

Operational Regulations of the Decent Work Cities Network (DWCN)

Part I General Provisions

Article I (Name)

① This Network shall be known as the Decent Work Cities Network, DWCN, hereinafter referred to as “the Network”.

Article II (Purpose)

These Operational Regulations aim to stipulate the structure and general operation of the Network, established to foster a safe workplace where all workers are treated fairly according to the amount they worked and to mitigate discrimination at work through joint cooperation and solidarity, in addition to helping cities around the world develop a 'Decent Work City Labor Model' (hereinafter referred to as “DWC labor model”) in accord with the ILO's decent work standards.

Article III (DWCN Projects)

To comply with the goal of achieving the purposes stipulated in Article II and to improve the quality of life of workers through thereof, the Network shall conduct the following projects to:

- (a) Develop, apply and disseminate a DWC labor policy in accord with the ILO's decent work standards;
- (b) Identify labor-related issues at hand in city governments and work on improvement plans by sharing and benchmarking the best labor policy practices among cities;
- (c) Regularize the ‘International Forum on Transforming Cities for Decent Work’

(hereinafter DWC Forum), a platform for policy sharing among cities around the world;

(d) Implement joint researches and projects on labor and employment policies and promote people-to-people exchange to that end; and

(e) Conduct other policies and projects as deemed necessary to fulfil any other purpose of the Network.

Part II

Membership

Article IV (Members)

The Network consists of cities around the world, local governments, local autonomous entities, labor-related institutions (hereinafter referred to as “the Cities”) who have agreed to the founding principle of the Network.

Article V (Rights of Members)

① Members are entitled to the following rights:

1. Right to take part in the operation of the Network through the General Assembly;
2. Right to vote and decide at the meetings on matters of the election of the president city and the agenda concerning the Operational Regulations; and
3. Right to receive the Network’s data and information related to projects

② A member shall elect one representative and exercise its rights through the representative.

Article VI (Membership Accession)

① Any city wishing to join the Network shall submit a membership application form to the Secretariat and has to receive approval from the majority of the member cities.

② The Secretariat shall receive the membership application form, examine the

qualifications, and notify the applicant city of the result thereof.

③ However, the cities participating in the Inaugural Assembly may join without approval.

Article VII (Disqualification)

① A member wishing to withdraw from the Network shall lose their membership by submitting a withdrawal form to the Secretariat.

② A member may forfeit membership with the approval of the General Assembly if subject to any of the following situations:

1. In case of damages to the reputation of the Network, such as its use in profit-making activities of individuals and private enterprises; and
2. In case of an act that damages one's dignity as a member.

Article VIII (Membership Fees)

The details of membership fees shall be determined through discussion among member cities at the General Assembly.

Part III General Assembly

Article IX (Composition of General Assembly) The General Assembly is open to all members and shall be the highest decision-making body of the Network. The General Assembly shall have the authority to decide on, approve, and confirm the following matters:

- (a) Amendments to the Operational Regulations;
- (b) Matters related to the election and dismissal of the president and vice president cities;
- (c) Selection of a host city of the next General Assembly;
- (d) Consultation on the selection and implementation of joint research and project agenda among cities;

(e) Changes of Operational Regulations and approval of budget and accounts of the Network; and

(f) Any other matters related to the structure and operation of the Network.

Article X (Classification and Convocation)

① General Assemblies shall be classified into Regular General Assemblies and Extraordinary General Assemblies.

② A Regular General Assembly shall be held at least once a year, but it can be replaced by the DWF Forum in the year of the 'International Forum on Transforming Cities for Decent Work', and the timing and interval of the forum shall be decided through consultations among the member cities.

③ The venue of the next General Assembly shall be decided by the General Assembly, and the timing shall be confirmed following consultations among the member cities.

④ An Extraordinary General Assembly may be convened when the president and vice president cities deem it necessary.

Article XI (Formation and Voting of the General Assembly)

① The General Assembly shall be convened with the attendance of a majority of the incumbent members on the register, and decisions thereof shall be made with the consent of the majority of the attending members.

② Representatives including the mayors of cities shall attend the General Assembly, and members who cannot attend the Assembly for unavoidable reasons may participate in the vote by delegating to the respective head or higher rank of their institute.

③ All members shall faithfully carry out the decisions made by the General Assembly.

Article XII (Other Subcommittees)

Sub-committees by continents and by projects can be established for the efficient operation of the Network. Other matters concerning the operation of the subcommittees shall be decided later.

Part III

Executives

Article XIII (Composition of Executives and Quorum)

- ① Executives of the Network shall be composed of the president city and the vice president city.
- ② Representatives of the member cities including mayors shall perform the duties of executives.
- ③ There shall be one president city and the number of the vice president city shall be finalized through regular general assembly after the establishment of the Network. Only the president city shall be elected in the Inaugural Assembly and vice president city shall be elected later.
- ④ The president city and the vice president city shall be elected at the General Assembly, and in the event of two or more candidates, the city receiving the highest number of votes shall be elected, respectively.
- ⑤ The host city of the next General Assembly will automatically be appointed as an additional vice president city.

Article XIV (Term of Office)

- ① The term of office of the executives shall be two (2) years and may be renewed. However, the term of office may be modified according to the resolution of the General Assembly.
- ② The newly elected executive, following the expiration of the term, shall begin his or her term from January 1 the following year.

Article XV (Duties of Executives)

- ① The president shall represent the Network and administer its affairs.
- ② If president is absent or unable to perform his duties for unavoidable reasons, the vice president shall carry out the official duties on his or her behalf.

Part V

Secretariat

Article XVI (Secretariat)

The Secretariat of the Network shall assist in the smooth operation of the Network and the General Assembly and perform the functions and duties mandated by the General Assembly.

- ① The Secretariat shall share the matters related to the Network's annual activities and regular sessions with members and provide other administrative services including membership management. In addition, the Secretariat shall help find and join new member cities.
- ② The Secretariat shall organize, prepare and manage the DWC Forum which is held on a regular basis.
- ③ The Secretariat of the Network shall be established in Seoul, the host city of the Inaugural Meeting. Regional and continental offices may be set up and run additionally through discussions among member cities. Any member city that wishes to host a regional office may participate in a bidding process, and the final decision shall be made by the General Assembly.
- ④ The Secretariat shall employ staffs from its city, and may perform intercity people-to-people exchanges later.

Part VI

General Rules

Article XVII (Amendments)

Any member city may submit a proposal to amend provisions in the Operational Regulations.

Article XVIII (Official Language)

The official language of the Network is English. However, the language of the host city may jointly be used in the event of holding the General Assembly and the DWC Forum. There are no restrictions on the use of other languages if

translation service into English is provided.

Article XIX (Legal Validity)

The contents specified in these Operational Regulations shall not be legally construed as obligations and shall not be legally binding to the member cities.

Addendum

These Operational Regulations shall come into force upon the approval from members of the Network participating in the Inaugural Assembly held on the 4 December 2019 in Seoul, the Republic of Korea.