

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

RULES FOR THE COMMISSIONS

PREAMBULE

The Federation of European Bars (FBE),

Following the adoption of its amended Statutes at the General Congress in Bilbao on 16 May 2015,

Considering the need for its Commissions to work in a more efficient and practical way,

And wishing to clarify the role of Member Bars in hosting and supporting these Commissions,

Adopts the present Rules for the hosting and the functioning of Commissions.

Part I – HOSTING OF COMMISSIONS

Article 1 – Background and Objectives

The amended Statutes of the FBE were approved at the General Congress in Bilbao on 16th May 2015 because, among other reasons, the member bars of the FBE felt the need for the Committees to work quickly and with real substance.

At the same time, this change is intended to attract the interest and participation of all the member bars, and even of those that are not members but that might see that the FBE could be of great assistance in developing their own ideas and, in fact, in protecting lawyers.

The reform proposed by the Presidency and welcomed by the bars comprises the following projects:

1. Greater and better integration of the bars in the structure of the FBE.

2. Strengthening both the principles and the goals of the FBE and giving them substance.

3. Making it easier to admit members to the FBE, including initially as “observers”.

4. Determining the content and precise operation of the different committees. They are given substance with the idea that the very large majority of them reside in a member bar, for a set period (initially two years), with the commitment to facilitate and develop their work, substantially in the administrative field, providing for that purpose sufficient material and personal resources, and being obliged to have their work reach all the member bars of the FBE.

5. Naturally, under the statutes, all the committees are created, and are also supervised, by the General Assembly although they will be regularly supervised by the Presidency.

Article 2 – Requirements for Hosting a Committee

The following requirements shall apply to member bars interested in holding one of the committees:

1. Application

The Bar Associations interested in holding a Committee must send a letter to the FBE Presidency stating:



1.1. The Committee in question

1.2. A commitment to hold it for a period of two years

1.3. A commitment to meet the administrative expenses of the Committee during this period (for example, cost of printing discussion papers)

A commission can be hosted by several Bar associations. In this case, a written agreement has to be presented to FBE Presidency, dealing especially with the whole technical, administrative, and personal resources issues.

2. Working Programme

The Bars must also present to the FBE Presidency a proposal of working program for this two years period.

It is important to precise the intended goals and the means and resources for achieving them.

The Hosting Bars should describe precise aims for the work of the committee.

As far as possible, both material and personal resources must be stated.

3. Composition and Functioning

There must also be an indication of the people responsible for running the Committee, at least:

- a **President**,
- a **Vice-President**
- and a **Secretary** (it is mandatory that the Secretary belongs to the hosting Bar association) who will be in charge of writing down the minutes of the meetings of the commission and who will be the **permanent link**, under the supervision of the President and the Vice-President of the Commission, with the FBE Secretariat of the Commissions and through it, with the FBE Presidency.

The Secretary shall send at least two months before a meeting of the Commission an agenda which will be sent to all the members, and the

minutes of the meeting in the month following the meeting.

Article 3 – Submission of Applications

Application letters have to be sent to the Secretariat of the Commissions at commissions@fbe-strasbourg.eu before the deadline mentioned in the information letter sent to the member Bars every two years.

Part II – INTERNAL RULES OF THE COMMISSIONS

Article 4 – Members of the Commissions

Each President of a Commission is responsible for the composition of the members of his committee.

He is responsible for appointing a Vice-President and a Secretary and for recruiting committee members according to article 2.3 of the present rules.

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 and 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.

Article 5 – Reports

Each President of a Commission regularly - at least every six months - sends the Secretary of the Commissions a report on the Committee's activities, the events organised by the Committee, the results achieved and the work planned, by any means (assessment form, written report, recorded video report, ...).

Article 6 – Organisation of events

Commissions are asked to 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.

A « WEBINARS ORGANISATIONAL CHECKLIST” is enclosed.

The winner of a competition is awarded by the FBE Presidency by :

- **an invitation to attend the first General assembly after the competition (FBE will not cover the registration fees for the congress)**
- **an invitation to the gala dinner the day before**
- **an amount of 400 euros representing the participation to travel and accomodation expenses.**
- **a trophy**

Article 7 – 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 less than 15 days before a General Assembly.

Article 8 – Internal Documents

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.

Article 9 – 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 after the commissions' meetings.

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

Part III – COMMUNICATION AND SOCIAL MEDIA POLICY

Article 10 - Publication of events, information, resolutions and other communications

The FBE itself publicizes its information, events, resolutions and other communications through its website, social media and a mailing to its member Bars.

No information, event, resolution or other communication may be disseminated in the name of the FBE without the prior agreement of the Presidency.

The Bar organizing an FBE event, in which the FBE is associated or in which the FBE has granted its patronage shall not disseminate any communication before the FBE has ensured the publicity of the event.

The President of the Commission and its members shall not broadcast any communication on their personal communication channels before the FBE has ensured the publicity of the event.

Article 11 - Actualities of the Commission

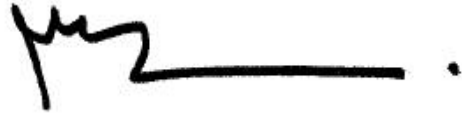
Each President of a Commission regularly sends the Secretary of the Commissions short reports on the committee's activities for publication on the FBE's social networks. This information is submitted to the Presidency before publication.

The content should be

- A picture of the president
- A picture of the commission (during a meeting, a competition or just a group picture)
- A short text presenting the commission, its name, the hosting Bar, a personal message, an invitation to join (you would have to mention an email adress to get contacted directly) and any information or upcoming event you would like to inform about.

Article 12 - Request from the Commissions

Any request from a President of a Commission to the Presidency shall be addressed to the Secretary of the Commissions, who will forward it to the Presidency with his comments.



Philippe LOEW

Secrétaire des Commissions
De la Fédération des Barreaux d'Europe