

RULES OF PROCEDURE OF THE WORLD ASSOCIATION OF THE MAJOR METROPOLISES, METROPOLIS

Amended in June 2023

Point 1 – Members

Any local government that wants to become a member of Metropolis should send a membership application to the Presidency of the Association signed by its highest representative.

Applications for membership shall be processed by the Metropolis Executive Committee and submitted to the Metropolis Board of Directors for approval. The Metropolis Secretariat General is authorised, between two meetings of the Board of Directors, to receive applications for membership corresponding to the defined criteria. The Secretariat General is also authorised to receive payment related to these applications. Upon receipt of the application and payment of the fee, the candidate member will start benefiting from the Association's activities, pending formal ratification by the Board of Directors. In the event that the Board of Directors does not approve an application, the Association will reimburse any payment received.

Associate members may be admitted to the Association when they are international non-profit legal entities that provide, or are likely to provide, particular support to the Association and its members in a national and international context. Associate members are approved by the Board of Directors.

Point 2 – Membership fees

Membership fees are determined based on the following criteria:

- World Bank GDP data for the country.
- Type of membership (membership to Metropolis only, or joint membership to Metropolis and UCLG).
- Whether the metropolis is a state capital or not.

According to the Statutes, all members must pay the annual membership fee to retain membership status, participate in any Metropolis activities, receive resources from Metropolis, and to have the right to vote and be eligible for the governing bodies. For this purpose, payment of the previous year's membership fee will be required, and it must be settled before participating or benefiting from any activities.

If a member fails to pay their fee over the course of the three preceding years, the Board of Directors may decide to freeze its membership. The freezing of membership implies not being able to benefit from the activities of the Association until the previous year's membership fee is paid and membership is reactivated.

Partial or full exemptions of the membership fee may be approved on an exceptional basis by the Treasury upon the recommendation of the Secretary General.

Associate members pay a special fee established by the Board of Directors.

Point 3 – General Assembly

The Assembly is convened by the Presidency of the Association at least 15 days before it is held, and the meeting call contains the meeting agenda. The General Assembly may be held in person, by videoconference, or by combining the two in a hybrid meeting.

If they are unable to attend the General Assembly personally, then mayors, presidents, governors, or managers of metropolises may be represented by a duly mandated person.

If the General Assembly is convened in extraordinary session at the initiative of the Presidency or at the request of half plus one of the members, the notice shall follow the same formalities as for the ordinary Assembly, mentioning its extraordinary nature and, if applicable, the number of members who have requested the convening.

Heads of cities, metropolises or other local governments who do not belong to the Association may attend statutory meetings as observers, with authorisation from the Executive Committee of the Association. The same applies to persons representing international organisations or associations, whether public or private, to ensure their representation at these meetings. The observers may, with authorisation from the Presidency, participate in matters that justify their presence.

Point 4 – Board of Directors

Members of the Board of Directors are elected by the General Assembly by a simple majority. Members of the Board of Directors must:

- a) Be up to date on payment of membership fees. For this purpose, in order to be able to participate in Board of Directors meetings and to vote, payment of the previous year's fee will be required.
- b) Be represented preferably by the highest representative of the executive body or, exceptionally, where this contributes to a better representativeness and efficiency of the Board of Directors, by other high-level political representatives specifically designated for this purpose. If this person is unable to participate in the meeting, he or she may delegate his or her representation.

The annual meeting of the Board of Directors takes place in the host metropolis, which will be chosen following a bid to host the meeting proposed during the previous Board of Directors meeting.

The minutes of the meeting of the Board of Directors will be signed by the Presidency and the Secretary General.

As specified in Article 9.3 of the Statutes, in addition to the in-person meeting once a year, the Board of Directors may also meet by videoconference, conference call, a combination of in-person and online participation, or it may call for a written consultation. In all cases, the same general requirements for convening the meeting, voting and eligibility will apply.

In the case of a written consultation, members will have at least seven days to submit their votes. The results will be recorded in a document that will be signed by the Secretary General, and communicated promptly to the members of the Board of Directors.

The Board of Directors informs the General Assembly of its actions.

Point 5 – Executive Committee

The Executive Committee meets at least once a year, before the Board of Directors meeting, and is convened by the President.

The Secretary General will prepare the agenda of the Executive Committee. It is responsible for ensuring its decisions are implemented.

Point 6 – Presidency of the Board of Directors

As indicated in Article 10 of the Statutes, in the event of a vacancy, loss of an elective mandate, absence or long-term impediment of the highest representative of the member institution elected as Presidency, the appointment of an interim Presidency shall be made as follows:

- As soon as the Secretariat General becomes aware of the vacancy, loss of the elective mandate, absence or long-term impediment, the Secretary General will consult the Co-presidencies on their willingness to act as interim president.
- 15 days before the end of consultations by the Secretary General, an interim Presidency will be appointed by the consensus of the Co-presidencies.
- Upon appointment of the interim Presidency, the Secretary General shall inform the other members of the Association.
- The interim Presidency will hold office until the next Board of Directors meeting, when a new Presidency will be appointed.
- Under no circumstances will the Co-presidency appointed as interim Presidency lose its Co-presidency status on the Board of Directors.

Point 7 – Secretariat General

The Board of Directors decides where the Secretariat General is based, in accordance with the following principles:

- Suitability.
- Ease of access.

- Financial stability.

The Board of Directors may establish offices of the General Secretariat in other cities whenever it is deemed necessary to reinforce the global presence and character of the Association. Agreements will be made with the cities hosting these offices to determine their nature, objectives, mode of operation, accountability, and funding.

Point 8 – Secretary General

On the basis of an action and finance plan previously submitted to the Presidency and the Treasury, the Secretary General will hire the competent staff for the Secretariat General.

The Secretary General is authorised to open and operate a bank account on behalf of the Association, under the conditions determined together with the Presidency and the Treasury. The Secretary General may, if necessary, and for the proper functioning of the Secretariat General, delegate his or her powers in this matter, either in whole or in part, with the written agreement of the Presidency and the Treasury.

In order to support the Secretary General in strategic, financial and evaluation tasks and to pilot activities, committees or working groups may be set up with a strategic, financial or evaluation vocation. Meetings of these committees or working groups are convened by the Secretary General, who establishes the agenda.

Representatives of the Presidency, Co-presidencies and Treasury, the Regional Secretariats, as well as any invited experts, may participate in these meetings.

Point 9 – World regions

Metropolis may establish geographical regions to better organise its activities and the jurisdictions of its regional governing bodies.

The current regions are the following:

- Europe
- Africa
- North America
- Latin America and the Caribbean
- Middle East and Eurasia
- Asia Pacific

Point 10 – Working groups

The Board of Directors may set up thematic working groups to work on relevant topics to the Association's Strategic Action Plan.

The working groups may be composed of members, associate members, as well as experts in the field who are external to the Association. They shall also include representation from the General Secretariat.

Working groups must appoint a chairperson from among their members and report to the Board of directors. Working groups must be ratified every three years by the Board of Directors.

Point 11 – Electoral guidelines

In order to promote balance and to ensure rotation in the governing bodies of the Association, the following electoral guidelines are established:

General principles

The following five general principles shall be taken into account during electoral processes:

- Consensus: Members of the General Assembly and of the Board will try to reach consensus on positions, in a spirit of harmony and in the interests of the Association.
- Majority: All agreements must be supported by a simple majority of members. Simple majority votes will also be used in the case of no consensus on a particular position.
- Rotation: Positions should be open to all members, with orderly rotation to new holders of these positions.
- Balance: Regional balance and gender balance amongst members of statutory positions must be considered when they are selected.
- Transparency: The criteria for selecting holders of statutory positions must be clear before and after their election.

The five principles above will inspire all election processes, without prejudice to the norms contained in the Statutes and applicable legal provisions.

Board of Directors

The Board of Directors must be representative of the active membership of Metropolis. It is important, in particular, that its composition takes into account:

- Regional representation: The Board of Directors must have at least one member from each region of Metropolis. There is no upper limit to the number of members on this statutory body, but no region alone can have more than 25% of the Board of Directors' members.
- Gender balance: Members will be actively encouraged to appoint representatives and delegates of the underrepresented gender to ensure a good balance in the governing bodies and in their meetings. Members that are led by the underrepresented gender will be invited to present their candidature for the governing positions.

Although the Statutes of Metropolis state that all members of the Association shall be represented by the highest authority of their executive body, in the event that the Board of Directors does not have gender-balanced participation, a limited number of its members may be able to appoint, as their representatives, other political appointees of the underrepresented gender. The Board of Directors will assess whether the composition of the body is gender-balanced, and will decide on the number of members allowed to appoint representatives other than their highest authority.

Governing positions

Governing positions (Presidency, Co-presidencies, Treasury, Regional Vice-presidencies and Regional Secretariats) are elected by the Board of Directors. No region shall hold more than half of the governing positions.

The following guidelines shall be followed in the case of more than one candidate for a governing position:

- The Board of Directors will look for possible consensus, and may create ad hoc positions for one mandate, such as a Special Envoy, in order to facilitate this consensus. If a consensus cannot be reached, a majority vote will be held.
- If one candidate has held the position for two consecutive mandates, and is holding it at the time of the election, the other candidate(s) to that same position will be favoured.
- The candidate whose local government has never held a statutory position in Metropolis shall be favoured over those who have held one in the past, except if the incumbent is holding the position for their first term.
- In order to ensure gender equity in the Association's governing positions, favourable consideration shall be given to nominations of the under-represented gender.

All governing positions shall sign a letter of intent in which they agree to fulfil the functions attributed to their role and to participate as far as possible in the activities of the Association, either personally or by delegation.