



INTERNAL REGULATIONS

As of 28 September 2023

1. General Assembly

Two General Assemblies shall be held per calendar year. The first General Assembly shall be held in spring, before 15 May. The second General Assembly shall be held in autumn, before 30 September.

2. Agenda and timetable of the General Assembly

1. The Board of Directors shall draw up the agenda.
2. The Board of Directors organises the General Assembly.

3. Participation and representation of the General Assembly

1. The General Assembly consists of natural persons and of legal persons; representatives act for the legal persons which are Full Members and Affiliate Members. Affiliate Members can voice their opinion but do not have the right to vote.
2. The Full Members, legal persons, have to communicate in writing who will represent them as a delegate at the General Assembly, taking into account chapter II, article 5 of the statutes.
3. A list of delegates shall be sent to the Board of Directors at least two weeks prior to the General Assembly.
4. Upon prior written invitation from the Board of Directors, third parties may be entitled to attend the General Assembly, without voting right.
5. The members of the Board of Directors assist to the General Assembly in their capacity of Board member and in order to explain their activity, if requested; the Executive Director serves as secretary of the General Assembly and drafts the minutes; all have no voting right.
6. The President of the Board can chair the General Assembly, except if the General Assembly decides otherwise.
7. A member of the Board, bearing a proxy for a Full Member, can represent this Member in the General Assembly as its representative, but has to abstain from voting for this Full Member.
8. In case the vote weighting system foreseen in article 13 § 2 of the Articles of Association is to be applied (i.e. if the voting rights of non-EU Full Members exceed the required threshold of eligible votes for a decision to be taken), the voting rights of EU Full Members will be multiplied by fixed increments of 0.25 points until the required balance is restored.

Example: in a case with 10 votes; 4 from non-EU Full Members and 6 from EU Full Members, which must be rebalanced to under 1/3 non-EU Full Members:

Scenario 1 (the first level of fixed increment is applied): multiplication by 1.25 of the voting rights of EU Full Members:

6 EU x 1.25 = 7.5.

4 non-EU = 4.

Total: 11.5.

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The multiplication by 1.25 of the voting rights is not enough, as $4/11.5 = 0.34\%$ (more than 33.33% of the votes).

Scenario 2 (the second level of fixed increment is applied): multiplication by 1.5 of the voting rights of EU Full Members:

6 EU x 1.5 = 9.

4 non EU = 4.

Total: 13.

The multiplication by 1.5 of the voting rights is enough, as $4/13 = 0.31\%$ (below 33.33% of the votes).

4. Elections

1. Order of elections

When several elections are due to take place, the following order of elections shall be respected during the General Assembly:

1. The President;
2. The First Vice-President;
3. The Second Vice-President;
4. The Treasurer;
5. The other Board Members.

For each function, the candidates are put up for voting.

2. Voting mode

1. Voting shall be secret.
2. Blank ballot papers and invalid ballot papers will not be counted among the votes cast.
3. a) Election of the President, the first Vice-President, the Second Vice-President, and the Treasurer

The President, the First Vice-President, the Second Vice-President, and the Treasurer are elected separately, by a majority of more than 50% of the votes cast. If there are two or more candidates, and no one obtains more than 50% of the votes cast, a second round takes place between the two candidates who obtained the most votes in the first round.

b) Election of the other Board Members

The other Board Members are elected on a single ballot paper. Delegates can choose as many candidates as they wish to up to the maximum number of vacancies to be filled. The candidates with the most votes are elected in the order of the amount of votes. Only candidates reaching the quorum defined as follows are elected: 1/the positions available, i.e. that for 2 positions the quorum will $1/2 = 50\%$ of the ballots cast (and not of total votes), for 3 positions $1/3=33,33\%$ of the ballots cast, for 4 positions $1/4=25\%$ of the ballots cast, for 5 positions $1/5=20\%$ of the ballots cast. In case of only 1 vacant position for a round of election, the principle of absolute majority shall be used, as is the case with the positions of President, First Vice-President, Second Vice-President, and Treasurer. If not all mandates are filled after the first round, a second election will take place to fill the last vacant mandate(s), according to the same procedure as round one. If two or more candidates obtain the same number of votes for the last vacant mandate, an extra round will be arranged between those candidates to determine who will fill the mandate.

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5. Board

The Executive Director of the European Political Foundation will serve as Secretary of the Board of Directors and draft the minutes of the meetings.

As foreseen in article 15 § 1 of the Articles of Association, the members of the Board must be composed of persons who are nationals of at least one-quarter of the EU Member States. If the required number of Member States is not reached to meet that one-quarter threshold (i.e. in the current case if 7 Member States are not represented), due to the fact that there are two (or more) candidates elected from the same Member State, then the next candidate with the most votes from a Member State not yet represented in the Board will take the position of the candidate with the least votes from the country from which there is more than one candidate .

6. Executive Director

The Executive Director:

- a. Will assist the European Political Foundation;
- b. Will head a secretariat, the composition and organization of which will be proposed by the Executive Director to the Board of Directors;
- c. Will be assisted in the exercise of his/her functions by the Full and Affiliate Members;
- d. Will be accountable to the Board of Directors;
- e. Will do the practical organisation of the meetings of the General Assembly of the European Political Foundation, on behalf of the Board of Directors;
- f. Will maintain contacts among Full and Affiliate Members and the European Political Foundation;
- g. On behalf of the Board of Directors, will report on the European Political Foundation's activities to the General Assembly.

7. Treasurer

1. The Treasurer, on behalf of the Board of Directors:
 - a. Will propose the annual budget and the financial contributions of the members to the European Political Foundation;
 - b. Will account for the expenses of the secretariat and all other organs of the European Political Foundation .
2. The Treasurer will prepare decisions with the Executive Director regarding the administration and personnel management of the European Political Foundation. Decisions will be taken by the Board as a whole.

8. Full Members

1. **Membership application.** The application must be received at the latest one month before the date of the next General Assembly. This application will only be considered if it is complete i.e. that all documents as required in the articles of association are joined and duly filled out or motivated. The candidate Member will be informed about the missing or incomplete data.
2. **Decision on Full Membership.** Full Members have to be decided on one by one.
3. **Membership fee.** Full Members shall pay a membership fee as stipulated under chapter II, article 5 in the statutes.

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4. **Elections.** Full Members can have their representatives stand for the elections of the Board of Directors.
5. **Engagement in the work of ELF.** Full Members receive invitations to ELF events and trainings. They can apply for annual projects and flexible project formats (e.g. Ralf Dahrendorf Roundtables). They have the right to speak and vote at meetings of the General Assembly, if all membership fees are paid.

9. **Affiliate Members**

1. **Membership applications.** The application must be received at the latest one month before the date of the autumn General Assembly. This application will only be considered if it is complete i.e. that all documents as required in the articles of association are joined and duly filled out or motivated. The candidate Member will be informed about the missing or incomplete data. Affiliate Members are required to actively participate in at least three ELF events before applying for Full Membership.
3. **Decision of Affiliate Membership.** Affiliate Members have to be decided on one by one.
4. **Membership fee.** Affiliate Members shall pay half the full minimum as stipulated under Chapter II, Article 5 in the Statutes.
5. **Engagement in the work of ELF.** Affiliate Members receive invitations to ELF events and trainings, as well as regular information sent to the membership.
6. **Affiliate Members** can participate in any ELF project as a cooperating organisation in addition to two Full ELF Members or in any Secretariat-coordinated projects. Affiliate Members can attend meeting of the General Assembly in an advisory capacity, with no right to vote.

10. **Language policy**

The official language of the European Political Foundation is French. The working languages are French, English and German. They can be used for internal communication, in writing and orally. Member organisations may use their own languages for publications which are related to the European Political Foundation's activities.

11. **Events**

No more than two representatives per Full and Affiliate Member organisation can be reimbursed to attend each event. Full Members which support a specific event are exempted from this rule. Further exceptions can be granted by the Board of Directors in justified circumstances. At the General Assembly travel expenses occurred by representative(s) with voting rights and one official representative per Affiliate Member will be reimbursed up to 200 EUR for a travel up to a distance of 1.000 km (air distance) and up to 300 EUR for more than 1.000 km (air distance). Hotel accommodation will be covered only for representative(s) with voting rights.

12. **Resignation by a Member**

Resignation is to be given with a three months' notice period. In case this is given after October 1st of the running business year, the resigning Member will be liable for the membership fee of the next year, as the three months' period spills over to the next business year.

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13. Sharing of contact details within ELF network

ELF can share contact details of the people affiliated to its Member Organisations (Board members, employees, contractors and volunteers) to its internal network (Bodies of ELF and Member Organisations, and partners) solely for the purposes of collaboration on projects and internal coordination. Only the details that are required to fulfil these actions will be shared. ELF shall store only the data that is necessary to its functioning and must not retain contact details after the expiration of the membership of an organisation or staff leaving the organisation.

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