



Rules of Procedure

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. They do not form part of the Statutes of the association, but complement them 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 18 October 2023.¹ To amend, extend or rescind the Rules of Procedure requires the approval of the General Assembly by simple majority.

PRINCIPLES OF THE WORK OF 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, Bolzano Declaration of 2000, and the Declaration of Wels of 2021.

Accession to the association as well as withdrawal from it require the passing of a resolution by the appropriate democratic body of the local authority.²

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

- Sustainable development and climate justice are the foundation of the work of the Climate Alliance.
- Cooperation with indigenous organisations within the Climate Alliance is based on partnership and respects the right of indigenous peoples to self-determination.
- Every full member of Climate Alliance, be it a small rural town, a district or a large city, is considered equal.
- 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.

¹ First entry into force of the Climate Alliance Rules of Procedure: 17 June 2003

² A local authority is a public body that has territorial sovereignty over a geographically defined part of the national territory and whose members are natural persons residing in that territory.



- Climate Alliance is committed to working towards gender equality, for example by striving for balanced participation in all its bodies.

MEMBERSHIP FEES

From 2024 on, an annual membership fee of 0.85 cents per resident, with a minimum fee of 250 euros and a maximum fee of 15,000 euros, shall be payable by each municipality and administrative district. All contributions shall be rounded up to two decimal places.

As of January 2010, fees will automatically be adjusted for inflation if the inflation index reaches at least 5%. This inflation adjustment also applies to the minimum contribution. The adjusted fee will go into effect as of the following year so that members may plan it into their budgets. The calculation of the inflation index is based on the numbers released by the European Central Bank (ECB).

The current membership fee can be calculated on the Climate Alliance website at the following link: [Fee calculator](#).

For municipalities and administrative districts of Eastern European countries³, the membership fee will be reduced to 50% of the standard fee. This discount shall remain valid until 2030⁴. Organisations of indigenous rainforest peoples are under no obligation to pay fees. The Executive Board determines the membership fees for associate members. Their contributions will be used primarily in the area of climate justice and to support projects in Amazonia.

GENERAL ASSEMBLY AND EXECUTIVE BOARD

General Assembly

The General Assembly will take place annually in one of the member cities or towns. 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 proposals introduced at short notice, which can be adopted as resolutions of the Assembly. The second type consists of Climate Alliance resolutions, which are usually more fundamental in nature.

³ Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kosovo, Latvia, Lithuania, Moldova, Montenegro, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Ukraine

⁴ Resolution of the General Assembly in Barcelona, 2018



Resolutions must be submitted to members six weeks before the General Assembly. Comments and amendments must be sent to the Climate Alliance European Secretariat in Frankfurt am Main, Germany, four weeks before the General Assembly. The European Secretariat will in turn provide the updated resolution to the members at least three weeks before the General Assembly.

Composition and election of the Executive Board⁵

Preferably, the Executive Board should comprise political representatives of 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 organisation, the Coordination of Indigenous Organisations of the Amazon Basin (COICA), should be represented on the Board.⁶

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 email) to the Climate Alliance European Secretariat in Frankfurt am Main, Germany, at least 6 weeks (42 calendar days) before the date of the election of the Board by the General Assembly (the postmark date or email sending date applies). Third parties may also propose candidates, observing the conditions set out above.⁷

COORDINATION OFFICES AND OTHER BODIES

European Secretariat

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

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, documenting member activities, developing recommendations for action as well as preparing and conducting joint projects and campaigns.

⁵ Note: The Executive Board may lay out its own rules of procedure.

⁶ Resolution of the General Assembly in Graz, 2002

⁷ Resolution of the General Assembly in Graz, 2002

Regional and national Coordination Offices

Climate Alliance national and regional Coordination Offices 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 legitimised and managed by the members in their area of operation in accordance with the principles of democratic decision-making as well as recognised by the Executive Board.

Their structure and activities must comply with the Statutes of Climate Alliance Europe. Where national or regional associations are established, their statutes must conform to the Statutes of Climate Alliance Europe, especially as regards simultaneous membership of Climate Alliance on the European level.⁸

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 for the external, international and political representation of Climate Alliance, for international projects, political cooperation with the indigenous umbrella organisations, 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 of the various Coordination Offices amongst one another and with the Executive Board is coordinated by the European Secretariat in Frankfurt.

⁸ Resolution of the Executive Board, May 2002 in Graz



Other bodies

The Climate Alliance General Assembly 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.

OTHER AGREEMENTS

Cooperation with indigenous peoples

The partner of the members of Climate Alliance Europe is the Coordination of Indigenous Organisations of the Amazon Basin (COICA) and its member organisations. 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 Climate Alliance and logo use

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

Stable national or regional Coordination Offices recognised within the Climate Alliance may, in consultation with the European Secretariat and in accordance with the Climate Alliance design, design their own logo in the languages of their country as well as in English and have it protected by copyright in their area of operation.

Otherwise, Klima-Bündnis der europäischen Städte mit indigenen Völkern der Regenwälder | Alianza del Clima e.V. reserves the right to secure the copyright, pursue the registration of the whole logo or its constituent parts and the use the logo.

For members there exists a special member logo to highlight Climate Alliance membership. The member logo is available to all members for use free of charge upon request.

THE CLIMATE ALLIANCE

For over 30 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With nearly 2,000 members spread across more than 25 countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. climatealliance.org