

FEDERATION DES BARREAUX D'EUROPE
EUROPEAN BARS FEDERATION
VERBAND EUROPÄISCHER RECHTSANWALTSKAMMERN
FEDERACION DE LOS COLEGIOS DE ABOGADOS DE EUROPA
FEDERAZIONE DEGLI ORDINI FORENSI D'EUROPA



Secrétariat des Commissions

INTERNAL RULES OF THE COMMISSIONS

Functioning of the commissions

- Members of the commissions

Each President of a Commission is responsible, in accordance with the Presidency, for the composition of the members of his committee.

He is responsible for appointing a Vice-President and a Secretary from a different Bar and for recruiting committee members.

Each President of a Commission is asked to keep the Secretary of the Commissions regularly informed of changes in the composition of the committee.

The Secretary, the President of the Commission or Vice-President, regularly send an update of committee members' contact details to the Secretary of the Commissions (surname, first name, bar association, e-mail address).

If there are not enough members and the President of the Commission is having difficulty recruiting members, he or she shall immediately inform the Secretary of the Commissions, who shall then inform the Presidency so that concrete action can be taken.

- 3-months assessment

Every three months and at least two weeks before each General Congress or Intermediate Meeting, the President of the Commission is completing the attached assessment form which will be sent to the Secretary of the Commissions.

The assessments are examined by the Presidency and may be discussed during the joint meeting FBE Presidency/FBE Presidents of the Commissions or a specific Zoom meeting.



Organisation of events

Committees should organise at least one event per year.

This event may be a conference, a webinar, a competition or any other event that will ensure the visibility of the FBE and the organising committee.

The event may only be organised with the prior agreement of the Presidency, which must be obtained within a reasonable period of time in order to allow proper organisation and adequate publicity via the FBE website, its social networks and a mailing to FBE member Bars.

The date and venue must be approved in advance by the Presidency in order to avoid any overlap with other events.

The programmes of these events, which must be drawn up, are sent in due time to the Secretariat of the Commissions to be submitted to the Presidency for approval, and then published on the FBE website and its social networks.

Resolutions

Any draft resolution to be submitted to the FBE General Assembly must be communicated to the Secretary of the Commissions within a reasonable time so that he can submit the draft to the Presidency and ensure that the document is formatted.

Except in emergencies, no draft resolutions will be accepted on the day of the General Assembly.

Internal documents

The FBE is applying the *Chatham House Rule* which means that « *when a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed* ».

Internal FBE documents issued, drafted or received by the Presidency, a Secretariat (of the Presidency and of the Commissions) as well as internal documents issued, drafted or received by the Commission are confidential.

Neither the Commission nor any of its members may distribute an internal document without prior approval from the Presidency.

Relations between the Presidency and the Commissions

- Report of the Secretary of the Commissions to the Presidency

Every three months, the Secretary of the Commissions is drafting a report on FBE commissions containing the information provided by the Presidents of the commissions since the previous Presidency meeting.

In order to make it more effective and complete, the draft report will be sent to the Presidents of the Commissions one week before the Presidency meeting, which will allow them to complete or amend the report if necessary.

If there is no activity and/or no reply, it is mentioned in the report. The performances of the commissions or their non-activity may be communicated also to the President of the hosting Bar association.

- Joint meetings

A joint meeting FBE Presidency/FBE Presidents of the Commissions is organised during each General Congress or Intermediate meeting.

It takes place on Thursday, just before the commissions' meetings.

The President of the Commission is attending in person or may appoint a representative.

- Regular Zoom meetings

On a regular basis, the Secretary of the Commissions is organising a zoom meeting between a delegation of the Presidency (President, First Vice-President and Secretary of the Commission) and the President of the Commission.

The purpose of this meeting is to discuss the Commission's activities, its composition, any difficulties encountered and the resources that can be made available to the Commission to achieve its objectives.