

# The Congress of Local and Regional Authorities



## STATUTORY FORUM

CG(22)13

9 October 2012

## Procedure for the election of the Secretary General of the Congress

Bureau of the Congress  
Rapporteur: Nataliya ROMANOVA (Ukraine, R, ILDG)

### For vote

Draft resolution.....2

### Summary

A revised procedure for the election of the Congress Secretary General is proposed in the appended text.

The objective of this new procedure is to render the process of selection and election more transparent and ensure that the Bureau of the Congress plays a greater role throughout, notably through its designation of a pre-selection committee to act on its behalf.

**For examination and vote by the members of the Statutory Forum on 17 October 2012**  
(see Article 42 of the Charter of the Congress)

After adoption by the Statutory Forum, the attached procedure will become an appendix to the new Rules of Procedure of the Congress adopted at the 23rd Session.

---

<sup>1</sup> L: Chamber of Local Authorities / R: Chamber of Regions  
ILDG: Independent and Liberal Democrat Group of the Congress  
EPP/CD: European People's Party – Christian Democrats of the Congress  
SOC: Socialist Group of the Congress  
NR: Members not belonging to a Political Group of the Congress



**DRAFT RESOLUTION<sup>1</sup>**

In accordance with Article 15.1 of the Charter which entrusts the Congress' Statutory Forum 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.

\* \* \* \* \*

---

<sup>1</sup> Preliminary draft resolution approved by the Bureau on 17 February 2012.

Members of the Bureau:

K. Whitmore (President), *H. van Staa*, *J-C. Frécon*, *W. Carey*, *H. Skard*, *N. Romanova*, *G. Doganoglu*, *L. Sfirloaga*, *B. Collin-Langen*, *J. Fischerova*, *A. Knape*, *H. Pihlajasaari*, *O. van Veldhuizen*, *S. Orlova*, *D. Suica*, *Fabio Pellegrini*.

N.B.: The names of members who took part in the vote are in italics.

Secretariat of the Bureau: *D. Rios Turón* and *L. Taesch*

**PROCEDURE FOR THE ELECTION OF THE SECRETARY GENERAL OF THE CONGRESS**

adopted by the Statutory Forum on ... (Resolution ... (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. Time-line for the election procedure

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

## 3. Bureau pre-selection procedure

a. The pre-selection committee acts on behalf of the Bureau for the purposes of the pre-selection procedure. It shall be responsible for ensuring the smooth running of the election preparations.

b. The pre-selection 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 pre-selection committee shall be constituted at a Bureau meeting taking place prior to the closing date of the vacancy notice.

c. The pre-selection 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 pre-selection 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 pre-selection 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 candidates 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.