

To the UBC Executive Board

### **Proposals for changes and amendments in UBC Statute**

The Executive Board and the working group for the UBC Task Force on Development of the Organization have done a very good job to highlight and find ways to improve the organization and its work. Member cities have expressed their support for most of what is proposed. This gives a good base for the future.

The first part to decide about is changes and amendment in the Statute. This has to be prepared immediately by the Executive Board for decision at the general Conference in Marlehamn.

The city of Växjö, Sweden, as member of the Executive Board, has prepared a revised edition of the Statute with changes and amendments to the present Statute. Mainly the proposals are in accordance with the final report of the UBC Task Force. Some amendments are in line with proposals from a number of member cities. To get a better structure there are also some editorial changes made.

The city of Växjö proposes that the Executive Board support changes and amendments in the UBC Statute according to enclosed document.

City of Växjö June 17, 2013



**Per Schöldberg**  
Deputy Mayor  
Member of UBC Executive Board

## **Proposals for changes and amendments in UBC Statute**

Underlined are proposals or changes and amendments to the present Statutes.

### **PURPOSE AND AIMS OF THE UNION**

#### **Article 1**

The Union's aim is to

1. Promote, develop and strengthen cooperation and exchange of experience among the cities in the Baltic Sea Region,
2. Advocate for common interests of the local authorities in the region,
3. Act on behalf of the cities and local authorities in common matters towards regional, national, European and international bodies,
4. Strive to achieve sustainable development and optimal economic and social development in the Baltic Sea Region with full respect to European principles of local and regional self-governance and subsidiarity.
5. Contribute to joint Baltic Identity, cohesion and common understanding in the region.

#### **Article 2**

To attain the above objectives the Union shall:

- a. Develop a systematic exchange of experience between member Cities in their common fields of interest, and organize meetings, exhibitions, scientific and popular sessions, as well as other events to popularize achievements of the individual member Cities.
- b. Support and assist the member Cities in carrying out research work and publish their efforts to tackle the problems of the Baltic Sea and the adjacent land areas.
- c. Promote interest in the history of the Baltic Region, its ecological and cultural heritage and work together to protect the Region's landscape as well as its cultural and historical monuments.

- d. Support any endeavor to enhance inter-human contacts, in particular, among the youth of the member Cities by organizing meetings, sport competitions, festivals, and other events.
- e. Assist in and support the cooperation of professional groups in the member Cities as well as that between individual Cities, for example, Twin Cities.
- f. Launch initiatives and cooperate with the Baltic Sea Region governments and international organizations in resolving problems posed by economic development of the Baltic Sea Region and protection of its natural environment, thus enhancing its integration.
- g. Foster communication ties and develop respective networks and links with other actors.
- h. Maintain ties with the European Union structures, the Council of Europe and international city networks.
- i. Stage on public forums common motions, opinions and positions on the cities' and the Baltic Sea Region's interests.
- j. Collaborate in the process of European Union enlargement, bearing in mind the existence of the European dimension to the future of the cities.
- k. Service its member cities in terms of information flow and help generate projects co-financed by European Union, and from other sources, offering cities project quality consulting.
- l. Develop its own public relations program in order to display properly the aims, the activities and the tools of the Union."
- m. Implement relevant (macro) regional strategies.

### MEMBERSHIP OF THE UNION

#### Article 3

Any city located in the nine states bordering the Baltic Sea and in Norway may become a Member City of the Union.

Interested organizations, businesses and institutions may become a Partner of the Union.

Cities, organizations, businesses and institutions may join the Union by making a written declaration of their will to enter it.

The Executive Board is authorized to decide upon the acceptance and fees for Members and Partners of the Union.

If a Member City or a Partner of the Union is not fulfilling the membership obligations, the Executive Board has the right to expel it from the Union.

The Union membership will expire upon a voluntary resignation from the Union, thereby terminating all mutual obligations of the parties thus involved.



## ORGANS OF THE UNION

### Article 4

The Organs of the Union are:

- a. The General Conference of the delegates of the Member Cities.
- b. The President of the Union
- c. The Presidium consisting of the President and three Vice-Presidents of the Union. The President and Vice-Presidents can be elected for a maximum of three consecutive periods
- d. The Executive Board consisting of the Presidium and one Member City representative from each country where UBC has Member Cities. Elected member city should hold office for a maximum of three consecutive periods,
- e. The Union Secretariat
- f. The Commissions of the Union
- g. The Board of Audit
- h. The Nominating Committee

### GENERAL CONFERENCE

#### Article 5

The General Conference is the highest authority of the Union and has power to take decisions concerning activities of the Union. In particular, it is within the competence of the General Conference to:

1. Decide about the Statute of the Union and the rules of procedure for the General Conference, and make necessary amendments to it,
2. Elect the Presidium consisting of the President and three Vice-Presidents of the Union for two year period.
3. Elect the Executive Board for a two years period.
4. Decide the membership fees of the Union,
5. Take note of the auditor's report and absolve the Presidium, Executive Board and the Secretary General of their responsibility for the previous two year period,
6. Approve the licensed auditor company,
7. Elect the Board of Audit for a two year period,
8. Elect the Nominating Committee for a two year period to prepare elections,
9. Approve the Strategy of activities of the Union,
10. Approve reports on the activities of the Union,
11. Approve the creation of the Union commissions,
12. Decide upon the location of the Union Secretariat for a period of four years,
13. Terminate the Union.

#### Article 6

The General Conference shall be convened by the President of the Union at least once every two years. Taking part in it will be delegations equipped with power by the Member Cities' authorities. The delegation of every Member City shall have one vote at the General Conference."

The date and place of the General Conference shall be determined by the General Conference in their previous session. The session of the General Conference shall be opened and chaired by the President of the Union.

In the time between the sessions the Executive Board of the Union will be the highest authority. The President of the Union shall be the Chairman of the Executive Board.

#### Article 7

Invitations to the General Conference session shall be delivered at least two months prior to any ordinary session and one month prior to a special session. Invitation shall be accompanied by a proposed agenda and materials for the session.

When asked by at least one third of the Union member cities and at least one month before a General Conference session, the President of the Union shall update the session agenda, additionally informing the Union members about it.

The General Conference shall be valid when attended by at least one half of the Union member cities. Decisions shall be taken by an ordinary voting majority, except in the following cases:

1. Amendments to the Union Statute require two-thirds voting majority.
2. The termination of the Union shall require two-thirds voting majority and the presence of at least two-thirds of the Union Member cities' representatives

#### Article 8

Upon a request by one third of the Union member Cities, a special session of the General Conference shall be convened by the Union President, such a request necessarily containing a proposed agenda for the session.

#### PRESIDIUM

#### Article 9

The Union President and Vice-Presidents shall perform their statutory functions until their successors have been elected by a successive General Conference. The Union member Cities representatives shall perform their functions honorably. The President of the Union or whom s/he nominates on her/his behalf is the external representative of the Union.



## EXECUTIVE BOARD

### Article 9A

In the time between General Conferences the Executive Board of the Union is the highest authority of the organization. The Executive Board has the right to formulate and adopt the UBC internal regulations. The Executive Board approves the budget of the Union.”

The main responsibilities of the Executive Board is including following issues:

- a Liaising with, coordinating and guiding the work of UBC Commissions and deciding on the allocation of resources on basis of agreed criteria.
- b Guiding the work of the Union Secretariat and possible other office holders of the Union
- c Decisions on new Member Cities and Partners
- d Creating rules of procedure for the General Conference
- e Ensuring the implementation of the UBC Strategy and decisions

## BOARD OF AUDIT

### Article 9 B

The Board of Audit consists of three members from three member cities – who are not members of the Executive Board – from three different countries. The Executive Board hands out the auditor’s report to the Board of Audit. The Board of Audit checks the auditor’s report for correctness and proper use of the resources for purposes laid in the decisions of the General Conference and the Executive Board, in the statute and according to the regulations of the donors of contributions. The Board of Audit has the right to check and read all books, accountants’ files etc. of each body of the Union, Secretariat and the Commissions. The Board of Audit reports to the General Conference.

## NOMINATING COMMITTEE

### Article 9 C

The Nominating Committee consists of three members from three member cities – who are not members of the Executive Board – from three different countries. The Nominating committee shall draw up procedures for the nomination of candidates, inform member cities about nomination and prepare elections for the General Conference. The Union Secretariat is administrative support.

## SECRETARY GENERAL

### Article 10

Conditions for realization of the Union’s objectives shall be secured by the Secretary General elected for a four years period by the Executive Board. A candidate for the Secretary General shall be jointly proposed by the Mayor of city hosting the Secretariat and the President. The Secretary General of the Union may participate in all sessions of the Union.

## LANGUAGE

### ARTIKEL 11

The official language of the Union is English.

## FINANCES OF THE UNION

### Article 12

The General Conference shall decide the fees the member cities are to contribute to cover the Union expenses. The fees shall be proposed by the Executive Board. The sources of financing the Union activities as well as individual programs of the Union may come from subsidies from individual States, cities and corporate bodies as well as from donations and legacies by private persons.

## TERMINATION OF THE UNION

### Article 13

In case of the general Conference making a motion to liquidate the Union, the Conference shall appoint a Liquidation Commission to formulate conclusions regarding all matters pertaining to the liquidation of the Union. The final decision on such a termination shall be made by the General Conference. The Union properties will be divided among the Union member cities in proportion to the financial resources they have contributed for the whole period of their Union membership.

The original Statute was drawn up in Gdansk on the twentieth day of September, 1991, in one copy in English. The original is deposited in the archives of Gdansk City Hall.

This Statute was amended in Klaipeda on 18 October 2003 during the VII General Conference (and in Marielhamn on 3 October 2013 during the XII General Conference)