



EUROCITIES

INTERNAL RULES

Adopted by Eurocities Annual General Meeting in Lyon on 22 November 2005

1 CONDITIONS FOR MEMBERSHIP AND PARTNERSHIP

1.1. Full and associate members and partners

1.1.1. The conditions for full membership, associate membership and partnership are outlined in the statutes.

1.1.2. The written application must be submitted using the standard application form and accompanied by a letter signed by a city leader, along with any additional documentation demonstrating the city's or metropolitan area's size, its national and international role, and a signed "Values that Unite Us" declaration.

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

1.1.4. The number of partners should not exceed 60% of the total number of full and associate members.

2 ANNUAL GENERAL ASSEMBLY

2.1. Participation at the Annual General Assembly

The Annual General Assembly is made up of all the members of the association and is presided over by the President of the association. Partner cities have the right to participate in the meeting, but do not have voting rights.

2.2. Rules

The rules governing the Annual General Assembly 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 provide the political and organisational steer for Eurocities. Its members guide and decide on political priorities and engage in advocacy work with the EU institutions as well as other relevant stakeholders at European and possibly national level.

3.2.2. The Executive Committee will discuss and agree on the Strategic Framework in which Eurocities functions/operates before submitting it for approval by the members at the Annual General Assembly.

3.2.3. The Executive Committee will discuss and agree on the Eurocities draft Work Programme, prepared by the Eurocities Office, provisionally approve the budget and accounts, and submit them for approval by members at the Annual General Assembly.

3.2.4. The Executive Committee will oversee the implementation of the Eurocities draft Work Programme, in line with the voted budget, and monitor the activities of the forums, the working groups and the Eurocities Office.

3.2.5. The Executive Committee will approve all Eurocities policy papers and statements. This procedure is done by email, with a deadline of two weeks unless there are exceptional circumstances. A simple majority is required for approval.

3.2.6. The Executive Committee will organise at least two in person meetings per year. Each of these meetings will be prepared by the officers' level. From these, at least one must be a joint meeting between the Executive Committee and the forum chairs to strengthen the natural collaboration among them. Other meetings can be organised as necessary.

3.2.7. A member of the Executive Committee may act as proxy for one other member at a time in their absence; proof of proxy must be provided by email to the Eurocities office and/or the President. Officers may vote on behalf of a member in the absence of the leader or their designated substitute.

3.2.8. The Executive Committee will agree the location of the Annual General Meeting and duly inform the members of the General Assembly.

3.2.9. The Executive Committee will approve the visual identity, branding and logo of Eurocities.

3.2.10. The President will resolve all matters outside the competence of Eurocities General Assembly, as indicated in the Statutes.

3.2.11. The Internal Rules will be prepared by the Eurocities Office in consultation with the Executive Committee, approved by the Executive Committee, and submitted to the Annual General Assembly for acknowledgment.

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 chair and report to the Annual General Assembly on the impact of Eurocities' work.

3.4.3 The President will oversee the preparation of the agendas of the Executive Committee meetings.

3.4.4. 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.

3.4.5 The President will be responsible for signing the minutes of the Executive Committee meetings and the Annual General Assembly

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 before the end of the term.

3.5.3. The Vice President will assume other responsibilities as agreed with the President and outlined under 3.4.

3.5.4 The Vice President will chair the Cooperation Platform

3.6. Role and responsibilities of the Treasurer

3.6.1. The Treasurer will examine the draft budget and its updates, and present Eurocities' interim and annual accounts to the Executive Committee.

3.6.2. On behalf of the Executive Committee, the Treasurer will submit the draft budget for approval and may present the annual accounts to the General Assembly.

3.7. Role and responsibilities of the Secretary

3.7.1. The Secretary will be 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.

3.7.3. The Secretary will be responsible for co-signing the minutes of the Annual General Assembly with the President.

4 FORUMS

4.1. Activities

Eurocities is active within the scope of its strategic framework. Many of its activities are developed through thematic forums and through the association's working groups.

4.2. Conditions of forums/working group membership

4.2.1. Membership of forums/working groups is open to all city members and partner cities of Eurocities.

4.2.2. Members and partner cities can be represented by city-owned companies/agencies/entities upon written request by the contact officer.

4.3. Forum chair and vice chair elections

4.3.1. Voting in all elections within forums will take place by secret ballot on the basis of a simple majority of votes cast. At least 25% of all members and partner cities that are eligible to vote have to participate in the election for the result to be valid. In the event of a tie there will be a re-ballot.

4.3.2 A city may not apply for the position of chair or vice-chair in more than one forum at the same time.

4.3.3 In the event that the only standing candidate is not elected, a new call for candidates will be launched electronically. The vote will be held following the submission of applications among all eligible members and partner cities.

4.3.4 If there are insufficient nominations, the unfilled posts for the forum chair or vice chair will remain vacant, unless additional candidates come forward.

4.4. Forum chair and vice chair

4.4.1. The chair and vice chair will be elected every two years, ahead of the Eurocities Annual General Assembly, by the members and partners of the forum. Both positions must be represented at both an officer and a politician. In each tandem, at least one city must be from an EU Member State, which will ensure the forum's representation towards EU institutions.

4.4.2. The chair and vice chair must respect the decisions of the steering committee and are responsible for the following:

- Leading the preparation of the forum priorities
- Contributing to the implementation of the Eurocities Work Programme through the activities carried out by the forum and its working groups
- Preparing forum meetings programme in cooperation with the Eurocities office and the host city
- Participating in joint Executive Committee and forums chairs meetings and the General Assembly
- Reporting to the Executive Committee and the General Assembly during their respective meetings on the outputs of the forum and working groups

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 alongside forum meetings, possibly prior and at the end of the forum meeting, and whenever it is considered necessary, on request of the forum chair. Minutes are taken and sent to all forum members following the meeting.

4.5.3. The steering committee members will support the work of the chair and vice-chair.

4.5.4. The Steering Committee, in collaboration with the Eurocities office, may set up or close down working groups, task forces and other groups as part of the implementation of the annual Work Programme.

4.5.5 The steering committee is responsible for selecting the host city for forum meetings

5 EUROCITIES COOPERATION PLATFORM

5.1 Composition of the Cooperation Platform

The Eurocities Cooperation Platform is composed of the principal Eurocities contact officers in all member and partner cities.

5.2. Objectives

The main objectives of this platform are:

- Facilitate networking among Eurocities contact officers
- Provide members with opportunities to obtain and exchange information on Eurocities 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 Eurocities Cooperation Platform is chaired by the Eurocities Vice President.

5.4. Organisation of the Cooperation Platform

5.4.1. The Eurocities Cooperation Platform meets once a year.

5.4.2. The programme is developed by the Eurocities office, in discussion with the host city and the Vice President.

5.5. Host selection process

All members and partners may apply to host the Cooperation platform. The host city is selected through a recommendation by a task force composed of the Vice President, the most recent Cooperation Platform host city, and the Eurocities office. The final decision is taken by the ExCom.

6 EUROCITIES OFFICE

6.1. Role and responsibilities of the Secretary General and the Eurocities Office

6.1.1. The responsibilities of the Secretary General are outlined in the Statutes.

6.1.2. The Secretary General and the Eurocities Office will be responsible for the day-to-day running of the association, and for establishing and maintaining contact with the European institutions and other stakeholders.

6.1.3. The Secretary General and the Eurocities Office will be accountable to the Executive Committee and through it to the General Assembly.

6.1.4. The Secretary General and the Eurocities Office will be accountable to the Executive Committee through its Treasurer for all budgetary matters.

6.1.5. The Secretary General and the Eurocities Office will be responsible both for internal and external communication of the association.

6.1.6. The Secretary General and the Eurocities Office will be responsible for reporting to the Executive Committee on the activities of the forums and working groups, in cooperation with the forum chairs.

7 WORKING WITH EXTERNAL STAKEHOLDERS

7.1 Engagement with External Stakeholders

Eurocities is open and can seek to involve external stakeholders in its activities, through the relevant cooperation scheme, when this is deemed beneficial for tackling cities' shared challenges, for improving the knowledge and evidence-base about urban matters, for the quality of the collaboration between cities and to build strong alliances to influence EU policy decision.

7.2 Conflict of Interest and Cooperation Assessment

To avoid conflicts of interest between Eurocities and external stakeholders - including business and collaboration partners, funding and financing institutions, and donors - the relevant team and the Eurocities office must assess whether any joint activity could potentially compromise Eurocities' integrity or political positions. If such a risk is identified, the matter will be referred to the Executive Committee for review. The Executive Committee may assess the cooperation to ensure it aligns with Eurocities' values and mission and will make a final decision if there is a strategic impact on the network.

8 PAYMENT OF THE FEES

8.1. Amount of the fees

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

8.2 Deadline for payment of membership fees

8.2.1. All payments must be made in the first six months of the year.

8.2.2. Members who have not paid the previous year's fee by the Annual General Assembly will forgo their voting rights at that meeting, along with new members being validated at the Assembly that year.

8.2.3. The city hosting the annual conference and Annual General Assembly is exempt from paying membership fees for the year of the conference.

8.3. Cancellation of membership

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

8.4 Members/ partners accepted late in the year

Members and 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 and partners - Fees and benefits

Membership category	Membership fee 2024	Membership fee 2025	Membership fee as of 2026	Benefits
Executive Committee	22,960€	23,760€	24,590€	Full rights (but only one seat on the Executive Committee is open to full and associate members not based in an EU member state)
Full members (EU and EEA) and associate members (non CEEC)	16,870€	17,460€	18,070€	Full rights (but only one seat on the Executive Committee is open to full and associate members not based in an EU member state)
Associate members (CEEC)	4,540€	4,700€	4,860€	Full rights (but only one seat on the Executive Committee is open to full and associate members not based in an EU member state)
Partners, per forum	4,710€	4,870€	5,040€	- Be welcome to participate in all the activities of forums and working groups: ➤ 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 forum 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

Executive Committee membership fees

If a city is an Executive Committee member at the time when the invoice is sent, but it is not re-elected in June, the Eurocities Brussels office will credit back the fee difference or deduct the corresponding fee difference in the next membership invoice.

If a city is elected in the Executive Committee in June for its first mandate, the Eurocities office will issue a supplementary invoice for the additional fee amount due.