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EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

ELECTION OF THE CHAIR, VICE-CHAIR AND FOUR MEMBERS OF THE BUREAU

For election

Secretariat Memorandum
prepared by the
Directorate General of Democracy
Democratic Governance Department

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Introduction

As a Council of Europe intergovernmental committee, the rules and working methods of the European Committee on Democracy and Governance (CDDG) are set out in CM Resolution CM/Rec(2011)24. The rules of procedure of intergovernmental committees are set out in Appendix 1 to the Resolution.

In accordance with the rules of procedure governing committees, the CDDG shall elect a Chair, Vice-Chair and may appoint a Bureau. In accordance with its Terms of Reference, the CDDG Bureau has 7 members consisting of the Chair, Vice-Chair and 5 members.

In line with the Transversal Programme on Gender Equality and Gender Equality Strategy 2014-2017, the Committee appoints a Gender Equality Rapporteur from among its members.

Election of Chair, Vice Chair and four members of the Bureau

Article 12 of the rules of procedure stipulates that: "Every committee shall elect a Chair and Vice-Chair." The role of the Chair is to "conduct proceedings and sum up the conclusions whenever he or she thinks necessary". The Vice-Chair shall replace the Chair should the Chair be absent or otherwise unable to preside the meeting.

The functions of the Bureau are:

- to assist the Chair in conducting the committee's business;
- to supervise the preparation of meetings at the committee's request;
- to ensure continuity between meetings as necessary;
- to execute other additional specific tasks delegated by its Committee.

The term of office of the Chair and the Vice-Chair shall be one year and may be renewed once. The term of office of members shall correspond to the duration of the mandate of the committee and may be renewed once also. In order to ensure partial replacement of the Bureau each year, the first term of at least one member shall be limited to one year.

In line with the new Terms of Reference for 2018-2019, the CDDG is invited to elect a new Chair, Vice-Chair and four members of the Bureau.

Members of the CDDG who have relevant experience and senior responsibility at national level in the field of work of the CDDG are invited to signal their interest in the role of Chair, Vice Chair or Bureau member to the Secretariat by the end of the first day of the meeting (Monday, 4 December 2017, close of business).

Elections of the Chair, the Vice-Chair and four members of the Bureau will take place at the end of the morning session of Tuesday 5 December 2017, 12 noon approximately.

An overview of the composition of the CDDG Bureau and the terms of office of its members are set out in Appendix I. The relevant excerpts from the rules of procedure of Council of Europe intergovernmental committees are set out in Appendix II.

Action required

At the present meeting, the CDDG is invited to elect:

- a Chair and Vice-Chair for a term of office of one-year until the end of 2018;
- four members of its Bureau for a term until the expiration of the new mandate of the CDDG (1 January 2018 - 31 December 2019).

In this respect, the rules of procedure further call for *"an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems."*

The Committee is invited to consider the terms of reference of the rapporteurs, including the Rapporteurs on Gender Equality and Rapporteur on Children's Rights in the light of its new terms of reference 2018-2019 under item 9 on the agenda (Document CDDG(2017)26).

APPENDIX I

EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

Terms of office:

Chair	One-Year (renewable once)
Vice-Chair	One Year (renewable once)
Bureau Members	Duration of the mandate of the Committee (renewable once)

The current mandate of the Committee will end on 31 December 2017.

Composition

The composition of the Bureau of the CDDG is currently as follows:

Chair:	Mr Paul Rowsell (United Kingdom)
Vice-Chair:	Mr Paul-Henri Philips (Belgium)
Members:	Mr Peter Andre (Austria)
	Mr Georgios Chrysafis (Greece)
	Mr Damien Feraille (France)
	Mr Francesco Giustino (Italy)
	Ms Stefania Traustadóttir (Iceland)

Mr Georgios Chrysafis (Greece), elected for a first term of one year on 7-8 December 2015, was re-elected by the CDDG for a period of two years until 31 December 2018 at its meeting on 14-15 November 2016.

The CDDG is also invited to note that, in accordance with Article 13e of the Rules of procedure for Council of Europe intergovernmental committees (see Appendix II), Mr Damien Feraille was elected in replacement of Mr Balthasar for the remainder of his mandate (31 December 2017). Ms Traustadóttir and Mr Andre were elected to replace Ms Greta Ulland Billing and Ms Inga Nyholm for the remainder of their respective mandates (31 December 2017).

APPENDIX II

Appendix 1 to Resolution CM/Res(2011)24

Extract from the Rules of procedure for Council of Europe intergovernmental committees

Article 12 – Chair

- a. Every committee shall elect a Chair and Vice-Chair. However, the Chair of a subordinate body may be appointed by the steering or ad hoc committee to which it is answerable.
- b. The Chair shall conduct proceedings and sum up the conclusions whenever he or she thinks necessary. He or she may call to order a speaker who departs from the subject under discussion or from the committee's terms of reference. The Chair shall retain the right to speak and to vote in her/his capacity as a member of the committee, except in cases where an additional expert from the same country has been appointed to sit on that committee.
- c. The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting. If the Vice-Chair is absent, the Chair shall be replaced by another member of the Bureau, appointed by the latter or, where there is no Bureau, by a member of the committee appointed by the committee.
- d. Election of the Chair and Vice-Chair shall require a two-thirds majority at the first ballot and a simple majority at the second ballot. In steering committees, the election shall be held by secret ballot, in other committees by a show of hands, unless a member of the committee requests a secret ballot.
- e. The term of office of the Chair and Vice-Chair shall be one year. It may be renewed once.

Article 13 – Bureau

a. Every steering and ad hoc committee may appoint a bureau consisting of the Chair, the Vice-Chair and a limited number of other members of the committee. The number of other members shall be specified in the committee's terms of reference. Any other committee may, if need be, appoint a bureau composed, normally, of not more than three members in addition to the Chair and Vice-Chair. The functions of the Bureau are:

- to assist the Chair in conducting the committee's business;
- to supervise the preparation of meetings at the committee's request;
- to ensure continuity between meetings as necessary;
- to execute other additional specific tasks delegated by its Committee.

b. No decision on substantive issues shall be taken by the Bureau on behalf of the committee. In exceptional cases and due to time constraint, the Bureau may have recourse to the tacit approval of all the members of the committee through electronic communication, in order to expedite procedure on decisions requested by the Committee of Ministers.

c. Other members of the Bureau shall be appointed in the same manner as the Chair and Vice-Chair. They shall be appointed immediately after the Chair and Vice-Chair in accordance with an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems.

d. The term of office of such members shall correspond to the duration of the mandate of the committee and may be renewed once. However, a member may, on expiry of her/his second term, be appointed Chair or Vice-Chair. In order to ensure partial replacement of the Bureau each year, the first term of at least one such member shall be limited to one year.

e. A member elected to replace another whose term of office has not expired shall complete her/his predecessor's term. The same shall apply to the offices of Chair and Vice-Chair.

Article 14 – Working methods

a. Committees may appoint a rapporteur, a drafting committee or both.

b. Where necessary, in order to expedite the progress of their work, committees may entrust a rapporteur or a limited number of committee members with a specific task to be fulfilled by their next meeting, using primarily information technologies.

c. In exceptional cases, for specialised tasks that cannot be performed by a member of the committee or the Secretariat, committees may request the Secretary General to have recourse to consultants subject to the provisions of the relevant resolution and within the limits of budgetary appropriations.

d. Time- and cost-efficiency shall be a guiding principle for committee work, including best possible use of interactive technologies for networks and meetings.

e. Agenda items for information only shall be communicated to members in advance by electronic means allowing the committee to focus during its meeting on agenda items for decision.