

Internal regulations of the ELDR Party, aisbl

Modified in Sofia, Bulgaria on 14 May 2005, in Bucharest, Romania on 12 October 2006 and in Tallinn, Estonia on 11 April 2008. Article VII.12 was revised at the Council meeting on 30 October 2008 in Stockholm, Sweden.

INTERNAL REGULATIONS

The revised ELDR internal regulations were adopted following the ELDR Council in Sofia, Bulgaria on 14 May 2005. Article V.1 was revised at the Council meeting on 12 October 2006 in Bucharest, Romania. Article XI.3 was revised at the Council meeting on 11 April 2008 in Tallinn, Estonia, and on 30 October 2008 in Stockholm, Sweden.

The internal regulations regulate the functioning of the Association and its bodies in general and may not conflict with the Articles of Association.

I. NAME OF THE PARTY

1. The ELDR Party, aisbl, has an official name in all the official languages of those countries where it has a member party. These are published in annex I of these internal regulations.

II. CONGRESS

1. The Congress shall be held in Europe at least once a year

III. AGENDA AND TIMETABLE OF THE CONGRESS

1. The Bureau shall draw up the agenda and submit it to the Council for approval.

2. The Bureau shall act as a steering committee for the Congress.

3. If the subject of a draft resolution is not covered by the agenda, and the Bureau acting as a steering committee rejects its inclusion in the agenda, the Congress may decide by simple majority whether the motion will be admitted for discussion and decision.

4. Items, including draft resolutions, for the agenda may only be submitted to the secretariat of the ELDR Party, not less than two months prior to the Congress, by full member parties, one third of the Members of the European Parliament who are signed up to the ELDR Party or the Bureau of the ELDR Party.

5. The final agenda, together with draft resolutions and any other relevant items, including reports, will be sent to all delegates not less than six weeks prior to the Congress.

6. Amendments to draft resolutions may only be submitted to the secretariat not less than four weeks prior to the Congress, by full member parties, one third of the Members of the European Parliament or Committee of the Regions who are signed up to the ELDR Party or the Bureau of the ELDR Party.

7. Amendments must be in the possession of all delegates not less than three weeks prior to the Congress.

8. The Bureau may for organisational reasons, decide to alter the above schedule for the Congress up to six months prior to the Congress.
9. The Council, any full member party, twenty-five Congress delegates or one third of the Members of the European Parliament who are signed up to the ELDR Party, may propose urgency draft resolutions to be added to the agenda. These must relate to current or recent political events which could not have been dealt with in the draft resolutions two months prior to the Congress. The Congress shall decide whether to debate urgency draft resolutions.
10. The Bureau may propose a draft resolution as the result of debate in the Council. The topic of this draft resolution should be added to the agenda. The Congress will decide whether to debate this resolution.
11. Prior to European parliamentary elections an electoral manifesto must be discussed and adopted. Amendments may be submitted by any full member party, the Council, twenty-five Congress delegates or one third of the Members of the European Parliament who are signed up to the ELDR Party.
12. Any full member party or 25 Congress delegates may propose to set up a committee during the Congress.
13. The parliamentary Group of the ELDR Party shall report on its activities to the Congress

IV. PARTICIPATION AND REPRESENTATION AT THE CONGRESS

1. The following delegates shall be entitled to attend the meetings of the Congress with voting rights:

Delegates of full member parties whose number shall be allocated as follows:

- a) Six delegates from each Member State. In the case of a Member State where there is more than one full member party, these delegates shall be allocated to each full member party as far as possible in proportion to the number of votes cast for each such party at the last European elections (until the Congress following the first elections to the European Parliament to be held by the uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as modified by the Treaty on European Union the results of national elections will apply);
- b) For each full member party a number of delegates based on the following relationship to the number of votes cast for that party at the last European elections (until the Congress following the first elections to the European Parliament to be held by the uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as modified by the Treaty on European Union the results of national elections will apply), corrected according to the percentage turnout at the elections:

* one delegate for every 100,000 votes or a major part thereof up to three million votes;

* thereafter, one delegate for every 250,000 votes or a major part thereof between three and five million votes;

* and one delegate for every 500,000 votes or a major part thereof exceeding five million votes;

c) The members of the Council who are delegates of a full member party;

d) Members of the Bureau and Members of the European Parliament who are delegates of full member parties;

e) Ten delegates nominated by LYMEC (European Liberal Youth).

2. The following delegates will be entitled to attend the meetings of the Congress, without voting rights:

a) Two delegates from each affiliate member party;

b) One delegate from each observer party.

c) Members of the Bureau who are not included as voting members of their member party delegation;

d) The ELDR members of the Group of the ELDR Party in the European Parliament and the Committee of the Regions;

e) One delegate from each established parliamentary group in other European parliamentary assemblies, who must not belong to a political party affiliated to any group in the European Parliament other than the parliamentary Group of the ELDR Party;

f) One delegate from Liberal International, who must not belong to a party affiliated to any group in the European Parliament other than the parliamentary Group of the ELDR Party.

3. Individual members and other persons may be entitled to attend the meetings of the Congress, without voting rights, by prior written invitation of the Bureau.

4. A list of delegates and substitutes shall be sent by each member party to the secretariat at least six weeks prior to the Congress to allow verification of credentials.

5. Any verification of credentials will be carried out, if required, by the Bureau.

6. A member party's votes are not transferable.

V. ELECTIONS

1. Ballots shall be secret.

General rules for the voting system:

Delegates may complete a maximum of two ballot papers per election. Abstentions, blank ballot papers and invalid ballot papers will not be counted among the votes cast.

a) Election of the President and the Treasurer

The President and the Treasurer are elected separately, by a majority of more than 50% of the votes cast. If there are more than two candidates, and no one obtains more than 50% of the votes cast, a second round takes place between the two candidates who obtained the most votes.

b) Election of Vice Presidents

The Vice Presidents are elected on a single ballot paper. Delegates must mark as many choices as there are mandates to be filled. Failure to do so invalidates the ballot paper. Those candidates who obtain the highest number of votes are elected until all vacant mandates are filled.

If two or more candidates obtain the same number of votes for the last vacant mandate, an extra round will be arranged between those candidates to determine who will fill the mandate.

2. Candidates for election to the Bureau can be nominated up to the official opening of the Congress.

Candidates for election to the Bureau must be nominated by a full member party of the Association.

VI. CONDUCT OF SESSIONS OF THE CONGRESS

1. The sessions of the Congress shall be public unless the Congress decides otherwise.

2. The names of delegates who ask leave to speak shall be entered in the list of speakers in the order in which their requests are received.

3. Delegates wishing to speak shall indicate in writing the motion or amendment on which they wish to speak and whether they wish to speak for or against it. The President or Chairperson of that session shall call speakers alternately for and against, and seek to reflect as many points of view as possible.

4. Delegates may not speak for longer than the Chair decides, and may not speak more than once, except by leave of the Chair. The Chair shall announce the maximum speaking time before the beginning of the discussion session.

5. A delegate who asks leave to speak for a procedural motion shall have a prior right to do so, in particular:

a) to raise a point of order;

b) to move the closure of a debate;

- c) to move the adjournment of a debate.
6. An amendment shall only relate to the text it seeks to alter.
7. Votes will be cast by holding up voting cards. A written ballot may be taken by decision of the Congress. Decisions of the Congress are taken by simple majority unless required otherwise by the Articles of Association. For decisions of the Congress at least one third of the total number of delegates must be present and voting.
8. There shall be a written ballot for the appointment and dismissal of members of the Bureau or officers. The Congress shall appoint tellers for counting votes.
9. The President or session Chairperson shall announce the result, or, if of the opinion that the result is not clear, shall order a count. The President's or Chairperson's decision may be challenged and a written vote held if 30 delegates stand to request this.
10. Separate votes shall be taken on any section of any motion or amendment, if:
 - a) requested by the President or Chairperson of that session;
 - b) requested by the Bureau; or
 - c) requested by any delegate as a point of order and either accepted by the proposer of the motion or amendment as appropriate, or put to a vote and confirmed by decision of the Congress.
11. At the end of any debate on an amendment or motion, a vote will be taken.

VII. THE COUNCIL

- 1 The following persons will be entitled to attend the meetings of the Council, with voting rights:
 - a) Two delegates from each full member party.
 - b) One additional delegate for every 500.000 votes obtained by the party at the last European elections (until the Council following the first elections to the European Parliament to be held by the uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as modified by the Treaty on European Union the results of national elections will apply);
 - c) Members of the Bureau who are delegates of a full member party;
 - d) One delegate appointed by LYMEC (European Liberal Youth);
- 2 The following persons will be entitled to attend the meetings of the Council, without voting rights:
 - a) One delegate from each affiliate and observer member party;
 - b) Members of the Bureau who are not included as voting members of their member party delegation;

- c) One delegate from each established Liberal, Democrat and Reform group in European parliamentary assemblies, who must belong to an ELDR member party;
- d) One delegate from Liberal International, who must not belong to a party affiliated to any group in the European Parliament other than the parliamentary Group of the ELDR Party.

3. Individual members and other persons may be entitled to attend the meetings of the Council, without voting rights, by prior written invitation of the Bureau.

4. Member parties shall communicate the names of the delegates in writing to the secretariat at least four weeks before the meeting.

5. Should the President be absent or unable to carry out his/her duties he/she shall be replaced by one of the Vice-Presidents who shall have full powers.

6. The agenda for Council meetings shall be drawn up by the Bureau and circulated to member parties one month before each Council meeting.

7. The President may limit both the speaking time and the number of times a delegate may speak on any one topic.

8. The Council may set up committees as it thinks fit, and shall provide terms of reference and rules of procedure for those working and advisory groups and any other committees set up by Congress or Council.

9. Votes will be cast by holding up voting cards, but a written ballot may be taken by decision of the Council, or upon the proposal of the Bureau decisions may be taken by circular letter. Decisions of the Council are taken by simple majority, unless required otherwise by the Articles of Association. For decisions of the Council at least one third of the total number of delegates must be present and voting.

10. In case of any dispute on procedure, the ruling by the President or Chair of that session shall be final.

11. The Council may discuss urgency resolutions. Any full member party may propose urgency resolutions. These must relate to current or recent political events or to topical issues that have occurred since the last meeting of the Council.

Urgency resolutions can be submitted to the secretariat until the start of the Bureau meeting prior to the ELDR Council. Draft urgencies must contain no more than 150 words. The Bureau shall decide whether to debate urgency resolutions.

VIII. BUREAU

1. Candidates for membership of the Bureau must be nominated by a full member of the Association.

2. The Secretary-General of the Association shall serve as secretary of the Bureau.

The following persons shall be entitled to attend the meetings of the Bureau as observers, without voting rights:

- a) The Honorary President(s) of the Association;
- b) If the President of the parliamentary Group of the ELDR Party in the European Parliament is unable to attend the meeting, the Secretary-General of this Group may attend by invitation of the Bureau.
- c) If the President of the Group of the ELDR Party in the Committee of the Regions is unable to attend the meeting, the Secretary-General of this Group may attend by invitation of the Bureau.
- d) If the President of the Group of the ELDR Party in the Parliamentary Assembly of the Council of Europe is unable to attend the meeting,, the Secretary-General of this Group may attend by invitation of the Bureau.
- e) The President of LYMEC (European Liberal Youth).
- f) The President of Liberal International

3. Should the President be absent or unable to carry out his/her duties he/she shall be replaced by one of the Vice-Presidents and/or the Treasurer who shall have full powers.

4. The Bureau may propose to the Council and the Congress the setting up of working groups, advisory bodies and committees, and shall provide terms of reference and rules of procedure.

5. The Bureau may admit other third parties as observers without voting rights, by unanimous consent.

IX. SECRETARY GENERAL

1. The Secretary-General:

- a) shall assist the Association;
- b) must belong to a full member of the Association;
- c) shall head a secretariat, the composition and organisation of which will be proposed by the Secretary-General to the Bureau;
- d) shall be assisted in the exercise of his/her functions by the full, affiliate and observer members;
- e) shall be accountable to the Council;
- f) shall organise the meetings of the organs of the Association;
- g) shall maintain contacts among full, affiliate and observer members and the Association;

h) on behalf of the Bureau, shall report on the Associations' activities to the Congress.

X. TREASURER

1. The Treasurer, on behalf of the Bureau:

a) shall propose to the Council the annual budget and the financial contributions of the members;

b) shall account for the expenses of the secretariat and all other organs of the Association;

c) shall be responsible for the accounts of the electoral fund at the disposal of the Association;

d) may propose to the Bureau - which may agree - a variation in the financial obligations of any full, affiliate or observer party.

2. The Treasurer shall take a particular role with the Secretary General in administration and personnel management of the Association.

XI. MEMBERS

1. Individual membership

a) Individual members shall pay a membership fee. The membership fee is proposed by the Bureau and adopted by the Council;

b) They shall have access to frequent e-reports on events, initiatives and news of the ELDR;

c) They may attend the Annual Congress of the ELDR Party as observers (non-voting) by prior invitation of the Bureau;

d) The Bureau has the right to object (on reasonable grounds) to an application for individual membership, to annul individual membership of any individual, and to expel an individual member. An individual who has been refused membership of the Association by the Bureau, or has been expelled, can ask for his/her case to be put before a vote in the Council.

2. Member parties

Newly-founded full, affiliate or observer members which succeed to the rights of full, affiliate or observer members of the Association must reapply to be members of the Association.

3. Observer parties

Parties applying for ELDR membership may apply for observer status if their situation does not allow them to become a full member immediately.

Parties which do not pay their contributions for 2 years will - subject to approval by the ELDR Council - fall back to the status of observer; if after 3 years they still fail to pay, they will automatically be considered as having resigned from ELDR membership.

Observer members:

- pay a membership fee of 2.000€;
- do not have the right to vote;
- do not receive reimbursement of their travel expenses;
- can only be observers for a period of 3 years. At the end of that period, or earlier, they may decide to apply for affiliate or full membership.

4. Elected members

Elected members of full, affiliate or observer member parties sitting in any international or European assembly should belong to the Liberal, Democrat and Reform Group of that assembly.

XII. POLITICAL LEADERS

1. The Bureau shall convene the Political Leaders and Ministers Meeting at least twice a year to exchange views on items on the agenda of the European Council and the current European political situation.

2. The Political Leaders' Meeting shall include:

- a) The President and Vice-Presidents of the Bureau;
- b) The Political Leaders of member parties;
- c) The President of the Group of the ELDR Party in the European Parliament;
- d) The President of the Group of the ELDR Party in the Committee of the Regions;
- e) ELDR Prime Ministers, Ministers and Commissioners;
- f) The President of LYMEC.

3. The Bureau may invite leading personalities to take part in the meetings of the Political Leaders' Meeting e.g. leaders of affiliate or observer member parties or leaders of political parties which share the same liberal, democrat and reform values, members of the European Commission and Council who belong to a full member party, and the Presidents of the Liberal, Democrat and Reform Groups in other international fora.

ANNEX I: NAME OF THE PARTY

EN European Liberal, Democrat and Reform Party (ELDR)

FR	Parti européen des libéraux, démocrates et réformateurs (ELDR)
NL	Europese Liberale en Democratische Partij (ELDR)
DE	Europäische Liberale, Demokratische und Reformpartei (ELDR)
IT	Partito Europeo dei Liberali, Democratici e Riformatori (ELDR)
DA	Europæiske Liberal Demokratiske og Reform Parti (ELDR)
EL	Ευρωπαϊκό Κόμμα των Φιλελευθέρων, Δημοκρατών και Μεταρρυθμιστών
ES	Partido Europeo de los Liberales, Demócratas y Reformistas
FI	Euroopan liberaalidemokraattinen puolue (ELDR)
SV	Europeiska Liberala och Demokratiska Partiet (ELDR)
ET	Euroopa Liberaalide, Demokraatide ja Reformistide Partei
HU	Európai Liberális, Demokrata és Reformpárt (ELDR)
LT	Europos liberalų demokratų ir reformų partija (ELDR)
LV	Eiropas Liberāldemokrātiskā reformu partija (ELDR)
PL	Europejska Partia Liberalnych Demokratów (partia ELDR)
SL	Stranka Evropskih liberalcev, demokratov in reformistov (ELDR)
CT	EI Partit Liberal, Demòcrata i Reformista Europeu (ELDR)
CS	Evropská liberálně demokratická a reformní strana (ELDR)
GAE	páirtí Daonlathach Liobrálach agus Athchóiriú Eorpach (ELDR)
PT	partido Europeu dos Liberais, Democratas e Reformistas (ELDR)
RO	Partidul European al Liberalilor, Democraților și Reformiștilor (ELDR)
SK	Európska liberálna, demokratická a reformná (ELDR) strana
TU	Avrupa Liberal, Demokrat ve Reform (ELDR) partisi
BG	Европейската либерална, демократична и реформистка партия (ЕЛДР)