



# **General conditions**

*Update 2019  
by Executive Council and  
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### **1 BACKGROUND, MISSION AND AIMS**

#### **1.1 Background**

Eurotowns was first established in 1991 as the medium-sized cities network. Under its new name it has developed into a Europe-wide network of cities with populations of between 50,000 and about 250,000.

#### **1.2 Mission**

The mission of Eurotowns is to develop a network of vibrant, socially inclusive and sustainable medium sized European cities, which acts as a catalyst for urban innovation, creativity and renewal.

#### **1.3 Aims**

The aims of Eurotowns are to:

- establish a network for cooperation between medium sized cities of Europe
- facilitate exchange, transfer of good practice and knowledge
- identify, communicate and represent the needs and interests of medium-sized cities in Europe
- support medium sized cities in delivering EU goals by building knowledge, understanding and capacity to enable cities to maximise opportunities and to innovate
- to promote and represent the common interests of medium sized cities in the consultative and decision making process of the institutions of the European Union.

## **2 MEMBERSHIP**

### **2.1 Membership**

Membership of Eurotowns is open to European cities with a population of 50,000 - 250,000.

All members should be actively committed to Europe.

There should be a maximum of eight members from any one EU country and a maximum of two members from any one candidate country.

### **2.2 Decision**

All applications for membership shall be submitted to the Secretariat.

The decisions shall be taken by the Executive Council and ratified by the General Assembly.

### **2.3 Application and Withdrawal of membership**

Each request for membership shall be accompanied by information about the city and the applicant shall be expected to explain their aspirations for Europe and for their membership of the network. The request has to be supported by a formal letter.

All members are free to terminate their membership at the end of the calendar year. Any resignation must be made known to the Eurotowns Secretariat by means of a formal letter before the 1<sup>st</sup> July of the running year.

## **3 FINANCING**

### **3.1 Principle**

Return-on-investment is a principle used to stimulate cities to become active members of the network.

### **3.2 Financial position and Audit**

The Executive Council will establish an annual budget of income and expenditure and will report the financial position for the approval of the General Assembly.

The financial year of Eurotowns will start on the 1st January and end on 31st December. The Executive Council will prepare the accounts of the year ended, as well as the budget for the next year. The Executive Council will present the accounts of the year ended to the approval of the members by e-mail at the end of June and present the budget to the approval of the General Assembly in October.

An auditor can be appointed, on the instructions of the General Assembly, for the financial accounts of the network.

### **3.3 Subscription or Annual fee**

The membership subscription is determined annually, by the General Assembly, in euros.

There is no membership fee during the first calendar year for new members. In this case, there is no reimbursement either.

If a member fails to pay the membership fee, there will be no reimbursement of expenses.

## **4 COMPOSITION OF THE INSTITUTIONS**

### **4.1 General Assembly**

All members of Eurotowns will meet once a year at a General Assembly, the date and venue of which will be set at the previous meeting of the General Assembly.

The General Assembly shall:

- provide a forum for policy debate and development of the Eurotowns agenda
- elect the President and Vice-Presidents of the network
- elect the members of the Executive Council
- ratify new members
- review and amend the General conditions as and when necessary
- consider and approve the accounts, approve the annual budget and be responsible for the financial management of the network
- determine the annual membership fee.

### **4.2 President and Vice-Presidents**

Nominations for the Presidency and two Vice-Presidencies will be proposed from among the member cities, to be elected by the General Assembly on a two-third majority of those present.

The President and Vice-Presidents should, unless unavoidable, represent member cities from different countries in order to give the widest possible geographical spread.

The President and Vice-Presidents will be elected for a three year term. The President will serve a maximum of two terms.

On retiring, the President will be succeeded by one of the serving Executive Council members, preferably one of the Vice-Presidents.

The President shall:

- chair all meetings of the General Assembly
- chair all meetings of the Executive Council
- be responsible for organizing a secretariat for the day-to-day operations of the network.

The Vice-President shall:

- chair the Executive Council and the General Assembly when the president is not in the chair. The president may also delegate any duty, task or power to one of the vice-presidents.

The President and/or the Vice-Presidents shall:

- formally and politically represent the network in meetings with the European Commission, MEPs etc.
- be responsible for initiatives aimed at expanding and developing the work of the network.

### **4.3 Executive Council**

The Executive Council will comprise a maximum of eight member cities. The President and the Vice-Presidents are always members of the Executive Council. The remaining five members will be elected by the General Assembly for a period of three years by a two-third majority of those present.

Members of the Executive Council will be eligible for re-election.

The Executive Council shall:

- prepare the agenda for the General Assembly
- manage the annual work plan, within the limit of the annual budget
- receive progress reports from Task Teams
- review and recommend the annual accounts and network budget for consideration by and approval of the General Assembly
- be responsible for the establishment and implementation of specific Task Teams
- appoint a chair to lead each Task Team
- seek and accept new members for the network
- meet at least twice a year.

### **4.4 Secretariat**

The Secretariat will be based in the same city as the President of the network.

The Secretariat shall:

- be responsible for the day-to-day operations of the network
- organise the annual meeting/conference of the General Assembly
- organise the meetings of the Executive Council
- prepare an annual work programme, budget and financial accounts
- manage and maintain the network's communication, contacts between the members and ensure the dissemination of all relevant information.

### **4.5 Task Teams**

Task Teams shall:

- be set up if there are at least 3 member cities interested in a subject, with an agreed programme, based on the key challenges as defined by the Executive Council
- have a chair who will be in charge of convening meetings, chasing progress and reporting back to the Executive Council and the General Assembly
- seek opportunities to secure external funding to implement the work.

## **5 PROCEDURES**

### **5.1 Voting**

At all properly convened meetings of the network each member city has one vote.

Decisions on any matters subject to a vote shall be decided by a simple majority of those members present. In the case of a tie the Chair shall have the casting vote excepting in those circumstances set out in 4.2, 4.3, 5.3 and 5.4.

At General Assembly meetings at least 40% of members must be present for the meeting to be quorate.

At Executive Council meetings at least 50% of members must be present for the meeting to be quorate.

### **5.2 Special meetings**

The President will be obliged to call a special or extraordinary meeting of the General Assembly if requested by 10 members or 40% of the membership, whichever is the greater.

### **5.3 Expulsion of members**

The General Assembly shall have the power to expel any member from the network on the grounds of:

- Non-payment of subscriptions after 12 months from the due date
- Actions deemed to bring the network into disrepute.

Any decision to expel a member must be by resolution passed by a two-thirds majority of those present.

### **5.4 Dissolution**

The network may be dissolved by a resolution passed by a two-thirds majority (by a show of hands) of the members of a General Assembly meeting called for that purpose. Such resolution may give instructions for the disposal of any remaining assets of the network.

## **6** DISCLAIMER

The decisions of the General Assembly may deviate from the General conditions in case of specific circumstances.