

# THE CONGRESS OF LOCAL AND REGIONAL AUTHORITIES

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## Resolution 309 (2010)<sup>1</sup>

### The reform of the Congress: structure and working methods

1. Local and regional democracy and the principle of subsidiarity are the basic conditions for the construction of a Europe close to citizens, based on democracy, human rights and the rule of law.

2. The Congress of Local and Regional Authorities of the Council of Europe reiterates the vital role of local and regional authorities, both at national and European level, in implementing these values and for monitoring, promoting and developing local and regional democracy. It reaffirms its willingness to contribute to the work of the Council of Europe in its capacity as a political assembly of locally and regionally elected representatives.

3. The Congress will continue to ensure that its mission is in line with European policy developments and trends in our societies.

4. In this regard, the Congress has reflected at length upon its mission, its political role, its place within the Council of Europe and on the European scene, and also upon its structures and working methods in the light of a reform process which will enable it to improve its efficiency, transparency and the quality of its contribution to the work of the Organisation.

5. It welcomes the progress already achieved by adopting guidelines for the observation of elections (Resolution 306 (2010)) and for the preparation of missions and progress reports (Resolution 307 (2010)) as major steps of the reform process.

6. The Congress wishes to make its reform part of that of the Council of Europe, which has been undertaken by Secretary General, Thorbjørn Jagland, with the support of the Committee of Ministers, while respecting the specific role and identity of the Congress.

7. The Congress supports the working methods taken to involve all its members, national delegations and national associations of local and regional authorities at different stages of the reform process. This transparent and democratic procedure has allowed it to benefit from the experience of all these entities.

8. While the Congress will now have the structures and Rules of Procedure needed to fulfil its mission in a more targeted, effective and visible way, it will commit to an

ongoing process of adaptation and improvement with a view to further strengthening its implementation of the core values of the Council of Europe: democracy, human rights and the rule of law.

9. Given the above, the Congress resolves the following:

9.1. as regards its structures:

*a.* the term of office of members of the Congress is extended to four years;

*b.* in addition to the head of delegation, delegations shall elect a deputy;

*c.* the renewal of the Bureau and of the chairs and vice-chairs of the committees is on a two-yearly basis;

*d.* at least 30% of Representatives and 30% of Substitutes in a delegation must be of the under-represented sex. This provision shall enter into force with the next general renewal of delegations;

*e.* the Bureau is the executive body of the Congress and the political steering body responsible for ensuring continuity of Congress activities between sessions. It is responsible for the external relations and political affairs of the Congress. The presidents of political groups and chairs of committees shall be *ex-officio* members without voting rights;

*f.* the Standing Committee shall become the Statutory Forum:

*i.* the Statutory Forum is convened by the President of the Congress according to the Bureau's decision and acts on behalf of the Congress;

*ii.* the Statutory Forum is composed of the heads of all national delegations and members of the Bureau of the Congress. Heads of delegation may be represented *ad personam* by their deputies;

*g.* three committees shall be created:

*i.* a Committee on the Honouring of Obligations and Commitments by Member States of the European Charter of Local Self-Government (to be known as the Monitoring Committee) responsible, in particular, for monitoring the European Charter of Local Self-Government (ETS No. 122) as well as institutional developments in Europe's regions, according to relevant texts adopted by the Congress, for preparing reports on the situation of local and regional democracy in Europe and for monitoring specific questions related to local and regional democracy in the member states;

*ii.* a Governance Committee responsible for affairs falling within the scope of the Congress's statutory mandate, such as governance, public finance, cross-border and inter-regional co-operation and e-democracy as well as co-operation with intergovernmental bodies;

*iii.* a Current Affairs Committee responsible for ensuring a swift response to the major challenges of our society and preparing work on thematic issues such as social cohesion,

education, culture and sustainable development with respect to the Council of Europe's core values;

*h.* though composed of members from the Chamber of Local Authorities and the Chamber of Regions, the committees will meet in plenary only;

9.2. as regards its activities and documents:

*a.* the texts adopted by the Congress shall be more succinct and more political, and will be subject to a clearer and more concrete follow-up procedure;

*b.* priority will be given to issues inherent to the mission of Congress, such as the situation of local and regional democracy and election observation;

9.3. as regards its Rules of Procedure, which are appended, they have been revised to take into account the foregoing;

9.4. as regards its Charter and the Statutory Resolution of the Committee of Ministers:

*a.* changes to the Charter and to the Statutory Resolution resulting from the reform will be submitted to the Congress for adoption as Recommendation 290 (2010) to the Committee of Ministers;

*b.* amendments to the Charter shall come into force after adoption by the Committee of Ministers, and shall subsequently be transposed into the Rules of Procedure.

10. The Congress decides to proceed with a general revision of the Rules of Procedure with a view to further simplifying, clarifying and streamlining the procedures and working methods of the Congress in line with the proposals of the rapporteurs. The Congress therefore mandates the Bureau to appoint two co-rapporteurs for this general revision and the secretariat to submit proposals to the Bureau following the adoption, by the Committee of Ministers, of a revised Statutory Resolution, including a revised Charter.

11. The Congress instructs the secretariat to implement all elements of the reform as outlined in Resolution 305 (2010) and its explanatory memorandum CG(18)16, adopted by the Standing Committee on 18 June 2010, which may be applied without amendments to the Rules of Procedure, and to inform the Bureau about the measures taken.

12. The Congress adopts the Rules of Procedure of the Congress and its Chambers (see appendix attached), which replace the Rules of Procedure of the Congress and its Chambers adopted in 2008.

#### Appendix

#### **Rules of Procedure of the Congress and its Chambers<sup>2</sup>**

[ ... ]

In these Rules of Procedure:

– “plenary session” is used in the same sense as “ordinary session”, which is used in the Congress Charter;

[ ... ]

## **Chapter II – Membership of the Congress and its Chambers**

### **Rule 2**

#### **Official procedures for the appointment of Representatives and Substitutes**

[ ... ]

2 These procedures shall be submitted to the Bureau of the Congress for approval two months before the opening of the session to which they apply for the first time.

The Bureau shall consider whether they meet the requirements set out in Articles 2, 3 and 7 of the Charter as well as in these Rules of Procedure. The Bureau shall report to the Congress and, **if necessary**, inform the Secretary General of the Council of Europe of the ~~approval or rejection~~ of these procedures ~~so that he/she can inform the state concerned~~. Any person who is appointed to the Congress following a procedure not ~~ratified~~ **approved** by the Congress shall not be considered a member of the Congress.

3 In order to ensure an equitable representation of women and men in the Congress, national delegations shall comprise members of both sexes with a participation of at least 30% of the under-represented sex.<sup>3</sup> This minimum of 30% concerns ~~all members~~ **(both** Representatives and Substitutes of a delegation), and should be strictly complied with, even in the case of incomplete appointment of the delegation.

[ ... ]

4 Members of the Chamber of Regions must be from authorities placed between central government and local authorities, enjoying prerogatives either of self-organisation or of a type normally associated with the central authority and having a genuine competence to manage, on their own responsibility and in the interests of their populations, a substantial share of public affairs, in accordance with the principle of subsidiarity.<sup>4</sup>

In particular, member states which do have regions with legislative powers shall include members from these regions in the Chamber of Regions.

If a country has authorities which cover a large area and exercise both local and regional responsibilities, representatives of such authorities shall also be entitled to sit in the Chamber of Regions. A list of these authorities shall be provided in the context of the national appointment procedure.<sup>5</sup>

Member states which do not have regional authorities within the meaning of the previous paragraph shall be able to send members to the Chamber of Regions and its organs in an advisory capacity (not entitled to vote).<sup>6</sup>

The list of those countries shall be determined by the Bureau of the Congress on the proposal of the **Institutional Governance** Committee of the Congress, following consultation of the national delegations.<sup>7</sup>

### **Rule 3**

#### **Verification of credentials**

[ ... ]

2 Members whose credentials are contested by the Bureau shall provisionally sit with the same rights as other members of national delegations until the Congress, or the Standing Committee on its behalf, has ruled on the matter. However, such members may not take part in any vote relating to the verification of credentials or of the appointment procedures.

Where the composition of a national delegation does not comply with Article 2.2 of the Charter, its members ~~can~~**may** only attend Congress ~~meetings~~**sittings** without voting rights, ~~nor without~~ refund of expenses (see Article 4.2 of the Charter), and without **speaking** rights ~~of participation~~ in debates.

[ ... ]

#### Rule 4

##### Term of office of Representatives and Substitutes

[ ... ]

2 In the event of the death or resignation of a Representative or Substitute or of loss of the mandate referred to in Article 2.1 of the Charter, a replacement shall be appointed in accordance with the same rules and procedures for the remainder of his/her predecessor's term. A Representative or Substitute who loses the mandate mentioned in Article 2.1 of the Charter may not remain a member of the Congress for longer than six months after the loss of his or her mandate.<sup>8</sup> **The date of loss of mandate shall be notified clearly by the national delegation to the Congress Secretariat within one month of said loss. A member who resigns his/her mandate shall notify the President of the Congress and inform their national delegation in writing stating clearly the date at which said resignation takes effect.**

[ ... ]

#### Rule 5

##### Substitutes

1 Any Representative prevented from attending a sitting of the Congress may nominate as his/her replacement a Substitute to the Congress from his/her national delegation. He/she must give notice thereof in writing to the Congress's secretariat **and his/her national delegation as soon as possible.**

[ ... ]

4 Travel and subsistence expenses will only be reimbursed for Substitutes duly mandated to replace a Representative for any given meeting.

#### Rule 6

##### National delegations

[ ... ]

2 Each national delegation shall ~~appoint~~**elect** from among its members, **and according to its own clearly stated procedures**, a head of delegation and a deputy head. It shall also appoint a secretary **of delegation who should be an official from a local or regional authority or association.**

[ ... ]

#### Chapter IV – Observer status and Co-operation agreements

##### Rule 8

##### Observer status and Co-operation agreements

[ ... ]

2 **The Congress, or the Standing Committee of the Congress between sessions**, may grant observer status to other organisations that request it, **upon recommendation of the Congress Bureau**. In that case, these organisations will have the status of observer to the Congress and its Chambers.

[ ... ]

5 Other organisations may apply for observer status with a Chamber. Where such an application is received, the **relevant Chamber** ~~Standing Committee~~ shall make a decision on this<sup>9</sup> **upon recommendation of the Bureau of the Chamber. In this case, these organisations will have the status of observer to the relevant Chamber only.**

[ ... ]

#### Chapter VII – President, Standing Committee and Bureau of the Congress

[ ... ]

##### Rule 12

##### Election of the President of the Congress

[ ... ]

3 The President of the Congress shall be elected by secret ballot. Two tellers per ballot box, chosen by lot, shall count the votes cast.

If, after two ballots, no candidate has obtained an absolute majority of the Representatives or of their Substitutes duly nominated according to Rule 5.1 of these Rules of Procedure and whose credentials have been ratified by the Congress, the candidate who, on the third ballot, receives a relative majority of the votes cast shall be declared elected. In the event of a tie, lots shall be drawn.

When the Congress is presented with a sole candidate, the individual is declared elected ~~by a show of hands~~ without proceeding to a ballot, unless a ballot is requested by at least 25 Representatives or Substitutes duly nominated in accordance with Rule 5.1 of these Rules of Procedure and whose credentials have been ratified by the Congress.

[ ... ]

##### Rule 13

##### Elections of the Presidents of the Chambers and of the Vice-Presidents

[ ... ]

2 No member of a Chamber may be a candidate for the office of President of the Chamber unless he/she has been nominated in writing by at least ten members sitting with full capacity in the Chamber, from at least four national delegations. Candidatures should be notified to the Executive Secretary of the Chamber at the latest two hours before the opening of the first sitting of the Chamber.

The Presidents of the Chambers shall be elected by secret ballot. Two tellers per ballot box, chosen by lot, shall count the votes cast.

The candidate who has obtained the absolute majority of the votes cast in the first ballot shall be declared elected. If no candidate has obtained this majority, the candidate obtaining a relative majority of votes cast in the second ballot shall be declared elected. In the event of a tie, lots shall be drawn.

When the Chamber is presented with a sole candidate, the individual is declared elected ~~by a show of hands~~ without proceeding to a ballot, unless a ballot is requested by at least 15 members of the Chamber present.

[ ... ]

#### Rule 14

##### Term of office of the President and the Vice-Presidents

[ ... ]

3 Should it be necessary for one of the Vice-Presidents to be replaced, his/her successor shall be elected in accordance with his/her Chamber's internal provisions: ~~these Rules of Procedure~~.<sup>10</sup> In the order of precedence he/she shall come after the Vice-Presidents previously elected.

#### Rule 15

##### Standing Committee

[ ... ]

~~11 The standing committees of the Chambers are responsible for ensuring the continuity of the work of the Chambers and for acting on their behalf between plenary sessions. Paragraphs 1, 2 and 8 of the present rule shall apply mutatis mutandis to the Chambers. The standing committees of the Chambers can only meet on the occasion of the meetings of the Standing Committee of the Congress. They may approve draft resolutions, recommendations and opinions on behalf of the Chambers and perform any other tasks entrusted by these Rules of Procedure.~~

#### Rule 16

##### Bureaux of the Congress and its Chambers

1 The Bureau, **which is the political body and executive organ** of the Congress shall be responsible in the period between the sessions of the Congress and the Standing Committee **(of which the members of the Bureau are ex officio members)** and the Congress, for ensuring the continuity of the Congress's work.<sup>11</sup> It shall perform the **following** tasks entrusted to it by the Standing Committee or by the Congress:

~~2 The Bureau of the Congress shall be responsible for the preparation of the plenary session of the Congress, the preparation of the order of business, the agenda of the sessions, the allocation of reports between the sessions, the co-ordination of the work of the two Chambers, in particular the distribution of questions between them, the co-ordination of the work of the statutory committees and the *ad hoc* working groups, the preparation of the budget and the balanced allocation of budgetary resources between the Congress and the two Chambers<sup>12</sup>—~~

~~The Bureau may prepare reports and submit them for consideration and vote to the Chambers or to the Congress and, during the periods between sessions, to the Standing Committee, in particular with regard to the general policies of the Congress, the budget or the observation of elections.~~

~~It determines and updates the apportionment of full members' seats on statutory committees and the list of member states sitting in the Chamber of Regions in a consultative capacity only, in conformity with Rules 2.4 and 36.2 of these Rules of Procedure.~~

~~– adoption of proposals for the Congress' biennial priorities and work programme, and monitoring and evaluation of its implementation;~~

~~– adoption of proposals for revision of the Rules of Procedure and Charter of the Congress;~~

~~– verification of the official appointment procedures of national delegations and special guest delegations;~~

~~– verification of the conformity of the appointment of Representatives and Substitutes with the principles set out in the Charter and those of Rule 2 of these Rules of Procedure;~~

~~– approval of apportionment of full members' seats on statutory committees and the list of member states sitting in the Chamber of Regions in an advisory capacity only, in conformity with Rules 2.4 and 36.2 of these Rules of Procedure;~~

~~– consideration of the budget and in particular of the balanced allocation of budgetary resources between the Congress and the two Chambers;<sup>12</sup>~~

~~– preparation of sessions (setting the date and informing the Presidents of the Parliamentary Assembly and the Committee of Ministers accordingly, agendas, guest speakers, requests for urgent procedure or current affairs debates, session follow-up etc);~~

~~– overseeing of all aspects of election observation missions, in particular the designation of delegations and choice of rapporteurs;~~

~~– preparation of reports for consideration and vote by the Chambers, the Congress or the Standing Committee, in particular with regard to the general policies of the Congress, the budget or the observation of elections;~~

~~– co-ordination of the work of the two Chambers, in particular the distribution of questions between them;~~



– adoption of the statutory committees' terms of reference, biennial work programmes and the terms of reference of the ad hoc working groups and co-ordination of their work;

– deliberation and decision on applications for observer status or special guest status for recommendation to the Congress or the Standing Committee;

– recognition of political groups on the basis of an ad hoc set of rules;

– drafting of cooperation agreements with relevant outside institutions;

– decisions on Congress representation in executive organs of relevant international bodies;

– decisions on external meetings of the bureaux, the statutory committees or working groups as well as Congress participation in events organised by other organisations.

32 The Bureau of the Congress shall consist of the President of the Congress and the members of the bureaux of the Chambers. It shall be presided over by the President of the Congress.<sup>13</sup> In addition, the presidents of the political groups and the chairs of the committees may participate in the meetings of the Bureau of the Congress without the right to vote.

The bureaux of the Chambers shall consist of their Presidents and their seven Vice-Presidents. The presidents of the political groups and the chairs of the committees may participate in the bureau meetings of both chambers irrespective of their chamber of origin, without voting rights.

43 The outgoing President of the Congress may attend meetings of the Bureau of the Congress, without the right to vote; provided that he/she continues to enjoy current membership of the Congress.

54 In general, meetings of the Bureau will be held *in camera*. However, the Bureau of the Congress may decide to invite observers to the whole or part of its meetings and organise hearings of individuals and organisations. When it sees fit, the Bureau may also invite to the whole or part of its meetings, in an advisory capacity, the chairpersons of political groups, of the statutory committees, of the working groups, as well as the rapporteur of a committee or of a working group. Persons invited may speak only on those subjects for which they were invited. **Members of the Bureau may be accompanied by one adviser of their choice.**

65 Paragraphs 1, 4 and 5 of the present rule shall apply *mutatis mutandis* to the bureaux of the Chambers when discharging for the Chambers the same duties as the Bureau of the Congress for the Congress.

## Chapter VIII – Duties of the Chair, discipline and order

### Rule 17

#### Duties of the Chair

[ ... ]

2 When in the Chair, the President shall vote but not speak in debate.

The President may speak in a debate, for example as **Rapporteur on an issue**, from the floor of the conference room; in such cases he/she may not resume the Chair until that debate is over.

[ ... ]

## Chapter IX – Agenda and order of business of sessions

### Rule 19

#### Settlement of the agenda

1 The Bureau of the Congress shall draw up the agenda for each session, co-ordinating the Chambers' sittings in line with the provisions of Article 9 of the Charter. Any question within the competence of the Congress, as defined in Article 2 of Statutory Resolution CM/Res(2007)6 may be placed on the agenda. **It shall indicate whether a question on the agenda is to be discussed by a Chamber or by the Congress, and at which sitting it is to be discussed. This draft shall be communicated to the members of the Congress at least one month before the opening of the session.**

2 The Bureau of the Congress may update the draft agenda. It shall submit it to the Congress for approval at its first sitting.

3 Where the Bureau has voiced a favourable opinion on a request for a debate under urgent procedure or a current affairs debate, it shall propose the necessary reorganisation of the draft agenda.

4 The bureaux of the Chambers shall draw up the agenda for their Chamber's sessions. **The provisions of the present rule shall apply *mutatis mutandis* to both Chambers.**

[ ... ]

### Rule 21

#### Order of business

1 The Bureau of the Congress shall draw up a draft order of business for each session. It shall indicate whether a question on the agenda is to be discussed by a Chamber or by the Congress, and at which sitting it is to be discussed. This draft shall be communicated to the members of the Congress at least one month before the opening of the session.

2 The Bureau of the Congress may update the draft order of business. It shall submit it to the Congress for approval at its first sitting.<sup>14</sup>

3 Where the Bureau has voiced a favourable opinion on a request for a debate under urgent procedure or a current affairs debate, it shall propose the necessary reorganisation of the draft order of business, principally, where necessary, by the withdrawal of one or more items of equivalent length.

4 The provisions of paragraph 1 and the first sentence of paragraph 2 of the present rule shall apply *mutatis mutandis* to both Chambers.

## Chapter X – Holding of sittings and rules governing the proceedings

### Rule 22

#### Agendas of the sittings

1 At the end of each sitting, the Congress and Chambers, acting on a proposal by the Chair, shall fix the date, time and **draft** agenda for their next sitting.

2 The agendas shall be drawn up having regard to the order of business ratified pursuant to Rules 21.2 and 21.4 above. They shall indicate the texts submitted for consideration where there are related draft recommendations, resolution or opinions, and those submitted for debate only.

[ ... ]

### Rule 24

#### Reference to committees

1 The Bureau of the Congress shall consider all requests for an opinion presented by the Committee of Ministers or the Parliamentary Assembly, all motions presented by the members of the Congress and admitted for future examination, all proposals presented by a committee as well as all memoranda submitted by special guest delegations or organisations enjoying observer status with the Congress. It shall decide to refer them to a committee or to a Chamber committee, or to submit them to a committee or to a Chamber committee for information or, exceptionally, to set up a working group or to take no further action.

2 Reference to a committee or to a Chamber committee shall be accompanied by clear terms of reference, appended to the decision of the Bureau and transmitted to the statutory committee or the Chamber committee concerned.

3 Reference to a statutory committee or to a Chamber committee shall lapse after two years or, at the request of the committee concerned, by decision of the Bureau.

[ ... ]

### Rule 27

#### Amendments and sub-amendments

1 Any member may propose amendments and sub-amendments to a text under consideration by the Congress. **Amendments must be tabled and signed by at least five Representatives (or duly mandated Substitutes) from at least two delegations.**

[ ... ]

4 The Chair shall decide whether the amendments and sub-amendments are in order. These shall be signed by their author and shall be tabled so as to leave sufficient time for them to be printed and distributed before they are discussed and, in any case, in so far as amendments are concerned, at the latest at 4.00 p.m. **at 10.00 a.m.** on the eve of the day on which the debate is opened on the texts to which they refer. However, after consultation with the Chair or the rapporteur of the statutory committee or the working group concerned,

the Chair may exceptionally declare an oral amendment or sub-amendment to be in order if, in his/her opinion, it is designed to clarify, to take account of new facts or to lead to conciliation, and if there is no opposition to it being debated.

[ ... ]

8 During examination of an amendment or sub-amendment, unless the Congress decides otherwise, the only speakers authorised shall be **one of the author/authors of, or another member moving,** the amendment or sub-amendment, one speaker against and the rapporteur and the Chair of the statutory committee or working group, each of them for one minute. An amendment or sub-amendment which is not moved during the sitting by **one of its author or by another member/authors** shall not be examined. An amendment or sub-amendment which has been withdrawn by its **author/authors** may not be moved.

[ ... ]

### Rule 28

#### Right to speak

[ ... ]

3 Substitutes have the right to speak to the Congress when they are rapporteurs on a question under discussion or Chair of a statutory committee or a working group concerned by the question, **or are duly mandated to replace a Representative.**

[ ... ]

## Chapter XII – Statutory committees

### Rule 36

#### Constitution of statutory committees

1 In the course of each session for which the national delegations are renewed, the Congress shall constitute the following **three** statutory committees:

**a a Committee on the Honouring of Obligations and Commitments by member states of the European Charter of Local Self-Government (ECLSG) (to be known as the “Monitoring Committee”);**

**b a Governance Committee;**

**c a Current Affairs Committee.**

~~a an Institutional Committee;~~

~~b a Culture and Education Committee;~~

~~c a Committee on Sustainable Development;~~

~~d a Committee on Social Cohesion.~~

**2 bis The full terms of reference of the committees shall be approved by the Bureau.**

~~2 The criteria for the apportionment of seats on the statutory committees shall be determined and updated by the Bureau of the Congress<sup>+</sup> in such a way as to guarantee the principle~~

that each member of the Congress shall have the right to one seat on a committee. ~~In this respect equitable distribution of Representatives and Substitutes shall be ensured when nominating the under-represented sex.~~ A Congress member may be a full member of one committee only, including the Standing Committee<sup>15</sup>. Both Representatives and Substitutes in the Congress may be full committee members. However, the total number of full members of committees, including the Standing Committee, to which each country is entitled equals the number of Representatives its national delegation has in the Congress.

**2 Both Representatives and Substitutes may be full members of one committee, including the Standing Committee, and within the limits of the apportionment of seats on the statutory committees as determined and updated by the Bureau of the Congress.<sup>16</sup> In this respect, equitable distribution of Representatives and Substitutes shall be ensured when nominating the under-represented sex.**

[ ... ]

4 The national delegations shall address candidatures for the statutory committees to the **President Secretary General** of the Congress no later than the day preceding the opening of the session. The President shall submit them to the Congress for approval or, between sessions, to the Standing Committee or, failing that, to the Bureau of the Congress. Any objection shall be submitted by the President of the Congress to the national delegation concerned. In the event that confirmed nominations or new nominations should give rise to objections, the Congress or the Standing Committee shall settle the matter by secret ballot as swiftly as possible.

[ ... ]

## Rule 37

### Powers of the statutory committees

1. The powers of the statutory committees are as follows:

a a Committee on the Honouring of Obligations and Commitments by member states of the European Charter of Local Self-Government (ECLSG) (to be known as the "Monitoring Committee") responsible, in particular, for monitoring the European Charter of Local Self-Government (ECLSG) as well as institutional developments in Europe's regions, for preparing reports on the situation of local and regional democracy in Europe and for monitoring specific questions related to local and regional democracy in the member states;

b a Governance Committee responsible for affairs falling within the scope of the Congress' statutory mandate such as governance, public finance, cross-border and interregional co-operation and e-democracy as well as co-operation with intergovernmental bodies;

c a Current Affairs Committee responsible for studying the role of local and regional authorities with regard to the major challenges of our society and preparing work on thematic issues such as social cohesion, education, culture and

sustainable development from the point of view of the Council of Europe's core values.

a the Institutional Committee shall be responsible in particular for preparing reports on the situation of local and regional democracy in the member states and in states applying for membership,<sup>17</sup> for regionalisation in Europe and for monitoring all specific questions related to local and regional democracy in the member states. The Institutional Committee of the Chamber of Local Authorities shall be responsible, for monitoring the European Charter of Local Self-Government. The Institutional Committee of the Chamber of Regions shall monitor institutional developments in the regions of greater Europe, on the basis of the corresponding texts adopted by the Congress. The Institutional Committee is assisted in its spheres of activity by a group of independent experts.

b the Culture and Education Committee shall be responsible for the media, youth, sport and communication.

c the Committee on Sustainable Development shall be responsible for the environment and spatial and urban planning.

d the Committee on Social Cohesion shall be responsible for social and economic issues, in particular employment, citizenship, inter-community relations, public health and equality between women and men.

[ ... ]

**2 bis Committees will meet in plenary, but will discuss issues of interest to their local and regional members and prepare reports for the Congress and the two chambers. All committee members may participate in discussions on the texts presented, however, voting on Chamber-specific texts will be restricted to members of those Chambers.**

[ ... ]

## Rule 38

### ~~Statutory committees of the Chambers~~

~~1 The statutory committees shall comprise a committee for the Chamber of Local Authorities and a committee for the Chamber of Regions, which may meet separately, but only during plenary meetings of the committees. The committees of the Chambers shall examine questions and adopt reports that fall within the exclusive scope of the corresponding Chamber of the Congress. Any matter considered by a committee of a Chamber may not be considered by a plenary meeting of that committee.<sup>18</sup>~~

~~2 The provisions of these Rules of Procedure relating to the statutory committees shall apply, mutatis mutandis, to the committees of the Chambers.~~

## Rule 39

### ~~Chairs and Vice-Chairs of the statutory committees~~

~~1 At the first meeting immediately after its constitution, a statutory committee shall elect its Chair and as well as its~~

~~first, second and third Vice-Chairs each Chamber committee shall also elect its Chair,<sup>19</sup> as well as a Vice-Chair. The Chairs and Vice-Chairs of the Chamber committees are the Vice-Chairs of the committee.~~

[ ... ]

~~3 Only full members of a committee may stand for election to the Chair or Vice-Chair of that committee. In addition, in the committees of the Chamber of Regions, only members sitting with full capacity in this Chamber may stand for election to the Chair or Vice-Chair of that committee.~~

Candidatures for the position of Chair and **three** Vice-Chairs must be presented to the secretariat by 6 p.m. at the latest on the day before the opening of the first committee meeting.

[ ... ]

#### Rule 40

##### Meetings of statutory committees

1 The statutory committees shall meet at the convocation of their Chairs, within the limits of the budgetary resources allocated by the Bureau of the Congress.<sup>20</sup>

~~The Institutional Committee shall normally be authorised to hold one more meeting per year than the other statutory committees.~~

[ ... ]

#### Rule 42

##### Reports of statutory committees

[ ... ]

5 After a report has been ratified by a statutory committee, the committee shall suggest to the Bureau whether it is to be:

a submitted to the Congress for debate **and adoption**;

b submitted to the Congress for tacit adoption in accordance with Rule 26 above;

c submitted to the Standing Committee for examination and adoption in accordance with Rule 15.6 of these Rules of Procedure.

[ ... ]

7 With the exception of reports submitted under urgent procedure, reports of statutory committees shall be distributed at least twenty days<sup>21</sup> before the opening of the session at which they are to be discussed. If this deadline is not respected and at least ten Representatives or Substitutes from at least two national delegations so request when adopting the draft ~~order of business~~**agenda**, the discussion shall be adjourned until the next Standing Committee or until the following session.

~~8 These paragraphs shall apply mutatis mutandis to the reports of the statutory committees of the Chambers.~~

## Chapter XIII – Working groups of the Congress and its Chambers

### Rule 43

Constitution of working groups

1 The Bureau of the Congress distributes questions between the statutory committees of the Congress and ~~those of be-~~**tween**<sup>22</sup> the two Chambers. No question may be considered in both Chambers at the same time.<sup>23</sup>

[ ... ]

4 Each working group shall be made up of a limited number of full members and an equal number of alternates, set by the Bureau of the Congress. It is empowered with specific terms of reference, agreed upon by the Bureau of the Congress, which indicate the set number of members, a **specific time-frame** and may include, in particular, the following tasks:

[ ... ]

## Chapter XIV – Adoption of texts by the Congress and its Chambers

### Rule 46 bis

#### Rapporteurs

1 A Rapporteur shall be appointed for each subject to be presented to the Congress session, a Chamber or the Standing Committee for adoption (recommendation, resolution, opinion) or for discussion.

2 Any member may present their candidature for the position of Rapporteur to the body of which they are a member.

3 Rapporteurs may be designated by the Bureau, by the bureaux of the Chambers, a statutory committee or working group.

4 Rapporteurs are responsible for the preparation of the report and relevant texts for adoption, their presentation to the originating body for approval (Bureau, Chamber, statutory committee, working group) and presentation to the Congress or Standing Committee for adoption as well as subsequent follow-up.

5 Rapporteurs must be appointed in a manner that ensures a balanced representation of the political groups over the two-year period of the Congress' work programme.

6 Thematic Rapporteurs may be appointed with a responsibility for a given issue which may be specific to one committee. Thematic Rapporteurs may be designated by, and report to, the relevant body (Bureau, Chamber or committee) for a specific time-frame, with their appointment subsequently validated by a Bureau decision. They may act as spokespersons for the Congress at outside events.

7 The Bureau may specify these provisions.



[ ... ]

**Rule 47****Hearings**

[ ... ]

~~7 The provisions of the present rule shall apply mutatis mutandis to hearings held by the standing committees of the Chambers.~~

**Rule 48****Advisers**

~~1 Each Members of the Congress Bureau and; the Standing Committee or a statutory committee may be accompanied to the meetings of these bodies by an one adviser of their choice.~~

2 The provisions of paragraph 1 of this rule equally apply to members of the working groups of the Congress and of the Chambers.

**3 Each national delegation may send two advisers to committee meetings or working groups in addition to the secretary of delegation.**

~~43~~The cost of participation of such an advisers shall not be borne by the budget of the Congress.

[ ... ]

**Chapter XVI – Official documents of the Congress and its Chambers****Rule 52****Public documents**

1 The public documents of the Congress are the following:

a ~~orders of business and~~ session agendas of the Congress;

b minutes of proceedings of each sitting;

c reports of debates;

d reports to the Congress and requests for an opinion;

e motions tabled by Representatives and Substitutes;

f resolutions of the Congress;

g. opinions of the Congress;

h recommendations of the Congress;

i proposed amendments to draft resolutions, opinions and recommendations;

j written declarations;

k memoranda submitted by organisations which have the status of observer to the Congress;

l memoranda submitted by delegations which have a special guest status;

m any other document considered as a public document by the President of the Congress.

[ ... ]

## Appendix 2 to the Rules of Procedure of the Congress and its Chambers

Apportionment by country of seats on committees – Bureau's decision on 17 September 2010				
NB: Countries without regions as understood in Recommendation 56 (1999) are shown in italics.	Monitoring	Governance	Current Affairs	Seat at delegation's discretion
<i>ANDORRA 2 seats</i>	1+0	1	1	1
<i>LIECHTENSTEIN 2 seats</i>	1+0	1	1	1
<i>MONACO 2 seats</i>	1+0	1	1	1
<i>SAN MARINO 2 seats</i>	1+0	1	1	1
<i>CYPRUS 3 seats</i>	1+0	1	1	1
<i>ESTONIA 3 seats</i>	1+0	1	1	1
<i>ICELAND 3 seats</i>	1+0	1	1	1
LATVIA 3 seats	2+0	2	1	1
<i>LUXEMBOURG 3 seats</i>	1+0	1	1	1
<i>MALTA 3 seats</i>	1+0	1	1	1
<i>MONTENEGRO 3 seats</i>	1+0	1	1	1
<i>SLOVENIA 3 seats</i>	1+0	1	1	1
<i>"The former Yugoslav Republic of Macedonia" 3 seats</i>	1+0	1	1	1
ALBANIA 4 seats	2+0	2	1	1
ARMENIA 4 seats	2+0	2	1	1
IRELAND 4 seats	2+0	2	1	1
LITHUANIA 4 seats	2+0	2	1	1
Bosnia & Herzegovina 5 seats	2+0	2	1	1
CROATIA 5 seats	2+0	2	1	1

Apportionment by country of seats on committees – Bureau's decision on 17 September 2010					
NB: Countries without regions as understood in Recommendation 56 (1999) are shown in italics.	Monitoring		Governance	Current Affairs	Seat at delegation's discretion
DENMARK 5 seats	2+0	2	1	1	1
FINLAND 5 seats	2+0	2	1	1	1
GEORGIA 5 seats	2+0	2	1	1	1
MOLDOVA 5 seats	2+0	2	1	1	1
NORWAY 5 seats	2+0	2	1	1	1
SLOVAK REPUBLIC 5 seats	2+0	2	1	1	1
AUSTRIA 6 seats	2+0	2	2	2	
AZERBAIJAN 6 seats	2+0	2	2	2	
<i>BULGARIA</i> 6 seats	2+0	2	2	2	
SWEDEN 6 seats	2+0	2	2	2	
SWITZERLAND 6 seats	2+0	2	2	2	
BELGIUM 7 seats	2+1	3	2	2	
CZECH REPUBLIC 7 seats	2+1	3	2	2	
GREECE 7 seats	2+1	3	2	2	
HUNGARY 7 seats	2+1	3	2	2	
NETHERLANDS 7 seats	2+1	3	2	2	
PORTUGAL 7 seats	2+1	3	2	2	
SERBIA 7 seats	2+1	3	2	2	
ROMANIA 10 seats	2+2	4	3	3	
POLAND 12 seats	2+2	4	4	4	
SPAIN 12 seats	2+2	4	4	4	
TURKEY 12 seats	2+2	4	4	4	
UKRAINE 12 seats	2+2	4	4	4	
FRANCE 18 seats	2+4	6	6	6	
GERMANY 18 seats	2+4	6	6	6	
ITALY 18 seats	2+4	6	6	6	
Russian Federation 18 seats	2+4	6	6	6	
UNITED KINGDOM 18 seats	2+4	6	6	6	

#### Appendix 4 to the Rules of Procedure of the Congress and its Chambers

#### **Honorary membership of Congress**

[ ... ]

All honorary members of the Congress shall have access, upon presentation of their badge, to the same places as the members of the Congress during the sessions, with the exception of the committee meeting rooms while the committees are meeting.

At their request, which shall be renewed annually, they shall be included on the mailing lists for public documents of the Congress and its organs and given access to the non-confidential databases.

They may be invited to special events of the Congress, Chambers or committees at the initiative of the organisers **at their own expense**.

1. Debated and adopted by the Congress on 27 October 2010, 2nd Sitting (see Document [CG\(19\)5](#), explanatory memorandum), rapporteurs: H. Skard, Norway (L, SOC) and G. Krug, Germany (R, SOC).

2. This appendix contains only those sections of the Rules concerned by the modifications adopted by the Congress. Additions in bold print. Deletions struck through.

3. See Article 2.2.d of the Charter.

4. See Article 2.4 of the Charter.

5. See Article 2.4 of the Charter.

6. See Article 2.4 of the Charter.

7. See Article 2.4 of the Charter.

8. See Article 2.6 of the Charter.

9. See Article 5.1 of the Charter.

10. Correction in English version only.

11. See Article 9.1 of the Charter.

12. See Article 9.2 of the Charter.

13. See Article 9.3 of the Charter.

~~14. See Rule 42.7 of these Rules of Procedure.~~

15. See Article 5 of Statutory Resolution CM/Res(2007)6

16. See Appendix 2 to these Rules of Procedure for the criteria for the apportionment by country of full members' seats on committees.

17. See Article 2.3 of Statutory Resolution CM/Res(2007)6.

18. See Article 4.2 of Statutory Resolution CM/Res(2007)6.

19. See Rule 32.b of these Rules of Procedure.

20. See Article 9.2 of the Charter.

21. Between sessions the date of "distribution" is the date of publication on the website. See Rule 25.2 of these Rules of Procedure.

22. Correction in English version only.

23. See Article 9.2. of the Charter.