

## **B1 Internal Rules of Procedure**

Proposer:	General Assembly
Resolution date:	05/27/2017
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) For the procedure of application for these membership categories cf.  
16 7.2.1 and Statutes 5.

###### **17 1.1.2 Membership criteria**

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

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

21 • FYEG prefers regional organisations to join forces and set up a national  
22 organisation. If two or more regional organisations of which at least one is

23 already a full MO of FYEG join forces, the new organisation can apply as a full  
24 MO.

### 25 **1.1.3 Membership fees**

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

### 27 **1.1.4 Suspension and exclusion of a MO**

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

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

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

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

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

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

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

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

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

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

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

54 If no update or other contact is made between a MO and FYEG EC between two GAs,

55 the EC has a right to propose suspension or expulsion of this MO. - In case of a  
56 suspension, an MO loses its status of being a full MO.

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

### 59 **1.1.5 Membership reviews**

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

- 63 • Current status of the organisation (Candidate/Full)
- 64 • Any relevant successes and achievements over the last year(to be provided in  
65 advance by each MO)
- 66 • Participation in previous GAs and FYEG activities throughout the year
- 67 • Confirmation of the fulfillment of FYEG membership criteria (Cf Statutes 5)

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

### 70 **1.1.6 Procedure to regain membership**

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

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

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

## 77 **1.2 Working with the MOs**

### 78 **1.2.1 MO duties**

79 Each MO should keep FYEG updated about:

- 80 • changes in the board
- 81 • valid contact addresses for the MO list and the website

82 • activities

### 83 **1.2.2 FYEG duties**

84 FYEG will provide the MOs with:

85 • information about statutory meetings

86 • minutes and reports from statutory meetings and ECMs

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

## 89 **2. Bodies**

### 90 **2.1 General Assembly**

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

#### 93 **2.1.1 Composition**

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

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

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

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

#### 101 **2.1.2 Competences**

102 The general assembly:

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

105

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

107

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

110

- 111 • accepts/rejects/suspends/excludes candidate, observer and full MOs
- mandates the working groups
  - Takes note of the current situation of its members and partnerships (cf. 1.1.5 Membership reviews)

112 elects:

- 113 • the executive committee

114

- 115 • the secretary general

116

- 117 • the advisory committee, the financial control committee and the editorial  
118 board of Ecosprinter ratifies:

119

- resignations of the Secretary General
- EC decisions about joining or leaving partnerships and membership within other organisations/ networks

120 Changes to the statutory and internal organisational documents take effect from  
121 the first working day after the GA meeting where they were changed. People  
122 elected by the General Assembly will start their mandate from the first working  
123 day after the GA meeting where they were elected, unless other rules applies for  
124 their mandate.

### 125 **2.1.3 Reports**

126 The general assembly has to take note of mandatory reports by:

- 127 • the executive committee a unique report

128

- 129 • the secretary general

130

- 131 • the treasurer (financial report and mid-term financial plan)

132

- the advisory committee
- the financial control committee
- the Strategic Planning Committee • the working groups

### 133 **2.1.4 Deadlines and calls**

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

137 The remaining deadlines are structured as follows:

138 12 Weeks before the GA:

139 The EC must send out a call for:

140

141 • GA registration

142

143 • the executive committee

144

• the secretary general (if applicable)

• the financial control committee (if applicable) • the advisory committee

• call for presidency

145 6 Weeks before the GA:

146 Deadline for:

147

148 • registration of delegates

149

• applications of organisations

• applications of secretary general candidates

150 4 Weeks before the GA:

151 Deadline for:

152

153 • EC candidates

154

• FCC candidates

• Ecosprinter editorial board candidates

155 and the submission of:

156 • policy papers

157

158 • amendments to the political platform, the strategic plan and the IRPs The EC  
159 and Sec-Gen must submit to MOs and GA participants: • their activity reports

160

161 • the FYEG activity report

• the FYEG financial report and the financial plan for the upcoming year • the  
proposed FYEG activity plan for the upcoming year

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

166 3 weeks before the GA:

- 167 • Candidates are published

168 2 weeks before the GA:

- 169 • Support letters for candidates are published

170 Other deadlines:

- 171 • The deadline for submitting emergency resolutions must be 2 days before the  
172 start of the GA

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

#### 177 **2.1.5 Submission of motions and amendments**

178 At the general assembly

- 179 • full MOs

180

- 181 • the executive committee

182

- 183 • the Strategic Planning committee

184

- working groups

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

#### 185 **2.1.6 Presidency**

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

188 The presidency then:

- 189 • chairs the meetings and discussions at the GA

- 190 • prepares the motions, amendments and voting procedures to the GA

- 191 • is responsible for taking the minutes of the GA

192 The presidency:

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

195

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

## 198 **2.2 Executive Committee**

### 199 **2.2.1 General tasks**

200 The executive committee is the second highest decision-making body in FYEG. It  
201 handles the management of the federation on a day to day basis. Elections for  
202 the EC take place at the GA. (cf. 3.4) For requirements for the application cf.  
203 7.2.2.

204 The EC:

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

207 • handles the implementation of the action plan as decided by the previous GA

208 • receives and handles applications from organisations that wish to join FYEG  
209 and produces a report for the GA including a voting recommendation

210 • can engage FYEG in partnerships with external networks and organisations. This  
211 type of decision has to be ratified by the following GA

212 • selects members of prepteams

213 • is responsible for following the budget, with specific responsibilities  
214 assigned to the treasurer

### 215 **2.2.2 Composition**

216 The EC is composed of 8 people

217 • who are elected by the GA with their mandate lasting until the following  
218 ordinary GA

219 • whose mandate can be renewed three times

220 • who must not be older than 35



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

223 The spokespersons:

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

226 • represent FYEG within EGP and attend EGP Committee meetings

227 The treasurer:

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

231 The reports presented to the EC have to include:

232 1. report on incomes – explanation of present incomes sheet and plan for the  
233 coming months; 2. report on expenses – has to be easily understandable,  
234 presented according to budget lines, updated with all expenses to a set date,  
235 has to include known expenses to come and

236  
237 3. Liquidity report

4. Projects and contractual obligations report.

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

240  
241 • assists with the financial part of the FYEG funding applications and helps  
242 other bodies within the organisation whenever they are creating budgets

243  
244 • visits the office at least three times during their mandate to check the  
245 budget

246  
• together with the Sec-Gen, is responsible to providing FYEG's financial  
partners with yearly reports

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

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

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

251 • One gender officer is responsible for the monitoring and the development of  
252 the Inclusion Audit process and to coordinate the bodies working on Gender and  
253 Inclusion.

- 254  
255 • One responsible for the relationship with GYG (cf. 6.4)  
256  
257 • One responsible for the relationship with the CDN  
258  
259 • Two persons who are of different sex from the EC are the contact for people  
260 who have experienced sexual harassment at FYEG events. They have the duty to help the victim and solve the problem. All help is confidential. Every case will be brought forward to the EC or, where more appropriate for the specific situation, the AC or the Presidency.

## 261 **2.3 Secretary General**

262 The Secretary General is elected for a two year mandate at the GA. (cf. 3.4) For  
263 requirements for the application cf. 7.2.3.

264 The tasks of the Sec-Gen include:

- 265 • the daily management of the FYEG office, including the financial management,  
266 coordination of the office, meaning employees and volunteers, as well as  
267 assisting the EC. This also includes maintaining and supervising FYEG's online  
268 communication tools.  
269  
270 • the fund-raising, organisation and implementation of FYEG's campaigns,  
271 projects and statutory meetings  
272  
273 • the maintaining of good contacts with FYEG's partner organisations and MOs  
274  
275 • the monitoring of key political events and policy developments on the  
276 European level, in order to serve as a resource for FYEG's political work  
277  
278 • the handling of FYEG's bank accounts, all payments and the payments'  
279 documentation together with the office  
280  
281 • supporting the work of the treasurer with delivering timely, accurate  
282 financial information to the Treasurer and the EC  
283  
284 • Preparing financial reports and updates together with the Treasurer  
(explained in details under the cf. 2.2.2 – Treasurer)  
  
• the writing of annual reports to FYEG's financial partners, together with the treasurer.

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

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

## 285 **2.4 Financial Control Committee**

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

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

290 The FCC's tasks include:

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

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

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

## 299 **2.5 Advisory Committee**

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

- 304 • providing their shared experience on a specific subject
- 305
- 306 • assisting in conflict resolution between EC members, members of other Bodies
- 307 and/or personnel
- 308

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

- 310
- one-way access to the email-list of the EC throughout the year, meaning the possibility to read conversations but not actively take part
- attending phone conferences, Skype conferences or an ECM upon invitation

311 During its duty, the AC must respect the secrecy of internal matters. At the GA,  
312 the AC must present a brief overview of the functioning of the EC and personnel.  
313 The AC takes decisions within three weeks, with simple majority, after oral or  
314 written consultation of both conflicting parties, and to the best of all  
315 members' knowledge. Decisions of the AC have to be provided in written form to  
316 both parties involved and can be revoked by the GA.

## 317 **2.6 Strategic Planning Committee**

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

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

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

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

### 331 **2.7 Working groups**

332 Working groups have the following functions within FYEG :

- 333 • helping with the acquirement and create professional documents on current and  
334 selected topics
- 335
- 336 • providing the groundwork for the formulation of political positions
- 337
- 338 • promoting the involvement of MOs in FYEG.
- 339
- 340 • providing space for a debate between young Green activists on the European  
341 level
- 342
- 343 • communicating FYEG's positions internally
- communicating FYEG's political positions externally with the approval of the  
EC
- supporting the EC and Prep-teams in policy related preparations for FYEG  
events

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

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

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

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

355 The EC has to publish a call for interested members after the GA mandating a



## 390 **2.9 Preptteams**

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

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

- 396  
397
- strive for gender and geographical balance
  - ensure compliance to specific set of rules imposed by partners and funders

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

400 The preptteam is responsible for:

- 401  
402
- communication, logistical and content-wise planing of a project
- 403  
404
- financial planing of a project and the creation of a project-specific budget, in coordination with the treasurer
  - reporting on a project to the EC and to funders

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

## 407 **3. Election and voting procedures**

### 408 **3.1 Voting rights**

409 Every member of a body has one vote, except in the GA and in an electronic vote,  
410 in both of which full M0s have two votes.

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

### 412 **3.2 Principles**

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

414 All voting on people or M0s including electronic voting is done by secret  
415 ballot. The voting body can decide to have other voting procedures processed  
416 through secret ballot.

### 417 **3.3 Different majorities**

418 Simple majority

419  
420 Majority of the cast votes, i.e. the number of the "Yes" votes exceed those of  
421 the "No" votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1  
422 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10  
yes, 9 no, 1 abstention: passed]

423 Absolute majority

424  
425 Majority (half+1, or half + 0.5 in case of odd number) of the number of votes  
distributed at the voting body.

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

429 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11  
430 or more yes votes 22 voters registered: need 12 or more yes votes.

431 Simple two-thirds majority

432  
433 Two thirds of the cast votes.  
434

Absolute two-thirds majority

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

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

438 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes  
439 votes 22 voters registered: need 15 or more yes votes

## 440 **3.4 Election of candidates**

### 441 **3.4.1 Principles**

442 • The main principle is to rank all candidates according to your preferences for  
443 candidates. Where 1 is your first preference 2 your second preference and so on.  
444

445 • If no more candidates you wish to vote for remain, voters have the option to  
446 leave the rest of the ballot blank.  
447

• Only a completely blank ballot counts as abstention.

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

### 448 **3.4.2 Procedures**

449 1 – The candidates who have reached the election threshold (an absolute  
450 majority) are elected.

451 2 – If some positions are still available, the following process starts:

452 2a – The left-over votes on candidates reaching the election threshold are  
453 redistributed according to second preferences, using the Single Transferable  
454 Vote system of distribution.

455 2b – If one or more candidates have reached the election threshold, that/those  
456 candidate(s) are elected in order from highest to lowest vote count. The process  
457 then starts again from point (2)

458 2c – If no candidate reaches the threshold in this way, the candidate with the  
459 lowest amount of votes is removed from the election. The ballot-papers that  
460 ranked this candidate as their first preference are redistributed according to  
461 their second preference. The process is then restarted (1).

### 462 **3.4.3 Exceptions**

463 At the GA:

464 Concerning the EC elections:

- 465
- 466 • The spokespersons and the treasurer are elected separately from the rest of  
467 the EC positions. Concerning the election of the advisory committee:
  - 468
  - 469 • Ex-EC members can advance their candidacy for the advisory committee before  
470 or during the GA.
  - 471
  - 472 • The newly elected EC will then towards the end of the GA select an  
473 appropriate number of candidates from the pool of candidates and present them to  
474 the GA.

- The GA approves or rejects the proposed AC by simple majority vote.

- If the proposed AC is rejected the new EC must immediately select new candidates and present them to the GA

475 Between General Assemblies:

476 Concerning the replacement of a resigned EC member:

- 477
- 478 • If an EC member resigns a new EC member can be elected to replace him or her.
  - 479
  - 480 • The EC publishes a call for candidates for the vacant position.
  - 481
  - 482 • Applications are possible by anybody who gains the support of 2 MOs and have  
483 to be directed to the EC and/or the general list
  - 484
  - 485 • All candidates will be voted through an electronic vote. (see 3.6)



- 486  
487 • Either the candidate who gained absolute majority is elected or the two  
488 candidates with the highest amounts of votes will be voted on simple majority  
through a second electronic vote.
- Any replaced EC member will have full voting rights in the EC. This period is  
not considered to be mandated period and the person still has a right to be  
elected to the EC as other new candidates. the person still has a right to be  
elected to the EC as other new candidates.

489 Concerning the forced resignation of an EC member:

- 490 • Two thirds of the EC can propose the resignation of an EC member.  
491  
492 • The full M0s vote on the proposed resignation through electronic vote. (cf.  
493 3.6)  
494  
495 • The vote is based on two letters: a letter of justification from the majority  
496 of EC proposing the resignation and an optional letter of defense from the EC  
497 member proposed to resign.
- If at least one third of the full M0s participate in the vote and a two third  
majority is reached the EC member is displaced.

498 In case of the resignation or incapacity of the Secretary General, the Executive  
499 committee will appoint a Secretary General ad interim within one month since  
500 notification of EC and M0s. This replacement will continue until the election of  
501 a new Secretary General at the subsequent General Assembly or until the  
502 Secretary General is able to resume her/his duties. The resignation is ratified  
503 by the General Assembly (cl. 3.5.1)

## 504 **3.5 Voting on subjects**

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

### 507 **3.5.1 Exceptions at the GA**

508 An absolute majority is needed to:

- 509  
510 • suspend or accept an M0  
511  
512 • change the political platform  
513  
514 • ratify the resignation of the Sec-Gen  
515  
516 • revoke decisions of the Advisory Committee An absolute two-thirds majority is  
needed to: • change the statutes
- change the IRPs

- change the Strategic Plan
- replace the presidency (cf. 2.1.6)

### 517 **3.5.2 Exceptions in the EC**

518 An absolute majority is needed to:

- 519 • ask the resignation of the Sec-Gen

520 An absolute two-thirds majority is needed to:

- 521 • propose the resignation of a board member

522 Between ECMs:

- 523 • Decisions made on phone conferences, chats or via email communications are  
524 binding

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

### 528 **3.6 Electronic voting**

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

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

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

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

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

## 538 **4. Gender**

### 539 **4.1 Gender quota**

540 In all elected bodies there must be a minimum of 50% persons who identify as  
541 non-male, inter or trans.

542  
543 If there is only one position in a body, there is no quota. However, it is  
544 encouraged that non- male, inter or trans persons and persons who are not  
alternate in this position.

## 545 **4.2 Gender officer**

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

## 547 **4.3 Child care**

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

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

## 551 **4.4. Sexual harassment, sexist behaviour,** 552 **violence or any kind of discrimination**

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

## 556 **5. Financial rules and procedures**

### 557 **5.1 Financial management of FYEG**

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

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

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

564 The internal mechanisms are:

- 565 • the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)
- 566
- 567 • the keeping of the budget by the EC and with specific responsibilities, the
- 568 treasurer (cf. 2.2.1) • the concrete actions of the Sec-Gen (cf. 2.3)
  
- the internal audit and control as exercised by the FCC (cf. 2.4)

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

## 571 **5.2. GA and membership fee**

572 Each full MO is requested to pay 1 % of their last year's realised budget with a  
573 minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein  
574 and Norway) and Switzerland and 25 EUR for all other European countries.

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

## 579 **5.3. GA and participation fee**

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

581 The following participants of the GA are exempt from paying the participation  
582 fee:

583 • one delegate per full MO and candidate MO

584 • EC members

585 • the Sec-Gen

586 • members of the presidency (cf. 2.1.6)

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

## 590 **5.4 Travel reimbursements**

### 591 **5.4.1 General reimbursement rules**

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

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

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

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

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

601 Full reimbursement of travel costs will be granted to:

602 • members of the prepteam of a given activity

603 • EC members

604 • Sec-Gen and office personnel

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

### 606 **5.4.2 Reimbursement practicalities**

607 Train and other public transport travel costs are reimbursed on the basis of a  
608 2nd class ticket or a 1st class if that option is cheaper.

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

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

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

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

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

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

624 FYEG uses the official conversion rates of the European Commission for  
625 currencies other than Euro:

626 [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_e](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_e)  
627 [n.cfm](#)  
628 based on the date of expence if no other donor guidelines apply.

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

### 630 **5.4.3 GA travel reimbursements**

631 Full reimbursement of travel costs is granted to:

632 • one delegate per full M0 or candidate M0

633 • EC members

634 • the Sec-Gen

635 • candidates for the EC elections

636 • candidates for the Sec-Gen elections, provided they have received approval by  
637 the pre- selection committee (cf. 7.2.3)

638 • members of the presidency

639 Concerning:

640 • delegates of organisations applying for candidate membership in FYEG

641 • candidates for all open position

642 The EC can decide to reimburse their travel costs if such a request has been  
643 made and all relevant documents have been sent in time.

### 644 **5.5 Participation fees**

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

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

### 651 **5.6 Budgets for activities**

652 The prepteam of an activity creates a specific budget with the treasurer. (cf.  
653 2.2.1)

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

655 **5.7 Expenses covered**

656 **5.7.1 Food and food supplies**

657 For meetings covering an entire day, there will be a maximum of 20€ per person  
658 reimbursed.

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

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

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

663 **5.7.2 Child care**

664 For child care costs cf. 4.3 and 5.4.

665 **5.7.3. Telephone and communication costs**

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

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

672 **5.7.4 Traveling to statutory meetings**

673 Travel to statutory meetings will be fully reimbursed for people whose presence  
674 is necessary.

675 The EC needs to approve the meeting taking place.

676 Any individual can attend the meetings. Members not personally known by one of  
677 the official attendees of the meeting concerned shall inform the person in  
678 charge in advance of their intention to join the meeting. This "open meeting"  
679 rule applies except when addressing individual issues, and only after a vote of  
680 the body in session accepting the closing, which won't last more than 2 hours.

681 **5.7.5 MO visits**

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

## 684 **6. Relations with other organisations**

### 685 **6.1 General principles**

686 FYEG may:

- 687 • become a member of other organisations
- 688 • become a temporary or permanent partner of other organisations
- 689 • set up new organisations and networks

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

692 This applies to:

- 693 • joining or leaving existing organisations
- 694 • changing the type of membership within an organisation
- 695 • starting or ending a partnership

696 Furthermore the EC must:

- 697 • provide a list of organisations that FYEG is a member of, as well as a  
698 description of FYEG's rights and responsibilities and the contact details of the  
699 concerned organisations
- 700 • report at the GA about all the partnerships FYEG has maintained during the  
701 year and provide details upon request by a MO

### 702 **6.2 European Green Party**

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

### 705 **6.3 Cooperation and Development Network Eastern** 706 **Europe**

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

709 CDN holds the status of observer within FYEG and FYEG financially contributes to



710 the CDN annually.

711 Relations between two organisations will be explained in detail in CDN-FYEG  
712 relationship agreement.

## 713 **6.4 Global Young Greens**

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

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

## 719 **7. Annexes to the IRPs**

### 720 **7.1 Annex 1: Guidelines for International** 721 **Secretary**

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

724 • invitations to projects of FYEG

725 • GA information (all relevant documents and calls)

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

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

730 • The Ecosprinter

731 • info about participating in FYEG activities (not all activities that take  
732 place)

733 • The newsletter

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

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

738 **7.2 Annex 2: Application requirements and**  
739 **procedures for candidates**

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

741 **7.2.1 Applicant Organisations**

742 The applicant organisation applies to FYEG through the EC. Their application  
743 shall contain:

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

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

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

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

749 **7.2.2 EC candidates**

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

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

753 • a letter in which they explain their motivation

754 • an outline of what their plans are with the organisation or their vision on  
755 FYEG

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

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

763 Multiple positions holding

764 FYEG strives to have non-cumulation of positions.

765 EC members have to be able to combine their commitments to FYEG with whatever

766 other tasks they may have. Candidates to the EC have to lay open what other  
767 mandates and functions they have.

### 768 **7.2.3 Sec-Gen candidates**

769 Sec-Gen candidates application must include:

770 • a CV

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

776 • the contact details of two references, preferably employers, supervisors or  
777 tutors

778 Further requirements and procedure:

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

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

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

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

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

## 794 **7.3 Annex 3: Intellectual property and** 795 **information technologies policy**

### 796 **7.3.1 Open-Source commitment**

797 As a principle FYEG:

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

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

802 • will use open formats for all public communications, publications and  
803 materials transmitted.

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

806 • will ask for open formats to be used in documents officially addressed to  
807 FYEG.

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

### 811 **7.3.2 Security**

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

### 815 **7.3.3 Privacy and individual rights**

816 In order to protect the privacy of individuals participating in any FYEG  
817 activities:

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

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

## 822 **Glossary**

823 GA: General Assembly

824 EC: Executive Committee

825 ECM: EC Meeting

826 IRP: Internal Rules of Procedure

- 827 MO: Member Organisation
- 828 Sec-Gen: Secretary General
- 829 EGP: European Green Party
- 830 CV: Curriculum Vitae
- 831 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 Madrid in 2017.