ARTICLE 1: MEMBERS - MEMBERSHIP DUES

1.1 Procedure for becoming a Member of CPMR and of a Geographical Commission

The conditions for membership of CPMR and the membership application procedure are set out in the CPMR Statutes under Article 4 (Members) and Article 5 (Membership application procedure) respectively.

Reminder: “Only Regions that are members of the Association may be members of a Geographical Commission” (Statutes - Article 7.5.c).

1.2 Membership dues

The scale of dues shall be fixed every year by the General Assembly during the budget vote. It is reviewed on the basis of average inflation rates in Belgium and France - countries in which the main offices of the Association are located.

Minimum rates are established for the least populated regions, depending on their GDP. A ceiling is also established for the regions with the highest population. This ceiling is based on a maximum amount in euros, so as to leave the General Assembly the possibility to decide whether or not to apply any variation due to inflation rate.

A level of regional GDP, as a percentage of the EU average, shall be established, below which a reduced membership due shall apply. A specific scale of dues shall be established for regions from countries that are not members of the European Economic Area, depending on their population and GDP levels.

ARTICLE 2: THE POLITICAL BUREAU AND THE PRESIDENT OF THE CPMR

2.1 The Political Bureau

Full members of the Political Bureau attend meetings in the first place. If any full member is unable to attend, they shall be replaced by their substitute member.

Both full members and substitute members can participate in Political Bureau meetings but only the full members can vote. Substitute members can vote only when they are replacing the full member and the full member has not designated any proxy.
Designation of a proxy to attend a Political Bureau is exceptional and should therefore be avoided. However, in the event of absence of the full member and the substitute member, the full member - or if he or she is unable to do so the substitute member - can give proxy to a political representative (defined according to the structure of each region) from his or her own region, or from another region in his or her country, that is a member of CPMR. If no political representative is available, and only in such cases, proxy can be given, where appropriate, to a senior civil servant who has responsibility for policies within the administration, or to a civil servant who has been authorised by the full member - or if he or she is unable to do so - the substitute member. In the case of the representative of the outermost regions, the proxy shall be given to another outermost region, which is also member of the Bureau.

A Political Bureau meeting is normally held in person. In exceptional circumstances it may be held by teleconference for all or just one part of its members, as necessary.

2.2 The President

a. Procedure for electing the President

- The call for candidates for the position of President of the CPMR shall be launched by the Secretary General within the member regions, four months before the end of the President's term of office. All candidatures must be sent to the Secretary General at least two months before the election, together with a curriculum vitae and a two-page declaration on CPMR strategy. All these documents must be provided in English and may also be provided in the candidate’s mother tongue if the candidate so chooses. All candidatures received shall be sent to the member regions two weeks before the election at the latest.

- The President is elected by the members of the Political Bureau on a simple majority basis. Voting shall be by secret ballot. In case of more than two candidates, preferential voting will apply.

- In the event that the President of the CPMR, during the course of their term of office, should resign, lose their elected position in their Region, or become in any other way unable to continue in post, the Secretary General will launch a call for candidates for the Presidency of the CPMR.

- During the interim, the First Vice-President will act as President, unless s/he falls into any of the cases above mentioned, in which case s/he will be replaced by the Second Vice-President, and so forth.

b. Nomination of Vice-Presidents

A First Vice-President and a maximum of five Vice-Presidents in charge of specific dossiers are appointed from among the membership by the Political Bureau on a proposal of the President.

2.3 Written voting procedure in the Political Bureau

If absolutely essential or particularly useful - and having explained the reasons - the President may on his/her own initiative or at the request of a Bureau member, propose that a decision or a document be adopted in writing between two meetings. In the event of this, the President shall send the document or decision by email to all Bureau members, setting a deadline of two weeks for any response. If no reactions are received by the deadline date, the proposed decision or document shall be considered as approved by the members of the Bureau. If any amendments are received, the amended version shall be sent to the Bureau members for final approval according to the applicable majority rule within five working days. However, some flexibility will be allowed during holiday periods. If no reactions are received by the deadline date, the amended decision or document shall be considered as approved by the members of the CPMR Political Bureau.
ARTICLE 3: THE GENERAL ASSEMBLY

The members of the Association shall be convened by the President at least two weeks before the date set. The agenda shall be included with the invitation to attend.

3.1 Organisation of the debates

The President of CPMR shall chair the sessions of the General Assembly, with the assistance of the Vice-Presidents and of the President of the host region.

- Invited guests, the list of which shall be fixed by the General Assembly, may also participate in the debates as advisers but may not vote.
- In the absence of specific provisions (Internal Regulations of the Geographical Commissions) the debates in the Geographical Commissions shall be subject to the same rules as those of the General Assembly. These rules have been approved by the CPMR Political Bureau.
- The voting procedure for the Final Declaration and the tabling of amendments are set out in Annex to these Rules of Procedure.

3.2 Voting procedures

- The General Assembly can only legitimately deliberate if one quarter of the full member Regions and associate member Regions are present. Only Regions that have paid their dues for the current year may vote. Regions that are not up to date with payments may participate but not vote.
- The possibility for instruments of proxy is not allowed. The voting rights of regional delegations in the General Assemblies shall be subject to prior verification by the Secretary General of the CPMR under the control of the Political Bureau.
- During votes, each member region shall have one vote. Votes shall generally be taken by a show of hands or using an electronic voting device (where this exists). However, the President may decide to proceed to a roll-call vote in case of dispute.
- When a draft Policy text/Position deals with an issue which is internal to the European Union, it may be requested that the right of vote be reserved solely to the regional authorities belonging to the Member States of the European Union. The President shall rule on this request. In the event of a disagreement on the matter, the question shall be immediately put to the vote of the General Assembly.
- In the event of disagreement on an important issue, the President may propose that the matter be remitted to a subsequent meeting or session in order to enable the Political Bureau and the initiating region with, where appropriate, the assistance of a working group, to seek a solution acceptable to the parties.
- Policy texts/Positions which have general implications and which are intended to be made public shall be adopted by a majority of two-thirds of the members present. This two-thirds majority shall also apply to the approval of financial documents. Individual amendments to Policy texts/Positions shall be adopted by simple majority, including when they are the subject of a block vote.
- If a substantial number of CPMR members consider that a particular decision runs contrary to the aims and objectives of the organisation, that is to say the defence of the interests of the Maritime Periphery as well as other objectives and founding values, it is possible to exercise a suspensive veto. Such a veto must have the support of at least one-third of the paid-up member regions present. The decision shall then be submitted to the Political Bureau for approval by a two-thirds majority.
ARTICLE 4: PROVISIONS APPLICABLE TO THE INTERNAL REGULATIONS OF THE CPMR GEOGRAPHICAL COMMISSIONS

4.1 Aims and objectives of the Geographical Commissions
Each CPMR Geographical Commission shall work to promote the specific interests of the Regions belonging to the geographical area it represents. It shall define its policy objectives in line with the wishes of its members, but always in compliance with the overall aims and objectives of the CPMR. It shall not oppose or impede the policy initiatives adopted by the organisation as a whole.

4.2 Functioning of the Geographical Commissions
The Geographical Commissions may adopt their own rules concerning the functioning of their annual general meetings, but they must comply with the following:

- Except in cases of force majeure, each Geographical Commission shall hold at least one annual general meeting under the authority of its President.

- When a Geographical Commission adopts decisions, each member region shall have one vote. The delegates representing a Region will be Political representatives of the regional authority or assembly, including senior civil servants who have responsibility for policies within the administration or civil servants who have been so authorised by the political representative of their region.

- For the decisions of an annual general meeting to be legitimate, at least one quarter of the members must be present.

- Only Regions that have paid their membership dues in full for the current year may vote at these annual general meetings. Regions that have not paid their dues may attend as observers.

- Geographical Commissions can decide on their own annual budget and specific membership fees at their annual general meeting, in consultation with the Secretary General who will inform the Treasurer and the Financial Committee of the CPMR.

- The Secretary General of CPMR shall be invited ex officio to attend the annual general meetings and meetings of the Political Bureau of the Geographical Commissions. S/he is free to set out the views of the organisation as a whole on any topic s/he considers pertinent and has a duty to draw the members’ attention to the possible risks involved in certain decisions. If necessary, the General Secretary may appoint a representative.

- With a view to encouraging discussion between the Geographical Commissions, the Presidents and Executive Secretaries of each Geographical Commission shall be automatically invited to the annual general meetings of all the other Geographical Commissions.

- In case of force majeure, the Presidency (of CPMR/of any Geographical Commission), after consulting the (Secretary General/Executive Secretary), can call the (General Assembly/meeting) to be held by teleconference.

4.3 Election and replacement of the Presidents of the Geographical Commissions
Each Geographical Commission shall elect its President and (where this exists) its Political Bureau according to its own rules. However, these must comply with the following points:

- Members shall be notified of the call for candidates at least two months before the end of the term of office of the President -and where appropriate the members of the Political Bureau- of the Geographical Commission.

- In the event that the President of a Geographical Commission, during the course of their term of office, should resign, lose their elected position in their Region, or become in any other way...
unable to continue in post, their successor shall be elected at the following annual general meeting.

- During the interim, the President shall be replaced by the person designated for this purpose in the Geographical Commission’s Internal Regulation. If there is no explicit provision in the Internal Regulation, the interim President shall be the Vice-President, or where appropriate, the member to be appointed by consensus in the Geographical Commission. In cases that no interim President can be easily identified, the Secretariat of the Geographical Commission can facilitate the selection of an interim President via written consultation with members.

4.4 Working groups, cooperation projects and political cooperation initiatives of the Geographical Commissions

Each Geographical Commission may set up working groups, take part in cooperation projects and macro-regional, sea basin strategies and other similar initiatives, or develop cooperation on technical or policy issues in line with their needs. However, they must comply with the following points:

- Given that the CPMR is the only entity with a legal personality, any contractual arrangements -in particular any arrangements that have implications for the CPMR budget- must imperatively be approved by the Secretary General. In the event that the Secretary General considers the arrangements cannot be authorised, the decision shall be referred to the CPMR Political Bureau. Negative answers must be always motivated.

- Since any political cooperation between a Geographical Commission and one or more outside body is likely to have political consequences for the organisation as a whole, the Secretary General must receive prior notification regarding any such cooperation. If s/he considers it necessary, the decision may be deferred and referred to the next meeting of the CPMR Political Bureau.

4.5 Legal framework for the recruitment of the Executive Secretary

- The work of each Geographical Commission is managed and coordinated by an Executive Secretary. If the Executive Secretary is employed by the CPMR, their salary and operational costs are paid by the CPMR and their legal status is that of a CPMR employee. In this case, the Executive Secretary is chosen by mutual agreement by the CPMR Secretary General and the President of the Geographical Commission concerned, following an open and transparent recruitment procedure defined, if necessary, in agreement with the Political Bureau or the Vice-Presidents of the Geographical Commission and according to the internal regulation of each Geographical Commission.

- If the Executive Secretary is employed by a member Region of the Geographical Commission, then their status depends on the legal framework of the Region concerned, maintaining nevertheless the necessary independence from the contracting region, serving the general interests of the CPMR and the Geographical Commission to which s/he belongs. The CPMR Secretary General shall be consulted regarding the choice of the candidate.

- The Executive Secretary of a Geographical Commission carries out their responsibilities with support from the CPMR General Secretariat. If an Executive Secretary of a Geographical Commission is employed by the CPMR, their place of work shall be the premises of the CPMR in Rennes, in Brussels or in any of the other existing CPMR delegations, unless otherwise specified in their employment contract.
4.6 Communication

Each Geographical Commission has its own visual identity that it can use in its external communications in the form of a specific logo, developed in the context of a common CPMR visual identity. It is essential that this specific visual identity is not dissociated from that of the CPMR, but on the contrary that it helps to promote the work of the organisation as a whole.

The CPMR website hosts the websites of all its Geographical Commissions. The Geographical Commissions have their own dedicated spaces on the CPMR website.

- To this end, the Geographical Commissions shall systematically ensure that the logo designed in the context of the common visual identity is clearly visible on all material used for widespread dissemination (policy documents, brochures, publications etc.), and that, where appropriate, the CPMR logo is also featured.

- The officer responsible for CPMR Communications shall be involved in the communications efforts of the Geographical Commissions, which are integrated into the overall communications strategy of the CPMR.

ARTICLE 5: PROVISIONS APPLYING TO THE OPERATION OF THE CPMR WORKING GROUPS AND SPECIFIC TASK FORCES

The Political Bureau can decide to set up CPMR Inter-commission Working Groups on topics of priority common interest for CPMR Members in a long-term perspective. Dedicated Task Forces can also be set up to address issues within a fixed timeframe.

Working Groups and Task Forces are set up to support the member Regions as they reflect on specific policy issues that impact their territories, or as a means of developing policy positions, carrying out benchmarking, or sharing experience on a topic of common interest, through their own programmes or through EU-funded initiatives.

The aims and objectives of the Working Groups and Task Forces, as well as their operating procedures, may be set out in the terms of reference approved by the Political Bureau of the CPMR. The Working Groups and Task Forces may periodically review these terms of reference, but the Political Bureau must always be informed.

ARTICLE 6: DELEGATION OF AUTHORITY TO THE SECRETARY GENERAL

By a written and signed authorisation, the President of CPMR shall delegate powers to the Secretary General enabling him/her to act as necessary, under the authority of the President, to ensure the day-to-day running of the CPMR and the implementation of the CPMR strategy and guidelines, in conformity with the responsibilities entrusted to the CPMR Secretary General under Article 7.4 of the Association’s Statutes. The Secretary General is authorised to sign cooperation agreements with organisations that have the potential to contribute to the achievement of the Association’s objectives.

The Secretary General has functional and line management authority over all CPMR staff. S/he acts as the employer of CPMR staff and signs all employment contracts. Under his/her authority, the CPMR organises the statutory meetings of the CPMR and the Geographical Commissions. Under his/her authority, the CPMR organises studies, research and any other work required for the CPMR to carry out its role or in conformity with its corporate purpose.

S/he is authorised to open and operate all accounts in all financial establishments where the CPMR has a legal presence and employs staff members in the countries where these financial establishments are located.
S/he authorises expenditure and makes payments and collects revenue. S/he may delegate the authorisation of expenditure to one or more employees of the Association.

When necessary, s/he may call upon any other internal or external resource for support in the carrying out of his/her responsibilities.

In the event of an unforeseen, prolonged absence or temporary incapacity of the Secretary General the President of CPMR can appoint the CPMR Deputy Secretary General to temporarily replace the Secretary General. The Acting Secretary General takes responsibility for all duties and powers of the Secretary General as laid down in Article 7.4, points b and c of the Statutes.

ARTICLE 7: FINANCING AND BUDGET MANAGEMENT

The Association obtains its resources from:

a. Membership dues paid by full member regions and associate members (see Article 1, point 1.2 of these Rules of Procedure).

b. The budget of the CPMR, which includes all annual income and expenditure, and consists of two parts:
   • The General Budget, which covers the overall running costs of the CPMR only;
   • Supplementary budgets, covering expenses over and above the general resources of the Association. The supplementary budgets are financed, either from supplementary dues fixed by the regions concerned (additional costs brought about by the operation of the Commissions or by specific actions in regard to a group of regions) or by contracts relating to cooperation programmes or projects signed by the CPMR (with the European Commission or other funding providers). Funds, voted by the CPMR, may also be transferred to the supplementary budgets from the general budget if the situation permits.

At least once a year the Association shall hold a budgetary session to examine the financial situation and to take whatever decisions are necessary to ensure that adequate resources are available to carry out the CPMR’s action and study programme.

The permanent capital of the CPMR shall be updated on a regular basis. A sum shall be set aside from the general budget to bring the said permanent capital to at least 30% of the total payroll and to maintain it at that level in order to cover risks arising from the running of the CPMR. This shall constitute the Permanent Fund. Capital which exceeds this sum shall constitute a Reserve and Intervention Fund administered by the Political Bureau.

In order to diversify its financial resources, and subject to prior approval by the CPMR Political Bureau, the Association may receive funding from corporate or public entities—in the form of crowd-funding arrangements or sponsorship. In every case, the organisation’s independence must be ensured.

ARTICLE 8: MODIFICATIONS TO THE CPMR RULES OF PROCEDURE

Any modification to these Rules of Procedure shall be submitted to the CPMR Political Bureau for approval by the simple majority of members in attendance. The possibility for instruments of proxy is not allowed. The amended Rules of Procedure shall then be submitted to the General Assembly for information.
APPENDIX 1

FINAL DECLARATION: PROCEDURE:

The following procedure is based on the principle of the 2nd Political Bureau of the year taking place in June and the General Assembly in November. The overall timing of the procedure may be slightly adapted depending on the exact date of the General Assembly, e.g. a change of date in the case of force majeure.

1. Final Declaration Overview Group: composition and role

An Overview Group shall be established by the start of the Final Declaration amendment process. It is composed of:

- Executive Secretaries of each Geographical Commission
- Policy Leads and management of the CPMR General Secretariat, one of whom shall act as Coordinator
- Maximum 10 regional representatives from the Member regions of the Political Bureau

The Overview Group shall be in charge of examining amendments tabled to the draft Final Declaration before they are presented to the General Assembly (and put to the vote) and of adapting the draft document to send to all members.

1 Updated according to the “Guidelines for the Final Declaration” discussed by the CPMR Political Bureau gathered in Cartagena on 10 March 2023.
2. Final Declaration Indicative Drafting Process

- **June: Political Bureau** to define the perimeter and the concept of the Final Declaration based on a proposal by the President and the General Secretariat (briefing paper and draft structure). It gives a mandate to the General Secretariat to prepare the draft Final Declaration.
- **July-August**: CPMR General Secretariat (including all Policy Leads and Executive Secretaries) to develop the first more consolidated structure of the document. Ad hoc consultations of members as necessary to shape the key ideas emerging from the June PB in the document.
- **September**: first draft of the declaration is produced and discussed by the CPMR General Secretariat and the Presidency. PB members to appoint their representatives in the Overview Group based on a call for participation issued by the Secretary General. Maximum 10 representatives will be appointed on a first come first served basis latest 6 weeks before the General Assembly.
- **First half of October**: finalisation of the draft Final Declaration to send to members.
- **Mid-October-Mid November** (at least 4 weeks): amendments, discussion within the Overview Group and voting during the General Assembly.

3. Amendments and Voting Procedure

3.1. Brief Schedule

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- **CPMR Secretariat to send the draft Final Declaration and Voting Procedure to members** by email and also make available in the Members’ Area of the CPMR website.
- **Deadline for tabling amendments 14:00 CET.**
- **Online Meeting of the Final Declaration Overview Group**. There can also be ongoing coordination within the group to discuss certain amendments as they arrive if necessary.
- **Consultation by the Overview Group with members** to seek any necessary clarifications, improve wording/language or in the case of several amendments to the same part of the text, in order to propose compromise amendments. The coordinator of the Overview Group should coordinate this with the support of the Geographical Commission Executive Secretaries, CPMR Policy Directors and appointed regional representatives of the Political Bureau Members.
- **CPMR Secretariat to communicate the amended draft Final Declaration to members** by email and make available in the Members’ Area of the CPMR website at least one week before the opening of the General Assembly.

- **During the CPMR General Assembly**
  - Distribution of a paper copy of the amended draft Final Declaration at the opening of the General Assembly, **Day 1**
  - Vote on the Final Declaration and its amendments, **Day 2**
3.2. Tabling Amendments

Only fully paid-up members may propose amendments to the Final Declaration. The deadline for tabling proposed amendments is fixed at 14.00 (CET) on Wednesday [date – two weeks before GA].

Proposed amendments should be submitted in French and/or in English, together with the original language if desired.

Amendments may be submitted by individual member Regions or groupings of Regions. In the latter case, the list of all Regions supporting the amendment should be mentioned.

The Geographical Commissions may agree on common proposals previously discussed among their members to present Geographical Commission amendments.

Amendments together with their justifications should be submitted using the on-line form: (link to form)

3.3. Managing Amendments

**Before the General Assembly**

The Overview Group shall meet on [date & time] to review all the amendments received. Ahead of the meeting of the Overview Group, the CPMR staff member in charge of the group, working together with the relevant Executive Secretary(ies), CPMR Policy Directors and regional representatives, may consult with Regions that have tabled amendments to seek any necessary clarifications, improve wording/language or, in the case of several amendments to the same part of the text, in order to propose compromise amendments.

The Group can, on the one hand, confirm any compromise amendments, and on the other, propose rewording in the event of two or more amendments to the same part of the text with the same basic content.

Proposed amendments will be translated into French and English and communicated to members by email and in the Members’ Area of the CPMR website at least 1 week before the General Assembly and also distributed to the members present at the opening of the General Assembly.

The amended draft Final Declaration will be presented against the original text and will indicate the name of the Region(s) proposing the amendments together with the justification. If a grouping of Regions presents an amendment, the names of all the individual Regions will be listed. Any last-minute amendments proposed by the Overview Group should be presented through the CPMR Presidency.

**On site during the General Assembly**

During their plenary meetings, the Geographical Commissions may dedicate a part of their meeting to explain, inform or agree on voting suggestions (which ideally should be sent to members beforehand). Staff from the CPMR General Secretariat can join and clarify any aspect as necessary.

National delegations meeting on the Declaration should relate any additional ideas for adjustment or compromise via the Geographical Commissions and/or their respective Executive Secretary.

In any case, no new amendments can be accepted (including during the General Assembly), after the deadline for submitting amendments has passed.

The Political Bureau should assess during its meeting the state of play regarding the amendment proposals and discuss any remaining conflictual points trying to propose solutions to be voted the day after. Any last-minute adjustments proposed through the Geographical Commissions or national delegations, and which seek compromise to amendments already presented will exceptionally be considered during this meeting.
3.4. Voting Procedure in the CPMR General Assembly

Before the voting starts, the General Secretariat shall remind the General Assembly of the voting rules and procedures and verify the exact number of votes to comply with the majority rule.

The President shall chair the session and manage the votes with the support of the Secretary General and relevant staff from the General Secretariat.

To ensure clarity in the proceedings, the text to be voted shall be shown on the screen.

In accordance with Article 3.2 of the Rules of Procedure, each member region shall have one vote. Votes shall generally be taken by a show of hands or using an electronic voting device (where this exists). However, the President may decide to proceed to a roll-call vote in case of dispute.

After each vote by hand raised, the Secretariat should take note of the names of the regions. The voting process will not continue until the Secretariat has ensured that has been able to take note.

The vote shall take place in two stages:

a. Voting on amendments.
   • Amendments are put to the vote in order of the paragraphs of the overall text.
   • The President may decide to call a block vote on the proposed text including a series of amendments. The block vote is normally used to proceed faster on parts of the declaration where a wide consensus seems to be reached throughout the process of tabling and negotiating amendments. In this case, the President should ask first who is against the approval “in block” of the text including the tabled amendments, then who abstains.
   • Nevertheless, before proceeding to a block vote, after hearing the President’s proposal, any member may object to the block vote, specifying which amendments should be voted on separately or ask the floor to comment or clarify any relevant issue related to that block. Vote on separate amendments is normally asked for more delicate amendments and or when there could be more divergence of opinions amongst the membership. In this case, the President should ask first who is in favour of the amendment to be included in the Final Declaration (to see if it reaches the required majority) and then who abstains.
   • If two or more mutually exclusive amendments have been tabled to the same part of a text, and no compromise amendment is proposed beforehand, the amendment that departs furthest from the original text shall have priority and shall be put to the vote first.
   • The President shall announce before the vote is taken whether the adoption of an amendment would negate one or more other amendment, either because these amendments are mutually exclusive, if they refer to the same passage, or because they are contradictory. An amendment shall be dropped if it is inconsistent with a prior vote on the same opinion. If the authors of an amendment dispute the President’s decision in this regard, the General Assembly shall decide whether or not to put the disputed amendment to a vote.

N.B.: Amendments subject to disagreement may be submitted the day before to the Political Bureau for its opinion.

b. Voting on the text as a whole, including any adopted amendments.

N.B.: In the case of strong disagreement by a member or minority of members on a specific point and the absence of a suitable compromise, opting out solutions can be considered as a last resort but should be minimised as they tend to diminish the power of representativeness of the document.