

Strasbourg, 23 June 2003

DJS/CPJ (2003) PC 9

**EUROPEAN YOUTH CENTRE
AND
EUROPEAN YOUTH FOUNDATION**

Rules of procedure of the Programming Committee on Youth

Adopted by the Programming Committee at its first meeting
on 15 and 16 June 1999

amended by the Committee of Ministers at its 816th meeting
13 November 2002

Rule 1

Members

The Programming Committee on Youth, hereinafter referred to as “the Committee”, shall be composed of the following members:

- i. Eight members of the European Steering Committee for Youth (CDEJ) representing governments from the member States of the Council of Europe, designated by the CDEJ, seeing to a well-balanced geographical distribution.
- ii. Eight members of the Advisory Council on Youth, designated by this body.

Rule 2

Agenda and documentary material

1. At each of its meetings, the Committee shall agree on a preliminary draft agenda for its next meetings.
2. The agenda shall be adopted at the beginning of each meeting on the basis of a draft drawn up by the Secretariat in consultation with the Chair and Vice-Chair of the Committee and sent to members along with the letter of convocation.
3. Documents calling for a decision, whether originating from the Secretariat or a member, shall be sent to members at least one month before the start of the meeting.

However, if no member objects, the Committee may agree to a shorter time limit in exceptional cases.

Rule 3

Meetings

1. As a rule, the Committee shall meet twice a year.
2. Committee meetings shall be convened by the Secretariat with the approval of the Chair and the Vice-Chair. They shall be held at one of the two European Youth Centres of the Council of Europe, but the Committee of Ministers may authorise other venues.
3. At each meeting, the Committee shall confirm the date of its next meeting.
4. Unless otherwise decided by the Committee, meetings shall not be public.

Rule 4

Adjournment of meetings

Provided a meeting of the Committee has been convened in accordance with Rule 3, any request for an adjournment must be submitted at least fifteen days before the date scheduled for the start of the meeting. The decision to adjourn a meeting shall be regarded as taken if a majority of the members notify the Secretariat of their agreement at least seven days before the date initially set.

Rule 5

Chair

1. The Committee shall elect, for a period of three years, its Chair and Vice-Chair from among its members. The Chair and the Vice-Chair shall not be elected simultaneously from among the governmental representatives and from among the non-governmental representatives. Each of these two functions shall be exercised alternately by a governmental representative and a non-governmental representative during half of the triennial period.
2. Election of the Chair and Vice-Chair shall, for the first ballot, require the majority of the members entitled to vote and, for the second ballot, the simple majority of the votes cast. The voters shall be held by a show of hands, unless a member of the Committee requests a secret ballot.
3. The term of office of the Chair and Vice-Chair shall be three years. It may not be renewed.
4. Subject to Rule 7, the Chair and Vice-Chair shall retain the right to speak and vote as members of the Committee.
5. When the Chair is absent or prevented from attending, he/she shall be replaced by the Vice-Chair. Should the Chair or the Vice-Chair resign or cease to be a member of the Committee, the Committee shall elect a replacement to complete his/her predecessor's term of office, in accordance with Rule 5.1.

Rule 6

Quorum

There shall be a quorum if a majority of the members are present.

Rule 7

Voting

1. Unless otherwise provided by the present rules, decisions of the Committee shall require a two-thirds majority of the members casting a vote and a majority of the members entitled to sit on the Committee.
2. However, if a member of the Committee represents an organisation making a request for funding from the EYC or the EYF, he/she shall not take part in the decision concerning that request and shall not be counted for the purposes of establishing the requisite majority.
3. Procedural matters shall be settled by a majority of the votes cast.
4. The matter of whether a question is to be regarded as one of procedure shall be decided by a two-thirds majority of the votes cast.
5. Abstentions shall not be counted as votes cast.

Rule 8

Reconsideration of a question

Subject to Rule 7, paragraph 2, once the Committee has taken a decision, it may only be reconsidered on the basis of a decision taken by a two-thirds majority of the members casting a vote and a majority of the members entitled to sit on the Committee.

Rule 9

Admittance of non-members

The Committee may decide to admit, on an advisory basis, anyone whose presence might be useful when a specific question is examined.

Rule 10

Annual reports

At least once a year the Committee shall draw up a report to the Committee of Ministers on the youth activities of the Council of Europe and send it to the CDEJ and the Advisory Council for information.

Rule 11

Meeting reports

A draft report shall be drawn up by the Secretariat at the end of each meeting and be submitted to the members of the Committee for postal approval, with the agreement of the Chair and the Vice-Chair. The report shall be formally adopted at the following meeting.

Rule 12

Official languages

The two official languages of the Committee shall be English and French. Any member may speak in another language. In this case he/she should make the necessary arrangements for interpretation in the two official languages.

Rule 13

Communications to the press

After having consulted the Vice-Chair and the Secretariat, the Chair may, in the name of the Committee, make communications to the press on the work of the Committee.

Rule 14

1. The Secretary General shall provide the Committee with the necessary staff, including the secretary, as well as with the administrative and other services it may require.
2. The Secretary General or his/her representative may at any time make an oral or written statement on any subject under discussion.
3. The Committee may direct the Secretary General to prepare a report on any question relevant to the Committee's work.
4. The Secretariat shall be responsible for preparing and circulating all documents to be examined by the Committee.

Rule 15Amendments

The present rules of procedure may be amended only by a two-thirds majority of the members casting a vote and a majority of the members entitled to sit on the Committee.