



**Local & Regional
Europe**

RULES OF PROCEDURE

Council of European

Municipalities and Regions AISBL

Adopted by the Policy Committee of Prague
2 December 2013

Rules of procedure

1. Membership and organs of CEMR

1.1. CEMR Membership

Becoming a CEMR member

- 1.1.1. A national association or section of local / regional authorities seeking CEMR membership must complete an application dossier which allows for verification that the membership criteria are respected (Article 4.1.a.1 of the Statutes). This procedure shall also be applicable with regard to associate membership.
- 1.1.2. Concerning the matter of taking into account “*particular constitutional or political situations*” (Article 4.1.a.4 of the Statutes), the decision of the Policy Committee should be based on a specific report by the Secretary General.
- 1.1.3. Should an association submit an application for membership from a country in which CEMR already has a member, that member shall be consulted first concerning the request, prior to any study of the application by CEMR’s organs.
- 1.1.4. If multiple associations in one country are members, they agree to actively cooperate with regard to respecting membership duties, and especially concerning the common designation of representatives to the statutory organs and for the apportioning of affiliation fees. The apportioning of affiliation fees, once jointly determined, shall be communicated to the Secretariat General.
- 1.1.5. In the event of a disagreement over the apportioning of affiliation fees, it shall be the task of the Financial Management Committee to recommend a solution to the Policy Committee.

Resignation

- 1.1.6. Resignation of a member is brought to the attention of the Secretariat General by post. In such a case, the affiliation fee for the current and coming year shall be due.

Dismissal

- 1.1.7. An association or section that has become liable to suspension or dismissal (Article 9 of the Statutes) shall receive prior notification if the process is to be undertaken, and explanation of the reasons involved. It should therefore be allowed sufficient time to provide its reaction to the Policy Committee. It should furthermore, as necessary, be informed officially of the final decision of dismissal and its justification.

1.2. CEMR statutory organs and their members

- 1.2.1. The statutory organs of CEMR are the Assembly of Members (Policy Committee), the Council of Administration (Executive Bureau) and the Financial Management Committee. In addition, the Secretaries General and Directors of the national associations are convened to meet upon the initiative of the Secretary General.

1.2.2. In accordance with Article 5.5 of the Statutes, and the commitments promoted in CEMR's "*European Charter for Equality of Women and Men in Local Life*", CEMR shall aim to ensure a balanced representation, in particular between women and men, within the statutory organs. All national delegations should include representatives of both genders. In this context, the following distributions for national delegations must be respected:

Minimum representation of each gender in the national delegation shall be:

- 1 representative of each gender for 2 or 3 seats on the Policy Committee;
- 2 representatives of each gender for 4 or 5 seats on the Policy Committee;
- 3 representatives of each gender for 6 or 7 seats on the Policy Committee;
- 4 representatives of each gender for 8 seats on the Policy Committee.

This rule applies equally and separately to full members and to substitute members of the Policy Committee. The minimum representation of each gender in the Executive Bureau and in the Financial Management Committee shall be 30 %. Any proposed delegation that does not fulfil these conditions will not be validated by the Secretariat General.

1.2.3. In addition, nominations to the Policy Committee should, as far as possible, respect a geographic and territorial balance, representing the different spheres of local / regional authorities.

1.2.4. The nomination of substitute members will be carried out in accordance with Article 5.3 of the Statutes. However, in order to take into account the diversity of national cultures, national associations/sections will have the possibility of designating among their substitute members the association's highest officer who is politically responsible and accountable before their own statutory bodies.

1.2.5. The national associations or sections shall transmit to the Secretariat General the proposals for appointment of the full and substitute members of the Policy Committee, at the time of the three-yearly elections. Any changes over the course of the mandate must be notified to the Secretariat General in writing, including appointments for vacant positions. The changes must maintain previous balances (Articles 1.2.2 and 1.2.3 of the Rules of procedure).

1.2.6. Observers may be invited to attend the meetings of the statutory bodies. The President and the Secretary General of UCLG shall be permanently invited to the meetings of CEMR's Policy Committee.

2. The functioning of the organisation

2.1. Statutory organs

Convening meetings, quorum, procedures for voting and candidatures

2.1.1. The members of the Executive Bureau and Policy Committee shall receive invitations by circular letter from the Secretariat General, sent at a minimum of seven days before meetings, except under exceptional circumstances, the reasons for which

shall be justified. Such invitations may be sent electronically. The calendar of meetings is fixed, as far as possible, during the last meeting of the Policy Committee of the previous year.

- 2.1.2. The quorum (Article 7.1 of the Statutes) is deemed to be met, unless a member explicitly requests its verification at the opening of the meeting or in the course of the meeting. If this verification takes place in the course of the meeting, it shall not affect the validity of decisions taken previously.
- 2.1.3. In accordance with Article 7 of the Statutes, voting by proxy shall be allowed to the extent of one written proxy for each full member. Only full members or substitutes of the Policy Committee may vote, and substitutes may only vote with a written proxy from the full member or the national association or section, on his/her behalf. Substitutes may attend meetings, but only vote in the absence of the full member, and Article 5.6 of the Statutes should be understood in this way.
- 2.1.4. In accordance with Article 7.3.c of the Statutes, the representatives of a member or associate member shall not be entitled to vote if they are in default of payment of the association's affiliation fees for the previous year. If a meeting takes place in the last trimester of the year, a significant portion of the fees of that same year (corresponding to one instalment out of three) is required.
- 2.1.5. The voting rights of members who have not paid their membership fees for the two preceding years and the first instalment of the current year without a special agreement by the Policy Committee will be provisionally limited as follows:
- For a delegation of 3 or 4 seats:
- If less than 50 % of the fees are settled, 2 seats are suspended;
 - if more than 50 % but less than 100 % are settled, 1 seat is suspended.
- For a delegation of 5 or 6 seats:
- If less than 50 % of the fees are settled, 3 seats are suspended;
 - if more than 50 % but less than 100 % are settled, 2 seats are suspended;
- For a delegation of 7 or 8 seats:
- If less than 50 % of the fees are settled, 4 seats are suspended;
 - if more than 50 % but less than 100 % are settled, 3 seats are suspended.
- 2.1.6. If a member is significantly in default of payment of its affiliation fees (Articles 2.1.4 and 2.1.5), their voting rights in the Executive Bureau will be suspended.
- 2.1.7. Voting shall be, in principle, by open vote. Vote by secret ballot may be carried out at the initiative of the Presidency or at the request of more than one Policy Committee member on specific issues such as individual nominations or exceptional matters. If more than one candidature is received, the candidate who receives the absolute majority of votes in the first round will be selected. If there is no absolute majority, a second round will be organised in order to decide between the two candidates that obtained the most votes in the first round.

2.1.8. Concerning candidatures for office within the statutory organs, the nomination procedure, including applicable deadlines, shall be launched by the Secretariat General, in writing, toward the national associations or sections at a minimum of six months before the date of the election. Nominations should be submitted in writing before a deadline that must be strictly respected. This deadline shall be fixed at four weeks prior to the vote on the political roles, and one week prior to the relevant meeting for the constitution of the Policy Committee.

2.2. Affiliation fees

Modalities and settlements of affiliation fees

2.2.1. The affiliation fee scale is fixed by the Policy Committee, on the basis of national population and GDP per capita. Except in the case of a special agreement, affiliation fees shall be called in three instalments (for 31 January, 1 April and 1 October), and paid in euros.

2.2.2. The Policy Committee may accept that the application of the affiliation fee scale have the flexibility to take into account specific or exceptional national situations, on the basis of a recommendation of the Financial Management Committee.

3. Formal CEMR committees and other working structures

3.1. Formal committees and working structures

3.1.1. The formal committees and working structures of CEMR (Article 5.19 of the Statutes) shall be set up by the Policy Committee or Executive Bureau in order to deal with political issues or matters of major importance for the organisation. These shall be made up of local and regional elected representatives, based on proposals of the national associations or sections, and may include officers or experts proposed by the associations or sections. The Policy Committee retains the right to restrict a given committee to elected representatives only. Position papers proposed by the formal committees and working structures are submitted for approval or ratification to the Policy Committee or, alternatively, through a general consultation in a manner determined by the Secretary General.

3.1.2. Formal committees and working structures shall be chaired by a person holding political office who shall be elected by the Policy Committee. The formal committees and working structures may, as appropriate, propose recommendations with a view to the election. The chairs shall be appointed according to modalities based on those implemented for nominations of the representatives within CEMR's statutory organs.

3.1.3. The "*Standing Committee for Equality of Women and Men in Local Life*" is instituted as a standing committee, the modalities of designation of its members are subject to the same criteria as other formal committees and working structures, however its dissolution must be approved by a 2/3 majority of members of the Policy Committee.

- 3.1.4. The mandate of the Chairs of formal committees and working structures shall be limited to three years. No Chair should hold the post for more than two consecutive terms.
- 3.1.5. Committee Chairs shall be systematically invited to attend meetings of the Policy Committee.
- 3.1.6. Expenses incurred for travel of committee Chairs for the purpose of representing the organisation may be covered by CEMR, after agreement of the Secretary General. Travel to meetings of the Policy Committee shall be covered by the relevant national association(s) or section(s).
- 3.1.7. Moreover, the Policy Committee may appoint one or more rapporteurs or political leaders to be responsible for specific policy areas.

3.2. Technical working structures

- 3.2.1. Technical working structures which essentially concern associations' or sections' experts and officers are not concerned by the provisions of Article 3.1 of the Rules of procedure and may organise their work in a more flexible way.

4. The Secretary General

- 4.1. The job description of the Secretary General shall be defined by the Policy Committee, upon the proposal of the President. The employment contract drawn up on this basis shall be negotiated with CEMR's President and the Chair of the Financial Management Committee.
- 4.2. The election procedure of the Secretary General is launched upon initiative of the President. A recruitment announcement shall be diffused in specialised media and national associations/sections. Shortlisted candidates shall be interviewed by a panel of at least three members from the CEMR political leadership from among the President, the two Co-Presidents, the Chair of the Financial Management Committee, and one or several member(s) of the Executive Bureau. The President may request the support of an adviser. The recommendation of this panel (be it one candidate or the choice between several potential candidates) shall be submitted to the Policy Committee.
- 4.3. The Secretary General has a general delegation to sign legal documents and contracts with regard to the functioning of the organisation, under the supervision of the President and the Co-Presidents, and in accordance with European and national legislation. The Secretary General may delegate his/her signature to other colleagues within the Secretariat General, depending on rules approved by the Financial Management Committee.
- 4.4. As necessary, the Deputy Secretary General works under the supervision of the Secretary General. The modalities of recruitment for this position and his/her status shall be based on the aforementioned dispositions.

5. Other provisions

5.1. President, Co-Presidents, Executive Presidents and Vice Presidents

- 5.1.1. The President, and in cases of absence the both of the Co-Presidents, shall have a general delegation of signature, in the name of CEMR, including in cases of litigation involving the organisation.
- 5.1.2. The Co-Presidents may represent the President on any occasion. In the case of the President's absence, they shall be called upon to chair the meetings of the Executive Bureau or Policy Committee.
- 5.1.3. The Executive Presidents participate in the political representation of the organisation.
- 5.1.4. Each country in which CEMR has membership, and which is not represented on the Executive Bureau, may propose an appointment by the Policy Committee of one Vice-President Non-member of the Executive Bureau. The Vice-Presidents who are not members of the Executive Bureau may be invited to attend the meetings of the Executive Bureau, without right of vote.

5.2. Honorary auditors

- 5.2.1. Honorary auditors are invited to attend the meetings of the Financial Management Committee, at the cost of the relevant national association(s) or section(s). The same shall apply for the meetings of the Policy Committee at which financial matters are due to be debated.

5.3. Designation of the host city/region of the General Assembly

- 5.3.1. CEMR organises, in principle every four years, a General Assembly of European municipalities and regions.
- 5.3.2. A call for candidacies is launched in particular via the members based on terms of reference approved by the Secretaries General and Directors. The host city/region must submit to the Secretariat General a complete application dossier responding to the essential criteria before a deadline which shall be strictly respected. The Policy Committee shall interview and select the host city/region based on a shortlist drawn up by the Secretaries General and Directors.
- 5.3.3. In the case of multiple candidacies the selection of the host shall be carried out by a vote by secret ballot. The provisions of Article 2.1.7 of the Rules of procedure shall apply to the selection of the host city/region.

5.4. Co-operation between CEMR and other organisations

- 5.4.1. CEMR co-operates with other organisations in Europe or in other regions of the world which work particularly for the promotion of local and regional self-government.
- 5.4.2. It develops close working relations with the Congress of the Council of Europe and the Committee of the Regions of the European Union.

5.4.3. As European section of UCLG, CEMR undertakes to ensure the effective participation of European local and regional authorities within the world organisation, particularly through the “*UCLG Europe Coordination Platform*”.

5.5. Dissolution of CEMR

5.5.1. In the event of a proposal for dissolution of CEMR (Article 14.3 of the Statutes), the member associations shall be notified, at latest two months before the launch of the process is to be debated.

5.6. Revision and entry into force

5.6.1. These Rules of procedure shall enter into force at a date to be fixed by the Policy Committee. They may be revised at any time by the Policy Committee.

