

1 **INTERNAL REGULATIONS OF THE ALDE Party**

2 *As modified at the Party Council meeting in Athens, Greece on 25 October 2019*

3 *The internal regulations regulate the functioning of the Association and its bodies in general*
4 *and may not conflict with the Articles of Association.*

5 **I. NAME OF THE PARTY**

- 6 1. "Alliance of Liberals and Democrats for Europe Party" is the official name of the Party
7 and is abbreviated ALDE Party.

8 **II. CONGRESS**

- 9 1. The Congress shall be held in Europe at least once a year. The Bureau shall take the
10 decision as to which Party will host the Congress after having reviewed applications
11 submitted by member parties.

12 **III. AGENDA AND TIMETABLE OF THE CONGRESS**

- 13 1. The Bureau shall draw up the agenda and submit it to the Congress for formal adoption.
14 2. The Bureau shall act as a steering committee for the Congress.
15 3. If the subject of a draft resolution is not covered by the agenda, and the Bureau acting
16 as a steering committee rejects its inclusion in the agenda, the Congress may decide
17 by a simple majority whether the motion will be admitted for discussion and decision.
18 4. Items, including draft resolutions, for the agenda may only be submitted to the
19 Secretariat of the ALDE Party, not less than seven weeks prior to the Congress, by full
20 member parties, 50% + 1 of the Members of the European Parliament, of the
21 Committee of the Regions, of the Parliamentary Assembly of the Council of Europe
22 who are signed up to the ALDE Party, the ALDE Party Gender Equality Network or the
23 Bureau of the ALDE Party. Individual members can submit items collectively and
24 democratically through their elected delegates.
25 5. The final agenda, together with draft resolutions and any other relevant items, including
26 reports, will be sent to all delegates not less than six weeks prior to the Congress.
27 6. Amendments to draft resolutions may only be submitted to the Secretariat, not less
28 than four weeks prior to the Congress, by full member parties, 50% + 1 of the Members
29 of the European Parliament, of the Committee of the Regions, of the Parliamentary
30 Assembly of the Council of Europe who are signed up to the ALDE Party, individual
31 members collectively and democratically through their elected delegates, the ALDE
32 Party Gender Equality Network or the Bureau of the ALDE Party.
33 7. Amendments must be in the possession of all delegates not less than three weeks prior
34 to the Congress.
35 8. The Bureau may for organisational reasons decide to alter the above schedule for the
36 Congress up to six months prior to the Congress.
37 9. The Council, any full member Party, 25 voting Congress delegates, 50% + 1 of the
38 Members of the European Parliament, of the Committee of the Regions, of the
39 Parliamentary Assembly of the Council of Europe who are signed up to the ALDE Party,
40 the ALDE Gender Party Equality Network, the Bureau of the ALDE Party, or individual

- 41 members collectively and democratically through their elected delegates, may propose
42 draft urgency resolutions, which may not exceed 300 words, to be added to the agenda.
43 These must relate to current or recent political events which could not have been dealt
44 with in the draft resolutions seven weeks prior to the Congress. The Congress shall
45 decide which draft urgency resolutions to debate, after considering the
46 recommendation of the Bureau.
- 47 10. The Bureau may propose a draft resolution as the result of a debate in the Council. The
48 topic of this draft resolution should be added to the agenda. The Congress will decide
49 whether to debate this resolution.
- 50 11. Prior to European parliamentary elections an electoral manifesto must be discussed
51 and adopted. Amendments may be submitted by any full member Party, the Council,
52 25 voting Congress delegates, 50% + 1 of the Members of the European Parliament,
53 of the Committee of the Regions, of the Parliamentary Assembly of the Council of
54 Europe who are signed up to the ALDE Party, the ALDE Party Gender Equality
55 Network, the Bureau of the ALDE Party or individual members collectively and
56 democratically through their elected delegates.
- 57 12. Any full member Party or 25 Congress delegates may propose to set up a committee
58 during the Congress.
- 59 13. The parliamentary representation of the ALDE Party in the European Parliament, in the
60 Committee of the Regions and in the Parliamentary Assembly of the Council of Europe
61 shall report on their activities to the Congress.
- 62 14. Candidates for election to the Bureau must be nominated up to three weeks prior to the
63 Congress. In the event of having an insufficient number of candidates, the Council may
64 waive this rule.

65 **IV. PARTICIPATION AND REPRESENTATION AT THE CONGRESS**

66 Until the Congress following the first elections to the European Parliament to be held by the
67 uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as
68 modified by the Treaty on European Union, the results of national elections will apply.

- 69 1. The following delegates shall be entitled to attend the meetings of the Congress with
70 voting rights.
- 71 a) Delegates of full member parties whose number shall be allocated as follows:
- 72 - One base delegate for every party
- 73 - Total number of Council delegates
- 74 - Additional delegates based on the rounded sum of the party's vote total divided by
- 75 o 100,000 for the first 3 million votes,
- 76 o 250,000 between 3 million and 5 million votes
- 77 o and 500,000 for votes exceeding a total of 5 million votes
- 78 - Additional delegates based on the vote share divided by 3% (only for parties in
79 countries with a total population exceeding 250,000)

80 The total number of Congress delegates is expressed in the formula as follows:

81 $1 + \text{Council Delegates} + \left| \frac{\text{Vote Total}}{*} + \frac{\text{Vote Share}}{3\%} \right| = \text{Number of Congress Delegates}$

82 * according to the thresholds listed here above

83 A member party whose exact number of votes cannot be determined because it ran in an
 84 electoral alliance or coalition of parties will be allocated delegates as follows: the vote total of
 85 the coalition is divided by the total number of the elected coalition’s MPs and then multiplied
 86 by the number of MPs that were elected from the ALDE member party.

87 b) Members of the ALDE Party Bureau. Each Bureau member carries an individual vote
 88 and cannot take an additional proxy vote, either on behalf of another member of the
 89 ALDE Party Bureau or of an ALDE Party member party.

90 c) Ten delegates nominated by LYMEC (European Liberal Youth);

91 d) Delegates of individual members whose number shall be allocated as follows:

Number of individual members		Number of Congress delegates
1 – 499	=	1
500 – 999	=	2
1,000 – 1,999	=	3
2,000 – 3,999	=	4
4,000 – 5,999	=	5
6,000 – 9,999	=	6
10,000 – 19,999	=	7
20,000 – 49,999	=	8
50,000 – 99,999	=	9
100,000 and more	=	10

92 2. The following delegates will be entitled to attend the meetings of the Congress, without
 93 voting rights:

94 a) Two delegates from each affiliate member party;

95 3. Other persons may be entitled to attend the meetings of the Congress, without voting
 96 rights, by prior written invitation of the Bureau.

97 4. Member Parties and individual members shall communicate the names of the
 98 Congress delegates and the list of voting delegates to the Secretariat at least one week
 99 prior to the meeting. After that date, changes to the voting delegate lists will only be
 100 accepted in exceptional cases such as sickness, flight cancellations and last minute
 101 political developments requiring a delegate to attend a political mission or event.

102 5. Any verification of credentials will be carried out, if required, by the Bureau.

103 6. A member party’s votes are not transferable.

104 **V. CONDUCT OF CONGRESS SESSIONS**

- 105 1. The sessions of the Congress shall be public unless the Congress decides otherwise.
- 106 2. Delegates may not speak for longer than the Chair decides and may not speak more
- 107 than once, except by leave of the Chair. The Chair shall announce the maximum
- 108 speaking time before the beginning of the discussion session.
- 109 3. A delegate who asks leave to speak for a procedural motion shall have a prior right to
- 110 do so, in particular:
- 111 a) to raise a point of order;
- 112 b) to move the closure of a debate;
- 113 c) to move the adjournment of a debate.
- 114 4. An amendment shall only relate to the text it seeks to alter.
- 115 5. Votes will be cast by holding up voting cards or by electronic means. A ballot may be
- 116 taken by decision of the Congress. Decisions of the Congress are taken by simple
- 117 majority unless otherwise specified by the Articles of Association. For decisions of the
- 118 Congress at least one third of the total number of delegates must be present and voting.
- 119 6. There shall be a ballot for the appointment and discharge of members of the Bureau or
- 120 officers. The Congress shall appoint tellers for counting votes.
- 121 7. The President or session Chairperson shall announce the result, or, if of the opinion
- 122 that the result is not clear, shall order a count. The President's or Chairperson's
- 123 decision may be challenged and a vote held if 30 delegates stand to request this.
- 124 8. Separate votes shall be taken on any section of any motion or amendment if:
- 125 a) requested by the President or Chairperson of that session;
- 126 b) requested by the Bureau; or
- 127 c) requested by any delegate as a point of order and either accepted by the proposer
- 128 of the motion or amendment as appropriate, or put to a vote and confirmed by
- 129 decision of the Congress.
- 130 9. At the end of any debate on an amendment or motion, a vote will be taken.
- 131 10. Election for a common top candidate(s) for the European elections:
- 132 The candidate(s) will be elected by full member parties from EU Member States,
- 133 LYMEC and individual members' delegates during a Congress or an extraordinary
- 134 Congress.
- 135 The voting system follows the system of election for ALDE Party President.
- 136 11. Adoption of common electoral manifesto for the European elections:
- 137 The manifesto will be adopted by full member parties from EU Member States, LYMEC
- 138 and individual members' delegates during a Congress or an extraordinary Congress.

139 **VI. THE COUNCIL**

140 Until the Council following the first elections to the European Parliament to be held by the
141 uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as
142 modified by the Treaty on European Union, the results of national elections will apply.

143 1. The following persons will be entitled to attend the meetings of the Council, with voting
144 rights:

- 145 a) Delegates of full member parties whose number shall be allocated as follows:
146 - One base delegate for every party
147 - Additional delegates based on the rounded sum of the vote total divided by
148 500,000 and the vote share divided by 10% for parties in countries with a total
149 population exceeding 250,000

150 The total number of Council delegates per party is expressed in the formula as follows:

151
$$1 + \left| \frac{\text{Vote Total}}{500\,000} + \frac{\text{Vote Share}}{10\%} \right| = \text{Number of Council Delegates}$$

152 A member party whose exact number of votes cannot be determined because it ran in an
153 electoral alliance or coalition of parties will be allocated delegates as follows: the vote total of
154 the coalition is divided by the total number of the elected coalition's MPs and then multiplied
155 by the number of MPs that were elected from the ALDE member party.

- 156 b) Members of the ALDE Party Bureau. Each Bureau member carries an individual
157 vote and cannot take an additional proxy vote, either on behalf of another
158 member of the ALDE Party Bureau or of an ALDE Party member party.
159 c) One delegate appointed by LYMEC (European Liberal Youth).
160 d) One delegate elected by the individual members.

161 2. The following persons will be entitled to attend the meetings of the Council, without
162 voting rights:

- 163 a) One delegate from each affiliate member Party;
164 3. Other persons may be entitled to attend the meetings of the Council, without voting
165 rights, by prior written invitation of the Bureau.
166 4. Member Parties and individual members shall communicate the names of the Council
167 delegates and the list of voting delegates to the Secretariat at least one week prior to
168 the meeting. After that date, changes to the voting delegate lists will only be accepted
169 in exceptional cases such as sickness, flight cancellations and last minute political
170 developments requiring a delegate to attend a political mission or event.
171 5. Should the President be absent or unable to carry out his/her duties, he/she shall be
172 replaced by one of the Vice Presidents who shall have full powers.
173 6. The agenda for Council meetings shall be drawn up by the Bureau and circulated to
174 member parties four weeks before each Council meeting.
175 7. The President may limit both the speaking time and the number of times a delegate
176 may speak on any one topic.

- 177 8. The Council may set up committees as it thinks fit, and may provide terms of reference
178 and rules of procedure for those working and advisory groups and any other
179 committees set up by Congress or Council.
- 180 9. Decisions of the Council are taken by simple majority, unless required otherwise by the
181 Statutes. For decision of the Council at least one third of the total number of delegates
182 must be present or represented. In addition to their own personal vote, Council
183 delegates may also be allocated a maximum of one proxy vote, meaning that a
184 maximum of two votes per delegate can be cast. Upon the proposal of the Bureau,
185 decisions may be taken by circular letter.
- 186 10. Bureau members do not have voting rights concerning the annual discharge of the
187 Bureau.
- 188 11. In case of any dispute over procedure, the ruling by the President or Chair of that
189 session shall be final.
- 190 12. The Council may discuss urgency resolutions. Any full member party may propose
191 urgency resolutions. These must relate to current or recent political events or to topical
192 issues that have occurred since the last meeting of the Council. Draft urgency
193 resolutions can be submitted to the Secretariat. Draft urgencies may not exceed 300
194 words. The Council shall decide which draft urgency resolutions to debate, after
195 considering the recommendation by the Bureau.

196 **VII. BUREAU**

- 197 1. Candidates for membership of the Bureau must be a member of, and be nominated by,
198 their full member of the Association who has fulfilled their membership obligations.
- 199 2. The Secretary General of the Association shall serve as secretary of the Bureau.
- 200 3. The following persons shall be entitled to attend the meetings of the Bureau as
201 observers, without voting rights:
- 202 a) If the President of the parliamentary representation of the ALDE Party in the
203 European Parliament is unable to attend the meeting, the Secretary General of this
204 Group, or the highest ranking ALDE Party member from this Group may attend by
205 invitation of the Bureau.
- 206 b) If the President of the parliamentary representation of the ALDE Party in the
207 Committee of the Regions is unable to attend the meeting, the Secretary General of
208 this Group, or the highest ranking ALDE Party member from this Group may attend by
209 invitation of the Bureau.
- 210 c) If the President of the parliamentary representation of the ALDE Party in the
211 Parliamentary Assembly of the Council of Europe is unable to attend the meeting, the
212 Secretary General of this Group, or the highest ranking ALDE Party member from this
213 Group may attend by invitation of the Bureau.
- 214 d) If the President of the European Liberal Forum, the foundation of the ALDE Party is
215 unable to attend the meeting, the Executive Director may attend by invitation of the
216 Bureau.
- 217 e) The President of LYMEC (European Liberal Youth).
- 218 f) The President of Liberal International.

- 219 4. Should the President be absent or unable to carry out his/her duties, he/she shall be
220 replaced by one of the Vice Presidents and/or the Treasurer who shall have full powers.
- 221 5. The Bureau may propose to the Council and the Congress the setting up of working
222 groups, advisory bodies and committees, and shall provide terms of reference and
223 rules of procedure.
- 224 6. The Bureau may admit other third parties as observers without voting rights, by
225 unanimous consent.

226 **VIII. SECRETARY GENERAL**

- 227 1. The Secretary General:
- 228 a) must belong to an ALDE Party member Party;
- 229 b) shall be accountable to the Bureau and to the Council;
- 230 c) shall assist the Association;
- 231 d) shall head a Secretariat, the composition and organisation of which will be proposed
232 by the Secretary General to the Bureau;
- 233 e) shall be assisted in the exercise of his/her functions by full and affiliate members;
- 234 f) shall organise the meetings of the organs of the Association;
- 235 g) shall maintain contacts among full and affiliate members and the Association;
- 236 h) on behalf of the Bureau, shall report on the Association's activities to the Congress.

237 **IX. TREASURER**

- 238 1. The Treasurer, on behalf of the Bureau:
- 239 a) shall propose to the Council the annual budget and the financial contributions of the
240 members;
- 241 b) shall account for the expenses of the Secretariat and all other organs of the
242 Association;
- 243 c) shall be responsible for the accounts of the electoral fund at the disposal of the
244 Association;
- 245 d) may propose to the Bureau - which may agree - a variation in the financial obligations
246 of any full and affiliate Party.
- 247 2. The Treasurer shall take a particular role with the Secretary General in administration
248 and personnel management of the Association.

249 **X. MEMBERS**

- 250 1. Member parties and membership fees
- 251 Full members shall pay a membership fee (chapter II, article 7 of the ALDE Party Statutes),
252 the annual level of which is based on the number of delegates to the ALDE Party Congress.
253 This number is calculated based on the election results obtained by the party in the most recent
254 national (lower house) elections, in a two-step-process as stipulated in point IV.1a.

255 Each party pays a minimum fee of 4,600€ and an additional fee of 350€ per Congress delegate.
256 With a minimum number of two Congress delegates being equivalent to a minimum
257 membership fee of 5,300€.

Number of Congress Delegates	Fee Level
2	5,300€
3	5,650€
4	6,000€
5	6,350€
6	6,700€
7	7,050€
...	...

258 Newly-founded full or affiliate members which succeed to the rights of full or affiliate members
259 of the Association must reapply to be members of the Association.

260 Full members that have not paid membership fees for two consecutive years shall be
261 requested to apply for affiliate membership to be approved by the Council.

262 Affiliate members pay an annual fee of 2,000€. The annual fee of the individual members is
263 decided by the Bureau in consultation with ALDE Party Individual Members' Steering
264 Committee.

265 The invoices of membership fee shall be sent out to the members as soon as possible in the
266 calendar year and as a minimum in the first quarter of the year. Voting rights of newly-accepted
267 full members comes into force upon payment of the first membership fee invoice.

268 Based on a recommendation by the Bureau assessing both the financial and political status of
269 the party, the Council shall review annually the membership status of an affiliate member if it
270 fails to pay its fees.

271 2. Elected members

272 Elected members of full or affiliate member parties sitting in any international or European
273 assembly should belong to the parliamentary representation of the ALDE Party of that
274 assembly.

275 **XI. POLITICAL LEADERS**

276 1. The Bureau shall convene meetings of ALDE Party leaders and ministers to exchange views
277 on items on the agenda of the European Council and the current European political situation.

278 2. The Political Leaders' Meeting shall include:

279 a) The elected members of the ALDE Party Bureau;

280 b) The Political Leaders of member parties;

281 c) The President of the parliamentary representation of the ALDE Party in the European
282 Parliament;

283 d) The President of the parliamentary representation of the ALDE Party of in the
284 Committee of the Regions;

285 e) The President of the parliamentary representation of the ALDE Party in the
286 Parliamentary Assembly of the Council of Europe;

287 f) The President of Liberal International;

288 g) ALDE Party Prime Ministers, Ministers and Commissioners;

289 h) The President of LYMEC.

290 i) The President of the European Liberal Forum

291 3. The Bureau may invite leading personalities to take part in the meetings of the Political
292 Leaders' Meeting e.g. leaders of affiliate member parties or leaders of political parties which
293 share the same liberal, democrat and reform values, members of the European Commission
294 and Council who belong to a full member Party, and the Presidents of parliamentary
295 representations of the ALDE Party in other international fora.