COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

Strasbourg, 10 July 2026

CPJ(2026)8

Restricted

PROGRAMMING COMMITTEE ON YOUTH (CPJ)

55th meeting

European Youth Centre Strasbourg
30 June-1 July 2026

Programming Committee on Youth Rules of Procedure[1]

Item 4 on the agenda

Secretariat memorandum
prepared by the Youth Department
of the Directorate for Democracy

[1] Adopted by the Programming Committee at its 1st meeting on 15-16 June 1999; amended by the Committee of Ministers at its 816th meeting on 13 November 2002; revised by the Programming Committee on Youth at its 30th meeting on 5-6 December 2013; at its 37th meeting on 8-9 June 2017 (Rule 7.6); updated at its 38th meeting on 14-15 December 2017; at its 46th meeting on 9-10 December 2021; revised at its 55th meeting on 30 June 2026.

Rule 1 Agenda and documentary material

1. The agenda shall be adopted at the beginning of each meeting on the basis of a draft agenda 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.

2. Documents calling for a decision, whether originating from the secretariat or a member, shall be sent by the secretariat to members at least three weeks before the start of the meeting. If the meeting is to be held online, this period shall be at least ten days. In exceptional cases, the Committee may, if no member objects, consider a document submitted later.

3. Maximum use should be made of information technology, including between meetings.

4. Documents shall be made available to Permanent Representations and all participants and observers of meetings on an equal basis with committee members.

5. In compliance with the applicable Council of Europe transparency framework, the documentation of committees, including notably meeting reports and adopted texts, shall in principle be published unless the Committee decides, for a specified reason, that it is necessary to classify a certain document or category of documents. Documents shall be published once any classification expires.

Rule 2 Convocation of meetings

1. The rules on the convocation of meetings laid down in Section IX of Resolution CM/Res(2021)3 shall apply mutatis mutandis.

2. In particular, the secretariat shall circulate the convocations and preliminary draft agendas of meetings at least six weeks before the proposed date, except in cases of urgency, which shall be duly explained. Convocations shall specify the place, date, opening time of the meeting, its duration, the subjects to be dealt with and the list of participants at the previous meeting.

3. The secretariat shall circulate the draft agenda, a provisional list of working documents and the documents themselves at least three weeks before the meeting date. Documents calling for a decision shall be circulated in accordance with the timeframes laid down in Rule no. 1.2.

4. Use should be made of information technology whenever possible.

5. Unless otherwise decided by the Committee, meetings shall not be public.

Rule 3 Venue of meetings

1. Plenary meetings shall in principle be convened at one of the two European Youth Centres of the Council of Europe. Exceptionally, the secretariat may convene a plenary meeting elsewhere, and in particular in other Council of Europe premises, in accordance with the principles of sound management and within the resources available.

2. Other meetings may, when appropriate, be held with the use of digital technologies. Remote attendance of members at a meeting shall be treated as presence in person for the purposes of these Rules, for all proceedings such as quorum, participation in discussions and voting.

Rule 4 Adjournment of meetings

Provided a meeting of the Committee has been convened in accordance with Rule no. 2, 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 and Vice-Chair

1. The Committee shall elect, for a period of two years, its Chair and Vice-Chair from among its members. The members elected to these two functions shall comprise one governmental representative and one non-governmental representative. The two functions shall alternate between a governmental and a non-governmental representative; after serving one year, the Chair and Vice-Chair shall exchange roles for the second year of their mandate.

2. Election of the Chair and Vice-Chair shall, for the first ballot, require a majority of the members entitled to vote and, for the second ballot, a simple majority of the votes cast. The votes shall be held by a show of hands, unless a member of the Committee requests a secret ballot.

3. The term of office of each member elected as Chair or Vice-Chair shall be two years, comprised of one year as Chair and one year as Vice-Chair. This term may not be renewed.

4. Subject to Rule 6, 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, they 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 the predecessor's term of office, in accordance with Rule 5.1.

Rule 6 Conflict of interest and confidentiality

Conflict of interest

1. All members of the committee shall have an obligation to disclose any personal interest that may influence, or appear to influence, the impartial and objective exercise of their responsibilities, and that could give rise to an actual, perceived, or potential conflict of interest. For the purposes of this provision, a personal interest includes any advantage to oneself, one's relatives, or those with whom one has personal relationships (including relationships based on political or national affinity), business or financial interests, or any other interest shared with another party.

2. Each member shall submit to the secretariat a declaration of interests at the time of appointment, which shall remain valid for the duration of their mandate. Members shall be personally responsible for promptly updating the declaration as needed. Additionally, at the start of each meeting, each member shall disclose in an oral declaration of interests any additional personal interests relevant to the deliberations and decisions scheduled for that meeting.

3. If a member of the committee is in a situation of actual, perceived, or potential conflict of interest, they shall recuse themselves and shall not participate in the deliberations or decision-making where their personal interests are engaged. Recusals shall be duly recorded in the meeting minutes.

4. The advice of the Council of Europe Ethics Officer may be sought by the Chair, through the secretariat, to assist in identifying and effectively managing members' conflicts of interest.

Confidentiality

5. All members of the committee shall respect and protect the confidentiality of information received in the exercise of their duties. Each member shall submit to the secretariat a declaration of confidentiality at the time of appointment, which shall remain valid for the duration of their mandate.

Rule 7 Quorum

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

2. Members who have recused themselves in accordance with Rule no. 6 shall not be counted for the purpose of establishing the quorum for the agenda item concerned.

3. If the quorum cannot be reached due to the recusal of several members of the committee in accordance with Rule no. 6, the Chair may propose the postponement of the relevant agenda item, or, in consultation with the Council of Europe Ethics Officer, the adoption of other measures as appropriate to effectively manage the conflict of interest.

Rule 8 Voting

1. Each member of the committee shall have one vote.

2. Subject to any contrary provisions in these Rules, voting requires the quorum.

3. Unless otherwise provided by the present Rules, decisions of the Committee shall require a majority of the votes cast. "Votes cast" shall mean the votes of members cast for or against. Members abstaining shall be regarded as not having cast a vote.

4. In the case of a vote by written procedure, the secretariat shall transmit to members, on the Chair's instruction, the draft decision to be voted upon together with a voting form indicating the deadline by which members must ensure that their vote reaches the Secretariat of the committee. In the case of a vote by secret ballot, the Secretariat shall ensure the secrecy of the vote.

Rule 9 Reconsideration of a decision

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 10 Hearings

The Committee may organise hearings, on an advisory basis and within the limits of available budgetary appropriations, with international organisations, NGOs, research and academic institutions, experts, specialists, relevant organisations, professional bodies, or any other individual or entity in a position to contribute to its work.

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 approval, with the agreement of the Chair and the Vice-Chair.

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, they should make the necessary arrangements for interpretation in the two official languages.

Rule 13 Amendments

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.