

# Rules of Procedure

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## Purpose and scope

The Rules of Procedure regulate the internal relations of the members, the organs of the association, the Secretariat and other Coordination Offices and bodies of the association. It does not form part of the Statutes of the association, but complements it by setting out general rules and procedural regulations for the practical work of the association. The regulations and Statutes of the association have precedence over the provisions of the Rules of Procedure.

By giving their assent, or by joining the association, members of the association acknowledge the validity of the Rules of Procedure.

The Rules of Procedure are brought into effect by resolution of the General Assembly of 17 June 2003. To amend, extend or rescind the Rules of Procedure requires the approval of the General Assembly by simple majority.

## Principles of the work of the Climate Alliance

The basic principles governing the work of the Climate Alliance at all levels are set out in the Statutes, the Climate Alliance Manifesto of 1990 and the Climate Alliance Declaration of 2000.

The work of the Climate Alliance is based on the following principles:

- Sustainable development and North-South equity are the guiding principles for the work of the Climate Alliance.
- Cooperation with indigenous organizations within the Climate Alliance is based on partnership and respects the right of indigenous peoples to self-determination.
- Every member of the Climate Alliance has the same rights and status, irrespective of whether it is a small municipality, district authority or city.
- The work of the Climate Alliance secures and strengthens European cohesion. At the same time, it takes into account special national, regional and local features and respects the diversity of approaches.
- The Climate Alliance is committed to working towards gender equality, for example by aiming at balanced participation in all its bodies.

## Membership fee regulations

From 2015 on, an annual membership fee of 0,0073 euros per resident, with a minimum fee of 220 euros and a maximum fee of 15,000 euros, shall be payable by each municipality and administrative district. In the event of an increase in this sum, the fee will be rounded off after four decimal places.

From January 2010 an automatic adjustment will be implemented if the inflation index reaches 5%. The higher fee will only become effective in the following year however, so that members can plan this into their budget. Calculation of the inflation index is based on the listing released by the European Central Bank (ECB).

Municipalities and administrative districts from Central and Eastern European countries\* shall pay 50% of the standard fee. This discount shall be valid until the year 2023<sup>1</sup>. The peoples of the rainforest are under no obligation to pay fees. The Executive Board fixes associate members' membership fees.

\*Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Former Yugoslav Republic of Macedonia, Poland, Republic of Belarus, Romania, Serbia, Montenegro, Slovakia, Slovenia, Ukraine

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<sup>1</sup> Resolution of the General Assembly in Barcelona, 2018



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## General Assembly and Executive Board

### *General Assembly*

The annual General Assembly takes place preferably between April and June, in one of the member cities or municipalities. Efforts should be made to ensure an appropriate geographical balance when deciding where to hold General Assemblies.

The General Assembly can pass two different types of resolutions. The first type consists of documents presented at short notice, which can be passed as resolutions of the General Assembly. The second type consists of Climate Alliance resolutions, which are usually more fundamental in nature. These must be sent out to all members for information and comment in advance, and must therefore be submitted to the European Secretariat at least six weeks prior to the annual assembly, so they can provide the members with them three weeks before the general assembly.

### *Composition and election of the Executive Board<sup>2</sup>*

Preferably, the Executive Board should comprise political representatives of the member municipalities. Efforts should be made to ensure that its composition is geographically as broad as possible to reflect the composition of the Climate Alliance membership.

The indigenous partner organization COICA (Coordinating Body for the Indigenous Peoples' Organizations of the Amazon Basin) should be represented on the Board.<sup>3</sup>

Proposals from COICA are decisive with regard to nominations for indigenous candidates for membership of the Board.

Any person wishing to stand as a candidate for election to the Board must submit a written declaration of intent (it is also possible to do this via e-mail) to the European Secretariat of the association Klima-Bündnis / Alianza del Clima e.V. in Frankfurt/Main, Germany, at least 6 weeks (42 calendar days) before the date of the election of the Board by the General Assembly (the date as postmarked applies, or the sending date of the e-mail). Third parties may also propose candidates, observing the conditions set out above.<sup>4</sup>

## Coordination Offices and other bodies

### *European Secretariat*

Overall coordination of the Climate Alliance is the responsibility of the European Secretariat. On behalf of the Executive Board, and under its supervision, the European Secretariat administers the membership dues in accordance with the Statutes and raises third-party funds for European projects and projects involving cooperation with indigenous peoples.

Its principle task is to maintain continuous communication and cooperation with the indigenous partners and to support members in implementing their objectives by means of exchanging experience, information and public relations work, evaluating and documenting members' activities, developing recommendations for action, preparing and conducting joint projects and campaigns.



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<sup>2</sup> Note: The Executive Board can lay down its own Rules of Procedure.

<sup>3</sup> Resolution of the General Assembly in Graz, 2002

<sup>4</sup> Resolution of the General Assembly in Graz, 2002

### ***Regional and national Coordination Offices***

National and regional Coordination Offices in the Climate Alliance carry out corresponding activities relating to cooperation with indigenous partners and support for members.

They operate within the framework of the objectives, fundamental documents and resolutions of the Climate Alliance, and they must be legitimized and managed by the members in their area of operation in accordance with the principles of democratic decision-making, and must be recognized by the Executive Board.

Their structure and activities must comply with the Statutes of the Climate Alliance. Where national or regional associations are established, their statutes must conform to the Statutes of the Klima-Bündnis / Alianza del Clima e.V., especially as regards simultaneous membership of the Klima-Bündnis / Alianza del Clima e.V.<sup>5</sup>

National or regional Coordination Offices may operate independently of the European Secretariat and collect additional membership dues over and above the European dues.

### ***Division of responsibilities and cooperation among Coordination Offices***

The principle of subsidiarity applies.

Unless otherwise agreed, the European Secretariat is responsible in principle for external, international representation and political representation of the Climate Alliance, international projects, political cooperation with the indigenous umbrella organizations, and coordination in countries where no national structures are in place.

Detailed provisions relating to cooperation and division of responsibilities between the European Secretariat and national Coordination Offices are set out in separate agreements.

Cooperation amongst the various Coordination Offices is facilitated by the European Coordination Body. It promotes the work of the Climate Alliance and cooperates with the existing bodies and committees.

The European Coordination Body provides support to the association in carrying out its tasks, advises the existing bodies on the future conceptual development of the Climate Alliance and on the elaboration of long-term work programmes. Furthermore, the Coordination Body makes accessible to the European association the specific characteristics and different experiences that emerge from the work carried out in the individual countries and supports harmonization of Climate Alliance activities at international level.

Each country usually sends two delegates to the Coordination Body, preferably a representative of the national Coordination Office and a representative of a member municipality. The Coordination Body meets periodically with the Committee for an exchange of experience.<sup>6</sup>

### ***Other bodies***

The General Assembly of the Climate Alliance sets up advisory bodies and thematic working groups as and when needed. Activities of these bodies may, for example, include preparing recommendations for the members or draft resolutions for the General Assembly.



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<sup>5</sup> Resolution of the Executive Board, May 2002 in Graz

<sup>6</sup> Resolution of the General Assembly, Bonn 1997

## Other agreements

### *Cooperation with indigenous peoples*

The alliance partner of the Climate Alliance members is the Coordinating Body of the Indigenous Peoples' Organizations of the Amazon Basin (COICA) and its member organizations. Cooperation takes place in agreement with the executive bodies of COICA. Other details relating to this cooperation are set out in a separate agreement with COICA.

### *External representation of the Climate Alliance and use of the association logo*

The Climate Alliance logo may only be used by arrangement with the European Secretariat.

By arrangement with the European Secretariat, stable national or regional Coordination Offices recognized within the Climate Alliance may use the image component of the logo to design their own logo in the language of their country and have it protected by copyright in their area of operation.

Otherwise, copyright, registration of the whole logo or its constituent parts and the use of the logo are reserved by the association Klima-Bündnis / Alianza del Clima e.V.

For members, partnerships and cooperation projects, there are special variants of the logo.

The variants shown below may be used by members at any time to demonstrate their membership of the Climate Alliance. COICA is also entitled to use these variants of the logo.<sup>7</sup>



**Klima-Bündnis**



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**Adopted by the General Assembly of the Climate Alliance on 17 June 2003 in Berlin.**

<sup>7</sup> The files, including explanations, are available on request from the European Secretariat.