

RULES OF PROCEDURE

RULES OF PROCEDURE

INTRODUCTION

On 31 January 2014 the Committee of the Regions adopted the following Rules of Procedure on the basis

Rule 5

Attendance of members and alternates

4. The Secretary-General provides the national coordinators with appropriate support, in particular to enable them to make proper use of the Committee's infrastructures.

Rule 9

Rule 12

Installation in office of the Committee and verification of credentials

1. At the first meeting, the interim president shall inform the Committee of the communication from the Council concerning the appointment of its members and report on any action he has undertaken to represent the Committee and to deal with the current business. If requested, the interim president may decide to verify the appointment and credentials of members, after which he shall declare the Committee installed in office for the new term.
2. The interim bureau shall remain in office until the results of the elections of the members of the Bureau have been declared.

CHAPTER 2

Plenary Assembly

Rule 13

Tasks of the Plenary Assembly

4. In exceptional and duly motivated cases where the deadline referred to in paragraph 2 cannot be met,

2. If it is established that there is no quorum, all items on the agenda which require voting shall be

The deadline for the submission of amendments can be reduced to a minimum of three working days by the President in cases where Rule 15(4) is applied. The deadline shall also not apply in the case of amendments to urgent matters pursuant to Rule 15(6).

Where two or more identical amendments are tabled by different authors, they shall be put to the vote as one.

Rule 28

Closing of the Plenary Session

Before the closing of the Plenary Session, the President shall announce the time and place of the following Plenary Session together with any items already on the agenda.

Rule 29

Symbols

1. The Committee recognises and adopts the following Union symbols:
 - a) the flag representing a circle of 12 gold stars on a blue background;
 - b) the anthem entitled 'Ode to Joy' from Beethoven's Ninth Symphony;
 - c) the motto 'United in Diversity'.
2. The Committee shall celebrate Europe Day on 9 May.
3. The flag shall be displayed in the buildings of the Committee and to mark official occasions.

2. The election shall be held under the chairmanship of the interim president in accordance with Rules 11

b) on its own initiative when it considers it appropriate either;

2. Draft resolutions or applications for the drafting of a resolution may be submitted to the Committee by

Rule 50

Chairman and vice-chairmen

1. Each commission shall elect from among its members a chairman, a first vice-chairman and no more than two other vice-chairmen. They shall be elected for a period of two and a half years.
2. Where the number of candidates corresponds to the number of seats to be filled, the election may take

Rule 62

Commission working groups

1. In duly motivated cases the commissions may set up working groups, with the approval of the Bureau. Working group members may also come from other commissions.
2. A working group member who is unable to attend a meeting may be replaced by a member or alternate from his political group from the list of replacements for the working group. When a replacement is not available from this list, this member can be replaced by any member or alternate from his political group.
3. Each working group can appoint a chairman and a vice-chairman from among its members.
4. Working groups can adopt conclusions to report back to their commissions.

Rule 63

Rapporteurs' Experts

1. Each rapporteur may call on the services of an expert.
2. Rapporteurs' experts and experts invited by the commission shall be entitled to travel and subsistence expenses.
3. Experts do not represent the Committee, and do not speak on its behalf.

Rule 64

Quorum

1. A quorum shall exist at a commission meeting if more than one half of its members are present.
2. The quorum shall be verified at the request of a member if at least 10 members vote in favour of the request. If the verification of a quorum is not requested, all votes shall be valid regardless of the number of members present. The chair may interrupt the commission meeting for up to 10 minutes before proceeding with a verification of the quorum. Members who have requested verification of the quorum but are no longer present in the commission chamber shall be considered to be present for the purposes of the count. If fewer than 10 members are present, the Chairman may rule that there is no quorum.
3. If it is established that there is no quorum, the commission may address the remaining items on the agenda that do not require a vote, postponing discussion and voting on the suspended agenda items to the next meeting. All decisions or votes taken at the meeting before the verification of the quorum shall remain valid.

Rule 65

Voting

Decisions shall be taken by a majority of the votes cast. Rule 22(2) shall apply.

Rule 66

Amendments

1. Amendments must be submitted before 3 sha/.2(on)-7.[(the4(ihup working710.9 may before thdrnate)97.8frs)-6.f the

the Treaty on the Functioning of the European Union, subject to the principles, conditions and limits laid down in Regulation (EC) No 1049/2001 of the European Parliament and of the Council and to the

