

Special General Assembly (GA) at the XXI Meeting of the METREX Managing Committee, Riga, Saturday 29 May 2010

Location Riga City Hall
 RIGA,
 Latvia

MINUTES

Saturday 29 May 12.30-13.00

1 Consideration of the outcome of the METREX electronic General Assembly, held on Friday 21 May 2010, to approve changes to the structure of the METREX Managing Committee

Attendance and apologies

The METREX membership comprises forty-six voting Members. A quorum of 50% is required at Managing Committee (MC) meetings. Twenty-six Members were represented at the Vilnius/Riga Meeting but only twenty attended the Riga MC meeting.

In the absence of a quorum the MC agreed to proceed with the Agenda and to seek electronic approval to the Minutes from the five Members not attending. A quorum was achieved by Friday 18 June

The Sederunt is shown in Appendix 1.

Background

A special electronic General Assembly (eGA) was held on Friday 21 May 2010 and the following Recommendation was approved.

It is recommended to METREX Members that the Managing Committee should comprise the President, two Vice Presidents and seven Members, to be elected for a two year term, extendable by a further two years, at a General Assembly, together with the Treasurer/Auditor and the Secretary General, both appointed by the Managing Committee

This can be summarised as follows.

President	Elected at the biennial METREX Conference GA for a two-year term, extendable for a second term
Two Vice Presidents	Elected at the biennial METREX Conference GA for a two-year term, extendable for a second term
Seven MC Members	Elected at the biennial METREX Conference GA for a two-year term, extendable for a second term
Treasurer	Appointed by the MC (currently a joint appointment with the Auditor but could be separate)
Auditor	Appointed by the MC (currently a joint appointment with the Treasurer but could be separate)
Secretary General	Appointed by the MC
Total MC	12 (13) members with the President having a casting vote

This means that the MC would comprise 25% rather than 100% of the voting METREX membership.

At a General Assembly held after the Riga Managing Committee meeting on Saturday 29 May 2010, the following Recommendation was considered and discussed.

It is recommended to the MC that, should the composition and size of the smaller MC be agreed at the electronic GA on Friday 21 May, then the electoral arrangements outlined above should be adopted and reflected in the METREX Internal Regulations, for use on future occasions

Electoral arrangements

The following arrangements for the election of the President, Vice Presidents and MC Members were agreed

- | | |
|-----------|---|
| 18 June | Call for nominations for all posts, in writing, to the Secretary General, by letter, fax or e-mail. Candidates can stand for more than one post. Nominations must be supported by one other Member, in writing, by letter, fax or e-mail. Nominations for more than one post need only one supporter. |
| 30 July | Nominations close |
| 13 August | Berlin GA called. Voting opens. Votes may be cast electronically up to 18.00 on Friday 10 September or personally at the Berlin GA on Friday 17 September for the President. |

The President wishes to offer all Presidential Candidates the opportunity to address the GA, if they wish. All Presidential, Vice Presidential and MC Candidates will have the opportunity to present written Statements to the membership, in advance of the Elections. Voting for the President will close at the Berlin GA after Presidential addresses have been made.

Voting procedure

The AISBL Statutes, Section 5, Article 10, indicates that, "*Members may vote by letter or fax, and it will also be possible to vote electronically under Article 11. A Member may represent one other Member at the General Assembly, and a letter or fax may constitute proof of appointment*".

For recent Elections METREX has moved away from votes by letter or fax to electronic voting. This was considered more convenient and efficient for the membership and the Secretariat, when holding Elections. It is considered that the Statutes require a vote to be available to every Member comprising the 46 Member Electoral Register (see Appendix 1).

The voting system must be robust enough to cope with more Candidates than there are posts to fill. With a small electorate of 46 Member metropolitan regions and areas there is a strong possibility of tied votes if a simple vote by each Member for one Vice President and seven MC members was adopted. It is for this reason that each voting Member will be asked to record their two preferences for Vice President (if there are more than two candidates) and their seven preferences for MC members (if there are more than seven candidates). This system also allows Members to stand for Vice President and for membership of the MC.

This voting procedure is in common use in Associations such as METREX. It simply means, for example, placing numbers one to seven on the Managing Committee Ballot Paper rather than seven crosses against the names of chosen candidates.

Voting recommendations from the Riga General Assembly

The GA strongly recommends that Members give full weight to the following considerations when voting.

- 1 The need for gender balance when voting for the two Vice Presidents
- 2 The need for gender balance within the Managing Committee of seven members
- 3 The desirability of geographic representation on the Managing Committee
- 4 The need for active members of the Managing Committee to help METREX further its range of activities and interests and add to its value to Members

The Secretary General will now make the appropriate arrangements for the Elections on this basis and modify the Internal Regulations as shown in Appendix 3

Information for Managing Committee Candidates

Article 17 of the AISBL Statutes - Responsibilities of the Managing Committee

The Managing Committee is responsible for the administration of the affairs of the Association and the promotion of its purposes. It holds all the powers of representation not specifically reserved for the General Assembly by law or these current Statutes.

In an emergency the Managing Committee can take a provisional decision on matters that would normally lie within the responsibilities of the General Assembly. Such a decision will stand until it is reported in writing to the next meeting of the General Assembly. The Managing Committee is responsible for,

Membership issues

- *Considering and determining applications for membership,*
- *Considering and determining applications for Observer status, and setting out the entitlements and responsibilities of Observers,*

METREX activities

- *Setting out a broad programme of activities and initiatives for the forthcoming two years to further the purposes of the Association, for consideration by the General Assembly,*
- *Thereafter, implementing the approved programme and taking other appropriate action to promote the purposes of the Association,*

METREX financial management (see also Appendix 4 of the Riga MC Minutes - Report on Financial Management)

- *Setting out a budget for the forthcoming two years, for consideration by the General Assembly,*
- *Thereafter, authorising, controlling and monitoring expenditure in accordance with the approved budget, and keeping accounts for presentation to the General Assembly,*
- *Provisionally approving annual accounts,*
- *Establishing a savings fund, in accordance with the law, in order to cover any future expense, exceptional or not.*

METREX management

- *Defining, contracting and directing the services of the Secretary General and other appropriate support services,*
- *Defining, contracting and directing the services of an external Auditor,*

METREX representation

- *Representing METREX, and*
- *Generally furthering the purposes, activities and initiatives of METREX.*

Appendix 1

Sederunt

1	Joannes	Smit	Senior advisor	1	Stad Amsterdam
2	Ulrike	Assig	Referent	2	Joint Spatial Planning Department of Berlin and Brandenburg
3	Alfonso	Sanz	Director de Ordenacion del Territorio	3	Gobierno del Pais-Vasco
4	Jesus Maria	Erquicia	Resp de Ordenacion del Territorio	4	Gobierno del Pais-Vasco
5	Claudio	Tolomelli	Responsabile Controllo Strategico	4	Regione Emilia-Romagna
6	Silvia	Grassi	Funzionario Controllo Strategico	4	Regione Emilia-Romagna
7	Heiko	Kasseckert	Director (Verbandsdirektor)	5	Planungsverband Frankfurt
8	Reinhard	Henke	Senior Policy Advisor	5	Planungsverband Frankfurt
9	Jakob	Richter	Head of the office	6	Hamburg Metropolitan Region
10	Wilhelm	Schulte		6	Hamburg Metropolitan Region
11	Douglas	Gordon	Architect Planner	7	Helsinki City Council
12	Hannu	Pentilä	President	7	Helsinki City Council
13	Miliza	Ryoti	Advisor to the Mayor	7	Helsinki City Council
14	Olavi	Veltheim	Head of Master Plan Unit	7	Helsinki City Council
15	Olli	Lahtinen	Advisor	7	Helsinki City Council
16	Alberto	Leboreiro	General Deputy of Regional Planning	8	Comunidad de Madrid
17	Cecile	Bost	Territorial Strategy/Spatial Plan Director	9	AGAM
18	Markus	Eggermann	Geographer	10	Metropolregion Mitteldeutschland
19	Reinhard	Wölpert	Deputy Head of Planning Office	10	Metropolregion Mitteldeutschland
20	Genevieve	Danchin	Project manager	11	IAURIF
21	Thierry	Petit	Economist	11	IAURIF
22	Zinta	Mikelsone		12	City of Riga Council
23	Georgette	Rafailova	Chief expert	13	Municipality of Sofia
24	Petar	Terziev	Director	13	Municipality of Sofia
25	Phillip	Robinson	Planning Policy Manager	14	Borough of Bournemouth
26	Jeannette	Wopperer	Regionaldirektorin	15	Verband Region Stuttgart
27	Ewa	Kurjata	Senior International Officer, Auditor	16	Municipality of Szczecin
28	Krzysztof	Michalski	Deputy Director	16	Municipality of Szczecin
29	Magdalini	Segkouni	Architect Engineer	17	Organisation of Thessaloniki
30	Alberto	Miotto	Funzionario	18	Regione del Veneto
31	Francesca	Franzin		18	Regione del Veneto
32	Toffano	Romeo	Dirigente	18	Regione del Veneto
33	Albert	Serratoso	IET	19	Generalitat de Catalunya
34	Kurt	Mittringer	Leadre of Section Urb Dev and Plan	20	Stadt Wien
35	Sylvia	Schreiber	Director	20	Stuttgart Brussels Office
36	Roger	Read	Secretary General		METREX
37	Tim	Page	Head of Communications		METREX
	Sederunt total			20	
38	To be contacted for eMC			21	Rotterdam/den Haag
39				22	Napoli
40				23	Porto
41				24	Brussels
42				25	Vilnius

Appendix 2

METREX Members/Observers and the Electoral Roll 2010

Metropolitan area	Member
1 Amsterdam	1 Stad Amsterdam
2 Athens	2 Organisation of Athens
3 Barcelona	3 Prefecture of Catalunya
4 Berlin	4 Joint Spatial Planning Department of Berlin and Brandenburg
5 Bilbao	5 Gobierno del Pais-Vasco
6 Bologna	6 Regione Emilia-Romagna
7 Bruxelles	7 Ville de Bruxelles
8 Bucharest	8 Municipality of Bucarest (UMPCB)
9 Rotterdam/den Haag Metropolitan Area	9 Rotterdam City Council
10 Eurociudad Vasca	10 Municipality of The Hague
11 Firenze	11 Eurociudad Vasca/Bayonne/St Sebastian
12 Frankfurt	12 Regione Toscana
13 Glasgow	13 Planungsverband Frankfurt
14 Hamburg	14 Glasgow and the Clyde Valley Structure Plan Joint Committee
15 Hannover	15 Hamburg Metropolitan Region
16 Helsinki	16 Metropolregion Hannover Braunschweig Göttingen
	17 Helsinki City Council
	18 YTV Helsinki Metropolitan Area
	19 Uusimaa Regional Council
17 Lisboa	20 Area Metropolitana de Lisboa
18 London	21 Greater London Authority
19 Madrid	22 Comunidad de Madrid
20 Marseille	23 AGAM
21 Milano	24 Regione Lombardia
22 Moscow	25 Institute for the General Plan of Moscow
	26 Cities Globaly United
23 Mitteldeutschland	27 Metropolregion Mitteldeutschland
24 Napoli	28 Provincia di Napoli
25 Napoli	29 Regione Campania
26 Nürnberg	30 Verien die Region Nürnberg
27 Oradea	31 Oradea Metropolitan Area Association
28 Paris	32 IAURIF
29 Porto	33 Area Metropolitana do Porto
30 Prague	34 City of Prague
31 Rhein-Neckar	35 Verband Region Rhein-Neckar
32 Riga	36 City of Riga Council
33 Sevilla	37 Junta de Andalucia
34 Sofia	38 Municipality of Sofia
35 South Coast Metropole	39 Borough of Bournemouth
36 Stockholm	40 Stockholm County Council
	41 Stockholm City Council
37 Stuttgart	42 Verband Region Stuttgart
38 Szczecin	43 Municipality of Szczecin
39 Thessaloniki	44 Organisation of Thessaloniki
40 Torino	45 Regione Piemonte
	46 Provincia di Torino
41 Veneto	47 Regione del Veneto
42 Vilnius	48 Vilnius City Municipal Government
43 Wien	49 Stadt Wien
44 Wroclaw	50 Municipality of Wroclaw
45 Zaragoza	51 Diputación Provincial de Zaragoza
	52 Ayuntamiento de Zaragoza
46 Zurich	55 RZU
47 Krakow	56 Municipality of Krakow
48 Budapest	57 Central Hungarian Development Agency
49 München	58 Regionaler Planungsverband München
50 Granada	59 Centro Internacional de Estudios Urbanos

Appendix 3

Modifications to the METREX Internal Regulations made at the Riga GA on Saturday 29 May 2010

Article 11. Powers of the General Assembly

President

The President will normally be elected at a biennial General Assembly (GA) and will serve until the next GA. A President may stand for a second term. Nominations for election as President shall be made in writing to the Secretary General up to three months before a GA and be supported by another Member. If an election is needed it shall be by secret ballot of all voting Members (see Article 10) held at a GA and conducted by the Secretary General or an agreed officer of the Association. A simple majority will determine the outcome. In the event of a tie there shall be a further secret ballot.

Vice Presidents

Two Vice Presidents will be elected at a biennial GA and will serve until the next GA. Vice Presidents may stand for a second term. Nominations for election as a Vice President shall be made in writing to the Secretary General up to three months before a GA and be supported by another Member. Elections shall be by secret ballot of all voting Members held at a General Assembly and conducted by the Secretary General or an agreed officer of the Association. Voting shall be by single transferable vote.

Managing Committee

The Managing Committee (MC) of seven members will be elected at a biennial GA and will serve until the next GA. Members of the MC may stand for a second term. Nominations for election to the MC shall be made in writing to the Secretary General up to three months before a GA and be supported by another Member. Elections shall be by secret ballot of all voting Members held at a General Assembly and conducted by the Secretary General or an agreed officer of the Association. Voting shall be by single transferable vote.

Electoral balance

Members are strongly recommended to give full weight to the following considerations when voting.

- The need for gender balance when voting for the two Vice Presidents
- The need for gender balance within the Managing Committee of seven members
- The desirability of geographic representation on the Managing Committee
- The need for active members of the Managing Committee to help METREX further its range of activities and interests and its value to Members