

## II

*(Acts whose publication is not obligatory)*

## COMMISSION

### RULES OF PROCEDURE OF THE REGIONAL POLICY COMMITTEE

(75/761/EEC)

#### *Article 1*

1. Each member of the committee shall be entitled to one vote. He may, if prevented from being present and having so informed the chairman, delegate another member or an alternate to vote on his behalf. No member shall, however, be entitled to more than two votes. Delegation of the right to vote shall be valid only for the meeting in respect of which it was made.
2. The chairman shall, throughout his term of office, delegate his right to vote to an alternate. The alternate shall replace him in discussions.

#### *Article 2*

1. The vice-chairman shall take the place of the chairman, if the latter is prevented from being present.
2. If the term of office of the chairman or vice-chairman should be terminated prematurely, he may be replaced for the remainder of the term of office in question.

#### *Article 3*

1. The proceedings of the committee shall have validity only if more than half the members are present.
2. The committee shall adopt its opinions and reports if 11 votes or more are cast in favour. Minority opinions shall be attached to the committee's opinion or report in a separate document.
3. Where a minimum of 11 votes in favour is not achieved, the committee shall present a report recording the various opinions arising from the discussion.

4. Except where the committee shall decide otherwise, alternates may attend sessions of the committee. They shall not vote but may, in certain circumstances, at the request of a member of the committee and with the agreement of the chairman, take part in discussions.

#### *Article 4*

1. The committee shall meet at least four times a year and on any other occasion which the conduct of its business shall require.
2. The committee shall be convened by the chairman, either on his own initiative or at the request of the Council, or of the Commission, or of four or more committee members.
3. Notices convening the committee, draft agendas and working papers must be sent at the same time to the Offices of the Permanent Representatives and to committee members not less than three weeks before the meeting in question.

#### *Article 5*

1. The committee may, at the request of a member, consult representatives of trade union and business or professional organizations either orally or in writing on specific subjects directly connected with the tasks of the committee.
2. When items on the agenda are of concern to particular regions, the committee, if members appointed by the Member State concerned think it useful to do so, may take evidence, either orally or in writing, from institutional representatives or from other interested parties from the regions concerned.

*Article 6*

The proceedings of the committee and of its working groups shall be confidential. Meetings of the committee shall be the subject only of summary reports recording the committee's conclusions and not containing statements made by members, save at their express request.

*Article 7*

At the request of the Council or the Commission, the committee may delegate one or more members to report orally on the results of its work.

*Article 8*

The secretariat of the committee shall be responsible for preparing working papers and for establishing all contacts required with other committees or working groups.

*Article 9*

Correspondence intended for the committee, including appointments or replacements made subsequent to the constitution of the committee, shall be addressed to the chairman at the headquarters of the secretariat.

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