UBC | UNION OF THE BALTIC CITIES

Union of the Baltic Cities

INTERNAL REGULATIONS

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**
7. **Finances**

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 Member City elected to the Executive Board nominates its mayor or his/her representative to the Executive Board. Additionally, each Member City appoints a substitute – preferably from the city board or city council – to serve as an alternative representative in case the ordinary representative is not able to attend. Attendance of seven Board members and President, or in his absence, a Vice-President, of the Union constitutes a quorum.

2.2 The Executive Board meets at least twice a year, at the invitation of the President. The President is responsible for proposing the Executive Board meeting agenda and draft resolutions.

2.3 The Executive Board is responsible for preparations of UBC elections including the proposals of candidates for all organs of the Union.

As stated in the recommendations concerning the working methods and Statute, Article 5, Task Force proposed that UBC Executive Board should not make any recommendations concerning the candidates.

2.4 The Executive Board may nominate an ad hoc UBC Commission after application from at least three Member Cities. The final approval of the creation of the new Commission is taken by the General Conference. Also the termination of any Commission is decided by the General Conference.

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 is 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 serves as a forum for prompt dissemination of Board decisions and a platform for discussions among member cities.

2.9 Invitations to Board meetings are to be sent out two months in advance of the meeting.

2.10 Required documents are to be sent to the Secretariat at least three weeks before the meeting.

2.11 The Secretariat distributes meeting documents two weeks before the session.
The Executive Board meeting agendas should be accompanied with draft resolutions always when possible.

2.12 In well justified cases and for specific reasons, the Union may cover, in the most cost-effective manner, the accommodation and transportation costs of a Member City representative to the Executive Board meeting or other Union activities.

2.13 Executive Board member cities are advised to organise annual meetings for member cities from their respective countries. At these national meetings, cities are to be represented preferably by members of the city board or city council. The national meeting proposes a candidate city to serve on the Executive Board for the next two-year period to the General Conference.

2.14 The Executive Board nominates contact persons for each UBC Commission, in order to ensure close cooperation between the Executive Board and the UBC Commissions. The contact person can be the President, one of the Vice-Presidents or any Executive Board member.

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 represents 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 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.

Commissions report to the Executive Board and to the General Conference. The UBC Commissions are established by the General Conference. The Executive Board carries out regularly an evaluation of the work of the UBC Commissions. The amount of financial support to UBC Commissions will be based on this evaluation.

4.1 All member cities are entitled to participate in the work of UBC Commissions.
4.2 Each Commission have at least one annual meeting open to all member cities.
4.3 The annual meeting of the Commission is to:
- 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 approved by the Executive Board.
4.5 Each Commission may establish its own secretariat.
4.6 City representatives to the Commission are to 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 cities in the work of the commissions.
4.8 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.
4.11 Commissions are advised to consult the dates of seminars and meetings with each other to avoid the situation when the meetings are held on the same days.

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 provides equipped office

premises free of charge and employs the staff of the Secretariat. The Secretariat works under the guidance of the Executive Board and the President.

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 is invited to the Executive Board meeting at least once a year. The Board of Audit has the right to attend any Executive Board meeting, if they so wish.

7. Finances

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

7.1.1 General Conference

a/ UBC covers the costs connected with:

- in well justified cases and for specific reasons, the Union may cover, in the most cost-effective manner, the accommodation and transportation costs of a Member City representative to the General Conference
- 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 covers the costs connected with:

- in well justified cases and for specific reasons, the Union may cover, in the most cost-effective manner, the accommodation and transportation costs of a Member City representative to the Executive Board
- 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.