



1 **INTERNAL REGULATIONS OF THE ALDE PARTY**

2 *As modified at the Party Council meeting in Stockholm, 26 May 2023*

3 *The internal regulations regulate the functioning of the Association and its bodies in general*
4 *and may not conflict with the Articles of Association.*

5 **I. NAME OF THE PARTY**

- 6 1. "Alliance of Liberals and Democrats for Europe Party" is the official name of the Party
7 and is abbreviated ALDE Party.

8 **II. CONGRESS**

- 9 1. The Congress shall be held in Europe at least once a year. The Bureau shall take the
10 decision as to which Party will host the Congress after having reviewed applications
11 submitted by member parties.

12 **III. AGENDA AND TIMETABLE OF THE CONGRESS**

- 13 1. The Bureau shall draw up the agenda and submit it to the Congress for formal adoption.
14 2. The Bureau shall act as a steering committee for the Congress.
15 3. If the subject of a draft resolution is not covered by the agenda, and the Bureau acting
16 as a steering committee rejects its inclusion in the agenda, the Congress may decide
17 by a simple majority whether the motion will be admitted for discussion and decision.
18 4. Items, including draft resolutions, for the agenda may only be submitted to the
19 Secretariat of the ALDE Party, not less than seven weeks prior to the Congress, by full
20 member parties, 50% + 1 of the Members of the European Parliament, of the
21 Committee of the Regions, of the Parliamentary Assembly of the Council of Europe
22 who are signed up to the ALDE Party or the Bureau of the ALDE Party. ALDE Party
23 supporters can submit items collectively and democratically through their elected
24 delegates.
25 5. The final agenda, together with draft resolutions and any other relevant items, including
26 reports, will be sent to all delegates not less than six weeks prior to the Congress.
27 6. Amendments to draft resolutions may only be submitted to the Secretariat, not less
28 than four weeks prior to the Congress, by full member parties, 50% + 1 of the Members
29 of the European Parliament, of the Committee of the Regions, of the Parliamentary
30 Assembly of the Council of Europe who are signed up to the ALDE Party, ALDE Party
31 supporters collectively and democratically through their elected delegates or the
32 Bureau of the ALDE Party.
33 7. Amendments must be in the possession of all delegates not less than three weeks prior
34 to the Congress.

- 35 8. The Bureau may for organisational reasons decide to alter the above schedule for the
36 Congress up to six months prior to the Congress.
- 37 9. The Council, any full member Party, 25 voting Congress delegates, 50% + 1 of the
38 Members of the European Parliament, of the Committee of the Regions, of the
39 Parliamentary Assembly of the Council of Europe who are signed up to the ALDE Party,
40 the Bureau of the ALDE Party, or ALDE Party supporters collectively and
41 democratically through their elected delegates, may propose draft urgency resolutions,
42 which may not exceed 300 words, to be added to the agenda. These must relate to
43 current or recent political events which could not have been dealt with in the draft
44 resolutions seven weeks prior to the Congress. The Congress shall decide which draft
45 urgency resolutions to debate, after considering the recommendation of the Bureau.
- 46 10. The Bureau may propose a draft resolution as the result of a debate in the Council. The
47 topic of this draft resolution should be added to the agenda. The Congress will decide
48 whether to debate this resolution.
- 49 11. Prior to European parliamentary elections an electoral manifesto must be discussed
50 and adopted by full member parties from EU member states. Amendments may be
51 submitted by any full member Party, the Council, 25 voting Congress delegates, 50%
52 + 1 of the Members of the European Parliament, of the Committee of the Regions, of
53 the Parliamentary Assembly of the Council of Europe who are signed up to the ALDE
54 Party, the Bureau of the ALDE Party or ALDE Party supporters collectively and
55 democratically through their elected delegates.
- 56 12. Any full member Party or 25 Congress delegates may propose to set up a committee
57 during the Congress.
- 58 13. The parliamentary representation of the ALDE Party in the European Parliament, in the
59 Committee of the Regions and in the Parliamentary Assembly of the Council of Europe
60 shall report on their activities to the Congress.
- 61 14. Candidates for election to the Bureau must be nominated up to three weeks prior to the
62 Congress. In the event of having an insufficient number of candidates, the Council may
63 waive this rule. No more than 1/3 of the total number of Bureau members can be non-
64 EU. Member parties shall be mindful of the aim for a gender balanced Bureau.
- 65 15. Non-EU members may not together vote in any body or committee of the Association
66 for a number of votes exceeding one third of the number of votes cast in each ballot.
67 When applicable, non-EU members' votes shall be subject to proportional reduction in
68 the calculation of the results of the relevant ballot.

69 **IV. PARTICIPATION AND REPRESENTATION AT THE CONGRESS**

70 Until the Congress following the first elections to the European Parliament to be held by the
71 uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as
72 modified by the Treaty on European Union, the results of national elections will apply.

- 73 1. The following delegates shall be entitled to attend the meetings of the Congress with
74 voting rights.
- 75 a) Delegates of EU full member parties whose number shall be allocated as follows:
- 76 - One base delegate for every party

- 77 - Total number of Council delegates
- 78 - Additional delegates based on the rounded sum of the party's vote total divided by
 - 79 ○ 100,000 for the first 3 million votes,
 - 80 ○ 250,000 between 3 million and 5 million votes
 - 81 ○ and 500,000 for votes exceeding a total of 5 million votes
- 82 - Additional delegates based on the vote share divided by 3% (only for parties in
- 83 countries with a total population exceeding 250,000)

84 The total number of Congress delegates is expressed in the formula as follows:

$$85 \quad 1 + \text{Council Delegates} + \left| \frac{\text{Vote Total}}{*} + \frac{\text{Vote Share}}{3\%} \right| = \text{Number of Congress Delegates}$$

86 * according to the thresholds listed here above

87 A member party whose exact number of votes cannot be determined because it ran in an
 88 electoral alliance or coalition of parties will be allocated delegates as follows: the vote total of
 89 the coalition is divided by the total number of the elected coalition's MPs and then multiplied
 90 by the number of MPs that were elected from the ALDE member party.

91 b) The total number of non-EU delegates cannot exceed 1/3 of the total number of
 92 Congress delegates. Their attendance at Congress will be determined by their
 93 engagement package described under article X.1.b.

94
 95 c) Members of the ALDE Party Bureau. Each Bureau member carries an individual vote
 96 and cannot take an additional proxy vote, either on behalf of another member of the
 97 ALDE Party Bureau or of an ALDE Party member party.

98 d) Ten delegates nominated by LYMEC (European Liberal Youth).

99 e) Two delegates nominated by the ALDE Party supporters.

100 2. The following delegates will be entitled to attend the meetings of the Congress, without
 101 voting rights:

102 Two delegates from each affiliate member party.

103
 104 3. Other persons may be entitled to attend the meetings of the Congress, without voting
 105 rights, by prior written invitation of the Bureau.

106 4. Member Parties, LYMEC and ALDE Party supporters shall communicate the names of
 107 the Congress delegates and the list of voting delegates to the Secretariat at least one
 108 week prior to the meeting. After that date, changes to the voting delegate lists will only
 109 be accepted in exceptional cases such as sickness, flight cancellations and last-minute
 110 political developments requiring a delegate to attend a political mission or event.

111 5. Any verification of credentials will be carried out, if required, by the Bureau.

112 6. A member party's votes are not transferable.

113 V. CONDUCT OF CONGRESS SESSIONS

114 1. The sessions of the Congress shall be public unless the Congress decides otherwise.

- 115 2. Delegates may not speak for longer than the Chair decides and may not speak more
116 than once, except by leave of the Chair. The Chair shall announce the maximum
117 speaking time before the beginning of the discussion session.
- 118 3. A delegate who asks leave to speak for a procedural motion shall have a prior right to
119 do so, in particular:
- 120 a) to raise a point of order;
- 121 b) to move the closure of a debate;
- 122 c) to move the adjournment of a debate.
- 123 4. An amendment shall only relate to the text it seeks to alter.
- 124 5. Votes will be cast by holding up voting cards or by electronic means. A ballot may be
125 taken by decision of the Congress. Decisions of the Congress are taken by simple
126 majority unless otherwise specified by the Articles of Association. For decisions of the
127 Congress at least one third of the total number of delegates must be present and voting.
- 128 6. There shall be a ballot for the appointment and discharge of members of the Bureau or
129 officers. The Congress shall appoint tellers for counting votes.
- 130 7. The President or session Chairperson shall announce the result, or, if of the opinion
131 that the result is not clear, shall order a count. The President's or Chairperson's
132 decision may be challenged, and a vote held if 30 delegates stand to request this.
- 133 8. Separate votes shall be taken on any section of any motion or amendment if:
- 134 a) requested by the President or Chairperson of that session;
- 135 b) requested by the Bureau; or
- 136 c) requested by any delegate as a point of order and either accepted by the proposer
137 of the motion or amendment as appropriate or put to a vote and confirmed by
138 decision of the Congress.
- 139 9. At the end of any debate on an amendment or motion, a vote will be taken.
- 140 10. Election for a common top candidate(s) for the European elections:
- 141 The candidate(s) will be elected by full member parties from EU Member States,
142 LYMEC and ALDE Party supporters' delegates during a Congress or an extraordinary
143 Congress.
- 144 The voting system follows the system of election for ALDE Party President.
- 145 11. Adoption of common electoral manifesto for the European elections:
- 146 The manifesto will be adopted by full member parties from EU Member States, LYMEC
147 and ALDE Party supporters' delegates during a Congress or an extraordinary
148 Congress.

149 VI. THE COUNCIL

150 Until the Council following the first elections to the European Parliament to be held by the
151 uniform procedure envisaged under the terms of Article 138 (3) of the Treaty of Rome as
152 modified by the Treaty on European Union, the results of national elections will apply.

153 1. The following persons will be entitled to attend the meetings of the Council, with voting
154 rights:

155 a) Delegates of EU full member parties whose number shall be allocated as
156 follows:

157 - One base delegate for every party

158 - Additional delegates based on the rounded sum of the vote total divided by
159 500,000 and the vote share divided by 10% for parties in countries with a total
160 population exceeding 250,000.

161 The total number of Council delegates per party is expressed in the formula as follows:

162
$$1 + \left| \frac{\text{Vote Total}}{500\,000} + \frac{\text{Vote Share}}{10\%} \right| = \text{Number of Council Delegates}$$

163 A member party whose exact number of votes cannot be determined because it ran in an
164 electoral alliance or coalition of parties will be allocated delegates as follows: the vote total of
165 the coalition is divided by the total number of the elected coalition's MPs and then multiplied
166 by the number of MPs that were elected from the ALDE member party.

167 b) The total number of non-EU delegates cannot exceed 1/3 of the total number of
168 Council delegates. Their attendance at Council will be determined by their
169 engagement package described under article X.1. b.

170

171 c) Members of the ALDE Party Bureau. Each Bureau member carries an individual
172 vote and cannot take an additional proxy vote, either on behalf of another
173 member of the ALDE Party Bureau or of an ALDE Party member party.

174 d) One delegate appointed by LYMEC (European Liberal Youth).

175 e) One delegate appointed by the ALDE Party supporters.

176 2. The following persons will be entitled to attend the meetings of the Council, without
177 voting rights:

178 a) One delegate from each affiliate member Party;

179

180 3. Other persons may be entitled to attend the meetings of the Council, without voting
181 rights, by prior written invitation of the Bureau.

182 4. Member Parties shall communicate the names of the Council delegates and the list of
183 voting delegates to the Secretariat at least one week prior to the meeting. After that
184 date, changes to the voting delegate lists will only be accepted in exceptional cases
185 such as sickness, flight cancellations and last-minute political developments requiring
186 a delegate to attend a political mission or event.

187 5. Should the President be absent or unable to carry out his/her duties, he/she shall be
188 replaced by one of the Vice Presidents who shall have full powers.

189 6. The agenda for Council meetings shall be drawn up by the Bureau and circulated to
190 member parties four weeks before each Council meeting.

191 7. The President may limit both the speaking time and the number of times a delegate
192 may speak on any one topic.

- 193 8. The Council may set up committees as it thinks fit and may provide terms of reference
194 and rules of procedure for those working and advisory groups and any other
195 committees set up by Congress or Council.
- 196 9. Decisions of the Council are taken by simple majority, unless required otherwise by the
197 Statutes. For decision of the Council at least one third of the total number of delegates
198 must be present or represented. In addition to their own personal vote, Council
199 delegates may also be allocated a maximum of one proxy vote, meaning that a
200 maximum of two votes per delegate can be cast. Upon the proposal of the Bureau,
201 decisions may be taken by circular letter.
- 202 10. Bureau members do not have voting rights concerning the annual discharge of the
203 Bureau.
- 204 11. In case of any dispute over procedure, the ruling by the President or Chair of that
205 session shall be final.
- 206 12. The Council may discuss urgency resolutions. Any full member party may propose
207 urgency resolutions. These must relate to current or recent political events or to topical
208 issues that have occurred since the last meeting of the Council. Draft urgency
209 resolutions can be submitted to the Secretariat. Draft urgencies may not exceed 300
210 words. The Council shall decide which draft urgency resolutions to debate, after
211 considering the recommendation by the Bureau.

212 VII. BUREAU

- 213 1. Candidates for membership of the Bureau must be a member of, and be nominated by,
214 their full member of the Association who has fulfilled their membership obligations.
- 215 2. The Secretary General of the Association shall serve as secretary of the Bureau.
- 216 3. The following persons shall be entitled to attend the meetings of the Bureau as
217 observers, without voting rights:
- 218 a) If the President of the parliamentary representation of the ALDE Party in the
219 European Parliament is unable to attend the meeting, the Secretary General of this
220 Group, or the highest-ranking ALDE Party member from this Group may attend by
221 invitation of the Bureau.
- 222 b) If the President of the parliamentary representation of the ALDE Party in the
223 Committee of the Regions is unable to attend the meeting, the Secretary General of
224 this Group, or the highest-ranking ALDE Party member from this Group may attend by
225 invitation of the Bureau.
- 226 c) If the President of the parliamentary representation of the ALDE Party in the
227 Parliamentary Assembly of the Council of Europe is unable to attend the meeting, the
228 Secretary General of this Group, or the highest-ranking ALDE Party member from this
229 Group may attend by invitation of the Bureau.
- 230 d) If the President of the European Liberal Forum, the foundation of the ALDE Party is
231 unable to attend the meeting, the Executive Director may attend by invitation of the
232 Bureau.
- 233 e) The President of LYMEC (European Liberal Youth).
- 234 f) The President of Liberal International.

- 235 4. Should the President be absent or unable to carry out his/her duties, he/she shall be
236 replaced by one of the Vice Presidents and/or the Treasurer who shall have full powers.
- 237 5. The Bureau may propose to the Council and the Congress the setting up of working
238 groups, advisory bodies, and committees, and shall provide terms of reference and
239 rules of procedure.
- 240 6. The Bureau may admit other third parties as observers without voting rights, by
241 unanimous consent.

242 **VIII. SECRETARY GENERAL**

- 243 1. The Secretary General:
- 244 a) must belong to an ALDE Party member Party from the European Union;
- 245 b) is responsible for the daily management of the association;
- 246 c) shall be accountable to the Bureau;
- 247 d) shall head a Secretariat, the composition and organisation of which will be proposed
248 by the Secretary General to the Bureau;
- 249 e) shall be assisted in the exercise of his/her functions by full and affiliate members;
- 250 f) shall organise the meetings of the organs of the Association;
- 251 g) shall maintain contacts among full and affiliate members and the Association;
- 252 h) on behalf of the Bureau, shall report on the Association's activities to the Congress.

253 The Bureau – as the formal Employer - appoints and dismisses the Secretary General upon
254 proposal of the President and the Treasurer.

255 The Secretary General will be offered an open-ended contract within the Belgian legal
256 framework.

257 Conditions for the recruitment, appointment, dismissal, remuneration and evaluation of the
258 Secretary General will be decided by the Bureau.

259 **IX. TREASURER**

- 260 1. The Treasurer, on behalf of the Bureau:
- 261 a) shall propose to the Council the annual budget and the financial contributions of the
262 members;
- 263 b) shall account for the expenses of the Secretariat and all other organs of the
264 Association;
- 265 c) shall be responsible for the accounts of the electoral fund at the disposal of the
266 Association;
- 267 d) may propose to the Bureau - which may agree - a variation in the financial obligations
268 of any full and affiliate Party.
- 269 2. The Treasurer shall take a particular role with the Secretary General in administration
270 and personnel management of the Association.

271 **X. MEMBERS**

272 1. Member parties and membership fees
 273 a) Full EU members shall pay a membership fee (chapter II, article 7 of the ALDE Party
 274 Statutes), the annual level of which is based on the number of delegates to the ALDE
 275 Party Congress. This number is calculated based on the election results obtained by
 276 the party in the most recent national (lower house) elections, in a two-step process as
 277 stipulated in point IV.1a.

278 Each party pays a minimum fee of 4,600€ and an additional fee of 350€ per Congress
 279 delegate. With a minimum number of two Congress delegates being equivalent to a
 280 minimum membership fee of 5,300€.

Number of Congress Delegates	Fee Level
2	5,300€
3	5,650€
4	6,000€
5	6,350€
6	6,700€
7	7,050€
...	...

281 Newly founded full or affiliate members which succeed to the rights of full or affiliate
 282 members of the Association must reapply to be members of the Association.

283 Full members that have not paid membership fees for two consecutive years shall be
 284 requested to apply for affiliate membership to be approved by the Council.

285 b) Non-EU member parties will be invoiced on the basis of their engagement package, to
 286 be confirmed by the Bureau.

287
 288 c) EU affiliate members pay an annual fee of 2,000€.

289 The invoices of EU membership fee shall be sent out to the members as soon as possible in
 290 the calendar year and as a minimum in the first quarter of the year. Voting rights of newly
 291 accepted full members comes into force upon payment of the first membership fee invoice.
 292 Based on a recommendation by the Bureau assessing both the financial and political status of
 293 the party, the Council shall review annually the membership status of an affiliate member if it
 294 fails to pay its fees.

295 2. Elected members

296 Elected members of full or affiliate member parties sitting in any international or European
 297 assembly should belong to the parliamentary representation of the ALDE Party of that
 298 assembly.

299 **XI. POLITICAL LEADERS**

300 1. The Bureau shall convene meetings of ALDE Party leaders and ministers to exchange views
 301 on items on the agenda of the European Council and the current European political situation.

302 2. The Political Leaders' Meeting shall include:

303 a) The elected members of the ALDE Party Bureau;

304 b) The Political Leaders of member parties;

- 305 c) The President of the parliamentary representation of the ALDE Party in the European
306 Parliament;
- 307 d) The President of the parliamentary representation of the ALDE Party of in the
308 Committee of the Regions;
- 309 e) The President of the parliamentary representation of the ALDE Party in the
310 Parliamentary Assembly of the Council of Europe;
- 311 f) The President of Liberal International;
- 312 g) ALDE Party Prime Ministers, Ministers and Commissioners;
- 313 h) The President of LYMEC;
- 314 i) The President of the European Liberal Forum.
- 315 3. The Bureau may invite leading personalities to take part in the meetings of the Political
316 Leaders' Meeting e.g. leaders of affiliate member parties or leaders of political parties which
317 share the same liberal, democrat and reform values, members of the European Commission
318 and Council who belong to a full member Party, and the Presidents of parliamentary
319 representations of the ALDE Party in other international fora.