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Enlarged Partial Agreement on Sport (EPAS)

Rules of Procedure of the Governing Board of the Enlarged Partial Agreement on Sport

*adopted by the Governing Board on 27 May 2009,
and revised by the Governing Board on 21 June 2012*

The Governing Board of the Enlarged Partial Agreement on Sport (hereinafter referred to as "EPAS");

Having regard to the Committee of Ministers decision of 9 May 2007 authorising those member states that so wished to establish an Enlarged Partial Agreement on Sport;

Having regard to Resolution Res (2007)8 establishing the Enlarged Partial Agreement on Sport (EPAS), adopted by the Committee of Ministers on 11 May 2007 at its 117th session;

Having regard to the Statute of the EPAS appended to Resolution Res (2007)8;

Pursuant to Article 6, paragraph 3, of the Statute of the EPAS;

Adopts the following Rules of Procedure:

Chapter I Membership of the EPAS

Rule 1 Members of the EPAS

1. Any Council of Europe member state and any other Contracting Party to the European Cultural Convention may accede to the Enlarged Partial Agreement by notification addressed to the Secretary General of the Council of Europe.
2. The Committee of Ministers, in its composition restricted to representatives of member states of the Enlarged Partial Agreement, may, by the majority stipulated in Article 20.d. of the Statute of the Council of Europe, decide to invite any other non-member state to join the Enlarged Partial Agreement following consultation of the non-member states already

participating. A non-member state which receives such an invitation shall notify the Secretary General of its intention to become a member of the EPAS.

3. Membership of the EPAS shall take effect on the day of receipt by the Secretary General of the notification made in pursuance of Article 2, paragraph 1, or Article 2, paragraph 2, of the Statute of the EPAS or on a subsequent date specified in the notification.

4. Arrangements for the accession of the European Community to the EPAS shall be established by agreement with the Committee of Ministers.

Rule 2

Observers

1. Member states of the Council of Europe and other Parties to the European Cultural Convention not joining the EPAS may request observer status with the EPAS without the right to vote. Decisions in such matters shall be taken by the Governing Board of the EPAS.

2. The Committee of Ministers, in its composition restricted to representatives of member states of the EPAS, may, at the suggestion of the Governing Board of the EPAS, decide, by the majority stipulated in Article 20.d. of the Statute of the Council of Europe, to invite any other non-member state to attend meetings of the Governing Board as an observer, after consulting the non-member states that have acceded to the EPAS.

3. Observer status with the Governing Board of the EPAS, as provided for in Rules 2.1 and 2.2 of these Rules of Procedure, shall be granted for a period limited to one year, as from the relevant decision. In the case of decisions taken prior to the adoption of these Rules of Procedure, observer status shall lapse one year after the adoption of these Rules of Procedure.

4. The Committee of Ministers, in its composition restricted to representatives of member states of the EPAS, may, by the majority stipulated in Article 20.d. of the Statute of the Council of Europe, authorise the EPAS to invite international organisations, NGOs and other international bodies to take part in its work through the Consultative Committee and at joint meetings of the Governing Board and the Consultative Committee.

Chapter II

Governing Board

Rule 3

Membership

1. The Governing Board of the EPAS shall comprise a representative, appointed by the government, of each of the member states of the EPAS.

2. States with observer status with the EPAS in accordance with Rules 2.1 and 2.2 of these Rules of Procedure may send a representative/representatives to meetings of the Governing Board, without the right to vote.

3. The European Commission may send a representative/representatives to meetings of the Governing Board, without the right to vote.
4. The Chairs of the Standing Committee of the European Convention on Spectator Violence and Misbehaviour at Sports Events and in particular at Football Matches (T-RV), the Monitoring Group of the Anti-Doping Convention (T-DO) and the ad hoc European Committee for the World Anti-Doping Agency (CAHAMA) may attend meetings of the Governing Board, without the right to vote.
5. The Parliamentary Assembly of the Council of Europe and the Congress of Local and Regional Authorities of the Council of Europe may send a representative/representatives to meetings of the Governing Board, without the right to vote.
6. The Governing Board may invite representatives of other Council of Europe bodies concerned to attend its meetings, without taking part in the vote, in the light of the items on the agenda.
7. The Bureau may invite experts to make presentations and attend some of the meetings of the Governing Board, without taking part in the vote, in the light of the items on the agenda.
8. Travel and subsistence expenses of persons attending Governing Board meetings shall be borne by the state or organisation concerned.

Rule 4

Appointment of delegates, participants and observers

1. Each member state and observer shall inform the Secretariat of the name, contact details and working language(s) of its appointed representative on the Governing Board and his or her substitute. Members shall notify the Secretariat without delay of any change in representative or substitute. States and organisations invited to be represented shall appoint a representative of the highest rank possible.
2. It is up to each designated representative to decide whether to attend the meeting in person or send a replacement, or be accompanied by his or her substitute.
3. The provisions of these Rules of Procedure shall apply *mutatis mutandis* to substitutes when they replace a member or observer.

*Rule 5**Election of the Chair and Vice-Chair*

1. The Governing Board of the EPAS shall elect its Chair and Vice-Chair from among the representatives appointed by the members entitled to vote.
2. The Chair and Vice-Chair shall be elected for two years. They may be re-elected only once.
3. If the Chair ceases to be a representative in the EPAS or resigns before the expiry of his or her term of office, the Vice-Chair shall immediately and automatically become Chair for the remainder of that term of office. The Bureau shall, in that case, appoint a new Vice-Chair from among the representatives sitting in the Bureau for the remainder of that term of office. At its next meeting, the Governing Board shall, if necessary, hold an additional election to elect a member of the Bureau, who shall sit in the Bureau until the expiry of the term of office of the other members of the Bureau. Such a partial term of office shall not be taken into consideration for the purposes of the application of Rule 5.2, which limits the number of times a person may be re-elected.
4. All the members may submit a candidate for the posts of Chair and Vice-Chair of the EPAS. Candidatures shall be submitted either in writing to the Executive Secretary before the meeting during which the election is due to take place, or orally during the meeting.
5. The elections shall take place separately, beginning with the election of the Chair, by secret ballot and by a majority of the votes cast. The Chair or Vice-Chair shall be from Group 1 (see appendix), and they shall be from different groups.
6. If no candidate is elected after the first ballot, a second ballot shall take place between the two candidates who have received the most votes. In the event of a tie, the candidate having precedence by virtue of his or her length of service in the EPAS shall be elected. Candidates having the same length of service shall take precedence according to their age. Re-elected candidates shall take precedence having regard to the duration of their previous term of office.

*Rule 6**Duties of the Chair and Vice-Chair*

1. The Chair shall preside over the plenary meetings of the Governing Board of the EPAS and meetings of the Bureau. He or she shall direct the work of the Governing Board of the EPAS and carry out all other duties conferred on him or her by the Statute, by the Rules of Procedure of the Governing Board and by the Governing Board of the EPAS.
2. In the performance of his or her duties, the Chair shall remain under the authority of the EPAS and shall be exclusively guided by the latter's interests.

3. The Chair may delegate some of his or her duties to the Vice-Chair, to one or more members of the Bureau or to the Executive Secretary.
4. The Chair shall retain the right to take part in Governing Board proceedings and to vote.
5. The Chair shall set the dates of the meetings of the Governing Board of the EPAS after consulting the Bureau and the Executive Secretary.
6. The Chair of the Governing Board shall represent the EPAS before the Statutory Committee, the Committee of Ministers of the Council of Europe and any other Council of Europe body.
7. The Vice-Chair shall take the place of the Chair if the latter is unable to carry out his or her duties.
8. If the Chair and Vice-Chair are absent, the duties of the Chair shall be carried out by another member of the Bureau according to the order of precedence laid down in Rule 5.6.

Chapter III

Bureau of the Governing Board

Rule 7

Membership

1. The Governing Board shall elect, from among its members, a Bureau comprising the Chair and Vice-Chair of the Governing Board and four other representatives of the members, from the different groups defined in the appendix. One additional member may be elected from those member states of the EPAS not party to the European Cultural Convention.
2. The Governing Board may also elect an additional member of the Bureau from the organising country of the next Ministerial Conference, who shall participate without the right to vote.
3. Two representatives from the Consultative Committee, designated by the Governing Board upon proposal by the Consultative Committee shall take part in the proceedings of the Bureau, without the right to vote.
4. The Governing Board shall elect, from amongst the members of the Bureau, a gender equality rapporteur

Rule 8

Election and term of office

1. Rule 5 of these Rules of Procedure shall apply, *mutatis mutandis*, to the submission of candidatures, the election of members and election to vacant seats on the Bureau. The members of the Bureau shall, however, be elected simultaneously.
2. Members of the Bureau shall be elected for two years. They may be re-elected only once.

*Rules 9**Functioning*

1. The functions of the Bureau are:

- to assist the Chair in directing the work of the Governing Board;
- to authorise the updating of the budget in the course of the financial year, to take account of unforeseen variations in resources;
- to prepare for meetings, at the Governing Board's request;
- to ensure, as necessary, continuity between meetings;
- to carry out any other specific task delegated to it by the Governing Board of the EPAS.

2. Bureau meetings shall be convened by the Chair of the Governing Board at least once a year.

Chapter IV**Functions of the Governing Board of the EPAS***Rule 10**Functioning*

1. The functions of the Governing Board shall be:

- to adopt the annual programme of activities of the EPAS and submit, in conformity with the Financial Regulations of the Council of Europe, proposals to the Secretary General of the Council of Europe relating to the elaboration of the draft annual budget, prior to its transmission to the Statutory Committee set up under Article 5 of the Statute of the EPAS;
- to decide on pilot projects consistent with the Council of Europe's political priorities, and draw up the relevant budgets;
- to monitor the implementation of the programme of activities and the management of the EPAS' funds;
- to authorise recourse to voluntary contributions and decisions to allocate funds to the special account referred to in Article 4.3 of the Statute;
- to perform any other function conferred on it by the Statute and by the Rules of Procedure of the Governing Board of the EPAS.

2. The EPAS may, whenever necessary, set up *ad hoc* working parties to deal with specific matters. The terms of reference of the working parties shall be defined by the Governing Board of the EPAS. Working parties shall comprise a limited number of representatives appointed by the Governing Board. Working parties shall appoint a Chair or Rapporteur from among their members. For the purposes of the programme of activities, the Bureau may provisionally appoint working parties between Governing Board meetings. Their terms of reference and membership shall, however, be confirmed at the next Governing Board meeting.

*Rule 11**Consultative Committee*

In accordance with Article 3.7 of the Statute, the Governing Board shall appoint the members of the Consultative Committee on the programme of activities of the EPAS and define its mandate.

The Governing Board shall reappoint the member organisations of the Consultative Committee at least every three years.

Rule 12

Annual report to the Committee of Ministers

The Governing Board shall adopt an annual report outlining its activities and forward it to the Committee of Ministers.

Rule 13

Withdrawal of membership of the EPAS

In accordance with Article 18 of the Financial Regulations of the Council of Europe, the Governing Board shall examine the financial consequences of the withdrawal of a member and shall make appropriate arrangements.

Chapter V
Secretariat

Rule 14

Composition of the Secretariat

1. The Secretariat shall be composed in conformity with Article 6 of the Statute of the EPAS.
2. The Executive Secretary shall be appointed by the Secretary General and be an official of Directorate General II – Democracy. The Executive Secretary shall carry out the duties described in the Statute and in these Rules of Procedure.
3. The Executive Secretary shall be assisted by sufficient staff to ensure the proper and effective functioning of the EPAS. The staff shall be appointed by the Secretary General of the Council of Europe and be attached to Directorate General II - Democracy.

Rule 15

Headquarters of the Secretariat

The Secretariat of the EPAS shall be located at the headquarters of the Council of Europe.

Rule 16

Mandate of the Secretariat

1. The Secretariat shall contribute to the development and promotion of the specific tasks of the EPAS in the area of pan-European co-operation in the field of sport.
2. The Secretariat shall prepare and facilitate the implementation of the draft programme of activities of the EPAS, under the supervision of the Governing Board.

3. The Executive Secretary may, at any time, make an oral or written statement on any subject being discussed in the context of the EPAS' work.
4. The Governing Board may instruct the Executive Secretary to draft a report on any subject connected with its work.
5. The Executive Secretary may call on institutions and independent experts in the areas concerned by the programme of activities and may, with the agreement of the Governing Board or the Bureau, within the limits of the budgetary appropriations, call on the services of one or more consultants.

Chapter VI

Other administrative arrangements

Rule 17

Convocation

1. The Governing Board shall meet once a year at the Council of Europe, as provided in Article 3.4 of the Statute of the EPAS.
2. The Secretariat of the EPAS shall convene meetings of the EPAS by letter addressed to the members, observers and other participants as defined in Rule 3 of these Rules of Procedure. If a member has not appointed a representative, the convocation shall be addressed to the Permanent Delegation concerned.
3. The Secretariat shall send a copy of the letter of convocation to the substitutes and Permanent Delegations of the member states of the EPAS.
4. The Secretariat shall prepare the draft agenda of each meeting and append it to the letters of convocation.
5. The Secretariat shall be responsible for the preparation and circulation of all the documents to be considered by the Governing Board. The documents shall, as a rule, be forwarded to the members and substitutes two weeks before the date of the meeting.

Rule 18

Languages

1. The working languages of the Governing Board shall be the two official languages of the Council of Europe, English and French.
2. Any member may, however, speak in a language other than the working languages, in which case he or she shall arrange interpretation into one of the working languages.

3. Any document to be considered by the Governing Board submitted in a language other than one of the working languages shall be addressed to the Secretariat with a translation into one of the working languages.

Rule 19
Meetings

When a meeting has been convened, any request for its postponement shall be submitted to the Secretariat at least two weeks before the date initially scheduled for the opening of the meeting. A decision to postpone the meeting shall be deemed to have been taken when a majority of the members have notified the Secretariat of their consent seven days before the date initially scheduled.

Rule 20
Quorum

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

Rule 21
Voting

1. Each member shall have one vote.
2. Decisions of the Governing Board shall be taken by a two-thirds majority of the votes cast. Only votes "in favour" or "against" shall be taken into account when the number of votes cast are counted.
3. Procedural matters shall be settled by a majority of the votes cast.
4. Each member may request that his or her opinion be mentioned in the meeting report.

Rule 22
Proposals

1. Any proposal shall be submitted in writing in an official language if a member of the Governing Board so requests, in which case the proposal shall not be discussed until it has been circulated.
2. Proposals submitted by a participant or observer (cf Rules 3.2 to 3.8) may be put to the vote if they are endorsed by a member of the Governing Board (cf Rule 3.1).

*Rule 23**Order of voting on proposals and amendments*

1. Where a number of proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In case of doubt as to the order of priority, the Chair shall decide.
2. Where the proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to the same proposal are presented, the Governing Board shall vote first on whichever departs furthest in substance from the original proposal, and proceed thus until all the amendments have been put to the vote. However, when the acceptance of one amendment necessarily entails rejection of another, the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. In case of doubt as to the order of priority, the Chair shall decide.
3. Parts of a proposal or amendment may be put to the vote separately.
4. In the case of proposals with financial implications, the most costly shall be put to the vote first.

*Rule 24**Order of procedural motions*

Procedural motions shall take precedence over all other proposals or motions except points of order. They shall be put to the vote in the following order:

1. suspension of the meeting;
2. adjournment of discussion of the item in hand;
3. adjournment of the decision on the substance of a proposal to a specified date.

*Rule 25**Resumption of discussion of a matter*

When a decision has been taken on any matter, such matter shall not be re-opened except at the request of a member, approved by a two-thirds majority of the votes cast.

*Rule 26**Decisions and meeting reports*

1. After each meeting, the Executive Secretary shall submit to the Governing Board of the EPAS for its approval by written procedure, a list of the decisions taken during the meeting. The list shall be submitted in both official languages., The decisions shall be submitted to the Governing Board for adoption.

2. The list of decisions shall be deemed to have been adopted two weeks after its circulation if no notification of objections has been received during that period.

Rule 26bis

Replies to questions from the Committee of Ministers or the Parliamentary Assembly

1. The Chair of the Governing Board, with agreement from the Bureau of the Governing Board, is authorised to reply to questions and to take a position on proposals addressed to the EPAS by the Committee of Ministers or the Parliamentary Assembly. If he or she deems it necessary, the Chair may proceed to consult the Governing Board. A preliminary consultation of the Governing Board is obligatory when positions taken are to be made public.

Rule 27

Written procedure

1. When so decided by the Chair of the Governing Board, certain decisions for which the Governing Board is responsible may be taken by written procedure.

Chapter VII
Final clauses

Rule 28

Amendments

1. Any member, the Chair or the Executive Secretary may, at any time, propose an amendment to these Rules of Procedure. A proposal to that effect shall be submitted to the Bureau. It shall be for the Bureau to decide whether or not the proposal is submitted to the Governing Board of the EPAS.

2. If the Bureau decides not to submit the proposal to the EPAS, it shall be placed on the agenda only if it receives the support of one-quarter of the members of the Governing Board of the EPAS at any given moment.

3. The Governing Board of the EPAS may adopt the amendment suggested by a two-thirds majority of the votes cast.

4. Unless otherwise indicated in the adoption decision, amendments to the Rules of Procedure shall take effect on the day after their adoption.

Rule 29

Entry into force

These Rules of Procedure entered into force on 28 May 2009.

The amendments agreed by the EPAS on 21 June 2012 came into force on the day after their adoption.

Appendix:

Regional groups for the election of members of the Bureau

1. "Big Five"		
France		
Germany		
Italy		1 member
Russia		
United Kingdom		
2. Western Europe and Northern Europe		
Belgium	Denmark	
Ireland	Estonia	
Liechtenstein	Finland	1 member
Luxembourg	Iceland	
Netherlands	Latvia	
Switzerland	Lithuania	
	Norway	
	Sweden	
3. Southern Europe and Central Europe		
Andorra	Austria	
Holy See	Croatia	
Malta	Czech Republic	
Monaco	Hungary	1 member
Portugal	Poland	
San Marino	Slovakia	
Spain	Slovenia	
4. East-Central Europe and South-Eastern Europe		
Armenia	Albania	
Azerbaijan	Bosnia and Herzegovina	
Belarus	Bulgaria	
Georgia	Cyprus	
Kazakhstan	Greece	1 member
Moldova	Montenegro	
Ukraine	Romania	
	Serbia	
	"The former Yugoslav Republic of Macedonia"	
	Turkey	

NB. Moreover, the Governing Board may elect an additional member from those member states of EPAS not party to the European Cultural Convention.