



Internal Rules

Adopted by the EURO CITIES Annual General Meeting in Lyon on 22 November 2005

1. CONDITIONS FOR MEMBERSHIP, PARTNERSHIP, SUBSCRIBING

1.1. Full and associate members

The conditions for full and associate members are outlined in the statutes. These stipulate the following:

- 1.1.1. Full membership of the association is open to major cities of the European Union and the European Economic Area (EEA) with a democratically elected city government and should take into account for its admission the following criteria:
 - Preferably to have a population over 250,000 inhabitants;
 - The international and regional importance of the applicant city;
 - The urban structure in the country the applicant city comes from.
- 1.1.2. Associate membership of the association is open to major cities of Europe from outside the European Union and the European Economic Area (EEA) with a democratically elected city government and should take into account for its admission the following criteria:
 - Preferably to have a population over 250,000 inhabitants;
 - The international and regional importance of the applicant city;
 - The urban structure in the country the applicant city comes from.
- 1.1.3. Full and associate membership of the association are also open to metropolitan areas according to the following criteria:
 - The core administrative entity must exceed a population of 200,000 and the wider metropolitan area should be at least around 400,000.
 - There must be established a coherent political structure and a legally recognised political representation for the wider metropolitan area.
- 1.1.4. The written application must be made on the standard application form and be accompanied by a letter and/ or additional documentation relating to the size, national and international role of the city.

- 1.1.5. Annual fees and benefits of full and associate members are outlined in the annexed table.

1.2. Associated partners and associated business partners

- 1.2.1. Cities not eligible for EUROCIITIES membership can become EUROCIITIES associated partners in the frame of one or several forums or Executive Committee working groups.
- 1.2.2. Private businesses can become EUROCIITIES associated business partners in the frame of one or several forums or Executive Committee working groups. Eligibility criteria are defined in the Vade Mecum for forums and working groups.
- 1.2.3. The written application must be made on the standard application form and be accompanied by a letter and/ or additional documentation relating to the specific profile and expertise of the applicant body. The application will be considered by the steering committee of the concerned forum. The final decision will be taken by the Executive Committee.
- 1.2.4. Those non EUROCIITIES members which were previously members of ACCESS or TeleCities have automatically been granted the status of EUROCIITIES associated partner.
- 1.2.5. The maximum number of associated partners allowed to take part in any given forum is limited to 15% of the number of EUROCIITIES member cities.
- 1.2.6. Annual fees and benefits for associated partners and associated business partners are outlined in the annexed table.
- 1.2.7. In the event that a conflict of interest emerges between a company and EUROCIITIES that is felt to compromise either the partnership or EUROCIITIES' political position, the forum may review the company's status as an Associated Business Partner; the final decision lies with the Executive Committee

1.3 Subscribers

- 1.3.1. Any stakeholder not eligible for EUROCIITIES membership can subscribe to EUROCIITIES information channels on a yearly basis.
- 1.3.2. Annual fees and benefits for subscribers are outlined in the annexed table.

2. ANNUAL GENERAL MEETING

2.1. Participation at the Annual General Meeting

The Annual General Meeting is made up of all the members of the association and is presided over by the President of the association.

2.2. Rules

The rules governing the Annual General Meeting are outlined in the statutes.

3. EXECUTIVE COMMITTEE

3.1. Elections

Procedures for election of Executive Committee members are outlined in the statutes.

3.2. Role and responsibilities of the Executive Committee

- 3.2.1. The Executive Committee will prepare the annual EUROCITIES Work Programme and provisional budget, and present them at the Annual General Meeting for discussion and approval.
- 3.2.2. The Executive Committee will implement the EUROCITIES Annual Work Programme, in line with the voted budget, and monitor the activities of the forums, the working groups and the Brussels Office.
- 3.2.3. The Executive Committee will organise a minimum of three Executive Committee meetings per year. From these, at least one must be a joint meeting between the Executive Committee, forums chairs and Executive Committee working groups chairs.
- 3.2.4. The Executive Committee will approve all EUROCITIES policy papers.
- 3.2.5. The Executive Committee will approve the use of EUROCITIES logo in different contexts such as events, conferences, or projects. In urgent cases, the decision on these issues can be made by the Secretary General and the President.
- 3.2.6. The Executive Committee will represent EUROCITIES with EU institutions, acting in consultation with the chairs of the relevant forums.
- 3.2.7. The Executive Committee will propose the location of the next Annual General Meeting to the members of the General Assembly.
- 3.2.8. The Executive Committee will resolve all matters outside the competence of EUROCITIES General Assembly, as indicated in the Statutes.
- 3.2.9. The Executive Committee will prepare and approve the Internal Rules, which will be formally approved by the Annual General Meeting.

3.3. Elections of the President, Vice-President, Secretary and Treasurer

Procedures for election of the President, the Vice-President, the Secretary and the Treasurer are outlined in the statutes.

3.4. Role and responsibilities of the President

- 3.4.1. The President will lead the preparation of the EUROCITIES Work Programme.
- 3.4.2. The President will report to the Annual General Meeting on forums and working groups outputs.

- 3.4.3 The President will prepare agendas and minutes for Executive Committee meetings, in cooperation with the Secretary General.
- 3.4.4 The President will participate in joint Executive Committee/ forums chairs meetings whenever they are held.
- 3.4.5 The President will represent EUROCITIES in high level political events and conferences.
- 3.4.6 The President will be responsible for overseeing the performance management of the Secretary General on behalf of the Executive Committee in line with EUROCITIES human resources procedures. The President will subsequently report all relevant performance outcomes, progress, and issues back to the Executive Committee.

3.5. Role and responsibilities of the Vice-President

- 3.5.1 The Vice-President will deputise for the President in his/ her absence.
- 3.5.2 The Vice-President will assume the presidency in the event that the President resigns mid-term.
- 3.5.3 The Vice-President will assume other responsibilities as agreed with the President.

3.6. Role and responsibilities of the Treasurer

- 3.6.1 The Treasurer will present EUROCITIES interim and annual accounts to the Executive Committee.
- 3.6.2 The Treasurer will - on behalf of the Executive Committee - present the EUROCITIES annual accounts to the Annual General Meeting.
- 3.6.3 The Treasurer will examine the draft budget and submit it to the Executive Committee.
- 3.6.4 The Treasurer will - on behalf of the Executive Committee - submit the draft budget to the approval of the Annual General Meeting.

3.7. Role and responsibilities of the Secretary

- 3.7.1 The Secretary will be fully and wholly responsible for ensuring that the Statutes and Internal Rules of the association are respected.
- 3.7.2 The Secretary will supervise the elections of the Executive Committee, which take place during the Annual General Meeting.
- 3.7.3 The Secretary will be responsible for co-signing the Minutes of the Annual General Meeting with the President.

4. FORUMS

4.1. Thematic Activities

EUROCITIES is active through six thematic forums (and their working groups) as set up by the Annual General Meeting 2004: culture forum, economic development forum, environment forum, knowledge society forum - TeleCities, mobility forum - ACCESS, social affairs forum, and through the Executive Committee working groups set up under the participation and cooperation pillar.

4.2. Conditions of forums/ Executive Committee working groups membership

- 4.2.1. Membership of forums/ Executive Committee working groups is open to all cities members of EUROCITIES, and to associated partners and associated business partners under the conditions outlined under item 1 of the internal rules.
- 4.2.2. Membership of forums/ Executive Committee working groups may be terminated at any time, through a recorded letter to the forum/ working group chair.

4.3. Elections

- 4.3.1. Voting in all elections within forums/ Executive Committee working groups will take place by secret ballot on the basis of a simple majority of votes cast. At least 25% of all members and associated partners that are eligible to vote have to participate in the election for the result to be valid. There will be a re-ballot in the event of a tie.
- 4.3.2. In the event that the only standing candidate is not elected, a new call for candidates will be launched electronically. There will be an electronic vote following the submission of applications among all eligible members and associated partners.
- 4.3.3. In the event that there are insufficient nominations, the unfilled posts will remain vacant, unless additional candidates come forward during a meeting prior to the EUROCITIES Annual General Meeting.

4.4. Chair and vice-chair

- 4.4.1. The chair and vice-chair will be elected annually during the forum/working group meeting prior to the EUROCITIES Annual General Meeting by the members of the forum/ working group.
- 4.4.2. The chair and the vice-chair are elected for a term of one year renewable once.
- 4.4.3. The chair and vice-chair have to respect the decisions of the steering committee and are responsible for the following:
 - Leading the preparation of the forum work programme;
 - Reporting to the Executive Committee on forum and working groups outputs;
 - Calling up to three forum thematic seminars per year, one of which

partly dedicated to the annual work programme;

- Preparing agendas and minutes for meetings, in cooperation with the policy officer in charge of the forum;
- Monitoring the information on the web site;
- Participating in joint Executive Committee/ forums chairs meetings whenever they are held;
- Authorising the setting up of working groups, taking into account the need for a clear mandate and timeframe, and adequate financial and human resources.

4.5. Steering committee

4.5.1. The steering committee of a forum consists of the chair and the vice-chair of the forum, together with the chairs of the forum working groups.

4.5.2. The steering committee will meet at least three times a year. One of these meetings should take place in connection with the last forum's meeting prior to the EUROCIITIES Annual General Meeting.

4.5.3. The steering committee members will contribute to the responsibilities of the chair and vice-chair.

5. EUROCITIES COOPERATION PLATFORM

5.1. Composition of the Cooperation Platform

The EUROCIITIES Cooperation Platform is composed of the principal EUROCIITIES contact officers in all member cities.

5.2. Objectives

The main objectives of this platform are:

- Facilitate networking among EUROCIITIES contact officers;
- Provide members with opportunities to obtain and exchange information on EUROCIITIES activities across all policy sectors;
- Provide a space for exchanging information on EU funded projects and programmes and new opportunities for access to funding.

5.3. Chair

The EUROCIITIES Cooperation Platform is chaired by the EUROCIITIES Vice-President.

5.4. Organisation of the work

5.4.1. The EUROCIITIES Cooperation Platform meets at least once a year half-way between two Annual General Meetings, possibly in link with an Executive Committee meeting.

5.4.2. Meetings of the Platform can also be organized on an ad hoc basis, e.g. on the occasion of a new European funding programme.

6. BRUSSELS OFFICE

6.1. Role and responsibilities of the Secretary General

- 6.1.1. The Secretary General and the Brussels Office will be responsible for the day-to-day running of the association, and for establishing and maintaining contact with the European institutions.
- 6.1.2. The Secretary General and the Brussels Office will be accountable to the Executive Committee and through it to the Annual General Meeting and to the general membership.
- 6.1.3. The Secretary General and the Brussels Office will be accountable to the Executive Committee through its Treasurer for all budgetary matters.
- 6.1.4. The Secretary General and the Brussels Office will be responsible both for internal and external communication of the association.
- 6.1.5. The Secretary General and the Brussels Office will be responsible for reporting to the Executive Committee on the activities of the forums, in cooperation with the forum chairs.

6.2. Role and responsibilities of the Policy Officers

- 6.2.1. The policy officers will attend (preferably) a maximum of three forum meetings per year.
- 6.2.2. The policy officers will attend the start meeting of (preferably) up to four working groups within the forum.
- 6.2.3. The policy officers will support the preparation of agendas and work programmes for forums and working groups.
- 6.2.4. The policy officers will support forums and working groups in establishing and maintaining relevant contacts with the European Institutions.
- 6.2.5. The policy officers will support the forums and working groups in the preparation of policy statements.
- 6.2.6. The policy officers will support members of the forums and working groups with requests for information concerning the policy areas covered by the forum.
- 6.2.7. The policy officers will ensure an appropriate flow of information throughout the organisation in cooperation with the EURO CITIES communications department.

7. PAYMENT OF THE FEES

7.1. Amount of the fees

The amount of the fees for members, partners and subscribers is proposed every year by the Executive Committee and is formally approved by the Annual General Meeting during the approval of the budget of the following year.

7.2 Deadline for payment of fees

- 7.2.1. All payments must be made in the first six months of the year. Members/ partners who have not paid their fee within the first six months of the year will be charged interests.
- 7.2.2. Members who have not paid their fee by the Annual General meeting will forgo their voting rights at that meeting.

7.3. Cancellation of membership

If a member/ partner cancels its membership, no fee will be refunded.

7.4 Members/ partners accepted late in the year

Members/ partners accepted by the Executive Committee in the second part of the year will only have to pay 50% of the annual fee.

ANNEX TO THE INTERNAL RULES

EUROCITIES members, partners and subscribers

- Fees and benefits -

Type	Fees 2014	Benefits
Members		
Full members <ul style="list-style-type: none"> • Executive Committee • EU & EEA 	€21,540 €15,820	<ul style="list-style-type: none"> • Full rights. • Full rights but cities based in a non-EU Member are not eligible to be candidate for election to the Executive Committee.
Associate members <ul style="list-style-type: none"> • non-CEEC (Central and Eastern Europe) • CEEC 	€15,820 €4,260	<ul style="list-style-type: none"> • Full rights with one exception: not eligible to be candidate for election to the Executive Committee.
Partners		
Associated partners <i>per forum</i>	€4,420	<ul style="list-style-type: none"> • Be welcome to participate in all the activities of a given forum: <ul style="list-style-type: none"> - have the possibility to chair working groups and/ or to be the vice-chair of the forum. - have the possibility of voting for the appointment of the forums chairs and vice-chairs and of the working groups chairs. • Receive the EUROCITIES electronic newsletters and publications. • Have access to the EUROCITIES web site, including some protected parts, namely those related to search for partners. • Be welcome to participate in transnational projects or campaigning activities on an ad-hoc basis.

<p>Associated business partners <i>per forum</i></p>	<p>€11,040</p>	<ul style="list-style-type: none"> • Be welcome to participate in all the activities of a given forum. • Receive the EUROCITIES electronic newsletters and publications. • Have access to the EUROCITIES web site, including some protected parts, namely those related to search for partners. • Be welcome to participate in transnational projects or campaigning activities on an ad-hoc basis.
<p>Subscribers</p>	<p>€2,570</p>	<ul style="list-style-type: none"> • Receive the EUROCITIES electronic newsletters and publications. • Have access to the EUROCITIES web site, including some protected parts, namely those related to search for partners. • Be welcome to participate in transnational projects or campaigning activities on an ad-hoc basis.

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