ALDE PARTY INDIVIDUAL MEMBERS – INTERNAL RULES

As modified by the annual general meeting of 8 November 2018 in Madrid, Spain

The internal rules regulate the functioning of the ALDE Party individual membership and its bodies and sections, and may not conflict with the Articles of Association (statutes) of the ALDE Party or the Internal regulations of the ALDE Party.

1. NAME

1.1. “Alliance of Liberals and Democrats for Europe Party” is the official name of the Party and is abbreviated ALDE Party. Individual membership is known under the name of “ALDE Party individual members”

2. ANNUAL GENERAL MEETING

2.1. An annual general meeting is held every year at the fringe of the ALDE Congress.

2.2. The Steering Committee shall draw up the agenda and submit it to the annual general meeting for formal adoption.

2.3. The chair of the Steering Committee acts as the chair of the annual general meeting.

2.4. The Steering Committee shall present a report on activities for the past year and present the annual strategy for the next year.

2.5. Items for the agenda may be submitted to the Steering Committee no less than one month prior to the annual general meeting. For an item to be taken up in the agenda, it has to be submitted by at least 15 members.

2.6. The agenda, including items, will be sent to all individual members not later than two weeks prior to the annual general meeting.

2.7. The annual general meeting is open to the participation of all individual members either in person or online.

3. PARTICIPATION AND REPRESENTATION AT ALDE CONGRESS AND COUNCIL

3.1. Online elections are held to determine who represents the individual members as delegates at the ALDE Party Congress.

3.2. Elections for delegates to the Congress take place at least one month before the deadline to submit resolutions to the ALDE Party Congress. The elections are to be announced one month ahead in order for candidates to be able to campaign. Can participate all members who have paid the yearly membership fee of the current year. Delegates to the Congress closely coordinate with the Steering Committee and the coordinators of the thematic working groups.

3.3. The number of delegates is determined by the number of individual members whose membership fee is current on 1 July. The number of delegates is available in Annex A of these rules.

3.4. Congress delegates can claim a travel reimbursement to attend the ALDE Congress.
3.5. Delegates to the Congress submit resolutions and amendments. Delegates are expected to closely coordinate resolutions, amendments and voting decisions with the members of the Steering Committee.

3.6. Resolutions are drafted in a democratic and collective process by the Steering Committee and/or thematic working groups involving a minimum of 20 members.

3.7. Working groups shall submit draft resolutions, that have been approved by a majority of working group members, to the Steering Committee by the latest 14 weeks before the Congress. A limited number of resolutions will be selected through preferential voting of all paying members at the latest 10 weeks before the Congress.

3.8. Amendments to draft resolutions are developed by the delegates, the Steering Committee and the thematic working groups. The delegates take into account the political context and the amount of amendments in selecting the ones put forward to the Congress.

3.9. The individual members will be represented at the ALDE Party Council by one delegate, who shall be elected at the same time as the delegates to the ALDE Party Congress. The mandate will cover the autumn Council and the spring Council in the following year.

4. ORGANISATION

4.1. The Steering Committee (SC) is the political body of the individual members. It steers, coordinates, oversees and strategically develops individual membership. It liaises with the ALDE Party Bureau and Secretariat. The Steering Committee represents the individual members outside the party structures and speaks on their behalf.

4.2. Local chapter coordinators draft a strategic plan for their area in line with the general strategy developed by the Steering Committee and are responsible for its implementation at their level (country, region, city). This process is done in close cooperation with the Steering Committee.

4.3. Local chapter coordinators are nominated by the Steering Committee or elected to coordinate all activities related to the individual members section in their country, region or city. There can be more than one local chapter coordinator per country. They liaise between the Steering Committee, the ALDE Party Secretariat and the individual members in their country, region or city.

4.4. Thematic working group coordinators are nominated by the Steering Committee or elected to coordinate all activities related to one of the thematic working groups (incl. promoting and moderating the discussion in the working group; proposing specific objectives and tasks to the working group; representing the working group in meetings). They liaise between the Steering Committee, the ALDE Party Secretariat and the members of the group. There can be up to two coordinators per working group.

4.5. Local chapter coordinators shall report regularly on activities and developments in their area to the Steering Committee.
5. ELECTIONS

5.1. Ballots are secret

5.2. Elections for the Steering Committee are held every two years at least two months before the end of the mandate of the current steering committee. They are to be announced at least three months before the end of the mandate. Can participate all members who have paid the yearly membership fee in the last 12 months.

5.3. Elections are held according to a preferential ranking system (aka Single Transferable Vote).

5.4. The newly elected Steering Committee nominates one of their peers to be the Chair.

5.5. Elections for local chapter coordinators are held once the number of members in a country has reached at least 100 members. Exceptions to this rule can be made in case at least 30 members hand in a petition to hold elections prior to reaching the threshold of 100 members or upon recommendation of the Steering Committee. The Steering Committee can nominate local chapter coordinators when there are no elected ones in a specific area.

5.6. Elections for local chapter coordinators are to be announced at the latest one month ahead. Can participate all members who have paid the yearly membership fee in the last 12 months.

5.7. Local chapter coordinators are elected for a term of two years.

5.8. At any moment a member of the Steering Committee or a local chapter coordinator can step down.

5.9. In case members of the Steering Committee, local chapter coordinators or thematic working group coordinators are not able to carry out the tasks as required by their mandate, they are advised to step down. If a vacancy arises within six months after the start of a new Steering Committee mandate, the next person with most votes will be invited to fill the post until the next regular elections. If a vacancy arises after six months, there will be a new election for their role. A vote of non-confidence can be called by 15% of all paying members from at least three countries.

6. SECTIONS (COUNTRY, REGION, CITY)

6.1. Local chapter coordinators shall develop activities in line with the country strategic plan and in close cooperation with the Steering Committee.

6.2. The Steering Committee decides whether to create a new local chapter or merge existing ones, listening to members’ suggestions and taking into account membership numbers and overall balance.

6.3. Country level associations may not use the ALDE Party name in its short or long version for any entity, without the prior approval of the ALDE Party Bureau.
7. THEMATIC WORKING GROUPS

7.1. The Steering Committee of Individual Members can promote the creation of official working groups in working areas that it considers to be of strategic importance.

7.2. Working groups are expected to develop internal rules in line with the general rules governing individual membership. If cases of conflict or indecision, on which the group can’t decide democratically by itself and on which there is no written rule, the SC may decide.

7.3. Individual members are free to organise themselves in ad hoc working groups, without any special permission from the ALDE Party or the Steering Committee. These ad hoc working groups are free to organise themselves as they see adequate, but should always respect the values of the ALDE Party, including democratic values.

7.4. If an informal working group achieves 50 or more members from at least three countries this group may request the SC to be recognised as official working group. The SC will be free to decide on its inclusion or might propose merging with another group. The inclusion into the list of official thematic groups entails respecting the rules governing the official working groups.

7.5. Communication among members of official groups should be held through the official Slack platform.

8. FINANCES

8.1. A report on the annual accounts will be given at the annual general meeting.

8.2. Formal annual budget will require a Treasurer role within the Steering Committee. Once the Steering Committee is given an annual budget one of its members will act as Treasurer.

9. COMMUNICATION

9.1. Individual members cannot speak on behalf of the ALDE Party, nor of the individual members as a whole.

9.2. Local chapter coordinators can speak on behalf of their section. They are required to inform the Steering Committee on any public statement.

9.3. Rules regulate etiquette in the online tools such as Facebook groups and Slack.

9.4. Local chapter coordinators can use the official logo of ALDE Party individual members for any public statement, publication, or online. They are required to inform the Steering Committee. The official logo of the ALDE Party can only be used after approval by the secretariat of the ALDE Party.

10. RULES AND OBLIGATIONS AS INDIVIDUAL MEMBER

10.1. Individual membership is open to all individual citizens in Europe that accept the Articles of Association (statutes) of the ALDE Party, the Internal Regulations of the ALDE Party, the policy programmes of the ALDE Party and the founding document known as the Stuttgart Declaration.
10.2. A register containing an up-to-date list of all individual members will be held at the registered office of the ALDE Party.

10.3. Any application for individual membership shall be submitted to the Bureau. The Bureau shall take its decision at the next meeting after submission of the application with a simple majority of the votes cast. The decision of the Bureau to admit or not the applicant shall be final and the Bureau shall be under no obligation to justify its decision. The Steering Committee shall be informed in case an application is rejected.

10.4. Any individual member may resign at any time by written notice addressed to the Secretary General. The resignation shall come into force immediately. A resigning member will remain liable for its financial obligations vis-à-vis the Association until the end of the financial year during which its resignation took place.

10.5. If an individual member fails to meet its financial obligations, voting rights will be suspended.

10.6. The Bureau of the ALDE Party according to the Internal Regulations decides the expulsion of an individual member by a single majority of votes. The decision does not need to be justified. The Steering Committee shall be informed about the Bureau’s decision. The Secretary General sends a copy of the decision to the expelled individual member in written, within 15 calendar days. The expulsion shall come into force immediately but the expelled member shall remain liable for its financial obligations vis-à-vis the Association until the end of the financial year.

10.7. Any member may be expelled for any of the following reasons:
   (i) not abiding by the Articles of Association or the Internal Regulations;
   (ii) not abiding by the decisions of any body of the Association;
   (iii) not fulfilling the conditions for membership anymore;
   (iv) when any of its acts is contrary to the interest and the values of the Association in general.

10.8. The membership fee is valid for 12 months following the day of payment.

11. CHANGES TO THE INTERNAL RULES

11.1. Changes to the internal rules shall be proposed by the Steering Committee. Any changes to the internal rules shall be discussed and approved at the Annual General Meeting by a simple majority.

11.2. Changes to the internal rules shall be recommended to the Steering Committee by the thematic working group on internal organisation, whenever they are supported by the majority of the group, or by at least 100 members. Suggested changes to the internal rules shall be submitted to the Steering Committee no later than one month prior to the annual general meeting.
**ANNEXE**

**A: CONGRESS DELEGATES**

Congress delegates are based on the number of membership fee paying individual members:

<table>
<thead>
<tr>
<th>Membership Range</th>
<th>Number of Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-499</td>
<td>1 delegate</td>
</tr>
<tr>
<td>500-999</td>
<td>2 delegates</td>
</tr>
<tr>
<td>1000-1999</td>
<td>3 delegates</td>
</tr>
<tr>
<td>2000-3999</td>
<td>4 delegates</td>
</tr>
<tr>
<td>4000-5999</td>
<td>5 delegates</td>
</tr>
<tr>
<td>6000-9999</td>
<td>6 delegates</td>
</tr>
<tr>
<td>10000-19999</td>
<td>7 delegates</td>
</tr>
<tr>
<td>20000-49999</td>
<td>8 delegates</td>
</tr>
<tr>
<td>50000-99999</td>
<td>9 delegates</td>
</tr>
<tr>
<td>100000 and more</td>
<td>10 delegates</td>
</tr>
</tbody>
</table>