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EUROPEAN COMMITTEE ON DEMOCRACY AND GOVERNANCE (CDDG)

ELECTION 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 Resolution \(2011\)24](#). The rules of procedure of intergovernmental committees are set out in Appendix 1 to the Resolution.

In accordance with the rules of procedure, the CDDG shall elect a Chair, Vice-Chair and may appoint a Bureau.

The rules of procedure stipulate that 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 Bureau 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.

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.

The relevant excerpts from the rules of procedure of Council of Europe intergovernmental committees are set out in the Appendix I.

In accordance with its Terms of Reference, the CDDG Bureau has 7 members consisting of the Chair, Vice-Chair and 5 members.

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

A table with the composition of the Bureau in the last year appears in Appendix II.

Action required

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

- its Chair and its Vice-Chair, each for a term of one year;
- five Bureau members.

Attention is drawn also to the rules of procedure which further call for "*an equitable distribution of posts, taking into account in particular geographical distribution, gender balance and, where relevant, legal systems.*"

Members of the CDDG are invited to signal their interest in or propose candidates for the role of Chair, Vice Chair or Bureau member in writing to the Secretariat no later than the end of the second day of the meeting (Tuesday, 10 December 2019, at 12 noon).

Elections of the Chair, the Vice-Chair and members of the Bureau will take place during the morning session of Wednesday 11 December.

APPENDIX I*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.

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APPENDIX II

CDDG Bureau members since 2014

	2014	2015	2016	2017	2018	2019
Chair	Mr Paul-Henri PHILIPS (Belgium)	Mr Paul-Henri PHILIPS (Belgium)	Mr Paul ROWSELL (United Kingdom)	Mr Paul ROWSELL (United Kingdom)	Mr Peter ANDRE (Austria)	Mr Peter ANDRE (Austria)
Vice-chair	Mr Paul ROWSELL (United Kingdom)	Mr Paul ROWSELL (United Kingdom)	Mr Paul-Henri PHILIPS (Belgium)	Mr Paul-Henri PHILIPS (Belgium)	M. Francesco GIUSTINO (Italy)	M. Francesco GIUSTINO (Italy)
Other members	Mr Alexander BALTHASAR (Austria) Ms Desislava DRAGOVA (Bulgaria) Mr Francesco GIUSTINO (Italy) Ms Paqui SANTONJA (Spain) Ms Greta ULLAND BILLING (Norway)	Mr Alexander BALTHASAR (Austria) Ms Desislava DRAGOVA (Bulgaria) Mr Francesco GIUSTINO (Italy) [Ms Paqui SANTONJA (Spain)]* Ms Inga NYHOLM (Finland) Ms Greta ULLAND BILLING (Norway)	Mr Alexander BALTHASAR (Austria) Mr Georgios CHRYSAFIS (Greece) Mr Francesco GIUSTINO (Italy) Ms Inga NYHOLM (Finland) Ms Greta ULLAND BILLING (Norway)	[Mr Alexander BALTHASAR (Austria)]* Mr Damien FERAILLE (France) Mr Georgios CHRYSAFIS (Greece) M. Francesco GIUSTINO (Italy) (Ms Inga NYHOLM (Finland))* Mr Peter ANDRE (Austria) [Ms Greta ULLAND BILLING (Norway)]* Ms Stefania TRAUSTADÓTTIR (Iceland)	Mr Georgios CHRYSAFIS (Greece) Mr Damien FERAILLE (France) Ms Milica MARKOVIC (Serbia) Mr Paul ROWSELL (United Kingdom) Ms Stefania TRAUSTADÓTTIR (Iceland)	Ms Monika FILIPOVÁ (Slovak Republic) Ms Milica MARKOVIC (Serbia) Mr Markku MÖLLÄRI (Finland) Mr Paul ROWSELL (United Kingdom) Ms Stefania TRAUSTADÓTTIR (Iceland)

* Replaced before the end of the term of office for the remainder of the mandate