

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Strasbourg, 26 March 2020

CDDG(2020)3

**EUROPEAN STAKEHOLDERS' PLATFORM OF  
THE STRATEGY FOR INNOVATION AND GOVERNANCE  
AT LOCAL LEVEL**

**REVISED RULES OF PROCEDURE**

**As adopted by the European Committee on Democracy and Governance (CDDG)  
at its meeting on 8 December 2015 and amended on 31 May 2020**

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

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*This document is public*

**Enlarged Bureau of the CDDG**

The Enlarged Bureau of the European Committee on Democracy and Governance (CDDG) acts as the European Stakeholders' Platform of the Strategy for Innovation and Good Governance at Local Level as per the Committee of Ministers' decision at the 1234th meeting of the Ministers' Deputies on 10 September 2015.

**Composition**

The Enlarged Bureau comprises the members of the Bureau of the CDDG and two members appointed by the Council of Europe Conference of International Non-Governmental Organisations (CINGO). The Congress of Local and Regional Authorities and the Parliamentary Assembly of the Council of Europe may respectively appoint a representative who will be able to take part in the meetings and online consultations of the European Stakeholders platform as observers, without the right to vote.

The President of the CINGO, the Secretariat of the Congress and the Secretariat of the Assembly communicate to the Secretariat of the CDDG the names of their respective members and representatives – as appropriate – with the date of the beginning of their terms of office.

The duration of terms of office of the members and representatives shall be as follows:

- for CDDG Bureau members, the same as the membership of the CDDG Bureau;
- for members of the CINGO (and, if applicable, representatives of the Congress and/or the Assembly) two years from the date which is communicated to the Secretariat.

**Chair and Vice-Chairs**

The Chair and Vice-Chair of the CDDG shall also be Chair and Vice-Chair of the Enlarged Bureau. The Enlarged Bureau may elect a Second Vice-Chair from among the members appointed by the CINGO, for a two-years mandate.

**Meetings**

The Secretariat of the CDDG shall be responsible for the organisation of the meetings (convocations, agendas, working documents).

Meetings shall normally be held in conjunction with ordinary meetings of the CDDG Bureau.

When examining applications for the accreditation of national or regional stakeholders' platforms or of national (regional) institutions, the Enlarged Bureau may invite the applicants to present their case and answer questions.

The Secretariat may invite experts to attend meetings or parts thereof and contribute to the discussion of specific items on the agenda.

**Quorum**

The decisions taken by the Enlarged Bureau shall not be valid unless at least six of its members are present (two-thirds), at least one of whom shall be a member appointed by the CINGO.

Decisions may also be taken in writing between meetings, including by electronic/digital means and shall be subject to the quorum set out hereinabove.

**Voting**

Each member of the Enlarged Bureau shall have one vote. Decisions shall be taken by a two-thirds majority of the votes cast.

Procedural matter shall be settled by a majority of the votes cast. Where the question arises as to whether or not a matter is procedural in nature, it may not be regarded as such unless the Enlarged Bureau decides to that effect by a majority of two-thirds of the votes cast.

For the purposes of these Rules, "votes cast" shall mean the votes of members cast in favour or against. Members abstaining shall be regarded as not having cast a vote.

Decisions of the Enlarged Bureau are final and cannot be appealed.

**Publicity**

Meetings of the Enlarged Bureau shall be announced on the Council of Europe website. The reports of its meetings will be made public after adoption. The other documents of the Enlarged Bureau can be made public upon request, unless otherwise requested by their author or the Chair.

**Defrayal of expenses**

The costs for the participation of the representatives of the Congress and/or the Assembly will be borne by these respective bodies.

**Other provisions**

These Rules of procedure can be amended at any time by the European Committee on Democracy and Governance (CDDG).

For all cases not explicitly regulated by these Rules of procedure, the Rules of procedure of Council of Europe Intergovernmental Committees appended to CM Resolution (2011)24 shall apply *mutatis mutandis*.