

Union of the Baltic Cities

INTERNAL REGULATIONS

The Union of the Baltic Cities (UBC) is an international network of cities from ten countries around the Baltic Sea Region. UBC has the following structure:

- 1. General Conference**
- 2. Executive Board**
- 3. Presidium**
- 4. Commissions**
- 5. Secretariat**
- 6. Board of Audit**

1. General Conference

The General Conference is the highest UBC authority. Its responsibilities are specified in the UBC Statute.

2. Executive Board

The UBC Executive Board is the Union's highest authority between the General Conferences. The Executive Board consists of one member city representative from each country plus the President and three Vice-Presidents. The Board is elected by the General Conference for a two year period.

- 2.1 The mayor of the Board city nominally represents the city on the Executive Board. Additionally each mayor appoints a substitute - preferably from the city board or city council - to represent the mayor at Board meetings in case the mayor is not able to participate. Each Board member has one vote. Attendance of seven Board members shall constitute a quorum.
- 2.2 The Executive Board shall meet at least twice a year, at the invitation of the President.
- 2.3 The Executive Board shall be responsible for preparations of UBC elections including the proposals of candidates for all organs of the Union.
- 2.4 The Executive Board may create the UBC Commission after application from at least three member cities. The Board may terminate the Commission provided that all member cities of the Commission will decide so.

- 2.5 The Executive Board is authorised to create task forces, working groups etc. to carry out specific tasks, activities and projects.
- 2.6 The Executive Board shall be responsible for proposing Union membership fees to the General Conference.
- 2.7 The Executive Board meetings are closed meetings, open to Board members only. Board member cities may send a maximum of two persons to these meetings. The President may invite guests to the Board meeting.
- 2.8 In connection with the Board meeting a special session open to all member cities may be arranged. The session shall serve as a forum for prompt dissemination of Board decisions and a platform for discussions among member cities. Member cities may send one person to the session.
- 2.9 Invitations to Board meetings shall be sent out two months in advance of the meeting.
- 2.10 Required documents shall be sent to the Secretariat at least three weeks before the meeting.
- 2.11 The Secretariat shall distribute meeting documents two weeks before the session.
- 2.12 If requested, the Union shall cover, in the most economical manner, the accommodation and transportation costs of one representative from Board member cities in: Estonia, Latvia, Lithuania, Poland, Russia.
- 2.13 Executive Board member cities are advised to organise annual meetings for member cities from their respective countries. At these national meetings, cities shall be represented preferably by members of the city board or city council. The national meeting shall propose a candidate city to serve on the Executive Board for the next two-year period to the General Conference.

3. Presidium

The Presidium consists of the President, First Vice-President and two Vice-Presidents, who are elected by the General Conference for a two year period. Between Board meetings the Presidium is authorised to make decisions necessary for the proper management of the Union. Decisions on practical matters may be taken by the President, or a Vice-President when authorised by the President.

- 3.1 The President shall be Chairperson of the Executive Board.
- 3.2 The President decides who shall represent the Union.
- 3.3 In case the President is not able to perform his/her duties, the First Vice-President leads the Union until the next General Conference.
- 3.4 The Presidium decides on financing of expenditures not included in the budget, in situations where the Board is not in session and the resources are available.

4. Commissions

The activities of the Commissions shall cover the most important fields of interest to member cities. Commissions activities include *inter alia* projects, meetings, seminars, exchange programmes, events, publications, etc. The Commissions have their own budgets with various sources of income eg. contributions from: the city hosting the Commission's secretariat, UBC budget, sponsors etc.

The Commissions report to the Executive Board and to the General Conference.

- 4.1 All member cities are entitled to participate in the work of UBC Commissions.
- 4.2 Each Commission shall have at least one annual meeting open to all member cities.
- 4.3 The annual meeting of the Commission shall:
 - elect chairperson and vice-chairperson of the Commission for a period of not more than two years,
 - discuss and adopt the action plan and the budget of the Commission for the coming year.
- 4.4 The chairpersons represent the Union in questions related to their sectors. Major issues should be dealt with and approved by the Board.
- 4.5 Each Commission may establish its own secretariat.
- 4.6 City representatives to the Commission shall be appointed by respective member cities.
- 4.7 Resources should be budgeted only for activities of the Commissions. The following activities should be given priority for use of resources: projects, meetings, seminars, events, publications. Resources should be used to secure a broad representation of municipalities in the work of the commissions.
- 4.8 The Commissions should provide consultation, advice and initiative to attract financial sources for the projects selected by annual meetings of the Commissions.
- 4.9 The Commissions are authorised to sign agreements on behalf of the Commissions only.
- 4.10 The city hosting the Commission's secretariat is responsible for all legal and formal matters related to this secretariat.

5. Secretariat

The location of the UBC Secretariat is decided by the General Conference for a four-year period. The Secretariat is responsible for the efficient functioning of the organisation. The Secretariat is managed by the Secretary General. The city holding the Secretariat shall provide equipped office premises free of charge and employ the staff of the Secretariat.

The responsibilities of the Secretariat include, *inter alia*:

- administration of the institution
- production and distribution of Union documents
- organisation of Union meetings and events
- management of Union finances
- publication of the UBC bulletin, other publications and promotional materials
- Union representation at conferences and meetings (if delegated)
- assistance to Commissions and other Union bodies, as appropriate
- other tasks commissioned by the General Conference, the Executive Board or the President.

6. Board of Audit

The Board of Audit is elected by the General Conference for a two-year period. The responsibilities of the Board of Audit are specified in the UBC Statute. The Board of Audit may be invited to the Executive Board meeting once in the two-year period.

7. Finances

7.1 UBC meetings (provided that the parties will not decide otherwise)

7.1.1 General Conference

a/ UBC shall cover the costs connected with:

- accommodation and transportation costs of one representative from member cities in: Estonia, Latvia, Lithuania, Poland, Russia
- subsistence according to the conference programme, in case there is no conference fee
- providing accommodation for the special guests invited to the Conference

b/ the host city shall cover the costs connected with:

- hiring the conference room and audio-visual equipment
- organising conference secretariat, in assistance with UBC secretariat
- providing local transport according to conference programme
- the reception party for all conference participants
- providing a tourist programme for conference participants

7.1.2 Executive Board meetings

a/ UBC shall cover the costs connected with:

- accommodation and transportation costs of one representative from Board member cities in: Estonia, Latvia, Lithuania, Poland, Russia
- lunch and dinner for all participants during open session

b/ the host city shall cover the costs connected with:

- providing the conference room and audio-visual equipment
- providing local transport according to the meeting programme
- the reception party for all participants and lunch during the closed session
- providing a tourist programme for meeting participants
- coffee-breaks etc.

7.1.3 Commission meetings

The division of costs related to the meeting organisation shall be agreed by the Commission and the host city.

7.2 Other financial matters

7.2.1 Expenditures of an amount over 1000 Euro shall be jointly authorised by the President and the Secretary General.

7.2.2 Expenditures of an amount less than 1000 Euro shall be authorised by the Secretary General.

7.2.3 The auditing of the Union finances shall be carried out by a licensed auditing office.