



# **Organisational Principles**

**PODEMOS**







# Organisational Principles

PODEMOS



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# PREFACE

Podemos, as a platform for people and citizen empowerment, hopes to be the lever for political change in this country, the instrument for the recovery of our sovereignty. Although the successes we have achieved in very few months have been remarkable, the real challenges are yet to come. After years of constant defeats, it is easy to fall into the mirage that we have already got there, but no, Podemos was not born to be a, more or less influential token force, but to enable all citizens to recover democratic control over our institutions and our destinies. For this, it is essential that we arm ourselves with an integral project in which ethical, political and organisational principles are articulated in a coherent way. Only then will we create a true alternative for this country.

As far as the organisational principles are concerned, it is vital to maintain the hallmark of our identity which has brought us this far: support for **citizen participation**, commitment to **transparency** and open accounting and a demand for democratic control.

## 1. PARTICIPATION

Citizen participation is one of the fundamental hallmarks of identity of Podemos. Supporting participation and Democracy (without participation it is difficult to talk about real democracy) necessarily implies a redefinition of the role of the politician and of political organisations, namely: the politician becomes, according to this definition, an agent of citizen participation in a permanent process of progressive empowerment. There is no room for a distinction to be made between activists and citizens, between those inside and outside politics. In this way an increasing number of citizens will hopefully be included in the analysis, decision-making and management of the public realm.

For the last few months we have been facing a unique challenge in the political history of our country: developing forms of participation capable of articulating the participation of tens of thousands of people, and turning these participatory spaces into the fundamental core of the party. The aim is for participation to be real in its development and in its effects and that it includes any citizen without barriers or distancing.

**Plaza Podemos** was set in motion as a forum for debate and discussion where, together, we all decide what is important to us and where we all generate the ideas, projects and proposals that will be a fundamental part of political change. We propose to provide each and every one of the Circles with spaces for debate and consensus such as Loomio, so that every aspect of Podemos is transparent and participative.

We have launched a **Bank of Talents** so that everyone can take an active part in a political party without encountering barriers to participation. In less than a month, this tool will be in place in all the Circles so that it can be used as a way of reinforcing their teams.

We have put in place channels of fast communication and decision making such as **Appgree**, where consensus and majorities can be easily, securely and effectively achieved. In a very short time we will have our own Appgree application, which allow us to create more channels of communication. It is our intention to make one of these available to all Circles in a few months' time.

We have introduced the concept - and the practice - of #RuedaDeMasas [MassPanelDiscussion] where, for the first time, interviews are real and without intermediaries, in a space where citizens themselves decide the questions. This format is also implemented in the channel #PreguntaAPodemos [AskPodemos], where communication is continuous.

Our idea is to create **territorial participation teams** throughout the country with the aim of gradually reducing the technological breach, so that we can bring to the circles the debates that take place in different forums, and vice versa: everything that goes on in the Circles should reach social media and the streets, loud and clear.

In the same way, those who participate in Podemos are the spinal cord of the party. Therefore it is the Circles and the people who will be the main promoters of the initiatives, debates and citizen consultations that will define the action of Podemos in the next political cycle.

The strategy of #CLAROQUEPODEMOS [OFCOURSEWECAN] is to continue going forward in this direction, continually expanding the mechanisms of democratic participation and the immense and unstoppable process of citizen empowerment which has been set in motion, because together: Of Course We Can!

In module 1 the proposals for participation are outlined in more detail.

## 2. TRANSPARENCY, FINANCIAL INDEPENDENCE AND OPEN ACCOUNTS. "WE OWE IT TO THE PEOPLE"

Transparency and independence are a fundamental part of the DNA of the financial management of Podemos because we believe that both principles are what all areas of society demand from political parties and public administration.

We believe in transparency, rendering of accounts and control mechanisms in order to bring to an end the opacity and secrecy that have characterised the financing of the '78 regime parties and have given cover to their corrupt practices. Since our birth we have taken on the commitment to have **public and easily accessible** accounts. Transparency, the rendering of accounts and the public scrutiny of our activity as a political initiative are a reflexion of the mechanisms that should, from this day forward, define all public administrations and state institutions.

On the other hand, we consider that financial dependency generates political dependency. Therefore, it is necessary to guarantee not only the transparency of our accounts, but also our **financial independence**. We are not going to accept indebtedness to banks or to large donations from individuals and companies which may influence our message or mortgage our proposals. We trust that with the support of many, Podemos will end the pillaging of few.

In order to guarantee these principles, the Financing Team that has been working in Podemos until now, will coordinate, together with the people involved in the financing of the Circles, a **Protocol of Financing and Open Accounts** that will form an organic part of this document and will be available for consultation on our website.

This protocol will include a proposal for territorial integration of the financial apparatus that will allow the transfer of resources from general to local and vice versa whilst, at the same time, allow us to keep true to our principles, guaranteeing maximum rigour in the internal control of our financial activity at all times.



In fulfilment of the law of party financing, the Financial Team will develop an **internal control report model** that will determine the mechanisms of control and transparency of financial activities at all organisational levels. Furthermore, it will define ways to lodge complains, claims and reports with maximum guarantees.

In this document we will propose the means to ensure that the organisational units emanating from the Citizen Assembly are able to manage income and expenditure on behalf of Podemos, minimising the risks to the whole organisation. Prudence and professionalism criteria will be taken into account in the distribution of account and financial responsibility.

Finally, we will also develop party **budgeting and internal expenditure guidelines**, based on principles of economy and efficiency. This will guarantee uniformity of criteria, avoid wastefulness and, as a result, optimise the use of the resources that citizens invest in this project.

In module 2 financial proposals will be outlined in more detail.

### 3. DEMOCRATIC CONTROL

Political representatives are public servants who take on an agreement with their electors and the general public to work for the common good. In as much as they concentrate more power than those who have elected them, they must be constantly under fiscal control by their electors via mechanisms designed to ensure accountability, evaluation, revoking of responsibilities etc, thus guaranteeing that no privileged and closed ranks are created within the organisation, and that the will of the majority of participants of Podemos is faithfully represented in each and every part of the organisation.

Podemos firmly believes in transparency and accountability of all public officials. To this end we have been in contact with the **"quehacenlosdiputados.net"** team [whatdoMPsdo] so as to implement within Podemos their application for democratic control and to develop our own accountability website.

We believe that the parliamentary activity of anyone in public office, as well as their income and assets, should be easily accessible and visually clear to all citizens. For this reason, in addition to information about their participation in debates and their voting behaviour, the data will include their salary, the destination of the donated part of their salary, their use of public allowances, a declaration of wealth and bank account statements, so that we can guarantee that our representatives are not using public office for any private financial gain.

The correct and complete explanation of our public activity is, apart from an electoral promise, a necessary condition to ensure that elected representatives work for and on behalf of the general public.

In Module 3 our proposals for democratic control will be outlined in more detail..



# TITLE I: ORGANIZATIONAL PRINCIPLES

**Article 1.** Podemos is a political organisation focused on the promotion and **defence of democracy and Human Rights** in all realms of society. Podemos is organised democratically and encourages the debate and participation of all its members in the organisation's decision-making processes, in an open-minded, respectful and direct manner.

**Article 2.** Podemos uses all **face-to-face and virtual tools** available to them to promote citizens empowerment within and beyond the organisation, and the direct participation of the people in public and political decision-making

**Article 3.** Every member of Podemos has a say, there is no room for discrimination for reasons of nationality, place or country of origin, physical appearance, race, ethnic origin, language, disability, age, political opinion or any other kind of opinion, religious beliefs, gender, sexual orientation, education, marital and familiar status or financial situation. In order to guarantee to all citizens the ability to exercise this right, Podemos will facilitate the use of all languages spoken in the State, promote accessibility to all its areas and documents, encourage education, promote a healthy family and work balance, as well as defending diversity. The vote of all members of Podemos has the same quantitative value (**one person, one vote**) and the same qualitative value (there are no qualified votes) so as not to violate the principle of political equality.

**Article 4.** Everyone in Podemos, at every level of the organisation, has the right to active suffrage, (voting), and to passive suffrage (being elected), the only necessary requirements being to be of voting age, and to keep at all times within the limitations defined by our code of ethics and the regulations that may be established in this respect.

**Article 5.** Podemos supports gender as the only exception to the exercise of the right of passive suffrage (being elected). The collegiate bodies of Podemos will have to maintain a 40/60 women to men ratio. In order to guarantee that equality rights can be exercised, barriers will be removed that may limit the active participation of either gender. In particular, the executive bodies of Podemos will have to present an Annual Plan outlining initiatives in this area which will, in all cases, provide a plan to allow for family life and includes parental leave of absence to care for children.

**Article 6.** The basic organisational unit in Podemos is the Circle. The Circle is the means by which Podemos promotes participation, debate and active involvement with society at large. The Circle Validation and Recognition Protocol, approved for that purpose within these statutes, will guide the constitution, organisation, development and internal functioning of the Circles.

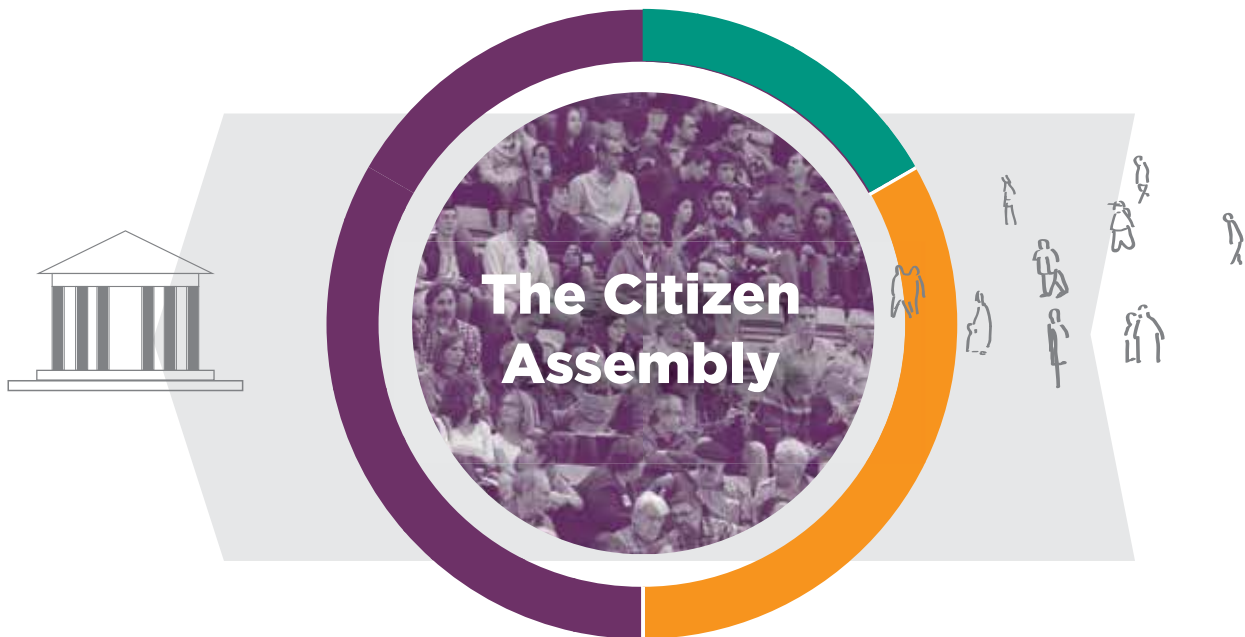
**Article 7.** The development of the electoral programme, the creation of candidates lists for institutional representative bodies and the election of representatives or members of the Citizen Councils of Podemos will all be carried out in accordance with these Statutes, the published Ethical Principles Document and Regulations, and must always be open to everybody who constitute Podemos in the corresponding territorial areas. There will always be debates about programme contents and all forms of open and public validation of the selection of candidates going for election.

**Article 8.** Podemos is a national organisation which, in its actions, adheres to universality, coherence and responsibility criteria. It falls on the National Citizens Assembly (that is, all members of Podemos), or its delegated bodies, to make decisions that affect Podemos as a

whole, regardless of the sector or territorial area in question. It falls on the National Citizen Assembly, or its delegated bodies, to make all decisions on guidelines covering general political action, organisational objectives, financing procedures, legal representation and actions, general election strategy planning at all territorial levels, the definition of the policies on agreements or eventual alliances with other social or political groups, etc. It is the participation and the decisions of all the members of Podemos which will, in the final analysis, guarantee the coordinated, coherent and responsible actions of the organisation at all levels, territorial and sectorial .

**Article 9.** Podemos promotes the direct participation of all its members in decision-making processes that affect, and are relevant to, the organisation. To achieve this, it will use any face-to-face and online tool that helps to broaden and guarantee democratic political participation. Podemos will encourage and support all forms of face-to-face participatory opportunities whilst, at the same time, make good use of a range of virtual tools designed to widen opportunities for debate and decision making amongst us all. The organisation as a whole and, most particularly, the Circles, will put in place whatever strategies may be necessary to facilitate internet access to those who may find it difficult to get online.

# TITLE II: NATIONAL STRUCTURE



## CHAPTER 1. THE CITIZEN ASSEMBLY

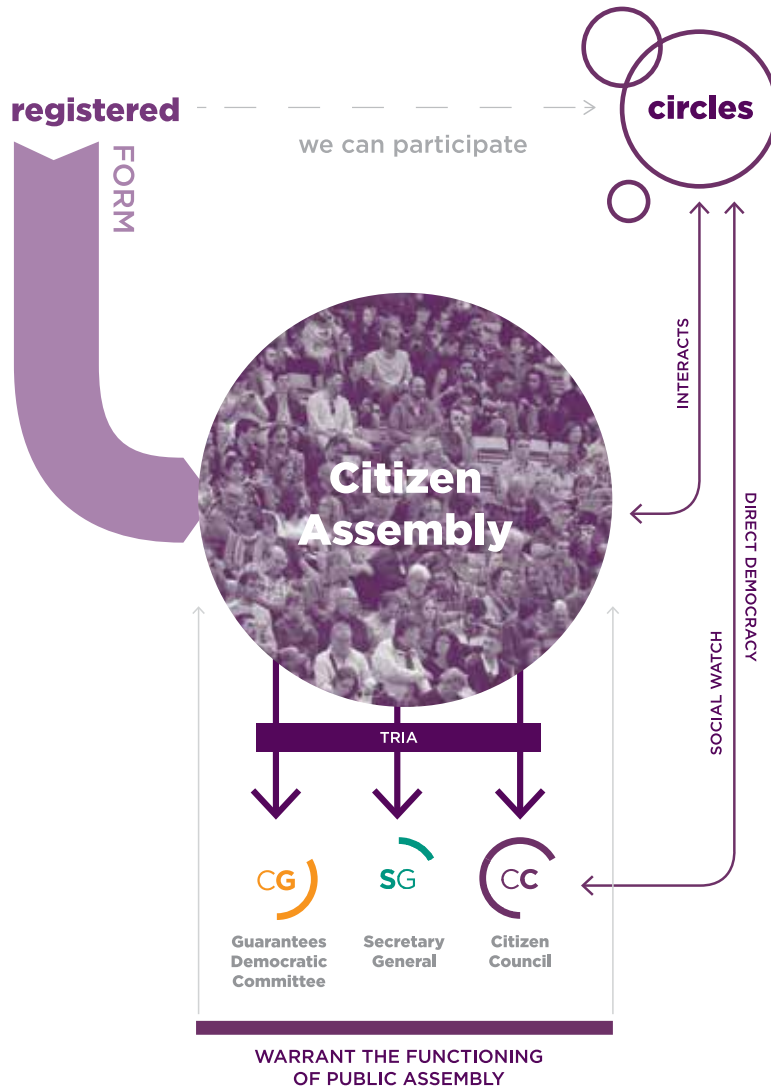
### **Article 10. Definition**

The Citizen Assembly, or National Citizen Assembly, is the highest decision-making body in Podemos and it carries out its functions in a **continuous manner**. Everyone in Podemos, at all times, has the right to participate and vote in the Citizen Assembly of Podemos. In this respect, the Citizen Assembly will provide every possible means available to them in order to guarantee that all party members can exercise their right to participate and vote. To this end, it will use face-to-face forums such as Circles, meeting places, voting points in squares, parks, amongst others, as well as online tools like, for example, <http://plaza.podemos.info>, Loomio, Appgree, secure voting platforms, live streaming of face-to-face deliberations, etc.

### **Article 11. Purpose**

Being the highest decision-making body in Podemos, the Citizen Assembly must, by statute, be consulted whenever important decisions need to be made, for instance, when setting strategic guidelines, compiling electoral lists, elaborating programmes, electing or revoking party officers, approving or rejecting any kind of pact, be it pre- or post-elections, or introducing changes to the statutes. The Citizen Assembly will also be able to convene itself at any time, whenever it needs to deal with questions of paramount importance, including calling a full Extraordinary Citizen Assembly where the overall party organisation could be re-considered..





## Artículo 12. Citizen Assembly Composition

The Citizen Assembly is made up of the overall body of people who are **registered** members of Podemos.

To register in Podemos, all that it's needed is to be older than 14 years of age, to be willing to participate in the construction of this project and to obtain a permanent voting code.

Registration in Podemos can be completed through the following link:

<https://podemos.info/juntos-podemos/>

Registration with Podemos, together with the acquisition of the rights of participation and suffrage (active and passive), does NOT imply an "affiliation" to Podemos.

The "Book of **Affiliates**" (that has to be registered in the Spanish Home Office as a legal requirement) will be made up of those registered individuals who, after the Assembly, have declared themselves to be of age and who expressly consent to be registered in the "Book of

Affiliates". This will not grant them any kind of privileged participatory right or duty right or duty over the rest of the people inscribed.

### **Article 13. Citizen Assembly Competencies**

The Citizen Assembly is the highest decision-making body in Podemos and, as such, has full sovereignty over all issues that are especially relevant to the organisation as a whole.

The decisions made in any Assembly will be binding and can only be revoked by the Assembly itself or by another Assembly in a superior territorial realm.

**a)** The following are exclusive and non-transferable competencies of the Citizen Assembly:

- 1.** To determine the general political line of Podemos.
- 2.** To create, through public primary selection processes which are open to all citizens, the electoral lists of all candidates standing for public positions in national level institutions, from the first candidate in the list to to the last.
- 3.** To approve or reject any pre-electoral or post-electoral pact or alliance in the case of national level institutions and in institutions at lower territorial levels whenever such pacts or alliances could affect the general strategy of Podemos.
- 4.** To approve final electoral programmes (following a participatory elaboration process and the mandatory report of economical viability).
- 5.** To elect or revoke the Secretary-General.
- 6.** To elect or revoke the Citizen Council or any of its members.
- 7.** To elect or revoke the Committee of Democratic Guarantees Committee or any of its members.
- 8.** To approve the statutes and its modifications.

**b)** Other competencies:

In addition to the cases mentioned in the previous section, for which it is mandatory by statute to consult the Citizen Assembly and to uphold its binding decision in all instances, the Citizen Assembly may be convened, with permanent and binding character, in order to deal with any issue considered to be especially relevant

### **Article 14. Citizen Assembly Convening Procedures**

The Citizen Assembly will be convened:

**a)** Automatically:

For any matters that fall within the exclusive and non-transferable competencies of the Citizen Assembly. The technical organisation of the process is the responsibility of the Citizen Council. The Democratic Guarantees Committee will ensure this requirement is adhered to.

**b)** In addition to this, it can be convened on a permanent basis whenever a relevant issue needs to be considered.

The following bodies may convene a **Citizen Consultation** which will be binding (to all registered members):

1. El/la Secretario/a General.
2. A simple majority of the National Citizen Council.
3. 10 % of those registered in Podemos or 20 % of the validated Circles. (In accordance with the outline in Annex I)
4. The following bodies may convene a **Revocation Consultation** which will be binding (to all registered members):
5. El/la Secretario/a General.
6. An absolute majority of the National Citizen Council.
7. 20 % of those registered in Podemos or 25 % of the validated Circles. (In accordance with the outline in Annex II)
8. Revocation consultations may only be convened after the public official in question has served half their mandatory period of office.
9. Only one revocation procedure can be convened for a public official during a period of office.

The following bodies may convene an **Extraordinary Citizen Assembly (to be attended in person)**:

1. El/la Secretario/a General.
2. A qualified 3/5 majority of the National Citizen Council.
3. 25 % of those registered in Podemos or 30 % of the validated Circles. (In accordance with the outline in Annex I)
4. Whenever a consultation is initiated by some part of the electorate body, a report on the consultation/Extraordinary Assembly will be consensuated. Included in it must be a guarantee that the proposal put forward for debate has been endorsed by at least two experts in the relevant issue..

#### **Article 15. Citizen Assembly (Ordinary or Extraordinary)**

To substantially modify the political, organisational or ethical principles, and to elect all managerial bodies, it will be necessary to convene an Ordinary or Extraordinary National Citizen Assembly, which will have necessary periods of face-to-face deliberations.

At no time must there be an interval longer than three years between National Citizen Assemblies. Every three years the Citizen Assembly will be convened automatically. The Citizen Council will be responsible for the technical organisation of the process. The Democratic Guarantees Committee will ensure compliance with this requirement. An Assembly convened in this manner will be called **Ordinary Citizen Assembly**.

According to the mechanisms outlined in the previous article, an **Extraordinary Citizen Assembly** with the same competencies may be convened at any time. At no time there must be an interval of less than 1 year between Extraordinary Citizen Assemblies.

### **Article 16. Spokespersons**

Each and every member of Podemos may become Spokesperson in virtue of the position they hold in each case within the structure of the organisation: registered, volunteers, members of the Bank of Talent, active participants in a Circle, members of an Area or a working group, members of Municipal Citizen Councils, Municipal Secretaries, members of Regional Citizen Councils, Regional Secretaries, members of the National Citizen Council, Area Responsible Persons, members of the Democratic Guarantees Committee, General Secretary and elected officials, according to the following conditions:

- a)** To express clearly the condition in virtue of which one is acting as spokesperson and never to go beyond their specific area of competence.
- b)** To act, as a member of Podemos, in accordance with the ethical, political and organisational principles which have been established by all, and to act in coordination with the relevant Communication Area in each case.

## CHAPTER 2. THE CITIZEN COUNCIL

### **Artículo 17. Citizen Council Composition**

The Citizen Council or National Citizen Council is Podemos political direction body and has executive functions. Day-to-day executive tasks are performed by the different areas that make up the Citizen Council within their respective responsibilities. It is the General Secretary's responsibility to guarantee the coordination between the different executive areas in their day-to-day activity. For this, he/she will have the support of the Coordination Board.

The Citizen Council will be composed of 81 members:

- The General Secretary will be ex-officio member of the Citizen Council and will preside its meetings.
- The 17 Regional secretaries will be ex-officio members.
- One member elected directly by those registered in Podemos who reside abroad.
- 2 members elected directly by the Citizen Assembly, subject to gender balance criteria.

### **Article 18. Citizen Council Competencies**

- To take forward, with executive functions, the decisions approved by the Citizen Assembly as well as those designed to develop Podemos political line.
- To convene the Citizen Assembly not only in all mandatory cases but also for any other consultation in accordance with the procedures set out in the "Citizen Assembly" section.
- To convene, if it deems it necessary, any Assembly at a lower territorial level for any issue of particular importance.

- To approve the budget and accounts of each exercise, without prejudice to the fact that, in accordance with established procedures, the Citizen Assembly may demand its ratification.
- To approve the budgets for electoral campaigns and other specific campaigns at national level (without prejudice to the fact that, in accordance with established procedures, the Citizen Assembly may demand its ratification).
- To compile and regularly update the “Book of Affiliates” and to guarantee that legal requirements under the Data Protection Law are adhered to at all times.
- To produce, debate and approve, on a yearly basis, an activity evaluation report and a political analysis, which will be made available to the public at large.

### **Article 19. Citizen Council Convening Mechanisms**

The Citizen Council may be convened at any time, whenever it is:

- a) Proposed by the General Secretary.
- b) Requested by 25 % of the Citizen Council.
- c) Requested by 10 % of those registered in Podemos or 10 % of the validated circles.

At no time should there be an interval of more than three months between two plenary meetings of the Citizen Council. The General Secretary has the obligation to convene the Citizen Council within that period of time.

### **Article 20. Citizen Council Operating Procedures**

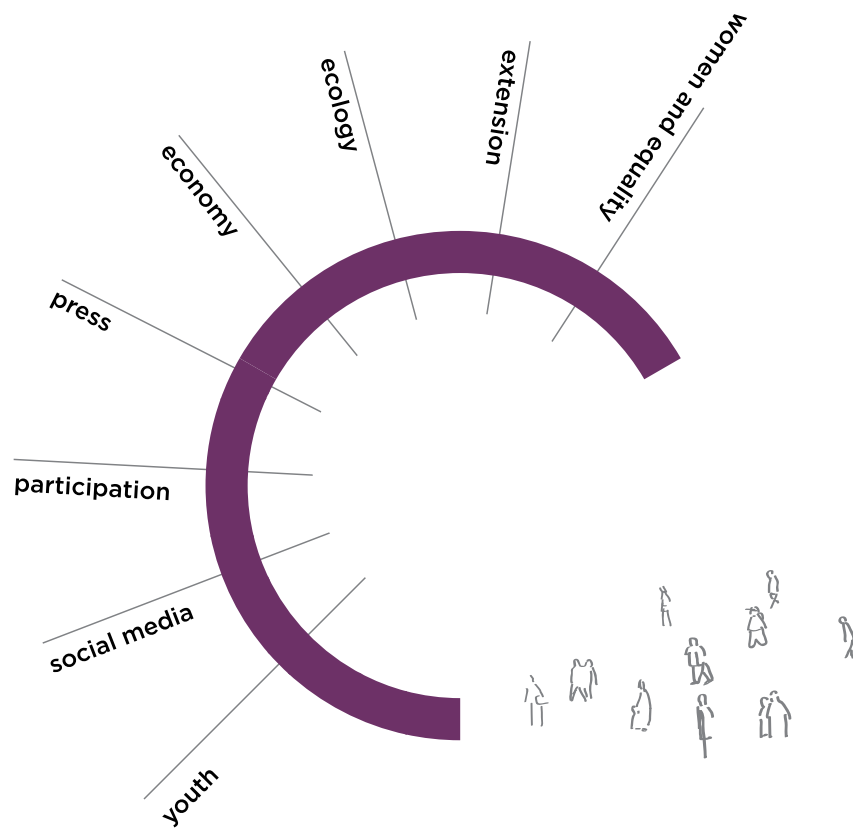
The Citizen Council will be organised into Areas, each of which will have a designated Area Responsible Person.

The Citizen Council will have, at least, the following Areas:

- Campaigns and strategy.
- Social and political analysis.
- Studies and programme.
- Extension, territorial organisation and Circles.
- Relations with society at large and social movements.
- Participation.
- Social media.
- Press.
- Anti-corruption, justice and public administration.
- Social rights: education, health and housing.



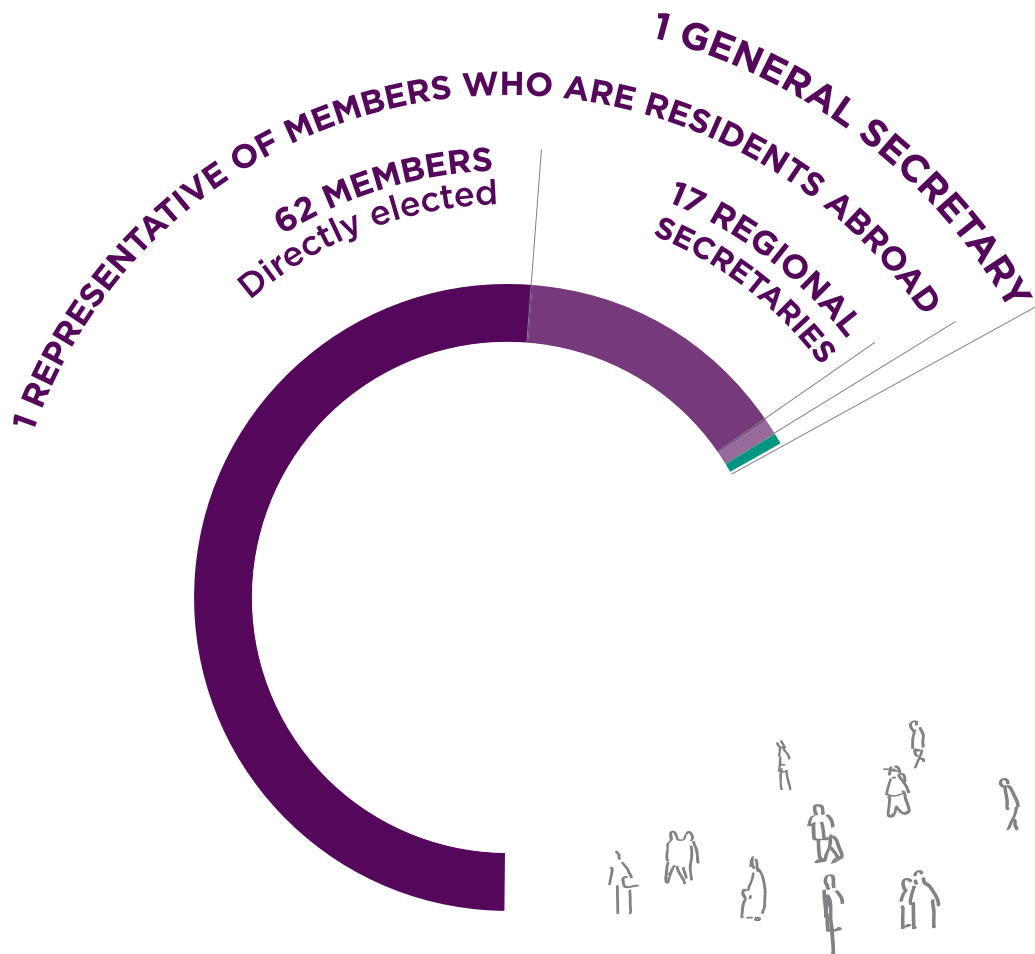
- Education and culture.
- Women and equality.
- Youth.
- Economy.
- Ecology and the environment.
- International relations.
- Finance and transparency.



Area Responsible Persons will be tasked with the creation of teams that can guarantee the executive efficiency of their work.

The the Citizen Council will set out its own internal operating protocol, subject to approval by simple majority and without prejudice to the fact that, in accordance with established procedures, the Citizen Assembly may demand its ratification

Following a proposal by the General Secretary, the Citizen Council will name a Coordination Council of between 10 and 15 persons who will be in charge of coordinating the work of the different areas and will assume executive functions when the Citizen Council is not convened.



## Article 21. The Election of the Citizen Council

The General Secretary will be elected by direct universal suffrage by a majority of the Citizen Assembly in a single voting round. He or she will have a three-year mandate.

The 17 Regional Secretaries will be elected by direct universal suffrage by a majority of the Regional Citizen Assembly in a single voting round.

The Representative of those registered in Podemos who are residents abroad will be elected by direct universal suffrage by those registered in Podemos who reside abroad. The right to take part in this election will not be incompatible with being registered in the national census in Spain.

The remaining 62 members will be elected through a system of open lists (not necessarily complete). Each voter will be able to show as many preferences (in random order) as the number of positions available. The persons with the highest number of votes will become members of the Citizen Council. A gender balancing criteria will be applied. Their mandate will last three years. The 62 members of the Citizen Council may be revoked via a referendum. In order to start a voting process to revoke the mandate of a member of the Citizen Council, this will need to be supported by 20 % of those registered in Podemos or 25 % of the validated Circles. It will be the duty of the Citizen Council, acting in a collegiate manner, to organise the revoking electoral process which must be carried out within the same electorate that chose the relevant member in the first place. Revoking referendums will always have an individual character.

## **Article 22. Binding intercommunication procedures between the Circles and the Citizen Assemblies and Councils**

### **a) Territorial Circles**

Territorial Circles will be able to convene consultations from the Citizen Assembly of any territorial area according to the following procedure (as established in Annex I):

- 1.** Produce a written proposal endorsed by at least three qualified experts in the field.
- 2.** Have the proposal approved by a simple majority of 20 % of the Circles in the territorial area concerned.
- 3.** Have the proposal endorsed by 20 % of the Circles or 10 % of those registered in the territorial area concerned.

Citizen Councils must put in place mechanisms to guarantee that, through face-to-face and online meetings, Territorial Circles are able to take to the Council initiatives relating to matters that have an specific territorial interest.

Territorial Circles will be able to convene thematic debates in Citizen Councils according to the following procedure (as established in Annex II):

Produce a written debate proposal endorsed by at least two qualified experts in the field.

Have the proposal approved by a simple majority of 10 % of the Circles in the territorial area of the relevant Council.

Have the proposal endorsed by 10 % of the Circles or 5 % of those registered in the territorial area of the relevant Council.

As part of its consultation process, the Citizen Council must, by statute, consult with the Territorial Circles in matters which, due to the themes they deal with, may be of specific interest to them.

### **b) Sectorial Circles**

Sectorial Circles will be able to convene consultations from the Citizen Assembly of any territorial area according to the following procedure (as established in Annex I):

Produce a written proposal endorsed by at least three qualified experts in the field.

Have the proposal approved by a qualified majority of 3/5 of the Sectorial Circle.

Have the proposal endorsed by 20 % of the Circles or 10 % of those registered in the territorial area concerned.

Citizen Councils Areas that deal with sectorial themes must put in place mechanisms to guarantee that those Sectorial Circles which, by virtue of their thematic specialism, deal with similar issues, are able to take their initiatives to the relevant Areas in face-to-face and online meetings.

Sectorial Circles will be able to convene thematic debates in Citizen Councils according to the following procedure (as established in Annex II):

1. Produce a written debate proposal endorsed by at least two qualified experts in the field.
2. Have the proposal approved by simple majority of the Sectorial Circle.
3. Have the proposal endorsed by 10 % of the Circles or 5 % of those registered in the territorial area of the relevant Citizen Council.

As part of its consultation process, the Citizen Council must, by statute, consult with the Sectorial Circles in matters that fall within their area of competence by virtue of their specialism.

## CHAPTER 3. THE GENERAL SECRETARY

### **Article 23. Competencies**

The following are competencies of the General Secretary:

- To act as the political and institutional representative of the party.
- To ensure the strategic coherence, internal organisational unity and the coordination of the executive areas of the Citizen Council.
- To preside over the Citizen Council and the Coordination Board
- To convene the Citizen Assembly not just in mandatory cases but also for any other consultation according to the procedures set out in the "Citizen Assembly" section.
- To convene an Assembly at any territorial level for questions of particular importance, if it is deemed necessary.

### **Article 24. The election of the General Secretary**

The General Secretary will be elected by the Citizen Assembly of Podemos (all those registered in Podemos) through free and direct suffrage.

The General Secretary can be revoked via a referendum convened to such effect. To start a voting process to revoke his or her mandate it will be necessary to have the backing of 20 % of those registered in Podemos.

It will be the duty of the Citizen Council, acting in a collegiate manner, to organise the revoking electoral process which must be carried out within the same electorate that elected the General Secretary.

### **Article 25. Coordination Council**

The Coordination Council is the team that support and help the General Secretary carry out his or her public duties and internal coordination tasks.

It will be made up of between 10 and 15 persons proposed by the General Secretary and elected by the Citizen Council.

The Coordination Council will be internally organised into Secretariats proposed by the General Secretary and established by the Citizen Council.

Members of the Coordination Council can be revoked by the General Secretary, by an absolute majority of the Citizen Council or by the Citizen Assembly via a referendum. The initiation of a voting process to revoke the mandate of a member of the Coordination Council must be supported by 20 % of those registered in Podemos or 25 % of the validated Circles. It will be the duty of the Citizen Council, acting in a collegiate manner, to organise the revoking electoral process. Revoking referendums will always have an individual character.

## CHAPTER 4. THE DEMOCRATIC GUARANTEES COMMISSION

### **Article 26. Definition**

The Democratic Guarantees Commission is the body entrusted to ensure that the rights of those registered in Podemos, and the fundamental principles and operating procedures of the organisation are upheld and respected.

### **Article 27. Composition and election of members**

The Democratic Guarantees Commission is made up of 5 sitting members and 5 standing-in members, directly elected by the Citizen Assembly through a direct vote using a system of open, though not necessarily complete, lists. Each voter is able to show as many preferences as the number of positions available. The 10 persons with the highest number of votes become members of the Democratic Guarantees Commission (5 sitting and 5 standing-in members). At least half of the members of the Democratic Guarantees Commission (taking into account both sitting and standing-in members) must be jurists. In plenary sessions at least two out of the five must be jurists.

### **Article 28. Democratic Guarantees Commission Functions**

The Democratic Guarantees Commission will oversee the implementation of the ethical principles document in its territorial realm. The different Democratic Guarantees Commissions together with the National Commission will produce a set of Regulations laying out the specific ethical principles and circumstantial requirements that are to be expected of people, both prior to their being included in a candidature in primary selection processes and, subsequently, once they already hold any type of position emerging from their belonging to Podemos. These regulations will always include the procedures for their implementation.

### **Article 29. Operating Procedures**

The Democratic Guarantees Commission will act as required per statute and also in response to the request of a registered member or party organ. Its working procedures will be quick and flexible and will always include a written report. It will perform its functions in a thoughtful manner and in accordance these statutes, the ethical principles document, previously established regulations and agreements, as well as the principles of democracy, transparency and other elements essential to Podemos, and always in line with the general principles of the Law. Its actions include accepting, denying or proposing a resolution to the Coordination Council or the relevant Citizen Assembly, depending on the scope of their competencies.



The Democratic Guarantees Commission's resolutions are not subject to appeal and, from the moment they are established, have an immediate enforceable effect.

In order to resolve specific aspects of its activity in the most ordered way possible and so that it can unify its own activity as well as that of the territorial Democratic Guarantees Commissions, the Democratic Guarantees Commission can set out other procedures and regulations, public and old, in accordance with previously mentioned principles

# TITULO III: TERRITORIAL STRUCTURE

## **Article 30. Basic Principles**

The internal organisation of the territorial structure of Podemos runs along the same lines as the organization of the state in the following respects:

- The autonomous regions, islands and towns with more than 100 registered members will have a Citizen Assembly, a Citizen Council and a General Secretary.
- The relevant Territorial Citizen Council and General Secretary will be the legal representatives of Podemos in these territories.
- The regional bodies in autonomous regions, will include a Democratic Guarantees Commission which act as intermediate-level jurisdiction so that local conflicts can be speedily resolved, recognising that the National Democratic Guarantees Commission remains the jurisdiction for final appeals.
- Towns with fewer than 100 registered members will have a Citizen Assembly and a General Secretary. The Citizen Assembly will establish a Citizen Council or any other form of organisation for their internal activity.

## CHAPTER 1. TERRITORIAL CITIZEN ASSEMBLIES

### **Article 31. Territorial Citizens Assemblies (Municipal and Regional) Composition**

Territorial Citizen Assemblies (Municipal and Regional) will be made up of all the registered members of Podemos in the respective territorial realms.

Podemos bodies must oversee the mechanisms that guarantee the rights to a voice and a vote for all members of the Territorial Citizen Assemblies, such as participatory tools, voting tools, live streaming to follow moments of face-to-face discussion, non-virtual voting points, etc.

Territorial Citizen Assemblies must be convened without fail for any questions that fall within their exclusive and non-transferable area of competence and, on a continuing basis, can be convened for any matter considered of special relevance.

### **Article 32. Territorial Citizen Assembly Competencies**

Territorial Citizen Assemblies are the highest decision-making bodies in Podemos in each territory, and therefore, they are entitled to autonomy with regard to all questions of special relevance for the organisation as a whole in the relevant territory, provided that they do not contravene the general principles of Podemos nor decisions taken in a Citizen Assembly at a higher territorial level.

The decisions of any Territorial Citizen Assembly will be binding and will not be revoked except by the same Territorial Citizen Assembly or by another Citizen Assembly at a higher territorial level.

They must ensure that no organ is created without the approval of the Territorial Citizen Assembly and ensure that such organs are guided by the general principles of Podemos that were established at the National Citizen Assembly.

### **Article 33. Territorial Citizen Assembly Exclusive and Untransferable Competencies**

The following are exclusive and untransferable competencies of Territorial Citizen Assemblies:

- 1.** To decide upon the way in which the programmatic principles of Podemos programme will be realized in the territory.
- 2.** To compile, by means of a process of open citizen primaries, the electoral lists for the choice of public positions (from the first to the last of the list) for the representative institutions in the relevant territorial realm.
- 3.** To approve or reject any kind of pre- or post-electoral pact or alliance for the representative institutions of that territory, always adhering to the general principles approved by any Assembly at a higher territorial level.
- 4.** To approve definitive electoral programmes (after a process of participative development and the mandatory economic viability report) always adhering to the general principles approved by any Assembly at a higher territorial level.
- 5.** To choose a Citizen Council for the territory, via a system of open lists revised according to gender criteria. The Citizen Council of each territory is the highest level body of the party among Territorial Citizen Assemblies.
- 6.** To revoke any of the members of the Territorial Citizen Council.
- 7.** To define the functions of the Territorial Citizen Council.
- 8.** To elect and revoke the Secretary General in the territory via an electoral system of direct voting and to define his/her duties.
- 9.** To elect and revoke the Democratic Guarantees Commission or any of its members in the case of the Regional Citizen Assemblies.
- 10.** To approve the territorial organisational regulations and their modifications.
- 11.** To define the functions and form of coordination with Sectorial Circles in territorial areas smaller than municipalities, if they exist.
- 12.** To define the functions and form of coordination with Citizen Assemblies and Councils of other territories.

### **Article 34. Territorial Citizen Assembly Convening Mechanisms**

**a)** The Citizen Assembly will be automatically convened to discuss any matters that fall within the exclusive and untransferable competencies of the Citizen Assembly. The technical organisation of the process is the responsibility of the Citizen Council.

**b)** On a continuous basis, regarding any other issue that may be deemed relevant:

The following can convene a **Citizen Consultation** with binding effect (to all those registered in a territory):

1. The General Secretary
2. A simple majority of the Citizen Council of that territorial level or above.
3. 20 % of those registered in Podemos or 20 % of validated Circles within that territory.

The following can convene a **Revocative Consultation** with binding effect (to all those inscribed):

1. The General Secretary
2. An absolute majority of the National Citizen Council or of that territorial level or above
3. 25 % of those registered in Podemos or 25 % of validated Circles within that territory.

The following can convene an **Extraordinary Citizen Assembly** (with physical attendance):

1. The General Secretary
2. A qualified majority of 3 to 5 of the Citizen Council of that territorial level or above.
3. 35 % of those registered in Podemos or 35 % of validated Circles.

Whenever a consultation procedure is initiated by the electorate, an Extraordinary Consultation/Assembly report must be consensuated, guaranteeing that the proposal for debate is endorsed by at least two experts in the field.

In any case the local Assembly will be able to establish additional mechanisms to help initiate the process.

### **Article 35. Territorial Citizen Assembly (Ordinary or Extraordinary)**

To substantially modify the territorial organisational regulations and elect all executive bodies, it will be necessary to convene an Ordinary or Extraordinary Territorial Citizen Assembly (Municipal or Regional) which must moments of face-to-face deliberations.

At no time must there be an interval longer than three years between Territorial Citizen Assemblies. Every three years the Territorial Citizen Assembly will be convened automatically. The Citizen Council will be responsible for the technical organisation of the process. The Democratic Guarantees Committee will ensure compliance with this requirement. An Assembly convened in this manner will be called **Ordinary Citizen Assembly (Municipal or Regional)**.

According to the mechanisms outlined in the previous article, an **Extraordinary Territorial Citizen Assembly** with the same competencies may be convened at any time. Under no circumstances can there be less than one year between Extraordinary Territorial Citizens' Assemblies.

### **Article 36. Extraordinary requirements for the decision-making procedures of Territorial Citizen Assemblies**

Territorial Citizen Assemblies may only make decisions on matters that fall within their exclusive competence and those of special importance, as long as the voting process fulfils the following requirements:

- A minimum quorum of 10 % of those registered in Podemos in the territory.
- A voting process that will necessarily be online and include the mandatory requirements of a public announcement, public explanation of the issue and a debate that will include sufficient voting time.
- Only those registered in Podemos in the territorial area of the relevant Citizen Assembly can take part in these voting processes.

If these conditions are not fulfilled, the Assembly and the Territorial Citizen Council will only be able to proceed with the previous agreement of the Territorial Citizen Council of the immediately superior level and the agreement of the same (in-person) Ordinary Citizen Assembly.

### **Article 37. Territorial Citizen Councils (Municipal, Island and Regional)**

#### **a) Composition:**

1. The Citizen Council is the political management body of Podemos in the territory.
2. The number of members that constitutes the Citizen Council will be established by its Citizen Assembly as it pursues its regulated territorial activity.
3. The General Secretary will automatically be a member of the Citizens' Council and will preside over its meetings.

#### **b) Competencies:**

1. To develop with executive functions and the decisions approved by the Citizen Assembly and those leading to the development of the political line of Podemos in the territory.
2. To convene the Citizen Assembly of the relevant territorial area, for all mandatory questions as well as for any other consultation, according to what has previously been outlined in the section "Territorial Citizen Assemblies".
3. To convene, for questions of special importance if it is considered necessary, any assembly of a lower territorial level.
4. To approve the budget and accounts for each tax year (without prejudice to the fact that, according to established procedures, the Citizen Assembly can demand its ratification).
5. To approve the budgets for electoral campaigns and for activities specific to the territory in the case of national or territorial campaigns.

## CHAPTER 2. TERRITORIAL CITIZEN COUNCILS

### **Article 38. Citizen Council Convening Mechanisms**

Territorial Citizen Councils can be convened at any time:

- a)** When proposed by the General Secretary.
- b)** At the request of 25 % of the Territorial Citizen Council.
- c)** At the request of 10 % of those registered in Podemos or 10 % of the Circles within the territory. Under no circumstances can there be an interval of more than three months between two plenary meetings of the Territorial Citizen Council. The General Secretary will have the obligation to call a Citizen Council before this time has elapsed.

### **Article 39. Territorial Citizen Council Operating Procedures**

The Territorial Citizen Council will develop its own regulations for its internal operating procedures (without prejudice to the fact that, according to established procedures, the Citizen Assembly can demand its ratification,).

### **Article 40. Territorial Citizen Council Election**

The General Secretary will be elected by direct universal suffrage by the Citizen Assembly.

The remaining members will be elected by a system of open lists following a gender balance criteria.

## CHAPTER 3. SECRETARÍA GENERAL TERRITORIAL

### **Article 41. Territorial General Secretary (Municipal or Regional)**

#### **a)** Competencies

- The general secretary is the person responsible for the political and institutional representation of the party in the relevant territory.
- To convene the Citizen Assembly of the relevant territorial area, for all mandatory matters as well as for any other consultation according to the rules outlined in the section "Territorial Citizen Assembly".
- To convene, for matters of special importance, if it is deemed appropriate, any Assembly of a lower territorial level.

#### **b)** Territorial General Secretary Election.

The Territorial General Secretary will be elected by all the members of Podemos in the relevant territory, through free and direct suffrage during the course of the respective Territorial Citizen Assembly. The vote will be guaranteed both for those physically in attendance as for anyone attending online

# TITULO IV: CIRCLES

## CHAPTER 1. OBJECT AND DEFINITIONS

### **Article 42. Definition of Circle**

Circles are voluntary and open associations where people get together who are interested in social transformation based on respect for democracy, dignity and human rights.

The relationship between circles and the Citizen Councils and Assemblies will be formulated in accordance with these Statutes and Regulations, which may be endorsed by individual territorial Assemblies.

The circles are the best guarantee for the control and evaluation of the bodies and public officials of Podemos, keeping a watchful stance against corruption and opacity, promoting participation and guaranteeing all procedures.

### **Article 43. Territorial Circles**

The circles will have autonomy to make decisions about their organisational formula in the exercise of their competencies within the framework of respect for these Statutes and the organisational regulations of the territorial Citizen Assemblies and Councils.

### **Articles 44. The Creation of Circles**

In general terms, in order to create Territorial Circles a constituent assembly will be required, with the participation of at least 1 % of those enrolled in Podemos in that territorial area and, in any case, a minimum of 5 people.

The minimum territorial circle will be the neighbourhood.

A constituent act will record the agreed procedures that will regulate the functioning of the Circle and will include in all cases the ones outlined in these Statutes.

In their working methods and coordination with other Circles, the Territorial Circles must adhere to the procedures established by the Citizen Assembly and Council of the relevant territorial level or the one immediately higher.

### **Article 45. Non-duplicity Principle**

There must only be one Podemos Circle in a given territorial area.

In cases of strict duplicity or where there is conflict due to obvious overlapping, the Extension Area will listen to the circles concerned and determine a formula for resolution. There will be the right to appeal against this measure to the Democratic Guarantees Commission who, after hearing the parties, will resolve the dispute following established procedures.

### **Article 46. Validation Guarantees**

Prior to the validation of Circles with electoral responsibilities, the Democratic Guarantees Commission will ensure compliance with the provisions in these Statutes.



The Democratic Guarantees Commission may require information from any spokesperson, candidate, representative, etc. who appear in the Circles documentation, establishing, where appropriate and in advance, validation process regulations which must be in accordance with the general principles of law and political opportunity, especially that of passive suffrage in primary elections.

Should the Democratic Guarantees Commission, Extension Area, other Circles or members of Podemos have any reasonable doubt about the viability or the correct adequacy of a Circle, some of their members, proposals, spokespeople, etc., with the requirements established in these Statutes or with the approved ethical and political principles, the Democratic Guarantees Commission will consult the Extension Area, the Circle itself and any necessary parties which may be of interest, in order to start compiling a validation evidence dossier that will always conclude, in each individual case, with a reasoned and non-appealable decision to either Approve or Reject.

If after a period of 30 days should there be no resolution from the Democratic Guarantees Commission, this should be interpreted as positive administrative silence and, therefore, as a positive validation.

#### **Article 47. Legal status of the validated Circles**

In order to facilitate their administrative and financial independence, validated Circles can have their own legal status within the party structure framework. This legal entity will be configured as Association or as party Delegation and will have, in both cases, its own legal personality, its own accounts and CIF (Fiscal Identification Certificate), its own legal representation and personal data files and, in general, will perform in an autonomous manner all obligations derived from its legal status.

In the case of circles whose registered members are residents abroad, the Coordination Council must evaluate the viability of such legal personality in advance and in accordance with Spanish and foreign legislation.

The Coordination Councils at higher levels will advise and articulate collaboration channels with these Circles without taking on their legal obligations at any time.

However, this legal entity must always comply with the general rules approved by Podemos, particularly where they refer to its transparency and financing policy, and will require previous approval by and subsequent coordination with the Citizen Council at a territorial level immediately equal or higher.

#### **Article 48. Sectorial Circles**

Sectorial or Thematic Circles may only be created either in Podemos programme areas or in recognised professional areas.

The founding objective of Sectorial Circles are:

- To channel the aspirations of social movements, associations and people who share the objectives of Podemos, so as to turning them into public policy proposals.
- To provide content and technical and political guidance to the decision-making bodies which will be established within Podemos through strategies, initiatives and programmes. This support will include specific and specialist knowledge of the procedures and characteristics of institutions and social agents within the relevant sector.

- To participate in Podemos assemblies and circles, providing content and debates so as to raise awareness, share knowledge and propose action, especially in sectorial and transversal topics.
- A solid structural framework, a channel and an online tool will be provided to sectorial circles that share the same themes, realms or areas of interest.

The work of sectorial circles will be primarily organised:

- *Towards society*: getting to know, consolidating and strengthening relationships with the actors and agents connected with their specialist area.
- *Towards the members of Podemos*: supporting the Circles, technically and politically, on converging areas and themes, and supporting Podemos representatives on their specialist areas.
- *Towards the Circles, specifically*: strengthening and expanding the work of the Circle with other equally-minded people who have complementary technical and political skills.

#### **Article 49. Recognition of Sectorial Circles**

A Podemos Sectorial Circle requires, for its creation and recognition, the drafting and publication of a founding manifesto endorsed by at least 10 people.

#### **Article 50. Non-duplication Principle for Sectorial Circles**

There can only be one Podemos Circle in the same thematic area. However, there may be an exception to this rule when the thematic areas have specific territorial or institutional connections.

#### **Article 51. Sectorial Circle Recognition Guarantees**

Prior to the final recognition of the Sectorial Circle and not exceeding 30 days from its notification, the Democratic Guarantees Commission must guarantee that it complies with the provisions in these Statutes.

## CHAPTER 2. CIRCLE COMPETENCIES

#### **Article 52. Convening consultations to Citizen Assemblies**

**a)** Validated Territorial Circles may convene consultations to the Citizen Assembly of any territorial area by following the following procedural steps:

1. Elaboration of a written proposal endorsed by at least three qualified experts in the field.
2. Endorsement of the proposal by either 20 % of the validated Circles or 20 % of those registered in the territorial area concerned.

**b)** For their part, Sectorial Circles may convene consultations to the Citizen Assembly of any territorial area by following this procedure:

1. A written proposal is endorsed by at least three qualified experts in the field.

**2.** The proposal is approved by a qualified majority of 3/5 of the sectorial circle.

**3.** The proposal is endorsed by either 20 % of the validated Circles or 20 % of those registered in the territorial area concerned.

### **Article 53. Convening debates in Citizen Councils**

a) Circles may convene debates in Citizen Councils.

b) To that end, Citizen Councils must have mechanisms in place that enable the validated Circles, through in-person and online meetings, to put initiatives in front of the Council, particularly those that concern issues of special territorial significance.

c) In all cases, Citizen Councils must attend the thematic debates convened by any validated Circle, provided that the following procedure has been observed:

**1.** A written debate proposal is endorsed by at least two qualified experts in the field.

**2.** The proposal is endorsed by either 10 % of the Circles or 10 % of those enrolled in the territorial area of the relevant Citizen Council

### **Article 54. Referral of initiatives to thematic meetings**

The Citizen Council Areas that address sectorial issues must put in place mechanisms to ensure that when Sectorial Circles, due to their thematic specialism, address similar issues of mutual interest, they should be able to refer initiatives to those areas, in face-to-face and online meetings.

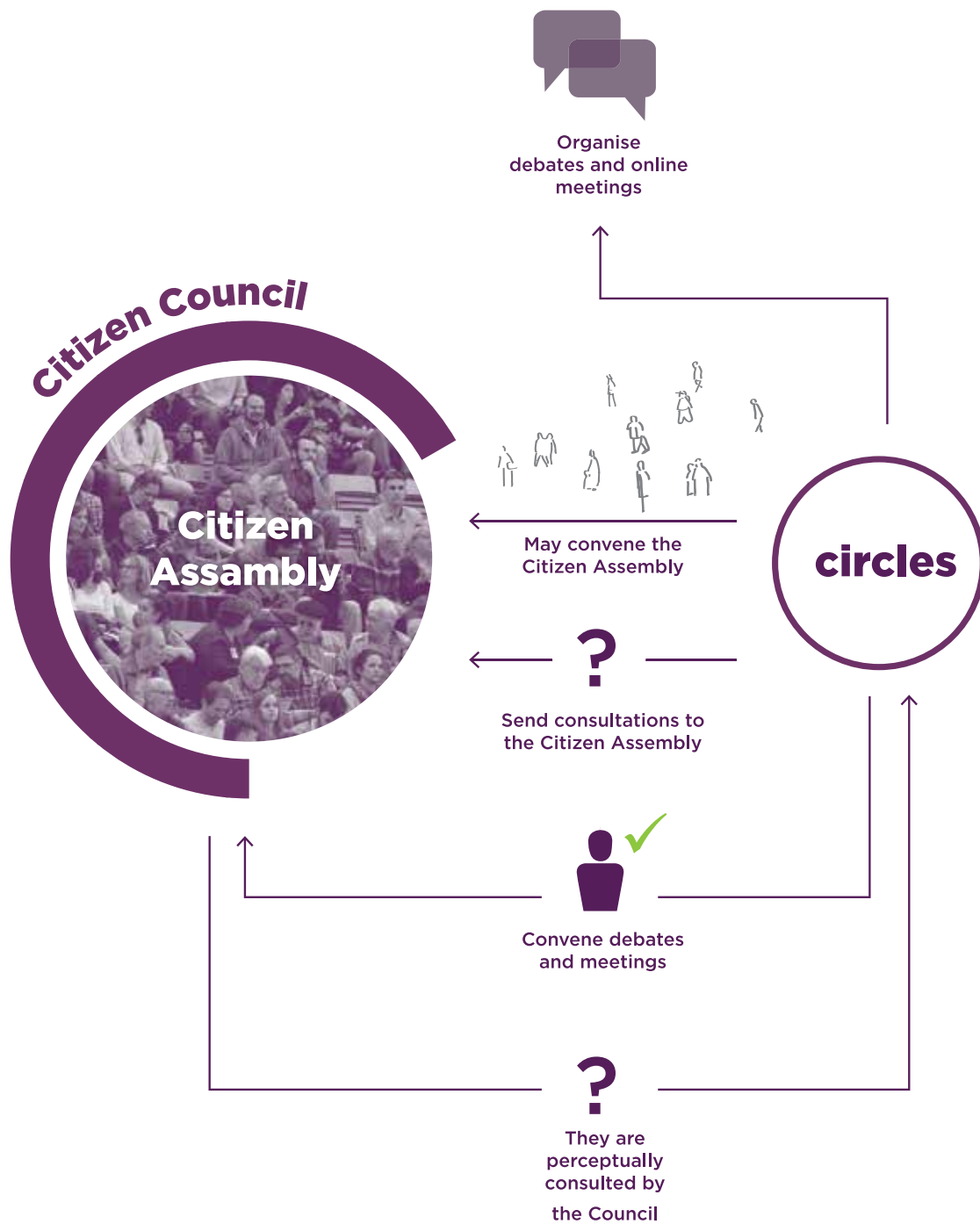
### **Article 55. Convening thematic debates in Citizen Councils**

Thematic debates may be convened by Sectorial Circles in Citizen Councils according to the following procedure:

**1.** Production of a written proposal endorsed by at least two qualified experts in the field.

**2.** Approval of the proposal by simple majority of the Sectorial Circle.

**3.** Endorsement of the proposal of either 10 % of validated Circles or 10 % of those enrolled in the territorial area of the relevant Citizen Council.



**Article 56. Consultation on issues that fall within its particular area of competence**

As part of its deliberative process, the Citizen Council must, by statute, consult the Sectorial Circles on issues that fall within their specialist area of competence.

## CHAPTER 3. ORGANISATIONAL PRINCIPLES OF CIRCLES

### **Article 57. Requirements for the participation in a Circle Podemos**

**a)** Podemos Circles are always open to citizen participation. It is not necessary to be affiliated to or registered in Podemos to participate in a Circle.

**b)** However, Podemos Circles will not tolerate from their members any of the following: sexist, xenophobic, authoritarian, homophobic, denigrating or insulting attitudes, accusations or caricatures; defamations; verbal or physical violence or any activity contrary to Human Rights

**c)** Anyone registered in Podemos may request the assistance of the Territorial or, if appropriate, National Democratic Guarantees Commission in order to defend, in cases of written and contradictory procedures, the Circle's compliance with this Statute and the fundamental principles expressed in it.

### **Article 58. Decision-making processes in the Circles**

Circles are sovereign to make decisions in their sectorial/territorial area, providing that these decisions do not contravene and are therefore coherent with the general policy of the organisation and, in particular, with any decision of an elected body of equal or higher territorial realm.

Amongst their obligations, Circles have the duty of maintaining on-going and fluid contacts with different civil society actors, as well as contributing to maintaining the social fabric around them, taking part and supporting social movements whose activities are in harmony with Podemos stance. In order to guarantee this contact and mutual enrichment, circles will try to convene, at least once a year, a Social Assembly with local social movements' actors.

Circles will make public with sufficient notice, the date and place of their face-to-face assemblies and their agenda as well as the minutes approved by the assembly. Whenever a voting process takes place, the minutes will record the number of votes in favour, those against and the number of abstentions.

The election of party organs, working spaces, and that of Area or task Responsible Persons in the circles will always take place during face-to-face Assemblies and will always provide revoking mechanisms.

### **Article 59. Extraordinary Decision-Making Guarantees**

Bearing in mind the validated Circles' special influence and responsibility towards society at large, the following will require extraordinary decisions to be made:

- Election, modification and revocation of circle organs and coordinators.
- Modification of the internal regulations on the organisation of the Circle.
- Voting processes for the election of spokespeople and of commission / working group coordinators.
- Anyone who, due to their position of influence, may define or affect the public image of Podemos in the locality.

In these cases, the voting process in face-to-face Assemblies will not be valid unless it fulfils the following requirements:

- A minimum quorum of 10 % of those enrolled in Podemos in the territory.
- A voting process that fulfils the due process requirements of public notice, public exposition of the case and debate.
- A minimum quorum of 50 % of the voters who were present at the start of the face-to-face assembly.

Should it not be possible to comply with these requirements, the Circle Assembly may only proceed with the decision after consulting the Territorial Citizen Council of equal or higher territorial level, or by the approval, after consultation, of the Citizen Assembly of equal or higher territorial area.

### **Article 60. About the way the Circle organs exercise their competencies**

**a)** In the exercise of their responsibilities, validated Circles' elected bodies will have to follow the control and transparency mechanisms outlined in these Statutes, in addition to those approved by the Circle Assembly itself and the Regulations approved by Assemblies of equal or higher territorial level.

**b)** The Assembly of a recognized Circle is the only one that can endorse an initiative on behalf of Podemos, or to veto the setting up of an initiative on its behalf. This does not preclude members of Podemos from taking part in initiatives they consider necessary, on their own behalf and without representing the party,.

If a Circle initiative affects in any way the image or the performance of Podemos in a given territorial area, it will fall within the competencies of the Assembly or Citizen Council of that territory to evaluate it and to allow or disallow its development.

**c)** Recognized Circles' working groups and commissions must function according to the principle of maximum transparency. In this sense the following minimum rules should be respected:

- 1.** No working-group, spokesperson or task responsible person may block other teammates' initiatives, as long as they are accordance with the principles and Statutes of Podemos.
- 2.** No team member may perform responsibilities assigned to them by the recognised Circle in a way that limits the participation of others, impedes access to information, etc. Should this happen, the assembly may revoke this person of his or her responsibility.
- 3.** Working groups are open and participatory. They must communicate the day, time and venue of their meetings in order that anyone can take part. Likewise, they must communicate their initiatives so that anyone can join in them.
- 4.** When a member of a Podemos recognised Circle is approached by a third person (other association, collective, etc.), he or she must communicate the proposal made to them to the rest of the team, in a face-to-face Assembly whenever possible, inviting others to join it.

**d)** Any member of a Circle may seek the assistance of the Territorial or, in its case, National Democratic Guarantees Commission in order to defend in a written (and contradictory), procedure the compliance with the established procedures.

### **Article 61. Finance and Transparency in Podemos Circles**

**a)** Podemos validated Circles are obliged to publish their accounts, funding sources and the use of their economic resources, by means of mechanisms accessible to the public, and with a minimum regularity of six months. This, without prejudice to the additional obligations which could be approved by the Citizen Assembly and Council of a higher area, in particular in the case of obligations transparency.

**b)** Podemos recognized Circles must establish funding mechanisms in conjunction with a Podemos Citizen Council of an immediately higher territorial level to the one it needs to render their accounts, in accordance with Podemos general rules of transparency and with other specific rules adopted by the Citizen Assembly or Council of an equal or higher territorial level to that of the validated Circle.

**c)** When Circles are involved in contracting-out processes that exceed 5 % of their annual budget, they must open these contracts to public tender and the Circle must select, from at least three different quotes, the one that best fits their requirements.

**d)** Circle assets must not be mortgaged or transferred by any of its members; they belong to the Circle and this fact can only be modified by the dissolution of the Circle.

**e)** Any member of a Circle can seek the assistance of the Territorial or, in its case National Democratic Guarantees Commission in order to defend, in a written (and contradictory) procedure, their compliance to the transparency and incompatibility principles established in each Circle and in these Statutes, the robustness of their accounts and the adherence to the regulations of the people responsible.

### **Article 62. About overcoming loss of confidence among members of the Circle**

**a)** When there has been a loss of confidence on one or several Circle members, or when there are well-founded suspicion about the behaviour of a team member, a guaranteeing procedure must be put in place. This procedure must lay out in a transparent manner the reasons that led to the loss of confidence whilst, at the same time, respect and guarantee the right of the person in question to defend themselves.

**b)** If instead of following this guaranteeing procedure, a colleague chooses to defame and generate mistrust towards another colleague without guaranteeing their right of defence, he or she will be committing a serious offence since, by so doing, they seriously compromise the organisation internal cohesion.

**c)** In order to resolve loss of confidence disputes, the Circle must initiate the “Motion of confidence/revocation” procedure:

**1.** Gather signatures to initiate the motion of confidence procedure. When the motion of confidence involves revoking the task assigned to a Circle member, the number of signatures must be higher than 20 % of the number of supporting votes the Circle member received when the task was assigned to them.

**2.** Convene an assembly specifically to address the issue, giving a notice period of no less than 7 days, clearly specifying the date and venue of the meeting, and with



an agenda that clearly and exclusively sets out the single issue that it is going to be discussed, to the exclusion of any other Circle matter.

**3.** Guarantee the presence of an moderator accepted by both parties, in order to facilitate the debate. If it is necessary, colleagues from Podemos National Extension Area will offer support in these tasks.

**4.** Allow a limited time (20 minutes approximately) to both parties in the conflict in order to present their case. After the presentations, the assembly may put questions to both parties. It is not a debate but the opportunity to fully clarify any points in the presentations.

**5.** Following this, a voting process will open among the members of the assembly to decide whether the Assembly has indeed lost its confidence on that colleague or whether that confidence has been reinstated.

If it is decided that the Assembly has lost its confidence in that colleague, a debate will follow to agree on the measures to be taken which, under no circumstances, may result in the expulsion of a member of Podemos, but may involve the temporary suspension of their right to vote or to exercise specific functions in the Circle, and/or the revocation of their assigned functions, should they have any. The aim of any measure taken must always be to restore internal confidence in the Circle whilst, at the same time, respect the rights of all members of Podemos to recover the lost confidence and to continue participating in the party in ways that are open to them and not included in these measures.

**d)** If, after this process, any of the parties considers that their rights as Podemos registered or affiliated members, as outlined in these Statutes, have been violated, they can appeal to the relevant Democratic Guarantees Commission, which may also in any case act ex-officio.

### **Article 63. About the dissolution of Circles**

**a)** The Democratic Guarantees Commission will elaborate a regulation for the application of these Statutes in the compulsory dissolution of a Circle in cases where Podemos principles have not been fulfilled.

**b)** In cases of Circle dissolution, its assets will be transferred and become part of the patrimony of the Podemos body at the immediately higher territorial level.

# TITLE V: ADMINISTRATION AND DEMOCRATIC CONTROL

## **Article 64. The party financial year will coincide with the calendar year**

The Coordination Council will set out the budget for the following financial year on an annual basis. Said budget will be approved by the Citizen Council before the beginning of the financial year.

At the end of the financial year, the Coordination Council must present a report about the execution of the budget to the Citizen Council, who may approve or disapprove that execution.

## **Article 65. The auditor**

Each year, the Citizen Council will elect among its members an auditor, who cannot be member of the Coordination Council. His or her function will be to maintain control at all times on the financial dealings of the party

## **Article 66. Access to economic documentation**

Podemos members will have the right to access any of the economic documents in possession of the party, the only limitation being that which is contained in the Data Protection Law.

## **Article 67. Documentation Protocol. Accounting Obligations**

In addition to the Book of Affiliates, the party must have a Book of Minutes, Accounting, Treasury, Inventory and Balance Sheet, which will allow to check, at any given time, its financial situation. Transparency reports will be produced on a three months term basis.

# TRANSITIONAL PROVISIONS

**Transitional Provision 1.** The Citizen Council will have as its main priority and urgent task to promote constituent processes of territorial structures. To achieve this, it will channel resources made available to it by the organisation to put in place electoral processes. In this sense and provided that there are no technical obstacles, the following constituent territorial calendar will be implemented:

Municipal Constituent Process:

- 16 November to 5 December, nomination of candidates for General Secretary and Citizen Councils. It will be a fundamental requirement for the candidates to present a political-organisational project outlining the organisation in the municipality.
- 6 December to 25 December, electoral campaign.
- 26 December to 30 December, voting.
- 2 January, announcement of the results.

Regional Constituent Process:

- 7 January to 25 January, nomination of candidates for the General Secretary and Citizen Councils. It will be a fundamental requirement for the candidates to present a political-organisational project outlining the organisation in the Autonomous Region.
- 26 January to 8 February, electoral campaign.
- 9 February to 13 February, voting.
- 14 February, announcement of results.

**Transitional Provision 2.** Until the creation of the territorial structures and, therefore, the nomination of the corresponding 17 Territorial Secretaries and the representative of Podemos members residing broad, the Citizen Council will be composed by the 63 members elected by the Assembly in addition to the General Secretary, who will have ex-officio membership of the Council.

**Transitional Provision 3.** Podemos Circles which do not fulfil some of the articles in this protocol will have a maximum period of 2 months since their approval to comply.

**Transitional Provision 4.** Ex-officio, or upon request by a third party, the Democratic Guarantees Commission may act with immediate effect in cases of evident non-compliance with this protocol.

**Transitional Provision 5.** The Democratic Guarantees Commission will mediate in cases where two Circles coexist in an identical territorial area; during the constituent process of the Citizen Council, if there is one, and in the election of the General Secretary.

**Transitional Provision 6.** The administrative silence period outlined in article 46 of this protocol will be of three month instead of 30 days during the six months immediately after the Citizen Assembly.

**Transitional Provision 7.** The Citizen Council, in a period of 6 months, will establish regulations for the application of these Statutes which will include a system of penalties for non-compliance cases.

**Transitional Provision 8.** The Citizen Council will develop an incompatibilities protocol for the exercise of public and organisational office. This protocol will include personal, civil and political incompatibilities and will be compulsory enforced for exercising the right to passive suffrage.

**Transitional Provision 9.** Provisionally, unless locally decided otherwise, and in order to facilitate the development of Podemos in the different municipalities, the municipal Citizen Councils will have the following number of members:

- In municipalities with fewer than 100 registered members, it will not be necessary to elect a Citizen Council.
- In those with between 100 and 200 registrations, 7 members.
- In those with between 200 and 500 registered persons, one Citizen Council of 11 members.
- In those with between 500 and 1000 registered people, one Citizen Council of 17 members.
- In those with between 1000 and 2000, one Citizen Council of 21 members.
- In those with more than 2000 registered persons, one Citizen Council of 25 members.

**Transitional provision 10.** Provisionally, unless locally decided otherwise, and in order to facilitate the development of Podemos in the different autonomous regions, the Regional Citizen Councils will have 34 members as well as a General Secretary who will act as coordinator.



# APPENDIX I: CITIZEN ASSEMBLY PROCEDURES

The aim of this appendix is to establish the specific mechanism that will allow any individual person or group of people, whether or not they belong to a Circle, to launch proposals and allow them to develop into political initiatives if they are endorsed by the majority: a communication channel that will facilitate the flow throughout the party of specific political proposals. Putting in place a mechanism for direct democracy such as this represents a big difference between the traditional party structure and a new way of doing politics, and crystallises our belief that power belongs to the citizens. This regulation details the phases which have to be followed in order to put into practice any proposal put forward through citizen initiatives.

## GENERAL OUTLINE OF THE PARTICIPATION AND DECISION-MAKING MECHANISM:

There must be debate and clear information about what is to be decided. We must have all necessary information in order to be able to form an opinion, without that information being biased or partial.

All persons registered in Podemos make direct decisions through voting procedures. No small group (even when it is made up of representatives) can block the will of the majority of Podemos members. In debates, it is essential to listen to minority opinions, in order to arrive at results based on the widest possible consensus.

Agility and efficacy in practice. The mechanism must be able to achieve regular instances where proposals reach a final voting stage. It is important that there should not be a long lapse between the launch of a proposal and its approval or rejection.

## DETAILED EXPLANATION OF THE OF PARTICIPATION AND DECISION-MAKING MECHANISM STAGES:

### **A) CITIZEN CONSULTATIONS:**

#### **Stage 1. Deliberation, debate and compilation of proposals.**

Any person, working group or circle may, at any time, launch any proposals they consider convenient in Plaza Podemos, a free and open space of deliberation where anyone, from within or outside of Podemos, can make proposals easily.

Proposals supported (using forms provided for that purpose) by 0,2 % of the census or by an equivalent number of positive votes in Plaza Podemos, may be uploaded on the web in order to facilitate its dissemination.

#### **Stage 2. Compilation of endorsements and establishment of priorities.**

All proposals uploaded on the web will be listed so that that any person registered in Podemos can endorse them safely through its stable voting code.

Proposals which, through this channel, obtain an endorsement of 2 % of the census will be remitted the first Sunday of every month (to concentrate the dissemination of proposals and facilitate participation) to the rest of the registered membership and the rest of the circles, so that they can agree to or reject them. Registered members will be able to send their endorse-

ment through the secure voting platform (using the stable code), whilst circles may use the forms specifically designed for this purpose.

### **Stage 3. Consensus building and elaboration of the definitive proposal which may be put to the vote.**

The organisation may create a working group involving the promoters of the proposals and other people such as jurists, experts, affected people, etc.

In the maximum period of a month, the working group may propose a final definitive text. Where consensus for the final text is not achieved, the promoter group will present its proposal and the working group may present another alternative proposal.

### **4. Final voting: passage to action.**

Having concluded phase 3, proposals that have reached their final form will be published and the voting process will begin through a secure voting platform. It is the task of the Citizen Council to guarantee the public dissemination that may be needed to achieve the widest possible participation. In addition to this, they must make available any technical means that will guarantee the correct development of the voting.

If it is approved by a simple majority, the proposal will be implemented in exactly the same manner in which it has been formulated. The voting will be carried out by direct vote. Only another decision voted directly by the people, having gone through the same process, will be entitled to modify later that which has been approved (ensuring that indirect mechanisms are not able to modify these decisions).

## **B) REVOCATION QUERY:**

### **Stage 1. Revocation request.**

Any person, working group or circle may, at any time, launch revocation requests in respect of any elected official of Podemos. Proposals must be supported by 1 % of the census (using forms provided for that purpose). Such proposals will be uploaded on the web.

### **Stage 2. Compilation of endorsements.**

All proposals uploaded on the web will be listed so that any person registered in Podemos can endorse them safely through its stable voting code.

Proposals which, in the period of 3 months, obtain an endorsement of 20 % of registered persons or 25 % of the validated circles, will be put to the vote.

### **Stage 3. Voting.**

Citizens Councils are responsible for initiating the relevant voting process, guaranteeing the public dissemination that may be needed to achieve the widest possible participation. In addition to this, they must make available any technical means that will guarantee the correct development of the voting.

Voting will be carried out by direct vote.



## **C) EXTRAORDINARY GENERAL ASSEMBLY:**

### **Stage 1. Extraordinary General Assembly Request.**

Any person, working group or circle may request to convene an Extraordinary General Assembly.

The proposals must be supported by at least 3 % of the census (using forms provided for that purpose). These requests will be uploaded on the web.

There must never be less than 1 year between Extraordinary General Citizen Assemblies.

### **Stage 2. Compilation of endorsements.**

All proposals uploaded on the web will be listed so that any person registered in Podemos can endorse them safely through its stable voting code.

Proposals which, in the period of 3 months, obtain an endorsement of either 25 % of registered persons or 30 % of the validated circles, will be put to the vote.

### **Stage 3. Voting.**

Citizen Councils are responsible for initiating the relevant voting process, guaranteeing the public dissemination that may be needed to achieve the widest possible participation. In addition to this, they must make available any technical means that will guarantee the correct development of the voting.

Voting will be carried out by direct vote.

All details of the process, including time limits, percentages and minimum requirements for each phase, as well as all specific tools used, are open to modifications as long as said modifications are carried out by means of the process itself, so that any possibility to manipulate and pervert the course of the process can be eliminated. Process details must ensure that there are, on a regular basis, proposals submitted that reach the final voting stage.



# APPENDIX II: CONVENING DEBATES IN CITIZEN COUNCILS

## **Stage 1. Extraordinary General Assembly Request.**

Proposals put forward by the territorial circles, endorsed by at least two qualified experts in the field, and approved by at least 10 % of the circles in the territorial area of the Council, may be uploaded on the web in order to compile endorsements.

Proposals put forward by sectorial circles, endorsed by at least two qualified experts in the field and approved by simple majority of the sectorial circle, may be uploaded on the web in order to compile endorsements.

## **Stage 2. Compilation of endorsements.**

All proposals uploaded on the web will be listed so that any person registered in Podemos can endorse them safely through its stable voting code.

Proposals which, in the period of 3 months, obtain an endorsement of either 25 % of registered persons or 30 % of the validated circles, will be put to the vote.

## **Stage 3. Voting.**

**The** Citizen Council is responsible for initiating the relevant voting process, guaranteeing the public dissemination that may be needed to achieve the widest possible participation. In addition to this, it must make available any technical means that will guarantee the correct development of the voting.

Voting will be carried out by direct vote.



# MODULE 1: ONLINE ORGANISATIONAL TOOLS FOR PODEMOS CIRCLES

## Introduction

We believe that technology is not only useful but also that, when used in certain specific ways, it is capable of carrying ethical, political, social and organisational dimensions. It can interlink all of these dimensions and, at the same time, support the potential they offer in many aspects.

With much enthusiasm and with the sole aim of improving the organisation and participation of the circles, we put our knowledge and technical skills at the disposal of all those who request them.

Following several months of intensive work from the TICs circle and the Podemos Participation team, we are conscious of what the circles need in the areas of publishing, communications and internal organisation.

Consequently, we have dedicated most of our time and effort to developing three online tools that, we think, will go a long way towards meeting those needs whilst at the same time complementing and enhancing the face-to-face activity of the circles.

We are working hard to guarantee the security and reliability of these online tools, keep accurate record of their use and facilitate training as widely as we possibly can.

Besides, we want to guarantee full accessibility to all these platforms. Every single person, regardless of their situation, must be able to participate in them on equal terms.

In addition to these tools, designed to facilitate and maximise the activity of the circles, we will offer whatever training and support is deemed necessary to, on the one hand, train the territorial Participation teams on their use and, on the other, guarantee their reliability, as we endeavour to eliminate the information gap that still exists in many areas of our society.

All our projects have been developed collaboratively and have been improved thanks to the contributions of everybody. This has always been our working method right from the beginning, both in the TICs Circle and the Participation team.

## Publishing spaces / Blog network for circles

All circles need to be able to create their own self-administered blog from which to communicate with the rest of the citizens and show transparency in the way they work.

This space promotes the contact between the circle and society at large and the dissemination of its activities, in a clear and effective way. It promotes citizen participation and adds transparency to the decisions and activity of the circle.

We propose the use of blogs in every circle, adopting a unified design in line with Podemos style manual and compatible with mobile devices

By their very nature blogs offer the opportunity to publish articles, create permanent pages where information can be kept always visible and available, and publicise events and calendars. They offer many other possible applications and these will be implemented at the request of the circles.

## Meeting spaces / Audio-chat for virtual assemblies

Audio-chat is a voice communication space that enables several people to meet together at the same time, easily and in an ordered manner. It facilitates moderation in big meetings and minute taking, when combined with the use of collaborative editing facilities.

Regardless of their geographical situation, citizens will have at their disposal audio-chat channels that can be used in territorial and sectorial circles.

Audio-chat is available for any mobile device (phone, tablet, laptop) that can provide internet connectivity. To address accessibility and inclusivity needs, it also offers a text-chat alternative to audio

## Organisational spaces and internal decision making in circles

In order to improve the way in which the circles carry out their activities and make their communications easily accessible to every participant regardless of their circumstances, we offer this organisational tool which ensures that we can carry out, easily and securely, of the internal processes of a Podemos circle.

We have configured this tool taking into consideration the activities that we have been carrying out in the TICs circle and ensured that it is easy to adapt and reconfigure, according to the particular needs of each circle. Our priorities have been to facilitate and widen participation, access to information and equality, in all debating and decision-making processes.

The main set of functions which this tool offers for the organisation of Podemos Circles include:

- Quick and easy access to visual information about the activities of our Circle.
- Messaging between Circle members
- Creating events, Acts and Assemblies
- Sharing files
- Debating Forum
- Collaborative documents
- Creating and voting internal proposals in the Circle
- Thought shower tools
- The use of this virtual space offers many advantages; some have already been mentioned. In addition, it provides the Circles with the capability to:
  - Provide totally transparent records of their activity and decision-making processes
  - Ensure the participation of circle members who cannot attend face-to-face assemblies in person
  - Create a knowledge bank and provide continuity in their ideas and proposals.

# MODULE 2: FINANCE

## 1. Introduction

Our aim is to be the first party in the country capable of publishing clear accounts and present annual accounts, consolidated to municipal level, assuring financial autonomy at the territorial level, distributing administration duties fairly and complying with all legal obligations and Podemos commitment to transparency and financial independence.

We are aware of the magnitude of the challenge and that it would be inadmissible to make any mistake that would make us lose people's trust. Our commitment to ensuring a transparent and clean administration is an inalienable goal and we have a historic responsibility to demonstrate that a party can be managed in a clean, responsible and transparent way.

We think it is important to draw attention not only to the principles of financial administration, but also to a road map that will help us achieve our goals, focussing on a gradual decentralisation of the administration whilst ensuring maximum rigour in the compliance of legal obligations and the implementation of effective internal control mechanisms.

This document is divided into two parts: a vision of the financial model which we are proposing, with a plan to undertake decentralisation on the one hand and, on the other, the principles which we believe must be reflected in Podemos statutes. The financial commission will develop, in collaboration with the persons responsible for finances in territorial realms, the internal regulations and required protocols in order to comply with the Citizen Assembly's resulting mandate.

## 2. Protocol

### 2.1. POLITICAL OBJECTIVES: TRANSPARENCY, INDEPENDENCE AND PARTICIPATION

#### **Transparency and responsible administration**

Systemic corruption has become deeply entrenched within institutions and public companies. Citizens hope not for a superficial rejuvenation but a new way of doing things. The logic of current mistrust towards political classes demands exemplary behaviour.

The publication of our minutely detailed accounts and Podemos members' right to access any economic document ensures continuous control, which is shared with society at large. These mechanisms inhibit possible inappropriate behaviours and help us optimise resources, spearheading the vindication of financial transparency and applying citizen audit procedures in a didactic way. We have the obligation to start building viable alternatives which will prefigure the rules for the future.

In order to turn Podemos into a transformational force, it is essential that we move on from an empty transparency discourse and turn it into a tangible reality that offers pedagogical potential inwards and outwards. Transparency and participation are the conditions that are necessary to build an empowered and well-informed organisation. In this way, people who achieve positions and functions within Podemos must understand that to assume political responsibilities entails an obligation of accountability at all levels.



## **Financial independence**

We play away from home. The rules of the game are, at the same time, the cause and the effect of the perpetuation of an oligarchy of parties whose main preoccupation is to protect their interests. When we reject financing ourselves through bank loans, we are repudiating a party financing system that brings about parties' indebtedness with the banks. At the same time, the excessive dependence on public funds has taken the '78 regime parties to distance themselves from their grassroots and facilitated the fossilisation of extensive bureaucracy and political patronage.

In this sense, we propose to go beyond the next reform of the law regulating the financing of parties, vindicate greater control over the financial administration of the political parties and be the leaders at the forefront of this vindicating process.

We will operate under the principle of responsibility, committing ourselves to restraint in public resources spending. The administration of Podemos must be frugal and balanced. Expenditure must be budgeted according to income.

In order to comply with the principles outlined in previous paragraphs, we propose the implementation of the following general measures which must be developed in all territorial areas.

- Podemos will not be financed through bank loans. We will study the possibility of implementing non-banking financing mechanisms through personal micro-credits or bonds to help finance electoral campaigns, provided that they are compatible with our commitment to being financed exclusively by the people. At no time will Podemos incur debts of a value of over 20 % its annual budget.
- In as much as it is possible, Podemos will avoid depending on public grants, will make responsible use of any it may receive, being able to donate a part of them to external social projects.
- We will promote saving between elections, through the creation of an electoral fund that will guarantee enough resources to fund a variety of campaigns.
- We propose to widen the base of financial contributors and donors in order to assure a constant income flow, avoiding dependence on big benefactors. We will limit donations to a maximum of € 10.000 per person per year, except in the case of elected Podemos officials, and publish the name of every person donating more than € 5000, always respecting the LOPD legislation.

## **Participation and openness to society**

Podemos must be opened to society at large and contribute to social transformation beyond the institutions. We develop a local economic structure which will help anchor ourselves to the territory, multiplying the number of meeting spaces and allowing for a diversification of sources of revenue. In the same way, Podemos helps finance social value

projects adopting participatory budgeting procedures. Podemos supports a social and collaborative economy and promotes respect for the environment in its purchasing policies. Podemos favours the use of free code and open data system in financial administration.

## 2.2. TERRITORIAL FINANCIAL STRUCTURE

Given the absolute rigour that must be applied when dealing with key financial issues such as donations or expenditure justification, it follows that there must be absolute certainty in our compliance with legal obligations. The only way to guarantee effective supervision of internal control systems and of compliance with the legal obligation of consolidating accounts, at all levels of the party, is based on the establishment of financial controls exercised over any party organisational level by the immediately higher levels. As units gain their administrative capacity and legal representation of Podemos, so they will become responsible for the financial control of organisational units at lower levels.

We propose to establish the conditions for a gradual decentralisation of Podemos financial administration as the lower organisational levels consolidate administrative structures capable of guaranteeing an impeccable and transparent financial control. These conditions include the ability to maintain accounting operations in a professional manner and compliance with legal requirements, as well as the capacity to implement internal control mechanisms. The persons who are responsible at the different organisational levels will receive a training course that will enable them to execute financial tasks.

A specific budget allowance derived from the ordinary national budget will be assigned to the different organisational units in order to guarantee their operational capacity and sustainability. Initially and as a priority, this allowance will be used to establish minimum structures that will ensure financial controls at all levels so that, in this way, the process of financial decentralisation can be successfully combined with compliance in respect of the rendering of accounts within Podemos as a whole.

The National Financial Commission proposes the prioritisation of the following processes in order to assure the consolidation of territorial administrative units:

- 1. Standardisation** of financing procedures, general accounting plan and of mechanism for financial and political control.
- 2. First phase of decentralisation:** Launching administrative units in the different autonomous regions, starting with those that will take part in elections. It must establish the financial control mechanisms and the control of local structures under their responsibility.
- 3. Second phase of decentralisation:** Develop a platform that will allow the distribution of accounting processes, enabling the launch of administrative units at local levels and ensuring that territorial structures are able to consolidate accounts at all levels of the organisation.

In the following sections we outline the organisational and internal control mechanisms which we consider indispensable to deal with the territorial integration of the party in an orderly manner. Independently from the name that may finally be given to each of the different realms, for the purposes of this protocol we assume that the organisational structure of Podemos includes a state (national) structure, autonomous (regional) structures, local structures and circles.

### National financial structure

The Citizen Council must elect at least one person responsible for finances and one auditor with proven capability and experience. Besides, the Council can name independent experts who can contribute to the work of the commission and offer technical experience. The person responsible for finances is in charge of coordinating the National Financial Commission, which is responsible for day-to-day financial administration in a diligent way and according to

Podemos principles. This commission must present the annual report to the Citizen Assembly and the Citizen Council. The Annual Accounts must be signed by the person responsible for finance as well as at least one political officer at all levels of the organisation. The National Financial Commission must include mechanism of coordination with the autonomous (regional) structures.

The auditor must maintain permanent control over the financial activities of the party and has to assure a system of internal and external controls. The auditor must control accounting operations regularly, and is able to act ex-officio over any of the administrative units. The administrative units and the circles and/or the person responsible for finance in each case, must present any documentation demanded by the auditor with the greatest diligence. In case of serious non-compliance or manifest irregularities, the auditor can, ex-officio, withdraw financial responsibilities from the organisational units by way of a written and reasoned communication to the Democratic Guarantees Commission, who will mediate in any open procedure which may lead to disqualification, sanction or expulsion. The auditor is responsible for producing an internal audit report of in accordance with the L.O. 8/2007 legislation.

The Financial Commission, following consultation with the different territorial structures, must present, for the Citizen Council's approval, good practice guidelines, internal regulations, protocols and notices. Commissions at lower levels are free to create their own regulations, provided that they do not contradict what has been approved at a higher level.

National structure income streams will be outlined within the national assignation of the annual general budget, and will have the following sources:

- A percentage of financial collaborations.
- National allowances.
- Own activities and image management.
- One-off donations.
- Crowdfunding to finance specific projects.
- A percentage of regional and municipal allowances.

### **Regional financial structure**

The Regional Citizen Council must elect a person responsible for finance and an auditor who will become members of the Regional Financial Commission. The Regional Financial Commission will coordinate with the persons responsible for finance at municipal level.

The regional financial commissions are in charge of monitoring compliance with the principles of transparency and responsible administration in their respective territories, with the support of the National Financial Commission. In order to achieve this, they will have an administrative structure that will allow them to support the persons responsible for finance at municipal level, and the circles in their corresponding territories, in their accounting operations.

The regional financial commissions are also responsible for channelling and controlling the regional budget segment assigned to cover the activities of municipal structures and the circles

The following are additional functions of the regional financial commissions in coordination with the National Commission:

- To manage participatory budgets for social projects in their territories.
- To guarantee the necessary support to the regional political structures in the development of their activities.
- The regional financial commissions must perform the function of monitoring the economic activity of representatives and elected officials in their territory, taking charge of the publication of their assets, incomes and expenditure.

Regional structures' revenue will derive from the regional assignation of the annual general budget, and will have the following additional sources:

- Regional allowances, excluding the segment destined to go back to the national budget in order to be redistributed within Podemos as a whole. The national financial commission, in coordination with the regional commissions, must bring in front of the National Council an annual proposal outlining the distribution of these funds in the national budget.
- Specific regional crowdfunding projects.

### **Municipal financial structure**

The Municipal Citizen Council will elect a person responsible for finance and will coordinate with the Regional Financial Commission

Municipal financial commissions or, in their absence, the person elected by their municipal assembly, are in charge of monitoring compliance with the principles and requirements of transparency in their respective municipalities, with the support of the regional financial commission. Municipal financial commissions will put in place an administrative structure that will allow them to provide the circles in their municipality with support in their accounting operations.

The person responsible for finance at municipal level will be required to channel and financially control the budget segment assigned to cover the activities of the circles in their municipalities.

The following will be additional functions of the persons responsible for finance at municipal level, in coordination with the regional commission.

- To manage participatory projects for social project in their municipalities when funds have been assigned to this effect.
- To guarantee the necessary support to municipal political structures as they carry out their activities
- Municipal financial commissions will audit the finances of representatives and elected officials in their territory, and will be responsible for publishing their assets, income and expenditure.

The income of municipal structures will derive from the municipal allocations of the national budget, channeled through the regional level although, this may be increased with any local grants that may be available, excluding the proportion of income set aside for redistribution into the national budget, in solidarity with the whole of Podemos.

## **Financial structure of the Circles**

Each circle will elect a financial coordinator who will present the accounts to the members of their own circle, as well as to the municipal and regional level. The circle's financial coordinator will be responsible for producing relevant reports and administering the expenditure incurred in circle activities, in accordance with regulations and protocols established at national, regional and municipal level.

Circle income may derive from any of the following sources:

- In order to finance specific activities, circles will have at their disposal an allowance from the national budget which will be a percentage in proportion to the financial contributions assigned to that circle in the contributions database. This fund may be accumulated and can be increased in the annual budgeting, for specific purposes, channeled through the regional structures.
- Circles may run spaces which are open to the citizens at large and where economic activity may take place, in accordance with an specific protocol which will be established.

In order to fit into the administrative structure of the party and operate as Podemos, Circles will need the authorisation of the National Financial Commission in coordination with the financial commissions at regional and municipal levels. This authorisation will be exclusively based on the administrative sufficiency criteria, in order to guarantee that the circle is capable of meeting its obligations in relation to accounting, auditing and rendering of accounts. The administrative structure of the circle may be integrated at circle level or transferred to the municipal level.

Once authorisation has been granted, Circles will be able to engage in economic activity on behalf of Podemos through the creation of associations linked to the party. These associations will be licensed to open venues that may operate as social centres from which retail sales to the public both of merchandising and of food and drink items may take place. These economic activities will be regulated through a protocol produced by the National Financial Commission after studying in detail the relevant legal framework. There will be no engagement in any type of activity which has not been previously authorised or which are not compatible with the legal requirements affecting associations which are linked to political parties. If in doubt, before setting in motion any activity, the Circle will request a report on the legal implications from the relevant financial commission. All of the Circle's economic activities will conform to the principles that guide Podemos and will be subject to municipal, regional and national supervision in order to guarantee the correct use of the party image and ensure compliance with all legal and accounting obligations.

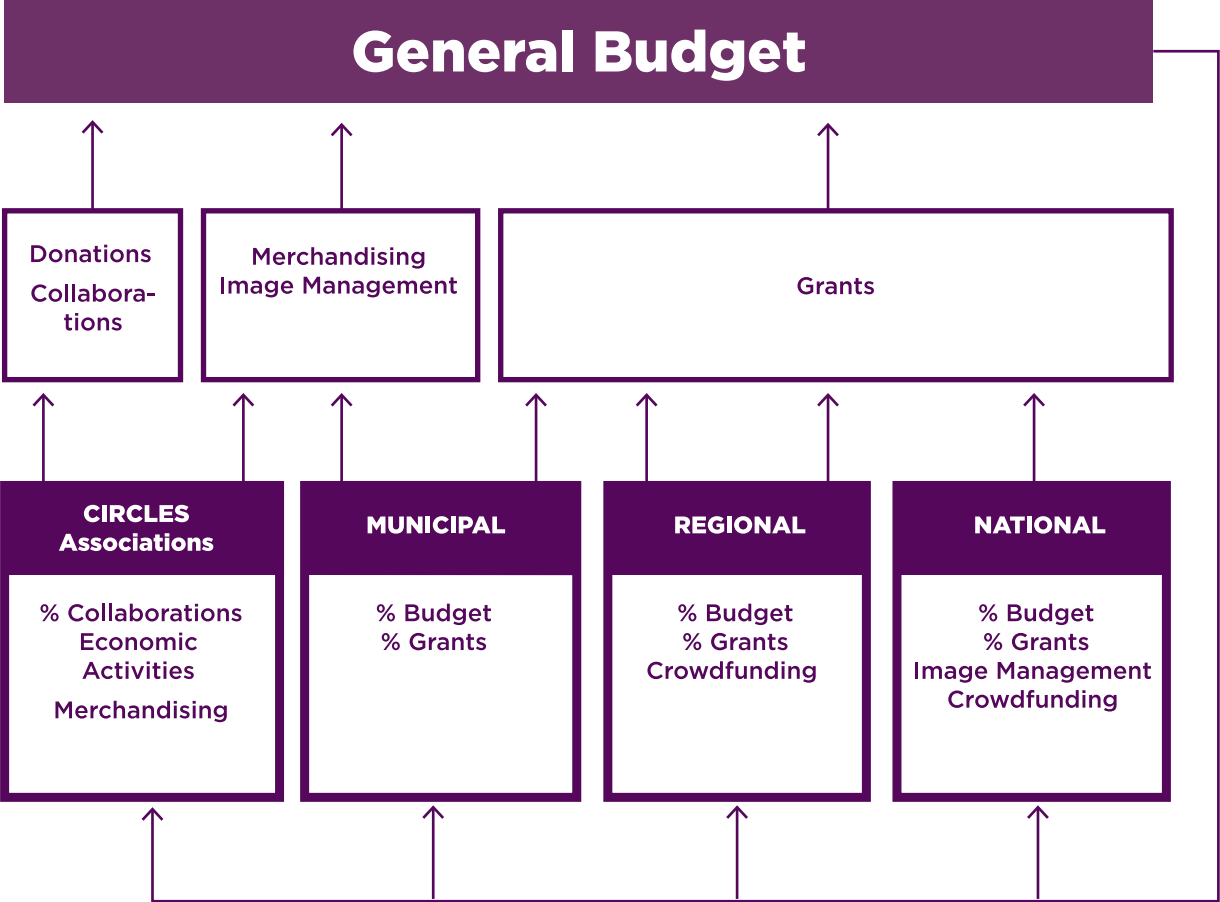
Before this second phase of decentralisation may be implemented, the regional administrative unit, at least, must be operative so that effective supervision can be assured and the integration of circles' accounts within the party may be achieved.

Sectorial circles and those established abroad will be dependent on the national financial commission and will have their own specifically produced protocol.

## **Temporary Regulations Affecting Circles**

Limitations on creating associations linked to the party will depend on their effective capacity to consolidate accounts with the party. All Podemos bodies will apply the greatest possible diligence in opening the territorial administrative units that will help with the administrative

validation of the circles that fulfil the prescribed requirements. Circles may help accelerate this process by offering support to create municipal and regional structures.



**2.3 STAFF WORKING FOR Podemos**

Depending on financial resources, specific staff will be contracted to undertake tasks or functions which may require special dedication. When contracting personnel to undertake specific tasks or functions, and when appointing elected officials' assistants, Podemos fundamental principles will be followed. At national level these appointments will be made following a proposal initiated by an executive body of the Citizen Council and must be ratified by the Council itself. At the regional and municipal level, the appointments must be approved by the relevant Citizen Council.

Any persons appointed by Podemos to carry out a particular job in specific projects or programmes will be subject to the relevant labour legislation and Collective Agreements that may be applicable in each case.

All appointed members of staff and public officials' assistants will be required to follow the ethical fundamental principles approved in Podemos statutes. A maximum salary will be established of no more than three times the interprofessional minimum salary and a maximum time limit will be imposed on the duration of the contract. In addition to this, on an annual basis, they will need to present to the corresponding financial commission a declaration on their personal assets and any economic activity which is not related to Podemos.

The Citizen Council will produce a set of regulations which, adhering to these principles, will oversee the staff contracting process. It will include definitions and classifications of contract types, salary tables and brackets, the rights and obligations of all parties, and it will guarantee an egalitarian salary scale. These Regulations will outline the public selection processes, which must take into account the principles of equality, merit and capacity and which will must be open to all citizens, independently of whether or not they participate in Podemos.

## **2.4. PURCHASING FROM SUPPLIERS POLICY**

Podemos will have a register of suppliers, be they physical or legal entities, who have provided Podemos with goods or services. All suppliers must send in invoices and all mercantile documentation required by the regulations applicable at any given time. This must always be done within no more that 30 days following confirmation of the goods or service having been received.

All pending charges must be settled within a maximum time limit of 30 days from the receipt of invoices or payment demands, except when these documents are received prior to the arrival and provision of the relevant goods or services. In such cases, the 30 days' time limit would commence from the date in which the goods and/or services are received..

## **3. Articles**

### **Article 1. Financial Transparency and Independence**

Podemos financial guiding principles will be those of transparency and independence.

Podemos will function following the criteria of financial transparency and account rendering, and will respect the following rules at all organisational levels:

- Podemos will make public financial information, seeking maximum accessibility, dissemination and regularity, making use of new technology.
- In addition to this, the party will keep Books of Affiliates, Minutes of meetings, Accounts, Treasury, Inventory and Statements, which will allow to access information on its financial situation at all times.
- Podemos believes that financial information is public and publishable, except in the case of personal data regulated by the data protection laws which may forbid their publication.
- Podemos will consolidate the accounts of all territorial realms and of those associated entities which may be administratively validated by the relevant citizen council.

Podemos will apply financial independence criteria, always complying, at all institutional levels, with the following elements:

- Podemos will not incur debts with any banks and will always favour, for their current accounts, the use of ethical and / or cooperative banking institutions.
- Donations will always be limited to € 10,000 per person per year, except in the case f Podemos elected officials. The name of persons donating more than € 5,000 will be published subject to the LOPD (Organic Data Protection Law)

## **Article 2. Internal Transparency**

Any member of Podemos will have the right to access all the financial documentation of the party, subject to the requirements prescribed in the Organic Data Protection Law.

## **Article 3. Financial Year Budgeting**

Following a proposal from the Financial Commission, the appropriate executive body of the citizen council will present, on a yearly basis and with the participation of the relevant territorial organisms, the budget for the following year, which will include at least the following entries:

- National and Regional Allowances
- Circle Activities Fund
- Electoral Fund
- Participatory and Solidarity Social Fund

This budget will need to be approved by the Citizen Council before the beginning of the financial year.

At the end of the financial year, the appropriate executive body of the citizen council will present a budget execution report to the Citizen council, who will approve or reject it.

## **Article 4. The Financial Commission**

At each territorial level the Citizen Council will elect a person responsible for financial affairs and an auditor, who will both form part of the Financial Commission. The Financial Commission will coordinate with the different territorial levels in order to guarantee that all levels can participate in the decisions that may affect them.

## **Article 5. The Person Responsible for Finances**

The person responsible for finances will be entrusted with coordinating the financial commission of the territorial level where they operate. It will be the responsibility of this financial coordinator to ensure that day-to-day financial activities are carried out diligently and in accordance with the principles, regulations and protocols of their territorial area.

The person responsible for finances at the national level will be responsible for the inventories and will produce consolidated annual accounts. He or she will present the annual report to the Citizen Assembly and the Citizen Council. At every organisational level, the Annual Accounts will be signed by the person responsible for finances and at least one more political official. The person responsible for finances will be responsible for any legal obligation attributed to the treasurer as stipulated in the 8/2007 Organic Law or its subsequently revised versions..

## **Article 6. The Auditor**

The auditor will control at all times the economic activity of the party and will provide internal and external control mechanisms for all party structures. He or she may act, ex-officio, over any financial organ under their authority.

The national auditor will be responsible for coordinating the work of regional auditors and must produce an internal auditing report, in accordance with the requirements of the 8/2007



Law. Structures at all different organisational levels will be obliged to present with due diligence any documentation demanded by the auditor. In cases of serious non-compliance or obvious irregularities, the auditor may withdraw their ex-officio financial competencies from any financial organs or persons responsible for finances within them. To do this, the auditor will present a written and reasoned communication to the Democratic Guarantees Commission who will mediate any process which may lead to sanction or expulsion.

## **Article 7. Sources of finance**

Podemos financial resources will proceed from:

### **Private sources:**

- Gifts and Contributions from Podemos volunteers.
- Resources derived from Podemos own activities and fundraising work.
- Money donations, particularly through crowdfunding.
- Donations in kind, which will be entered into accounts as per their estimated or market price and will be subject to the same limits as those applied to ordinary donations.
- Benefits derived from the management of any existing assets and from any inheritance or legacies which may be received.
- No member of Podemos is authorised to receive cash donations.

### **Public sources:**

- Public allowances to cover electoral expenditure, as outlined in the relevant legislation including the 5/1985 Organic Law, the General Electoral Regime, as well as the legislation that regulates electoral processes issued by Autonomous Regions Legislative Assemblies and the General Junta of the Historic Basque Territories.
- Government annual grants to cover operational expenditure, which are also regulated by the above-mentioned legislation.
- Annual allowances from the Autonomous Regions to cover operational expenditure in the relevant autonomous region, as well as those from the Historic Basque Territories and/or Local Corporations.
- Any extraordinary grants to cover dissemination campaign expenses, as may be established in the Organic Law that regulates different types of referendum.
- Any contributions which political parties may receive from Parliamentary Groups of the National Parliament, Autonomous Regions' Legislative Assemblies, the Historic Basque Territories and Local Administration bodies' representative groups.

### **Credit:**

- Podemos will not be funded through credit arrangements with banks

## **Article 8. Organisation and Control**

Authorisation from the Citizen Council of the immediately higher level will be required in order to formalise arrangements, become an administrative party unit and operate financially as Podemos. The only requirement needed will be to have sufficient structural operating capacity so as to be able to guarantee compliance with financial, fiscal and account rendering obligations.

Circles may engage in economic activity on behalf of Podemos by opening associations validated by the Municipal Citizen Council and in accordance with criteria established by the National Financial Commission. the economic activity of said associations will comply with Podemos guiding principles of transparency and financial independence, and will be subject to regional and national supervision so as to guarantee appropriate image use and compliance with all legal and financial obligations.



# MODULE 3: DEMOCRATIC CONTROL

Podemos strongly supports, for all public officials, transparency and rendition of accounts. This is why we decided to contact the team at [quehacenlosdiputados.net](http://quehacenlosdiputados.net) [whatdoMPsdo] in order to implement their online platform within Podemos and develop our own democratic control portal.

We believe that all citizens should be able easily to visualise and access information about the parliamentary activity of any public official, as well as their income and assets. To achieve this, we will publish not only their interventions and voting records but also their salary, where the donated part of their salary go, their use of public allowances, declaration of assets and current account statements, in order to guarantee that our representatives do not use public office for their own personal financial gain.

An accurate and complete global publication of our public activity is, apart from an electoral promise, a necessary condition to ensure that elected representatives work on behalf of and for the benefit of all citizens

**NOTE: Modules are proposals under continuous development and improvement and, consequently, do not form a permanent part of the statutory text.**

