

# **I1 Internal Rules of Procedure**

Proposer: FYEG  
Agenda item: 8. Statutory Documents

## **Motion text**

1 General Principles

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

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

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

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

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

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

14 - the precise indication of its registered office,

15 - its company number,

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

18 - if applicable, their email address and website,

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

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

## 22 **1. Member Organizations**

### 23 1.1. Membership

#### 24 1.1.1. Membership categories

25 The association is made up of member organisations only and has three categories  
26 of member organisations:

27 Full members

28 Candidate members

29 Associate members

#### 30 1.1.2. Membership criteria

31 Membership criteria are detailed in the Statutes.

#### 32 1.1.3. Conditions of admission of candidate members

33 Conditions of admission of candidate member organisations are detailed in the  
34 Statutes.

#### 35 1.1.4. Conditions of admission of full members

36 Conditions of admission of full member organisations are detailed in the  
37 Statutes.

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

#### 43 1.1.5. Conditions of admission of associate members

44 Conditions of admission of associate member organisations are detailed in the  
45 Statutes.

### 46 1.1.6. Resignation of members

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

### 48 1.1.7. Suspension of members

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

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

- 52 • no update or other contact is made between a member and the FYEG Executive  
53 Committee between two General Assemblies,
- 54 • the member organisation doesn't fulfil one or more of the membership criteria,
- 55 • the member organisation didn't pay their membership fee,
- 56 • major changes that happened in the member organisation, which need to be  
57 investigated by the EC.

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

59 When a member is suspended, the Executive Committee:

60 1. informs the member organisation about the suspension via an e-mail and  
61 explain the consequences

62 2. makes all reasonable efforts to enable the member to regain its full  
63 membership

64 3. creates a report on this process and presents it at the following General  
65 Assembly.

### 66 1.1.8. Exclusion of members

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

68 The exclusion of an MO means that this organisation is not listed as a member  
69 organisation anymore and hence loses all of its rights within FYEG. Following an  
70 exclusion, an organisation that wishes to rejoin FYEG is expected to follow the  
71 entire membership procedure, as a new organisation would.

72 The rejoining organisation is required to inform GA about changes that happened  
73 in their organisation since leaving FYEG and explanation of their decision about  
74 rejoining.

75 1.1.9. Suspension and exclusion in case of non-payment of  
76 membership fee

77 The suspension and exclusion of member organisation in case of non-payment of  
78 membership fee is further detailed in the Statutes.

79 1.1.10. Membership fee

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

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

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

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

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

97 1.1.11. Membership reviews

98 The Executive Committee presents a review of the FYEG Member Organisations as  
99 part of the Executive Committee Report. The review can include the following  
100 information:

101 Overview of the region and its meetings and activities,

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

103 Major changes to the Member Organisation.

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

110 1.2. Working with Member Organisations

111 1.2.1. Member Organisation Duties

112 Each MO should keep FYEG updated about:

- 113 - changes in the board
- 114 - valid contact addresses for the MO list and the website
- 115 - activities

116 1.2.2. FYEG duties

117 FYEG will provide the Member Organisations with:

- 118 - information about statutory meetings
- 119 - minutes and reports from statutory meetings and long ECMs
- 120 - a newsletter containing information and participation possibilities in current  
121 activities
- 122 - regularly updated contacts of other Member Organisations

## 123 **2. General Assembly**

124 2.1. Composition

125 The General Assembly is the highest decision body. The General Assembly is  
126 composed of one or two delegates per full member organisation, candidate member  
127 organisation and associate member organisation.

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

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

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

### 134 2.2. Powers

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

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

- 138 - the adoption and amendment of the Activity plan for the upcoming year,
- 139 - the adoption and amendment of Resolutions,
- 140 - the election of the Financial Control and Advisory Committee,
- 141 - the election of the Editorial Board of Ecosprinter,
- 142 - the election of the FYEG representative to the European Green Party Committee,
- 143 - the approval of the Advisory Committee
- 144 - the approval of the Presidency of the General Assembly
- 145 - Decision about joining (or leaving) membership with other  
146 organisations/networks

147 The General Assembly also hears the following reports:

- 148 - Activity Report
- 149 - Executive Committee and Secretary General Report
- 150 - FYEG's Representative to the EGP Committee

151 - Ecosprinter Editorial Board report

152 - Financial Control and Advisory Committee report

153 - Advisory Committee report

## 154 2.3. Functioning

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

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

160 The rules for holding extraordinary General Assembly are detailed in the  
161 Statutes.

162  
163 Changes to the statutory and internal organisational documents take effect from  
164 the first working day after the GA meeting where they were changed, except when  
165 the GA votes for their immediate implementation through a second vote requiring  
166 an absolute two-thirds majority. Persons elected by the General Assembly will  
167 start their mandate from the first working day after the GA meeting where they  
168 were elected, unless other rules apply for their mandate.

## 169 2.4. Deadlines and calls

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

173 The remaining deadlines are structured as follows:

174 12 Weeks before the General Assembly the Executive Committee must send out a  
175 call for:

176 Registration

177 the executive committee (if applicable)

178 the secretary general (if applicable)

179 the financial control and advisory committee

180 the ecosprinter editorial board

181 the FYEG representative to the EGP committee

182 the presidency

183 10 weeks before the General Assembly:

184 The Executive Committee must also organise an online information session,  
185 explaining the functioning of the General Assembly and promoting the different  
186 open positions.

187 9 weeks before the General Assembly is the deadline for:

188 applications of presidency

189 6 weeks before the General Assembly is the deadline for:

190 registration of delegates

191 applications of organisations for associate, candidate or full membership

192 applications of Secretary General candidates

193 applications for the FYEG nominee to the EGP Committee

194 4 Weeks before the General Assembly is the deadline for:

195 submission of resolutions

196 amendments to the Political Platform, the Internal Rules and Procedures and the  
197 Strategic Plan

198 Reports and Plans to be sent out to Member Organisations

199 Executive Committee candidates

200 Financial Control and Advisory Committee candidates



201 Ecosprinter Editorial Board candidates

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

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

209 3 weeks before the General Assembly is the deadline for:

210 publication of Candidacies

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

213 publication of Executive Committee recommendations on exclusion and/or  
214 suspension of member organisations

215 sending the GA agenda, as detailed in the Statutes

216 2 weeks before the General Assembly is the deadline for:

217 publication of support for candidates

218 1 week before the General Assembly is the deadline for:

219 amendments to the resolutions, Activity Plan and Financial Plan

220 Other deadlines:

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

224 2.5. Submission of resolutions and amendments

225 At the general assembly Full Member Organisations and the Executive Committee  
226 have the right to submit resolutions, and amendments to resolutions, the  
227 political platform, the activity and financial plan, the strategic plan, the

228 statutes and the IRPs, bearing in mind the deadlines specified under 2.4.  
229 Support of 3 Full Member Organizations is needed in order to table an emergency  
230 resolution.

## 231 2.6. Presidency

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

234 The Presidency then:

- 235 • chairs the meetings and discussions at the General Assembly
  
- 236 • prepares the resolutions, amendments and voting procedures for the General  
237 Assembly
  
- 238 • is responsible for taking the minutes of the General Assembly

239 The Presidency:

- 240 • consists of four to six people who must not be candidates to any positions  
241 at the General Assembly.
  
- 242 • can be suspended and simultaneously replaced with an absolute two-third  
243 majority by the assembly. Such a vote of no-confidence can be demanded by  
244 at least 5% of the delegates, who must present people for the new  
245 Presidency.

## 246 2.7. Participation fee

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

249 The following participants of the General Assembly are exempt from paying the  
250 participation fee:

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

252 Executive Committee members

253 the Secretary-General and office

254 members of the Presidency

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

259 2.8. Travel reimbursement

260 Full reimbursement of travel costs is granted to:

- 261 • one delegate per full, candidate or associate Member Organisation
- 262 • Executive Committee members
- 263 • the Secretary-General and the office
- 264 • candidates for the Executive Committee elections
- 265 • candidates for the Secretary-General elections, provided they have  
266 received approval by the pre-selection committee
- 267 • candidates for the FYEG Representative to the EGP Committee, provided they  
268 have received approval by the pre-selection committee
- 269 • members of the presidency

270 The Treasurer can decide to reimburse travel costs for:

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

- 272
- candidates for all open positions
- 273
- the second delegate of a full, candidate or associate Member Organisation
- 274
- if at least one delegate self-identifies as women, intersex, nonbinary,
- 275
- trans or agender.

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

#### 277 3.1. Attendance and voting quorums

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

##### 281 3.1.1. Principles

282 In line with the Statutes, the General Assembly deliberates validly only if 50 %  
283 + 1 of the Full Member Organisations are present or represented. The Statutes  
284 detail the steps to follow in case the attendance quorum is not reached.

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

##### 290 3.1.2. Procedures

###### 291 Definitions

292 Votes registered at General Assembly - the number of Member Organisations and  
293 their delegates who are registered for the General Assembly and have voted in  
294 the determination of the General Assembly quorum

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

###### 296 Simple majority

297 Majority of the votes cast, i.e. the number of "Yes" votes exceed the number of  
298 "No" votes.

299 Abstentions are not considered in the count.

300 Examples:

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

303 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed.

304 Absolute majority

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

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

310 Examples:

311 20 voters registered: need 11 or more yes votes.

312 21 voters registered: need 11 or more yes votes.

313 22 voters registered: need 12 or more yes votes.

314 Simple two-thirds majority

315 Two thirds of the votes cast.

316 Absolute two-thirds majority

317 Two thirds of the number of votes registered.

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

321 Examples:

322 20 voters: need 14 yes or more votes.

323 21 voters registered: need 14 or more yes votes.

324 22 voters registered: need 15 or more yes votes.

325 3.2. Election of candidates

326 3.2.1. Principles

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

331 3.2.2. Procedures

332 The main principle is to rank all the candidates according to the voter's  
333 preferences for each candidate. Where 1 is the first preference 2 the second  
334 preference and so on. Voters can rank all candidates even if the number of  
335 candidates exceeds the number of positions. Voters can decide to not rank some  
336 of the candidates even if this means leaving the ballot partially blank.

337 Only a completely blank ballot counts as abstention, an abstention counts under  
338 the exception below.

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

341 0 - All ballots are inspected to determine that candidates have received a  
342 simple majority of any kind of ranking on cast ballots. If not, they will be  
343 excluded from the election.

344 1 – The candidates who have reached the election quota (i.e. election threshold)  
345 are elected.

346 2 – If some positions are still available, the following process starts:

347 2a – The left-over votes on candidates reaching the election threshold are  
348 redistributed according to second preferences, using the Single Transferable  
349 Vote system of distribution.

350 2b – If one or more candidates have reached the election threshold, that/those  
351 candidate(s) are elected in order from highest to lowest vote count. The process  
352 then starts again from point (2).

353 2c – If no candidate reaches the threshold in this way, the candidate with the  
354 lowest amount of votes is removed from the election. The ballot-papers that  
355 ranked this candidate as their first remaining preference are redistributed  
356 according to their second preference. The process is then restarted (1).

357 2d - If, following the calculation of the election result, one or more  
358 candidates is elected who is ineligible due to quota regulations, these  
359 candidates (who had the least number of votes) are removed from the pool of  
360 candidates and the entire election is recalculated. That is to say, the election  
361 is recalculated, and each time the ineligible candidate would have received a  
362 preference vote, the vote instead goes to the voter's next preference.

### 363 3.2.3. Exceptions

364 At the General Assembly:

365 Concerning the Executive Committee elections:

366 The spokespersons and the treasurer are elected separately from the rest of the  
367 Executive Committee positions.

368 Concerning the Advisory Committee:

369 The newly elected Executive Committee will present the proposed Advisory  
370 Committee to the General Assembly. The General Assembly ratifies the proposed  
371 Advisory Committee by a simple majority vote.

372 Between General Assemblies:

373 Concerning the replacement of a resigned Executive Committee member:

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

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

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

### 379 3.3. Electronic voting

380 The Executive Committee can call for an electronic vote between General

381 Assemblies in urgent matters. It is the duty of the Executive Committee to  
382 provide enough information for the full Member Organisations to make an informed  
383 decision.

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

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

387 The Statutes, the Internal Rules and Procedures, the Strategic Plan and the  
388 Political Platform cannot be subject to any electronic vote between the General  
389 Assemblies.

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

### 392 3.4. Tiebreakers

#### 393 3.4.1. Tiebreakers on point of substance

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

#### 400 3.4.2. Tiebreakers relating to elections

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

### 405 3.5. Dismissal of elected persons

#### 406 3.5.1. Dismissal of Executive Committee member

407 Two thirds of the Executive Committee can propose dismissal of an Executive  
408 Committee member.

409 The Full Member Organisations vote on the proposed resignation through  
410 electronic vote.



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

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

## 416 3.5.2. Dismissal of Secretary-General

417 Two thirds of the Executive Committee can propose the dismissal of the  
418 Secretary-General. An additional General Assembly must then be convened by a  
419 decision of the Administrative Board under the applicable rules (as set out in  
420 the statutes), where the Member Organisations vote on both the dismissal of the  
421 existing Secretary-General, and the election and appointment to the  
422 Administrative Board of a new interim Secretary-General. The Executive Committee  
423 has the right to in writing and orally inform the Member Organisations as to why  
424 they have proposed the dismissal, and the Secretary-General the right to defend  
425 themselves.

426 If quorum is reached (as detailed in the Statutes) and a simple two-thirds  
427 majority is found at the additional General Assembly for dismissing the  
428 Secretary-General, the Secretary-General is dismissed. The Executive Committee  
429 can propose dismissal of the Secretary General, with two-thirds of the votes of  
430 the members of the EC. The Member Organisations must be notified within 8 days  
431 about the decision and the Executive Committee must appoint a Secretary-General  
432 ad interim within 8 weeks after the decision of the Executive Committee. The  
433 Secretary General ad interim will continue until the election of a new Secretary  
434 General at the subsequent General Assembly. The new interim Secretary-General  
435 will take over the mandate over the former Secretary-General, expiring whenever  
436 the former Secretary-General's mandate would have expired. They have all the  
437 powers and responsibilities of the former Secretary-General.

## 438 3.6. Gender quota

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

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

## 444 4. Bodies

## 445 4.1. Administrative Board

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

## 450 4.2. Executive Committee

451 The Executive Committee members are responsible for making strategic and  
452 political decisions about the organisation during their mandate and between  
453 General Assemblies.

454 The Executive Committee is composed of eight people:

455 who are elected by the General Assembly with a one-year mandate

456 whose mandate can be renewed three times

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

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

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

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

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

464 The Executive Committee:

465 is responsible for the relations with the Member Organisations,

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

468 oversees the implementation of the activity plan as decided by the General  
469 Assembly

470 receives and handles applications from organisations that wish to join FYEG and

471 produces a report for the General Assembly including voting recommendation

472 can engage FYEG in partnerships with external movements, networks and  
473 organisations

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

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

### 478 4.2.1. Spokespeople

479 The Spokespersons:

480 Coordinate the Executive Committee

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

483 Represent FYEG with the Partners and attend European Green Party Committee  
484 meetings

485 Are responsible for the secretariat

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

### 488 4.2.2. Treasurer

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

492 prepares the financial report to the Executive Committee and to the General  
493 Assembly

494 prepares a budget plan for the General Assembly

495 has regular meetings with the Office to check the budget

496 The mandate of the treasurer is further stated in the internal delegation order

497 of FYEG, adopted by the Executive Committee on an annual basis

### 498 4.3. Secretary-General

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

503 The tasks of the Secretary General include:

504 the legal representation of the organisation

505 Managing the FYEG Secretariat and making sure that each office member fulfils  
506 their responsibilities and tasks

507 Facilitating and assisting the work of the Executive Committee

508 Overseeing the HR processes

509 Overseeing the execution of FYEG Activity Plan

510 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank  
511 accounts, accounting,

512 Making sure that the statutory deadlines and process are respected

513 Overseeing the organisation of the statutory activities

514 Overseeing FYEG's external communications and campaigns

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

517 Maintaining good contacts with FYEG's partners and Member Organisations and  
518 other stakeholders

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

### 521 4.4. FYEG's Representative to the European Green Party 522 Committee

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

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

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

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

#### 543 4.5. Financial Control and Advisory Committee

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

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

548 The FCAC's tasks include:

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

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

555 Providing recommendations to FYEG Treasurer and Secretary General regarding the  
556 financial management and the financial orientations of FYEG.

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

## 559 4.6. Office

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

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

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

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

## 569 4.7. Advisory Committee

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

575 providing their shared experience on a specific subject

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

578 providing general or specific mentorship for Executive Committee members on an  
579 individual needs basis.

580 If requested by the Executive Committee, advising the Executive Committee on  
581 organisational and structural matters

582 In order to enable the Advisory Committee to fulfil this tasks it is granted the  
583 following:

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

586 access to the online storing spaces of the Executive Committee, without editing  
587 rights.

588 attendance at online or offline meetings of the Executive Committee

589 During its duty, the Advisory Committee must respect the secrecy of internal  
590 matters. At the General Assembly, the Advisory Committee must present a brief  
591 overview of the functioning of the Executive Committee and office. If prompted,  
592 the Advisory Committee make recommendation within 8 weeks, after oral or written  
593 consultation of involved parties, and to the best of all members' knowledge.  
594 Recommendation of the Advisory Committee have to be provided in written form to  
595 parties involved.

### 596 4.8. Working Group

597 Working groups have the following functions within FYEG :

598 helping with the acquirement and create professional documents on current and  
599 selected topics

600 providing the groundwork for the formulation of political positions

601 promoting the involvement of Member Organisations and green activists in FYEG  
602 Working Groups

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

604 supporting the Executive Committee, office and prep-teams in the organisation of  
605 events and campaigns

606 supporting the Executive Committee and Prep-teams in policy related preparations  
607 for FYEG events

608 Working groups are formed by the Executive Committee, with a defined scope, aim,  
609 working area and timeframe. This defined scope is outlined by the Executive  
610 Committee responsible for the working group and working group coordinators at  
611 the start of the mandate to complement FYEG's priorities. The creation of a  
612 working group may be planned in the annual activity plan adopted by the General  
613 Assembly but the Executive Committee may also decide to create ad-hoc working  
614 groups.

615 Working groups must not work against the political platform of FYEG. Further  
616 details on how to form, manage and communicate Working Groups is detailed in the

617 Annex - 2 Working Groups Guidelines.

## 618 4.9. Ecosprinter Editorial Board

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

622 The mission of the Ecosprinter is to:

623 provide a forum for commentary and internal debate

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

625 inform about European Green policies and politics

626 report and comment about culture, politics and discussions they believe are of  
627 importance.

628 The Ecosprinter Editorial Board:

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

630 has to be gender-balanced

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

632 work on the mission and development of the Ecosprinter

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

## 638 4.10. Conflict of Interest

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

642 - the nature of the conflict of interest must appear in the minutes of the



643 meeting,

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

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

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

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

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

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

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

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

### 664 5.1. General principles

665 FYEG may:

666 become a member of other organisations/networks

667 become a temporary or permanent partner of other  
668 organisations/networks/alliances

669 set up new organisations and networks

670 The Executive Committee may take the decision to become a temporary or permanent

671 partner of other organisation/networks/alliances. The decision to become a  
672 member of other organisations/networks or to set up new organisations/networks  
673 should be approved by the General Assembly.

674 Furthermore the EC must:

675 provide a list of organisations that FYEG is a member of, as well as a  
676 description of FYEG's rights and responsibilities and the contact details of the  
677 concerned organisations

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

## 680 5.2. European Green Party

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

## 684 5.3. Cooperation and Development Network Eastern Europe

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

## 688 5.4. Global Young Greens

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

# 691 **6. Event Management**

## 692 6.1. Participants

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

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

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

## 699 6.2. Prep Team

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

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

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

706 strive for gender and geographical balance

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

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

## 711 6.3. Alcohol and intoxicating substances

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

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

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

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

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

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

728 **7. Financial Management**

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

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

734 The General Assembly approves of the yearly Budget Report and amends and adopts  
735 the yearly Budget Plan

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

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

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

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

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

747 **7.1. Travel Reimbursements**

748 The reimbursement rules, procedures and deadlines are shared with the  
749 participants of each events. Each event and activity has its own rules,  
750 procedures and deadlines in line with the rules and procedures of the funders of  
751 the activity.

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

753 the participant attended at least 75% of the meeting

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

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

## 758 7.1.1. Reimbursement practicalities

759 Train and other public transport travel costs are reimbursed on the basis of a  
760 2nd class ticket or a 1st class if that option is cheaper.

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

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

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

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

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

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

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

## 781 7.2. Participation fees

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

## 784 7.3. Expenses covered

### 785 7.3.1. Food and food supplies

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

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

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

### 793 7.3.2. Child care

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

### 801 7.4. Executive Committee Members allowance

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

805 The allowance is meant to cover preparation and participation in the following  
806 meetings:

807 FYEG activities, including regular EC meetings;

808 EGP Committee Meetings and Councils;

809 Study Visits to Member Organisations approved by the EC;

810 Other events or meetings approved by the EC.

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

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

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

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

820 Application Requirements & Procedures for Candidates

821 Applicant Organisations

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

826 Their application shall contain:

- 827 • a letter signed by their board stating the reason and motivation for their  
828 application
  
- 829 • a copy of the original statutes and a translated version in English
  
- 830 • a copy of their political platform (or comparable document) and a  
831 translated version in English
  
- 832 • a filled-in questionnaire provided to them by the Executive Committee that  
833 includes questions on the number of its members, age limit, list of  
834 activities, budget and all other possibly relevant information.

835 Executive Committee candidates

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

- 837 • Filled-in application form that will be made available online
  
- 838 • A motivation letter,

- 839       • An Outline of their plans are for the organisation or their vision for  
840       FYEG
- 841       • Detailed CV
- 842       • Candidates must be proposed by their member organisation and seconded by  
843       another FYEG member organisation.
- 844       • One nomination letter from the Member Organisation they belong to. If that  
845       is not possible the Member Organisation, of which the candidate is from,  
846       must provide an explanation for the rejection of nomination and the  
847       possible candidate has the right to provide a letter of justification. The  
848       letter will be shared with the delegates of the General Assembly. The  
849       General Assembly will decide, through a vote by two-third majority,  
850       whether this person is admitted as a candidate or not.

### 851 Multiple positions holding

852 FYEG strives to have non-cumulation of positions.

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

### 856 Secretary General candidates:

857 Secretary General candidates' application must include:

- 858       • a CV
- 859       • a comprehensive motivation letter, explaining how experiences match the  
860       profile, what the candidate thinks they can contribute to FYEG. It should  
861       also establish a vision of a European political youth organisation's role.  
862       Special emphasis is given to experiences within FYEG and other Young Green  
863       Organisations.
- 864       • the contact details of two references, preferably employers, supervisors



865 or tutors

866 Further requirements and procedure:

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

886 FYEG's Representative to the EGP Committee Candidates:

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

- 888 • A motivation letter,

- 889 • An outline of their plans are for the organisation or their vision for  
890 EGP, specifically as FYEG nominee
  
- 891 • Detailed CV, highlighting their experiences in FYEG and FYEG Member  
892 Organisations
  
- 893 • A nomination letter from the Member Organisation they belong(ed) to. If  
894 that is not possible the Member Organisation, of which the candidate is  
895 from, must provide an explanation for the rejection of nomination and the  
896 possible candidate has the right to provide a letter of justification.

897 Further requirements and procedure:

- 898 • A committee for a pre-selection of the candidates will be set up. The  
899 committee will consist of 4 people: one current/former FYEG EC member, a  
900 current/former FYEG Co-Spokesperson, a current/former FYEG Secretary  
901 General, and one full Member Organisation representative).
  
- 902 • Only applications including all required documents and sent before the  
903 given deadline will be examined taking into consideration both political  
904 and professional skills of the candidates. These candidates will be given  
905 an interview if this is possible.
  
- 906 • The committee will assess the candidates' experience and skills.
  
- 907 • Candidates are expected to present themselves at the General Assembly. The  
908 final decision on the nominee of FYEG to the EGP Committee is made by the  
909 General Assembly.
  
- 910 • In case a candidate is not recommended by the committee, they will still  
911 be able to apply for the position and present themselves at the General  
912 Assembly, but the candidacy will not be endorsed by the EC.

913 Financial Control and Advisory Committee:

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

915       • A motivation letter, highlighting their experience in financial management

916       • Detailed CV

917 Ecosprinter Editorial Board:

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

919       • A motivation letter

920       • Detailed CV

921 Meeting rules to the General Assembly

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

925 Presidency

926 The General Assembly is presided over by the Presidency. The Presidency consists  
927 of four to six people, who must not be candidates to any positions at the  
928 General Assembly. In line with the Internal Rules and Procedures, the Presidency  
929 is selected by the Executive Committee by an open-call. The General Assembly  
930 confirms the Presidency proposed by the Executive Committee before any other  
931 decisions are made.

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

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

940 The Presidency:

- 941 • chairs the meetings and discussions at the General Assembly
- 942 • prepares the resolutions, amendments and voting procedures for the General  
943 Assembly
- 944 • is responsible for taking the minutes of the General Assembly
- 945 • decides who speaks, who takes part in discussion and who can also be  
946 suspended from discussions.
- 947 • Can call emergency sessions to the agenda. However this change would need  
948 confirmation by a simple two-thirds majority of the full members.

### 949 Agenda:

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

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

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

959 Documents that are noted, amended, approved, disapproved at the General  
960 Assembly:

961 The power and the role of the General Assembly is detailed in the Internal Rules  
962 and Procedures.

963 The Executive Committee, the Secretary General, the Ecosprinter Editorial Board,  
964 the Financial Control and Advisory Committee and the Advisory Committee presents  
965 their reports for the previous years. These reports are heard by the GA, not  
966 voted.

967 The Treasurer presents the annual accounts and financial report of the previous  
968 financial year and the budget and the financial plan of the upcoming year. These  
969 documents can be amended and voted.

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

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

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

977 Compromise Amendment Sessions (CAS):

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

982 Compromises are made between the member organisations or the body that proposed  
983 the original document and the member organisations or the body that proposed the  
984 amendment subject to compromise. It is advised to include other interested  
985 Member Organisations in this compromise process so as to further broaden  
986 consensus.

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

992 During the Compromise Amendment Session, the proposer of the resolution presents  
993 their resolution. The proposer of the amendment presents their amendment. At  
994 this point other parties can declare their positions towards the amendment. The  
995 proposer of the resolution can adapt the amendments or seek a compromise. If a  
996 compromise is reached, it is shared with the delegates of the General Assembly.  
997 Unless a Full Member Organisation or the Executive Committee disputes the  
998 compromise, it is considered adopted. If the compromise is disputed, the  
999 compromise will be sought until the last day of the General Assembly.

1000 It is encouraged that the CAS sessions are organised in advance of the General  
1001 Assembly, following the deadline for amendments which is one week before the

1002 General Assembly. The CAS session can happen online.

1003 In the voting, firstly the compromised amendments on the document as whole are  
1004 voted. Afterwards, the document itself is voted on.

1005 Resolutions

1006 • Each resolution should have an international and/or European angle

1007 • Each resolution should be supported by at least one Member Organisation

1008 • A resolution should always have a call to action

1009 • A resolution should preferably be around 5,000 characters but definitely  
1010 not more than 10,000

1011 The Executive Committee can recommend review of certain resolutions to the  
1012 Presidency.

1013 The Presidency can suggest/demand the proposers of the resolution to withdraw  
1014 their resolution or to postpone the resolution to the further General  
1015 Assemblies.

1016 Speaking rights and debates:

1017 Speaking rights are open to all members of FYEG bodies, and all registered  
1018 participants of the General Assembly.

1019 The presidency ultimately decides which individuals are given the opportunity to  
1020 speak.

1021 The speaking time for debates is proposed by the presidency at the beginning of  
1022 every debate based on the content of the debate and the time assigned for the  
1023 current session in the agenda.

1024 The presidency can change the assigned speaking time based on the time left of  
1025 the session to better fit the agenda, as they see fit. This might include  
1026 cutting breaks.

1027 The General Assembly can overrule (with a simple two thirds majority) the

1028 presidency's proposals for speaking time. In such cases the new Agenda proposal  
1029 must be submitted to the Presidency in a written form.

1030 During sessions where debates will take place, participants will be able to  
1031 submit 'speaker cards' before the session. These cards will note if they are  
1032 for/against, their Member Organisation and their gender.

1033 In view of the received speaker cards, the Presidency will define the speaker  
1034 list. Speakers may still be taken from the floor for balance, but those who  
1035 submit cards will be prioritised

1036 The presidency will ensure gender balance on the speaking list. This is done  
1037 through a strict quotation of the list. Only as many men are allowed to speak as  
1038 non-men are on the list. The only exception is if people are on the list who  
1039 haven't participated in the debate up to that point. They will be chosen before  
1040 persons that have already made plenty of contributions.

1041 The only exceptions to the speakers list are technical points. If someone has a  
1042 technical point, they must signal the presidency and will be given the floor  
1043 after the current speaker.

1044 Types of debate:

1045 Open debate: The debate is open to speakers willing to speak for or against the  
1046 resolution or amendment being discussed, as well as for contributions that are  
1047 neither opposed nor in favour. This debate is often used during the Compromise  
1048 Amendment Sessions.

1049 Con-Pro: The debate is organised by an alternation of speakers against and for  
1050 the resolution or amendment being discussed. This debate is often used during  
1051 the Voting Session of the amendments that goes to vote and the resolutions.

1052 It should be noted that all the compromises should be reached before the voting  
1053 session and the point of the con-pro debate is not to reach a compromise but to  
1054 explain the positions. Therefore the presidency is encouraged to do only one  
1055 round of con-pro debates, and if more than one rounds occur time is monitored by  
1056 the presidency to ensure that overall the 'pro' and 'con' sides are both  
1057 allocated equivalent speaking time.

1058 Quorum, voting and majorities:

1059 Quorum, voting rules and majorities are defined in the Internal Rules of  
1060 Procedures.

1061 Voting rules and majorities are defined in the Internal Rules of Procedures

1062 A quorum check will be called before the voting sessions.

1063 Safer Spaces

1064 The General Assembly is a space where everybody feels safe, and has an equal  
1065 opportunity to be heard. The Presidency is responsible for chairing the General  
1066 Assembly in line with FYEG's Safer Spaces regulations. The presidency can ban a  
1067 participant for misconduct for the remainder of a session.

1068 **(Queer-)Feminist Council**

1069 **On a point of order, the women, intersex, nonbinary, trans and agender**  
1070 **participants present and entitled to vote may decide whether they wish to hold a**  
1071 **Feminist Council. The motion is dealt with with one pro and one con speech, with**  
1072 **only those eligible to vote on the motion able to speak; the debate can be**  
1073 **opened up beyond these two speeches. The Feminist Council then deliberates for**  
1074 **up to one hour in the absence of the other participants and informs the entire**  
1075 **body of the outcome after the end of the Feminist Council. The Feminist Council**  
1076 **is considered part of the respective body. The organizers are responsible for a**  
1077 **parallel programme dealing with a feminist policy topic for all those not**  
1078 **participating in the Feminist Council.**

1079 **At the Feminist Council, women, intersex, nonbinary, trans and agender people**  
1080 **can issue a Feminist vote. In the case of motions that affect the right of self-**  
1081 **determination of women, intersex, nonbinary, trans or agender people in terms of**  
1082 **form or content or that particularly affect women, intersex, nonbinary, trans or**  
1083 **agender people, the Feminist Council has the opportunity to hold a separate vote**  
1084 **among women, intersex, nonbinary, trans or agender people before the assembly**  
1085 **vote. This Feminist vote is a strong and urgent recommendation to the assembly**  
1086 **and shall be understood as such. The feminist vote is a non-binding**  
1087 **recommendation.**

## 1088 **Annex 2: Working Group Guidelines**

1089 These guidelines are to serve the Working Groups and the Working Group  
1090 coordinators.

1091

1092 Working Group rights and responsibilities:

1093 Working group functions are detailed in the FYEG's Internal Rules of Procedures.  
1094 FYEG Working Groups are based on direct democracy and the inclusion of all its  
1095 members. Most of the Working Group meetings happen online, through the channels  
1096 of internal communication available to them. Working Group members can have  
1097 access to usage of the internal communication tools available to FYEG (such as



1098 online meeting softwares). As set out in the Internal Rules of Procedures, the  
1099 EC is responsible for setting up a new Working Group and for ending the term of  
1100 a Working Group.

1101 Working Groups can (and not only):

- 1102 • Support FYEG and its bodies in developing policy documents
- 1103 • Provide feedback to FYEG's internal policies and documents
- 1104 • Create campaigns
- 1105 • Create guidelines, templates, training material, and similar material

1106 All the Working Group activities must be in line with the FYEG Political  
1107 Platform.

1108  
1109 Only FYEG's Executive Committee (EC) has the mandate to speak on behalf of the  
1110 organisation and engage in partnerships with other organisations. Therefore, any  
1111 external communication or partnership request needs their approval.

1112 When the Working Group has a request for content to be shared via FYEG's  
1113 official channels, firstly, it should be approved by the member of the Executive  
1114 Committee responsible for the Working Group (hereinafter EC Responsible).

1115 Moreover, if the Working Group decides to engage in external partnerships, sign  
1116 letters of external partners (i.e. organisations other than Green Political  
1117 Organisations), etc. this must also be approved by the EC Responsible for the  
1118 Working Group.

1119 Finally, if the Working Group needs support from the FYEG Office in matters of  
1120 communication, administration, finances, etc. the Working Group should  
1121 communicate a detailed concept, through the Working Group coordinator, to the EC  
1122 Responsible in a timely manner.

1123 Executive Committee responsibilities:

1124 The EC Responsible is the person appointed among the EC members to be  
1125 responsible for the Working Group.

1126 They are responsible for:

- 1127 • Initial setup of the Working Group: defining the aims, scope, timeframe,  
1128 publishing a call for Working Group members and coordinators
  
- 1129 • Choosing the first members of the Working Group and the Working Group  
1130 coordinators
  
- 1131 • Meeting with the coordinators to explain their roles and responsibilities
  
- 1132 • Attend meetings where needed/wanted to (optional) - but in general, it is  
1133 more important to be aware what they are up to
  
- 1134 • Keeping track of all their activities and being aware of how the Working  
1135 Group is progressing and what they are up to
  
- 1136 • Providing political advice and making sure the Working Group acts in line  
1137 with FYEG's Political Platform
  
- 1138 • Updating the Working Group on FYEG activities related to their topics and  
1139 purposes

1140 The EC responsible has the possibility to exclude someone from the Working Group  
1141 on the recommendation of the coordinators or at least three members of the  
1142 group. The EC has to be informed of the decision. The person has the possibility  
1143 to appeal to the Advisory Committee.

1144 Working Group coordinator responsibilities

1145 A working group should have two coordinators, at least one of them self-  
1146 identifying as women, intersex, nonbinary, trans or agender.

1147 If it is impossible to find two coordinators even after the EC responsible's  
1148 best efforts to do so, an exemption can be made if approved by the FYEG EC. In  
1149 this case, it is required that either the EC responsible or the Working Group  
1150 coordinator self-identifies as female, intersex, nonbinary, trans or agender,

1151 Working Group coordinator tasks are as follows:

- 1152 • Set meetings and agendas for Working Group and notifying members of action  
1153 points afterwards (online Working Group meetings should strive to be  
1154 planned at least once every two weeks, excluding holidays and exceptional  
1155 circumstances)
  
- 1156 • Set up the main communication channels
  
- 1157 • Main point of contact for EC Responsible
  
- 1158 • Keep the EC Responsible up to date on what's happening in the Working  
1159 Group
  
- 1160 • Keep Working Group members informed and updated on EC's feedback and  
1161 recommendations
  
- 1162 • Steer direction: set priorities, what themes/projects they work on,  
1163 oversee the work
  
- 1164 • Coordinate the creation of a Working Group activity plan, guided by the  
1165 objectives and goals set out at the beginning
  
- 1166 • Set up subgroups (if necessary or desired)
  
- 1167 • They do not need to be involved in every single project or attend every  
1168 meeting, but in their absence should delegate project or meeting  
1169 moderation to someone else, and keep themselves updated on progress

### 1170 **Annex 3: Safer Spaces Policy**

1171 Safer spaces are evolving and not static. We have high expectations on how we  
1172 behave towards each other in our meetings, actions and social spaces. Making a  
1173 space safer means different things depending on the group of people involved as

1174 each group has different needs. This policy aims to be considered in every  
1175 meeting involving FYEG, but the document should evolve as we learn and grow.

1176 As an organisation we build social relationships inside and outside of meetings  
1177 and actions. We commit to this Safer Spaces policy wherever we are together,  
1178 this includes ensuring that ALL spaces are inclusive and harmless.

1179 If someone violates these agreements a discussion or mediation process can  
1180 happen, depending on the wishes of the person who was affected. If a serious  
1181 violation happens to the extent that someone feels unsafe, they can be asked to  
1182 leave the space and/or speak with one member of the Awareness Group. If  
1183 necessary, the Sexual Harassment Protocol will be activated.

1184 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or  
1185 prejudice based on ethnicity, nationality, class, gender, gender presentation,  
1186 language ability, asylum status or religious affiliation is unacceptable and  
1187 will be challenged. FYEG has a zero-tolerance policy with any kind of  
1188 discrimination, even though we acknowledge that there can be different levels in  
1189 a breach of a safe space.

1190 2. Be aware of your privileges! Including racial, class and gender privilege  
1191 and/or less obvious or invisible hierarchies. Think about how your words,  
1192 opinions and feelings are influenced and who they might exclude or harm.

1193 3. Consent! Respect each other's physical and emotional boundaries, always get  
1194 explicit verbal consent before touching someone or crossing boundaries. Don't  
1195 assume your physical & emotional boundaries are the same as other people's.

1196 4. Friendly use of language! Be aware of the language you use in discussion and  
1197 how you relate to others. Try to speak slowly and clearly and use uncomplicated  
1198 language especially when non-natives speakers are involved in the conversation.

1199 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of  
1200 other participants.

1201 6. Learning; if you don't understand something, just ask. You may be directed to  
1202 a book, website or skill share to learn more. It's ok to make mistakes. Please  
1203 show appreciation for the hard work of others and be considerate when you offer  
1204 criticism.

1205 7. Everyone has their turn; give each person the time and space to speak. In  
1206 large groups, or for groups using facilitation: Raise your hand to speak.

1207 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,

1208 expect that someone will bring this up to you. If this happens, listen and  
1209 reflect on what they are saying even if you think they may be wrong. Don't try  
1210 to absolve yourself of responsibility.

1211 This policy should be expanded with specific measures and practices to promote  
1212 the creation of safer spaces.

1213

1214 **The EC, Office and all Prep Teams must organise mandatory reflection/awareness**  
1215 **sessions dedicated to discussing power dynamics in relation to sexual/romantic**  
1216 **relationships within our Federation, being mindful about how they engage with**  
1217 **participants and ethical leadership within FYEG.**

1218 1. **The EC should hold such a reflection/awareness session at a minimum once a**  
1219 **year preferably at the first live ECM.**

1220 2. **The Office should hold such a reflection/awareness session at a minimum**  
1221 **once a year.**

1222 3. **Prep Teams should hold such a session at least once during a Prep Team**  
1223 **meeting before the event they are organizing begins.**

1224 **Discussions on power dynamics and ethical leadership also are incorporated into**  
1225 **the onboarding process for new EC members and Office members.**

1226

#### 1227 **Permanent Awareness Team**

1228 **The Permanent Awareness Team consists of one member from the EC and one**  
1229 **volunteer that is not a member of the EC. Both members are selected by the EC.**  
1230 **This team operates in addition to the event-specific awareness groups and are**  
1231 **complementary to those. Members of FYEG should be informed of the existence of**  
1232 **this team and know that they can contact them regarding situations that make**  
1233 **them feel uncomfortable or if they have concerns about the behaviour of EC**  
1234 **Members, Office members, or PT members.**

1235 **The Permanent Awareness Team should be easily accessible via the website, and**  
1236 **there should be a contact form available that allows for anonymous submissions.**

1237 **The team is responsible for safeguarding the anonymity of any FYEG members who**  
1238 **reach out to them.**

1239 **The Permanent Awareness Team has the authority to make recommendations and**  
1240 **propose initiatives in the form of reports to the EC and the General Assembly as**  
1241 **needed.**

1242  
1243 Anti sexual harassment protocol

1244 FYEG has a zero-tolerance policy on sexual harassment at all its events, within  
1245 all its structures and during all activities. This protocol is applicable for  
1246 those participating in an FYEG activity (General Assembly, Strategic Planning  
1247 Committee, Working Group Meeting or any other activity), members of a Member  
1248 Organization (MO), or members of an online structure of FYEG, referred to as  
1249 "this organization" from now onwards in this protocol.

1250 Anyone who is subject to sexual harassment can approach one of the designated  
1251 contact points responsible for receiving complaints of sexual harassment. The  
1252 Executive Committee will designate an Awareness Group for anyone presenting  
1253 allegations of physical, verbal or online sexual harassment. In accordance with  
1254 the IRPs, the Awareness Group will be formed by two persons from the EC who are  
1255 of different genders. Additionally, every Prep - Team will designate one person  
1256 to be an independent contact person in our projects. However, this person shall  
1257 always inform the official contact points if a procedure starts, in the case of  
1258 their absence, the main contact will be the Project Manager.

1259 When one of these procedures is open in the organization, the EC as a whole must  
1260 be informed of the procedure without details of the people involved or the  
1261 presented allegations to respect confidentiality. If a case involves someone  
1262 from the EC, the case will be brought to the Advisory Committee (AC). The  
1263 Advisory Committee will act as contact points when a case arises, following this  
1264 protocol. However, the EC will not be informed until a final decision is made.

1265 Important note:

1266 These procedures will follow general principles such as the privacy of the  
1267 survivor, confidentiality of the process and survivor's choice and preference.  
1268 We respect the presumption of innocence of any alleged harasser which is why  
1269 this procedure is in place and has been approved in the General Assembly.  
1270 However, as a feminist organization, we also believe in the principle of

1271 believing the survivor and putting the burden of the proof on the alleged  
1272 harasser.

1273 This procedure might be applied to an internal case of a MO if this case is  
1274 related to FYEG activity or if the people involved take part in any FYEG  
1275 structure. However, we will not be able to extend sanctions or disciplinary  
1276 measures beyond FYEG. MOs can however adapt this protocol to their own  
1277 organization.

1278 When the designated people receive a complaint of sexual harassment, they shall:

- 1279 1. Immediately record the dates, times and facts of the incident(s);
- 1280 2. ascertain the views of the survivor as to what outcome they want, ensure the  
1281 survivor feels safe and ensure the survivor is separated from the alleged  
1282 offender unless the survivor wishes otherwise;
- 1283 3. ensure that the survivor and the alleged harasser understands FYEG protocol  
1284 for dealing with the complaint;
- 1285 4. discuss and agree the next steps with the alleged survivor, informal, formal  
1286 or outside complaints procedure (police, hospital, embassy, etc.), on the  
1287 understanding that choosing to resolve the matter informally does not preclude  
1288 the survivor from pursuing a formal complaint if they are not satisfied with the  
1289 outcome;
- 1290 5. keep a confidential record of all discussions. Records will be destroyed if  
1291 the alleged survivor requests it, or before the change to a new EC. However, a  
1292 record of sanctions and a brief description of the reason will be kept in a safe  
1293 place;
- 1294 6. respect the choice of the survivor;
- 1295 7. and ensure that the survivor knows that they can lodge the complaint outside  
1296 of FYEG through the relevant country/legal framework.

### 1297 INFORMAL COMPLAINTS PROCEDURE

1298 If the survivor wishes to deal with the matter informally, the designated person  
1299 will:

- 1300 • Approach the alleged harasser saying that the behaviour is offensive,  
1301 unwelcome and must be stopped;

- 1302 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment  
1303 and that disregarding this policy may result in the person's exclusion from the  
1304 organization
- 1305 • give an opportunity to the alleged harasser to respond to the complaint;
- 1306 • ensure that the alleged harasser understands the complaints mechanism;
- 1307 • facilitate discussion between both parties to achieve an informal resolution  
1308 which is acceptable to the complainant, provided the alleged survivor agrees,
- 1309 • ensure that a confidential record is kept of what happened;
- 1310 • follow up after the outcome of the complaints mechanism to ensure that the  
1311 behaviour has stopped and that there is no risk of its repetition;
- 1312 • And ensure that the above is done accurately and at the latest within 10 days  
1313 of the complaint being made. During events, the procedure shall take place  
1314 within 48 hours.

### 1315 FORMAL COMPLAINTS PROCEDURES

1316 If the survivor wants to make a formal complaint or if the informal complaint  
1317 mechanism has not led to a satisfactory outcome for the survivor, the formal  
1318 complaint mechanism should be used to resolve the matter.

1319 The designated person who initially received the complaint will communicate to  
1320 the rest of contact points the opening of a formal complaint procedure. The EC  
1321 will be informed of this, respecting the confidentiality of the alleged survivor  
1322 and the allegations. The designated person who initially received the complaint  
1323 will carry out the investigation with the assistance of the Awareness Group and  
1324 the independent contact person at the moment in which allegations were  
1325 presented, if any. They will help the investigator with the analysis and  
1326 decision making process. A procedure for online harassment shall be developed.

1327 The person carrying out the investigation will:

- 1328 • interview the survivor and the alleged harasser separately
- 1329 • interview other relevant third parties separately
- 1330 • decide whether the incident qualifies as sexual harassment within the meaning  
1331 of this protocol



- 1332 • produce a report detailing the investigations, findings and any  
1333 recommendations
  
- 1334 • if the harassment took place, decide what the appropriate remedy for the  
1335 survivor is, in consultation with the survivor (i.e. an apology, a change of  
1336 structure, suspension..,)
  
- 1337 • follow up to ensure that the recommendations are implemented, that the  
1338 behaviour has stopped and that the survivor is satisfied with the outcome
  
- 1339 • if it cannot determine that the harassment took place, they may still make  
1340 recommendations to ensure proper functioning of the organization
  
- 1341 • keep a record of all actions taken
  
- 1342 • ensure that all records concerning the matter are kept confidential
  
- 1343 • ensure that the process is done as quickly as possible and in any event within  
1344 15 days of the complaint being made

1345 The general rule is to avoid the presence of the alleged harasser in those  
1346 places/structures in which the alleged survivor moves. It is vital that the  
1347 wishes and needs of the survivors are incorporated into the outcome of the  
1348 complaints mechanism.

1349 A data protection protocol will be developed.

### 1350 OUTSIDE COMPLAINT MECHANISM

1351 This protocol seeks to create a fast and appropriate response to allegations of  
1352 sexual harassment. However, it does not seek to substitute existing regulation  
1353 and legislation on this issue. We want to make clear that FYEG wants to be fully  
1354 supportive with every decision of the alleged survivor.

1355 A person who has been subject to sexual harassment can at any time make a  
1356 complaint outside of the organization. Even though this organization cannot  
1357 offer legal advice, the contact point(s) will accompany the person to the  
1358 instance this person prefers (hospital, police, ombudsperson, law courts,  
1359 embassies, etc.) if they request it.

### 1360 SANCTIONS AND DISCIPLINARY MEASURES

1361 Anyone who has been found to have sexually harassed another person under the

1362 terms of this policy may be sanctioned. Sanctions may include but are not  
1363 limited to one of the following :

1364 • Verbal or written warning

1365 • Suspension from an elected or non-elected FYEG structure, in line with FYEG  
1366 IRPs when appropriate

1367 • Dismissal/expulsion

1368 Depending on the seriousness of the allegations, the EC, upon request of the  
1369 Awareness Group may suspend someone from taking part in any FYEG structure or  
1370 activity during the duration of the process. Confidentiality of the survivor  
1371 will be maintained.

1372 In case of sexual harassment, violence or discrimination by a member of an  
1373 elected body within FYEG (Financial Control Committee, Advisory Committee or  
1374 Ecosprinter Board) the EC can exclude the offender after consulting the full  
1375 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can  
1376 exclude the offender after consulting the full MOs.

1377 The nature of the sanctions will depend on the gravity and extent of the  
1378 harassment. Suitable deterrent sanctions will be applied to ensure that  
1379 incidents of sexual harassment are not treated as trivial. Certain serious  
1380 cases, including physical violence, will result in the immediate dismissal of  
1381 the harasser.

1382 Guidelines for persons of contact

1383 Read the protocol and understand every aspect

1384 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

1385 • Violates your dignity

1386 • Makes you feel intimidated, degraded or humiliated

1387 • Creates a hostile or offensive environment

1388 Sexual harassment “can include, but is not limited to”, these examples:

- 1389 • Touching, pinching, stroking, squeezing, or brushing against someone
  
- 1390 • Leering or ogling
  
- 1391 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-  
1392 phobic comments and sexually suggestive signals, winking
  
- 1393 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes  
1394 or content on FYEG communication channels
  
- 1395 • Sexual comments or jokes
  
- 1396 • Making insults based on a person's sex or rating their sexuality
  
- 1397 • Turning work discussions to sexual topics
  
- 1398 • Physical behaviour, including unwanted sexual advances, touching and  
1399 various forms of sexual assault
  
- 1400 • Displaying pictures, photos or drawings of a sexual nature

1401 Remember: Whether harassing intentionally or unintentionally, we all have a  
1402 responsibility to monitor our behaviour and respect each other. Anyone who  
1403 reports an incident has the right to remain anonymous. They also have the right  
1404 to feel safe and respected.

### 1405 Listen and Support

1406 It's tough to be prepared when someone tells you that they have been the  
1407 survivor of sexual harassment. Remember, you can only provide support

1408 Support and understanding are essential. It takes a lot of courage for a  
1409 survivor to share their experience;

1410 Try to provide a safe/non-judgmental environment, emotional comfort and support  
1411 for the survivor to express feelings;

1412 Let them know that they can talk with you. Listen. Don't rush to provide  
1413 solutions.

1414 Believe

1415 The most common reason people choose not to tell anyone about sexual abuse is  
1416 the fear that the listener won't believe them. People rarely lie or exaggerate  
1417 about abuse; if someone tells you, it's because they trust you and needs someone  
1418 to talk to.

1419 People rarely make up stories of abuse. It is not necessary for you to decide if  
1420 they were "really hurt." If the survivor says they were hurt, that should be  
1421 enough

1422 Believe what the person tells you. It may have been difficult for them to talk  
1423 to you and trust you. Unless proven wrong harassment has happened.

1424 Reassure

1425 Sexual assault is NEVER the survivor's fault. No one asks to be sexually  
1426 assaulted by what they wear, say or do. Let the survivor know that only the  
1427 perpetrator is to blame;

1428 The survivor needs to hear that fears, anxieties, guilt and anger are normal,  
1429 understandable and acceptable emotions;

1430 Remember, no one ever deserves to be abused or harassed.

1431 Be Patient

1432 Don't press for details – let the person decide how much to tell you. Ask them  
1433 how you can help;

1434 Survivors have to struggle with complex decisions and feelings of powerlessness,  
1435 trying to make decisions for them may only increase that sense of powerlessness;

1436 You can be supportive by helping them to identify all the available options and  
1437 then help them by supporting their decision making process (here refer to the  
1438 protocol).

1439 The survivor can't just "forget it" or just move on. Recovery is a long term  
1440 process and each individual moves at their own pace

### 1441 Encourage

1442 Encourage the survivor to seek medical attention, report the assault, and or  
1443 contact a professional if needed. Remember, the survivor must ultimately make  
1444 the decision as to what to do. They are the experts in their own lives. Don't  
1445 push. Remember, support their choices no matter what they decide.

### 1446 Respect Privacy - Confidentiality

1447 Don't tell others what the survivor tells you. Let the individual decide who  
1448 they will tell. It is important not to share information with others who are not  
1449 involved;

1450 If you do need to share information for their safety, get permission by letting  
1451 them know what you will share and with whom it will be shared; ie. the rest of  
1452 contact points in case of a formal complaint

### 1453 Establish Safety

1454 An important part of helping the survivor is to identify ways in which the  
1455 survivor can re-establish their sense of physical and emotional safety. You are  
1456 a step in the process. Ask them what would make them feel safe and how you can  
1457 help them accomplish this.

1458 If the stalking or harassment is ongoing, help them to develop a plan of what to  
1459 do if they are in immediate danger. Having a specific plan and preparing in  
1460 advance can be important if the harassment escalates.

### 1461 Things you can say

1462 It is hard to know what to say to a person when they confide in you. Refrain  
1463 from asking a lot of questions, instead, support them with these phrases. Let  
1464 the person know that you believe that they have the strength and capacity to  
1465 heal.

1466 • It's not your fault

1467 • I'm sorry this happened

1468 • I believe you

1469 • How can I help you?

1470 • I am glad you told me

1471 • I'll support your choices

1472 • You're not alone

1473 Use of inclusive language

1474 FYEG aims to use language in its communications and its events that reflects the  
1475 level of English spoken within an organisation of mostly non-native speakers.  
1476 FYEG promotes the use of inclusive and accessible language within the  
1477 organisation. FYEG attempts to reduce the shame of using simple language. We do  
1478 this to make sure that everyone feels welcome to participate and contribute.