Festival, primarily from the members of the Association and to sign contracts with them. The contract must contain clear and precise obligations for the hired person, as well as a mandatory obligation for the submission of monthly reports by the contracted person for the realization of the contract;
- To adopt decisions on all matters that are related to the program aims of the Festival, except on matters which require approval from the President of the Assembly or from the Management Board;
- To submit a narrative and financial report to the Assembly of the Association no longer than 2 months from the day of holding of the Festival, which the Management Board shall previously review. The financial report shall contain in addendum all signed contracts and reports on their realization.

#### **Article 24**

The Director of the Festival shall answer before the Assembly of the Association regarding his/her work.

The Director of the Festival shall answer personally and limitlessly for the harm caused by his/her work, if it was prompted by negligence or with intent to cause harm, in order to achieve personal goals and interests, except in the case when approval from another body of the Association is needed.

\_\_\_\_\_ If the Management Board establishes fault of the Director pursuant to the Statute, Rulebooks and Agreement, as well as other internal acts and decisions of the Association, they shall inform the Director in writing, and if they assess the need for undertaking other measures, the Management Board shall summon a session of the Assembly and inform them of the previously mentioned statement as soon as possible.

#### **Article 25**

The Director of the Festival shall be dismissed at any given time in the case of:

- personal request;
- due to death or permanent disability;
- failure to fulfill his/her obligations and work tasks stipulated in the Statute, Rulebooks, the Agreement and other internal acts and decisions of the Association;

- causing harm to the Association;
- termination of the Festival;
- rejection of the financial and narrative report on the Festival.

If the financial report does not contain all necessary elements and documents, this shall be considered grounds for dismissal of the Director and grounds for compensation for each payment without contract or without report of the completed work.

Failure to submit a financial report even after a submitted warning by the Management Board shall represent ground for demand of the entire compensation used by the Director.

## **IV.2. MAIN PROGRAM SELECTOR**

### **Article 26**

\_\_\_\_\_The Festival may have one or two selectors for the main program (Programmer – hereinafter referred to as: Selector), which shall be decided by the Management Board of the Association.

The selector of the main program shall perform the selection of films for the main program in accordance with the Director of the Festival, and other selections as needed and warranted by the Director of the Festival.

The selector of the main program shall protect and affirm the reputation of the Association, and represent the Association in an affirmative manner at every media event as Selector of the Festival.

### **Article 27**

The Management Board shall elect and dismiss the Selector of the main program.

The selector of the main program shall be elected with a mandate lasting 2 years, with right for re-election.

### **Article 28**

Members of the Association and other distinguished film professionals, perennial critics, film theorists, native and foreign citizens, who meet the criteria stated in Article 29 of this Rulebook, may apply for the position of selector.

### **Article 29**

The criteria for election of a Selector of the main program are the following:

- renowned and distinguished expert on world films;
- perennial experience and following of the world film festivals;
- knowledge of at least one foreign language;
- published critiques, discussions, theories on film;
- to possess communication skills, especially with distributors, directors and selectors of other festivals;
- higher education, and active and distinguished participation in the field of film.

### **Article 30**

The selector of the main program shall answer to the Director of the Festival and Management Board of the Association regarding his/her work.

#### **Article 31**

The selector of the main program may be dismissed at any given time in the case of:

- by personal request;
- due to death or permanent disability;
- failure to fulfill his/her obligations and work tasks;
- causing harm to the Association;
- termination of the Festival.

### **IV.3. FESTIVAL COUNCIL**

#### **Article 32**

The President of the Macedonian Film Professionals Association shall be the President of the Council of the Festival.

#### **Article 33**

The Council of the Festival shall be comprised of at least seven members.

The regular members of the Council in addition to the President of the Macedonian Film Professionals Association shall be a representative from the city of Bitola, representatives of the sponsors/partners of the Festival, renowned film producers and authors, while the other members shall be elected by proposal of the Management Board of the Association and the Director of the Festival.

The mandate of the members shall last 1 (one) year, with a possibility for re-election.

#### **Article 34**

The competencies of the Council of the Festival are:

- review and adoption of the Festival program;
- helping by counselling and suggestions for the realization of the Festival.

#### **IV.3.1 SESSIONS OF THE FESTIVAL COUNCIL**

#### **Article 35**

The President shall be in charge of the session of the Festival Council.

The Festival Council shall convene at least 2 (two) times a year, or more if needed.

#### **Article 36**

In the case of absence of the President, a member of the Festival Council, who shall be elected by a vote majority from the members present at the session, shall chair the session.

#### **Article 37**

A session of the Council may be held with the presence and the members' right to vote via telephone conference, as well.

#### **Article 38**

The sessions of the Festival Council shall be held in the premises of the Macedonian Film Professionals Association or in another previously provided premise by the President of the Council, for which the members of the Council Festival shall be informed at least 5 (five) days prior the appointed session.

#### **Article 39**

The sessions of the Council Festival shall be prepared by the President and Director of the Festival in collaboration with the Artistic Director of the Festival.

Preparations include:

- Establishing the daily agenda;
- Preparation of written materials for the sessions.

#### **Article 40**

The sessions of the Festival Council shall be legally valid if more than 50% of its members are present.

The sessions of the Festival Council shall adopt decisions with a majority of votes by the members present.

#### **Article 41**

Voting at the sessions shall be public, except if the Session of the Council Festival decides to vote in secret regarding particular matters.

The decision for conveying a secret vote shall be decided by public voting.

#### **Article 42**

Each member shall have one vote.

#### **Article 43**

Written minutes on the work of the Festival Council shall be lead, which shall be kept in the Expert Department of the Association.

#### **IV.3.2 SESSION WORKFLOW**

#### **Article 44**

The President of the Festival Council, that is to say, the person presiding with the session, shall inform the Council on the members that have announced their absence.

Records on the presence of the members at the session of the Festival council shall be kept. An appointed person that is employed in the Expert Department of the Association shall keep the records.

#### **Article 45**

If at the beginning of the session it is determined that there is no quorum, the session shall be delayed for an certain amount of time with the same daily agenda, or if during the session it is determined that there is no quorum, the session shall be terminated and rescheduled for another appointed time and date with the same daily agenda.

#### **Article 46**

The chairperson shall give word to the participants at the session in order of their request. The remarks shall be discussed and solved during the session.



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**Article 47**

The chairperson shall be in charge of the order of the session.

**IV.3.3 COUNCIL FESTIVAL MEMBER DISMISSAL**

**Article 48**

A member of the Council of the Festival may be dismissed at any given time in the case of:

- personal request;
- due to death or permanent disability;
- failure to fulfill his/her obligations and work tasks;
- causing harm to the Association;
- termination of the Festival.

**V. FESTIVAL FINANCING**

**Article 49**

The financing of the Festival shall be done by:

- The Ministry of Culture for an approved project pursuant to an advertisement;
- The units of the local self-government for projects that refer to the development of the film industry on a local level;
- Funds from the Macedonian Film Agency;
- sponsors;
- international programs that refer to the film industry;
- other sources for which the Festival is eligible to apply.

**VI. TRANSITIONAL AND FINAL PROVISIONS**

**Article 50**

The procedure on amendment and supplement of this Rulebook shall be the same as for its adoption.

**Article 51**

This Rulebook shall come into effect on the day of its adoption.

**President of the Assembly,  
Igor Ivanov**



Потврдувам дека правилно го извршив преводот од македонски на англиски јазик со својот печат и потпис.

In witness that the foregoing translation from Macedonian into English language is correct, I do affix my seal and signature.

Ирма Дума  
Овластен судски преведувач  
Датум: 21.2.2020

Irma Duma  
Certified Court Translator  
Date: 21.2.2020

