



Strasbourg, 14 October 2022

CDCPP(2022)1
Item 3 on the agenda

**STEERING COMMITTEE
FOR CULTURE, HERITAGE AND LANDSCAPE
(CDCPP)**

ELECTIONS

For action

Secretariat Memorandum
prepared by the
Directorate of Democratic Participation
Culture, Nature and Heritage Department

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Introduction

I. Rules of procedure and working methods of the CDCPP

As a Council of Europe intergovernmental committee, the rules of procedure and working methods of the CDCPP are governed by [Resolution CM/Res\(2021\)3](#) of the Committee of Ministers on intergovernmental committees and subordinate bodies, their terms of reference and working methods. The rules of procedure for intergovernmental committees appear in Appendix 1 to the Resolution (see extract on page 4).

Article 12 of the Rules of procedure stipulates that: “Every committee shall elect a Chair and Vice-Chair.” The Chair shall “conduct proceedings and sum up the conclusions whenever he or she thinks necessary”. The Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to preside the meeting.

In accordance with Article 13 of the rules of procedure, the CDCPP may appoint a Bureau consisting of the Chair, the Vice-Chair and a limited number of other members of the committee. 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.

Composition of the Bureau

The composition of the CDCPP Bureau was established as follows on 9 December 2021 during Part II of the 10th plenary session of the CDCPP:

Chair:

Flora van Regteren Altena (The Netherlands)

Vice-Chair:

Terje Bikrem Hovland (Norway)

Other members:

Ulla Salmela (Finland)

Orane Proisy (France)

Krisztina Kincses (Hungary)

Alfredas Jomantas (Lithuania)

Carmen Croiteru (Romania)

Solange Michel (Switzerland)

Nuran Kara Pilehvarian (Türkiye)

The table on page 5 provides an overview of the Bureau members’ mandates.

Elections procedure

The voting will be secret; the Secretariat and the voters will only be able to see the final results of the vote for each office. Only persons designated by the national delegations will be entitled to vote on behalf of the delegation.

Persons voting on behalf of their delegations

National delegations should inform the Secretariat by e-mail (cdcphp@coe.int) about who will be voting on behalf of the delegation. In addition to the given and family names of the person entitled to vote on behalf of the delegation, the Secretariat will also require his/her email address that will be used to vote. The deadline for designating the person entitled to vote on behalf of the national delegation is **16 November 2022**.

Nomination of candidates

We would also like to ask any delegation wishing to propose candidates for election to one of the positions to be renewed within the CDCPP Bureau to notify the Secretariat by e-mail, preferably **by 21 November 2022**, indicating for which post the delegation is proposing the candidate. We ask delegations to confirm in writing that they have obtained the prior consent of the candidate(s) they wish to nominate.

Action required

The Committee is invited to:

- elect a Chair with a mandate running from 1 January 2023 to 31 December 2023;
- elect a Vice-Chair with a mandate running from 1 January 2023 to 31 December 2023;
- elect one Bureau member with a mandate running from 1 January 2023 to 31 December 2023;
- elect five Bureau members with mandates running from 1 January 2023 to 31 December 2024.

Extract from Resolution CM/Res(2021)3

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 of members entitled to vote at the first ballot, a simple majority of members entitled to vote at the second ballot and the highest number of votes at the third 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. The Bureau shall not function as a drafting committee, but may occasionally be given limited drafting tasks. 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.

TABLE OF THE CDCPP BUREAU MEMBERS' MANDATES

<i>Role</i>	<i>Mandate*</i>	<i>Incumbent 2021</i>	<i>Elected</i>	<i>Mandate/Length of term</i>	<i>Elections at the end of 2021</i>	<i>Elections at the end of 2022</i>	<i>Elections at the end of 2023</i>	<i>Elections at the end of 2024</i>
Chair	1 year	Flora VAN REGTEREN ALTENA (The Netherlands)	April 2021	1st mandate (until December 2021)	incumbent was re-elected – 2nd mandate until December 2022	new person to be elected	incumbent can be re-elected	new person to be elected
Vice-chair	1 year	Terje Birkrem HOVLAND (Norway)	April 2021	1st mandate (until December 2021)	incumbent was re-elected – 2nd mandate until December 2022	new person to be elected	incumbent can be re-elected	new person to be elected
Post 1	2 years	Orane PROISY (France)	June 2019	1st mandate (until June 2021, extended to December 2021)	incumbent was re-elected – 2nd mandate until December 2023	no election	new person to be elected	no election
Post 2	2 years	Alfredas JOMANTAS (Lithuania)	November 2020	2nd mandate (until December 2022)	no election	new person to be elected	no election	incumbent can be re-elected
Post 3	2 years	Carmen CROITORU (Romania)	November 2020	1st mandate (until December 2022)	no election	incumbent can be re-elected	no election	new person to be elected
Post 4	2 years	Ulla SALMELA (Finland)	November 2020	1st mandate (until December 2022)	no election	incumbent can be re-elected	no election	new person to be elected
Post 5	2 years	Solange MICHEL (Switzerland)	April 2021	1st mandate (until December 2022)	no election	incumbent can be re-elected	no election	new person to be elected
Post 6	2 years	Nuran Kara PILEHVARIAN (Türkiye)	April 2021	1st mandate (until December 2022)	no election	incumbent can be re-elected	no election	new person to be elected
Post 7	1 year	Krisztina KINCSES (Hungary)	November 2020	1st mandate (until November 2021 extended to December 2021)	incumbent was re-elected – 2nd mandate until December 2022	new person to be elected	incumbent can be re-elected	new person to be elected

* all can be renewed once