



## **Rules of Procedure of the Independent Liberal and Democratic Group of the Congress of Local and Regional Authorities of the Council of Europe**

**Adopted by the ILDG on 28 October 2013**

**Amended on 24 March 2014**

### **I. Preamble**

1. The Independent Liberal and Democratic Group was created in line with the Rules of Procedure of the Congress of Local and Regional Authorities (hereafter referred to as “the Congress”) to assure better representation of like-minded members of the Congress and is dedicated to the principles defended by the Congress.

2. The political objectives of the Independent Liberal and Democratic Group are based on the following general principles:

- democracy, rule of law and human rights
- supremacy of individual freedom
- principle of subsidiarity and respect of rights of regional and local communities
- reduction of state interventionism
- environmental awareness, economic and social cohesion, cultural diversity

3. The members of the Independent Liberal and Democratic Group commit themselves to promote and defend the above-mentioned principles in their home countries, regions and municipalities.

4. The Independent Liberal and Democratic Group works in efficient and tolerant cooperation with the other political groups.

### **II. Name**

5. The Group shall be called the « Independent Liberal and Democratic Group » in English, abbreviated as «ILDG». Both the full and the abbreviated names may be used indistinguishably.

### **III. Membership**

6. The ILDG is open to all representatives and substitutes of both Chambers of the Congress. Representatives and substitutes have the same rights in the ILDG (except for nominations to the positions for which the status of representative is required by the Rules of Procedure of the Congress).

7. Membership with the ILDG is voluntary, free and without cost.

8. The ILDG combines both the truly independent delegates, amongst which many representatives from Eastern Europe who have no affinity with the lines followed by other political groups, and those who support the traditional, historical and deeply rooted principles of European Liberal and Centre parties.

9. Membership with the ILDG shall terminate as soon as the member is no longer part of his/her national delegation to the Congress, or following a decision taken by the ILDG, or by a voluntary disaffiliation.

10. ILDG members may not simultaneously be members of other political groups of the Congress.

#### **IV. Governing bodies of the ILDG**

##### **11. President of the ILDG**

11.1 The President shall represent the ILDG in its external relations and with the bodies of the Congress and the Council of Europe. The President shall preside over meetings of the Group and submit proposals for policy decisions. The President is responsible for the communication on behalf of the Group and for decisions regarding the ILDG's budget.

11.2 The President of the ILDG shall not be remunerated.

11.3 The President of the ILDG must be a representative, not a substitute, of the Congress.

11.4 The President of the ILDG may not at the same time:

- be a Treasurer or an Auditor of the ILDG;
- be a member of the Bureau of the Congress;
- be a chair of a committee; or
- act as rapporteur or head of delegation during election observation exercises.

11.5 The President of the ILDG may participate in the work of the Bureau of the Congress on behalf of the ILDG in accordance with the Rules of Procedure of the Congress and its Chambers.

11.6 The President shall be elected at the March session following the Congress renewal session for a term of two years by an absolute majority of the votes of members of the ILDG present.

11.7 The oldest member shall take the chair at the meeting at which the President is elected.

11.8 Where there is one candidate to the post of President he or she is declared elected without proceeding to a ballot. If after the first ballot no candidate has obtained an absolute majority of the votes cast, a second ballot between the two candidates who obtained the greatest numbers of votes shall be organised. The candidate who on the second ballot receives the greatest number of votes shall be declared elected. In the event of a tie, the older candidate shall be declared elected.

11.9 Should the President's seat become vacant, the duties attaching thereto shall be discharged collectively by the members of the Bureau of the ILDG. The ILDG shall then be represented officially (including at the Congress Bureaux meetings) by the 1<sup>st</sup> Vice-President until the new President is elected to fulfil the

mandate. This replacement should not exceed six months. A new election of the President should be organised as soon as possible.

## **12. Bureau of the ILDG**

12.1 The Bureau shall be responsible for the day-to-day administration of the ILDG and for preparing meetings of the ILDG. It shall submit for the ILDG's approval the initiatives to be adopted (including with regard to financial matters and the choice of staff).

12.2 The Bureau shall consist of the President, four Vice-Presidents (including the 1<sup>st</sup> Vice-President, appointed by the President among the Vice-Presidents) and a Treasurer who will advise on budgetary issues. ILDG members of the Bureaux of the Congress shall be *ex officio* members of the Bureau of the ILDG. Other members may be invited to the meetings of the Bureau as experts with a consultative vote.

12.3 The members of the Bureau of the ILDG shall not be remunerated.

12.4 The Vice-Presidents and the Treasurer shall be elected by the ILDG at the March session following the Congress renewal session for a term of two years. Their term of office shall be renewable. Should a seat become vacant, a new Vice-President or Treasurer shall be elected to fulfil the mandate.

## **V. ILDG meetings and activities**

13. As a general rule, the ILDG shall meet on the occasion of the session of the Congress. In addition, meetings may be convened on proposal of the Bureau or at the request of the absolute majority of the members of the Group.

14. At a group meeting any member may request that an item be added to the agenda providing a three-day notice before the meeting date.

15. Liberal and democrat representatives of international or national bodies may participate in the meetings if invited or authorised to do so by the President.

16. Experts and other persons who are not members of the ILDG may exceptionally attend the meetings if invited or authorised to do so by the President.

17. Any person attending a meeting shall undertake to maintain confidentiality about the proceedings and opinions voiced.

## **VI. Budget and accounting**

18. The budget allocated to the ILDG by the Congress is attributed and spent in accordance with the Rules of Procedure of the Congress and the Guidelines for the funding of political groups from the Congress budget.

19. At the March session, the Treasurer of the ILDG shall present to the group a financial report on the budget of the previous year and a draft budget for the next year.

20. Two Auditors shall be elected for one year during the March session. Their term of office shall be renewable. The Auditors cannot hold office as President, Vice-President or Treasurer of the ILDG. The position of Auditor shall not be remunerated. Should the Auditor of the ILDG hold at the same time the position of member of the Bureau of the Congress (and thus ex officio member of the Bureau of the ILDG), he or she shall not participate in decisions on financial matters in the Bureau of the ILDG.

21. The Auditors shall verify that the entries have been correctly passed in the books of account; together with the President and the Treasurer they shall sign the statement of expenses which shall be forwarded to the Secretary General of the Congress.

22. The books of account and supporting documents shall be kept for 10 years

## **VII. General secretariat of the ILDG**

23. To ensure continuity and correct functioning of the ILDG, the Bureau shall appoint on proposal of the President a Secretary General of the ILDG. The Secretary General shall be remunerated.

24. The Secretary General shall assist the ILDG in day-to-day activities, correspondence and communication, shall overview the implementation of ILDG decisions and shall keep the books of account and supporting documents.

## **VIII. Final provisions**

25. The present Rules of procedure will come into force after the adoption by the members of the ILDG.

26. Any proposal to amend the present Rules shall first be submitted to the members of the ILDG. The decision thereon shall require an absolute majority of the votes of members present.