

B1 Internal Rules of Procedure

Proposer:	General Assembly
Resolution date:	05/29/2016
Agenda item:	2. Internal Structural Documents

Text

1 **General principles**

2 • FYEG will have minimal statutes that only contain what legally matters and
3 they will be revised in case the Belgian law changes. All other matters will be
4 taken care of in the IRPs.

5 • The IRPs must never contradict the statutes, they can elaborate.

6 • The IRPs shall be facilitating and helping with decision-making processes as
7 well as the organisation of the federation. There shall be no more rules than
8 necessary. All rules are stated in the chapters 1-6 and are followed by
9 guidelines and best practices.

10 • This document shall be accessible to every MO on the website.

11 **1. Member organisations**

12 **1.1 Membership**

13 **1.1.1 Membership categories**

14 FYEG has three membership categories: full MO, candidate MO and observer. (cf.
15 Statutes 4)

16 For the procedure of application for these membership categories cf. 7.2.1 and
17 Statutes 5.

18 **1.1.2 Membership criteria**

19 • Member organisations have to be European except for Observers. The exact
20 definition is in the hands of the GA.

21 • MOs have to be on national or regional level.

22 • FYEG prefers regional organisations to join forces and set up a national
23 organisation. If two or more regional organisations of which at least one is
24 already a full MO of FYEG join forces, the new organisation can apply as a full
25 MO.

26 **1.1.3 Membership fees**

27 FYEG has an annual membership fee. (cf. 5.2)

28 **1.1.4 Suspension and exclusion of a MO**

29 "An MO that is present and has not paid the membership fee (cf 5.2) shall not
30 vote. In case an MO is not present at the GA and has not paid the membership
31 fee, the presidency will be notified and the matter will be put on the agenda of
32 the GA. The GA will then discuss the issue and by a vote can give a mandate to
33 the EC to:

34 1) inform said MO via a letter about their situation

35 2) make all reasonable efforts to achieve a solution before the following GA

36 3) create a report on the process to be voted upon at the following GA.

37 At the beginning of the next GA the EC presents its report.

38 If it is established that the concerned organisation has not paid the membership
39 fee for two consecutive years, the GA will vote on a suspension. The suspension
40 of an MO means that said organisation loses its voting rights and becomes an
41 observer. If the MO is suspended the EC:

42 1) informs said MO about their current situation via a letter explaining the
43 consequences

44 2) makes all reasonable efforts to obtain payment and enable the MO to regain
45 its full membership

46 3) creates a report on this process to be voted upon at the following GA. At the
47 beginning of the next GA the EC presents its report.

48 If it is established that the concerned organisation has not paid the membership
49 fee for three consecutive years, the GA will vote on an exclusion. The exclusion
50 of an MO means that said organisation is not listed as member organisation
51 anymore and hence loses all rights within FYEG.

52 In case the MO has no running budget for a particular year (is a suspended
53 organization) and/or is in debt, the MO can be relieved from the payment of the
54 MO fee by decision of the GA.

55 If no update or other contact is made between a MO and FYEG EC between two GAs,
56 the EC has a right to propose suspension or expulsion of this MO. - In case of a
57 suspension an MO loses its status of being a full MO.

58 The Expulsion of an MO means that said organisation is not listed as member
59 organisation anymore and hence loses all rights within FYEG

60 **1.1.5 Membership reviews**

61 For each General Assembly, the EC will ask each member organisation to prepare a
62 very short summary of the status of each of the member organisations, to present
63 at the GA. The summary should include:

64 • Current status of the organisation (Candidate/Full)

65 • Any relevant successes and achievements over the last year(to be provided in
66 advance by each MO)

67 • Participation in previous GAs and FYEG activities throughout the year

68 • Confirmation of the fulfillment of FYEG membership criteria (Cf Statutes 5)

69 The EC will provide an update on any existing partnerships as well as on any
70 member organisations which are not able to prepare or present such a summary.

71 **1.1.6 Procedure to regain membership**

72 Following an exclusion, an organisation that wishes to rejoin FYEG is expected
73 to contact the EC and provide comprehensive documents explaining their situation
74 and the motives for their return.

75 Full membership can only be regained following a vote by the GA and a report by
76 the EC on the reasons to grant it.

77 • In case of a suspension an MO loses its status of being a full MO.

78 **1.2 Working with the MOs**

79 **1.2.1 MO duties**

80 Each MO should keep FYEG updated about:

81 • changes in the board

82 • valid contact addresses for the MO list and the website

83 • activities

84 **1.2.2 FYEG duties**

85 FYEG will provide the MOs with:

86 • information about statutory meetings

87 • minutes and reports from statutory meetings and ECMs

88 • a newsletter containing information and participation possibilities in current
89 activities

90 **2. Bodies**

91 **2.1 General Assembly**

92 The general assembly is the highest decision making body. In general it is held
93 once a year. (cf. Statutes 7.3. for extraordinary GA)

94 **2.1.1 Composition**

95 The general assembly is composed of one or two delegates per full MO and one
96 delegate from each candidate and observer organisation. Each full MO has two
97 voting rights at the GA if the membership fee is paid. (cf. 1.1.4, 5.2)

98 The general assembly can only take binding decisions if more than half of her
99 full MOs are present. (cf. Statutes 7.4)

100 The delegates can be asked to pay a participation fee for the GA. (cf. 5.3)

101 People who are employed for FYEG cannot be delegates to the general assembly.

102 **2.1.2 Competences**

103 The general assembly:

104 • approves/ disapproves the accounts of the previous year, the financial report
105 and the budget for the upcoming year

106 • approves/ disapproves the action work plan presented by the EC

107 • adopts/ amends political motions, resolutions, amendments to the political
108 platform, the strategic plan, the statutes and the IRPs

- 109 • accepts/rejects/suspends/excludes candidate, observer and full MOs
- 110 • mandates the working groups
- 111 • Takes note of the current situation of its members and partnerships (cf. 1.1.5
112 Membership reviews)
- 113 elects:
- 114 • the executive committee
- 115 • the secretary general
- 116 • the advisory committee, the financial control committee and the editorial
117 board of Ecosprinter ratifies:
- 118 • resignations of the Secretary General
- 119 • EC decisions about joining or leaving partnerships and membership within other
120 organisations/ networks
- 121 Changes to the statutory and internal organisational documents take effect from
122 the first working day after the GA meeting where they were changed. People
123 elected by the General Assembly will start their mandate from the first working
124 day after the GA meeting where they were elected, unless other rules applies for
125 their mandate.

126 **2.1.3 Reports**

- 127 The general assembly has to take note of mandatory reports by:
- 128 • the executive committee a unique report
- 129 • the secretary general
- 130 • the treasurer (financial report and mid-term financial plan)
- 131 • the advisory committee
- 132 • the financial control committee
- 133 • the Strategic Planning Committee
- 134 • the working groups

135 **2.1.4 Deadlines and calls**

136 The call for hosting the general assembly must be sent out by the 1st of October
137 of every year with 1 month deadline. The selection of the hosting MO is done by
138 the EC.

139 The remaining deadlines are structured as follows:

140 12 Weeks before the GA:

141 The EC must send out a call for:

- 142 • GA registration
- 143 • the executive committee
- 144 • the secretary general (if applicable)
- 145 • the financial control committee (if applicable)
- 146 • the advisory committee
- 147 • call for presidency

148 6 Weeks before the GA:

149 Deadline for:

- 150 • registration of delegates
- 151 • applications of organisations
- 152 • applications of secretary general candidates

153 4 Weeks before the GA:

154 Deadline for:

- 155 • EC candidates
- 156 • FCC candidates
- 157 • Ecosprinter editorial board candidates

158 and the submission of:

159 • policy papers

160 • amendments to the political platform, the strategic plan and the IRPs

161 The EC and Sec-Gen must submit to MOs and GA participants:

162 • their activity reports

163 • the FYEG activity report

164 • the FYEG financial report and the financial plan for the upcoming year

165 • the proposed FYEG activity plan for the upcoming year

166 In case the number of candidates is less than the number of positions open and
167 if the gender quota is not met, the EC will re-open the call for a maximum of 7
168 calendar days for additional candidates of the underrepresented gender and/or
169 positions with lacking candidates.

170 3 weeks before the GA:

171 • Candidates are published

172 2 weeks before the GA:

173 • Support letters for candidates are published

174 Other deadlines:

175 • The deadline for submitting emergency resolutions must be 2 days before the
176 start of the GA

177 • At the end of the GA's first day, the assembly sets a deadline for
178 amendments. After this deadline no more amendments are accepted. Only those
179 amendments that have been submitted to the presidency in understandable writing
180 in due time will be voted upon

181 **2.1.5 Submission of motions and amendments**

182 At the general assembly

183 • full MOs

184 • the executive committee

185 • the Strategic Planning committee

186 • working groups

187 • have the right to submit motions, resolutions and amendments to motions, the
188 political platform, the strategic plan, the statutes and the IRPs

189 **2.1.6 Presidency**

190 The general assembly confirms the presidency proposed by the EC before any other
191 decisions are made.

192 The presidency then:

193 • chairs the meetings and discussions at the GA

194 • prepares the motions, amendments and voting procedures to the GA

195 • is responsible for taking the minutes of the GA

196 The presidency:

197 • consists of four to six people who must not be candidates to any positions at
198 the GA

199 • can be suspended and simultaneously replaced with an absolute two-third
200 majority by the assembly. Such a vote of no-confidence can be demanded by at
201 least 5% of the delegates, who must present people for the new presidency.

202 **2.2 Executive Committee**

203 **2.2.1 General tasks**

204 The executive committee is the second highest decision-making body in FYEG. It
205 handles the management of the federation on a day to day basis. Elections for
206 the EC take place at the GA. (cf. 3.4) For requirements for the application cf.
207 7.2.2.

208 The EC:

209 • has the right to make statements on behalf of FYEG, in line with the political
210 platform and has the obligation to make them public

- 211 • handles the implementation of the action plan as decided by the previous GA
- 212 • receives and handles applications from organisations that wish to join FYEG
213 and produces a report for the GA including a voting recommendation
- 214 • can engage FYEG in partnerships with external networks and organisations. This
215 type of decision has to be ratified by the following GA
- 216 • selects members of preteams
- 217 • is responsible for following the budget, with specific responsibilities
218 assigned to the treasurer

219 **2.2.2 Composition**

220 The EC is composed of 8 people

221 • who are elected by the GA with their mandate lasting until the following
222 ordinary GA

223 • whose mandate can be renewed three times

224 • who must not be older than 35

225 Within the EC there are two spokes-persons, who must neither be of the same sex
226 nor from the same MO, the treasurer and five additional members.

227 The spokespersons:

228 • represent FYEG towards the general public and are a contact point for people
229 from outside the federation

230 • represent FYEG within EGP and attend EGP Committee meetings

231 The treasurer:

232 • prepares the financial report to the EC and the GAs based on the information
233 delivered from the office. Between GAs the treasurer keeps the EC aware of
234 FYEG's current and future financial situation with regular updates.

235 The reports presented to the EC have to include:

236 1. report on incomes – explanation of present incomes sheet and plan for the
237 coming months;

238 2. report on expenses – has to be easily understandable, presented according
239 to budget lines, updated with all expenses to a set date, has to include known
240 expenses to come and

241 3. Liquidity report

242 4. Projects and contractual obligations report.

243 • prepares a budget proposal for the GA at the end of their mandate, outlining
244 the next year

245 • assists with the financial part of the FYEG funding applications and helps
246 other bodies within the organisation whenever they are creating budgets

247 • visits the office at least three times during their mandate to check the
248 budget

249 • together with the Sec-Gen, is responsible to providing FYEG's financial
250 partners with yearly reports

251 • co-signs each payment made by the Sec-Gen

252 In contrast to the treasurer and the spokes-persons the five remaining members
253 of the EC have no specific tasks. The EC is free to divide tasks among itself,
254 however it must ensure that the following tasks are taken up:

255 • One member of the EC is responsible for the personnel of the office.

256 • One gender officer is responsible for gender questions. This person's
257 tasks consist of gender relevant communication with the MOs, ensuring gender
258 main-streaming and raising awareness around the problems which occur within
259 FYEG. Provided a gender working group is functioning, this person needs to be
260 the EC responsible for the gender working group.

261 • One responsible for the relationship with GYG (cf. 6.4)

262 • One responsible for the relationship with the CDN

263 • Two persons who are of different sex from the EC are the contact for people
264 who have experienced sexual harassment at FYEG events. They have the duty to
265 help the victim and solve the problem. All help is confidential. Every case will
266 be brought forward to the EC or, where more appropriate for the specific
267 situation, the AC or the Presidency.

268 **2.3 Secretary General**

269 The Secretary General is elected for a two year mandate at the GA. (cf. 3.4) For

270 requirements for the application cf. 7.2.3.

271 The tasks of the Sec-Gen include:

272 • the daily management of the FYEG office, including the financial management,
273 coordination of the office, meaning employees and volunteers, as well as
274 assisting the EC. This also includes maintaining and supervising FYEG's online
275 communication tools.

276 • the fund-raising, organisation and implementation of FYEG's campaigns,
277 projects and statutory meetings

278 • the maintaining of good contacts with FYEG's partner organisations and MOs

279 • the monitoring of key political events and policy developments on the
280 European level, in order to serve as a resource for FYEG's political work

281 • the handling of FYEG's bank accounts, all payments and the payments'
282 documentation together with the office

283 • supporting the work of the treasurer with delivering timely, accurate
284 financial information to the Treasurer and the EC

285 • Preparing financial reports and updates together with the Treasurer
286 (explained in details under the cf. 2.2.2 – Treasurer)

287 • the writing of annual reports to FYEG's financial partners, together with
288 the treasurer.

289 If mandated by the EC the Sec-Gen can also:

290 • take part in meetings and represent FYEG and its position, according to a
291 clear and limited mandate given by the EC

292 **2.4 Financial Control Committee**

293 At the GA, the financial control committee is elected to a two year mandate.
294 (cf. 3.4)

295 The FCC is composed of two members and is gender-balanced. Its members must not
296 be members of the EC nor financially depending on FYEG.

297 The FCC's tasks include:

298 • At least one meeting a year, dedicated to checking FYEG's finances. A
299 written report of this meeting must be submitted to the EC, thereby providing an

300 internal audit.

301 • the presentation of this yearly report to the delegates at the GA. The
302 financial report that is to be presented to the GA and all other relevant
303 material have to be ready and in disposal for the meeting.

304 It is recommended that the EC and the office shares relevant information related
305 to the finances of the organisation to FCC throughout the year.

306 **2.5 Advisory Committee**

307 The Advisory Committee ensures the transfer of knowledge within FYEG and acts as
308 a conflict resolution body. It is elected for two years at the GA. (cf. 3.4.3)
309 The AC is composed of 5 members. Action by the AC is taken only upon request by
310 EC members of other Bodies of FYEG. Its tasks are:

311 • providing their shared experience on a specific subject

312 • assisting in conflict resolution between EC members, members of other Bodies
313 and/or personnel

314 In order to enable the AC to fulfill this tasks it is granted the following:

315 • one-way access to the email-list of the EC throughout the year, meaning the
316 possibility to read conversations but not actively take part

317 • attending phone conferences, Skype conferences or an ECM upon invitation

318 During its duty, the AC must respect the secrecy of internal matters. At the GA,
319 the AC must present a brief overview of the functioning of the EC and personnel.

320 The AC takes decisions within three weeks, with simple majority, after oral or
321 written consultation of both conflicting parties, and to the best of all
322 members' knowledge. Decisions of the AC have to be provided in written form to
323 both parties involved and can be revoked by the GA.

324 **2.6 Strategic Planning Committee**

325 The Strategic Planning Committee (SPC) is responsible for evaluating how the
326 structures, procedures, activities and other central aspects of FYEG function.
327 It also develops proposals for the MOs, GA, EC, office and other relevant bodies
328 of FYEG to consider.

329 It reports to the GA (cf. 2.1.3) and may submit motions and amendments to the GA
330 (cf. 2.1.5). The SPC is appointed by the Executive Committee after a selection
331 process. Candidates to the SPC must submit a nomination letter from an MO.

332 The SPC needs to have two coordinators, at least one of them being female. These
333 two persons are serving as contact point for people outside of the SPC, handle
334 the SPC's internal meeting schedule and communication and reports to the EC as
335 well as to the GA. Neither of them can be an EC member.

336 The SPC is divided into three subgroups: the Activity Subgroup, the Political
337 Subgroup, and the Structural Subgroup.

338 **2.7 Working groups**

339 Working groups have the following functions within FYEG :

340 • helping with the acquirement and create professional documents on current and
341 selected

342 topics

343 • providing the groundwork for the formulation of political positions

344 • promoting the involvement of MOs in FYEG.

345 • providing space for a debate between young Green activists on the European
346 level

347 • communicating FYEG's positions internally

348 • communicating FYEG's political positions externally with the approval of
349 the EC

350 • supporting the EC and Prep-teams in policy related preparations for FYEG
351 events

352 A working group consist of at least 5 people from 5 different MOs.

353 For a working group to be formed, an outline defining its topical scope, aims
354 and working area must be accepted by the GA. Such proposals can be made at the
355 GA by a full MO, the parting EC or an ad hoc WG.

356 The EC also has the possibility to form ad hoc WGs during the year that will
357 have the right to apply for a mandate at the next GA if they wish to continue.

358 Each working group needs to have two coordinators, at least one of them being
359 female. These two persons are serving as contact point for people outside of the
360 working group, handle the working group's internal meeting schedule and
361 communication and reports to the EC as well as the GA. Neither of them can be
362 the EC member.

363 The EC has to publish a call for interested members after the GA mandating a
364 working group. This call should be based on the content of the approved
365 application and sent via the general list. The EC then also chooses the first
366 members of the working group on base of their motivation letters.

367 Becoming a member of a working group at a later time is possible for anybody by
368 submitting a letter of motivation to the coordination of this group. Therefore
369 the contact of the coordination of a working group has to be easily visible on
370 the FYEG-homepage. The coordination of a working group is not forced to accept
371 applicants.

372 A member of the EC should be included in every working group, however this
373 person cannot be the coordinator. The EC has the possibility to exclude someone
374 from a WG on the recommendation of the coordinators or at least three members of
375 the group. The person has the possibility to appeal to the Advisory Committee.

376 Working groups must not work against the political platform of FYEG.

377 **2.8 Ecosprinter editorial board**

378 The Ecosprinter is the central platform within FYEG to exchange ideas and
379 develop political strategies. The Ecosprinter is the MOs magazine of FYEG and is
380 created by an autonomous editorial board, elected at the GA. The Ecosprinter is
381 published online and FYEG should strive for a printed version. (cf. 3.4)

382 The mission of the Ecosprinter is to:

- 383 • provide a forum for commentary and internal debate
- 384 • provide the spaces for blogs and articles of members of FYEG
- 385 • inform about the politics of EGP
- 386 • provide the member organisations with knowledge about candidates for upcoming
387 GAs
- 388 • report and comment about culture, politics and discussions they believe are of
389 importance.

390 The Ecosprinter editorial board:

- 391 • Consist of four members of which only one may be an EC member
- 392 • has to be gender-balanced
- 393 • elects an Editor-in-Chief among its members

394 • work on the mission and development of the Ecosprinter

395 In case there is not a consensus within the EEB on the election of the Editor-
396 in-Chief, or an absolute majority (cf. 3.4.1), the EC appoints the Editor-in-
397 Chief. The role of the editor in chief is to coordinate the work of the EEB and
398 ensure that the mission of the Ecosprinter is fulfilled.

399 **2.9 Preptteams**

400 Preptteams are temporary bodies, created for the planing, organisation and
401 follow-up of specific projects.

402 Preptteams are set up via an open call procedure. The EC makes the final
403 decisions on both their composition and all necessary replacements and must
404 always:

405 • strive for gender and geographical balance

406 • ensure compliance to specific set of rules imposed by partners and funders

407 Each preptteam nominates its own coordinator and one person of the EC is
408 responsible for a preptteam and acts as contact towards the preptteam.

409 The preptteam is responsible for:

410 • communication, logistical and content-wise planing of a project

411 • financial planing of a project and the creation of a project-specific budget,
412 in coordination with the treasurer

413 • reporting on a project to the EC and to funders

414 A preptteam can take decisions concerning their project independently. If needed,
415 a prept team can consult the EC in order to solve possible internal problems.

416 **3. Election and voting procedures**

417 **3.1 Voting rights**

418 Every member of a body has one vote, except in the GA and in an electronic vote,
419 in both of which full MOs have two votes.

420 Staff members have no voting right at meetings they are part of.

421 **3.2 Principles**

422 In principle all decisions in FYEG are taken by simple majority.

423 All voting on people or MOs including electronic voting is done by secret
424 ballot. The voting body can decide to have other voting procedures processed
425 through secret ballot.

426 **3.3 Different majorities**

427 Simple majority

428 Majority of the cast votes, i.e. the number of the "Yes" votes exceed those
429 of the "No" votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions:
430 passed; 1 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not
431 passed. 10 yes, 9 no, 1 abstention: passed]

432 Absolute majority

433 Majority (half+1, or half + 0.5 in case of odd number) of the number of votes
434 distributed at the voting body.

435 Note that it is number of votes registered, not number of votes cast. This means
436 that if less than half of the voters are present and vote, this majority can
437 never be reached.

438 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11
439 or more yes votes 22 voters registered: need 12 or more yes votes.

440 Simple two-thirds majority

441 Two thirds of the cast votes.

442 Absolute two-thirds majority

443 Two thirds of the number of votes distributed at voting body.

444 Note that it is number of votes registered, not number of votes cast. This means
445 that if less than two thirds of the voters are present and vote this majority
446 can never be reached.

447 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes
448 votes 22 voters registered: need 15 or more yes votes

449 **3.4 Election of candidates**

450 **3.4.1 Principles**

451 • The main principle is to rank all candidates according to your preferences
452 for candidates. Where 1 is your first preference 2 your second preference and so
453 on.

454 • If no more candidates you wish to vote for remain, voters have the option to
455 leave the rest of the ballot blank.

456 • Only a completely blank ballot counts as abstention.

457 • To be elected a candidate needs an absolute simple majority.

458 **3.4.2 Procedures**

459 1 – The candidates who have reached the election threshold (an absolute
460 majority) are elected.

461 2 – If some positions are still available, the following process starts:

462 2a – The left-over votes on candidates reaching the election threshold are
463 redistributed according to second preferences, using the Single Transferable
464 Vote system of distribution.

465 2b – If one or more candidates have reached the election threshold, that/those
466 candidate(s) are elected in order from highest to lowest vote count. The process
467 then starts again from point (2)..

468 2c – If no candidate reaches the threshold in this way, the candidate with the
469 lowest amount of votes is removed from the election. The ballot-papers that
470 ranked this candidate as their first preference are redistributed according to
471 their second preference. The process is then restarted (1).

472 **3.4.3 Exceptions**

473 At the GA:

474 Concerning the EC elections:

475 • The spokespersons and the treasurer are elected separately from the rest of
476 the EC positions.

477 Concerning the election of the advisory committee:

478 • Ex-EC members can advance their candidacy for the advisory committee before or
479 during the GA.

480 • The newly elected EC will then towards the end of the GA select an appropriate

- 481 number of candidates from the pool of candidates and present them to the GA.
- 482 • The GA approves or rejects the proposed AC by simple majority vote.
- 483 • If the proposed AC is rejected the new EC must immediately select new
484 candidates and present them to the GA
- 485 Between General Assemblies:
- 486 Concerning the replacement of a resigned EC member:
- 487 • If an EC member resigns a new EC member can be elected to replace him or her.
- 488 • The EC publishes a call for candidates for the vacant position.
- 489 • Applications are possible by anybody who gains the support of 2 M0s and have
490 to be directed to the EC and/or the general list
- 491 • All candidates will be voted through an electronic vote. (see 3.6)
- 492 • Either the candidate who gained absolute majority is elected or the two
493 candidates with the highest amounts of votes will be voted on simple majority
494 through a second electronic vote.
- 495 • Any replaced EC member will have full voting rights in the EC. This period is
496 not considered to be mandated period and the person still has a right to be
497 elected to the EC as other new candidates.
- 498 Concerning the forced resignation of an EC member:
- 499 • Two thirds of the EC can propose the resignation of an EC member.
- 500 • The full M0s vote on the proposed resignation through electronic vote. (cf.
501 3.6)
- 502 • The vote is based on two letters: a letter of justification from the majority
503 of EC proposing the resignation and an optional letter of defense from the EC
504 member proposed to resign.
- 505 • If at least one third of the full M0s participate in the vote and a two third
506 majority is reached the EC member is displaced.
- 507 In case of the resignation or incapacity of the Secretary General, the Executive
508 committee will appoint a Secretary General ad interim within one month since
509 notification of EC and M0s.

510 This replacement will continue until the election of a new Secretary General at
511 the subsequent General Assembly or until the Secretary General is able to resume
512 her/his duties. The resignation is ratified by the General Assembly (cl. 3.5.1)

513 **3.5 Voting on subjects**

514 In principle all decisions in FYEG are taken by simple majority. When voting on
515 subjects the possibilities are YES, NO or abstention.

516 **3.5.1 Exceptions at the GA**

517 An absolute majority is needed to:

- 518 • suspend or accept an MO
- 519 • change the political platform
- 520 • ratify the resignation of the Sec-Gen
- 521 • revoke decisions of the Advisory Committee

522 An absolute two-thirds majority is needed to:

- 523 • change the statutes
- 524 • change the IRPs
- 525 • change the Strategic Plan
- 526 • replace the presidency (cf. 2.1.6)

527 **3.5.2 Exceptions in the EC**

528 An absolute majority is needed to:

- 529 • ask the resignation of the Sec-Gen

530 An absolute two-thirds majority is needed to:

- 531 • propose the resignation of a board member

532 Between ECMs:

- 533 • Decisions made on phone conferences, chats or via email communications are

534 binding

535 • If this decision is taken by less than a majority of the EC, the initiator
536 shall post it to the EC list. The other EC members can recall this decision
537 within 48 hours with a simple majority of the whole EC

538 **3.6 Electronic voting**

539 The EC can call for an electronic vote between GAs in urgent matters. It is the
540 duty of the EC to provide enough information for the full MOs to make an
541 informed decision.

542 Each full MO has 2 votes and can vote with YES, NO or abstention.

543 The voting period is set to two weeks with a one week reminder.

544 The statutes, the IRPs, the Strategic Plan and the political platform cannot be
545 subject to any electronic vote.

546 Results will be announced within one week after the closing of the vote and
547 include detailed information.

548 **4. Gender**

549 **4.1 Gender quota**

550 As a principle, in all elected bodies there must be a minimum of 40% of women
551 and 40% of men.

552 • If there is only one position in a body, there is no quota.

553 • If there are two or three positions, the quota doesn't apply, and one
554 woman and one man is enough.

555 • If there are more than four positions in the body the 40% quota applies.

556 • In case of a fraction number it is rounded up to the closest whole number.

557 Exceptions: The two spokespersons of FYEG always have to be of different sexes.
558 (cf. 2.2.2)

559 **4.2 Gender officer**

560 The EC nominates one gender officer. (cf. 2.2.2)

561 **4.3 Child care**

562 If requested and possible child care will be provided. If necessary and
563 possible, for child care all costs for an extra person will be covered.

564 For travel reimbursements for children of participants cf. 5.4.1. and 5.4.2.

565 **4.4. Sexual harassment, sexist behavior,** 566 **violence or any kind of discrimination**

567 In case of sexual harassment, violence or discrimination by a member of an
568 elected body within FYEG the EC can exclude the offender after consulting the
569 full MOs. (cf. 2.2.2)

570 **5. Financial rules and procedures**

571 **5.1 Financial management of FYEG**

572 The FYEG financial year starts on 1st of January and ends on 31st of December
573 and is reflected in FYEG budget. The financial management of FYEG is done by the
574 decision-making, execution and control of different bodies.

575 The FYEG bookkeeping is done according to accepted accounting practice.

576 The bookkeeping is done regularly by the office or by an external accountant,
577 contracted to do the FYEG bookkeeping throughout the year.

578 The internal mechanisms are:

579 • the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)

580 • the keeping of the budget by the EC and with specific responsibilities, the
581 treasurer (cf. 2.2.1)

582 • the concrete actions of the Sec-Gen (cf. 2.3)

583 • the internal audit and control as exercised by the FCC (cf. 2.4)

584 Additionally an external audit is provided by an external accountant. An
585 external auditor is included in case the FYEG financial situation allows it.

586 **5.2. GA and membership fee**

587 Each full MO is requested to pay 1 % of their last year's realised budget with

588 a minimum of 50 EUR for the EU and European Economic Area (Iceland,
589 Liechtenstein and Norway) and Switzerland and 25 EUR for all other European
590 countries.

591 Each full MO will have to pay their membership fee for the running year on the
592 first evening of the GA in cash, if it has not already been transferred earlier.
593 Full MOs are requested to provide their annual budget statement for the previous
594 year at this moment.

595 **5.3. GA and participation fee**

596 A participation fee to the GA can be set up if the EC finds it necessary.

597 The following participants of the GA are exempt from paying the participation
598 fee:

599 • one delegate per full MO and candidate MO

600 • EC members

601 • the Sec-Gen

602 • members of the presidency (cf. 2.1.6)

603 If a full MO sends a second delegate the participation fee is halved in case at
604 least one of the two delegates is female. Every candidate can request
605 participation fee lowering or exception from the EC.

606 **5.4 Travel reimbursements**

607 **5.4.1 General reimbursement rules**

608 Nobody will be reimbursed besides stated below. If a funder of an activity has
609 more stricter rules, those will apply.

610 As a general principle a person can claim 70% of travelling costs below a
611 certain cap to be reimbursed if:

612 • the participant attended at least 75% of the meeting

613 • all relevant receipts and proof of travel have been handed in at the latest 2
614 months after the activity took place

615 Exceptions to this rules regarding participants can only be made in consultation
616 with the treasurer.

617 Full reimbursement of travel costs will be granted to:

618 • members of the prepteam of a given activity

619 • EC members

620 • Sec-Gen and office personnel

621 • members of the FCC, traveling to carry out FCC tasks (cf. 2.4)

622 **5.4.2 Reimbursement practicalities**

623 Train and other public transport travel costs are reimbursed on the basis of a
624 2nd class ticket or a 1st class if that option is cheaper.

625 • For night trips over 500 km the couchette fee (2nd class)

626 • Bike trips over 10 km are reimbursed by EUR; 1/ km with a maximum of the price
627 of a second class train ticket and with an absolute maximum of 100 EUR

628 • For trips where the travel or bus by train takes more than 12 hours, a plane
629 ticket will be reimbursed on the basis of economy class ticket. A plane ticket
630 can also be reimbursed if the destination was over 750 km and train-traveling
631 not possible because of pressing time-table reasons.

632 • Taxi costs will be reimbursed if local transport is not available and if
633 requested in advance from the organisers.

634 • The necessity of using a private car must be justified in writing and approved
635 in advance. Calculation formula for using car travel is 0.2 EUR/km. In case of
636 using the car travel for activity granted by donors with particular
637 reimbursement guidelines, those donor guidelines rules apply.

638 • Car sharing should be approved in advance and should be cheaper than public
639 transportation. The costs have to be documented.

640 FYEG uses the official conversion rates of the European Commission for
641 currencies other than Euro:

642 http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_e
643 [n.cfm](#)

644 based on the date of expence if no other donor guidelines apply.

645 Exceptions are payments with credit cards when the documented conversion rates
of the credit card company apply based on credit card payments statements.

646 **5.4.3 GA travel reimbursements**

647 Full reimbursement of travel costs is granted to:

- 648 • one delegate per full MO or candidate MO
- 649 • EC members
- 650 • the Sec-Gen
- 651 • candidates for the EC elections
- 652 • candidates for the Sec-Gen elections, provided they have received approval by
653 the pre- selection committee (cf. 7.2.3)
- 654 • members of the presidency
- 655 Concerning:
- 656 • delegates of organisations applying for candidate membership in FYEG
- 657 • candidates for all open position
- 658 The EC can decide to reimburse their travel costs if such a request has been
659 made and all relevant documents have been sent in time.

660 **5.5 Participation fees**

- 661 A participation fee to any activity can be demanded and fixed by the prepteam.
662 The prepteam can also decide upon exceptions. (cf. 2.8)

663 If participants are selected for an activity and are not able to participate,
664 they need to communicate this as soon as possible to the prepteam. Travel
665 reimbursement cannot be paid in that case. For further information can be found
666 in the prepteam guidelines.

667 **5.6 Budgets for activities**

- 668 The prepteam of an activity creates a specific budget with the treasurer. (cf.
669 2.2.1)

670 Final decisions regarding these budgets are taken by the EC.

671 **5.7 Expenses covered**

672 **5.7.1 Food and food supplies**

673 For meetings covering an entire day, there will be a maximum of 20€ per person

674 reimbursed.

675 For meetings with at least 4 hours of work, the amount is 10€ per person.

676 Exceptions can apply for the staff, depending on their contract.

677 Only vegetarian and vegan food will be reimbursed. At every event vegan food
678 should be offered and its consumption encouraged.

679 **5.7.2 Child care**

680 For child care costs cf. 4.3 and 5.4.

681 **5.7.3. Telephone and communication costs**

682 EC members can claim the reimbursement of telephone and communication costs up
683 to an amount of 20€ per month. Reimbursement works on the basis of receipts. In
684 special occasions, they can be reimbursed more but they need approval of the
685 treasurer.

686 Upon proof of expenses occurred for FYEG work, this rule can also apply to other
687 persons.

688 **5.7.4 Traveling to statutory meetings**

689 Travel to statutory meetings will be fully reimbursed for people whose presence
690 is necessary.

691 The EC needs to approve the meeting taking place.

692 Any individual can attend the meetings. Members not personally known by one of
693 the official attendees of the meeting concerned shall inform the person in
694 charge in advance of their intention to join the meeting. This “open
695 meeting” rule applies except when addressing individual issues, and only after
696 a vote of the body in session accepting the closing, which won't last more
697 than 2 hours.

698 **5.7.5 MO visits**

699 A person mandated by the EC (preferably an EC member) can make a visit to an MO
700 and will be fully reimbursed.

701 **6. Relations with other organisations**

702 **6.1 General principles**

703 FYEG may:

704 • become a member of other organisations

705 • become a temporary or permanent partner of other organisations

706 • set up new organisations and networks

707 In all these cases, the EC may take the decision to act between GAs, but the GA
708 takes the final decision. (cf. 2.1.2)

709 This applies to:

710 • joining or leaving existing organisations

711 • changing the type of membership within an organisation

712 • starting or ending a partnership

713 Furthermore the EC must:

714 • provide a list of organisations that FYEG is a member of, as well as a
715 description of FYEG's rights and responsibilities and the contact details of
716 the concerned organisations

717 • report at the GA about all the partnerships FYEG has maintained during the
718 year and provide details upon request by a MO

719 **6.2 European Green Party**

720 FYEG is official youth wing of European Green Party. Relations between FYEG and
721 EGP are further specified in the EGP-FYEG relationship agreement.

722 **6.3 Cooperation and Development Network Eastern** 723 **Europe**

724 The high level of cooperation between CDN and FYEG and high and usefully mutual
725 participation at the international events will be encouraged.

726 CDN holds the status of observer within FYEG and FYEG financially contributes to
727 the CDN annually.

728 Relations between two organisations will be explained in detail in CDN-FYEG
729 relationship agreement.

730 **6.4 Global Young Greens**

731 FYEG supports the building and working of GYG, striving to help GYG with
732 financial and organisational matters.

733 The spokespersons of FYEG are the official representatives towards GYG.
734 Additionally, one member of the EC is responsible for GYG activities and reports
735 to the EC about it. (cf. 2.2.1)

736 **7. Annexes to the IRPs**

737 **7.1 Annex 1: Guidelines for International** 738 **Secretary**

739 The international secretary of M0 makes sure that the following info reaches the
740 national board and relevant others:

741 • invitations to projects of FYEG

742 • GA information (all relevant documents and calls)

743 • discussions about European policy and FYEG's Future : such as the European
744 constitution discussion and the IRP discussion

745 The international secretary makes sure that the following information reaches as
746 many people (ideally the whole membership) as possible:

747 • The Ecosprinter (link to website)

748 • info about participating in FYEG activities (not all activities that take
749 place)

750 • The newsletter

751 The international secretary is also the promoter of FYEG, she or he makes sure
752 that at big events of the M0 (such as congresses, GA, weekends, summer camps,
753 etc.) there is an info point about FYEG.

754 FYEG will present the M0s with sufficient material to do such promotion.

755 **7.2 Annex 2: Application requirements and** 756 **procedures for candidates**

757 All data of non-elected candidates shall be destroyed immediately

758 **7.2.1 Applicant Organisations**

759 The applicant organisation applies to FYEG through the EC. Their application
760 shall contain:

761 • a letter signed by their board stating the reason for their application

762 • a copy of the original statutes and a translated version in English

763 • a copy of their political platform (or comparable document) and a translated
764 version in English

765 • a filled in questionnaire provided to them by the EC

766 **7.2.2 EC candidates**

767 Candidates for the EC shall provide in their application form:

768 • a detailed CV, copy of passport (form provided by FYEG, is mandatory for legal
769 reasons)

770 • a letter in which they explain their motivation

771 • an outline of what their plans are with the organisation or their vision on
772 FYEG

773 • one nomination letter from the MO he or she belongs to. If that is no
774 possible, the MO of which the candidate is from must provide an explanation of
775 they rejection and the possible candidate has the right to provide a letter of
776 justification. The letter will be send to all MO and the GA will decided whether
777 this person is admitted to candidate or not;

778 • at least one support letter from any MO before the 2 weeks deadline before the
779 GA.

780 Multiple positions holding

781 FYEG strives to have non-cumulation of positions.

782 EC members have to be able to combine their commitments to FYEG with whatever
783 other tasks they may have. Candidates to the EC have to lay open what other
784 mandates and functions they have.

785 **7.2.3 Sec-Gen candidates**

786 Sec-Gen candidates application must include:

787 • a CV

788 • a comprehensive motivation letter, explaining how experiences match the
789 profile, what the candidate thinks she/he can contribute to FYEG. It should also
790 establish a vision of a European political youth organisation's role. Special
791 emphasis is given to experiences within FYEG and other Young Green
792 Organisations.

793 • the contact details of two references, preferably employers, supervisors or
794 tutors

795 Further requirements and procedure:

796 • A committee for a per-selection of the candidates will be set up. The
797 committee will consist of 4 people: a current EC member, a former office
798 coordinator, one full MO representative and a 4th member (NGO professional
799 worker).

800 • Only applications including all required documents and sent before the given
801 deadline will be examined taking into consideration both political and
802 professional skills of the candidate. The following week candidates will be
803 given a written assignment followed by a phone interview if this is possible.

804 • The committee will assess the candidates' experience and skills.

805 • Candidates will be given a month to campaign and are expected to present
806 themselves at the GA. The final decision on the Sec-Gen of FYEG lies with the
807 final vote of the GA of the organisation.

808 • In case a candidate is not recommended by the committee, she or he will still
809 be able to apply for the position and present her/himself at the GA, but the
810 candidacy will not be endorsed by the EC.

811 **7.3 Annex 3: Intellectual property and** 812 **information technologies policy**

813 **7.3.1 Open-Source commitment**

814 As a principle FYEG:

815 • will adopt open source tools (as defined by the Free Software Foundation) for
816 developing its work.

817 • will run free software on its own computers, specially those to be used in
818 public.

819 • will use open formats for all public communications, publications and

820 materials transmitted.

821 • will avoid the use of non-open-source, non-free contents in its website and
822 all online tools.

823 • will ask for open formats to be used in documents officially addressed to
824 FYEG.

825 The use of non-free software may only be justified when no similar free software
826 is available and when the objective cannot be reached by combining open source
827 tools.

828 **7.3.2 Security**

829 At least one FYEG official e-mail address will count with a GPG signature. All
830 official e-mail communications from FYEG shall be digitally signed. The public
831 key will be made available to the public.

832 **7.3.3 Privacy and individual rights**

833 In order to protect the privacy of individuals participating in any FYEG
834 activities:

835 • no pictures shall be posted on public sites or social networks without the
836 explicit consent of the individuals who can be identified in them.

837 • mailing lists archives and MO listings shall be kept accessible only by its
838 members.

839 **Glossary**

840 GA: General Assembly

841 EC: Executive Committee

842 ECM: EC Meeting

843 IRP: Internal Rules of Procedure

844 MO: Member Organisation

845 Sec-Gen: Secretary General

846 EGP: European Green Party

847 CV: Curriculum Vitae

848 EU: European Union

Reason

The Internal Rules and Procedures govern our political work to ensure an orderly conduct of deliberations, decision-making processes and its approval. The current version has been adopted by the General Assembly in Prague in 2016.