

*european network
of training organisations
for local and regional authorities*



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ENTO RULES OF PROCEDURE

Adopted by the General Assembly on 10 November 2009 in Strasbourg.

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MEMBERSHIP

Ordinary members

Not for profit organisations whose main purpose is the training and development of elected representatives and appointed officials in local and regional government are eligible to become ordinary members of ENTO.

Associate members

Other organisations, such as consultancies, working with local and regional government may apply for associate membership.

Ex-officio members

Ex-officio members of ENTO are the Secretary General of the Council of Europe, or his representative, and representatives of European institutions of particular importance in ENTO's field of operation. Ex-officio members may attend the General Assembly (GA) and Bureau meetings as observers. The list of ex-officio members of ENTO must be approved by the GA. There is no fee for ex-officio members.

Honorary members

Honorary membership may be awarded to individuals who have served ENTO with distinction. Honorary members will be accepted by a $\frac{3}{4}$ majority by the GA. There is no fee for honorary members. Honorary membership is awarded to individuals, not institutions.

Only ordinary members with up to date fees have voting rights in ENTO. Associate members, ex-officio members and honorary members have observer and/or advisory status.

Applications for membership

Applications for membership must be made on the ENTO Membership Application Form that will be available on the website or from the secretariat. The Application Form includes permission to circulate the form among ENTO members and to publish it on the ENTO website.

The application process is the following:

1. The applicant completes the Application Form and sends it to the secretariat;
2. The secretariat will publish the Application Form on the ENTO website and request comments from members;
3. Members shall have 15 days from the date of publication on the website in which to object to the applicant becoming a member of ENTO. In the case where no objection is raised, the ENTO Bureau will make the final decision regarding membership and shall inform the applicant of its decision;
4. Should objections to the applicant becoming a member of ENTO be raised by one or more members or by the Bureau, the final decision regarding membership will be made by the GA. The GA shall inform the applicant of its decision.

Fees of ordinary and associate members¹

The level of fees is decided by the GA. For 2009, the fees are as follows:

Ordinary members from Western countries:	750 Euros
Ordinary members from Eastern countries:	375 Euros
Associate members from Western countries:	375 Euros
Associate members from Eastern countries:	187.50 Euros

The annual fee for ordinary and associate members should be paid before the end of February each year. The Treasurer will send an invoice to every member before the end of December of the previous year.

Before the end of April the Treasurer will contact every member to either acknowledge receipt of the payment or to inform those members who have not paid that their fees are overdue.

Members who have not paid the fees in time may still do so until the end of May each year. Until the Treasurer has acknowledged receipt of the payment, the rights of the non-paying member will be suspended. Any member not paying the annual fee before the end of May each year will be deemed to have resigned from ENTO and all rights will be suspended for the year. If the annual fee is not received by 31 December, the member will be expelled automatically.

Payment by new members

The duty to pay the annual fee starts the month after the acceptance of a new member by the Bureau or the GA. The Treasurer will send an invoice to the new member immediately after the meeting of the Bureau where the member was accepted. The new member will become an active member at the beginning of the first month after the fee payment is received by the Treasurer.

The fee payable by a new member will be proportional to the number of months left until the end of the year. For example: a member accepted in August will pay the fee from September to December that year (4 months). For a western ordinary member that would mean paying $750/3 = 250$ Euros that year.

Exclusion of members

According to the ENTO statute, membership can be renounced by written resignation from the member at any time. No refund of fees paid will be possible in this case.

Also, according to the statute, "in cases of serious breach of the aims or other requirements laid down in the statutes or in cases of failure to pay the membership fee, the Bureau may decide to remove a member from the association".

In the event of a breach of the aims or other requirements, the Bureau will write to the member informing them of the intention to request the GA to expel them from ENTO at its next meeting. The Bureau will make the case for expulsion to the GA and the GA will make the final decision.

¹ The system of membership fees should be discussed and reviewed for future years, notably in relation to the classification of countries as 'Eastern' or 'Western'.

The member may, in such a situation, present their own case against expulsion to the GA.

Expelled members can reapply for membership at any time and follow the normal application process defined in the statutes.

Standing for office

Members must have been active members for a minimum of a year before they can stand for election to the Bureau.

OPERATION OF ENTO

The managing body of ENTO is the Bureau. The GA establishes policy and provides the guidelines for the operation of the network while Bureau is the executive body.

General Assembly (GA)

1. A GA will be held at least once per year.
2. Members will be notified of the GA not later than 30 days before the date of the meeting and will receive details of the date, place and agenda for the meeting.
3. All the materials to be dealt in a GA will be translated into the official ENTO languages and should be distributed among members not later than 15 days before the date of the GA.
4. During the GA ordinary members will be entitled to speak. Associate members, ex-officio members, observers or invited persons will be entitled to speak if invited to do so by the president.
5. The GA may only take decisions if at least half of the ordinary members are present or represented.
6. The decisions of the GA are taken only through voting by members eligible to vote; simple majority voting will be used except in the cases where the Statute stipulates otherwise.
7. An extraordinary session of General Assembly (EGA) may be called according to the procedure described in the ENTO Statutes, Article 11. If a member requests an EGA, the Secretariat of ENTO will, within five working days of receiving the request, write a letter (or email) to all members to establish whether they support the request, or not. If the request is supported by 1/3 of the ordinary members within 3 weeks of the date of this letter (or email), an EGA will be held within 3 months, according to the Statute. The decision making process of the EGA, and eligibility to vote, will be the same as for the GA.

The Bureau

1. The Bureau, according to the Statutes, will be made up of a minimum of 5 and a maximum of 9 ordinary members elected by the GA. The precise number of Bureau members and the number and type of specific offices (e.g. Vice-Presidents) for a given election term will be decided by the GA.
2. The Bureau will normally meet (in person) at least 3 times a year, including a meeting in conjunction with the GA. Other Bureau meetings may be held using tele-conferencing or other ICT. At least one Bureau meeting per year will be held in Strasbourg.
3. Meetings of the Bureau are called by the President. Bureau members will be notified of a meeting not later than 15 days before the meeting and will receive details of the date, place and agenda for the meeting as well as copies of all the documents required for the meeting.
4. The calendar of Bureau meetings will be put on the ENTO website to make it available to all members.

5. As the executive body of ENTO, the Bureau will make decisions on all operational matters. Where required, for example in relation to amendments to the statutes or Rules of Procedure or where the Bureau feels it is appropriate, for example in relation to a major change to the work plan, the Bureau will make proposals to the GA that will then take the decision.
6. The Bureau will have the authority to co-opt members for particular purposes² and to call in experts where they are required to assist the work of ENTO.
7. The Bureau may make decisions if at least a majority of Bureau members is present. The decisions of the Bureau will be taken, where necessary, by simple majority voting by the members present; no proxy votes will be allowed. If one or more members of the Bureau resign, the Bureau will continue to function as long as the number of its members is not less than 5.
8. If a member of the Bureau resigns from the ENTO member-organisation he/she represents, he/she must inform the Bureau. The Bureau will contact the member-organisation in order to obtain confirmation of whether the Bureau member continues to represent the organisation or not and for how long.
9. The Bureau can set up temporary working groups and establish terms of reference for these. Working groups may consist of ENTO members as well as other persons outside the network where this is required.
10. The Bureau may also take decisions, such as the approval of applications for membership, through the use of ICT. These decisions may only be made unanimously; otherwise the decision will be deferred to the next Bureau meeting in person.
11. Bureau minutes will be prepared by the Secretariat in consultation with the President or by a Bureau member to whom the task is delegated by the President. The minutes will be adopted by the Bureau with a simple majority of votes, if voting is required.
12. When the minutes of the Bureau have been adopted they will be published on the ENTO website
13. Representatives of other organisations, networks etc. may be invited by the Bureau to attend ENTO activities where this is appropriate. Representatives of other organisations, networks etc. wishing to attend ENTO activities should write to the President of ENTO and a decision on the request will be made by the Bureau.
14. Ordinary members of ENTO may attend Bureau meetings as observers at their own expense.
15. Bureau meetings attended by observers may, if required, have both a public and private element to the meeting.
16. Documents developed by the Bureau may be adopted by ICT. Such documents will be circulated to Bureau members by the Secretariat. Unless objections are raised within 15 days the document will be considered as having been adopted.

² Since a co-opted member could be called upon to carry out legal acts vis-à-vis third parties on behalf of the Bureau, an entry to this effect should be made in the register of associations. This is because of the provisions of Article 67 of the Local Civil Code (on the registration of any change in management) and Article 68 (relating to the binding nature of such a change on third parties).

Working languages

The working languages of ENTO are English and French. The GA will be held in English and French as a minimum, other supplementary translation/interpretation will be provided where necessary, subject to the availability of funding.

ENTO Bureau meetings will be held in English and/or French depending on the composition and language skills of the Bureau members. Translation and interpretation will be provided when necessary.

All official ENTO documents will be produced in both English and French for meetings and on the website.

Translation of documents into languages other than the official languages will be the responsibility of ENTO member organisations. The translation of ENTO website materials into non-official languages is also a voluntary contribution from the member organisations.

ENTO Documents

The official documents of ENTO will include the Statutes, the Rules of Procedure, the GA reports, Bureau minutes, letters of the President and other decisions, reports and documents adopted by the GA or Bureau.

The official documents of ENTO must carry the ENTO Logo and, by agreement with Council of Europe, will also have the Council of Europe logo.

All the official documents of ENTO will be made public after approval by the GA or the Bureau.

Staff

ENTO currently has secretariat support provided by the Council of Europe.

ENTO may employ staff of its own, such as a Secretary General as described in article 16 of the statute, subject to a decision by the GA made by simple majority voting.

The ENTO Bureau may decide to employ staff to undertake particular activities and a decision to do so will be made Bureau through a simple majority of votes.

The candidates for any posts will go through a normal recruitment and selection procedure.

ELECTION PROCEDURE

1. Elections to the Bureau will take place every two years. Exceptions to this would be as a result of decision of the General Assembly (GA).
2. All elections will be by secret ballot.
3. A minimum of five and a maximum of nine members will be elected to the Bureau
4. The bureau will consist of a President, one or more Vice-Presidents, a Treasurer and other members in accordance with item 1 of the rules of procedure relating to "The Bureau".
5. The president and Bureau members may only serve a maximum of two full consecutive terms.
6. Should the President, for whatever reason other than temporary or permanent incapacity, have to leave office during his/her term of office, the Bureau will appoint a new interim President from among the Vice-Presidents who will serve the remainder of the term as President. In the event of the temporary or permanent incapacity of the President, the Bureau will appoint an interim President from among the Vice-Presidents who will serve until the next GA at which a new President will be elected according to the rules of procedure.
7. All 'ordinary' members who have paid their fees as set out above will be eligible to stand for election and vote in an election.
8. The Bureau will appoint an independent Returning Officer who will not be an ordinary, voting member of ENTO (for example: a Congress representative, an honorary member) The Returning Officer will oversee the conduct of the election, including the counting of votes, by the ENTO secretariat and he/she will announce the results.
9. The ENTO secretariat will make available candidacy declaration forms and summary CV pro forma to all members wishing to stand as candidates in an election
10. Members must declare their candidacy for an office/offices to the ENTO Secretariat a minimum of 20 days before the date of the General Assembly by completing:
 - a declaration form
 - a CV pro forma
11. Declarations (in a fully direct election) may be made for more than one office, i.e. President and bureau member.
12. The ENTO Secretariat, overseen by the Returning Officer, will prepare the final candidate list and this will be sent out with the agenda for the General Assembly
13. The ENTO Secretariat will prepare ballot papers and these will be issued to voting members at the start of the election process/es. One ballot paper will be issued for the election of the President and one for the election of all the other bureau members.
14. Only one proxy vote can be held by each member and used in decisions and elections.

Electoral Process

There will be a direct election of the President and an indirect election to the other Bureau offices of Vice-Presidents and Treasurer.

This process will involve:

Vote 1 - a direct election of the President;

Vote 2 - the election of Bureau members who, with the President, will then choose the Vice-Presidents and Treasurer from among their number in accordance with item 1 of the rules of procedure relating to "The Bureau".

Procedure for the election of the President

1. The candidate who has obtained an absolute majority (50 per cent of votes cast plus one) will be declared elected. If no candidate has obtained an absolute majority there will be a second round.
2. The two candidates with the most votes in the first round will be eligible for the second round.
3. If more than two candidates receive the same highest number of votes in the first round, all of them will be eligible for the second round. Should the situation arise where all candidates receive the same number of votes in the first round, the first round voting procedure will be repeated. In the case where all candidates again receive the same number of votes after this second round, the election procedure will stop and the newly elected Bureau will nominate one of its members as Acting President until the next General Assembly.
4. If two or more candidates receive the same second-highest number of votes in the first round, all of them, along with the person with the most votes in the first round, will be eligible for the second round. Should the situation arise where all candidates from the first round are eligible for the second round, the first round voting procedure will be repeated. In the case where again no candidate has received an absolute majority after this second round, the election procedure will stop and the newly elected Bureau will nominate one of its members as Acting President until the next General Assembly.
5. The candidate who has obtained a simple majority (the most votes) in the second round will be declared elected.
6. If no candidate has obtained a simple majority in the second round, the two or more candidates with the highest number of votes will be eligible for a third round. Should the situation arise where all candidates from the second round receive the same number of votes, the second round voting procedure will be repeated. In the case where again no candidate has received a simple majority after this round, the election procedure will stop and the newly elected Bureau will nominate one of its members as Acting President until the next General Assembly.
7. If no candidate has obtained a simple majority in the third round, the voting will start again from the beginning of the election procedure.
8. If after a repetition of the election procedure no candidate has been declared elected, the election procedure will stop and the newly elected Bureau will nominate one of its members as Acting President until the next General Assembly.