



Charter of Asian Mayors Forum (AMF)

Adopted By

The Second General Assembly of AMF in Istanbul – April 2011

*Amended and adopted by the Fifth General Assembly of AMF in
Gaziantep, Turkey – November 2018*

Contents

PREAMBLE.....3

NAME AND LEGAL STATUS4

PURPOSES4

MEMBERSHIP.....5

 Rights & Obligations.....6

 Membership Fee.....6

 Application.....6

 Admission.....6

 Withdrawal.....7

 Suspension.....7

GOVERNANCE STRUCTURE7

 GENERAL ASSEMBLY8

 Functions8

 Conventions.....8

 Participation and Voting.....9

 EXECUTIVE BOARD.....9

 Functions10

 Sessions and Voting10

 PRESIDENCY11

 SECRETARY GENERAL11

 TREASURER.....12

 FINANCES12

 Financial Inspection Committee..... 103

RULES OF PROCEDURE 14

ENFORCEMENT OF CHARTER..... 14

AMENDMENTS, DISSOLUTION and LIQUIDATION..... 15

LIABILITY 16

TEMPORARY MATTERS..... 16

PREAMBLE

We the Mayors of Asian Cities, as the servants of citizens, determined,

- To preserve and promote values of peace and justice via urban diplomacy;
- To ensure sustainable development, progress and prosperity for member cities;
- To promote public participation and sustainable governance;
- To strengthen bonds of unity and solidarity among member cities;
- To encourage friendly relations, mutual respect and cooperation;
- To acknowledge the fact that cities belong to its citizen and to improve life quality of citizens;
- To strive to achieve good governance based on the principles of equality and mutual respect among member cities;
- To promote cooperation among member cities on areas of exchange of technology, resources, and experience;
- To expand and empower urban management through expansion of city to city cooperation;
- To facilitate and promote collaboration among citizens;
- To assist public participation on issues of urban management;
- To promote cooperation among members with the aim of achieving sustained socio-economic development;
- To uphold the objectives and principles of the present Charter; and
- To define the beneficiaries and priorities of Asian cities and advocating these on international platforms.

In line with the results of the first meeting of the Asian Mayors Forum in Tehran (2008) and the second meeting of the Forum in Istanbul (2011), we have approved and committed to all 61 Articles of the present Charter of the Asian Mayors Forum (AMF) which was amended and approved by the fifth meeting of the General Assembly of the AMF in Gaziantep (2018).

NAME AND LEGAL STATUS

Article 1

Asian Mayors Forum (hereinafter referred to as the Forum or the AMF) is the name of an international independent and not-for-profit organization, with full legal and operational capacities, registered under the law of the Islamic Republic of Iran.

Article 2

AMF was established by the resolution of 89 mayors and representatives of Asian cities assembled in Tehran on November 18-20, 2008. The Charter of the AMF was adopted in the 2nd AMF Meeting held in Istanbul on 31st March to 2nd April, 2011 with a great participation of mayors and high level representatives of Asian cities and international institutions. The permanent Secretariat of the Forum shall be based in Tehran, Iran.

Article 3

The Forum has been established for an indefinite period of time and its coverage is the entire Asian continent. Regions strongly linked to Asia may also be covered as well.

Article 4

The working language of the Forum is English.

Note: According to Articles 1 and 2 of the present Charter, legal documents of the Forum required by the government of the Islamic Republic of Iran shall be produced in Persian.

PURPOSES

Article 5

The purposes of the Asian Mayors Forum are as follows:

To encourage cooperation among cities, municipalities and local governments throughout Asia; in order to achieve further prosperity and improvement of quality of life for citizens;

To empower urban management through expansion of city-to-city cooperation and multi-lateral collaborations among cities;

To promote and facilitate citizen participation in achieving sustainable urban development;

To support benchmarking best practices in urban management among Asian cities to meet their common challenges;

To promote and facilitate networking among cities, municipalities and local governments for exchanging information and experience in areas related to urban management;

To foster interaction and cooperation among Asian cities and citizens in various areas including cultural, social, economic, political, environmental, and scientific fields.

MEMBERSHIP

Article 6

Membership to the Asian Mayors Forum is organized in the following categories:

- a. Full Members
- b. Associate Members
- c. Observer Members
- d. Honorary Members

Article 7

Full membership is open to all cities in Asia represented by their respective mayors or the highest local authority of the city.

Note: In the absence of the membership of the municipality or local government of a city, there is a possibility of admitting districts, regions and other administrative divisions upon the decision of the Executive Board.

Article 8

Associate membership is open to individuals and legal persons adhering to the purposes of the Forum as described in this Charter and engaging in the activities of the Forum.

Note: According to the Article 3, non-Asian cities linked to Asia might be admitted as the associate member of the Forum upon the decision of the Executive Board.

Article 9

Observer membership is open to all legal persons including local, regional and international entities adhering to the purposes of the Forum as described in this Charter and wish to be involved in the activities of the Forum without active engagement.

Article 10

Honorary membership is open to individuals and institutions who have made remarkable and distinguished contributions to the purposes of the Forum as described in this Charter.

Note: Nominations for honorary membership shall be made by the Executive Board and approved by the General Assembly.

Rights and Obligations

Article 11

All members make solemn commitment to adhere to the principles and purposes of the Forum and refrain from taking positions or making actions contrary thereto.

Article 12

Members may participate in various activities of the Forum and have equal access to information, data and documentation on the activities and decisions of the Forum.

Membership Fee

Article 13

Full members shall pay the annual membership fee. The AMF Executive Board shall decide on the amount of the respective membership fees commensurate to the AMF annual budget and expenditure. Associate members shall pay one third of the annual membership fee.

Application

Article 14

Interested cities, individual and legal persons who wish to apply for membership to the Forum, shall submit to the AMF permanent Secretariat an official statement indicating adherence to the principles enshrined in the AMF Charter and their willingness to enjoy the rights and fulfill the obligations of a specific membership category. Applications for membership of cities, organizations, districts, regions and other administrative divisions are to be signed by the highest authority of the applicant.

Admission

Article 15

Applications for membership should be addressed to the Secretary General whose task is to ensure that applicants meet the relevant requirement for membership. Upon the report of the Secretary

General, admissions shall be considered by the Executive Board and later granted by the General Assembly.

Withdrawal

Article 16

A member may indicate its intention to withdraw from AMF membership. Membership withdrawal shall be considered upon an official request submitted to the permanent Secretariat in this respect. In case of full members and other institutional members, the request is to be signed by the highest authority of the applicant. The request shall be considered by the Executive Board and the final decision shall be made by the General Assembly.

Suspension

Article 17

A member is liable to suspension if it:

- a. breaches the obligations and principles set out in the Charter;
- b. fails to pay membership fees and the due payments become more than three consecutive years without the consent of the Executive Board;
- c. does not fulfill other conditions of membership set out in the Charter.

Article 18

The decision to suspend a member shall rest on the recommendation of the Executive Board, with the General Assembly and would require a two-third majority of the votes.

GOVERNANCE STRUCTURE

Article 19

The governance of the Forum is executed by:

- a. the General Assembly
- b. the Executive Board
- c. the Secretary General
- d. the Treasurer

GENERAL ASSEMBLY

Article 20

The General Assembly is the supreme organ of the AMF and shall comprise all members of the Forum. It has responsibility for the overall policy, direction and oversight of the Forum.

Functions

Article 21

In particular, the General Assembly shall:

- a. give guidance on the general policy direction of the Forum;
- b. receive the term reports of activities and budget submitted by the Secretary General;
- c. elect members of the Executive Board from among Full Members;
- d. deal with all matters placed on its agenda by the Secretary General, the Executive Board and the President;
- e. adopt any revision to the AMF Charter proposed by the Executive Board;
- f. decide on the dissolution and the liquidation of the Forum.

Conventions

Article 22

The General Assembly shall convene every three years. The quorum for the Convention is simple majority. Date and venue of the Conventions shall be approved by the General Assembly.

Article 23

The General Assembly may hold extraordinary Conventions:

- a. Upon the recommendation by the Executive Board
- b. At the request of at least ten Full Members from at least five different countries; and
- c. Upon a call by the Term President.

Article 24

Conventions of the General Assembly shall be chaired by the President of the Forum who will direct the discussions and observe the procedures.

Note: In the absence of the President, the conventions would be run by one of the Co-presidents.

Article 25

The Secretary General will act as the Secretary of the General Assembly's Conventions.

Participation and Voting

Article 26

Full Members shall be represented by Mayors or the official delegate of the highest authority of the member city. All members are entitled to participate in the General Assembly's Conventions.

Article 27

Full Members shall have equal voting rights in the General Assembly. Members of other categories are not entitled to vote in the General Assembly. The Executive Board may suspend the voting right of a member because of unpaid membership fees.

Article 28

The decisions of General Assembly shall come into force with simple majority of the votes of the attending Full Members, unless otherwise specified in the Charter. Conventions of the General Assembly shall be regarded official with the attendance of the simple majority of the full Members.

EXECUTIVE BOARD

Article 29

The Executive Board is the principal policy-making body of the Forum and is responsible to ensure that decisions by the General Assembly are implemented.

Article 30

The Executive Board shall be comprised of:

- a. President with only one vote;
- b. Twenty Full Members elected by the General Assembly with one vote each;
- c. Secretary General, not voting and ex officio;
- d. Three associate members, designated by the Executive Board and not voting.

Article 31

Members of the Executive Board shall be elected by the General Assembly for a renewable term of three years.

Functions

Article 32

The Executive Board shall in particular:

- a. Elect by simple majority of vote the Secretary General;
- b. elect three associate members who will sit in the Board;
- c. approve the annual budget and accounts submitted by the Secretary General;
- d. deal with administrative issues of the secretariat proposed by the Secretary General and take the necessary decisions;
- e. decide on the amount of membership fees;
- f. evaluate the applications, suspensions and withdrawal of the membership before submitting them to the General Assembly;
- g. deal with issues facing the Forum and may set up various organizational bodies such as commissions, committees etc. to tackle matters or tasks it deems appropriate;
- g. make policy decisions on matters that cannot reasonably await the next Convention of the General Assembly.

Article 33

The Board shall conduct its activities under the leadership of the AMF President in accordance with this Charter and the AMF Rules of Procedure.

Article 34

The Members of the Executive Board shall fulfill their function without remuneration.

Sessions and Voting

Article 35

The Executive Board shall meet at least once a year by the invitation of the President and/or the Secretary General. The President and/or the Secretary General may hold extraordinary session(s) if they deem it necessary or at the request of at least one third of the Board's Members.

The President or vice-president of the AMF shall be the chairperson of the Executive Board and chair its sessions.

Article 36

The quorum for the decisions of the Executive Board is the majority of its voting members. Except in special cases provided for in the Charter and the Rules of Procedure, decisions of the Executive Board shall be made by a simple majority of the votes cast. In case of equal voting, the President shall have a casting vote.

PRESIDENCY

Article 37

The President as the leader of the AMF is the chair of the General Assembly and the Executive Board. She/he shall ensure the observation of policies and implementation of mandates laid down by the General Assembly. She/he shall represent the AMF before governmental and international institutions.

Article 38

The President shall be assisted by co-presidents in carrying out her/his responsibilities and in assuming the role of President when necessary.

Article 39

Candidacies for the Presidency and Co-Presidency may be nominated and elected by the Executive Board and approved by the General Assembly. Preferably, the Mayor of the host city to the triennial AMF Convention will become the new president of AMF.

SECRETARY GENERAL

Article 40

The Secretary General is the legal representative of the AMF and is the Head of the AMF Permanent Secretariat and is in charge of administrative and financial management of the Forum. She/he directs the implementation of the decisions of the General Assembly and the Executive Board and is responsive to the Executive Board.

Article 41

The Secretary General is in particular responsible for:

- employing the Secretariat's Personnel;
- supervising the implementation of the decisions of the Executive Board;

- planning for all the Conventions of the AMF including the General-Assembly and the sessions of the Executive Board;
- proposing the annual budget of the Forum;
- preparing an annual report on the functions and activities of the Forum;
- keeping track of the AMF documents and archives and maintaining the AMF communications and information;
- making continuous contacts with the President and reporting on the programs and activities of the AMF.

Article 42

Secretary General shall be elected by the Executive Board and approved by the General Assembly and may be dismissed through the same procedure. The term of office for the AMF Secretary General is for maximum of two more terms. The Secretary General may be reelected.

Article 43

The announcement of General Assembly Conventions and the Executive Board sessions shall be done by the Secretary General at least one month in advance, indicating the time, venue and agenda items. One month earlier call obligation shall not be sought for Extraordinary General Assembly and Executive Board meetings. However, Extraordinary General Assembly and Executive Board meetings shall be convened with definite agenda items and shall adopt resolutions only with regard to these items.

TREASURER

Article 44

The Treasurer is responsible for the oversight the implementation of the financial strategy and management of the AMF finances. She/he shall be elected by the General Assembly. The Treasurer shall present an annual fiscal and financial report to the Secretary General who transmits it to the President, the Executive Board and the General Assembly containing following items:

- a. the accounts of the previous fiscal year, certified by an independent external auditor appointed by the Executive Board which shall be submitted to the Executive Board for final approval;

- b. the budget for the next fiscal year;
- c. other significant financial issues.

FINANCES

Article 45

The full or associate members hosting a General Assembly's convention or an Executive Board's session, shall provide all necessary logistics and executive services required for holding conventions and sessions including the charges and expenses of the Permanent Secretariat for preparation, documentation, and organization of each Convention or Session.

Article 46

The AMF shall have the following financial sources for its operations: membership fees, income from activities; voluntary donations and grants; and other legal sources such as interests earned on any bank deposit, or any other legal activity in compliance with the Charter.

Article 47

The AMF operational and fiscal year shall correspond to the working calendar of the Executive Board. All accounts should be closed 30 days prior to the annual session of the Executive Board.

The secretary general may employ up to five deputy secretary generals, with the approval of the President, one of whom shall be the Treasurer. Geographical diversity and equal opportunity shall be observed.

Article 48

The Secretary General, Deputies Secretary-General and the staff of the permanent Secretariat may fulfill their functions with remuneration.

Financial Inspection Committee

Article 49

The Financial Inspection Committee is comprised of five Full Members nominated by the Treasurer and approved by the Executive Board. The Treasurer serves as the Secretary for this Committee.

Article 50

The Financial Inspection Committee shall have the authority to find appropriate sustainable resources and to control all financial matters of the Forum including its annual budget, the expenditures and the finances. The Committee may advise the President and give reports to the General Assembly on all financial matters.

Article 51

Members of the Financial Inspection Committee shall fulfill their functions without remuneration.

RULES OF PROCEDURE

Article 52

The Executive Board shall prepare the Rules of Procedure, which shall deal with details concerning the internal operation and regulation including the remuneration of Secretariat personnel of the Forum. The Executive Board shall approve the Rules of Procedure by simple majority.

Article 53

Any point which is not dealt with in this Charter shall be ruled by the law of Islamic Republic of Iran.

ENFORCEMENT OF THE CHARTER

Article 54

This charter entered into force since it was approved by the AMF Second General Assembly. The original version of the Charter, signed and sealed by the Term President, shall be kept at the

Permanent Secretariat of the Forum. Certified copies of the Charter shall be sent to all Members by the Secretariat upon their request.

AMENDMENTS, DISSOLUTION and LIQUIDATION

Article 55

Any proposal for the amendment of this Charter has to emanate from the Executive Board or the President or the Secretary General or from at least ten Full Members from at least five different countries. Decision in this respect shall be made by the two-third majority of the Full Members casting votes in the regular General Assembly's Convention or in an extraordinary Convention of the General Assembly called to this effect.

Article 56

Any proposal for dissolution or liquidation of the AMF shall emanate from the Executive Board or from at least 50% of the Full Members. Decision in this respect shall be made by the two-third majority of the Full Members casting votes in the General Assembly's Convention or an extraordinary Convention of the General Assembly called to this effect.

Article 57

If less than two-thirds of the Full Members were represented at the first meeting, the General Assembly shall at the subsequent meeting be entitled to make a binding decision irrespective of the number of the Full Members represented.

Article 58

In the event of dissolution of the AMF, the General Assembly shall make the necessary and adequate arrangements to determine the destination of the goods and rights of the Forum. The Assembly will also make arrangements related to the ending, winding down and liquidation of any pending activity of the Forum.

Article 59

The net residues resulting from the liquidation will be given directly to a non-profit public or private entity active in a similar field or dedicated to charity.

LIABILITY

Article 60

The AMF is liable as a legal entity only to the extent of its assets; members are not individually liable for corporate debts and liabilities.

TEMPORARY MATTERS

Article 61

The de facto Secretary General to serve until the first Executive Board meeting shall be appointed by the Term President. The de jure Secretary General shall be elected in the first meeting of Executive Board.

