

**II. Statuten en huishoudelijke reglementen/27-07-95  
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Reglement van orde van de Raad en het Congres van de Federatie  
van Liberale en Democratische Partijen van de Europese  
Gemeenschap (ELDR)**

*Adopted by the Council on 4 december 1991*

***I - Congress***

1. The Congress shall be held at least once a year in one of the member states of the Community;
2. The Council shall determine the date, place and the theme of the Congress;
3. The host party (or parties) of the member state provide the co-presidency for the Congress.

***II - Agenda and timetable of the Congress***

1. The Bureau shall draw up the Agenda and submit it to the Council for approval;
2. The Bureau should act as a Steering Committee for the Congress;
3. If the subject of a draft resolution is not covered by the Agenda, and the Bureau acting as Steering Committee rejects its inclusion in the Agenda, the Congress may decide by simple majority whether the motion will be admitted for discussion and decision;
4. Items, including draft resolutions, for the Agenda must be submitted to the secretariat of the Federation not less than two months prior to the Congress;
5. The final Agenda together with draft resolutions and any other relevant items, including reports will be sent to all delegates not less than six weeks prior to the Congress;
6. Amendments to resolutions must be submitted to the secretariat no later than four weeks prior to the Congress;
7. The Bureau may for organisational reasons, decide to alter the above schedule for the Congress;
8. The amendments submitted by parties must be in the possession of all delegates at the latest two weeks prior to the Congress;
9. The Council, the Liberal, Democratic and Reformist Group of the European Parliament, any member party or twenty-five delegates may propose urgency draft resolutions in addition to the Agenda. These must relate to current or recent political events, which could not have been dealt with in the draft resolutions two months prior to the Congress. The Congress shall decide whether to debate urgency draft resolutions.

***III - Representation at the Congress***

1. A list of delegates and substitutes shall be sent by each member party to the secretariat at least two months prior to the Congress;
2. Any verification of credentials will be carried out if required, by the Bureau.

#### *IV - Elections*

1. Ballots will be secret and held according to the rules of the single transferable vote system;
2. Each candidate for election to the Bureau must be nominated at least four weeks before the Congress. Nominations must be by member parties.

#### *V - Conduct of Sessions of the Congress*

1. The Sessions of the Congress will be public unless the Congress decides otherwise;
2. The names of delegates who ask leave to speak will be entered in the list of speakers in the order in which their requests are received. Delegates wishing to speak shall indicate in writing the motion or amendment on which they wish to speak and whether they wish to speak for or against it. The President shall call speakers alternately for and against and seek to reflect as many points of view as possible;
3. Delegates may not speak for more than four minutes;
4. Proposers of resolutions will be allowed extra time at the discretion of the President;
5. No delegate may speak more than once on the same subject except by leave of the President;
6. A delegate who asks leave to speak for a procedural motion, in particular: a) to raise a point of order; b) to move the closure of a debate; c) to move the adjournment of a debate shall have a prior right to do so;
7. An amendment shall only relate to the text it seeks to alter;
8. Normally the Congress will vote by holding up their voting cards, but written ballot may be taken;
9. Separate votes shall be taken on any section of any motion or amendment, if either:
  - a) requested by the President;
  - b) requested by the Bureau;
  - c) requested by any delegate as a point of order and either accepted by the proposer of the motion or amendment as appropriate or put to a vote and confirmed by a simple majority of delegates present and voting;
10. At the end of any debate on each amendment or motion, a vote will be taken. The President shall announce the result, or, if in his opinion the result is not clear, he shall order a count. The President's decision may be challenged and a written vote held if thirty delegates stand in their places. The Congress shall appoint tellers for counting votes.

#### *VI - The Council*

1. Member Parties shall nominate their representatives in the Council and communicate their names in writing to the secretariat not later than eight weeks after the Congress that terminates their two year term of office;
2. Should the President be absent or unable to carry out his duties he shall be replaced by one of the Vice-Presidents who shall have full powers;
3. The agenda for Council meetings shall be drawn up by the Bureau and circulated to members fourteen days before each Council meeting;

4. The President may limit both the speaking time and the number of times a member may speak on any one topic;
5. The Council may set up technical committees for any purpose it thinks fit;
6. The Council shall provide terms of reference and rules of procedure for those working and advisory groups and any other committees set up by Congress or Council;
7. Where necessary voting in Council will be by show of hands;
8. In case of dispute on procedure, the ruling by the President shall be final.

#### *VII - Secretariat*

1. The office of the ELDR Secretariat shall be in Brussels;
2. The working languages shall be English and French .