

THE CONGRESS OF LOCAL AND REGIONAL AUTHORITIES

Resolution 344 (2012)¹ Procedure for the election of the Secretary General of the Congress

In accordance with Article 15.1 of the Charter of the Congress of Local and Regional Authorities of the Council of Europe which entrusts the Statutory Forum of the Congress with establishing the procedure for electing the Secretary General of the Congress, the Congress:

- a.* adopts the procedure for electing the Secretary General of the Congress, as prepared by the Bureau of the Congress and appended to this resolution, and decides to include it, as an appendix, to the Rules of Procedure of the Congress and its Chambers;
- b.* decides to implement this procedure at the next election of the Secretary General of the Congress.

Appendix

Procedure for the election of the Secretary General of the Congress

adopted by the Statutory Forum on 17 October 2012 (Resolution 344 (2012))

1. Vacancy notice

The election of a Secretary General of the Congress shall take place at the last session prior to the expiry of the term of office of the incumbent. The Bureau of the Congress shall ask the Secretary General of the Council of Europe to advertise the post, to the extent possible, six months before that session, by means of a vacancy notice under an external recruitment procedure. The vacancy notice will be prepared by the Secretary General of the Council of Europe in accordance with the Council of Europe staff regulations.

2. Timeline for the election procedure

The President of the Congress shall ask the Secretary General of the Council of Europe to establish a timeline for the procedure which will enable the smooth running of the election and the required deadlines to be met.

3. Bureau preselection procedure

- a.* The preselection committee acts on behalf of the Bureau for the purposes of the preselection procedure. It shall be responsible for ensuring the smooth running of the election preparations.
- b.* The preselection committee shall be composed of five persons: the President of the Congress, the two Chamber presidents and two other Congress vice-presidents designated by the Bureau. This preselection committee shall be

constituted at a Bureau meeting taking place prior to the closing date of the vacancy notice.

- c.* The preselection committee shall be assisted by the most senior member of the Congress secretariat who is not a candidate for the post.

4. Preliminary consideration of applications

- a.* Following the initial examination of applications by the Secretary General of the Council of Europe in the light of the requirements stated in the vacancy notice, a list of candidates meeting those requirements (list A) is established.
- b.* The President of the Congress shall then ask the Secretary General of the Council of Europe for an exchange of views with the Bureau preselection committee on the basis of list A with a view to the establishment of the Secretary General's opinion (list B).
- c.* After this meeting the Secretary General of the Council of Europe shall transmit to the President of the Congress his/her opinion (list B) containing his/her commented choice of candidates, together with the remaining candidatures (those meeting the requirements but not selected, and those not meeting the requirements).

5. Appointment of candidates

- a.* The preselection committee shall:
 - i.* meet in order to examine the opinion transmitted by the Secretary General of the Council of Europe (list B) and group the candidatures;
 - ii.* on the basis of this grouping, invite some or all of the candidates to attend an interview and subsequently establish an order of preference;
 - iii.* submit to the Bureau of the Congress the list by order of preference indicating in writing the reasons for their choice.
- b.* On the basis of this work the Bureau shall:
 - i.* examine the list by order of preference having particular regard to the following requirements:
 - the recruitment of persons of the highest integrity and competence for the post to be filled;
 - the necessity, under the Council of Europe's equal opportunities policy, of consistently ensuring parity in the numbers of men and women employed in each category and grade;
 - the need for equitable geographical distribution of vacancies among nationals of the member States (this appointment shall not be considered the prerogative of any one member State);
 - the need to take into account the qualifications and experience of persons already serving with the Council of Europe in order to offer members of the Secretariat reasonable promotion prospects;
 - ii.* approve the order of preference or establish a new order of preference via a secret ballot;

iii. decide on which of the candidatures shall be presented to the Congress;

iv. make the final list publicly available (in order of preference) together with the candidates' curricula vitae and presentation documents, no later than 20 days before the session at which the election is to be held.

6. Procedure in the Congress

a. Candidates on the final list will have the possibility to distribute their presentation documents (not exceeding four A4 pages) and will be given the floor to address the Congress for no longer than three minutes to present their candidacy. No questions may be asked (Rule 39).

b. The Congress shall conduct the election. Only the representatives or their substitutes duly mandated according to Rule 5.1 of the Rules of Procedure and whose credentials have been ratified by the Congress are entitled to vote.

c. Voting shall be conducted by secret ballot in accordance with Rule 15.5 of the Rules of Procedure, except in the event of a tie when preference shall be given to the candidate from the under-represented sex in the grade of the post to be filled within the Council of Europe. If the candidates are of the same sex, the candidate who is senior in age shall be elected.

d. If only one candidate is proposed to the Congress, the candidate shall be declared elected without a ballot, unless a ballot is requested by at least 25 representatives or substitutes duly mandated according to Rule 5.1 of the Rules of Procedure and whose credentials have been ratified by the Congress.

1. Debated and adopted by the Statutory Forum on behalf of the Congress on 17 October 2012 (see Document CG(22)13, draft resolution), rapporteur: N. Romanova, Ukraine, (L, ILDG).