Rules of Procedure of the Economic and Social Committee (29-30 November 1972)

Caption: Rules of Procedure of the Economic and Social Committee, revised after the Paris Summit held from 19 to 21 October 1972 during which the Committee was granted the right to deliver opinions on its own initiative.
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Title I
Organization of the Committee

Chapter I
Installation of the Committee in office

Article 1

The Committee shall hold office for terms of four years.

The first meeting of the Committee following each four-yearly renewal shall be convened by the oldest member not later than one month after the members of the Committee have been notified of their appointment by the Council. It shall be chaired by the oldest member present, assisted by the four youngest members present and the Secretary-General of the Committee, who together shall constitute the Interim Bureau.

Article 2

At the first meeting of the Committee after a four-yearly renewal, the Interim Chairman shall acquaint the Committee with the communication which he has received from the Council with respect to the appointment of the members of the Committee, and shall declare the Committee in office for the new four-year term.

Chapter II
Bureau

Article 3
Election for the first half of a four-year period

At its first meeting, held in pursuance of Article 1 and chaired by the Interim Bureau, the Committee shall elect its Bureau for a term of two years, commencing on the date of the installation of the Committee in office in accordance with Article 2.

The Interim Bureau shall remain in the chair until the result of the election of the Bureau of the Committee has been announced. Only matters pertaining to that election may be discussed under the Chairmanship of the Interim Bureau.

Article 4
Election for the second half of a four-year period

The meeting at which the Bureau is elected for the last two years of a four-year period shall be convened by the retiring Chairman. It shall be held at the beginning of the session of the month in which the term of office of the Bureau elected for the first two years of a four-year period expires. The chair shall be taken by the retiring Chairman or his deputy.

Article 5
Composition

The Bureau of the Committee shall comprise 21 members, including a Chairman and two Vice-Chairmen.

The Composition of the Bureau shall reflect the representation within the Committee of the Member States

and the various categories of economic and social activity.

Unless otherwise decided beforehand by the Committee by a majority of three-quarters of its members, the Chairman shall be elected in turn from among the members representing employers, those representing workers and those representing the other categories of economic and social activity.

The Vice-Chairmen shall be elected from among the members representing the categories of economic and social activity to which the Chairman does not belong.

The offices of Chairman, Vice-Chairman and member of the Bureau shall be incompatible with that of Chairman of a section.

Except in virtue of a decision as referred to in the third paragraph of this Article, the Chairman and Vice-Chairman may not be re-elected for the two years immediately following the expiry of their two-year term of office.

Article 6
Election procedure

The Committee may set up a panel, drawn from its members, to prepare lists of candidates for election to the Bureau. The composition of such a panel shall reflect the representation within the Committee of the Member States and the various categories of economic and social activity.

The panel shall carry out a preliminary examination of candidatures. It may propose candidates to the Committee, taking due account of the provisions of Article 5. It must, however, lay before the plenary session all the candidatures which it has received and which have not been withdrawn by the persons concerned.

The Committee, acting in accordance with the provisions of this Article, shall decide on all candidatures.

The Committee shall elect its Chairman, holding more than one ballot if necessary. To be elected, a candidate must obtain at least three-quarters of the valid votes in the first ballot or an absolute majority of the valid votes in subsequent ballots.

The Committee shall elect its two Vice-Chairmen, holding more than one ballot if necessary. To be elected, a candidate must obtain at least one-half of the valid votes in the first ballot or one-third of the valid votes in subsequent ballots. in the event of a tied vote between two or more candidates, the oldest shall be declared elected.

The Committee shall elect the other members of the Bureau, holding more than one ballot if necessary. Provided they secure at least one-quarter of the valid votes, those members of the Committee who obtain the highest number of the valid votes shall be declared elected. In the event of a tied vote between two or more candidates, the oldest shall be declared elected.

A list setting out the names of the Chairman, the two Vice-Chairmen and the other members elected shall then be voted on as a whole. It must receive at least two-thirds of the total number of valid votes.

Should there be the same number of candidatures as posts to be filled, the Committee shall vote immediately on the list as a whole in accordance with the previous paragraph.

Voting under this Article shall be by secret ballot. Voting by proxy shall not be permitted.

Voting papers shall be considered spoilt if they bear more names than there are posts to be filled in the relevant ballot.

Article 7
Replacement of members

In the event of resignation, death or inability to discharge the duties attaching to his post, a member of the Bureau shall be replaced for the remainder of his term of office in accordance with Articles 5 and 6 of these Rules.

Article 8
Duties - Convening of meetings

The Bureau shall lay down instructions as to how these Rules are to be applied.

It shall lay down in the same manner the organization and working procedures of the Committee.

It shall prepare, organize and coordinate the work of the plenary session and the various bodies of the Committee.

In particular, it shall keep itself informed of the work of the sections and subcommittees, ensure that time limits are met and take note of the results of work before such results are submitted to the Committee.

The Bureau shall hold a joint meeting with the chairmen of the groups and sections at least twice a year, and more frequently if the need arises. The section chairmen may ask to be heard by the Bureau when an item on its agenda is of concern to them.

The Bureau shall keep itself informed of the action taken on Opinions delivered by the Committee and at least once a year shall report thereon to the plenary session.

Meetings of the Bureau shall be convened by the Chairman, acting either *ex officio* or at the request of eight of the members of the Bureau.

Chapter III
Chairman

Article 9

The Chairman of the Committee, assisted by the other members of the Bureau, shall have full powers to direct the work of the Committee in accordance with these Rules and with the Treaties.

Relations with the Council and the Commission shall fall within the purview of the Chairman.

The Chairman shall report to the Committee on action and measures taken on its behalf between plenary sessions.

The Vice-Chairmen, who shall deputize for the Chairman if he is absent, shall be informed by him at regular intervals about questions in hand. The order of precedence for acting as deputy shall be decided by the Bureau. Should the Chairman and the Vice-Chairmen be absent, the oldest member of the Bureau shall take the chair.

Chapter IV
Sections

Article 10

The Committee shall have sections for the principal fields covered by the Treaty establishing the European Economic Community and by the Treaty establishing the European Atomic Energy Community.

The Committee may, on a proposal from the Bureau or from at least 30 members, set up new sections where necessary.

The Committee shall set up its sections at the first session following each four-yearly renewal.

Article 11
Composition

The number of members and the general composition of the sections shall be decided by the Committee on a proposal from its Bureau, on the basis of fair representation of the Member States and the various categories of economic and social, activity represented on the Committee.

No section may have less than 30 or more than 60 members.

Article 12
Appointment of members

Apart from the Chairman, every member of the Committee must be a member of a section.

As a general rule, no member may belong to more than three sections; the Bureau of the Committee may, however, allow exceptions where justified.

The members of each section shall be appointed by the Committee on the basis of their competence. Appointments shall be for two years and shall be renewable. Candidatures sponsored by at least five members shall be communicated to the Bureau, which shall submit them to the Committee.

The procedure laid down for the appointment of section members shall also be followed for the replacement of section members.

Article 13
Bureaux

The bureau of a section shall, depending on the number of members in that section, comprise six or nine members including a chairman and two vice-chairmen.

The chairman, vice-chairmen and other members of a section bureau shall be elected for a term of two years by the members of the section. Unless unanimously decided otherwise by the members, election shall be by secret ballot, by an absolute majority of the valid votes in the first ballot or a relative majority of the valid votes in the second ballot.

Elections of section chairmen and of other members of section bureaux shall be subject to confirmation by the Committee.

Section chairmen and other members of section bureaux may be re-elected.

Article 14
Duties - Rapporteurs - Study groups

It shall be the task of the sections to draw up Opinions and the accompanying reports, or studies or information reports, on questions referred to them in accordance with Article 22, 23 or 24 of these Rules.

Sections shall appoint a rapporteur, who may be assisted by co-rapporteurs, to study the questions referred to them and prepare the relevant documents.

Where necessary, sections may, in addition, set up study groups drawn from their members; they shall appoint the chairmen and members of such study groups.

Article 15
Experts

In so far as this is essential for the work to be performed, a section may, on its own initiative or on a proposal from its bureau, and with the agreement of the Chairman of the Committee, authorize its rapporteur and co-rapporteurs each to obtain the assistance of a person who, in his capacity as an expert and by virtue of his experience and knowledge, is particularly well qualified to provide information on the questions for consideration.

Where necessary, up to three further experts may be appointed on a proposal from the bureau of the section concerned.

The appointments of experts shall terminate on completion of the relevant work in the section; the appointment of an expert advising a rapporteur, however, shall terminate when the plenary session completes its examination of the relevant document.

Experts appointed in accordance with this article shall be entitled to reimbursement of travel and subsistence expenses.

Article 16
Assistants

Members of sections or study groups may be accompanied at meetings by an assistant, who may take part in the proceedings but not vote. Before work is started on a question for which the participation of an assistant is desired, the name and qualifications of the assistant shall be communicated to the Chairman of the section or study group for this approval.

Chapter V
Subcommittees

Article 17
Constitution - Terms of reference – Composition

On the initiative of the Bureau, the Committee may set up subcommittees drawn from its members to produce, for submission to the plenary session, draft Opinions and the accompanying reports on general questions or on given matters coming within the purview of two or more sections.

In the periods between plenary sessions the Bureau may set up subcommittees, subject to subsequent confirmation by the Committee. In no case may a subcommittee be set up for more than one referral. A subcommittee shall be automatically dissolved as soon as the Opinion which it has prepared is adopted by the Committee.

The composition of subcommittees shall reflect the representation within the Committee of the Member States and of the various categories of economic and social activity.

Subcommittees set up for questions coming within the purview of two or more sections shall be made up of members of those sections.

The rules governing sections shall be applicable, *mutatis mutandis*, to subcommittees.

Chapter VI
Rapporteur-General

Article 18

The Committee may appoint a rapporteur-general for any question which it is to examine.

Chapter VII
Groups

Article 19

Members of the Committee may, on a voluntary basis, form groups representing employers, workers and the other categories of economic and social activity.

The role and working procedures of such groups shall be laid down by the Bureau of the Committee in provisions implementing these Rules.

Title II
Procedure of the Committee

Chapter I
Consultation of the Committee

Article 20
Convening of the Committee

The Committee shall be convened by its Chairman to produce Opinions requested by the Council or the Commission.

It shall be convened by its Chairman, in consultation with the Bureau, to prepare the study of questions on which the Treaties provide that it must or may be consulted.

It shall be convened by its Chairman, in consultation with the Bureau, to give further consideration to questions on which it has already delivered an Opinion.

It may be convened by its Chairman, on a proposal from its Bureau and with the agreement of the majority of its members, to deliver, on its own initiative, Opinions on any question pertaining to the tasks assigned to the European Economic Community or the European Atomic Energy Community.

Article 21
Requests for Opinions

Requests made by the Council or the Commission for opinions shall be addressed to the Chairman of the Committee. The Chairman, in consultation with the Bureau, shall plan the work of the Committee in the light of the time limits set by the Council or the Commission.

Chapter II
Organization of work

A. Work of the sections

Article 22
Referral procedure

When an Opinion, study or information report is to be produced, the Chairman, in agreement with the

Bureau, shall designate the section which is to be responsible for preparing the work in question. Where the matter for consideration is clearly within the purview of a given section, the Chairman shall designate that section and inform the Bureau of his decision.

The chairman of the section which has been designated shall be notified by the Chairman of the subject to be considered and of the time limit for submission of the documents to be drawn up by the section.

The Chairman shall inform the members of the Committee of the referral to the section and of the date on which the subject is to be dealt with by the plenary session.

Article 23
Supplementary referral

In exceptional cases or at the request of the section to which a question has been referred for the main Opinion, the Chairman may, in agreement with the Bureau, call upon one or more other sections to produce a supplementary Opinion on an aspect or aspects of the question for which an Opinion has been requested.

The section to which a question has been referred for the main Opinion shall retain sole competence to report on that question to the Committee. It must, however, annex to its Opinion any supplementary Opinions requested from other sections.

Failing a decision in accordance with the first paragraph of this Article, no section may request an Opinion from another section on questions referred to it.

Article 24
Information procedure

When the Council or the Commission lays a question of particular importance before the Committee for information purposes, the Chairman, in agreement with the Bureau, may instruct a section to compile an information report for the members of the Committee.

Article 25
Joint meetings

As a general rule, sections shall not discuss matters jointly. However, the Chairman, in agreement with the Bureau, may authorize two or more sections to hold joint meetings if he considers such meetings necessary for the preparation of the relevant Opinion or if the section to which a question has been referred for the main Opinion requests joint meetings for the same reason.

Article 26
Convening of meetings

Sections to which a question has been referred in accordance with these Rules shall be convened by their chairman.

Article 27
Preparation of meetings

Section meetings shall be prepared by the section chairman in consultation with his bureau.

The draft agenda and the other documents pertaining to a section meeting shall be sent in good time to the members of the section, and for information purposes to any member of the Committee who so requests.

Meetings shall be chaired by the section chairman or, if he is absent, by one of the vice-chairmen or a member of the bureau designated either by the chairman or, failing such designation, by the other members

of the bureau.

Article 28
Quorum

A quorum shall exist at section meetings if over half of the members of the section are present or represented.

If there is not a quorum, the chairman may close the meeting and arrange for a further meeting to be held at a time which he considers appropriate; at that further meeting a quorum shall exist irrespective of the number of members present or represented.

Article 29
Preparation of Opinions

Section Opinions and reports shall be drawn up with reference to the working documents compiled by the rapporteur or study group and to any documents prepared by a section to which supplementary referral has been made.

Exceptionally, a section may decide not to produce a report where the nature of the consultation so allows, and where all members present agree.

Should a section consider it necessary to obtain additional information from the Council or the Commission, the chairman of that section shall notify the Chairman of the Committee, who shall advise the President of the institution concerned.

Article 30
Opinions and reports

Section Opinions shall contain only texts adopted by the section in accordance with the procedure laid down in Article 45 of these Rules. The text and explanatory statements of proposed amendments which have been rejected by the section, together with the result of the voting thereon, may be annexed to the Opinion at the request of the proposers of those amendments.

Section Opinions shall be accompanied by the report of the section, the Opinions of any other sections to which supplementary referral has been made, and any further documents and memoranda which the section considers it expedient to attach. The section report shall be drawn up by the rapporteur in accordance with the decisions taken by the section and shall set out the views expressed during the proceedings. Conformity with the aforesaid decisions shall be certified by the counter-signature of the chairman of the section. If the chairman refuses to sign, the matter shall be settled by the bureau of the section.

Article 31
Forwarding of reports and Opinions

Section reports and Opinions, together with all the documents annexed thereto in accordance with Article 30, shall be sent by the chairman of the section to the Chairman of the Committee and shall be laid before the Committee by its Bureau as soon as possible. They shall be sent to the members of the Committee, except in cases of urgency, at least 10 days before the relevant plenary session.

Article 32
Minutes

Concise minutes of each section meeting shall be drawn up and submitted to the section for approval.

Article 33

Reference back of Opinions to sections

The Chairman, in agreement with the Bureau or the plenary session, may refer a question back to a section if he considers that the procedure laid down in these Rules for drawing up Opinions has not been adhered to or that further study is necessary.

B. Preparatory work

Article 34

The rapporteur or the rapporteur and study group, acting in accordance with the instructions given by the section concerned, shall compile working documents, study the question referred, and collect and arrange the basic material for the Opinion and the report thereon. The working documents shall, where applicable, include a list of the members, experts and assistants who have participated in the work of the study group. The working documents shall be sent to the section chairman.

The meetings of a study group shall be presided over by a chairman appointed by the section in accordance with Article 14. If the chairman of a study group is absent, a study group member designated either by the Chairman himself or by the other members of the study group shall take the chair.

A quorum shall exist at study group meetings if the least one-third of the members of the study group are present or represented by other members of the Committee.

If there is not a quorum, the chairman may close the meeting and arrange for a further meeting to be held at a time which he considers appropriate; at that further meeting a quorum shall exist whatever the number of members present or represented.

There shall be no voting at study group meetings.

A summary record of each study group meeting shall be drawn up and submitted to the study group for approval.

C. Proceedings of the full Committee

Article 35
Sessions

The Committee shall sit as full Committee at its sessions.

Sessions of the Committee shall be convened in accordance with Article 20 of these Rules and shall as a general rule be held during the last seven days of the month.

Article 36
Preparation of sessions

Sessions shall be prepared by the Chairman in consultation with the Bureau. The Bureau shall meet before each session, and where appropriate during a session, to organize the proceedings.

Article 37
Agenda

Without prejudice to Article 46 of these Rules, which lays down the urgency procedure, the draft agenda drawn up by the Bureau shall be sent by the Chairman to all Committee members and to the Council and the

Commission at least 15 days before the opening of the relevant session. A draft agenda may be amended by the Committee at the request of the Council or the Commission, or on a proposal from the Bureau. Enclosed with the draft agenda shall be the documents pertaining to the request for an Opinion in so far as these have not been sent to the members of the Committee in pursuance of Article 31.

Article 38
Quorum

A quorum shall exist at session meetings if more than half of the members of the Committee are present or represented.

If there is not a quorum, the Chairman may close the meeting and arrange for a further meeting to be held at a time he considers appropriate but during the same session; at that further meeting there shall be a quorum whatever the number of members present or represented.

Article 39
Procedure at session meetings

The Chairman shall open session meetings, preside over discussions and ensure that these Rules are observed. The Chairman shall be assisted by the Vice-Chairman.

The Committee shall base its deliberations on the work of the section competent to report to it on the question concerned.

The chairman of the section competent to report to the Committee shall outline the procedure followed by the section in its work. The rapporteur shall introduce the Opinion adopted by the section.

A general discussion shall then be held on the question covered by the Opinion; those members of the Committee who have given their names to the Chairman for inclusion on the list of speakers shall be called upon to speak.

After closure of the general discussion, the Committee shall draw up its Opinion on the basis of the section Opinion and any amendments proposed thereto in accordance with Article 40 of these Rules.

Where a text has been adopted by a section without votes against, the Bureau may, in the light of the information received from the chairman of that section under Article 31 of these Rules, propose to the Committee that the text be voted on without a discussion. The Committee shall then apply this procedure unless a member objects.

As a general rule, Opinions and studies for which voting without a discussion is proposed shall be placed at the bottom of the agenda.

Such voting without a discussion shall be by show of hands unless a member objects.

Article 40
Amendments

Proposals for amendments must be drawn up in writing, signed by the proposers and lodged with the Chairman before the opening of the relevant session.

The Committee may, however, allow proposals for amendments to be lodged up to the opening of the relevant session meeting, provided such proposals are signed by at least five members.

Except where the relevant section Opinion or study was sent to members under the urgency procedure, proposals for amendments may not be tabled during a session meeting unless they relate to changes made to

the text in the course of the discussion and unless they are signed by at least five members.

Proposals for amendments must specify the part of the text to which they refer and be supported by a brief explanatory statement.

When the Committee examines proposals for amendments, the Chairman of the Committee, in consultation with the chairman and the rapporteur of the competent section, may propose to the Committee any changes needed to ensure that the final text is consistent.

article 41
Closure of discussions

The Chairman, either on his own initiative or at the request of a member, may invite the Committee to decide on a limitation of speaking time, the adjournment of a meeting or the closure of a discussion. Once a discussion has been declared closed, no member may speak except to explain his vote; such explanations of voting shall be made after the relevant vote has been taken and shall not exceed the speaking time allotted for the purpose by the Chairman.

Article 42
Minutes

Minutes of each Committee session shall be drawn up and submitted to the Committee for its approval.

The final version of such minutes shall be signed by the Chairman and the Secretary-General of the Committee.

The following documents shall be annexed to such minutes:

1. Records of the Committee proceedings on Opinions or studies, such records to include the texts of all amendments proposed and put to the vote, and a statement of the voting thereon; where voting was by name, the names of the voters shall be given;

2. The Opinions of the competent sections;

3. Any other documents which the Committee deems essential for an understanding of the discussions.

Article 43
Opinions

Opinions of the Committee shall consist of two parts:

- An introduction, setting out the legal basis of the Opinion and the procedure followed in its preparation, and containing an explanatory statement.

- A second part, containing the views of the Committee on the question as a whole and specific comments on aspects thereof.

The texts and explanatory statements of proposed amendments rejected by the plenary session, and original texts that have been changed as a result of the adoption of amendments, shall be annexed to Committee Opinions together with the result of the voting on those amendments.

Article 44
Forwarding of Opinions and minutes

Opinions adopted by the Committee, section reports, section Opinions and minutes of Committee sessions

shall be sent to the Council and the Commission.

Committee Opinions and session minutes shall also be sent to the members of the Committee as soon as possible after each session. In the case of minutes this shall be done, except where the urgency procedure is applied, at least 10 days before the next session.

Title III
General provisions

Chapter I
Methods of voting

Article 45

The valid forms of votes shall be votes for, votes against and abstention.

Except where otherwise provided in these Rules, adoption of the texts and decisions of the Committee and its constituent bodies shall be by a majority of the votes cast, excluding abstentions.

Voting shall be by name, by show of hands or by secret ballot.

Voting shall be by name if one-quarter of the members present or represented so request. The final vote on Opinions shall also be by name unless the members present or represented unanimously decide otherwise.

In addition, the chairman of a meeting may order a vote by name to be taken on a matter which has already been voted on by show of hands, where he considers the result of that vote to be in doubt, or deems it desirable that the names of the voters be recorded in the minutes.

Without prejudice to Articles 6 and 13, voting shall be by secret ballot where a majority of the members present or represented so request.

Chapter II
Urgency procedure

Article 46
Urgency procedure at Committee level

The urgency procedure may only be applied when the urgency results from time limits imposed on the Committee in accordance with the second paragraph of Article 198 of the Treaty establishing the European Economic Community, or with the second paragraph of article 170 of the Treaty establishing the European Atomic Energy Community.

In cases of urgency at Committee level, the Chairman may immediately and without consulting the Bureau beforehand, take all requisite steps to enable the Committee to carry out its work. He shall, however, inform the members of the Bureau of the steps which he takes.

Where the urgency procedure is applied, time limits applicable under the normal procedure may be disregarded.

Arrangements made by the Chairman under the urgency procedure shall be submitted to the next session of the Committee for confirmation.

Article 47
Urgency procedure at section level

If a situation of urgency arises from the time limits imposed on a section, the chairman of that section may, with the agreement of the Chairman of the Committee and in consultation with the section bureau, organize the work of the section otherwise than as provided in these rules.

Arrangements made by the Chairman of a section under the urgency procedure shall be submitted to the next meeting of that section for confirmation.

Chapter III
Absence and representation

Article 48
Absence

Any member of the Committee who is unable to attend a Committee session or a section or study group meeting must give the chairman concerned advance notice of his absence.

Where a member of the Committee fails to attend more than three consecutive sessions of the Committee without appointing a member to represent him and without a valid reason, the Chairman may, after consulting the Bureau and inviting the member concerned to explain his absence, call upon the Council to remove that member from office.

Where a member of a section fails to attend more than three consecutive meetings of the section without appointing a member to represent him and without a valid reason, the chairman of that section may, after inviting the member concerned to explain his absence, call upon him to yield his seat on the section to another member.

Article 49
Delegation of voting rights

Any member of the Committee who is unable to attend a Committee session or a section meeting may, after notifying the chairman concerned, delegate his voting right, in writing, to another member of the Committee or the section.

No member may hold more than one delegated voting right at a plenary session or section meeting.

Article 50
Representation

Any member of a section or study group who is unable to attend a meeting of that section or study group may, after notifying the chairman concerned, arrange for another member of the Committee to represent him at the relevant meeting.

Such proxies shall be valid solely for the meeting in respect of which they are issued.

At the time of the constitution of a study group, any member designated as a member of that study group may ask to be replaced by another member of the Committee. Such replacement shall apply for a specific question and for the duration of work on that question. It may not be revoked.

Chapter IV
Publication - Admission of the public

Article 51
Publication

The Committee shall publish its Opinions in the *Official Journal of the European Communities* in

accordance with the procedure laid down by the Council and the Commission after consultation of the Bureau of the Committee.

The names of the members of the Committee, its Bureau and its sections, and all changes in the composition thereof, shall likewise be published in the *Official Journal of the European Communities.*

Article 52
Admission of the public to meetings

As a general rule, meetings of the Committee and its constituent bodies shall not be public.

By a decision of the Committee, taken on a proposal from the Bureau or at the request of one-quarter of the members present, certain proceedings may, with the agreement of the institution concerned, be declared public.

At the request of the institution concerned or of the Bureau, proceedings on particular questions shall be declared confidential.

Where a decision has not been taken in pursuance of the second paragraph of this Article, the Chairman of the Committee may issue persons sponsored by one of the groups of the Committee with a visitor's pass for session meetings; such passes may be issued on a permanent basis or for the duration of one session, but shall not be valid for proceedings which have been declared confidential.

Article 53
Attendance by members and officials of the Council and the Commission

Members of the Council and the Commission may attend meetings of the Committee and its constituent bodies and may speak at such meetings.

Duly authorized officials of the Council and the Commission may attend meetings of the Committee and its constituent bodies and may be called upon by the chair to answer questions which fall within their purview.

Chapter V
Title, Privileges and Immunities of members

Article 54

Members of the Committee shall have the title ‘Member of the Economic and Social Committee’.

The privileges and immunities of the members of the Committee shall be as laid down in Article 10 of the Protocol on the Privileges and Immunities of the European Economic Community, and Article 10 of the Protocol on the Privileges and Immunities of the European Atomic Energy Community.

Chapter VI
Termination of office of members

Article 55

Membership of the Committee shall cease on expiry of the term of office, on resignation, on removal from office, through death or in case of *force majeure*. In the latter four cases the Chairman shall inform the Council.

Resignations shall be in writing and shall be addressed to the Chairman of the Committee.

Chapter VII

Administrative services of the Committee

Article 56
General Secretariat

The Committee shall be assisted by a general secretariat headed by a Secretary-General, who shall discharge his duties under the direction of the Chairman, representing the Bureau.

The Secretary-General shall attend the meetings of the Bureau in an advisory capacity and shall keep the minutes of those meetings.

The Secretary-General shall be responsible for giving effect to decisions taken by the Bureau or the Chairman in virtue of these Rules.

The Secretary-General may delegate his powers within the limits decided by the Chairman.

He shall give a solemn undertaking, before the Bureau, to discharge his duties conscientiously and with complete impartiality.

The Bureau, acting on a proposal from the Secretary-General, shall organize the General Secretariat in such a way that it can ensure the efficient functioning of the Committee and its constituent bodies, and help the members in the performance of their duties.

Article 57
Appointments

The powers which the staff regulations of officials of the communities confer on the appointing authority shall be exercised as follows:

- for officials in Grades 6 to 8 of Category A and of the Language Service and for officials in Categories B, C and D, by the Secretary-General,

- for officials in Grades 4 and 5 of Category A and of the Language Service, by the Chairman, acting on a proposal from the Secretary-General,

- for other officials and the Secretary-General, by the Council, acting on a proposal from the Bureau and with the agreement of the Commission, as regards application of Articles 1, 13, 15 (second paragraph), 16, 22, 29, 30, 31, 32, 38, 40, 41, 49, 50, 51, 78, 87, 88, 89 and 90 of the Staff Regulations; by the Chairman as regards application of the other provisions of the Staff Regulations.

The powers which the Conditions of Employment of Other Servants of the Communities confer on the authority competent to conclude contracts of service shall be exercised as follows:

- for temporary staff in Grades 6 to 8 of Category A and of the Language Service and for temporary staff in Categories B, C and D, by the Secretary-General; for temporary staff in Grades 4 and 5 of Category A and of the Language Service, by the Chairman, acting on a proposal from the Secretary-General; for other temporary staff, by the Council, acting on a proposal from the Bureau and with the agreement of the Commission;

- for special advisers, by the Chairman, in accordance with Article 82 of the Conditions of Employment of Other Servants,

- for auxiliary staff in Category A, Group I, by the Chairman, acting on a proposal from the Secretary-General, and for all other auxiliary staff, by the Secretary-General,

- for local staff, by the Secretary-General.

Article 58
Secretariat of the Chairman

The Chairman may have a private secretariat.

The members of that secretariat shall be engaged under the budget as temporary staff, the powers of the authority competent to conclude contracts of service being exercised by the Chairman.

Article 59
Estimates of expenditure and revenue

Before 1 June of each year the Secretary-General shall submit to the Bureau the draft estimates of the expenditure and revenue of the Committee for the next financial year. The Bureau shall draw up the estimates of the expenditure and revenue of the Committee. It shall forward these estimates in accordance with the procedure and within the time limits laid down in the financial regulations referred to in Article 209 of the Treaty establishing the European Economic Community and Article 183 of the Treaty establishing the European Atomic Energy community.

The Chairman of the Committee, acting in accordance with the financial regulations, shall implement or cause to be implemented the statement of the expenditure and revenue of the Economic and Social Committee annexed to Section II of the General Budget of the European Communities.

Article 60
Correspondence

Correspondence to the Committee shall be addressed to the Chairman or the Secretary-General at the headquarters of the Committee.

Chapter VIII
Revision of the Rules of Procedure

Article 61

The Committee may decide by an absolute majority of its members that complete or partial revision of these Rules is called for.

In the event of such a decision the Committee shall instruct a panel, which shall be known as the ‘Panel for the Rules of Procedure’ and shall have a rapporteur-general in accordance with Article 18 of these rules, to produce a report and draft a new text. On the basis of these documents the Committee shall decide by an absolute majority of its members whether to adopt new provisions.

Any such new provisions shall enter into force after approval by the Council.