

I1 Internal Rules of Procedure (2023 Proposal)

Proposer: FYEG
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 is pronounced by the General Assembly by a two-thirds

69 majority, in line with the Status.

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

71 When a member is suspended, the Executive Committee:

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

73 explain the consequences

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

75 membership

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

77 Assembly.

78 **1.1.8. Exclusion of members**

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

80 The Executive Committee has a right to propose the exclusion of a member

81 organisation to the General Assembly. The exclusion of a member is pronounced by

82 the General Assembly by a two-thirds majority. As detailed in the Status, the

83 exclusion of a member is only valid if the following conditions have been met:

84 the proposal for exclusion is explicitly indicated in the convocation of the

85 General Assembly,

86 the member in question was heard if they so wished,

87 the assembly brings together at least two-thirds of the full members, whether

88 they are present or represented.

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

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

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

92 entire membership procedure, as a new organisation would.

93 The rejoining organisation is required to inform GA about changes that happened
94 in their organisation since leaving FYEG and explanation of their decision about
95 rejoining.

96 **1.1.9. Suspension and exclusion in case of non-payment of**
97 **membership fee**

98 A full member organisation that is present at the General Assembly and that has
99 not paid the membership fee can not vote.

100 In case a member organisation is not present at the General Assembly and has not
101 paid the membership fee, the Presidency will be notified and the matter will be
102 noted in the minutes of the General Assembly.

103 If a member organisation has not paid the membership fee for two consecutive
104 years, the General Assembly will vote on a suspension.

105 If a member organisation has not paid the membership fee for three consecutive
106 years, the General Assembly will vote on an exclusion.

107 **1.1.10. Membership fee**

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

109 Each full member organisation shall pay an annual membership fee to FYEG. This
110 membership fee shall correspond to 1 % of the total incomes of their previous
111 year's realised budget with a minimum of 50 EUR for the EU and European Economic
112 Area (Iceland, Liechtenstein and Norway) and Switzerland and the United Kingdom,
113 and 25 EUR for all other European countries.

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

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

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

125 **1.1.11. Membership reviews**

126 The Executive Committee presents a review of the FYEG Member Organisations as
127 part of the Executive Committee Report. The review can include the following
128 information:

129 Overview of the region and its meetings and activities,

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

131 Major changes to the Member Organisation.

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

138 **1.2. Working with Member Organisations**

139 **1.2.1. Member Organisation Duties**

140 Each MO should keep FYEG updated about:

141 - changes in the board

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

143 - activities

144 **1.2.2. FYEG duties**

145 FYEG will provide the Member Organisations with:

146 - information about statutory meetings

147 - minutes and reports from statutory meetings and long ECs

148 - a newsletter containing information and participation possibilities in current
149 activities

150 - regularly updated contacts of other Member Organisations

151 **2. General Assembly**

152 **2.1. Composition**

153 The General Assembly is the highest decision body. The General Assembly is
154 composed of one or two delegates per full member organisation, candidate member
155 organisation and associate member organisation.

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

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

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

162 **2.2. Powers**

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

164 The Statutes state that a decision of the General Assembly is required in the
165 following cases:

166 - the approval of the annual financial report of the previous year and the
167 budget of the upcoming year,

168 - the adoption and amendment of the Statutes,

169 - the adoption and amendment of the IRPs,

170 - the adoption and amendment of the Political Platform

171 - the election and dismissal of the executive committee,

172 - the admission, suspension and exclusion of members.

173 In addition, a decision of the General Assembly is required in the following
174 cases:

- 175 - the adoption and amendment of the Activity plan for the upcoming year,
- 176 - the adoption and amendment of Resolutions,
- 177 - the election of the Secretary-General,
- 178 - the election of the Financial Control and Advisory Committee,
- 179 - the election of the Editorial Board of Ecosprinter,
- 180 - the election of the FYEG representative to the European Green Party Committee,
- 181 - the approval of the Advisory Committee
- 182 - the approval of the Presidency of the General Assembly
- 183 - Decision about joining (or leaving) membership with other
- 184 organisations/networks

185 The General Assembly also hears the following reports:

- 186 - Activity Report
- 187 - Executive Committee and Secretary General Report
- 188 - FYEG's Representative to the EGP Committee
- 189 - Ecosprinter Editorial Board report
- 190 - Financial Control and Advisory Committee report
- 191 - Advisory Committee report

192 **2.3. Functioning**

193 The Administrative Board and the Executive Committee summons the annual General
194 Assembly. FYEG Member Organisations are summoned to the General Assembly via e-
195 mail. The convocation contains the agenda, date, time and place of the General
196 Assembly.

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

198 The rules for holding extraordinary General Assembly are detailed in the
199 Statutes.

200 **2.4. Deadlines and calls**

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

204 The remaining deadlines are structured as follows:

205 12 Weeks before the General Assembly the Executive Committee must send out a
206 call for:

207 Registration

208 the executive committee (if applicable)

209 the secretary general (if applicable)

210 the financial control and advisory committee

211 the ecosprinter editorial board

212 the FYEG representative to the EGP committee

213 the presidency

214 10 weeks before the General Assembly:

215 The Executive Committee must also organise an online information session,
216 explaining the functioning of the General Assembly and promoting the different
217 open positions.

218 9 weeks before the General Assembly is the deadline for:

219 applications of presidency

220 6 weeks before the General Assembly is the deadline for:

221 registration of delegates

222 applications of organisations for associate, candidate or full membership

223 applications of Secretary General candidates

224 applications for the FYEG nominee to the EGP Committee

225 4 Weeks before the General Assembly is the deadline for:

226 submission of resolutions

227 amendments to the Political Platform, the Internal Rules and Procedures and the
228 Strategic Plan

229 Reports and Plans to be sent out to Member Organisations

230 Executive Committee candidates

231 Financial Control and Advisory Committee candidates

232 Ecosprinter Editorial Board candidates

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

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

240 3 weeks before the General Assembly is the deadline for:

241 publication of Candidacies

242 publication of Executive Committee recommendations on candidating member
243 organisations (for full or candidate membership)

244 publication of Executive Committee recommendations on exclusion and/or
245 suspension of member organisations

246 sending the GA agenda, as detailed in the Statutes

247 2 weeks before the General Assembly is the deadline for:

248 publication of support for candidates

249 1 week before the General Assembly is the deadline for:

250 amendments to the resolutions, Activity Plan and Financial Plan

251 Other deadlines:

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

255 **2.5. Submission of resolutions and amendments**

256 At the general assembly Full Member Organisations and the Executive Committee
257 have the right to submit resolutions, and amendments to resolutions, the
258 political platform, the activity and financial plan, the strategic plan, the
259 statutes and the IRPs, bearing in mind the deadlines specified under 2.4.
260 Support of 3 Full Member Organizations is needed in order to table an emergency
261 resolution.

262 **2.6. Presidency**

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

265 The Presidency then:

- 266 • chairs the meetings and discussions at the General Assembly
- 267 • prepares the resolutions, amendments and voting procedures for the General
268 Assembly
- 269 • is responsible for taking the minutes of the General Assembly

270 The Presidency:

271 • consists of four to six people who must not be candidates to any positions
272 at the General Assembly.

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

277 **2.7. Participation fee**

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

280 The following participants of the General Assembly are exempt from paying the
281 participation fee:

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

283 Executive Committee members

284 the Secretary-General and office

285 members of the Presidency

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

290 **2.8. Travel reimbursement**

291 Full reimbursement of travel costs is granted to:

292 • one delegate per full, candidate or associate Member Organisation

293 • Executive Committee members

294 • the Secretary-General and the office

- 295 • candidates for the Executive Committee elections

- 296 • candidates for the Secretary-General elections, provided they have
297 received approval by the pre-selection committee

- 298 • candidates for the FYEG Representative to the EGP Committee, provided they
299 have received approval by the pre-selection committee

- 300 • members of the presidency

301 The Treasurer can decide to reimburse travel costs for:

- 302 • delegates of organisations applying for candidate membership in FYEG

- 303 • candidates for all open positions

- 304 • the second delegate of a full, candidate or associate Member Organisation
305 if at least one delegate self-identifies as women, intersex, nonbinary,
306 trans or agender.

307 **3. Election and Voting Procedures**

308 **3.1. Attendance and voting quorums**

309 In line with the Statutes, each Member Organisation has the right to attend the
310 General Assembly. Only Full Member Organisations have voting rights and each
311 Full Member Organisation has two votes.

312 **3.1.1. Principles**

313 In line with the Statutes, the General Assembly deliberates validly only if 50 %
314 + 1 of the Full Member Organisations are present or represented. The Statutes
315 detail the steps to follow in case the attendance quorum is not reached.

316 In line with the Statutes, in principle all decisions in FYEG are taken by a

317 simple majority of votes registered for the General Assembly. When voting,
318 abstention is always an option. When the vote relates to decisions concerning
319 persons or Member Organisations, the ballot is always secret. The voting body
320 can decide to have other voting procedures processed through secret ballot.

321 **3.1.2. Procedures**

322 Definitions

323 Votes registered at General Assembly - the number of Member Organisations and
324 their delegates who are registered for the General Assembly and have voted in
325 the determination of the General Assembly quorum

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

327 Simple majority

328 Majority of the votes cast, i.e. the number of "Yes" votes exceed the number of
329 "No" votes.

330 Abstentions are not considered in the count.

331 Examples:

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

334 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed.

335 Absolute majority

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

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

341 Examples:

342 20 voters registered: need 11 or more yes votes.

343 21 voters registered: need 11 or more yes votes.

344 22 voters registered: need 12 or more yes votes.

345 Simple two-thirds majority

346 Two thirds of the votes cast.

347 Absolute two-thirds majority

348 Two thirds of the number of votes registered.

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

352 Examples:

353 20 voters: need 14 yes or more votes.

354 21 voters registered: need 14 or more yes votes.

355 22 voters registered: need 15 or more yes votes.

356 **3.2. Election of candidates**

357 **3.2.1. Principles**

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

362 **3.2.2. Procedures**

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

366 Voters can rank all candidates even if the number of candidates exceeds the
367 number of positions. Voters can decide to not rank some of the candidates even

368 if this means leaving the ballot partially blank.

369 Only a completely blank ballot counts as abstention, an abstention counts under
370 the exception below.

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

373 0 - All ballots are inspected to determine that candidates have received a
374 simple majority of any kind of ranking on cast ballots. If not, they will be
375 excluded from the election.

376 1 – The candidates who have reached the election quota (i.e. election threshold)
377 are elected.

378 2 – If some positions are still available, the following process starts:

379 2a – The left-over votes on candidates reaching the election threshold are
380 redistributed according to second preferences, using the Single Transferable
381 Vote system of distribution.

382 2b – If one or more candidates have reached the election threshold, that/those
383 candidate(s) are elected in order from highest to lowest vote count. The process
384 then starts again from point (2).

385 2c – If no candidate reaches the threshold in this way, the candidate with the
386 lowest amount of votes is removed from the election. The ballot-papers that
387 ranked this candidate as their first remaining preference are redistributed
388 according to their second preference. The process is then restarted (1).

389 2d - If, following the calculation of the election result, one or more
390 candidates is elected who is ineligible due to quota regulations, these
391 candidates (who had the least number of votes) are removed from the pool of
392 candidates and the entire election is recalculated. That is to say, the election
393 is recalculated, and each time the ineligible candidate would have received a
394 preference vote, the vote instead goes to the voter's next preference.

395 **3.2.3. Exceptions**

396 At the General Assembly:

397 Concerning the Executive Committee elections:

398 The spokespersons and the treasurer are elected separately from the rest of the
399 Executive Committee positions.

400 Concerning the Advisory Committee:

401 The newly elected Executive Committee will present the proposed Advisory
402 Committee to the General Assembly. The General Assembly ratifies the proposed
403 Advisory Committee by a simple majority vote.

404 Between General Assemblies:

405 Concerning the replacement of a resigned Executive Committee member:

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

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

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

411 **3.3. Electronic voting**

412 The Executive Committee can call for an electronic vote between General
413 Assemblies in urgent matters. It is the duty of the Executive Committee to
414 provide enough information for the full Member Organisations to make an informed
415 decision.

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

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

419 The Statutes, the Internal Rules and Procedures, the Strategic Plan and the
420 Political Platform cannot be subject to any electronic vote between the General
421 Assemblies.

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

424 **3.4. Tiebreakers**

425 **3.4.1. Tiebreakers on point of substance**

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

432 **3.4.2. Tiebreakers relating to elections**

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

437 **3.5. Dismissal of elected persons**

438 **3.5.1. Dismissal of Executive Committee member**

439 Two thirds of the Executive Committee can propose dismissal of an Executive
440 Committee member.

441 The Full Member Organisations vote on the proposed resignation through
442 electronic vote.

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

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

448 **3.5.2. Dismissal of Secretary-General**

449 The Executive Committee can propose dismissal of the Secretary General, with
450 two-thirds of the votes of the members of the EC. The Member Organisations must
451 be notified within 8 days about the decision and the Executive Committee must
452 appoint a Secretary-General ad interim within 8 weeks after the decision of the
453 Executive Committee. The Secretary General ad interim will continue until the
454 election of a new Secretary General at the subsequent General Assembly.

455

3.6. Gender quota

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

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

4. Bodies

4.1. Administrative Board

463 In line with the Statutes, the association is administered by an administrative
464 board composed of three people, appointed by the general assembly amongst the
465 Secretary-General, the co-spokespeople and the treasurer.

4.2. Executive Committee

467 The Executive Committee members are responsible for making strategic and
468 political decisions about the organisation during their mandate and between
469 General Assemblies.

470 The Executive Committee is composed of eight people:

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

472 whose mandate can be renewed two times

473 in case of by-election, the term only counts as a mandate if it exceeds 6 months

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

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

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

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

480 The Executive Committee:

481 is responsible for the relations with the Member Organisations,

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

484 oversees the implementation of the activity plan as decided by the General
485 Assembly

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

488 can engage FYEG in partnerships with external movements, networks and
489 organisations

490 select members of non-elected temporary bodies and provides political support to
491 them (such as the prep-teams, working groups, task forces etc.)

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

494 **4.2.1. Spokespeople**

495 The Spokespersons:

496 Coordinate the Executive Committee

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

499 Represent FYEG with the Partners and attend European Green Party Committee
500 meetings

501 Are responsible for the secretariat

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

504 **4.2.2. Treasurer**

505 The Treasurer is responsible for the yearly budget of FYEG. The treasurer works

506 closely together with the Secretary General and the Office, that ensures the
507 daily financial management of the organisation. The treasurer:

508 prepares the financial report to the Executive Committee and to the General
509 Assembly

510 prepares a budget plan for the General Assembly

511 has regular meetings with the Office to check the budget

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

514 **4.3. Secretary-General**

515 The Secretary General is elected for a three year mandate at the General
516 Assembly. The mandate can only be renewed once. The total duration of the
517 mandate of the Secretary-General can not exceed two mandates and the time held
518 as "interim Secretary-General" is not counted as part of a mandate.

519 The tasks of the Secretary General include:

520 the legal representation of the organisation

521 Managing the FYEG Secretariat and making sure that each office member fulfils
522 their responsibilities and tasks

523 Facilitating and assisting the work of the Executive Committee

524 Overseeing the HR processes

525 Overseeing the execution of FYEG Activity Plan

526 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank
527 accounts, accounting,

528 Making sure that the statutory deadlines and process are respected

529 Overseeing the organisation of the statutory activities

530 Overseeing FYEG's external communications and campaigns

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

533 Maintaining good contacts with FYEG's partners and Member Organisations and
534 other stakeholders

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

537 **4.4. FYEG's Representative to the European Green Party** 538 **Committee**

539 As outlined in the Statutes and the Rule Book of the European Green Party, the
540 Committee is the executive body of the European Green Party and is responsible
541 for its political and strategical development and functioning within the budget
542 and the guidelines approved by the Congress. The Committee consists of 13
543 members, out of which 4 are elected for specific functions, 8 regular members
544 and 1 seat nominated by FYEG.

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

548 FYEG nominates one member to the EGP Committee. Hereafter, this person will be
549 referred to as the representative. This representative cannot hold any of the
550 four specific posts of the Petit Committee (Co-Chairs, Treasurer and the
551 Secretary General). The nomination of this FYEG representative will follow the
552 Committee elections deadlines.

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

559 **4.5. Financial Control and Advisory Committee**

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

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

564 The FCAC's tasks include:

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

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

571 Providing recommendations to FYEG Treasurer and Secretary General regarding the
572 financial management and the financial orientations of FYEG.

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

575 **4.6. Office**

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

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

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

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

585 **4.7. Advisory Committee**

586 The Advisory Committee ensures the transfer of knowledge within FYEG and acts as
587 a conflict resolution body. It is elected for two years at the General Assembly.
588 The Advisory Committee is composed of 5 members. Action by the Advisory
589 Committee is taken only upon request by Executive Committee members of other
590 bodies of FYEG. Its tasks are:

591 providing their shared experience on a specific subject

592 assisting in conflict resolution between Executive Committee members, members of

593 other Bodies and/or office

594 providing general or specific mentorship for Executive Committee members on an
595 individual needs basis.

596 If requested by the Executive Committee, advising the Executive Committee on
597 organisational and structural matters

598 In order to enable the Advisory Committee to fulfil this tasks it is granted the
599 following:

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

602 access to the online storing spaces of the Executive Committee, without editing
603 rights.

604 attendance at online or offline meetings of the Executive Committee

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

612 **4.8. Working Group**

613 Working groups have the following functions within FYEG :

614 helping with the acquirement and create professional documents on current and
615 selected topics

616 providing the groundwork for the formulation of political positions

617 promoting the involvement of Member Organisations and green activists in FYEG
618 Working Groups

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

620 supporting the Executive Committee, office and prep-teams in the organisation of

621 events and campaigns

622 supporting the Executive Committee and Prep-teams in policy related preparations
623 for FYEG events

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

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

634 **4.9. Ecosprinter Editorial Board**

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

638 The mission of the Ecosprinter is to:

639 provide a forum for commentary and internal debate

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

641 inform about European Green policies and politics

642 report and comment about culture, politics and discussions they believe are of
643 importance.

644 The Ecosprinter Editorial Board:

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

646 has to be gender-balanced

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

648 work on the mission and development of the Ecosprinter

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

654 **4.10. Conflict of Interest**

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

658 - the nature of the conflict of interest must appear in the minutes of the
659 meeting,

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

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

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

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

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

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

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

679 **5. Relations with other organisations**

680 **5.1. General principles**

681 FYEG may:

682 become a member of other organisations/networks

683 become a temporary or permanent partner of other
684 organisations/networks/alliances

685 set up new organisations and networks

686 The Executive Committee may take the decision to become a temporary or permanent
687 partner of other organisation/networks/alliances. The decision to become a
688 member of other organisations/networks or to set up new organisations/networks
689 should be approved by the General Assembly.

690 Furthermore the EC must:

691 provide a list of organisations that FYEG is a member of, as well as a
692 description of FYEG's rights and responsibilities and the contact details of the
693 concerned organisations

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

696 **5.2. European Green Party**

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

700 **5.3. Cooperation and Development Network Eastern Europe**

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

704 **5.4. Global Young Greens**

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

707 **6. Event Management**

708 **6.1. Participants**

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

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

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

715 **6.2. Prep Team**

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

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

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

722 strive for gender and geographical balance

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

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

727 **6.3. Alcohol and intoxicating substances**

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

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

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

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

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

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

744 **7. Financial Management**

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

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

750 The General Assembly approves of the yearly Budget Report and amends and adopts
751 the yearly Budget Plan

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

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

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

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

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

763 **7.1. Travel Reimbursements**

764 The reimbursement rules, procedures and deadlines are shared with the
765 participants of each events. Each event and activity has its own rules,
766 procedures and deadlines in line with the rules and procedures of the funders of
767 the activity.

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

769 the participant attended at least 75% of the meeting

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

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

774 **7.1.1. Reimbursement practicalities**

775 Train and other public transport travel costs are reimbursed on the basis of a
776 2nd class ticket or a 1st class if that option is cheaper.

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

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

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

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

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

789 Car sharing should be approved in advance and should be cheaper than public

790 transportation. The costs have to be documented.

791 FYEG uses the official conversion rates of the European Commission for
792 currencies other than Euro:
793 ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
794 based on the date of expense if no other donor guidelines apply. Exceptions are
795 payments with credit cards when the documented conversion rates of the credit
796 card company apply based on credit card payments statements.

797 **7.2. Participation fees**

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

800 **7.3. Expenses covered**

801 **7.3.1. Food and food supplies**

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

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

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

809 **7.3.2. Child care**

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

817 **7.4. Executive Committee Members allowance**

818 The members of FYEG Executive Committee are entitled to a monthly allowance up
819 to a maximum of 100 EUR per month. The FYEG EC members are free to claim the

820 allowance depending on their need.

821 The allowance is meant to cover preparation and participation in the following
822 meetings:

823 FYEG activities, including regular EC meetings;

824 EGP Committee Meetings and Councils;

825 Study Visits to Member Organisations approved by the EC;

826 Other events or meetings approved by the EC.

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

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

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

835 **Annex 1: Organisation of the General Assembly**

836

837

838 **Application Requirements & Procedures for Candidates**

839 Applicant Organisations

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

844 Their application shall contain:

- 845 • a letter signed by their board stating the reason and motivation for their
846 application

- 847 • a copy of the original statutes and a translated version in English
- 848 • a copy of their political platform (or comparable document) and a
849 translated version in English
- 850 • a filled-in questionnaire provided to them by the Executive Committee that
851 includes questions on the number of its members, age limit, list of
852 activities, budget and all other possibly relevant information.

853 Executive Committee candidates

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

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

869 Multiple positions holding

870 FYEG strives to have non-cumulation of positions.

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

874 Secretary General candidates:

875 Secretary General candidates' application must include:

876 • a CV

877 • a comprehensive motivation letter, explaining how experiences match the
878 profile, what the candidate thinks they can contribute to FYEG. It should
879 also establish a vision of a European political youth organisation's role.
880 Special emphasis is given to experiences within FYEG and other Young Green
881 Organisations.

882 • the contact details of two references, preferably employers, supervisors
883 or tutors

884 Further requirements and procedure:

885 • A committee for a pre-selection of the candidates will be set up. The
886 committee will consist of 4 people: a current FYEG EC member, a former
887 FYEG Secretary General or office coordinator, one full MO representative
888 and a 4th member (NGO professional worker).

889 • Only applications including all required documents and sent before the
890 given deadline will be examined taking into consideration both political
891 and professional skills of the candidates. These candidates will be given
892 a written assignment and interview if this is possible.

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

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

896 the final vote of the GA of the organisation.

- 897 • In case a candidate is not recommended by the committee, they will still
898 be able to apply for the position and present themselves at the GA, but
899 the candidacy will not be endorsed by the EC.

- 900 • In case the Secretary-General wants to renew their mandate and if by the
901 closing of the deadline for the applications for the Secretary-General
902 there are no other applications received, there is no need for the
903 Selection Committee.

904 FYEG's Representative to the EGP Committee Candidates:

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

- 906 • A motivation letter,

- 907 • An outline of their plans are for the organisation or their vision for
908 EGP, specifically as FYEG nominee

- 909 • Detailed CV, highlighting their experiences in FYEG and FYEG Member
910 Organisations

- 911 • A nomination letter from the Member Organisation they belong(ed) to. If
912 that is not possible the Member Organisation, of which the candidate is
913 from, must provide an explanation for the rejection of nomination and the
914 possible candidate has the right to provide a letter of justification.

915 Further requirements and procedure:

- 916 • A committee for a pre-selection of the candidates will be set up. The
917 committee will consist of 4 people: one current/former FYEG EC member, a
918 current/former FYEG Co-Spokesperson, a current/former FYEG Secretary
919 General, and one full Member Organisation representative).

- 920 • Only applications including all required documents and sent before the
921 given deadline will be examined taking into consideration both political
922 and professional skills of the candidates. These candidates will be given
923 an interview if this is possible.

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

- 925 • Candidates are expected to present themselves at the General Assembly. The
926 final decision on the nominee of FYEG to the EGP Committee is made by the
927 General Assembly.

- 928 • In case a candidate is not recommended by the committee, they will still
929 be able to apply for the position and present themselves at the General
930 Assembly, but the candidacy will not be endorsed by the EC.

931 Financial Control and Advisory Committee:

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

- 933 • A motivation letter, highlighting their experience in financial management

- 934 • Detailed CV

935 Ecosprinter Editorial Board:

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

- 937 • A motivation letter

- 938 • Detailed CV

939 **Meeting rules to the General Assembly**

940 These meeting rules regulate the formal sessions of the General Assembly. The

941 goal of these meeting rules is to make sure that all participants have an as
942 similar understanding of the formalities of the General Assembly as possible.

943 Presidency

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

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

953 The chair is responsible for making sure that the rest of the Presidency
954 delivers their tasks assigned to them and that all the documents related to the
955 General Assembly (adopted resolutions, minutes, votes and voting cards, and
956 other adopted documents) are finalised handed over the Office and the Executive
957 Committee in the following month after the General Assembly.

958 The Presidency:

- 959 • chairs the meetings and discussions at the General Assembly

- 960 • prepares the resolutions, amendments and voting procedures for the General
961 Assembly

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

- 963 • decides who speaks, who takes part in discussion and who can also be
964 suspended from discussions.

- 965 • Can call emergency sessions to the agenda. However this change would need
966 confirmation by a simple two-thirds majority of the full members.

967 Agenda:

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

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

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

977 Documents that are noted, amended, approved, disapproved at the General
978 Assembly:

979 The power and the role of the General Assembly is detailed in the Internal Rules
980 and Procedures.

981 The Executive Committee, the Secretary General, the Ecosprinter Editorial Board,
982 the Financial Control and Advisory Committee and the Advisory Committee presents
983 their reports for the previous years. These reports are heard by the GA, not
984 voted.

985 The Treasurer presents the annual accounts and financial report of the previous
986 financial year and the budget and the financial plan of the upcoming year. These
987 documents can be amended and voted.

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

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

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

995 Compromise Amendment Sessions (CAS):

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

1000 Compromises are made between the member organisations or the body that proposed
1001 the original document and the member organisations or the body that proposed the
1002 amendment subject to compromise. It is advised to include other interested
1003 Member Organisations in this compromise process so as to further broaden
1004 consensus.

1005 Amendments to existing documents (Statutes, Internal Rules and Procedures,
1006 Political Platform) are only subjected to compromise if the compromise is in the
1007 scope of an already submitted amendments. The Presidency may declare a
1008 compromise amendment ineligible if its scope is different from the original
1009 amendment.

1010 During the Compromise Amendment Session, the proposer of the resolution presents
1011 their resolution. The proposer of the amendment presents their amendment. At
1012 this point other parties can declare their positions towards the amendment. The
1013 proposer of the resolution can adapt the amendments or seek a compromise. If a
1014 compromise is reached, it is shared with the delegates of the General Assembly.
1015 Unless a Full Member Organisation or the Executive Committee disputes the
1016 compromise, it is considered adopted. If the compromise is disputed, the
1017 compromise will be sought until the last day of the General Assembly.

1018 It is encouraged that the CAS sessions are organised in advance of the General
1019 Assembly, following the deadline for amendments which is one week before the
1020 General Assembly. The CAS session can happen online.

1021 In the voting, firstly the compromised amendments on the document as whole are
1022 voted. Afterwards, the document itself is voted on.

1023 Resolutions

- 1024 • Each resolution should have an international and/or European angle
- 1025 • Each resolution should be supported by at least one Member Organisation
- 1026 • A resolution should always have a call to action
- 1027 • A resolution should preferably be around 5,000 characters but definitely
1028 not more than 10,000

1029 The Executive Committee can recommend review of certain resolutions to the

1030 Presidency.

1031 The Presidency can suggest/demand the proposers of the resolution to withdraw
1032 their resolution or to postpone the resolution to the further General
1033 Assemblies.

1034 Speaking rights and debates:

1035 Speaking rights are open to all members of FYEG bodies, and all registered
1036 participants of the General Assembly.

1037 The presidency ultimately decides which individuals are given the opportunity to
1038 speak.

1039 The speaking time for debates is proposed by the presidency at the beginning of
1040 every debate based on the content of the debate and the time assigned for the
1041 current session in the agenda.

1042 The presidency can change the assigned speaking time based on the time left of
1043 the session to better fit the agenda, as they see fit. This might include
1044 cutting breaks.

1045 The General Assembly can overrule (with a simple two thirds majority) the
1046 presidency's proposals for speaking time. In such cases the new Agenda proposal
1047 must be submitted to the Presidency in a written form.

1048 During sessions where debates will take place, participants will be able to
1049 submit 'speaker cards' before the session. These cards will note if they are
1050 for/against, their Member Organisation and their gender.

1051 In view of the received speaker cards, the Presidency will define the speaker
1052 list. Speakers may still be taken from the floor for balance, but those who
1053 submit cards will be prioritised

1054 The presidency will ensure gender balance on the speaking list. This is done
1055 through a strict quotation of the list. Only as many men are allowed to speak as
1056 non-men are on the list. The only exception is if people are on the list who
1057 haven't participated in the debate up to that point. They will be chosen before
1058 persons that have already made plenty of contributions.

1059 The only exceptions to the speakers list are technical points. If someone has a
1060 technical point, they must signal the presidency and will be given the floor
1061 after the current speaker.

1062 Types of debate:

1063 Open debate: The debate is open to speakers willing to speak for or against the
1064 resolution or amendment being discussed, as well as for contributions that are
1065 neither opposed nor in favour. This debate is often used during the Compromise
1066 Amendment Sessions.

1067 Con-Pro: The debate is organised by an alternation of speakers against and for
1068 the resolution or amendment being discussed. This debate is often used during
1069 the Voting Session of the amendments that goes to vote and the resolutions.

1070 It should be noted that all the compromises should be reached before the voting
1071 session and the point of the con-pro debate is not to reach a compromise but to
1072 explain the positions. Therefore the presidency is encouraged to do only one
1073 round of con-pro debates, and if more than one rounds occur time is monitored by
1074 the presidency to ensure that overall the 'pro' and 'con' sides are both
1075 allocated equivalent speaking time.

1076 Quorum, voting and majorities:

1077 Quorum, voting rules and majorities are defined in the Internal Rules of
1078 Procedures.

1079 Voting rules and majorities are defined in the Internal Rules of Procedures

1080 A quorum check will be called before the voting sessions.

1081 Safer Spaces

1082 The General Assembly is a space where everybody feels safe, and has an equal
1083 opportunity to be heard. The Presidency is responsible for chairing the General
1084 Assembly in line with FYEG's Safer Spaces regulations. The presidency can ban a
1085 participant for misconduct for the remainder of a session.

1086 Annex 2: Working Group Guidelines

1087 These guidelines are to serve the Working Groups and the Working Group
1088 coordinators.

1089

1090 Working Group rights and responsibilities:

1091 Working group functions are detailed in the FYEG's Internal Rules of Procedures.
1092 FYEG Working Groups are based on direct democracy and the inclusion of all its

1093 members. Most of the Working Group meetings happen online, through the channels
1094 of internal communication available to them. Working Group members can have
1095 access to usage of the internal communication tools available to FYEG (such as
1096 online meeting softwares). As set out in the Internal Rules of Procedures, the
1097 EC is responsible for setting up a new Working Group and for ending the term of
1098 a Working Group.

1099 Working Groups can (and not only):

- 1100 • Support FYEG and its bodies in developing policy documents
- 1101 • Provide feedback to FYEG's internal policies and documents
- 1102 • Create campaigns
- 1103 • Create guidelines, templates, training material, and similar material

1104 All the Working Group activities must be in line with the FYEG Political
1105 Platform.

1106
1107 Only FYEG's Executive Committee (EC) has the mandate to speak on behalf of the
1108 organisation and engage in partnerships with other organisations. Therefore, any
1109 external communication or partnership request needs their approval.

1110 When the Working Group has a request for content to be shared via FYEG's
1111 official channels, firstly, it should be approved by the member of the Executive
1112 Committee responsible for the Working Group (hereinafter EC Responsible).

1113 Moreover, if the Working Group decides to engage in external partnerships, sign
1114 letters of external partners (i.e. organisations other than Green Political
1115 Organisations), etc. this must also be approved by the EC Responsible for the
1116 Working Group.

1117 Finally, if the Working Group needs support from the FYEG Office in matters of
1118 communication, administration, finances, etc. the Working Group should
1119 communicate a detailed concept, through the Working Group coordinator, to the EC
1120 Responsible in a timely manner.

1121 Executive Committee responsibilities:

1122 The EC Responsible is the person appointed among the EC members to be
1123 responsible for the Working Group.

1124 They are responsible for:

- 1125 • Initial setup of the Working Group: defining the aims, scope, timeframe,
1126 publishing a call for Working Group members and coordinators

- 1127 • Choosing the first members of the Working Group and the Working Group
1128 coordinators

- 1129 • Meeting with the coordinators to explain their roles and responsibilities

- 1130 • Attend meetings where needed/wanted to (optional) - but in general, it is
1131 more important to be aware what they are up to

- 1132 • Keeping track of all their activities and being aware of how the Working
1133 Group is progressing and what they are up to

- 1134 • Providing political advice and making sure the Working Group acts in line
1135 with FYEG's Political Platform

- 1136 • Updating the Working Group on FYEG activities related to their topics and
1137 purposes

1138 The EC responsible has the possibility to exclude someone from the Working Group
1139 on the recommendation of the coordinators or at least three members of the
1140 group. The EC has to be informed of the decision. The person has the possibility
1141 to appeal to the Advisory Committee.

1142 Working Group coordinator responsibilities

1143 A working group should have two coordinators, at least one of them self-
1144 identifying as women, intersex, nonbinary, trans or agender.

1145 If it is impossible to find two coordinators even after the EC responsible's

1146 best efforts to do so, an exemption can be made if approved by the FYEG EC. In
1147 this case, it is required that either the EC responsible or the Working Group
1148 coordinator self-identifies as female, intersex, nonbinary, trans or agender,

1149 Working Group coordinator tasks are as follows:

- 1150 • Set meetings and agendas for Working Group and notifying members of action
1151 points afterwards (online Working Group meetings should strive to be
1152 planned at least once every two weeks, excluding holidays and exceptional
1153 circumstances)
- 1154 • Set up the main communication channels
- 1155 • Main point of contact for EC Responsible
- 1156 • Keep the EC Responsible up to date on what's happening in the Working
1157 Group
- 1158 • Keep Working Group members informed and updated on EC's feedback and
1159 recommendations
- 1160 • Steer direction: set priorities, what themes/projects they work on,
1161 oversee the work
- 1162 • Coordinate the creation of a Working Group activity plan, guided by the
1163 objectives and goals set out at the beginning
- 1164 • Set up subgroups (if necessary or desired)
- 1165 • They do not need to be involved in every single project or attend every
1166 meeting, but in their absence should delegate project or meeting
1167 moderation to someone else, and keep themselves updated on progress

1168 Annex 3: Safer Spaces Policy

1169 Safer spaces are evolving and not static. We have high expectations on how we
1170 behave towards each other in our meetings, actions and social spaces. Making a
1171 space safer means different things depending on the group of people involved as
1172 each group has different needs. This policy aims to be considered in every
1173 meeting involving FYEG, but the document should evolve as we learn and grow.

1174 As an organisation we build social relationships inside and outside of meetings
1175 and actions. We commit to this Safer Spaces policy wherever we are together,
1176 this includes ensuring that ALL spaces are inclusive and harmless.

1177 If someone violates these agreements a discussion or mediation process can
1178 happen, depending on the wishes of the person who was affected. If a serious
1179 violation happens to the extent that someone feels unsafe, they can be asked to
1180 leave the space and/or speak with one member of the Awareness Group. If
1181 necessary, the Sexual Harassment Protocol will be activated.

1182 1. Respect! Racism, as well as ageism, GSRM-phobia, sexism, ableism or
1183 prejudice based on ethnicity, nationality, class, gender, gender presentation,
1184 language ability, asylum status or religious affiliation is unacceptable and
1185 will be challenged. FYEG has a zero-tolerance policy with any kind of
1186 discrimination, even though we acknowledge that there can be different levels in
1187 a breach of a safe space.

1188 2. Be aware of your privileges! Including racial, class and gender privilege
1189 and/or less obvious or invisible hierarchies. Think about how your words,
1190 opinions and feelings are influenced and who they might exclude or harm.

1191 3. Consent! Respect each other's physical and emotional boundaries, always get
1192 explicit verbal consent before touching someone or crossing boundaries. Don't
1193 assume your physical & emotional boundaries are the same as other people's.

1194 4. Friendly use of language! Be aware of the language you use in discussion and
1195 how you relate to others. Try to speak slowly and clearly and use uncomplicated
1196 language especially when non-natives speakers are involved in the conversation.

1197 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of
1198 other participants.

1199 6. Learning; if you don't understand something, just ask. You may be directed to
1200 a book, website or skill share to learn more. It's ok to make mistakes. Please
1201 show appreciation for the hard work of others and be considerate when you offer
1202 criticism.

1203 7. Everyone has their turn; give each person the time and space to speak. In

1204 large groups, or for groups using facilitation: Raise your hand to speak.

1205 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,
1206 expect that someone will bring this up to you. If this happens, listen and
1207 reflect on what they are saying even if you think they may be wrong. Don't try
1208 to absolve yourself of responsibility.

1209 This policy should be expanded with specific measures and practices to promote
1210 the creation of safer spaces.

1211 **Anti sexual harassment protocol**

1212 FYEG has a zero-tolerance policy on sexual harassment at all its events, within
1213 all its structures and during all activities. This protocol is applicable for
1214 those participating in an FYEG activity (General Assembly, Strategic Planning
1215 Committee, Working Group Meeting or any other activity), members of a Member
1216 Organization (MO), or members of an online structure of FYEG, referred to as
1217 "this organization" from now onwards in this protocol.

1218 Anyone who is subject to sexual harassment can approach one of the designated
1219 contact points responsible for receiving complaints of sexual harassment. The
1220 Executive Committee will designate an Awareness Group for anyone presenting
1221 allegations of physical, verbal or online sexual harassment. In accordance with
1222 the IRPs, the Awareness Group will be formed by two persons from the EC who are
1223 of different genders. Additionally, every Prep - Team will designate one person
1224 to be an independent contact person in our projects. However, this person shall
1225 always inform the official contact points if a procedure starts, in the case of
1226 their absence, the main contact will be the Project Manager.

1227 When one of these procedures is open in the organization, the EC as a whole must
1228 be informed of the procedure without details of the people involved or the
1229 presented allegations to respect confidentiality. If a case involves someone
1230 from the EC, the case will be brought to the Advisory Committee (AC). The
1231 Advisory Committee will act as contact points when a case arises, following this
1232 protocol. However, the EC will not be informed until a final decision is made.

1233 **Important note:**

1234 These procedures will follow general principles such as the privacy of the
1235 survivor, confidentiality of the process and survivor's choice and preference.
1236 We respect the presumption of innocence of any alleged harasser which is why
1237 this procedure is in place and has been approved in the General Assembly.
1238 However, as a feminist organization, we also believe in the principle of
1239 believing the survivor and putting the burden of the proof on the alleged

1240 harasser.

1241 This procedure might be applied to an internal case of a MO if this case is
1242 related to FYEG activity or if the people involved take part in any FYEG
1243 structure. However, we will not be able to extend sanctions or disciplinary
1244 measures beyond FYEG. MOs can however adapt this protocol to their own
1245 organization.

1246 When the designated people receive a complaint of sexual harassment, they shall:

1247 1. Immediately record the dates, times and facts of the incident(s);

1248 2. ascertain the views of the survivor as to what outcome they want, ensure the
1249 survivor feels safe and ensure the survivor is separated from the alleged
1250 offender unless the survivor wishes otherwise;

1251 3. ensure that the survivor and the alleged harasser understands FYEG protocol
1252 for dealing with the complaint;

1253 4. discuss and agree the next steps with the alleged survivor, informal, formal
1254 or outside complaints procedure (police, hospital, embassy, etc.), on the
1255 understanding that choosing to resolve the matter informally does not preclude
1256 the survivor from pursuing a formal complaint if they are not satisfied with the
1257 outcome;

1258 5. keep a confidential record of all discussions. Records will be destroyed if
1259 the alleged survivor requests it, or before the change to a new EC. However, a
1260 record of sanctions and a brief description of the reason will be kept in a safe
1261 place;

1262 6. respect the choice of the survivor;

1263 7. and ensure that the survivor knows that they can lodge the complaint outside
1264 of FYEG through the relevant country/legal framework.

1265 INFORMAL COMPLAINTS PROCEDURE

1266 If the survivor wishes to deal with the matter informally, the designated person
1267 will:

- 1268 • Approach the alleged harasser saying that the behaviour is offensive,
1269 unwelcome and must be stopped;

- 1270 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment
1271 and that disregarding this policy may result in the person's exclusion from the
1272 organization
- 1273 • give an opportunity to the alleged harasser to respond to the complaint;
- 1274 • ensure that the alleged harasser understands the complaints mechanism;
- 1275 • facilitate discussion between both parties to achieve an informal resolution
1276 which is acceptable to the complainant, provided the alleged survivor agrees,
- 1277 • ensure that a confidential record is kept of what happened;
- 1278 • follow up after the outcome of the complaints mechanism to ensure that the
1279 behaviour has stopped and that there is no risk of its repetition;
- 1280 • And ensure that the above is done accurately and at the latest within 10 days
1281 of the complaint being made. During events, the procedure shall take place
1282 within 48 hours.

1283 FORMAL COMPLAINTS PROCEDURES

1284 If the survivor wants to make a formal complaint or if the informal complaint
1285 mechanism has not led to a satisfactory outcome for the survivor, the formal
1286 complaint mechanism should be used to resolve the matter.

1287 The designated person who initially received the complaint will communicate to
1288 the rest of contact points the opening of a formal complaint procedure. The EC
1289 will be informed of this, respecting the confidentiality of the alleged survivor
1290 and the allegations. The designated person who initially received the complaint
1291 will carry out the investigation with the assistance of the Awareness Group and
1292 the independent contact person at the moment in which allegations were
1293 presented, if any. They will help the investigator with the analysis and
1294 decision making process. A procedure for online harassment shall be developed.

1295 The person carrying out the investigation will:

- 1296 • interview the survivor and the alleged harasser separately
- 1297 • interview other relevant third parties separately
- 1298 • decide whether the incident qualifies as sexual harassment within the meaning
1299 of this protocol

- 1300 • produce a report detailing the investigations, findings and any
1301 recommendations
- 1302 • if the harassment took place, decide what the appropriate remedy for the
1303 survivor is, in consultation with the survivor (i.e. an apology, a change of
1304 structure, suspension..,)
- 1305 • follow up to ensure that the recommendations are implemented, that the
1306 behaviour has stopped and that the survivor is satisfied with the outcome
- 1307 • if it cannot determine that the harassment took place, they may still make
1308 recommendations to ensure proper functioning of the organization
- 1309 • keep a record of all actions taken
- 1310 • ensure that all records concerning the matter are kept confidential
- 1311 • ensure that the process is done as quickly as possible and in any event within
1312 15 days of the complaint being made

1313 The general rule is to avoid the presence of the alleged harasser in those
1314 places/structures in which the alleged survivor moves. It is vital that the
1315 wishes and needs of the survivors are incorporated into the outcome of the
1316 complaints mechanism.

1317 A data protection protocol will be developed.

1318 OUTSIDE COMPLAINT MECHANISM

1319 This protocol seeks to create a fast and appropriate response to allegations of
1320 sexual harassment. However, it does not seek to substitute existing regulation
1321 and legislation on this issue. We want to make clear that FYEG wants to be fully
1322 supportive with every decision of the alleged survivor.

1323 A person who has been subject to sexual harassment can at any time make a
1324 complaint outside of the organization. Even though this organization cannot
1325 offer legal advice, the contact point(s) will accompany the person to the
1326 instance this person prefers (hospital, police, ombudsperson, law courts,
1327 embassies, etc.) if they request it.

1328 SANCTIONS AND DISCIPLINARY MEASURES

1329 Anyone who has been found to have sexually harassed another person under the

1330 terms of this policy may be sanctioned. Sanctions may include but are not
1331 limited to one of the following :

1332 • Verbal or written warning

1333 • Suspension from an elected or non-elected FYEG structure, in line with FYEG
1334 IRPs when appropriate

1335 • Dismissal/expulsion

1336 Depending on the seriousness of the allegations, the EC, upon request of the
1337 Awareness Group may suspend someone from taking part in any FYEG structure or
1338 activity during the duration of the process. Confidentiality of the survivor
1339 will be maintained.

1340 In case of sexual harassment, violence or discrimination by a member of an
1341 elected body within FYEG (Financial Control Committee, Advisory Committee or
1342 Ecosprinter Board) the EC can exclude the offender after consulting the full
1343 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can
1344 exclude the offender after consulting the full MOs.

1345 The nature of the sanctions will depend on the gravity and extent of the
1346 harassment. Suitable deterrent sanctions will be applied to ensure that
1347 incidents of sexual harassment are not treated as trivial. Certain serious
1348 cases, including physical violence, will result in the immediate dismissal of
1349 the harasser.

1350 Guidelines for persons of contact

1351 Read the protocol and understand every aspect

1352 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

1353 • Violates your dignity

1354 • Makes you feel intimidated, degraded or humiliated

1355 • Creates a hostile or offensive environment

1356 Sexual harassment “can include, but is not limited to”, these examples:

- 1357 • Touching, pinching, stroking, squeezing, or brushing against someone
- 1358 • Leering or ogling
- 1359 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-
1360 phobic comments and sexually suggestive signals, winking
- 1361 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes
1362 or content on FYEG communication channels
- 1363 • Sexual comments or jokes
- 1364 • Making insults based on a person's sex or rating their sexuality
- 1365 • Turning work discussions to sexual topics
- 1366 • Physical behaviour, including unwanted sexual advances, touching and
1367 various forms of sexual assault
- 1368 • Displaying pictures, photos or drawings of a sexual nature

1369 Remember: Whether harassing intentionally or unintentionally, we all have a
1370 responsibility to monitor our behaviour and respect each other. Anyone who
1371 reports an incident has the right to remain anonymous. They also have the right
1372 to feel safe and respected.

1373 Listen and Support

1374 It's tough to be prepared when someone tells you that they have been the
1375 survivor of sexual harassment. Remember, you can only provide support

1376 Support and understanding are essential. It takes a lot of courage for a
1377 survivor to share their experience;

1378 Try to provide a safe/non-judgmental environment, emotional comfort and support
1379 for the survivor to express feelings;

1380 Let them know that they can talk with you. Listen. Don't rush to provide
1381 solutions.

1382 Believe

1383 The most common reason people choose not to tell anyone about sexual abuse is
1384 the fear that the listener won't believe them. People rarely lie or exaggerate
1385 about abuse; if someone tells you, it's because they trust you and needs someone
1386 to talk to.

1387 People rarely make up stories of abuse. It is not necessary for you to decide if
1388 they were "really hurt." If the survivor says they were hurt, that should be
1389 enough

1390 Believe what the person tells you. It may have been difficult for them to talk
1391 to you and trust you. Unless proven wrong harassment has happened.

1392 Reassure

1393 Sexual assault is NEVER the survivor's fault. No one asks to be sexually
1394 assaulted by what they wear, say or do. Let the survivor know that only the
1395 perpetrator is to blame;

1396 The survivor needs to hear that fears, anxieties, guilt and anger are normal,
1397 understandable and acceptable emotions;

1398 Remember, no one ever deserves to be abused or harassed.

1399 Be Patient

1400 Don't press for details – let the person decide how much to tell you. Ask them
1401 how you can help;

1402 Survivors have to struggle with complex decisions and feelings of powerlessness,
1403 trying to make decisions for them may only increase that sense of powerlessness;

1404 You can be supportive by helping them to identify all the available options and
1405 then help them by supporting their decision making process (here refer to the
1406 protocol).

1407 The survivor can't just "forget it" or just move on. Recovery is a long term
1408 process and each individual moves at their own pace

1409 Encourage

1410 Encourage the survivor to seek medical attention, report the assault, and or
1411 contact a professional if needed. Remember, the survivor must ultimately make
1412 the decision as to what to do. They are the experts in their own lives. Don't
1413 push. Remember, support their choices no matter what they decide.

1414 Respect Privacy - Confidentiality

1415 Don't tell others what the survivor tells you. Let the individual decide who
1416 they will tell. It is important not to share information with others who are not
1417 involved;

1418 If you do need to share information for their safety, get permission by letting
1419 them know what you will share and with whom it will be shared; ie. the rest of
1420 contact points in case of a formal complaint

1421 Establish Safety

1422 An important part of helping the survivor is to identify ways in which the
1423 survivor can re-establish their sense of physical and emotional safety. You are
1424 a step in the process. Ask them what would make them feel safe and how you can
1425 help them accomplish this.

1426 If the stalking or harassment is ongoing, help them to develop a plan of what to
1427 do if they are in immediate danger. Having a specific plan and preparing in
1428 advance can be important if the harassment escalates.

1429 Things you can say

1430 It is hard to know what to say to a person when they confide in you. Refrain
1431 from asking a lot of questions, instead, support them with these phrases. Let
1432 the person know that you believe that they have the strength and capacity to
1433 heal.

1434 ● It's not your fault

1435 ● I'm sorry this happened

1436 ● I believe you

1437 ● How can I help you?

1438 ● I am glad you told me

1439 ● I'll support your choices

1440 ● You're not alone

1441 **Use of inclusive language**

1442 FYEG aims to use language in its communications and its events that reflects the
1443 level of English spoken within an organisation of mostly non-native speakers.

1444 FYEG promotes the use of inclusive and accessible language within the
1445 organisation. FYEG attempts to reduce the shame of using simple language. We do
1446 this to make sure that everyone feels welcome to participate and contribute.