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## **Cybercrime Convention Committee (T-CY)**

### **Rules of Procedure for the Bureau**

**(As revised at the 8<sup>th</sup> Plenary, 5-6 December 2012)**

# **Rules of Procedure for the Bureau (revised)<sup>1</sup>**

## **Composition, election, functions and competences of the Bureau**

### **Article 1 Composition of the Bureau**

1. The Bureau shall be composed of the Chair, the Vice-Chair of the Committee, together with [at least] four elected members and the outgoing Chair who may remain a member *de iure* of the Bureau during the first mandate of the new Chair. The other members shall be elected from among the representatives on the Committee. The Bureau is elected for a period of two years. The Chair and Vice-Chair shall be eligible for re-election once.
2. The Vice-Chair shall replace the Chair, if the latter is absent or otherwise unable to preside over the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another member of the Bureau, appointed by the latter.
3. If a member of the Bureau ceases to be a member of the Committee or resigns his/her office before its normal expiry, the Committee may elect a successor for the remainder of the term of that office.
4. If a member is not able to participate in a meeting of the Bureau, he/she may appoint an ad hoc replacement.

### **Article 2 Election of the Bureau**

1. Election of the Chair and the Vice-Chair shall require a two-thirds majority at the first ballot and a simple majority at the second ballot. The election shall be held by a show of hands, unless a member of the Committee requests a secret ballot.
2. Other members of the Bureau shall be elected in the same manner as the Chair and Vice-Chair. They shall be elected immediately after the Chair and the Vice-Chair in accordance with an equitable distribution of posts, taking into account in particular, geographical distribution, gender balance and legal systems.

### **Article 3 Meetings of the Bureau**

Except where otherwise decided by the Bureau, it shall meet in closed session.

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<sup>1</sup> Adopted by the T-CY at the 8th Plenary (5-6 December 2012) and replacing the Rules adopted at the 5th Plenary (2010).

#### **Article 4      Functions of the Bureau**

The Bureau shall direct the work of the Committee between plenary meetings, and in particular:

- a.      prepare preliminary draft legal instruments and draft opinions;
- b.      prepare and approve opinions requested by Council of Europe bodies;
- c.      prepare reports taking into account of the comments of the Committee delegations, where possible, unless the report is urgent;
- d.      prepare the programme of activities and propose priorities to the Committee for future work according to the Committee' working programme with a suggested timetable;
- e.      review the agenda of the plenary meeting and propose the way the Committee's business should be dealt with (for example, drafting the order of business, identifying issues of particular importance, etc);
- f.      invite external guest speakers, where appropriate;
- g.      appoint experts to carry out specific activities;
- h.      make appointments to other Council of Europe bodies;
- i.      report back to the Committee on its activities between the plenary meetings;
- j.      deal with any other matter specifically delegated to it by the Committee.

#### **Article 5      Decisions of the Bureau**

Before taking a decision, unless the matter has been specifically delegated to it by the Committee in accordance with Article 4 (j), the Bureau shall consult the members of the Committee and take their observations into account. When the Bureau exercises the powers of the Committee, its decisions shall be taken by consensus. Where there is disagreement, it shall submit its draft decision to the Committee.

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