

INTERNAL REGULATIONS OF THE EUROPEAN PEOPLE'S PARTY

By and under supervision of the Political Assembly, the following additional organs and bodies with decision-making powers will be established and function within the association. The rules regarding the functioning and composition of these organs and bodies, as well as other rules relating to the functioning of the association which are not set out in the by-laws, will be set out in these Internal Regulations.

Having regard to article 10 of the by-laws, the organs of the association are the following:

- (i) the Presidency
- (ii) the Political Assembly
- (iii) the Congress

Having regard to the rules set out in these Internal Regulations, the bodies of the association are the following:

- (i) the EPP Summit
- (ii) the International Secretaries Steering Committee
- (iii) the EPP Ministerial Meetings
- (iv) the Working Groups fora and *ad hoc* Committees
- (v) the Ethics Committee

I. ON THE CONGRESS

a. Composition

The members of Congress are:

- Members of the EPP Presidency;
- Presidents of Ordinary Member Parties, Associated Member Parties and Member Associations;
- Delegates of Ordinary Member Parties, Associated Member Parties and Member Associations
- Heads of State or Government of Member States of the European Union, who are members of an Ordinary Member Party;
- Individual Members of the Association (cf. article 5, (4) of the by-laws);
- Members of the European Commission provided they are members of an Ordinary Member Party;
- Presidents of the EPP, like-minded or associated Groups, at the Parliamentary Assemblies of the CoE, the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST provided that they are a member of an Ordinary Member Party or an Associated Member Party;
- Delegates of the EPP, like-minded or associated Groups, at the Parliamentary Assemblies of the CoE, the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST, provided that they are member of an Ordinary Member Party or Associated Member Party.

The overall number of delegates shall be decided upon by the Political Assembly prior to convening the Congress.

Delegates of Ordinary Member Parties, Associated Member Parties, Member Associations, the EPP, like-minded or associated Groups, at the Parliamentary Assembly of the CoE,

the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST respectively form delegations.

They must, in the composition of their delegation, give priority to their representatives at the Political Assembly.

The number of delegates from each Ordinary Member Party, Associated Member Party and Member Association is calculated in accordance with the number of delegate members of the Political Assembly. Members *ex officio* are not taken into account.

Ordinary Member Parties and Associated Member Parties are entitled to a minimum of three delegates. Member Associations and the EPP, like-minded or associated Groups, at the Parliamentary Assembly of the CoE, the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST are entitled to six delegates.

The following are invited to the Congress as guests:

- three representatives of each Observer Member Party, in accordance with article 5 bis of the by-laws;
- two representatives of each EPP Partner and each Associated Entity, in accordance with article 5 bis of the by-laws;
- Presidents of the Parliamentary Assemblies of the CoE, the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST; provided they are member of an Ordinary Member Party, Associated Member Party, Observer Member Party or EPP Partner.
- members of the Presidency of the EPP, like-minded or associated Groups, at the Parliamentary Assemblies of the CoE, the OSCE and NATO, the European Committee of the regions, Union for the Mediterranean and EURONEST;
- parliamentarians of the Group of the EPP in the European Parliament who are not Individual Members of the association;
- all former Presidents and Secretaries-General of the party;
- Supporting Members.

The President has the right to invite other personalities to the meetings of the Congress.

b. Functioning

The Congress meets at least every three years. It is convened by a decision of the Political Assembly which determines the venue, date, agenda and regulations of the Congress. Convening of the Congress is the responsibility of the President on behalf of the Political Assembly.

The Political Assembly debates and approves the draft EPP Congress document.

Notice shall be made in writing and contain the venue, date and proposed agenda. It must be dispatched, together with a copy of the regulations of the Congress, four weeks prior to the Congress. Organizations that have delegates are responsible for informing them.

The venue and date of an ordinary Congress, as well as the number of delegates per delegation, must be communicated at least two months in advance.

The Political Assembly can decide to convene an extraordinary Congress. At the request of the Group of the EPP in the European Parliament or at least one-third of the Ordinary Member Parties and Associated Member Parties, the Political Assembly shall convene an

Extraordinary Congress. The time period set out in the previous paragraphs shall be reduced to minimum three weeks.

The Congress can validly take decisions if it has been correctly convened and if the simple majority of its members are present. Failure to reach a quorum can only be established by a formal motion, introduced during the Congress meeting itself.

A formal motion, preventing valid deliberation of the Congress, may be introduced by:

- the presidency of the Congress; or
- at least seven Ordinary Member Parties and Associated Member Parties from five different countries; or
- the Presidency of the EPP Group in the European Parliament.

If a formal motion has not been introduced, the Congress can validly deliberate, regardless of the fact that the attendance quorum has not been reached.

If a formal motion has been introduced, and the Congress is thus unable to make a valid deliberation, the President shall, after consultation with the EPP Presidency, determine the date and agenda of an extraordinary Congress. The stipulations concerning the notice and notice period shall not apply. This extraordinary Congress can validly deliberate, regardless of the attendance quorum.

Decisions shall be taken with a simple majority of the votes cast by the members of the Congress present. Decisions on modifications to the by-laws are governed by article 27 of the by-laws. Each member of Congress has one vote. Abstentions and blank votes are not considered to be valid votes.

The Congress normally meets in public. On the request of the Congress Presidency, the Congress may decide, by simple majority, to meet "in camera".

By derogation to the preceding rules on the functioning of the Congress, a Congress can be validly held by at least two members of the Presidency, in the presence of a notary, without any convening notice or quorum being required, in case a special meeting of the Congress is required to adopt modifications to the by-laws of the association which must be recorded in a notarial deed pursuant to applicable law, provided that these modifications have been previously approved by a Congress convened and held in accordance with the functioning of an ordinary meeting of the Congress (or by the Political Assembly, pursuant to the transitional provisions of the by-laws to the extent such transitional provisions grant such powers to the Political Assembly).

II. ON THE POLITICAL ASSEMBLY

Following Article 15 b) of the EPP by-laws, the number of the delegates and voting rights of the Associated Member Parties and Member Associations are assigned by the Presidency. The number of delegates shall be limited to a maximum of 2 besides the Party Chairman.

III. ON THE EPP SUMMIT

a. Competences

The EPP Summit prepares the position to be taken by the EPP Heads of State and of Government at the European Council and issues recommendations on the strategy and political orientation of the association.

b. Composition

The EPP Summit is composed of:

- the members of the EPP Presidency;
- the members of the European Council (Heads of State or Government), a Vice-President of the EC to represent the members of the Commission in the absence of the President, as far as he or she is a member of an EPP Ordinary Member Party;
- Presidents of parties in coalition governments in EU Member States in cases where the Head of Government is not a member of an EPP Ordinary Member Party;
- the President of the largest opposition party in each Member State of the European Union.

Where EPP Ordinary Member Parties candidate only in complementary regions, the President of each party is invited.

The President has the right to invite other personalities to the meetings of the EPP Summit.

The President will report to the Political Assembly on the outcome and general direction of the EPP Summit.

IV. ON THE INTERNATIONAL SECRETARIES STEERING COMMITTEE

The Secretary General chairs the 'International Secretaries Steering Committee', an *ad hoc* consultative body that will assist, when necessary, the work of the institutional bodies of the association. All international, external or related Secretaries of the EPP member parties and partners as well as the Secretaries General of the EPP Associations have the right to participate in this Committee.

V. ON THE EPP MINISTERIAL MEETINGS

The association organizes on a regular basis EU Ministerial Meetings prior to the EU Council meetings on relevant EU policy sectors proposed by the EPP Presidency in order to improve political coordination and policy synergy in the Council. At the recommendation of the EPP President, EPP Vice-Presidents or other outstanding EPP political personalities may chair such meetings if they have relevant policy experience and expertise. On those policy areas where co-decision is required the European Commissioner, provided he belongs to an EPP Member Party, may be invited as well as Members of the European Parliament of the EPP Group who will participate following the recommendations of the Presidency of the EPP Group in the European Parliament.

VI. ON THE WORKING GROUP CHAIRMEN

The Members of the Presidency should commit themselves in the bodies of the party, e.g. working groups, fora, ad-hoc committees. In case of vacancies, the Presidency together with the Secretary General will appoint a high profile EPP personality to Chair a working Group. In case of poor performance by an appointed working Group Chairperson, the

Presidency and the Secretary General have the right to replace the Chairperson with a new appointment.

The Members of the Presidency and the members of the Political Assembly may suggest or request the creation of a specific Working Group to discuss issues of particular relevance for the EU and its international position.

Member Parties who do not participate in two consecutive meetings of the Working Group Meetings, will not be able to present and/or vote amendments to EPP Working Group documents or resolutions in the two following Working Group Meetings.

VII. ON THE BILATERAL AGREEMENTS

The association has the right to establish Bilateral Agreements with parties, organizations, think tanks, NGOs, civil society organizations, unions, etc., as an instrument to develop broader relations. The specific terms of the Agreement have to be accepted by the Presidency and approved by the Political Assembly. At the proposal of the Presidency, the Political Assembly has the right to revoke a Bilateral Agreement if the terms of the Agreement have been breached.

VIII. ON THE MEMBER ASSOCIATIONS

a. Associations eligible to become Member Associations

Recognition as a Member Association presupposes that:

- the association has legal personality in the Member State in which its seat is located;
- national sections, linked to an Ordinary Member Party of the association, exist in at least half the Member States of the EU;
- the activities of the association are performed on the basis of by-laws governing their operation, internal responsibilities and the right of representation;
- their activities and the positions taken are in line with the EPP Program, the EPP Code of Conduct on Ethical Behaviour in Politics and the party's political directives.

The EPP Member Associations must clearly indicate in their name their relationship to the association. As a general rule, the Member Associations must accept the participation of the corresponding national associations of the Ordinary Member Parties and Associated Member Parties.

b. Admission as a Member Association

Associations wishing to be recognised should apply to the Presidency in writing.

The application must include:

- the program of the association;
- the by-laws of the association;
- and information concerning the organization and the number of members;
- evidence that the recognition requirements set forth in section IX, a) are satisfied.

The Presidency must submit the application to the members of the Political Assembly at least one month prior to its examination.

The Political Assembly may decide to hear representatives of an applicant association.

On the proposal of the Presidency, and after having heard the association concerned, the Political Assembly may revoke its recognition of an association.

c. Relationship between Member Associations and third parties

The EPP Member Associations are autonomous organisations and should act as separate legal entities through their own bodies.

The Member Associations clearly indicate in their name their relationship to the association in a way that no confusion is created over the fact that the Member Association is a separate legal entity operating independently from the association.

The Member Associations should give due consideration to the interests of the association and other Member Associations.

The Member Associations should observe the guidelines which the Political Assembly has adopted to increase transparency as to the relationship between the association and the Member Associations and to contribute to the good governance of the association and the Member Associations.

IX. ON THE BUDGET AND ACCOUNTS

At the first meeting of each odd-numbered year, the Political Assembly elects two Internal Auditors who may not be members of the EPP Presidency. Their mandate lasts two years.

X. ON THE MEMBERSHIP

a. Admission

During its preliminary examination of the membership application as mentioned in articles 5, 5bis, 6 and 19,vii of the by-Laws, the Political Assembly may decide to hear a representative of the applicant party.

The Secretary General in accordance with the President transmits the application for advice to the EPP Working Group on 'EPP Membership'.

The Political Assembly will take a decision on the application on one of its next meetings following the receipt of the advice of the EPP Working Group on 'EPP Membership'.

b. Suspension

The suspension of a member as defined in article 9 of the by-Laws may only be decided by the Political Assembly after hearing the member concerned.

If the member fails to turn up for the hearing, the Political Assembly is authorized to decide on the suspension of the member.

Until the Political Assembly has lifted the suspension of the suspended members:

(i) Suspended members lose their right to propose candidates for positions within the association; and

(ii) Ex officios and members of an organ or body of the association, who were appointed or elected based on their membership of the concerned suspended member, lose their right to participate as well as their speaking and voting rights within all organs and bodies of the association; and

(iii) Individual members of the concerned suspended member, as defined in article 5(4) of the by-laws, lose their right to participate within the organs and bodies of the association and their speaking and voting rights within all organs and bodies of the association, it being understood that they have to continue to comply with their membership obligations during the whole time of the suspension. In case of such a suspension, article 13, §7, last sentence of the by-laws shall not apply.

c. Exclusion

The exclusion of a member as defined in article 9 of the by-Laws may only be decided by the Political Assembly after hearing the member concerned. If the member fails to turn up for the hearing, the Political Assembly is authorized to decide on the exclusion of the member.

d. Supporting members

The Presidency may also grant the title of Supporting Member to other persons or associations. They do not enjoy the same rights as the members mentioned in article 5 and article 5bis of the by-laws but may be invited by the President to attend meetings of certain organs or bodies of the association.

XI. ON THE FINANCIAL REGULATIONS

a. Membership Fees of EPP Ordinary Member Parties

The annual Membership Fees of the EPP Ordinary Member Parties is based on:

- a) a basic sum calculated on the basis of the votes obtained by that party in the last European Elections
- b) a basic sum per member of that party in the EPP Group in the European Parliament

The basic calculation is made for the first budget following European Elections, on the proposal of the Treasurer and the Secretary General and after approval of the Political Assembly.

When a modification in Membership Fees is necessary, it is possible to vote for either a modification of basic sum a) or for a modification of basic sum b) or for a modification of both sums.

b. Membership Fees for Associated Member Parties, Observer Member Parties and EPP Partners

On the proposal of the Treasurer and Secretary General, the Membership Fees of EPP Associated Member Parties, is calculated by the Political Assembly on the basis of the votes obtained by these Associated Member parties during the last national elections. The Associated Member Parties will start paying Membership Fees immediately after their admission as an Associated Member Party, *pro rata temporis*. The same procedure is for 50 % applied to Observer Member Parties and EPP Partners.

c. Membership Fees for Member Associations

The Membership Fees of EPP Member Associations are determined by the Political Assembly upon proposal of the Treasurer and Secretary General.

d. Contribution of and Supporting Members

Supporting Members contribute to the financing of the EPP. The contribution is at least 20 euro.

e. General Stipulations

Membership Fees are fixed in euro; they are payable without deduction of incurred costs. Membership Fees are adjusted annually in line with Belgian inflation levels.

f. Arrears

Ordinary Member Parties, Associated Member Parties, Observer Member Parties and EPP Partners which accumulate arrears in the payment of their annual Membership Fee equivalent to one year of membership fee lose their speaking and/or voting rights within the organs and bodies of the association as well as their right to propose candidates for positions within the association, until they have paid off their arrears.

The Presidency has to propose to the Political Assembly to exclude Ordinary, Associated and Observer Member Parties which accumulated arrears for two years.

Interest, equivalent to double the relevant year's annual inflation rate in Belgium, will be added to the amount of the arrears. A list outlining the current Membership Fees' situation will be distributed at each meeting of the EPP Political Assembly.

g. Subventions to Member Associations

1. The association in so far as possible supports the activities of its Member Associations. The nature and conditions of this support are determined by the EPP authorities responsible for the budget and follow the decisions of the Bureau of the European Parliament and article 210 of the RAP with regard to 'support to third parties'.

2. Each Member Association submits each year by the 1st February at the latest to the EPP Secretary General the budget and action programme of the year to come and the activity report of the previous year. As soon as completed, it also furnishes its accounts and balance sheet of the previous budgetary year. The balance sheet and accounts are to be accompanied by the report of the financial auditors and the minutes of the meeting at which this report was approved.

3. Following this, each member association is entitled to a reimbursement to a maximum amount of 60.000€ of proven expenditures with regard to the organisation of events and administrative costs. In order to obtain reimbursements of these costs the associations must produce all supporting documents including invoices, bank statements and detailed cost overviews.

4. A detailed list of eligible and non-eligible expenditures will be provided to each member association.

5. On all invitations to the activities and on all publications concerning the activities of the Member Associations for which reimbursement is requested the EPP logo must be prominently displayed.

h. Financial support to related organizations

Should the EPP Political Assembly decide to give annual financial support to other related organizations, these organizations should follow the same procedure as described above, in section g.

i. Administration of Resources

The EPP Treasurer and Secretary General are entrusted by the EPP Presidency and Political Assembly with the proper administration and use of the financial resources of the association. To that purpose they will draft Internal Financial Regulations that will be submitted for the approval of the Presidency.

j. Decisions on the accounts and budget

In accordance with article 12 and article 24 of the by-laws, any member of the EPP Presidency who is a Member of the European Commission or President of the European Parliament shall abstain from taking part in the deliberation and voting process regarding the annual accounts and budget of the association.

XII. ON THE EPP MERIT AWARD

The EPP Presidency has the right to grant an "EPP Merit Award" to individuals that have made an outstanding contribution in promoting the association. The EPP Presidency will receive nominations and examine them on a case-by-case basis before granting the Award.

XIII. ON THE WILFRIED MARTENS FUND

The association will participate in the 'Wilfried Martens Fund' established together with the KU Leuven University.

The Wilfried Martens Fund is created to honour the memory and legacy of the late association's President Wilfried Martens. The Wilfried Martens fund shall present a yearly report on its activities and finances to the Political Assembly.

XIV. ON THE ROBERT SCHUMAN INSTITUTE

The Robert Schuman Institute is recognized as the training institute of the European People's Party and will be supported by the European People's Party. The Robert Schuman Institute shall present a yearly report on its activities and finances to the Political Assembly.