

## STATUTES

### Article 1

#### Name and registered office

The name of the Association in Finnish is Suomen Kuntaliitto r.y.

The following foreign-language names of the Association can be used: in English, The Association of Finnish Local and Regional Authorities; in German, Verband der Städte, Gemeinden und Regionen Finnlands; in French, Association Finlandaise des Pouvoirs Locaux et Régionaux and in Russian, Союз местных и региональных органов самоуправления Финляндии.

The registered office of the Association is in the City of Helsinki.

### Article 2

#### Language

The languages in which the Association operates are Finnish and Swedish. The agendas and minutes of the General Assembly and the Association's Council are drawn up in both Finnish and Swedish. The Board shall decide upon the language in which the minutes of meetings of other bodies are to be drawn up.

### Article 3

#### Membership

Finnish local authorities are eligible for membership of the Association.

### Article 4

#### Purpose

The purpose of the Association of Finnish Local and Regional Authorities is to act as a service and interest organisation for Finland's municipalities and to strengthen and support the development and efficiency of the activities and co-operation of municipalities.

To accomplish its purpose, the Association represents and safeguards the interests of municipalities and joint municipal authorities, participates in the development of municipal administration, provides expert services and training and disseminates and publishes information. The Association also represents its members in both national and international forums.

The Commission of Local Authority Employers, which is part of the Association, represents municipalities and joint municipal authorities in the municipal labour market in accordance with the relevant legislation. The Commission of Local Authority Employers can also represent associations closely associated to the municipal sector in the municipal labour market if agreed with the associations in question.

The Association publishes two periodicals, Kuntalehti in Finnish and Finlands kommuntidning in Swedish.

Article 5

Economic activities

It is not the Association's purpose to generate profit or other economic benefits for its members or other interested parties.

The Association can own and control immovable property and securities.

Article 6

Joining the Association

Municipalities wishing to join the Association must notify the Association's Board of their wish in writing. The Board decides upon the acceptance of new members.

New members can join the Association either from the beginning of the calendar year, in which case they must pay the membership fee for the entire year, or from the first of July, in which case they must pay half of the annual membership fee.

Article 7

Resignation from the Association

Members have the right to resign from the Association by giving a notification of their resignation in accordance with the Associations Act.

The resignation will become valid one year after the resignation notification was given.

Article 8

Dismissal from the Association

The Board can dismiss a member from the Association on the grounds referred to in the Associations Act.

Members that fail to pay their membership fees by the due date are given a payment reminder. If the payment has not been made within two months after the payment reminder was given to the member in question, the Board can dismiss the said member from the Association.

Article 9

Membership fee

Members shall pay an annual membership fee to the Association. The Council confirms the amount of the membership fee annually. Three quarters of the membership fee are determined on the basis of the number of inhabitants in each individual municipality and one quarter is determined on the basis of tax income. However, the part of the membership fee which is determined on the basis of the number of inhabitants is reduced by 15% for the number of inhabitants over 20,000. In addition, if the number of tax units per inhabitant in any given municipality exceeds the average number of tax units per inhabitant for all member municipalities, that municipality will have the part of the fee determined on the basis of tax income reduced by 25% for the part that exceeds the average level of tax units. The membership fee of

municipalities on the Aland Islands is further reduced by 25%, calculated from the membership fee determined above.

The Council can impose an additional membership fee, which shall be payable by the members, for a certain purpose. The additional membership fee is determined on the grounds specified above.

The membership fee shall be paid annually by the first of March, unless otherwise stipulated by the Council.

#### Article 10

##### Contributions to the Commission of Local Authority Employers by the member municipalities

The grounds for the contributions levied from the member municipalities towards the running costs of the Commission of Local Authority Employers are prescribed for in legislation.

#### Article 11

##### Services provided to joint municipal authorities and other associations

Joint municipal authorities and other associations that are accepted by the Board but are not members of the Association can also have access to the services provided to members if they pay annually a basic service fee. The Board decides upon the amount of the fee.

#### Article 12

##### Bodies

The Association has the following bodies:

- 1 the General Assembly
- 2 the Council
- 3 the Board
- 4 the Council of the Commission for Local Authority Employers
- 5 advisory boards, such as the Advisory Board for Small Municipalities, the Advisory Board for Swedish-speaking Municipalities, the Advisory Board for Education and Cultural Services and the Advisory Board for Health Care Services.

The requirements of the Equal Opportunities Act must be complied with when appointing members to the above bodies of the Association.

The Board can also set up other bodies.

The Managing Director and Deputy Managing Directors shall manage the Association's office under the supervision of the Board.

The chairperson of the Board and the Managing Director have the right to participate in and speak at the meetings held by the bodies of the Association.

## Article 13

### Representation at the General Assembly

Member municipalities shall nominate representatives to the General Assembly in accordance with the number of their inhabitants as follows:

- Municipalities with a population of 4,000 or less can nominate one representative.
- Municipalities with a population of 4,001–10,000 can nominate two representatives.
- Municipalities with a population of 10,001–15,000 can nominate three representatives.
- Municipalities with a population of 15,001–25,000 can nominate four representatives.
- Municipalities with a population of 25,001–50,000 can nominate five representatives.
- Municipalities with a population of 50,001–100,000 can nominate six representatives.
- Municipalities with a population of 100,001–250,000 can nominate eight representatives.
- Municipalities with a population of 250,000 or more can nominate seventeen representatives.

A municipality's population refers to the number of inhabitants registered in the Population Information System, maintained in accordance with the Population Information Act (507/1993), at the turn of the year that precedes local elections.

Member municipalities can nominate a relevant number of substitutes for their representatives. A substitute shall attend the General Assembly if a permanent representative is unable to attend.

When issues are put to the vote at the General Assembly, each representative shall have one vote.

The right to speak at the General Assembly extends to the members of the Council and the Board, the Association's Managing Director and Deputy Managing Directors, as well as persons to whom the General Assembly has given this right.

## Article 14

### General Assembly

The Association's General Assembly shall convene every four years, during the first half of the year following local elections. The Council of the Association shall decide upon the place, date and time of the General Assembly meeting.

Notice of meeting shall be delivered to the members in writing by the end of the calendar year that precedes the General Assembly meeting.

Member municipalities shall inform the Board, in writing, of the names of the persons nominated to represent them at the General Assembly, not later than three months before the meeting.

The agenda of the General Assembly meeting shall be sent to the member municipalities not later than one month before the meeting. The member municipalities shall forward the agenda to the representatives they have nominated.

An Extraordinary General Assembly shall be convened on the grounds set out in the Associations Act. As regards notice of the Extraordinary General Assembly meeting, the above regulations relating to the General Assembly shall apply, with the exceptions that notice must be sent two months before the meeting, the names of the representatives must be announced one month before the meeting and the agenda must be sent not later than two weeks before the meeting.

## Article 15

### Proceedings of the General Assembly

The chairperson of the Council shall open the General Assembly meeting, after which the chairperson and deputy chairpersons of the General Assembly shall be appointed. The General Assembly shall appoint the required number of secretaries and scrutinisers.

An election committee shall be set up by the General Assembly to elect the members and substitute members of the Council. Other committees can also be set up to handle matters to be decided by the Assembly.

The General Assembly shall also accept the rules of procedure, which include regulations regarding the proceedings of the meeting that complement the Associations Act and this statute.

## Article 16

### Matters to be handled by the General Assembly

The General Assembly shall

- 1 handle the report, issued by the Board and accepted by the Council, on the Association's activities that took place after the previous General Assembly meeting;

- 2 decide upon the meeting fees and remuneration for the members of the Council, and
- 3 elect the members of the Council and their personal substitutes for the term of office up to the next General Assembly meeting.

## Article 17

### Composition of the Council

The Council shall have 101 members, who shall be elected by the General Assembly. A personal substitute member shall be nominated for each member.

Of the members of the Council, 100 members shall be elected following the principle that the representation of different political parties and other groups in the Council shall correspond to the number of votes which these political parties and other groups have obtained in the Association's member municipalities in the last local elections, in accordance with the principle of proportional representation observed in local elections. In addition, one member shall be elected from the Province of Åland

The groups mentioned in paragraph 2 above should be nationally or regionally linked so that the number of votes obtained by them can be combined when appointing members for the Council. Only registered associations that are members of a registered association operating either nationwide or regionally, i.e. in more than one municipality, are considered to be such groups.

Each region shall have at least one member in the Council. When appointing members to the Council, every effort must be made to ensure maximum equal representation of the following groups of municipalities in the Council:

- municipalities with a population of less than 6,000
- municipalities with a population of 6,000–30,000
- municipalities with a population of more than 30,000.

Where applicable, the above stipulations relating to permanent members apply also to substitute members.

## Article 17 a

### Election of the permanent members and substitute members of the Council

The permanent members and substitute members of the Council shall be elected on the basis of suggestions made by the Election Committee.

Any motions deviating from the suggestions of the Election Committee that are made at the General Assembly shall be made in writing, unless otherwise allowed by the chairperson. A deviating motion shall indicate

the name of the person suggested by the Election Committee whom the new nominee should replace. The deviating motion shall also fulfil the requirements for equal opportunities, political proportionality, regional representation and the consideration for different types of municipalities, referred to in articles 12 and 17 of this statute.

If a unanimous decision on the appointment of the permanent members and substitute members of the Council cannot be reached by way of discussion, a vote shall be taken on the suggestion made by the Election Committee and any other acceptable suggestions made in accordance with paragraph 2 above. The vote shall be taken on a list so that each vote is given to a list of nominees as a whole. The nominees included in the list that receives the most votes shall be appointed as members.

#### Article 18 Council meetings

The Council shall appoint a chairperson and two deputy chairpersons for its term of office. The Council shall have a quorum when the chairperson or one deputy chairperson and at least half of the other members are present.

The chairperson of the Board shall convene the Council not later than three months after the General Assembly meeting. This first meeting of the Council shall be an organisation meeting, at which the chairperson, deputy chairpersons and the members of the Board shall be elected.

After the organisation meeting, ordinary Council meetings shall be held twice a year. The spring meeting shall be held between March–July and the autumn meeting shall be held between September–December at a time and place determined by the Board.

Extraordinary Council meetings shall be held if the Council so decides or if the Board deems them necessary or if at least 10% of the members of the Council have requested, in writing, the Board to convene an extraordinary Council meeting to handle a matter specified by them.

Notice of a Council meeting shall be delivered to the members of the Council by letter sent to the addresses supplied by the members not later than 10 days before the meeting. The agenda shall be attached to the notice.

Permanent members of the Council who cannot attend the meeting shall inform the chairperson of their inability to attend the meeting. The chairperson shall deliver notice of the meeting to the permanent member substitutes in question.

If a permanent member of the Council becomes permanently unable to take care of his or her duties as a permanent member, his or her personal substitute shall take his or her place in the Council.

The right to participate in and speak at the Council meetings shall extend to the chairperson, deputy chairpersons and members of the Board, the

Association's Managing Director, Deputy Managing Directors and the Director of Swedish Services as well as other persons to whom the Council has given this right.

More detailed regulations regarding the activities of the Council and the proceedings of the Council meetings can be given in the rules of procedure, which shall be accepted by the Council.

## Article 19

### Duties of the Council

In addition to the other duties specified in this statute, the Council shall:

- 1 in its organisation meeting, elect the chairperson, two deputy chairpersons and the other members of the Board in accordance with the requirements specified below;
- 2 in its autumn meeting, decide upon the fees and remuneration for the Association's chairperson, deputy chairpersons and members of the Board;
- 3 in its autumn meeting, appoint the authorised public accountant company, approved by the Central Chamber of Commerce, to serve as the Association's accountant and deputy accountant. The authorised public accountant company shall appoint those responsible for the Association's accountancy;
- 4 approve any changes made to the Association's statute by a majority of three-quarters of the votes cast;
- 5 in its autumn meeting, approve the Association's action plan and budget and determine the amount of the membership fee;
- 6 in its autumn meeting, approve the basis for charges levied for services provided by the Commission of Local Authority Employers to individual municipalities and joint municipal authorities or to specific municipalities and joint municipal authorities;
- 7 in its spring meeting, approve the Board's report on the Association's activities during the past year, as well as approve the Association's financial statement after having received the auditor's report;  
At the same time the Council shall decide whether to release the Board and other accountable persons from liability or upon the actions otherwise warranted, as well as upon the  
  
actions required by any deficit or surplus which the financial statement may show;
- 8 decide upon the matters relating to the management of finances of the Commission of Local Authority Employers that are referred to in the law on the Commission of Local Authority Employers;
- 9 make its suggestions to the General Assembly regarding the matters to be handled at the General Assembly;
- 10 handle any basic matters relating to the activities of the

- Association, which the General Assembly has assigned to the Council;
- 11 set up
- the Advisory Board for Small Municipalities,
  - the Advisory Board for Swedish-speaking Municipalities,
  - the Advisory Board for Education and Cultural Services and
  - the Advisory Board for Health Care Services
- and appoint the chairpersons, deputy chairpersons and the members and personal substitute members for these advisory boards, approve their internal rules and determine their duties and the basis for fees payable to the members of these advisory boards;
- 12 nominate the candidates to the Council of the Commission of Local Authority Employers for approval by the Ministry of the Interior;
- 13 supervise the activities of the Auditing Committee, the Association's Board, the advisory boards and the Council of the Commission of Local Authority Employers.

The Association's members can submit written suggestions relating to the activities of the Association that shall be handled by the Council. Such suggestions shall be delivered to the Board not later than three months before the Council meeting. The Board shall give a statement of the suggestions made.

#### Article 19 a

##### Co-operation with Regional Councils

The Board can convene a chairpersons' meeting to promote co-operation with Regional Councils. Representatives of the chairpersons of the Boards or Councils of the Regional Councils are invited to the meeting and the Board of the Association can, if necessary, nominate representatives to the meeting.

#### Article 20

##### Board

The Board shall consist of the chairperson, who shall also act as the Association's chairperson, two deputy chairpersons and twelve other members. Fifteen substitute members shall be appointed for the members of the Board. The term of office of the members of the Board shall end when the Council has appointed the next Board. At least one permanent member and one substitute member of the Board shall represent the Swedish-speaking population.

When appointing members to the Board, the representation of different political parties or other groups on the Board shall correspond to the

number of votes received by these political parties or other groups in the Association's member municipalities during the previous local elections in accordance with the principle of proportional representation observed in the local elections. Regional aspects and the representation of municipalities of different sizes shall also be taken into account when appointing members to the Board.

If the chairperson and deputy chairpersons are unable to attend a Board meeting, the Board shall appoint a temporary chairperson to the meeting for the period that the regular chairperson or deputy chairpersons are unable to attend.

The Board shall have a quorum when more than half of its members are present.

The right to participate in and speak at Board meetings shall extend to the chairperson and deputy chairpersons of the Council, the Association's Managing Director, Deputy Managing Directors and the Director of Swedish Services, as well as the persons to whom the Board has given this right.

#### Article 21

##### Proceedings of the Board

The chairperson of the Board shall convene the Board meeting. The chairperson shall convene the Board meeting if at least four members of the Board have requested, in writing, the chairperson to do so to handle a matter specified by them.

The Board shall appoint a secretary to record the minutes.

#### Article 22

##### Preparation and presenting of matters to be handled

The matters to be handled shall be prepared in the Association's office and presented at the Board meeting on the basis of the division of the areas of responsibility as agreed by the Board.

However, the Managing Director shall have the right to present a matter that belongs to the area of responsibility of a Deputy Managing Director, if the Managing Director deems that the nature of the matter requires this. The Managing Director shall also have the right to transfer the presentation of a matter that belongs to his or her area of responsibility to some other member of the management group.

The management group shall decide on the case-by-case allocation of responsibilities for the preparation and handling of matters.

## Article 23

### Duties of the Board

The duties of the Board are to represent the Association and to take care of the Association's administration and finances in matters not assigned to the General Assembly or the Council.

The Board shall

- 1 prepare the matters to be handled by the Council and the General Assembly and control the implementation of decisions made by the General Assembly and the Council;
- 2 approve the basis for charges levied for the services provided by the Association in so far as this task has not been assigned to the Council or some other body;
- 3 decide upon the general basis for the pay, pensions and fringe benefits of the personnel as well as upon the principles for the hiring and dismissal of personnel;
- 4 decide upon the hiring and dismissal of the Managing Director and Deputy Managing Directors, their pay and the division of the areas of responsibility between them, as well as upon the organisational structure of the office;
- 5 decide upon the purchasing, transfer and mortgaging of the Association's immovable property, as well as the purchasing and selling of shares entitling the control of real estate or apartments and of other shares entitling long-term ownership, and
- 6 decide upon the principles according to which the Association can carry out its investment operations.

## Article 24

### Steering committee and sub-committees

The Board shall set up a steering committee and can set up sub-committees that it deems necessary.

The duties of the steering committee are to prepare the matters to be handled for the Board and to take care of any other business assigned to it by the Board.

## Article 25

### Advisory boards

The duties of the advisory boards are specified in their internal rules. In addition, advisory boards can give statements on important legislative and other projects falling within their scope of activities.

Regulations relating to the issues that shall be taken into account when appointing members to the advisory boards are given in the internal rules of the advisory boards.

Article 26

Managing Director

The Managing Director shall

- 1 manage the Association's office;
- 2 follow the general development of legislation relating to municipalities and of local government and take the necessary actions required to safeguard the Association's interests;
- 3 control the management of the Association's finances and give instructions relating thereto in so far as this task has not been assigned to some other official, and
- 4 take care of any other business assigned to him or her by the Board or its steering committee.

Article 27

Deputy Managing Directors

The duties of the Deputy Managing Directors are to prepare matters in the Association's office and to present matters at the Board meeting, taking into account the division of the areas of responsibility that has been accepted by the Board.

Article 28

Accounts

The Association's accounts shall be closed at the end of the calendar year. The accounts and all other documents relating to the management and finances of the Association shall be ready and submitted for audit by the auditors by 20 April.

Article 29

Suggestions and statements

The Association's members have the right to make suggestions and proposals, the aim of which is to promote the Association's activities.

The Association's members have the right to require the Association make a statement on a certain issue.

Article 30

Signing for the Association

Any two of the following officials can together sign for the Association: the chairperson and deputy chairpersons of the Board and the Association's Managing Director and Deputy Managing Directors. Any one of these officials can also sign for the Association together with some other official of the Association nominated by the Board.

Article 31  
Dissolution of the Association

On the dissolution of the Association, funds or assets remaining after all debts have been paid shall be transferred for purposes that promote the members' joint interests.