

Brussels, 4 October 2019  
*Entry into force: 26 January 2020*

**RULES OF PROCEDURE OF  
THE EURO-MEDITERRANEAN REGIONAL AND LOCAL ASSEMBLY (ARLEM)**

*Rule 1*

*The Assembly*

1. The Euro-Mediterranean Regional and Local Assembly (hereafter referred to as "ARLEM") is a consultative assembly which aims at bringing a regional and local dimension to the Euro-Mediterranean partnership.
2. The Assembly shall conduct its work and act by consensus.
3. The Assembly may adopt resolutions, conclusions and reports on various aspects of the Euro-Mediterranean partnership and propose recommendations to the Ministerial Conferences, the other constituent bodies of the Union for the Mediterranean and the European Union institutions.
4. Amendments to a text tabled for adoption by the Assembly shall be submitted in writing by a deadline to be announced by the co-presidents.
5. The sessions of the Assembly may be held in public, if the Assembly decides so.
6. Members of the Assembly may speak when authorised to do so by the co-president chairing the meeting.
7. The co-presidents shall open, suspend and adjourn the meetings; they shall ensure observance of the rules, maintain order, call upon speakers, limit speaking time and close the meetings. In accordance with the Bureau, they shall rule on any matter arising in between ARLEM statutory meetings.

8. The discussions of the Assembly shall not be legally binding.

## *Rule 2*

### *Composition*

1. The Assembly shall consist of 80 members. Its membership shall be divided equally between the Mediterranean partners and the EU. The Assembly shall thus be composed of two groups: one from the Mediterranean partners and one from the European Union (EU). The Assembly shall comprise 40 members of the Mediterranean partners and 40 members of the EU (32 members of the Committee of the Regions, hereafter referred to as "CoR", and 8 members of European associations of local and regional authorities active in the field of Euro-Mediterranean cooperation, as proposed by the associations on the basis of a common agreement).
2. The seats for the Mediterranean partners shall be divided as follows: Egypt (5), Turkey (5), Algeria (4), Morocco (4), Syria (3), Tunisia (3), Albania (2), Bosnia-Herzegovina (2), Israel (2), Jordan (2), Lebanon (2), Mauritania (2), Palestinian Authority (2), Monaco (1) and Montenegro (1).
3. Each Mediterranean partner, the CoR and each association represented within ARLEM may designate alternates up to the number of full members. The list of designated alternates shall comprise up to 40 alternates from the Mediterranean partners and up to 40 alternates of the European Union.
4. The members of ARLEM and the designated alternates shall be representatives of regions and local bodies and hold a regional or local authority mandate.
5. In case countries which are Mediterranean partners and EU candidate countries join the European Union, they will be represented in the EU quota, leaving the total amount of the ARLEM membership and the principle of parity unchanged. The practical implementation of this principle will be addressed in due time.
6. Membership of the Assembly shall be voluntary.

## *Rule 3*

### *Term of office*

1. Members and alternates shall be appointed for a renewable period of two and a half years.
2. Members and alternates of the EU group shall be appointed by the CoR and, as far as the representatives of the associations are concerned, in agreement with the associations. Members and alternates of the Mediterranean partners' group shall be appointed by their respective governments or, in countries where such associations exist, in agreement with their associations representing local and regional authorities.

3. The term of office of a member or alternate shall be terminated by withdrawal of nomination, by resignation or by the end of the mandate on the basis of which she/he was appointed.
4. Where either of these cases occurs, the member or alternate shall immediately inform the co-presidency in writing, specifying the date on which her/his resignation or loss of mandate takes effect. The member or alternate shall be replaced as quickly as possible according to the applicable rule.

#### *Rule 4*

#### ***Co-presidency and Bureau***

1. The Assembly shall be chaired by a co-presidency equally representing the Mediterranean partners and the EU.
2. Keeping in mind the desirable coherence between the works of the ARLEM and the activities of the Union for the Mediterranean the co-president from the Mediterranean partners' group shall be confirmed by consensus by that group for a period of two and a half years. The co-president from the EU shall be the CoR president-in-office.
3. The Bureau of the Assembly shall consist of the co-presidents and 14 members, acting as vice-presidents. Seven of them shall be appointed by consensus by the Mediterranean partners' group and seven by the EU group (six of them shall be Committee of the Regions members and one a member of the associations).
4. The appointment of the co-presidency and the Bureau shall be submitted to the Assembly for approval.
5. The term of office of the members of the Bureau shall be a period of two and a half years.
6. The Bureau shall define the work programme of the Assembly and submit it to the plenary for approval. It shall recommend to the plenary session the date, place and topics for the next ARLEM meeting.
7. The Bureau shall meet at least once per year, prior to the plenary session. The meeting prior to the plenary session shall be held *in camera*. The Bureau shall be convened by the co-presidents.

#### *Rule 5*

#### ***Temporary replacement of absent members***

1. A member who is unable to attend a meeting may be replaced by a designated alternate, who shall exercise the same powers as the member during the meeting. A CoR member may be replaced by any CoR designated alternate from the same political group. A member

representing the associations may be replaced by any designated alternate representing the associations. A member from the Mediterranean partners may be replaced by any designated alternate from the same country.

2. A member of the ARLEM Bureau from the EU group who is unable to attend a meeting may be replaced by another CoR ARLEM member from her/his political group respectively by another ARLEM member representing the associations. A member of the ARLEM Bureau from the Mediterranean partner group who is unable to attend a meeting may be replaced by another ARLEM member from her/his country.

#### *Rule 6*

#### ***Proceedings***

1. The Assembly shall meet once a year at the invitation of its co-presidents at a place determined by the Assembly on a proposal from the Bureau. ARLEM members may send appropriate proposals to the secretariat (see Rule 9), which will forward them to the Bureau.
2. The draft agenda shall be drawn up by the co-presidents and be adopted by the Assembly at the start of its session.
3. The draft agenda shall be sent by the secretariat to the members at least one month before the start of the session.
4. Any additional item will be added to the agenda following a proposal by the Bureau.
5. The Assembly, on a proposal of the Bureau, may decide to set up a commission on specific topics. The commission may meet between the plenary sessions. It shall not meet more than twice per year.

#### *Rule 7*

#### ***Observers***

1. On a proposal from the Bureau, the Assembly may grant observer status at its meetings to institutions, bodies or international organisations that request it. The co-presidents may also invite guest speakers for individual meetings depending on the agenda.

#### *Rule 8*

#### ***Languages***

1. The Assembly shall use English, French and Arabic. Depending on feasibility, interpretation and translation shall be provided in further languages.

### *Rule 9*

#### *Costs*

1. The travel and accommodation expenses of participants shall be borne by their respective bodies unless decided otherwise by the CoR. The CoR may bear the expenses for the participation of members or designated alternates from the Mediterranean partners based on the CoR reimbursement rules and subject to budgetary availability.
2. The CoR shall bear interpreting costs.
3. For meetings outside Brussels, a sharing of costs agreement shall be signed. In this case the host shall be responsible for the agreed practical arrangements for the meeting.
4. The cost of translation of the necessary documents for the activities of the ARLEM shall be borne by the CoR.

### *Rule 10*

#### *Secretariat*

1. A secretariat will be made available by the CoR which will take care of the practical aspects of the organisation of events and meetings as defined by the Bureau and the Assembly.

### *Rule 11*

#### *Written procedure*

1. In exceptional circumstances, the ARLEM co-chairs may have resort to a written procedure for the adoption of decisions of the ARLEM plenary and Bureau.
2. The co-chairs shall send the proposal for a decision to the members of the responsible body and ask them to send any objections in writing within one week.
3. If no objection has been received within the fixed deadline, the decision shall be deemed adopted.

### *Rule 12*

#### *Amendment of the Rules of Procedure*

1. Members may propose amendments to these Rules of Procedure. Such amendments shall be sent to the secretariat and forwarded to the Bureau, which shall then submit them to the next plenary session.

2. Amendments to these Rules of Procedure shall be adopted by consensus. A written procedure may also be used.
  3. Unless otherwise specified with the approval of the Assembly, amendments to these Rules of Procedure shall enter into force at the following session.
-