



**European Movement**  
**Mouvement Européen**

## **INTERNAL RULES**

European Movement

-June 2002-

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## THE MEMBERS

### Application for membership :

#### Art 1 :

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An international organization or a council applying for membership of the International European Movement as a full member or an associate member shall submit its application to the International Secretariat. Its application should include a completed copy of the official questionnaire for this purpose, its statutes with a note on the composition of its governing body, the two most recent reports on its activities, its most recent financial balance sheet, and its programme of future activities.

#### Art 2 :

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The IEM councils and organizations must seek to cooperate among themselves and with the IEM.

#### Art 3 :

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A parliamentary council applying for membership shall submit its application to the IEM Secretariat together with the list of its members and its proposed activities.

#### Art 4 :

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Pursuant to Article 9 of the articles of association, the natural persons applying for membership of the IEM in an individual capacity may have been appointed by their association or invited by the IEM Executive Committee or Steering Committee.

Before the Federal Council (FC) comes to a decision, the Executive Committee (EC) shall check that the natural persons put forward to be coopted in an individual capacity at the FC shall meet at least one of the criteria laid down under Art. 9 of the articles of association and that the Council of the country where it resides isn't opposed to its application.

#### Art 5 :

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The Secretariat shall pass on to the EC all the applications of admission received, after checking they are complete.

Art 6 :

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The International Secretariat shall update the list of full members and associate members, taking into account the decisions taken with regard to admission, resignation, suspension or exclusion. The list of full members and associate members shall be annexed to the Internal Regulations.

**Membership fees:**

Art 7 :

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Any decision to grant membership shall include setting the amount of the membership fee as well as detailed provisions for representation within the organs of the IEM.

Art 8:

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The Executive Committee shall propose to the FC the amount of the membership fees:

- a) of the members:
  - for national Councils on the basis of the population and standard purchasing power of the country concerned;
  - for organizations, on the basis of the number of their members as well as other criteria to be established by the EC.
  
- b) of the associate members

Art 9 :

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In the event of resignation or exclusion, members shall not be entitled to any reimbursement of their membership fees.

Art 10 :

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Half of the annual membership fees owed to the IEM must be paid by June 1 and the other half by December 1 for each financial year.

The Treasurer shall, before April 1<sup>st</sup> each year, notify members and associate members of the amount of subscription they are to pay for the current year, and also of any sums due to the IEM which were still outstanding as on December 31<sup>st</sup> of the previous year.

Art 11 :

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In the event of a member experiencing insurmountable difficulties in meeting its financial obligations by the prescribed dates, it has to write to the Executive Committee before June 1<sup>st</sup> setting out its reasons and proposing either

- an alternative date, together with a plan for clearing its debts, or
- a temporary arrangement by which, for an agreed period and for a fixed subscription whose amount must be stated, it will transfer to a membership status with entitlement to one vote only.

The Executive Committee will decide on one or the other of these propositions on the basis of a report presented by the Treasurer and the Secretary-General.

If the Executive Committee finds that the obligations accepted under the previous paragraph are not respected, it shall suspend the defaulting member's right to vote in the Federal Council.

The Executive Committee shall inform the defaulting member of this suspension.

It shall take this situation into account when Community subsidies are distributed via the IEM.

The statutory rights of suspended members will be restored by the Federal Committee once they have paid their subscription and at least a proportion of their arrears in accordance with the terms laid down by the Executive Committee.

## **THE FEDERAL COUNCIL**

Art 12 :

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The number of delegates representing each national council or international organisation at the Federal Council shall be as listed in the annex.

In respect of national councils joining in the future, the Federal Council shall agree their number of delegates at the time when their application is accepted. For the national councils, the Federal Council shall take as a base the number of members representing their country in the parliamentary Assembly of the Council of Europe, divided by two and rounding up the resulting figure in the case of odd numbers.

Art 13 :

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FC meetings shall be open to the public, save a decision to the contrary adopted by a majority of the votes cast by the FC.

Art 14 :

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On a proposal from the Steering Committee, in the event that the President, Secretary General or Treasurer should resign, the FC may replace him or her ad interim until the end of his or her term of office.

## **THE STEERING COMMITTEE**

Art 15 :

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In addition to the powers granted under Article 26 of the articles of association, the Steering Committee shall

- prepare the statement about the political priorities of the Movement in the middle term, which will be adopted by the FC;
- liaise with the Permanent Forum of European Civil Society;
- supervise the activities of the working committees set up on the initiative of the FC or on its own initiative.

## **THE EXECUTIVE COMMITTEE**

Art 16 :

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The Executive Committee shall be convened by the President on its own initiative or at the request of one third of its members or at the request of the Secretary General.

## **THE PRESIDENT**

Art 17 :

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In addition to the powers granted under the statutes, the President shall represent the IEM with all external institutions and act as a spokesperson for its international organs. The President may delegate his or her powers to the Vice-Presidents or to the Secretary General and take on responsibility for policy decisions in cooperation with them if European current events so require.

## **THE SECRETARY GENERAL**

Pursuant to Articles 19 and 20 of the articles of association.

Art 18 :

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In addition to the powers granted under the articles of association, the Secretary General shall be in charge of coordinating the activities of the IEM and of implementing the policy decisions adopted by its organs, in agreement with the President. He or she

- shall manage the International Secretariat and appoint its staff. The International Secretariat shall provide secretarial services for the international organs of the IEM and implement their decisions;
- shall prepare a draft budget in cooperation with the Treasurer and on the basis of the policy decisions taken by competent bodies, namely the Federal Council and the Executive Committee;
- shall submit the budget to competent bodies;
- shall be responsible for enforcing the budget in accordance with the decisions taken by the Federal Council and by the Executive Committee;
- may carry out (two signatures required) any expenses accounted for in the budget;
  - may carry out with the Treasurer or a member of the EC, who is designed (both signatures required), any expenses accounted for in the budget of over 1,000 euros;
  - may carry out with the Treasurer, a member of the EC or the Director of the International Secretariat (both signatures required), any expenses accounted for in the budget up to an amount of 1,000 euros. He may also delegate these expenses to them (two signatures required);
- shall draw up applications for subsidies to public institutions in cooperation with the Treasurer;
- shall convene the Conference of Secretaries General and chair its meetings on behalf of the President.

The Secretary General may either be non-remunerated or remunerated

## **THE TREASURER**

Art 19 :

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In addition to the powers granted under the articles of association, the Treasurer shall be in charge of the management of funds. In agreement with the Executive Committee, he or she may establish one or several financial regulations. These regulations shall be notified to IEM members, which must comply with them.

The Treasurer

- shall advise the Secretary General about the establishment of the budget;
- shall lead fund-raising campaigns aimed at private donors;
- shall ensure that the financial management of the Secretary General is in accordance with the budget;
- may submit proposals for extraordinary expenses to competent bodies, on a request from the Secretary General and in the interest of the actions of the IEM.

## **THE CONFERENCE OF SECRETARIES GENERAL**

Art 20 :

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A Conference of Secretaries General may be convened by the Secretary General, who shall draw up the agenda for the meeting. The notice calling the meeting shall be sent at least one month in advance, together with the agenda.

The objective of the Conference of Secretaries General is to provide better mutual information about the actions undertaken in the field by IEM members and take down their recommendations. These recommendations shall be notified to Executive Committee and Steering Committee members, who shall take them into account for the continuation of the work programme.

The Conference of Secretaries General shall be composed of:

- the Secretary General;
- the Secretaries General of member organizations and councils or their duly appointed delegates;
- the presidents-in-office of working committees.

The President and the Treasurer may attend as of right. Executive Committee and Steering Committee members as well as delegates from associate members may also be invited in relation to their competence in certain items on the agenda.

## **THE WORKING COMMITTEES**

Art 21 :

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1. The Federal Council and the Steering Committee may decide to set up a working committee according to needs.
2. The Steering Committee shall define the terms of competence of the working committee and determine the period during which work shall be conducted, with the possibility of extending it if need be. The Executive Committee shall set the budget needed for the committee, while taking into consideration the essential support of the secretariat and the availability of the latter.

3. The Steering Committee shall ask the FC delegates interested in being part of a working committee to come forward and suggest names of experts on the topic dealt with. It shall see to the launch of the committee.
4. The working committee shall plan its work and carry it out as its members see fit, within the framework of the terms of reference set by the Steering Committee.
5. The working committee shall keep the Executive Committee and the Steering Committee informed about the progress of work. The documents produced by a working committee cannot be submitted as IEM documents before being approved by the Steering Committee, which will decide whether it is appropriate to submit a policy resolution to the FC on the basis of the work performed by the working committee.
6. When approving the accounts and budget, the FC shall be entitled to put an end to the financing of a working committee.
7. The IEM has a standing Women's Committee. The task of this committee is to ensure that women take part in all the activities of the IEM, while preventing its very existence from exhausting the issue of the place of women in the IEM.

## **PROCEDURE FOR ELECTIONS**

### **President, Secretary general, Treasurer**

Art 22 :

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1. Those running for office as President, Secretary General or Treasurer must put themselves forward as candidates at least one month before a Federal Council meeting.
2. The FC shall start the electoral procedure by the office of President, followed by the office of Secretary General. In both cases, the candidate with more than 50 % of the validly cast votes shall be elected in the first round. If none of the candidates has the majority of the validly cast votes after the first round, there will be a second round between the two candidates who have the highest number of votes. The candidate with the highest number of votes is elected (with abstentions and spoiled ballot papers not taken into account and blank votes regarded as validly cast).

### **The Steering Committee**

Art 23 :

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1. Those running for election at the Steering Committee must be presented by at least three members of the IEM, member organization or council, but not necessarily by the organization or council which the candidate is a member of.
2. The number of candidates supported by an organization or a council shall not be limited.

3. When convening an electoral Federal Council an appeal shall be addressed to all members urging them to be aware, when voting, of the importance for the International European Movement to maintain a balanced composition with regard to nationality, gender, political orientation and representation of the civil society. National councils and member organisations are requested to remind their delegates of their duty to avoid possible damage to the European Movement in this respect.
4. The list of candidates shall be closed the day before the electoral meeting, at the time decided by the Secretary general. Only the candidates supported by at least three members shall be taken into consideration. The name of each candidate shall be accompanied by the indication of the IEM members that support this candidate and by a curriculum vitae of half a page in length at the most, drawn up in French or in English.
5. Elections to the Steering Committee shall take place in two rounds. Those candidates who have not been elected in the first round shall automatically run in the second round. They may stand down. There must not be any new candidates in the second round in relation to the first.
6. The Federal Council shall elect 28 members at the most.
7. In the first round, each voter must vote for 15 candidates. The ballot papers with a higher or lower number of votes than 15 shall be considered as null and void.
8. In the second round, the FC shall elect 13 candidates in the order corresponding to the number of votes they polled.

### **The Executive Committee**

#### Art 24:

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1. Those running for election to the Executive Committee must be presented by at least three IEM members, member organization or council, but not necessarily by the organization or council which the candidate is a member of.
2. The number of candidates supported by an organization or a council shall not be limited.
3. The list of candidates shall be closed after the first round of voting for the Steering Committee. The name of each candidate shall be accompanied by the indication of the IEM members that support this candidate and by a curriculum vitae of half a page in length at the most, drawn up in French or in English.
4. Each voter must vote for 8 candidates. The ballot papers with a higher or lower number of votes than 8 shall be considered as null and void.
5. Elections to the Executive Committee shall take place in two rounds, just as for the Steering Committee.

Bilbao, 8 June 2002

## ANNEX TO THE INTERNAL RULES

<b>National Councils</b>	Number of delegates	Number of votes
Austria	4	4
Belgium	4	4
Croatia	3	3
Cyprus	2	2
Czech Republic	4	4
Denmark	4	4
Estonia	2	2
Finland	4	4
France	9	9
FYR of Macedonia	2	2
Germany	9	9
Greece	4	4
Hungary	4	4
Iceland	2	2
Ireland	4	4
Italy	9	9
Latvia	2	2
Lithuania	2	2
Luxembourg	2	2
Malta	2	2
Norway	4	4
Romania	5	5
Serbia and Montenegro	4	4
Spain	9	9
Switzerland	4	4
The Netherlands	4	4
Turkey	6	6
United Kingdom	9	9
<b>TOTAL</b>	<b>123</b>	<b>123</b>
<b>Member organisations</b>	Number of delegates	Number of votes
AEDE - European Association of Teachers	4	4
AEGEE - Association des Etats Généraux des Etudiants de l'Europe	2	2
AFEM - Association of Women of Southern Europe	4	4
CEMR - Council of European Municipalities and Regions	9	9
CESI - European Confederation of Independent Trade Unions	2	2
CPMR - Conference of Peripheral Maritime Regions	4	4
ELDR - European Liberal, Democrat and Reform Party	7	7
ELEC - European League of Economic Cooperation	4	4
EPP - European People's Party	7	7
European Trade Union Confederation	9	9
ICES - International Center for European Studies	4	4
International Association of Former Officials of the European Communities	2	2
JEF – Young European Federalists	4	4
Party of European Socialists	7	7
UEAPME - European Association of Craft, Small and Medium-Sized Enterprises	4	4
UEF - Union des Fédéralistes Européens	9	9
US - Union Syndicale Fédérale des Services Publics	2	2
<b>TOTAL</b>	<b>84</b>	<b>84</b>
<b>TOTAL National Councils + Member Organisations</b>	<b>208</b>	<b>208</b>
<b>Associated Organisations</b>	Number of delegates	Number of consultative votes
ADEK International - Association of Former Trainees of the European Union	1	1
ECC (European Centre for Culture)	1	1
Europe and Freedom	1	1
European Confederation of Veterans	1	1
Europeans in the World	1	1
Permanent Forum of the Civil Society	1	1
Poland	1	1
Portugal	1	1
Preparatory Committee of the European Movement in Armenia	1	1
Preparatory Committee of the European Movement in Belarus	1	1
Preparatory Committee of the European Movement in Bosnia	1	1
Preparatory Committee of the European Movement in Bulgaria	1	1
Preparatory Committee of the European Movement in Georgia	1	1
Preparatory Committee of the European Movement in Moldova	1	1
Preparatory Committee of the European Movement in Ukraine	1	1
Sweden	1	1
<b>TOTAL</b>	<b>16</b>	<b>16</b>

**June 2007**