

THE CONGRESS OF LOCAL AND REGIONAL AUTHORITIES

Resolution 273 (2008)¹ Procedure for the election of the Secretary General of the Congress

The Congress, having adopted, at its last plenary session, Resolution 256 (2008) on the Rules of Procedure of the Congress and its Chambers, paragraph 6 of which, in accordance with Article 15.1 of the Charter, entrusts its Standing Committee with establishing the procedure for electing the Secretary General of 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 according to the timetable proposed by the Bureau and described in the explanatory report, in view of the election of the next Secretary General of the Congress at its 17th plenary session, from 13 to 15 October 2009.

Appendix

Procedure for the election of the Secretary General of the Congress Adopted by the Standing Committee on 2 December 2008

1. Vacancy notice:

The post of Secretary General of the Congress shall be advertised by means of a vacancy notice under an external recruitment procedure, prepared by the Secretary General of the Council of Europe and specifying the responsibilities attached to the post, the required qualifications and competencies and the appointment conditions.

2. Submission of applications:

a. candidates for the post of Secretary General of the Congress shall be free to submit their applications directly;

b. applications must reach the Secretary General of the Council of Europe by the closing date specified in the vacancy notice which must be no later than eight weeks before the opening of the plenary session at which this election is scheduled.

3. Preliminary consideration of applications:

a. applications submitted by the closing date shall undergo an initial examination by the Secretary General of the Council of Europe in the light of the requirements stated in the vacancy notice;

b. within a fortnight after the closing date specified in the vacancy notice, the Secretary General of the Council of Europe shall transmit to the President of the Congress two lists of candidatures received, with his/her opinion and the relevant applications: list A indicating the ineligible candidates and list B indicating the candidates who meet the requirements stated in the vacancy notice.

4. Appointment of candidates:

a. the President of the Congress and the Presidents of the two Chambers shall meet in order to:

i. examine the applications transmitted by the Secretary General of the Council of Europe. On the basis of a first analysis of the compliance of the candidates with the criteria set out in the vacancy notice and those specified in paragraph 4.*b* below, they may decide to invite some or all of the candidates to attend an interview;

ii. draw up a shortlist of names for submission to the vote of the Congress. This shortlist shall comprise two to five names (unless list B comprises only one candidate), possibly in order of preference, indicating in writing the reasons for their choice;

b. in drawing up the shortlist, the President of the Congress and the Presidents of the Chambers shall have particular regard to the following requirements:

i. the recruitment of persons of the highest integrity and competence for the post to be filled;

ii. 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;

iii. the need for equitable geographical distribution of vacancies among nationals of the member states. This secretariat appointment shall not be considered the prerogative of any one member state;

iv. 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;

c. the President of the Congress and the Presidents of the two Chambers shall forward to the Bureau of the Congress the shortlist drawn up in accordance with paragraphs 4.*a* and *b* above, indicating in writing the reasons for their choice.

d. the Bureau shall examine this shortlist and decide on the final shortlist of candidates, possibly in order of preference. It shall instruct the President of the Congress to transmit it, as well as the relevant curricula vitae, to the members of the Congress no later than one week before the Congress session at which the election is to be held.

5. Procedure in the Congress:

a. the Congress shall conduct the election. Only the Representatives or their Substitutes duly appointed according to Rule 5.1 of the Rules of Procedure and whose credentials have been ratified by the Congress are entitled to vote;

b. voting shall be conducted by secret ballot. Two tellers per ballot box, chosen by lot, shall count the votes cast. 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 appointed according to Rule 5.1 of the current Rules of Procedure and whose credentials have been ratified by the Congress;

c. if, after the first ballot, no candidate has obtained an absolute majority of the votes cast, there shall be a second ballot, restricted to the candidates who came in first and second place in the first ballot. The candidate who, in the second ballot, gains a relative majority of the votes cast, shall be declared elected. In the event of a tie, 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. any ballot paper from which the voter's intention to vote for a candidate on the final shortlist can be clearly determined shall be considered valid.

6. Term of office:

a. the Secretary General of the Congress shall be elected for a term of five years and may be re-elected;

b. the Secretary General of the Council of Europe shall appoint him/her accordingly;

c. the term of office of the Secretary General of the Congress shall terminate when he/she reaches the age limit of officials of the Council of Europe, 65 years.

1. Debated and adopted by the Standing Committee of the Congress on 2 December 2008 (see Document CG(15)30RES, draft resolution presented by H. Skard (Norway, L, SOC) and H. Van Staa (Austria, R, EPP/CD), rapporteurs).