

INTERNATIONAL ASSOCIATION

" EUROCHAMBRES - ASSOCIATION OF EUROPEAN CHAMBERS OF COMMERCE AND INDUSTRY "

RULES OF PROCEDURES

Established according to
the statutes of EUROCHAMBRES as approved by Royal decree on 18 March 2003
and to
the decision of EUROCHAMBRES 94th Plenary Assembly held in Rome on 8 October 2003
the decision of EUROCHAMBRES 102nd Plenary Assembly held in Paris on 24 October 2007

The following Rules of Procedure shall apply for EUROCHAMBRES – Association of European Chambers of Commerce and Industry – a non-profit international association, governed by the Belgian law of 25 October 1919, as amended by the Laws of 6 November 1954 and 30 June 2000.

PART I

Article 1

EUROCHAMBRES restricts its field of competence to inter-professional matters only, i.e. which are common to the economic activities as a whole. It excludes all professional matters from its debates.

Article 2

The decision-making entities of EUROCHAMBRES are the Plenary Assembly, the Board of Directors, the President and the Secretary General.

Article 3

The votes of the M²embers which are entitled to vote are weighed using the following factors:

Full Members from big countries	x 4
Full Members from medium-sized countries	x 3
Full Members from other countries	x 2
Affiliated Members	x 1

Correspondent Members are not entitled to vote.

The Plenary Assembly decides to which category a Member shall belong.

PART II THE PLENARY ASSEMBLY

Article 4

In addition to its exclusive competences specified in Article 13 of the Statutes, the Plenary Assembly:

- a) sets the general guidelines for EUROCHAMBRES' activities,
- b) discusses topics of ongoing economic interest in Europe,
- c) grants the titles of Honorary President and Honorary Secretary General. The President of EUROCHAMBRES decides about the conditions for their attending EUROCHAMBRES meetings,
- d) appoints the members of the Nominating Committee, if any, and its President.

Article 5

- (1) The Spring Plenary Assembly is held in Belgium.
- (2) The Autumn Plenary Assembly is held at a place decided by the Board of Directors.
- (3) A Congress dealing with a specific topic may be hosted by a Member organisation, as decided by the Board of Directors. The costs associated with the organising of the Congress shall be borne by the Member hosting it.

Article 6

- (1) Members are entitled to participate in the Plenary Assembly with a delegation of maximum six persons.
- (2) The voting right shall be exercised by each Member's Head of Delegation or a member of the delegation appointed by him or her.

PART III THE BOARD OF DIRECTORS

Article 7 ⁽¹⁾

- (1) The Board of Directors shall be composed of a number of Directors (members of the Board), President and three Deputy Presidents included - equal to the number of EU member states plus up to 5 non EU members¹. Each director may appoint the Director/Secretary General or any other officer from his/her organisation as a substitute with a full mandate.
- (2) Each member delegation of EUROCHAMBRES can only be represented by one person on the Board of Directors.

¹ Amended by EUROCHAMBRES 94th Plenary Assembly, Roma - 8th October 2003

Article 8

If neither the President nor any of the Deputy Presidents represent Members of Germany, France, Spain, Italy, the Netherlands², Poland³ or the United Kingdom, the Plenary grants the title of Vice president to the representative of these latter organisations in the Board.

Article 9

The Board of Directors:

- a) prepares, in the absence of a Nominating Committee and pursuant to Article 23, the election of the President, Deputy Presidents and other elected members of the Board of Directors,
- b) prepares the appointment of the auditors,
- c) prepares the appointment of the Secretary General by the Plenary Assembly,
- d) may create – and subsequently disband – any standing or ad hoc committee for specific purposes,
- e) appoints Chairmen of such committees,
- f) prepares the scope of activities of the committees,
- g) formulates potential structural reforms,
- h) adopts proposals prepared by the Budgetary Committee, as stated in Article 27, regarding the budget and the breakdown of the national delegations' contributions to the costs, to be submitted to the Plenary Assembly,
- i) decides on the location of the Congress.

PART IV THE PRESIDENT, DEPUTY PRESIDENTS AND VICE-PRESIDENTS

Article 10

No person shall be eligible for President or Deputy President if this means that that person's term as President and Deputy President in total will exceed eight years.

Article-11

- (1) The President presides over the Plenary Assembly and the Board of Directors. The President is assisted by a maximum of three Deputy Presidents. The President may also be assisted by Vice Presidents, if any.
- (2) The President acts in the capacity of delegate of the Plenary Assembly. The President can delegate the powers entrusted upon him by the latter to the Deputy and/ or Vice Presidents who assist him. The President, Deputy & Vice Presidents and Honorary Presidents (if any) together form the Presidency. Subject to the approval of the Plenary Assembly, the Presidency may include an observer designated by the affiliated and correspondent members.⁴

² Till 31 December 2008 (Decision of the 102nd Plenary Assembly Paris 24 October 2007)

³ As from 1st January 2008 (Decision of the 102nd Plenary Assembly Paris 24 October 2007)

⁴ Amended by the 102nd Plenary Assembly, Paris 24 October 2007

- (3) The President shall ensure that the objectives of EUROCHAMBRES are reflected in the daily activities of the association and that the decisions adopted within the framework of the general guidelines approved by the Plenary Assembly are carried out and complied with.

Article 12

The President together with the Secretary General shall ensure that all members of the association have possibilities and are encouraged to participate in the decision-making process of EUROCHAMBRES.

PART V PRESIDENTS' CONFERENCE

Article 13

- (1) A Presidents' Conference may be convened by the President once or more per year, to which all presidents of all member organisations shall be invited.
- (2) The Presidents' Conference does not have any decision-making powers.

PART VI THE SECRETARY GENERAL

Article 14

The Secretary General shall have regular contacts with the representatives of all major European bodies and institutions.

Article 15

When deemed appropriate, the Secretary General shall inform media of the decisions and stand-points of the association.

Article 16

- (1) The Secretary General shall keep all Members informed about the contacts with the representatives of major European institutions.
- (2) The Secretary General shall inform Members about any financial and logistic means available from the various bodies of the European institutions.

Article 17

- (1) The Secretary General shall explore current and foreseen proposals and activities in the European institutions with a view to selecting the topics on which EUROCHAMBRES should express an opinion.
- (2) The Secretary General shall follow the developments within the bodies of the European institutions to enable EUROCHAMBRES to decide in due time whether to take action or not.

- (3) By maintaining close contacts with the offices set up in Brussels by the national organisations of the Chambers of Commerce and Industry, the Secretary General provides them with his support within the framework of the mission with which he is entrusted. The Secretary General keeps them informed on a regular basis of the activities of EUROCHAMBRES.

Article 18

The Secretary General shall

- a) forward suggestions made by the Members, to the relevant EUROCHAMBRES body.
- b) propose actions to be launched by Members vis-à-vis : the public at large, the Chambers of Commerce and Industry established in the various regions of the European Union, the European institutions,
- c) ensure that EUROCHAMBRES holds a position as a privileged interlocutor with the European institutions,
- d) advise the President of EUROCHAMBRES when to intervene with the Presidents and/or members of the relevant European institutions.

Article 19

- (1) Under the President's authority, or in the absence or impediment of the President, the Secretary General shall convene the Plenary Assembly and the Board of Directors. The Secretary General shall draw up the agenda and gather relevant documents for such meetings, have the minutes drawn up and ensure that position papers are properly drafted and that all the documents mentioned in this paragraph are circulated;
- (2) The Secretary General shall convene the meetings of the committees of the association and in co-operation with the Chairman of the committee draw up the agenda and make sure that the minutes of the meetings are drawn up and that all the documents mentioned in this paragraph are circulated.

Article 20

- (1) The Secretary General is responsible for keeping the account books of the association.
- (2) The Secretary General shall prepare a draft budget in accordance with Article 24 below.

Article 21

The Secretary General is responsible for maintaining the archives of the association.

Article 22

The Secretary General may decide to charge a fee to cover administrative costs for any services carried out at the request of a Member.

PART VII NOMINATIONS

Article 23

- (1) The elections of the President, Deputy Presidents, other elected members of the Board of Directors and are prepared by the Nominating Committee, or in the absence of such a committee, by the Board of Directors.
- (2) The Nominating Committee, if appointed, shall have a minimum of three and a maximum of five members.
- (3) The members of the Nominating Committee are appointed by the Plenary Assembly for a period of one year.
- (4) When a Nominating Committee shall prepare the elections it shall send a Call for Nominations to all Members no later than 12 weeks prior to the Plenary Assembly
- (5) All candidates for President, Deputy President, other elected members of the Board of Directors and must be announced by the Nominating Committee no later than 30 days prior to the Plenary Assembly. The announcement shall include a relevant presentation of all nominated candidates.
- (6) Each member of the Nominating Committee has one vote.

When elections are prepared by the Board of Directors paragraphs (4) and (5) are equally valid.

PART VIII FINANCES

Article 24

- (1) The Board of Directors sets up a Budgetary Committee made up of Directors/Secretaries General.
- (2) This Committee examines the draft budget prepared by the Secretary General and then submits it to the Board of Directors.
- (3) The Board of Directors submits a draft budget for the approval of the Plenary Assembly.

Article 25

- (1) All Full Members of the association are assigned to one of the following subscription groups,
 - (i) Public Law Members from big countries within the European Union
 - (ii) Private Law Members from big countries within the European Union
 - (iii) Public Law Members from medium-sized countries within the European Union
 - (iv) Private Law Members from medium-sized countries within the European Union
 - (v) Public Law Members from other countries within the European Union
 - (vi) Private Law Members from other countries within the European Union.

The amount to be paid by Members of each group is decided by the Plenary Assembly.

- (2) The affiliated members are assigned to one of the following subscription groups
 - (i) Public Law Members from big countries outside the European Union
 - (ii) Other Members from outside the European Union.

The amount to be paid by Members of each group is decided by the Plenary Assembly.

- (3) All Correspondent Members are assigned to either of the following subscription groups,
 - (i) National Chamber Organisations from countries outside Europe
 - (ii) Transnational Chamber Organisations.

The amount to be paid by Members of each group is decided by the Plenary Assembly.

- (4) The Plenary Assembly decides to which category a Member shall belong.

- (5) The Plenary Assembly may decide on a deviation from the fee of a particular subscription group for individual Members for a limited number of years.

Article 26

The contributions fall due as of January 1st. The first instalment must be paid on February 1st and the balance before July 1st. Any payment delay involves the charging of interests on overdue payments, the rate and modalities of which are set by the Board of Directors.
