

# I1 Post-CAS 1: Internal Rules of Procedure (2023 Proposal)

Proposer: FYEG EC  
Agenda item: 6. Statutory Documents

## Structure

This document is a proposed replacement to the current IRPs. Member organisations may submit amendments to the proposed document.

## Motion text

1 1. Member Organizations

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11 General Principles

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

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

16 The IRPs shall be facilitating and helping with decision-making processes as  
17 well as the organisation of the federation. There shall be no more rules than  
18 necessary.

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

20 All acts, invoices, publications, official letters and websites, in electronic  
21 form or not, emanating from the association must mention:

22 - its full or abbreviated name, immediately preceded or followed by "AISBL" or  
23 "international non-profit association",

24 - the precise indication of its registered office,

25 - its company number,

26 - the terms "register of legal persons" or the abbreviation "RPM" followed by  
27 the indication of the court of the registered office of the legal person,

28 - if applicable, their email address and website,

29 - the number of at least one account held by the association with a credit  
30 institution established in Belgium,

31 - if applicable, the indication that the association is in liquidation.

## 32 **1. Member Organizations**

### 33 **1.1. Membership**

#### 34 **1.1.1. Membership categories**

35 The association is made up of member organisations only and has three categories  
36 of member organisations:

37 Full members

38 Candidate members

39 Associate members

## 40 **1.1.2. Membership criteria**

41 Membership criteria are detailed in the Statutes.

## 42 **1.1.3. Conditions of admission of candidate members**

43 Conditions of admission of candidate member organisations are detailed in the  
44 Statutes.

## 45 **1.1.4. Conditions of admission of full members**

46 Conditions of admission of full member organisations are detailed in the  
47 Statutes.

48 In addition, a candidate member organisation must apply for full membership  
49 latest at the General Assembly three years after it has received its candidate  
50 member organisation status. If the candidate member organisation does not apply  
51 for full membership in the third year of its candidacy, the Executive Committee  
52 can propose the suspension or exclusion of the candidate member organisation.

## 53 **1.1.5. Conditions of admission of associate members**

54 Conditions of admission of associate member organisations are detailed in the  
55 Statutes.

## 56 **1.1.6. Resignation of members**

57 Conditions for the resignation of members are detailed in the Statutes.

## 58 **1.1.7. Suspension of members**

59 Conditions for the suspension of members are detailed in the Statutes.

60 The Executive Committee has a right to propose the suspension of a member  
61 organisation to the General Assembly in the following cases (not limited to):

- 62 • no update or other contact is made between a member and the FYEG Executive  
63 Committee between two General Assemblies,
- 64 • the member organisation doesn't fulfil one or more of the membership criteria,

- 65 • the member organisation didn't pay their membership fee,
- 66 • major changes that happened in the member organisation, which need to be
- 67 investigated by the EC.

68 The suspension of a member means that the organisation loses its voting rights.

69 When a member is suspended, the Executive Committee:

70 1. informs the member organisation about the suspension via an e-mail and

71 explain the consequences

72 2. makes all reasonable efforts to enable the member to regain its full

73 membership

74 3. creates a report on this process and presents it at the following General

75 Assembly.

### 76 **1.1.8. Exclusion of members**

77 Conditions for the exclusion of members are detailed in the Statutes.

78 The exclusion of an MO means that this organisation is not listed as a member

79 organisation anymore and hence loses all of its rights within FYEG. Following an

80 exclusion, an organisation that wishes to rejoin FYEG is expected to follow the

81 entire membership procedure, as a new organisation would.

82 The rejoining organisation is required to inform GA about changes that happened

83 in their organisation since leaving FYEG and explanation of their decision about

84 rejoining.

### 85 **1.1.9. Suspension and exclusion in case of non-payment of**

86 **membership fee**

87 **The suspension and exclusion of member organisation in case of non-payment of**

88 **membership fee is further detailed in the Statutes.**

### 89 **1.1.10. Membership fee**

90 FYEG has an annual membership fee. The ceiling is stated in the Statutes.

91 Each full member organisation shall pay an annual membership fee to FYEG. This

92 membership fee shall correspond to 1 % of the total incomes of their previous

93 year's realised budget with a minimum of 50 EUR for the EU and European Economic  
94 Area (Iceland, Liechtenstein and Norway) and Switzerland and the United Kingdom,  
95 and 25 EUR for all other European countries.

96 By way of derogation to the previous paragraph, the General Assembly may decide,  
97 in duly justified cases, to lower the amount of the membership fee that a Member  
98 Organisation shall pay, following a recommendation of the Executive Committee.  
99 Requests for lowering the Membership fee shall be sent by a Member Organisation  
100 to the Executive Committee at the latest 2 weeks before the GA.

101 Each full MO shall pay their membership fee for the running year on the first  
102 evening of the GA at the latest, if it has not already been transferred earlier.

103 Full MOs are requested to provide their annual budget statement for the previous  
104 year at the latest. A document listing the amount of the membership fee paid by  
105 each MO and the way it has been calculated must be annexed to the financial  
106 report of the year in question.

### 107 **1.1.11. Membership reviews**

108 The Executive Committee presents a review of the FYEG Member Organisations as  
109 part of the Executive Committee Report. The review can include the following  
110 information:

111 Overview of the region and its meetings and activities,

112 The Member Organisations' engagement with FYEG activities during the year,

113 Major changes to the Member Organisation.

114 In case of major changes (change of organisations' name, split in the  
115 organisation, merge with another organisation, change of political affiliation,  
116 etc.), the Executive Committee can propose the General Assembly to vote on that  
117 change. The General Assembly may, among other options, take note of the change  
118 or suspend the membership of the organisation to give sufficient time to the  
119 Executive Committee to look into the situation.

## 120 **1.2. Working with Member Organisations**

### 121 **1.2.1. Member Organisation Duties**

122 Each MO should keep FYEG updated about:

123 - changes in the board

124 - valid contact addresses for the MO list and the website

125 - activities

## 126 **1.2.2. FYEG duties**

127 FYEG will provide the Member Organisations with:

128 - information about statutory meetings

129 - minutes and reports from statutory meetings and long ECMs

130 - a newsletter containing information and participation possibilities in current  
131 activities

132 - regularly updated contacts of other Member Organisations

## 133 **2. General Assembly**

### 134 **2.1. Composition**

135 The General Assembly is the highest decision body. The General Assembly is  
136 composed of one or two delegates per full member organisation, candidate member  
137 organisation and associate member organisation.

138 MOs should strive to send delegations to GA that are gender-balanced and consist  
139 of delegates maximum aged 30 years old. If the organisation is unable to find  
140 delegates within the age limit, they can send older delegates aged 31-35.

141 The delegates can be asked to pay a participation fee for the General Assembly.

142 People who are employed by FYEG or are members of the FYEG Executive Committee  
143 cannot be delegates to the general assembly.

### 144 **2.2. Powers**

145 The power of the General Assembly is detailed in the Statutes.

146 In addition to what Statutes state, a decision of the General Assembly is  
147 required in the following cases:

- 148 - the adoption and amendment of the Activity plan for the upcoming year,
- 149 - the adoption and amendment of Resolutions,
- 150 - the election of the Financial Control and Advisory Committee,
- 151 - the election of the Editorial Board of Ecosprinter,
- 152 - the election of the FYEG representative to the European Green Party Committee,
- 153 - the approval of the Advisory Committee
- 154 - the approval of the Presidency of the General Assembly
- 155 - Decision about joining (or leaving) membership with other  
156 organisations/networks

157 The General Assembly also hears the following reports:

- 158 - Activity Report
- 159 - Executive Committee and Secretary General Report
- 160 - FYEG's Representative to the EGP Committee
- 161 - Ecosprinter Editorial Board report
- 162 - Financial Control and Advisory Committee report
- 163 - Advisory Committee report

### 164 **2.3. Functioning**

165 The Administrative Board and the Executive Committee summons the annual General  
166 Assembly. FYEG Member Organisations are summoned to the General Assembly via  
167 ordinary mail or e-mail. The convocation contains the agenda, date, time and  
168 place of the General Assembly.

169 General Assembly is presided in line with the Meeting Rules (Annex - 1)

170 The rules for holding extraordinary General Assembly are detailed in the  
171 Statutes.

172  
173 Changestothe statutory and internal organisational documents take effect from  
174 the first working day after the GA meeting where they were changed, except when  
175 the GA votes for their immediate implementation through a second vote requiring  
176 an absolute two-thirds majority. Persons elected by the General Assembly will  
177 start their mandate from the first working day after the GA meeting where they  
178 were elected, unless other rules apply for their mandate.

## 179 **2.4. Deadlines and calls**

180 The call for hosting the General Assembly must be sent out by latest 1st of  
181 October of every year with a one month deadline. The selection of the hosting  
182 organisation is done by the Executive Committee.

183 The remaining deadlines are structured as follows:

184 12 Weeks before the General Assembly the Executive Committee must send out a  
185 call for:

186 Registration

187 the executive committee (if applicable)

188 the secretary general (if applicable)

189 the financial control and advisory committee

190 the ecosprinter editorial board

191 the FYEG representative to the EGP committee

192 the presidency

193 10 weeks before the General Assembly:

194 The Executive Committee must also organise an online information session,  
195 explaining the functioning of the General Assembly and promoting the different  
196 open positions.



197 9 weeks before the General Assembly is the deadline for:

198 applications of presidency

199 6 weeks before the General Assembly is the deadline for:

200 registration of delegates

201 applications of organisations for associate, candidate or full membership

202 applications of Secretary General candidates

203 applications for the FYEG nominee to the EGP Committee

204 4 Weeks before the General Assembly is the deadline for:

205 submission of resolutions

206 amendments to the Political Platform, the Internal Rules and Procedures and the  
207 Strategic Plan

208 Reports and Plans to be sent out to Member Organisations

209 Executive Committee candidates

210 Financial Control and Advisory Committee candidates

211 Ecosprinter Editorial Board candidates

212 the submission of proposals to add point to the GA agenda, any such proposal  
213 must be signed by one-twentieth of the full member organisations, as detailed in  
214 the Statutes

215 In case the number of candidates is less than the number of positions open  
216 and/or if the gender quota is not met, the Executive Committee will re-open the  
217 call for additional candidates of the underrepresented gender and/or positions  
218 with lacking candidates.

219 3 weeks before the General Assembly is the deadline for:

220 publication of Candidacies

221 publication of Executive Committee recommendations on potential member  
222 organisations (for full, candidate or associate membership)

223 publication of Executive Committee recommendations on exclusion and/or  
224 suspension of member organisations

225 sending the GA agenda, as detailed in the Statutes

226 2 weeks before the General Assembly is the deadline for:

227 publication of support for candidates

228 1 week before the General Assembly is the deadline for:

229 amendments to the resolutions, Activity Plan and Financial Plan

230 Other deadlines:

231 The deadline for submitting emergency resolutions must be 2 days before the  
232 start of the General Assembly. At the end of the General Assembly's first day,  
233 the assembly sets a deadline for amendments to the emergency resolutions.

## 234 **2.5. Submission of resolutions and amendments**

235 At the general assembly Full Member Organisations and the Executive Committee  
236 have the right to submit resolutions, and amendments to resolutions, the  
237 political platform, the activity and financial plan, the strategic plan, the  
238 statutes and the IRPs, bearing in mind the deadlines specified under 2.4.  
239 Support of 3 Full Member Organizations is needed in order to table an emergency  
240 resolution.

## 241 **2.6. Presidency**

242 The General Assembly confirms the Presidency proposed by the Executive Committee  
243 before any other decisions are made.

244 The Presidency then:

- 245 • chairs the meetings and discussions at the General Assembly
  
- 246 • prepares the resolutions, amendments and voting procedures for the General

247 Assembly

- 248 • is responsible for taking the minutes of the General Assembly

249 The Presidency:

- 250 • consists of four to six people who must not be candidates to any positions  
251 at the General Assembly.

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

## 256 **2.7. Participation fee**

257 A participation fee to the General Assembly can be set up if the Treasurer finds  
258 it necessary.

259 The following participants of the General Assembly are exempt from paying the  
260 participation fee:

261 One delegate per Full, Candidate and Associate Member Organisation,

262 Executive Committee members

263 the Secretary-General and office

264 members of the Presidency

265 If a full Member Organisation sends a second delegate the participation fee is  
266 halved in case at least one of the two delegates self-identifies as women,  
267 intersex, nonbinary, trans or agender. Treasurer can grant exemption or lowering  
268 of the fee to participant that request it.

## 269 **2.8. Travel reimbursement**

270 Full reimbursement of travel costs is granted to:

- 271 • one delegate per full, candidate or associate Member Organisation
- 272 • Executive Committee members
- 273 • the Secretary-General and the office
- 274 • candidates for the Executive Committee elections
- 275 • candidates for the Secretary-General elections, provided they have  
276 received approval by the pre-selection committee
- 277 • candidates for the FYEG Representative to the EGP Committee, provided they  
278 have received approval by the pre-selection committee
- 279 • members of the presidency

280 The Treasurer can decide to reimburse travel costs for:

- 281 • delegates of organisations applying for candidate membership in FYEG
- 282 • candidates for all open positions
- 283 • the second delegate of a full, candidate or associate Member Organisation  
284 if at least one delegate self-identifies as women, intersex, nonbinary,  
285 trans or agender.

## 286 **3. Election and Voting Procedures**

### 287 **3.1. Attendance and voting quorums**

288 In line with the Statutes, each Member Organisation has the right to attend the  
289 General Assembly. Only Full Member Organisations have voting rights and each

290 Full Member Organisation has two votes.

### 291 **3.1.1. Principles**

292 In line with the Statutes, the General Assembly deliberates validly only if 50 %  
293 + 1 of the Full Member Organisations are present or represented. The Statutes  
294 detail the steps to follow in case the attendance quorum is not reached.

295 In line with the Statutes, in principle all decisions in FYEG are taken by a  
296 simple majority of votes registered for the General Assembly. When voting,  
297 abstention is always an option. When the vote relates to decisions concerning  
298 persons or Member Organisations, the ballot is always secret. The voting body  
299 can decide to have other voting procedures processed through secret ballot.

### 300 **3.1.2. Procedures**

#### 301 Definitions

302 Votes registered at General Assembly - the number of Member Organisations and  
303 their delegates who are registered for the General Assembly and have voted in  
304 the determination of the General Assembly quorum

305 Votes cast - the number of votes that were submitted.

#### 306 Simple majority

307 Majority of the votes cast, i.e. the number of "Yes" votes exceed the number of  
308 "No" votes.

309 Abstentions are not considered in the count.

#### 310 Examples:

311 Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1 yes, 0 no, 19  
312 abstentions: passed.

313 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed.

#### 314 Absolute majority

315 To pass "yes" should reach the majority (half+1, or half + 0.5 in case of odd  
316 number) of the number of votes registered at the General Assembly.

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

320 Examples:

321 20 voters registered: need 11 or more yes votes.

322 21 voters registered: need 11 or more yes votes.

323 22 voters registered: need 12 or more yes votes.

324 Simple two-thirds majority

325 Two thirds of the votes cast.

326 Absolute two-thirds majority

327 Two thirds of the number of votes registered.

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

331 Examples:

332 20 voters: need 14 yes or more votes.

333 21 voters registered: need 14 or more yes votes.

334 22 voters registered: need 15 or more yes votes.

## 335 **3.2. Election of candidates**

### 336 **3.2.1. Principles**

337 FYEG uses a Single Transferable Vote (STV) electoral system with a standard  
338 droop quota. Mathematically, this is the next integer larger than  $V / (n+1)$  when  
339  $V$  = the total number of valid votes and  $n$  is the number of positions available.  
340 Specifically recommended is the Scottish STV system.

341 **3.2.2. Procedures**

342 The main principle is to rank all the candidates according to the voter's  
343 preferences for each candidate. Where 1 is the first preference 2 the second  
344 preference and so on.

345 Voters can rank all candidates even if the number of candidates exceeds the  
346 number of positions. Voters can decide to not rank some of the candidates even  
347 if this means leaving the ballot partially blank.

348 Only a completely blank ballot counts as abstention, an abstention counts under  
349 the exception below.

350 If a simple majority of all ballots cast do not rank the candidate with any  
351 numbers they are excluded from the election.

352 0 - All ballots are inspected to determine that candidates have received a  
353 simple majority of any kind of ranking on cast ballots. If not, they will be  
354 excluded from the election.

355 1 – The candidates who have reached the election quota (i.e. election threshold)  
356 are elected.

357 2 – If some positions are still available, the following process starts:

358 2a – The left-over votes on candidates reaching the election threshold are  
359 redistributed according to second preferences, using the Single Transferable  
360 Vote system of distribution.

361 2b – If one or more candidates have reached the election threshold, that/those  
362 candidate(s) are elected in order from highest to lowest vote count. The process  
363 then starts again from point (2).

364 2c – If no candidate reaches the threshold in this way, the candidate with the  
365 lowest amount of votes is removed from the election. The ballot-papers that  
366 ranked this candidate as their first remaining preference are redistributed  
367 according to their second preference. The process is then restarted (1).

368 2d - If, following the calculation of the election result, one or more  
369 candidates is elected who is ineligible due to quota regulations, these  
370 candidates (who had the least number of votes) are removed from the pool of  
371 candidates and the entire election is recalculated. That is to say, the election  
372 is recalculated, and each time the ineligible candidate would have received a

373 preference vote, the vote instead goes to the voter's next preference.

374 **3.2.3. Exceptions**

375 At the General Assembly:

376 Concerning the Executive Committee elections:

377 The spokespersons and the treasurer are elected separately from the rest of the  
378 Executive Committee positions.

379 Concerning the Advisory Committee:

380 The newly elected Executive Committee will present the proposed Advisory  
381 Committee to the General Assembly. The General Assembly ratifies the proposed  
382 Advisory Committee by a simple majority vote.

383 Between General Assemblies:

384 Concerning the replacement of a resigned Executive Committee member:

385 If an Executive Committee member resigns, a new Executive Committee member can  
386 be elected to replace them.

387 The Executive Committee will publishes a call for candidates for the vacant  
388 position. Candidates will be elected via an electronic vote.

389 Any replaced EC member will have full voting rights in the Executive Committee.

390 **3.3. Electronic voting**

391 The Executive Committee can call for an electronic vote between General  
392 Assemblies in urgent matters. It is the duty of the Executive Committee to  
393 provide enough information for the full Member Organisations to make an informed  
394 decision.

395 Each full Member Organisation has 2 votes. When voting, abstention is always an  
396 option.

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



398 The Statutes, the Internal Rules and Procedures, the Strategic Plan and the  
399 Political Platform cannot be subject to any electronic vote between the General  
400 Assemblies.

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

## 403 **3.4. Tiebreakers**

### 404 **3.4.1. Tiebreakers on point of substance**

405 In the case of a tie between two points of substance, the vote shall be held  
406 again. If the result is once again a tie, the body voting may choose to vote  
407 once more, table the discussion to later in the meeting, or decide by some form  
408 of chance. Note that this paragraph is not intended to apply to ties between  
409 "yes", "no", or "abstain" where some point of substance requires a majority to  
410 pass.

### 411 **3.4.2. Tiebreakers relating to elections**

412 If the tie occurs between two candidates in an election, and only one may be  
413 elected, a vote shall be held to decide between them. If the result is once  
414 again a tie, the body voting may choose to vote once more or decide by some form  
415 of chance. At any point during this, either candidate may choose to withdraw.

## 416 **3.5. Dismissal of elected persons**

### 417 **3.5.1. Dismissal of Executive Committee member**

418 Two thirds of the Executive Committee can propose dismissal of an Executive  
419 Committee member.

420 The Full Member Organisations vote on the proposed resignation through  
421 electronic vote.

422 The vote is based on two letters: a letter of justification from the majority of  
423 Executive Committee members proposing the dismissal and an optional letter of  
424 defence from the Executive Committee member.

425 If at least one third of the full MOs participate in the vote and a two third  
426 majority is reached the Executive Committee member is dismissed.

## 427 **3.5.2. Dismissal of Secretary-General**

428 Two thirds of the Executive Committee can propose the dismissal of the  
429 Secretary-General. An additional General Assembly must then be convened by a  
430 decision of the Administrative Board under the applicable rules (as set out in  
431 the statutes), where the Member Organisations vote on both the dismissal of the  
432 existing Secretary-General, and the election and appointment to the  
433 Administrative Board of a new interim Secretary-General. The Executive Committee  
434 has the right to in writing and orally inform the Member Organisations as to why  
435 they have proposed the dismissal, and the Secretary-General the right to defend  
436 themselves.

437 If quorum is reached (as detailed in the Statutes) and a simple two-thirds  
438 majority is found at the additional General Assembly for dismissing the  
439 Secretary-General, the Secretary-General is dismissed. The Executive Committee  
440 can propose dismissal of the Secretary General, with two-thirds of the votes of  
441 the members of the EC. The Member Organisations must be notified within 8 days  
442 about the decision and the Executive Committee must appoint a Secretary-General  
443 ad interim within 8 weeks after the decision of the Executive Committee. The  
444 Secretary General ad interim will continue until the election of a new Secretary  
445 General at the subsequent General Assembly. The new interim Secretary-General  
446 will take over the mandate over the former Secretary-General, expiring whenever  
447 the former Secretary-General's mandate would have expired. They have all the  
448 powers and responsibilities of the former Secretary-General.

## 449 **3.6. Gender quota**

450 In all elected bodies there must be a minimum of 50% of people that self-  
451 identify as women, intersex, nonbinary, trans or agender.

452 If there is only one position in a body, there is no quota. However it is  
453 encouraged that people that self-identify as women, intersex, nonbinary, trans  
454 or agender alternate in this position.

## 455 **4. Bodies**

### 456 **4.1. Administrative Board**

457 In line with the Statutes, the association is administered by an administrative  
458 board composed of three people, appointed by the general assembly amongst the  
459 Secretary-General, and members of the Executive Committee, preferably the  
460 Spokespeople and the Treasurer.

461 **4.2. Executive Committee**

462 The Executive Committee members are responsible for making strategic and  
463 political decisions about the organisation during their mandate and between  
464 General Assemblies.

465 The Executive Committee is composed of eight people:

466 who are elected by the General Assembly with a two-year mandate

467 whose mandate can be renewed two times

468 in case of by-election, the term only counts as a mandate if it exceeds 9 months

469 an EC member can not hold two mandates in the same role

470 An EC candidate must not be older than 32 on the year of election.

471 A mandate is the period between one Annual GA and the second to next Annual GA.

472 Within the EC there are two spokespersons, who must not be from the same Member  
473 Organisation, the treasurer and five additional members. The gender quota  
474 applies to the spokespersons.

475 The Executive Committee:

476 is responsible for the relations with the Member Organisations,

477 has the right to make statements on behalf of FYEG, in line with the political  
478 platform

479 oversees the implementation of the activity plan as decided by the General  
480 Assembly

481 receives and handles applications from organisations that wish to join FYEG and  
482 produces a report for the General Assembly including voting recommendation

483 can engage FYEG in partnerships with external movements, networks and  
484 organisations

485 select members of non-elected temporary bodies and provides political support to

486 them (such as the prep-teams, working groups, task forces etc.)

487 The Executive Committee members represent FYEG to its partners, member  
488 organisations and other stakeholders.

### 489 **4.2.1. Spokespeople**

490 The Spokespersons:

491 Coordinate the Executive Committee

492 Represent FYEG to the public and are a contact point for people from outside the  
493 Federation.

494 Represent FYEG with the Partners and attend European Green Party Committee  
495 meetings

496 Are responsible for the secretariat

497 The mandate of the spokespersons is further stated in the internal delegation  
498 order of FYEG, adopted by the Executive Committee on an annual basis.

### 499 **4.2.2. Treasurer**

500 The Treasurer is responsible for the yearly budget of FYEG. The treasurer works  
501 closely together with the Secretary General and the Office, that ensures the  
502 daily financial management of the organisation. The treasurer:

503 prepares the financial report to the Executive Committee and to the General  
504 Assembly

505 prepares a budget plan for the General Assembly

506 has regular meetings with the Office to check the budget

507 The mandate of the treasurer is further stated in the internal delegation order  
508 of FYEG, adopted by the Executive Committee on an annual basis

### 509 **4.3. Secretary-General**

510 The Secretary General is elected for a three year mandate at the General

511 Assembly. The mandate can only be renewed once. The total duration of the  
512 mandate of the Secretary-General can not exceed two mandates and the time held  
513 as "interim Secretary-General" is not counted as part of a mandate.

514 The tasks of the Secretary General include:

515 the legal representation of the organisation

516 Managing the FYEG Secretariat and making sure that each office member fulfils  
517 their responsibilities and tasks

518 Facilitating and assisting the work of the Executive Committee

519 Overseeing the HR processes

520 Overseeing the execution of FYEG Activity Plan

521 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank  
522 accounts, accounting,

523 Making sure that the statutory deadlines and process are respected

524 Overseeing the organisation of the statutory activities

525 Overseeing FYEG's external communications and campaigns

526 Monitoring key political events and policy developments on the European level to  
527 serve as a resource for FYEG's political work

528 Maintaining good contacts with FYEG's partners and Member Organisations and  
529 other stakeholders

530 If mandated by the Executive Committee, the Secretary General can externally  
531 represent FYEG and its position

#### 532 **4.4. FYEG's Representative to the European Green Party** 533 **Committee**

534 As outlined in the Statutes and the Rule Book of the European Green Party, the  
535 Committee is the executive body of the European Green Party and is responsible  
536 for its political and strategical development and functioning within the budget  
537 and the guidelines approved by the Congress. The Committee consists of 13

538 members, out of which 4 are elected for specific functions, 8 regular members  
539 and 1 seat nominated by FYEG.

540 The Committee mandate is 3 years. Members may not serve more than three terms.  
541 The Committee's general tasks and responsibilities are further detailed in the  
542 European Green Party Statutes.

543 FYEG nominates one member to the EGP Committee. Hereafter, this person will be  
544 referred to as the representative. This representative cannot hold any of the  
545 four specific posts of the Petit Committee of the European Green Party (Co-  
546 Chairs, Treasurer and the Secretary General). The nomination of this FYEG  
547 representative will follow the Committee elections deadlines.

548 FYEG's representative is elected at the General Assembly. They must not be older  
549 than 35 years old at the year of election. They are required to attend at least  
550 one live Executive Committee meeting every year. Moreover they must submit a  
551 report to the General Assembly every year, detailing the work that they have  
552 done in the EGP Committee. They can be asked to attend more FYEG Executive  
553 Committee meetings and FYEG events to represent the EGP Committee.

## 554 **4.5. Financial Control and Advisory Committee**

555 At the General Assembly, members of the Financial Control and Advisory Committee  
556 (FCAC) are elected for a two year mandate.

557 The FCAC is composed of two members. Its members must not be members of the  
558 Executive Committee nor financially depending on FYEG.

559 The FCAC's tasks include:

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

563 the presentation of this yearly report to the delegates at the GA. The financial  
564 report that is to be presented to the GA and all other relevant material have to  
565 be ready and at disposal for the meeting.

566 Providing recommendations to FYEG Treasurer and Secretary General regarding the  
567 financial management and the financial orientations of FYEG.

568 It is recommended that the EC and the office share relevant information related  
569 to the finances of the organisation to FCAC throughout the year.

570 **4.6. Office**

571 In addition to the Secretary General, FYEG may recruit employees for its Office.

572 In principle, all recruitments are made after an open and public call. The  
573 decision on the selected candidate is done in line with the internal delegation  
574 order of the FYEG, adopted by the Executive Committee on an annual basis.

575 The Executive Committee adopts "Guidelines and Rules for the Office" in line  
576 with legal requirements. This document is made available to all employees,  
577 especially when new employees are recruited.

578 Salaries are decided upon in line with the internal delegation order of the  
579 FYEG, based on the financial plans adopted by the General Assembly.

580 **4.7. Advisory Committee**

581 The Advisory Committee ensures the transfer of knowledge within FYEG and acts as  
582 a conflict resolution body. It is appointed for two years at the General  
583 Assembly. The Advisory Committee is composed of 5 members. Action by the  
584 Advisory Committee is taken only upon request by Executive Committee members of  
585 other bodies of FYEG. Its tasks are:

586 providing their shared experience on a specific subject

587 assisting in conflict resolution between Executive Committee members, members of  
588 other Bodies and/or office

589 providing general or specific mentorship for Executive Committee members on an  
590 individual needs basis.

591 If requested by the Executive Committee, advising the Executive Committee on  
592 organisational and structural matters

593 In order to enable the Advisory Committee to fulfil this tasks it is granted the  
594 following:

595 one-way access to the email-list of the Executive Committee throughout the year,  
596 meaning the possibility to read conversations but not actively take part

597 access to the online storing spaces of the Executive Committee, without editing  
598 rights.

599 attendance at online or offline meetings of the Executive Committee

600 During its duty, the Advisory Committee must respect the secrecy of internal  
601 matters. At the General Assembly, the Advisory Committee must present a brief  
602 overview of the functioning of the Executive Committee and office. If prompted,  
603 the Advisory Committee make recommendation within 8 weeks, after oral or written  
604 consultation of involved parties, and to the best of all members' knowledge.  
605 Recommendation of the Advisory Committee have to be provided in written form to  
606 parties involved.

## 607 **4.8. Working Group**

608 Working groups have the following functions within FYEG :

609 helping with the acquirement and create professional documents on current and  
610 selected topics

611 providing the groundwork for the formulation of political positions

612 promoting the involvement of Member Organisations and green activists in FYEG  
613 Working Groups

614 providing space for a debate between young Green activists on the European level

615 supporting the Executive Committee, office and prep-teams in the organisation of  
616 events and campaigns

617 supporting the Executive Committee and Prep-teams in policy related preparations  
618 for FYEG events

619 Working groups are formed by the Executive Committee, with a defined scope, aim,  
620 working area and timeframe. This defined scope is outlined by the Executive  
621 Committee responsible for the working group and working group coordinators at  
622 the start of the mandate to complement FYEG's priorities. The creation of a  
623 working group may be planned in the annual activity plan adopted by the General  
624 Assembly but the Executive Committee may also decide to create ad-hoc working  
625 groups.

626 Working groups must not work against the political platform of FYEG. Further  
627 details on how to form, manage and communicate Working Groups is detailed in the  
628 Annex - 2 Working Groups Guidelines.

629



#### **4.9. Ecosprinter Editorial Board**

630 The Ecosprinter is the Member Organisations magazine of FYEG and is created by  
631 an autonomous editorial board, elected at the General Assembly. The Ecosprinter  
632 is published online and FYEG should strive for a printed version.

633 The mission of the Ecosprinter is to:

634 provide a forum for commentary and internal debate

635 provide the spaces for blogs and articles of members of FYEG

636 inform about European Green policies and politics

637 report and comment about culture, politics and discussions they believe are of  
638 importance.

639 The Ecosprinter Editorial Board:

640 consist of four members of which only one may be an EC member

641 has to be gender-balanced

642 can elect an Editor-in-Chief among its members

643 work on the mission and development of the Ecosprinter

644 In case there is not a consensus within the Ecosprinter Editorial Board on the  
645 election of the Editor-in-Chief, or an absolute majority, the Executive  
646 Committee can appoint the Editor-in-Chief. The role of the editor in chief is to  
647 coordinate the work of the Ecosprinter Editorial Board and ensure that the  
648 mission of the Ecosprinter is fulfilled.

#### **4.10. Conflict of Interest**

650 In case a decision needs to be taken and a member of an FYEG body has a conflict  
651 of interest, financial or moral, they must inform the other members of the body  
652 before the decision is taken and the following procedure applies:

653 - the nature of the conflict of interest must appear in the minutes of the  
654 meeting,

655 - the person with a conflict of interest may not participate in the debate and  
656 the vote related to the decision in question.

657 - except for the Executive Committee itself, the body in question is allowed to  
658 delegate this decision to the Executive Committee,

659 - when the decision is delegated to a second body, the first body may still  
660 execute the decision.

661 If someone neglects to disclose a conflict of interest, any other member who is  
662 aware of the conflict must inform the rest of the members before the debate and  
663 decision takes place. Without the member concerned by the conflict of interest  
664 present, the body decides by a vote whether or not this member can participate  
665 in the debate and the vote. This decision must be mentioned in the minutes of  
666 the meeting. The body is allowed to delegate this decision.

667 In case the majority of members present or represented are in a position of  
668 conflict of interest, the decision must be delegated to the Executive Committee.

669 In case the majority of members of the Executive Committee are in a position of  
670 conflict of interest, the decision must be delegated to the General Assembly.

671 This chapter does not apply when the decision in question relates to usual  
672 transactions, entered into under normal market conditions and guarantees for  
673 transactions of the same nature.

## 674 **5. Relations with other organisations**

### 675 **5.1. General principles**

676 FYEG may:

677 become a member of other organisations/networks

678 become a temporary or permanent partner of other  
679 organisations/networks/alliances

680 set up new organisations and networks

681 The Executive Committee may take the decision to become a temporary or permanent  
682 partner of other organisation/networks/alliances. The decision to become a  
683 member of other organisations/networks or to set up new organisations/networks

684 should be approved by the General Assembly.

685 Furthermore the EC must:

686 provide a list of organisations that FYEG is a member of, as well as a  
687 description of FYEG's rights and responsibilities and the contact details of the  
688 concerned organisations

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

## 691 **5.2. European Green Party**

692 FYEG is the official youth wing of the European Green Party (EGP). Relations  
693 between FYEG and EGP are further specified in the EGP-FYEG relationship  
694 agreement.

## 695 **5.3. Cooperation and Development Network Eastern Europe**

696 FYEG and Cooperation and Development Network (CDN) are sister organisations and  
697 cooperate together to their mutual benefit. Relations between FYEG and CDN are  
698 further specified in the CDN-FYEG relationship agreement.

## 699 **5.4. Global Young Greens**

700 FYEG supports the building and working of Global Young Greens (GYG), striving to  
701 help GYG with financial and organisational matters.

## 702 **6. Event Management**

### 703 **6.1. Participants**

704 Participants to an event are selected in line with the internal delegation order  
705 of the FYEG, striving for gender, age and geographical balance.

706 The Executive Committee decides if the event is open to all or only to the  
707 delegates of Member Organisations.

708 The FYEG Safer Spaces Policy and the Anti Sexual Harassment protocol shall be  
709 communicated and presented to all participants.

710 **6.2. Prep Team**

711 A Prep Team is a temporary bodies, created for the planning, organisation and  
712 follow-up of specific projects.

713 A Prep Team is set up via an open call procedure.

714 In line with the internal delegation order of the FYEG, the final decisions on  
715 the Prep Team's composition and all necessary replacements are done by the  
716 responsible Executive Committee member. They must always:

717 strive for gender and geographical balance

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

719 A Prep Team can take decisions concerning their project independently. If  
720 needed, a Prep Team can consult the Executive Committee in order to solve  
721 possible internal problems.

722 **6.3. Alcohol and intoxicating substances**

723 Organisers of the event shall make sure that underaged participants are not  
724 exposed to dangerous situations involving alcohol or illegal drugs.

725 This shall be ensured by, among others, the following measures:

726 Participants below 16 and those for whom it is forbidden by domestic laws, shall  
727 not consume alcohol or illegal drugs, and one shall not offer any to them. In  
728 the event that this does take place, all parties responsible must be banned from  
729 the rest of the programme. Moreover, their respective MO(s) shall be notified by  
730 the Executive Committee upon violation of these rules;

731 Alcohol and illegal drugs shall not be consumed during the official sessions  
732 part of the programme;

733 FYEG shall look into organising sessions and parties in other places than those  
734 where alcohol consumption is central, such as bars or clubs;

735 Members of the Executive Committee and the Prep Team shall lead by example and  
736 abstain from excessively drinking alcohol and from using illegal drugs during an  
737 event. Additionally, two people, from either the Executive Committee or the Prep  
738 Team, should be appointed to stay sober during the programme.

739 **7. Financial Management**

740 The FYEG financial year starts on 1st of January and ends on 31st of December as  
741 is reflected in FYEG budget. The financial management of FYEG is done through  
742 the decision-making, execution and control of different bodies in line with  
743 Belgian law and the delegation order adopted by each Executive Committee.

744 FYEG's internal financial management is organised as follows:

745 The General Assembly approves of the yearly Budget Report and amends and adopts  
746 the yearly Budget Plan

747 The Executive Committee approves the General Budget Plan and Report presented by  
748 the Treasurer, before they are submitted to the General Assembly.

749 The Treasurer regularly monitors the implementation of the overall budget and  
750 accounting and keeps the rest of the Executive Committee updated

751 The Secretariat manages all the practicalities to realise the adopted budget  
752 under the supervision of the Secretary-General

753 The Financial Control and Advisory Committee (FCAC) monitors and reviews the  
754 financial reports and plans once per year before they are presented at the  
755 General Assembly. The FCAC also monitors the financial management processes and  
756 practices. It submits a report to the General Assembly

757 A certified auditor provides an external audit in line with legal requirements.

758 **7.1. Travel Reimbursements**

759 The reimbursement rules, procedures and deadlines are shared with the  
760 participants of each events. Each event and activity has its own rules,  
761 procedures and deadlines in line with the rules and procedures of the funders of  
762 the activity.

763 As a general principle a person can ask for reimbursement of the travel cost if:

764 the participant attended at least 75% of the meeting

765 all relevant receipts and proof of travel have been handed in within the  
766 deadline communicated for each activity

767 Exceptions to these rules regarding participants can only be made in  
768 consultation with the Treasurer.

## 769 **7.1.1. Reimbursement practicalities**

770 Train and other public transport travel costs are reimbursed on the basis of a  
771 2nd class ticket or a 1st class if that option is cheaper.

772 For night trips over 500 km the couchette fee (2nd class) can be covered

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

775 For trips where the travel by train or bus takes more than 12 hours, a plane  
776 ticket will be reimbursed on the basis of an economy class ticket. A plane  
777 ticket can also be reimbursed if the destination was over 750 km or train-  
778 traveling is not possible because of pressing time-table reasons.

779 Taxi costs will be reimbursed if local transport is not available and if  
780 requested in advance from the organisers.

781 The necessity of using a private car must be justified in writing and approved  
782 in advance. Travel by car may be reimbursed by 0.2 EUR/km. Depending on the  
783 activity, specific reimbursement rules may apply.

784 Car sharing should be approved in advance and should be cheaper than public  
785 transportation. The costs have to be documented.

786 FYEG uses the official conversion rates of the European Commission for  
787 currencies other than Euro:  
788 [ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](https://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)  
789 based on the date of expense if no other donor guidelines apply. Exceptions are  
790 payments with credit cards when the documented conversion rates of the credit  
791 card company apply based on credit card payments statements.

## 792 **7.2. Participation fees**

793 A participation fee to any activity can be demanded and fixed by the Executive  
794 Committee, in line with the delegation order.

## 795 **7.3. Expenses covered**

## 796 **7.3.1. Food and food supplies**

797 The members of the Executive Committee can be reimbursed for food expenses up to  
798 maximum 30€ per person for meetings covering an entire day and up to 15€ per  
799 person for half-day meetings with at least 4 hours of work.

800 Food reimbursement for other volunteers are fixed by the participating  
801 conditions for each event and meeting.

802 FYEG can only cover costs for vegetarian and vegan food. At every event, vegan  
803 food should be offered and its consumption encouraged.

## 804 **7.3.2. Child care**

805 If requested and possible child care will be provided for the Secretary-General,  
806 FYEG Office, Executive Committee members, speakers and Prep Team members in  
807 order to allow full presence at an event. The child care support can take the  
808 form of: covering the travel and accommodation costs for an extra person to  
809 provide child care on the spot during the event, covering the fee for a child  
810 care professional during the event etc. All the costs should be approved by the  
811 Treasurer.

## 812 **7.4. Executive Committee Members allowance**

813 The members of FYEG Executive Committee are entitled to a monthly allowance up  
814 to a maximum of 100 EUR per month. The FYEG EC members are free to claim the  
815 allowance depending on their need.

816 The allowance is meant to cover preparation and participation in the following  
817 meetings:

818 FYEG activities, including regular EC meetings;

819 EGP Committee Meetings and Councils;

820 Study Visits to Member Organisations approved by the EC;

821 Other events or meetings approved by the EC.

822 In addition to the monthly allowance, Executive Committee members are entitled  
823 to reimbursement for their costs for travel, accommodation, food and child care  
824 costs when travelling, in accordance with the FYEG reimbursement rules.

825 Reimbursement for expenses while travelling can only cover expenses for up to  
826 the limit of 1 day before and 1 day after the event/meeting.

827 The EC member in question makes sure the allowance is declared in line with the  
828 fiscal rules of their country of fiscal residence. FYEG declines responsibility  
829 for any tax liability.

## 830 **Annex 1: Organisation of the General Assembly**

831

832

### 833 **Application Requirements & Procedures for Candidates**

#### 834 Applicant Organisations

835 Organisations that are applying to become an Associate, Candidate or Full Member  
836 of the Federation of Young European Greens should send their application to the  
837 Executive Committee before the deadlines set in the Internal Rules and  
838 Procedures.

839 Their application shall contain:

- 840 • a letter signed by their board stating the reason and motivation for their  
841 application
  
- 842 • a copy of the original statutes and a translated version in English
  
- 843 • a copy of their political platform (or comparable document) and a  
844 translated version in English
  
- 845 • a filled-in questionnaire provided to them by the Executive Committee that  
846 includes questions on the number of its members, age limit, list of  
847 activities, budget and all other possibly relevant information.

848 Executive Committee candidates

849 Candidates for the Executive Committee shall provide in their application form:



- 850 • Filled-in application form that will be made available online
- 851 • A motivation letter,
- 852 • An Outline of their plans are for the organisation or their vision for  
853 FYEG
- 854 • Detailed CV
- 855 • Candidates must be proposed by their member organisation and seconded by  
856 another FYEG member organisation.
- 857 • One nomination letter from the Member Organisation they belong to. If that  
858 is not possible the Member Organisation, of which the candidate is from,  
859 must provide an explanation for the rejection of nomination and the  
860 possible candidate has the right to provide a letter of justification. The  
861 letter will be shared with the delegates of the General Assembly. The  
862 General Assembly will decide, through a vote by two-third majority,  
863 whether this person is admitted as a candidate or not.

864 Multiple positions holding

865 FYEG strives to have non-cumulation of positions.

866 Executive Committee members have to be able to combine their commitments to FYEG  
867 with whatever other tasks they may have. Candidates to the Executive Committee  
868 have to lay open what other mandates and functions they have.

869 Secretary General candidates:

870 Secretary General candidates' application must include:

- 871 • a CV
- 872 • a comprehensive motivation letter, explaining how experiences match the  
873 profile, what the candidate thinks they can contribute to FYEG. It should

874 also establish a vision of a European political youth organisation's role.  
875 Special emphasis is given to experiences within FYEG and other Young Green  
876 Organisations.

- 877 • the contact details of two references, preferably employers, supervisors  
878 or tutors

879 Further requirements and procedure:

- 880 • A committee for a pre-selection of the candidates will be set up. The  
881 committee will consist of 4 people: a current FYEG EC member, a former  
882 FYEG Secretary General or office coordinator, one full MO representative  
883 and a 4th member (NGO professional worker).
- 884 • Only applications including all required documents and sent before the  
885 given deadline will be examined taking into consideration both political  
886 and professional skills of the candidates. These candidates will be given  
887 a written assignment and interview if this is possible.
- 888 • The committee will assess the candidates' experience and skills.
- 889 • Candidates will be given a month to campaign and are expected to present  
890 themselves at the GA. The final decision on the Sec-Gen of FYEG lies with  
891 the final vote of the GA of the organisation.
- 892 • In case a candidate is not recommended by the committee, they will still  
893 be able to apply for the position and present themselves at the GA, but  
894 the candidacy will not be endorsed by the EC.
- 895 • In case the Secretary-General wants to renew their mandate and if by the  
896 closing of the deadline for the applications for the Secretary-General  
897 there are no other applications received, there is no need for the  
898 Selection Committee.

899 FYEG's Representative to the EGP Committee Candidates:

900 Candidates to FYEG's Representative to the EGP Committee must provide:

- 901 • A motivation letter,
- 902 • An outline of their plans are for the organisation or their vision for  
903 EGP, specifically as FYEG nominee
- 904 • Detailed CV, highlighting their experiences in FYEG and FYEG Member  
905 Organisations
- 906 • A nomination letter from the Member Organisation they belong(ed) to. If  
907 that is not possible the Member Organisation, of which the candidate is  
908 from, must provide an explanation for the rejection of nomination and the  
909 possible candidate has the right to provide a letter of justification.

910 Further requirements and procedure:

- 911 • A committee for a pre-selection of the candidates will be set up. The  
912 committee will consist of 4 people: one current/former FYEG EC member, a  
913 current/former FYEG Co-Spokesperson, a current/former FYEG Secretary  
914 General, and one full Member Organisation representative).
- 915 • Only applications including all required documents and sent before the  
916 given deadline will be examined taking into consideration both political  
917 and professional skills of the candidates. These candidates will be given  
918 an interview if this is possible.
- 919 • The committee will assess the candidates' experience and skills.
- 920 • Candidates are expected to present themselves at the General Assembly. The  
921 final decision on the nominee of FYEG to the EGP Committee is made by the  
922 General Assembly.
- 923 • In case a candidate is not recommended by the committee, they will still  
924 be able to apply for the position and present themselves at the General  
925 Assembly, but the candidacy will not be endorsed by the EC.

926 Financial Control and Advisory Committee:

927 Candidates for the Financial Control and Advisory Committee shall provide:

- 928 • A motivation letter, highlighting their experience in financial management
- 929 • Detailed CV

930 Ecosprinter Editorial Board:

931 Candidates for the Financial Control and Advisory Committee shall provide:

- 932 • A motivation letter
- 933 • Detailed CV

### 934 **Meeting rules to the General Assembly**

935 These meeting rules regulate the formal sessions of the General Assembly. The  
936 goal of these meeting rules is to make sure that all participants have an as  
937 similar understanding of the formalities of the General Assembly as possible.

938 **Presidency**

939 The General Assembly is presided over by the Presidency. The Presidency consists  
940 of four to six people, who must not be candidates to any positions at the  
941 General Assembly. In line with the Internal Rules and Procedures, the Presidency  
942 is selected by the Executive Committee by an open-call. The General Assembly  
943 confirms the Presidency proposed by the Executive Committee before any other  
944 decisions are made.

945 The Presidency should elect a chair among themselves. The Chair is the main  
946 point of contact for the Executive Committee and the Office during and after the  
947 General Assembly.

948 The chair is responsible for making sure that the rest of the Presidency  
949 delivers their tasks assigned to them and that all the documents related to the  
950 General Assembly (adopted resolutions, minutes, votes and voting cards, and

951 other adopted documents) are finalised handed over the Office and the Executive  
952 Committee in the following month after the General Assembly.

953 The Presidency:

- 954 • chairs the meetings and discussions at the General Assembly
  
- 955 • prepares the resolutions, amendments and voting procedures for the General  
956 Assembly
  
- 957 • is responsible for taking the minutes of the General Assembly
  
- 958 • decides who speaks, who takes part in discussion and who can also be  
959 suspended from discussions.
  
- 960 • Can call emergency sessions to the agenda. However this change would need  
961 confirmation by a simple two-thirds majority of the full members.

962 Agenda:

963 The agenda of the General Assembly is adopted with a simple majority on the  
964 first day of the General Assembly.

965 In line with the Statutes, if the member organisations want to add a point to  
966 the General Assembly agenda, they should communicate it to the Executive  
967 Committee at least 10 days in advance and their proposal must be signed by one-  
968 twentieth of the full members.

969 The agenda can only be changed with a simple two-thirds majority of the full  
970 members. Proposed changes to the agenda have to be presented in written form to  
971 the presidency.

972 Documents that are noted, amended, approved, disapproved at the General  
973 Assembly:

974 The power and the role of the General Assembly is detailed in the Internal Rules  
975 and Procedures.

976 The Executive Committee, the Secretary General, the Ecosprinter Editorial Board,  
977 the Financial Control and Advisory Committee and the Advisory Committee presents  
978 their reports for the previous years. These reports are heard by the GA, not  
979 voted.

980 The Treasurer presents the annual accounts and financial report of the previous  
981 financial year and the budget and the financial plan of the upcoming year. These  
982 documents can be amended and voted.

983 The Executive Committee presents the Activity Plan and the Strategy Plan (if  
984 applicable) for the upcoming year(s). These documents can be amended and voted.

985 The deadlines for presenting and amending these documents are detailed in the  
986 Internal Rules and Procedures.

987 The Presidency is responsible for organising Compromise Amendment Sessions (CAS)  
988 to try and find compromises on amendments, so that documents have a higher  
989 chance of being adopted.

990 Compromise Amendment Sessions (CAS):

991 The Compromise Amendment Sessions are called CAS in short. Everyone who has  
992 speaking rights at the General Assembly can attend the compromise amendment  
993 session, and it's advised that all member organisations with voting rights do  
994 so.

995 Compromises are made between the member organisations or the body that proposed  
996 the original document and the member organisations or the body that proposed the  
997 amendment subject to compromise. It is advised to include other interested  
998 Member Organisations in this compromise process so as to further broaden  
999 consensus.

1000 Amendments to existing documents (Statutes, Internal Rules and Procedures,  
1001 Political Platform) are only subjected to compromise if the compromise is in the  
1002 scope of an already submitted amendments. The Presidency may declare a  
1003 compromise amendment ineligible if its scope is different from the original  
1004 amendment.

1005 During the Compromise Amendment Session, the proposer of the resolution presents  
1006 their resolution. The proposer of the amendment presents their amendment. At  
1007 this point other parties can declare their positions towards the amendment. The  
1008 proposer of the resolution can adapt the amendments or seek a compromise. If a  
1009 compromise is reached, it is shared with the delegates of the General Assembly.  
1010 Unless a Full Member Organisation or the Executive Committee disputes the

1011 compromise, it is considered adopted. If the compromise is disputed, the  
1012 compromise will be sought until the last day of the General Assembly.

1013 It is encouraged that the CAS sessions are organised in advance of the General  
1014 Assembly, following the deadline for amendments which is one week before the  
1015 General Assembly. The CAS session can happen online.

1016 In the voting, firstly the compromised amendments on the document as whole are  
1017 voted. Afterwards, the document itself is voted on.

### 1018 Resolutions

1019 • Each resolution should have an international and/or European angle

1020 • Each resolution should be supported by at least one Member Organisation

1021 • A resolution should always have a call to action

1022 • A resolution should preferably be around 5,000 characters but definitely  
1023 not more than 10,000

1024 The Executive Committee can recommend review of certain resolutions to the  
1025 Presidency.

1026 The Presidency can suggest/demand the proposers of the resolution to withdraw  
1027 their resolution or to postpone the resolution to the further General  
1028 Assemblies.

### 1029 Speaking rights and debates:

1030 Speaking rights are open to all members of FYEG bodies, and all registered  
1031 participants of the General Assembly.

1032 The presidency ultimately decides which individuals are given the opportunity to  
1033 speak.

1034 The speaking time for debates is proposed by the presidency at the beginning of  
1035 every debate based on the content of the debate and the time assigned for the  
1036 current session in the agenda.

1037 The presidency can change the assigned speaking time based on the time left of  
1038 the session to better fit the agenda, as they see fit. This might include  
1039 cutting breaks.

1040 The General Assembly can overrule (with a simple two thirds majority) the  
1041 presidency's proposals for speaking time. In such cases the new Agenda proposal  
1042 must be submitted to the Presidency in a written form.

1043 During sessions where debates will take place, participants will be able to  
1044 submit 'speaker cards' before the session. These cards will note if they are  
1045 for/against, their Member Organisation and their gender.

1046 In view of the received speaker cards, the Presidency will define the speaker  
1047 list. Speakers may still be taken from the floor for balance, but those who  
1048 submit cards will be prioritised

1049 The presidency will ensure gender balance on the speaking list. This is done  
1050 through a strict quotation of the list. Only as many men are allowed to speak as  
1051 non-men are on the list. The only exception is if people are on the list who  
1052 haven't participated in the debate up to that point. They will be chosen before  
1053 persons that have already made plenty of contributions.

1054 The only exceptions to the speakers list are technical points. If someone has a  
1055 technical point, they must signal the presidency and will be given the floor  
1056 after the current speaker.

1057 Types of debate:

1058 Open debate: The debate is open to speakers willing to speak for or against the  
1059 resolution or amendment being discussed, as well as for contributions that are  
1060 neither opposed nor in favour. This debate is often used during the Compromise  
1061 Amendment Sessions.

1062 Con-Pro: The debate is organised by an alternation of speakers against and for  
1063 the resolution or amendment being discussed. This debate is often used during  
1064 the Voting Session of the amendments that goes to vote and the resolutions.

1065 It should be noted that all the compromises should be reached before the voting  
1066 session and the point of the con-pro debate is not to reach a compromise but to  
1067 explain the positions. Therefore the presidency is encouraged to do only one  
1068 round of con-pro debates, and if more than one rounds occur time is monitored by  
1069 the presidency to ensure that overall the 'pro' and 'con' sides are both  
1070 allocated equivalent speaking time.



1071 Quorum, voting and majorities:

1072 Quorum, voting rules and majorities are defined in the Internal Rules of  
1073 Procedures.

1074 Voting rules and majorities are defined in the Internal Rules of Procedures

1075 A quorum check will be called before the voting sessions.

1076 Safer Spaces

1077 The General Assembly is a space where everybody feels safe, and has an equal  
1078 opportunity to be heard. The Presidency is responsible for chairing the General  
1079 Assembly in line with FYEG's Safer Spaces regulations. The presidency can ban a  
1080 participant for misconduct for the remainder of a session.

1081 Annex 2: Working Group Guidelines

1082 These guidelines are to serve the Working Groups and the Working Group  
1083 coordinators.

1084

1085 Working Group rights and responsibilities:

1086 Working group functions are detailed in the FYEG's Internal Rules of Procedures.  
1087 FYEG Working Groups are based on direct democracy and the inclusion of all its  
1088 members. Most of the Working Group meetings happen online, through the channels  
1089 of internal communication available to them. Working Group members can have  
1090 access to usage of the internal communication tools available to FYEG (such as  
1091 online meeting softwares). As set out in the Internal Rules of Procedures, the  
1092 EC is responsible for setting up a new Working Group and for ending the term of  
1093 a Working Group.

1094 Working Groups can (and not only):

1095 • Support FYEG and its bodies in developing policy documents

1096 • Provide feedback to FYEG's internal policies and documents

1097 • Create campaigns

- 1098           • Create guidelines, templates, training material, and similar material

1099 All the Working Group activities must be in line with the FYEG Political  
1100 Platform.

1101

1102 Only FYEG's Executive Committee (EC) has the mandate to speak on behalf of the  
1103 organisation and engage in partnerships with other organisations. Therefore, any  
1104 external communication or partnership request needs their approval.

1105 When the Working Group has a request for content to be shared via FYEG's  
1106 official channels, firstly, it should be approved by the member of the Executive  
1107 Committee responsible for the Working Group (hereinafter EC Responsible).

1108 Moreover, if the Working Group decides to engage in external partnerships, sign  
1109 letters of external partners (i.e. organisations other than Green Political  
1110 Organisations), etc. this must also be approved by the EC Responsible for the  
1111 Working Group.

1112 Finally, if the Working Group needs support from the FYEG Office in matters of  
1113 communication, administration, finances, etc. the Working Group should  
1114 communicate a detailed concept, through the Working Group coordinator, to the EC  
1115 Responsible in a timely manner.

1116 Executive Committee responsibilities:

1117 The EC Responsible is the person appointed among the EC members to be  
1118 responsible for the Working Group.

1119 They are responsible for:

- 1120           • Initial setup of the Working Group: defining the aims, scope, timeframe,  
1121           publishing a call for Working Group members and coordinators

- 1122           • Choosing the first members of the Working Group and the Working Group  
1123           coordinators

- 1124           • Meeting with the coordinators to explain their roles and responsibilities

- 1125           • Attend meetings where needed/wanted to (optional) - but in general, it is

1126 more important to be aware what they are up to

1127 • Keeping track of all their activities and being aware of how the Working  
1128 Group is progressing and what they are up to

1129 • Providing political advice and making sure the Working Group acts in line  
1130 with FYEG's Political Platform

1131 • Updating the Working Group on FYEG activities related to their topics and  
1132 purposes

1133 The EC responsible has the possibility to exclude someone from the Working Group  
1134 on the recommendation of the coordinators or at least three members of the  
1135 group. The EC has to be informed of the decision. The person has the possibility  
1136 to appeal to the Advisory Committee.

1137 Working Group coordinator responsibilities

1138 A working group should have two coordinators, at least one of them self-  
1139 identifying as women, intersex, nonbinary, trans or agender.

1140 If it is impossible to find two coordinators even after the EC responsible's  
1141 best efforts to do so, an exemption can be made if approved by the FYEG EC. In  
1142 this case, it is required that either the EC responsible or the Working Group  
1143 coordinator self-identifies as female, intersex, nonbinary, trans or agender,

1144 Working Group coordinator tasks are as follows:

1145 • Set meetings and agendas for Working Group and notifying members of action  
1146 points afterwards (online Working Group meetings should strive to be  
1147 planned at least once every two weeks, excluding holidays and exceptional  
1148 circumstances)

1149 • Set up the main communication channels

1150 • Main point of contact for EC Responsible

- 1151 • Keep the EC Responsible up to date on what's happening in the Working  
1152 Group
  
- 1153 • Keep Working Group members informed and updated on EC's feedback and  
1154 recommendations
  
- 1155 • Steer direction: set priorities, what themes/projects they work on,  
1156 oversee the work
  
- 1157 • Coordinate the creation of a Working Group activity plan, guided by the  
1158 objectives and goals set out at the beginning
  
- 1159 • Set up subgroups (if necessary or desired)
  
- 1160 • They do not need to be involved in every single project or attend every  
1161 meeting, but in their absence should delegate project or meeting  
1162 moderation to someone else, and keep themselves updated on progress

### 1163 Annex 3: Safer Spaces Policy

1164 Safer spaces are evolving and not static. We have high expectations on how we  
1165 behave towards each other in our meetings, actions and social spaces. Making a  
1166 space safer means different things depending on the group of people involved as  
1167 each group has different needs. This policy aims to be considered in every  
1168 meeting involving FYEG, but the document should evolve as we learn and grow.

1169 As an organisation we build social relationships inside and outside of meetings  
1170 and actions. We commit to this Safer Spaces policy wherever we are together,  
1171 this includes ensuring that ALL spaces are inclusive and harmless.

1172 If someone violates these agreements a discussion or mediation process can  
1173 happen, depending on the wishes of the person who was affected. If a serious  
1174 violation happens to the extent that someone feels unsafe, they can be asked to  
1175 leave the space and/or speak with one member of the Awareness Group. If  
1176 necessary, the Sexual Harassment Protocol will be activated.

1177 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or  
1178 prejudice based on ethnicity, nationality, class, gender, gender presentation,

1179 language ability, asylum status or religious affiliation is unacceptable and  
1180 will be challenged. FYEG has a zero-tolerance policy with any kind of  
1181 discrimination, even though we acknowledge that there can be different levels in  
1182 a breach of a safe space.

1183 2. Be aware of your privileges! Including racial, class and gender privilege  
1184 and/or less obvious or invisible hierarchies. Think about how your words,  
1185 opinions and feelings are influenced and who they might exclude or harm.

1186 3. Consent! Respect each other's physical and emotional boundaries, always get  
1187 explicit verbal consent before touching someone or crossing boundaries. Don't  
1188 assume your physical & emotional boundaries are the same as other people's.

1189 4. Friendly use of language! Be aware of the language you use in discussion and  
1190 how you relate to others. Try to speak slowly and clearly and use uncomplicated  
1191 language especially when non-natives speakers are involved in the conversation.

1192 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of  
1193 other participants.

1194 6. Learning; if you don't understand something, just ask. You may be directed to  
1195 a book, website or skill share to learn more. It's ok to make mistakes. Please  
1196 show appreciation for the hard work of others and be considerate when you offer  
1197 criticism.

1198 7. Everyone has their turn; give each person the time and space to speak. In  
1199 large groups, or for groups using facilitation: Raise your hand to speak.

1200 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,  
1201 expect that someone will bring this up to you. If this happens, listen and  
1202 reflect on what they are saying even if you think they may be wrong. Don't try  
1203 to absolve yourself of responsibility.

1204 This policy should be expanded with specific measures and practices to promote  
1205 the creation of safer spaces.

## 1206 **Anti sexual harassment protocol**

1207 FYEG has a zero-tolerance policy on sexual harassment at all its events, within  
1208 all its structures and during all activities. This protocol is applicable for  
1209 those participating in an FYEG activity (General Assembly, Strategic Planning  
1210 Committee, Working Group Meeting or any other activity), members of a Member  
1211 Organization (MO), or members of an online structure of FYEG, referred to as

1212 “this organization” from now onwards in this protocol.

1213 Anyone who is subject to sexual harassment can approach one of the designated  
1214 contact points responsible for receiving complaints of sexual harassment. The  
1215 Executive Committee will designate an Awareness Group for anyone presenting  
1216 allegations of physical, verbal or online sexual harassment. In accordance with  
1217 the IRPs, the Awareness Group will be formed by two persons from the EC who are  
1218 of different genders. Additionally, every Prep - Team will designate one person  
1219 to be an independent contact person in our projects. However, this person shall  
1220 always inform the official contact points if a procedure starts, in the case of  
1221 their absence, the main contact will be the Project Manager.

1222 When one of these procedures is open in the organization, the EC as a whole must  
1223 be informed of the procedure without details of the people involved or the  
1224 presented allegations to respect confidentiality. If a case involves someone  
1225 from the EC, the case will be brought to the Advisory Committee (AC). The  
1226 Advisory Committee will act as contact points when a case arises, following this  
1227 protocol. However, the EC will not be informed until a final decision is made.

1228 Important note:

1229 These procedures will follow general principles such as the privacy of the  
1230 survivor, confidentiality of the process and survivor’s choice and preference.  
1231 We respect the presumption of innocence of any alleged harasser which is why  
1232 this procedure is in place and has been approved in the General Assembly.  
1233 However, as a feminist organization, we also believe in the principle of  
1234 believing the survivor and putting the burden of the proof on the alleged  
1235 harasser.

1236 This procedure might be applied to an internal case of a MO if this case is  
1237 related to FYEG activity or if the people involved take part in any FYEG  
1238 structure. However, we will not be able to extend sanctions or disciplinary  
1239 measures beyond FYEG. MOs can however adapt this protocol to their own  
1240 organization.

1241 When the designated people receive a complaint of sexual harassment, they shall:

- 1242 1. Immediately record the dates, times and facts of the incident(s);
- 1243 2. ascertain the views of the survivor as to what outcome they want, ensure the  
1244 survivor feels safe and ensure the survivor is separated from the alleged  
1245 offender unless the survivor wishes otherwise;
- 1246 3. ensure that the survivor and the alleged harasser understands FYEG protocol

1247 for dealing with the complaint;

1248 4. discuss and agree the next steps with the alleged survivor, informal, formal  
1249 or outside complaints procedure (police, hospital, embassy, etc.), on the  
1250 understanding that choosing to resolve the matter informally does not preclude  
1251 the survivor from pursuing a formal complaint if they are not satisfied with the  
1252 outcome;

1253 5. keep a confidential record of all discussions. Records will be destroyed if  
1254 the alleged survivor requests it, or before the change to a new EC. However, a  
1255 record of sanctions and a brief description of the reason will be kept in a safe  
1256 place;

1257 6. respect the choice of the survivor;

1258 7. and ensure that the survivor knows that they can lodge the complaint outside  
1259 of FYEG through the relevant country/legal framework.

## 1260 INFORMAL COMPLAINTS PROCEDURE

1261 If the survivor wishes to deal with the matter informally, the designated person  
1262 will:

1263 • Approach the alleged harasser saying that the behaviour is offensive,  
1264 unwelcome and must be stopped;

1265 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment  
1266 and that disregarding this policy may result in the person's exclusion from the  
1267 organization

1268 • give an opportunity to the alleged harasser to respond to the complaint;

1269 • ensure that the alleged harasser understands the complaints mechanism;

1270 • facilitate discussion between both parties to achieve an informal resolution  
1271 which is acceptable to the complainant, provided the alleged survivor agrees,

1272 • ensure that a confidential record is kept of what happened;

1273 • follow up after the outcome of the complaints mechanism to ensure that the  
1274 behaviour has stopped and that there is no risk of its repetition;

1275 • And ensure that the above is done accurately and at the latest within 10 days  
1276 of the complaint being made. During events, the procedure shall take place  
1277 within 48 hours.

### 1278 FORMAL COMPLAINTS PROCEDURES

1279 If the survivor wants to make a formal complaint or if the informal complaint  
1280 mechanism has not led to a satisfactory outcome for the survivor, the formal  
1281 complaint mechanism should be used to resolve the matter.

1282 The designated person who initially received the complaint will communicate to  
1283 the rest of contact points the opening of a formal complaint procedure. The EC  
1284 will be informed of this, respecting the confidentiality of the alleged survivor  
1285 and the allegations. The designated person who initially received the complaint  
1286 will carry out the investigation with the assistance of the Awareness Group and  
1287 the independent contact person at the moment in which allegations were  
1288 presented, if any. They will help the investigator with the analysis and  
1289 decision making process. A procedure for online harassment shall be developed.

1290 The person carrying out the investigation will:

- 1291 • interview the survivor and the alleged harasser separately
- 1292 • interview other relevant third parties separately
- 1293 • decide whether the incident qualifies as sexual harassment within the meaning  
1294 of this protocol
- 1295 • produce a report detailing the investigations, findings and any  
1296 recommendations
- 1297 • if the harassment took place, decide what the appropriate remedy for the  
1298 survivor is, in consultation with the survivor (i.e. an apology, a change of  
1299 structure, suspension...)
- 1300 • follow up to ensure that the recommendations are implemented, that the  
1301 behaviour has stopped and that the survivor is satisfied with the outcome
- 1302 • if it cannot determine that the harassment took place, they may still make  
1303 recommendations to ensure proper functioning of the organization
- 1304 • keep a record of all actions taken



1305 • ensure that all records concerning the matter are kept confidential

1306 • ensure that the process is done as quickly as possible and in any event within  
1307 15 days of the complaint being made

1308 The general rule is to avoid the presence of the alleged harasser in those  
1309 places/structures in which the alleged survivor moves. It is vital that the  
1310 wishes and needs of the survivors are incorporated into the outcome of the  
1311 complaints mechanism.

1312 A data protection protocol will be developed.

### 1313 OUTSIDE COMPLAINT MECHANISM

1314 This protocol seeks to create a fast and appropriate response to allegations of  
1315 sexual harassment. However, it does not seek to substitute existing regulation  
1316 and legislation on this issue. We want to make clear that FYEG wants to be fully  
1317 supportive with every decision of the alleged survivor.

1318 A person who has been subject to sexual harassment can at any time make a  
1319 complaint outside of the organization. Even though this organization cannot  
1320 offer legal advice, the contact point(s) will accompany the person to the  
1321 instance this person prefers (hospital, police, ombudsperson, law courts,  
1322 embassies, etc.) if they request it.

### 1323 SANCTIONS AND DISCIPLINARY MEASURES

1324 Anyone who has been found to have sexually harassed another person under the  
1325 terms of this policy may be sanctioned. Sanctions may include but are not  
1326 limited to one of the following :

1327 • Verbal or written warning

1328 • Suspension from an elected or non-elected FYEG structure, in line with FYEG  
1329 IRPs when appropriate

1330 • Dismissal/expulsion

1331 Depending on the seriousness of the allegations, the EC, upon request of the  
1332 Awareness Group may suspend someone from taking part in any FYEG structure or  
1333 activity during the duration of the process. Confidentiality of the survivor  
1334 will be maintained.

1335 In case of sexual harassment, violence or discrimination by a member of an  
1336 elected body within FYEG (Financial Control Committee, Advisory Committee or  
1337 Ecosprinter Board) the EC can exclude the offender after consulting the full  
1338 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can  
1339 exclude the offender after consulting the full MOs.

1340 The nature of the sanctions will depend on the gravity and extent of the  
1341 harassment. Suitable deterrent sanctions will be applied to ensure that  
1342 incidents of sexual harassment are not treated as trivial. Certain serious  
1343 cases, including physical violence, will result in the immediate dismissal of  
1344 the harasser.

1345 Guidelines for persons of contact

1346 Read the protocol and understand every aspect

1347 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

- 1348 • Violates your dignity
- 1349 • Makes you feel intimidated, degraded or humiliated
- 1350 • Creates a hostile or offensive environment

1351 Sexual harassment "can include, but is not limited to", these examples:

- 1352 • Touching, pinching, stroking, squeezing, or brushing against someone
- 1353 • Leering or ogling
- 1354 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-  
1355 phobic comments and sexually suggestive signals, winking
- 1356 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes  
1357 or content on FYEG communication channels

- 1358 • Sexual comments or jokes
- 1359 • Making insults based on a person's sex or rating their sexuality
- 1360 • Turning work discussions to sexual topics
- 1361 • Physical behaviour, including unwanted sexual advances, touching and  
1362 various forms of sexual assault
- 1363 • Displaying pictures, photos or drawings of a sexual nature

1364 Remember: Whether harassing intentionally or unintentionally, we all have a  
1365 responsibility to monitor our behaviour and respect each other. Anyone who  
1366 reports an incident has the right to remain anonymous. They also have the right  
1367 to feel safe and respected.

### 1368 Listen and Support

1369 It's tough to be prepared when someone tells you that they have been the  
1370 survivor of sexual harassment. Remember, you can only provide support

1371 Support and understanding are essential. It takes a lot of courage for a  
1372 survivor to share their experience;

1373 Try to provide a safe/non-judgmental environment, emotional comfort and support  
1374 for the survivor to express feelings;

1375 Let them know that they can talk with you. Listen. Don't rush to provide  
1376 solutions.

### 1377 Believe

1378 The most common reason people choose not to tell anyone about sexual abuse is  
1379 the fear that the listener won't believe them. People rarely lie or exaggerate  
1380 about abuse; if someone tells you, it's because they trust you and needs someone  
1381 to talk to.

1382 People rarely make up stories of abuse. It is not necessary for you to decide if

1383 they were “really hurt.” If the survivor says they were hurt, that should be  
1384 enough

1385 Believe what the person tells you. It may have been difficult for them to talk  
1386 to you and trust you. Unless proven wrong harassment has happened.

1387 Reassure

1388 Sexual assault is NEVER the survivor’s fault. No one asks to be sexually  
1389 assaulted by what they wear, say or do. Let the survivor know that only the  
1390 perpetrator is to blame;

1391 The survivor needs to hear that fears, anxieties, guilt and anger are normal,  
1392 understandable and acceptable emotions;

1393 Remember, no one ever deserves to be abused or harassed.

1394 Be Patient

1395 Don’t press for details – let the person decide how much to tell you. Ask them  
1396 how you can help;

1397 Survivors have to struggle with complex decisions and feelings of powerlessness,  
1398 trying to make decisions for them may only increase that sense of powerlessness;

1399 You can be supportive by helping them to identify all the available options and  
1400 then help them by supporting their decision making process (here refer to the  
1401 protocol).

1402 The survivor can’t just “forget it” or just move on. Recovery is a long term  
1403 process and each individual moves at their own pace

1404 Encourage

1405 Encourage the survivor to seek medical attention, report the assault, and or  
1406 contact a professional if needed. Remember, the survivor must ultimately make  
1407 the decision as to what to do. They are the experts in their own lives. Don’t  
1408 push. Remember, support their choices no matter what they decide.

1409 Respect Privacy - Confidentiality

1410 Don’t tell others what the survivor tells you. Let the individual decide who

1411 they will tell. It is important not to share information with others who are not  
1412 involved;

1413 If you do need to share information for their safety, get permission by letting  
1414 them know what you will share and with whom it will be shared; ie. the rest of  
1415 contact points in case of a formal complaint

### 1416 Establish Safety

1417 An important part of helping the survivor is to identify ways in which the  
1418 survivor can re-establish their sense of physical and emotional safety. You are  
1419 a step in the process. Ask them what would make them feel safe and how you can  
1420 help them accomplish this.

1421 If the stalking or harassment is ongoing, help them to develop a plan of what to  
1422 do if they are in immediate danger. Having a specific plan and preparing in  
1423 advance can be important if the harassment escalates.

### 1424 Things you can say

1425 It is hard to know what to say to a person when they confide in you. Refrain  
1426 from asking a lot of questions, instead, support them with these phrases. Let  
1427 the person know that you believe that they have the strength and capacity to  
1428 heal.

1429 ● It's not your fault

1430 ● I'm sorry this happened

1431 ● I believe you

1432 ● How can I help you?

1433 ● I am glad you told me

1434 ● I'll support your choices

1435 ● You're not alone

### 1436 **Use of inclusive language**

1437 FYEG aims to use language in its communications and its events that reflects the

1438 level of English spoken within an organisation of mostly non-native speakers.  
1439 FYEG promotes the use of inclusive and accessible language within the  
1440 organisation. FYEG attempts to reduce the shame of using simple language. We do  
1441 this to make sure that everyone feels welcome to participate and contribute.