

# 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 **as soon as possible, no**  
171 **later than 7 months before the tentative dates of the GA. The call must be open**  
172 **at least one month.**The selection of the hosting organisation is done by the  
173 Executive Committee.

174 The remaining deadlines are structured as follows:

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

177 Registration of all participants  
178 delegates

179 the executive committee (if applicable)

180 the secretary general (if applicable)

181 the financial control and advisory committee

182 the ecosprinter editorial board

183 the FYEG representative to the EGP committee

184 the presidency

185 9 weeks before the General Assembly is the deadline for:

186 applications of presidency

187 Between 10 and 7 weeks before the GA

188 **The Executive Committee must also organise an online information session,**  
189 **explaining the functioning of the General Assembly and promoting the different**  
190 **open positions.**

191 6 weeks before the General Assembly is the deadline for:

192 registration of delegates

193 applications of organisations for associate, candidate or full membership

194 applications of Secretary General candidates

195 applications for the FYEG nominee to the EGP Committee

196 4 Weeks before the General Assembly is the deadline for:

197 submission of resolutions

198 amendments to the Political Platform, the Internal Rules and Procedures and the  
199 Strategic Plan

200 Reports and Plans to be sent out to Member Organisations

201 Executive Committee candidates

202 Financial Control and Advisory Committee candidates

203 Ecosprinter Editorial Board candidates



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

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

211 3 weeks before the General Assembly is the deadline for:

212 publication of Candidacies

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

215 publication of Executive Committee recommendations on exclusion and/or  
216 suspension of member organisations

217 sending the GA agenda, as detailed in the Statutes

218 2 weeks before the General Assembly is the deadline for:

219 MOs to express their support for candidates

220 1 week before the General Assembly is the deadline for:

221 amendments to the resolutions and Plans

222 Other deadlines:

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

226 2.5. Submission of resolutions and amendments

227 At the general assembly Full Member Organisations and the Executive Committee  
228 have the right to submit resolutions, and amendments to resolutions, the  
229 political platform, the activity and financial plan, the strategic plan, other  
230 plans tabled by the EC, the statutes and the IRPs, bearing in mind the deadlines  
231 specified under 2.4. Support of 3 Full Member Organizations is needed in order

232 to table an emergency resolution.

## 233 2.6. Presidency

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

236 The Presidency then:

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

241 The Presidency:

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

## 248 2.7. Participation fee

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

251 The following participants of the General Assembly are exempt from paying the  
252 participation fee:

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

254 Executive Committee members

255 the Secretary-General and office

256 members of the Presidency

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

261 2.8. Travel reimbursement

262 Full reimbursement of travel costs is granted to:

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

272 The Treasurer can decide to reimburse travel costs for:

- 273 • delegates of organisations applying for candidate membership in FYEG
- 274 • candidates for all open positions

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

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

### 279   3.1. Attendance and voting quorums

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

#### 283   3.1.1. Principles

284   In line with the Statutes, the General Assembly deliberates validly only if 50 %  
285   + 1 of the Full Member Organisations are present or represented. The Statutes  
286   detail the steps to follow in case the attendance quorum is not reached.

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

#### 292   3.1.2. Procedures

##### 293   Definitions

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

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

##### 298   Simple majority

299   Majority of the votes cast, i.e. the number of “Yes” votes exceed the number of  
300   “No” votes.

301   Abstentions are not considered in the count.

302 Examples:

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

305 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed.

306 Absolute majority

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

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

312 Examples:

313 20 voters registered: need 11 or more yes votes.

314 21 voters registered: need 11 or more yes votes.

315 22 voters registered: need 12 or more yes votes.

316 Simple two-thirds majority

317 Two thirds of the votes cast.

318 Absolute two-thirds majority

319 Two thirds of the number of votes registered.

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

323 Examples:

324 20 voters: need 14 yes or more votes.

325 21 voters registered: need 14 or more yes votes.

326 22 voters registered: need 15 or more yes votes.

## 327 3.2. Election of candidates

### 328 3.2.1. Principles

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

### 333 3.2.2. Procedures

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

339 Only a completely blank ballot counts as abstention, an abstention counts under  
340 the exception below.

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

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

346 1 – The candidates who have reached the election quota (i.e. election threshold)  
347 are elected.

348 2 – If some positions are still available, the following process starts:

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

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

355 2c – If no candidate reaches the threshold in this way, the candidate with the

356 lowest amount of votes is removed from the election. The ballot-papers that  
357 ranked this candidate as their first remaining preference are redistributed  
358 according to their second preference. The process is then restarted (1).

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

### 365 3.2.3. Exceptions

366 At the General Assembly:

367 Concerning the Executive Committee elections:

368 The spokespersons and the treasurer are elected separately from the rest of the  
369 Executive Committee positions.

370 Concerning the Advisory Committee:

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

374 Between General Assemblies:

375 Concerning the replacement of a resigned Executive Committee member:

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

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

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

### 381 3.3. Electronic voting

382 The Executive Committee can call for an electronic vote between General  
383 Assemblies in urgent matters. It is the duty of the Executive Committee to

384 provide enough information for the full Member Organisations to make an informed  
385 decision.

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

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

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

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

### 394 3.4. Tiebreakers

#### 395 3.4.1. Tiebreakers on point of substance

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

#### 402 3.4.2. Tiebreakers relating to elections

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

### 407 3.5. Dismissal of elected persons

#### 408 3.5.1. Dismissal of Executive Committee member

409 Two thirds of the Executive Committee can propose dismissal of an Executive  
410 Committee member.

411 The Full Member Organisations vote on the proposed resignation through  
412 electronic vote.



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

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

## 418 3.5.2. Dismissal of Secretary-General

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

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

## 440 3.6. Gender quota

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

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

## 446 4. Bodies

## 447 4.1. Administrative Board

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

## 452 4.2. Executive Committee

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

456

457 **The Executive Committee strives to reach consensus, with any member able to call**  
458 **a vote if consensus cannot be reached; decisions are made by a simple majority,**  
459 **disregarding abstentions. If no majority is secured after two consecutive votes,**  
460 **the decision is postponed to the next meeting for further attempts to reach a**  
461 **consensus. If voting fails again in the subsequent meeting, the decision is**  
462 **deemed against.**

463 The Executive Committee is composed of eight people:

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

465 whose mandate can be renewed three times

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

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

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

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

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

473 The Executive Committee:

474 is responsible for the relations with the Member Organisations,

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

477 oversees the implementation of the activity plan as decided by the General  
478 Assembly

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

481 can engage FYEG in partnerships with external movements, networks and  
482 organisations

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

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

487

488 **EC members need to ensure a good transfer of knowledge when their mandate comes**  
489 **to an end with a proper handover. The handover should take place within 3 weeks**  
490 **of the tasks being divided.**

491 4.2.1. Spokespeople

492 The Spokespersons:

493 Coordinate the Executive Committee

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

496 Represent FYEG with the Partners and attend European Green Party Committee  
497 meetings

498 Are responsible for the secretariat

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

501 4.2.2. Treasurer

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

505 prepares the financial report to the Executive Committee and to the General  
506 Assembly

507 prepares a budget plan for the General Assembly

508 has regular meetings with the Office to check the budget

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

### 511 4.3. Secretary-General

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

516 The tasks of the Secretary General include:

517 the legal representation of the organisation

518 Managing the FYEG Secretariat and making sure that each office member fulfils  
519 their responsibilities and tasks

520 Facilitating and assisting the work of the Executive Committee

521 Overseeing the HR processes

522 Overseeing the execution of FYEG Activity Plan

523 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank  
524 accounts, accounting,

525 Making sure that the statutory deadlines and process are respected

526 Overseeing the organisation of the statutory activities

527 Overseeing FYEG's external communications and campaigns

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

530 Maintaining good contacts with FYEG's partners and Member Organisations and  
531 other stakeholders

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

#### 534 4.4. FYEG's Representative to the European Green Party 535 Committee

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

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

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

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

#### 556 4.5. Financial Control and Advisory Committee

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

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

561 The FCAC's tasks include:

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

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

568 Providing recommendations to FYEG Treasurer and Secretary General regarding the  
569 financial management and the financial orientations of FYEG.

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

## 572 4.6. Office

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

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

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

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

## 582 4.7. Advisory Committee

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

588 providing their shared experience on a specific subject

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

591 providing general or specific mentorship for Executive Committee members on an  
592 individual needs basis.

593 If requested by the Executive Committee, advising the Executive Committee on  
594 organisational and structural matters

595 In order to enable the Advisory Committee to fulfil this tasks it is granted the  
596 following:

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

599 access to the online storing spaces of the Executive Committee, without editing  
600 rights.

601 attendance at online or offline meetings of the Executive Committee

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

#### 609 4.8. Working Group

610 Working groups have the following functions within FYEG :

611 helping with the acquirement and create professional documents on current and  
612 selected topics

613 providing the groundwork for the formulation of political positions

614 promoting the involvement of Member Organisations and green activists in FYEG  
615 Working Groups

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

617 supporting the Executive Committee, office and prep-teams in the organisation of  
618 events and campaigns

619 supporting the Executive Committee and Prep-teams in policy related preparations  
620 for FYEG events

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

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

### 631 4.9. Ecosprinter Editorial Board

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

635 The mission of the Ecosprinter is to:

636 provide a forum for commentary and internal debate

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

638 inform about European Green policies and politics

639 report and comment about culture, politics and discussions they believe are of  
640 importance.

641 The Ecosprinter Editorial Board:

642 consist of three members

643 has to be gender-balanced

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

645 work on the mission and development of the Ecosprinter



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

## 651 4.10. Conflict of Interest

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

655 - the nature of the conflict of interest must appear in the minutes of the  
656 meeting,

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

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

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

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

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

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

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

## 676 5. Relations with other organisations

## 677 5.1. General principles

678 FYEG may:

679 become a member of other organisations/networks

680 become a temporary or permanent partner of other  
681 organisations/networks/alliances

682 set up new organisations and networks

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

687 Furthermore the EC must:

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

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

## 693 5.2. European Green Party

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

## 697 5.3. Cooperation and Development Network Eastern Europe

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

## 701 5.4. Global Young Greens

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

704 **6. Event Management**

705 6.1. Participants

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

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

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

712 6.2. Prep Team

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

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

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

719 strive for gender and geographical balance

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

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

724 6.3. Alcohol and intoxicating substances

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

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

728 Participants below 16 and those for whom it is forbidden by domestic laws, shall  
729 not consume alcohol or illegal drugs, and one shall not offer any to them. In  
730 the event that this does take place, all parties responsible must be banned from

731 the rest of the programme. Moreover, their respective MO(s) shall be notified by  
732 the Executive Committee upon violation of these rules;

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

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

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

## 741 **7. Financial Management**

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

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

747 The General Assembly approves of the yearly Budget Report and amends and adopts  
748 the yearly Budget Plan

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

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

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

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

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

## 7.1. Travel Reimbursements

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

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

the participant attended at least 75% of the meeting

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

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

### 7.1.1. Reimbursement practicalities

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

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

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

Direct flights as well as combinations of direct flights with ground transportation are to be preferred over multistop flights due to the increased emissions from multiple starts and landings. Due to the high levels of emissions, plane-travel in general should be avoided as much as possible.

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

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

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

788 FYEG uses the official conversion rates of the European Commission for  
789 currencies other than Euro:  
790 [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)  
791 based on the date of expense if no other donor guidelines apply. Exceptions are  
792 payments with credit cards when the documented conversion rates of the credit  
793 card company apply based on credit card payments statements.

## 794 7.2. Participation fees

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

## 797 7.3. Expenses covered

### 798 7.3.1. Food and food supplies

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

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

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

### 806 7.3.2. Child care

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

## 814 7.4. Executive Committee Members allowance

815 The members of FYEG Executive Committee are entitled to a monthly allowance up  
816 to a maximum of 135 EUR per month. The FYEG EC members are free to claim the  
817 allowance depending on their need.

818 The allowance is meant to cover preparation and participation in the following

819 meetings:

820 FYEG activities, including regular EC meetings;

821 EGP Committee Meetings and Councils;

822 Study Visits to Member Organisations approved by the EC;

823 Other events or meetings approved by the EC.

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

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

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

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

833 Application Requirements & Procedures for Candidates

834 Applicant Organisations

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

839 Their application shall contain:

- 840 • a letter signed by their board stating the reason and motivation for their  
841 application
  
- 842 • a copy of the original statutes and a translated version in English
  
- 843 • a copy of their political platform (or comparable document) and a  
844 translated version in English

- 845       • a filled-in questionnaire provided to them by the Executive Committee that  
846       includes questions on the number of its members, age limit, list of  
847       activities, budget and all other possibly relevant information.

848   Executive Committee candidates

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

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

864   Multiple positions holding

865   FYEG strives to have non-cumulation of positions.

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



869 Secretary General candidates:

870 Secretary General candidates' application must include:

- 871 • a CV
  
- 872 • a comprehensive motivation letter, explaining how experiences match the  
873 profile, what the candidate thinks they can contribute to FYEG. It should  
874 also establish a vision of a European political youth organisation's role.  
875 Special emphasis is given to experiences within FYEG and other Young Green  
876 Organisations.
  
- 877 • the contact details of two references, preferably employers, supervisors  
878 or tutors

879 Further requirements and procedure:

- 880 • A committee for a pre-selection of the candidates will be set up. The  
881 committee will consist of 4 people: a current FYEG EC member, a former  
882 FYEG Secretary General or office coordinator, one full MO representative  
883 and a 4th member (NGO professional worker).
  
- 884 • Only applications including all required documents and sent before the  
885 given deadline will be examined taking into consideration both political  
886 and professional skills of the candidates. These candidates will be given  
887 a written assignment and interview if this is possible.
  
- 888 • The committee will assess the candidates' experience and skills.
  
- 889 • Candidates will be given a month to campaign and are expected to present  
890 themselves at the GA. The final decision on the Sec-Gen of FYEG lies with  
891 the final vote of the GA of the organisation.
  
- 892 • In case a candidate is not recommended by the committee, they will still  
893 be able to apply for the position and present themselves at the GA, but  
894 the candidacy will not be endorsed by the EC.

- 895           • In case the Secretary-General wants to renew their mandate and if by the  
896           closing of the deadline for the applications for the Secretary-General  
897           there are no other applications received, there is no need for the  
898           Selection Committee.

899   FYEG's Representative to the EGP Committee Candidates:

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

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

910   Further requirements and procedure:

- 911           • A committee for a pre-selection of the candidates will be set up. The  
912           committee will consist of 4 people: one current/former FYEG EC member, a  
913           current/former FYEG Co-Spokesperson, a current/former FYEG Secretary  
914           General, and one full Member Organisation representative).
- 915           • Only applications including all required documents and sent before the  
916           given deadline will be examined taking into consideration both political  
917           and professional skills of the candidates. These candidates will be given  
918           an interview if this is possible.
- 919           • The committee will assess the candidates' experience and skills.

920 • Candidates are expected to present themselves at the General Assembly. The  
921 final decision on the nominee of FYEG to the EGP Committee is made by the  
922 General Assembly.

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

926 Financial Control and Advisory Committee:

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

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

930 Ecosprinter Editorial Board:

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

- 932 • A motivation letter
- 933 • Detailed CV

934 Meeting rules to the General Assembly

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

938 Presidency

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

944 decisions are made.

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

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

953 The Presidency:

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

962 Agenda:

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

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

969 The agenda can only be changed with a simple two-thirds majority of the full

970 members. Proposed changes to the agenda have to be presented in written form to  
971 the presidency.

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

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

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

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

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

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

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

990 Compromise Amendment Sessions (CAS):

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

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

1000 Amendments to existing documents (Statutes, Internal Rules and Procedures,  
1001 Political Platform) are only subjected to compromise if the compromise is in the

1002 scope of an already submitted amendments. The Presidency may declare a  
1003 compromise amendment ineligible if its scope is different from the original  
1004 amendment.

1005 During the Compromise Amendment Session, the proposer of the resolution presents  
1006 their resolution. The proposer of the amendment presents their amendment. At  
1007 this point other parties can declare their positions towards the amendment. The  
1008 proposer of the resolution can adapt the amendments or seek a compromise. If a  
1009 compromise is reached, it is shared with the delegates of the General Assembly.  
1010 Unless a Full Member Organisation or the Executive Committee disputes the  
1011 compromise, it is considered adopted. If the compromise is disputed, the  
1012 compromise will be sought until the last day of the General Assembly.

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

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

### 1018 Resolutions

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

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

1021 • A resolution should always have a call to action

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

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

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

1029 Speaking rights and debates:

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

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

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

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

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

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

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

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

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

1057 Types of debate:

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

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

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

1071 Quorum, voting and majorities:

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

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

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

1076 Safer Spaces

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

1081 **(Queer-)Feminist Council**

1082 **On a point of order, the women, intersex, nonbinary, trans and agender**  
1083 **participants present and entitled to vote may decide whether they wish to hold a**  
1084 **Feminist Council. The motion is dealt with with one pro and one con speech, with**  
1085 **only those eligible to vote on the motion able to speak; the debate can be**  
1086 **opened up beyond these two speeches. The Feminist Council then deliberates for**  
1087 **up to one hour in the absence of the other participants and informs the entire**  
1088 **body of the outcome after the end of the Feminist Council. The Feminist Council**  
1089 **is considered part of the respective body. The organizers are responsible for a**  
1090 **parallel programme dealing with a feminist policy topic for all those not**  
1091 **participating in the Feminist Council.**

1092 **At the Feminist Council, women, intersex, nonbinary, trans and agender people**  
1093 **can issue a Feminist vote. In the case of motions that affect the right of self-**  
1094 **determination of women, intersex, nonbinary, trans or agender people in terms of**  
1095 **form or content or that particularly affect women, intersex, nonbinary, trans or**  
1096 **agender people, the Feminist Council has the opportunity to hold a separate vote**  
1097 **among women, intersex, nonbinary, trans or agender people before the assembly**



1098 **vote. This Feminist vote is a strong and urgent recommendation to the assembly**  
1099 **and shall be understood as such. The feminist vote is a non-binding**  
1100 **recommendation.**

## 1101 **Annex 2: Working Group Guidelines**

1102 These guidelines are to serve the Working Groups and the Working Group  
1103 coordinators.

1104

1105 Working Group rights and responsibilities:

1106 Working group functions are detailed in the FYEG's Internal Rules of Procedures.  
1107 FYEG Working Groups are based on direct democracy and the inclusion of all its  
1108 members. Most of the Working Group meetings happen online, through the channels  
1109 of internal communication available to them. Working Group members can have  
1110 access to usage of the internal communication tools available to FYEG (such as  
1111 online meeting softwares). As set out in the Internal Rules of Procedures, the  
1112 EC is responsible for setting up a new Working Group and for ending the term of  
1113 a Working Group.

1114 Working Groups can (and not only):

- 1115 • Support FYEG and its bodies in developing policy documents
- 1116 • Provide feedback to FYEG's internal policies and documents
- 1117 • Create campaigns
- 1118 • Create guidelines, templates, training material, and similar material

1119 All the Working Group activities must be in line with the FYEG Political  
1120 Platform.

1121

1122 Only FYEG's Executive Committee (EC) has the mandate to speak on behalf of the  
1123 organisation and engage in partnerships with other organisations. Therefore, any  
1124 external communication or partnership request needs their approval.

1125 When the Working Group has a request for content to be shared via FYEG's  
1126 official channels, firstly, it should be approved by the member of the Executive

1127 Committee responsible for the Working Group (hereinafter EC Responsible).

1128 Moreover, if the Working Group decides to engage in external partnerships, sign  
1129 letters of external partners (i.e. organisations other than Green Political  
1130 Organisations), etc. this must also be approved by the EC Responsible for the  
1131 Working Group.

1132 Finally, if the Working Group needs support from the FYEG Office in matters of  
1133 communication, administration, finances, etc. the Working Group should  
1134 communicate a detailed concept, through the Working Group coordinator, to the EC  
1135 Responsible in a timely manner.

1136 Executive Committee responsibilities:

1137 The EC Responsible is the person appointed among the EC members to be  
1138 responsible for the Working Group.

1139 They are responsible for:

- 1140 • Initial setup of the Working Group: defining the aims, scope, timeframe,  
1141 publishing a call for Working Group members and coordinators
  
- 1142 • Choosing the first members of the Working Group and the Working Group  
1143 coordinators
  
- 1144 • Meeting with the coordinators to explain their roles and responsibilities
  
- 1145 • Attend meetings where needed/wanted to (optional) - but in general, it is  
1146 more important to be aware what they are up to
  
- 1147 • Keeping track of all their activities and being aware of how the Working  
1148 Group is progressing and what they are up to
  
- 1149 • Providing political advice and making sure the Working Group acts in line  
1150 with FYEG's Political Platform
  
- 1151 • Updating the Working Group on FYEG activities related to their topics and

1152 purposes

1153 The EC responsible has the possibility to exclude someone from the Working Group  
1154 on the recommendation of the coordinators or at least three members of the  
1155 group. The EC has to be informed of the decision. The person has the possibility  
1156 to appeal to the Advisory Committee.

1157 Working Group coordinator responsibilities

1158 A working group should have two coordinators, at least one of them self-  
1159 identifying as women, intersex, nonbinary, trans or agender.

1160 If it is impossible to find two coordinators even after the EC responsible's  
1161 best efforts to do so, an exemption can be made if approved by the FYEG EC. In  
1162 this case, it is required that either the EC responsible or the Working Group  
1163 coordinator self-identifies as female, intersex, nonbinary, trans or agender,

1164 Working Group coordinator tasks are as follows:

1165 • Set meetings and agendas for Working Group and notifying members of action  
1166 points afterwards (online Working Group meetings should strive to be  
1167 planned at least once every two weeks, excluding holidays and exceptional  
1168 circumstances)

1169 • Set up the main communication channels

1170 • Main point of contact for EC Responsible

1171 • Keep the EC Responsible up to date on what's happening in the Working  
1172 Group

1173 • Keep Working Group members informed and updated on EC's feedback and  
1174 recommendations

1175 • Steer direction: set priorities, what themes/projects they work on,  
1176 oversee the work

- 1177 • Coordinate the creation of a Working Group activity plan, guided by the  
1178 objectives and goals set out at the beginning
  
- 1179 • Set up subgroups (if necessary or desired)
  
- 1180 • They do not need to be involved in every single project or attend every  
1181 meeting, but in their absence should delegate project or meeting  
1182 moderation to someone else, and keep themselves updated on progress

### 1183 **Annex 3: Safer Spaces Policy**

1184 Safer spaces are evolving and not static. We have high expectations on how we  
1185 behave towards each other in our meetings, actions and social spaces. Making a  
1186 space safer means different things depending on the group of people involved as  
1187 each group has different needs. This policy aims to be considered in every  
1188 meeting involving FYEG, but the document should evolve as we learn and grow.

1189 As an organisation we build social relationships inside and outside of meetings  
1190 and actions. We commit to this Safer Spaces policy wherever we are together,  
1191 this includes ensuring that ALL spaces are inclusive and harmless.

1192 If someone violates these agreements a discussion or mediation process can  
1193 happen, depending on the wishes of the person who was affected. If a serious  
1194 violation happens to the extent that someone feels unsafe, they can be asked to  
1195 leave the space and/or speak with one member of the Awareness Group. If  
1196 necessary, the Sexual Harassment Protocol will be activated.

1197 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or  
1198 prejudice based on ethnicity, nationality, class, gender, gender presentation,  
1199 language ability, asylum status or religious affiliation is unacceptable and  
1200 will be challenged. FYEG has a zero-tolerance policy with any kind of  
1201 discrimination, even though we acknowledge that there can be different levels in  
1202 a breach of a safe space.

1203 2. Be aware of your privileges! Including racial, class and gender privilege  
1204 and/or less obvious or invisible hierarchies. Think about how your words,  
1205 opinions and feelings are influenced and who they might exclude or harm.

1206 3. Consent! Respect each other's physical and emotional boundaries, always get  
1207 explicit verbal consent before touching someone or crossing boundaries. Don't

1208 assume your physical & emotional boundaries are the same as other people's.

1209 4. Friendly use of language! Be aware of the language you use in discussion and  
1210 how you relate to others. Try to speak slowly and clearly and use uncomplicated  
1211 language especially when non-natives speakers are involved in the conversation.

1212 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of  
1213 other participants.

1214 6. Learning; if you don't understand something, just ask. You may be directed to  
1215 a book, website or skill share to learn more. It's ok to make mistakes. Please  
1216 show appreciation for the hard work of others and be considerate when you offer  
1217 criticism.

1218 7. Everyone has their turn; give each person the time and space to speak. In  
1219 large groups, or for groups using facilitation: Raise your hand to speak.

1220 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,  
1221 expect that someone will bring this up to you. If this happens, listen and  
1222 reflect on what they are saying even if you think they may be wrong. Don't try  
1223 to absolve yourself of responsibility.

1224 This policy should be expanded with specific measures and practices to promote  
1225 the creation of safer spaces.

1226

1227 **The EC, Office and all Prep Teams must organise mandatory reflection/awareness**  
1228 **sessions dedicated to discussing power dynamics in relation to sexual/romantic**  
1229 **relationships within our Federation, being mindful about how they engage with**  
1230 **participants and ethical leadership within FYEG.**

1231 1. **The EC should hold such a reflection/awareness session at a minimum once a**  
1232 **year preferably at the first live ECM.**

1233 2. **The Office should hold such a reflection/awareness session at a minimum**  
1234 **once a year.**

1235 3. **Prep Teams should hold such a session at least once during a Prep Team**  
1236 **meeting before the event they are organizing begins.**

1237 **Discussions on power dynamics and ethical leadership also are incorporated into**  
1238 **the onboarding process for new EC members and Office members.**

1239

1240 **Permanent Awareness Team**

1241 **The Permanent Awareness Team consists of one member from the EC and one**  
1242 **volunteer that is not a member of the EC. Both members are selected by the EC.**  
1243 **This team operates in addition to the event-specific awareness groups and are**  
1244 **complementary to those. Members of FYEG should be informed of the existence of**  
1245 **this team and know that they can contact them regarding situations that make**  
1246 **them feel uncomfortable or if they have concerns about the behaviour of EC**  
1247 **Members, Office members, or PT members.**

1248 **The Permanent Awareness Team should be easily accessible via the website, and**  
1249 **there should be a contact form available that allows for anonymous submissions.**

1250 **The team is responsible for safeguarding the anonymity of any FYEG members who**  
1251 **reach out to them.**

1252 **The Permanent Awareness Team has the authority to make recommendations and**  
1253 **propose initiatives in the form of reports to the EC and the General Assembly as**  
1254 **needed.**

1255

1256 **Anti sexual harassment protocol**

1257 **FYEG has a zero-tolerance policy on sexual harassment at all its events, within**  
1258 **all its structures and during all activities. This protocol is applicable for**  
1259 **those participating in an FYEG activity (General Assembly, Strategic Planning**  
1260 **Committee, Working Group Meeting or any other activity), members of a Member**  
1261 **Organization (MO), or members of an online structure of FYEG, referred to as**  
1262 **“this organization” from now onwards in this protocol.**

1263 **Anyone who is subject to sexual harassment can approach one of the designated**  
1264 **contact points responsible for receiving complaints of sexual harassment. The**  
1265 **Executive Committee will designate an Awareness Group for anyone presenting**  
1266 **allegations of physical, verbal or online sexual harassment. In accordance with**  
1267 **the IRPs, the Awareness Group will be formed by two persons from the EC who are**  
1268 **of different genders. Additionally, every Prep - Team will designate one person**  
1269 **to be an independent contact person in our projects. However, this person shall**  
1270 **always inform the official contact points if a procedure starts, in the case of**

1271 their absence, the main contact will be the Project Manager.

1272 When one of these procedures is open in the organization, the EC as a whole must  
1273 be informed of the procedure without details of the people involved or the  
1274 presented allegations to respect confidentiality. If a case involves someone  
1275 from the EC, the case will be brought to the Advisory Committee (AC). The  
1276 Advisory Committee will act as contact points when a case arises, following this  
1277 protocol. However, the EC will not be informed until a final decision is made.

1278 Important note:

1279 These procedures will follow general principles such as the privacy of the  
1280 survivor, confidentiality of the process and survivor's choice and preference.  
1281 We respect the presumption of innocence of any alleged harasser which is why  
1282 this procedure is in place and has been approved in the General Assembly.  
1283 However, as a feminist organization, we also believe in the principle of  
1284 believing the survivor and putting the burden of the proof on the alleged  
1285 harasser.

1286 This procedure might be applied to an internal case of a MO if this case is  
1287 related to FYEG activity or if the people involved take part in any FYEG  
1288 structure. However, we will not be able to extend sanctions or disciplinary  
1289 measures beyond FYEG. MOs can however adapt this protocol to their own  
1290 organization.

1291 When the designated people receive a complaint of sexual harassment, they shall:

- 1292 1. Immediately record the dates, times and facts of the incident(s);
- 1293 2. ascertain the views of the survivor as to what outcome they want, ensure the  
1294 survivor feels safe and ensure the survivor is separated from the alleged  
1295 offender unless the survivor wishes otherwise;
- 1296 3. ensure that the survivor and the alleged harasser understands FYEG protocol  
1297 for dealing with the complaint;
- 1298 4. discuss and agree the next steps with the alleged survivor, informal, formal  
1299 or outside complaints procedure (police, hospital, embassy, etc.), on the  
1300 understanding that choosing to resolve the matter informally does not preclude  
1301 the survivor from pursuing a formal complaint if they are not satisfied with the  
1302 outcome;
- 1303 5. keep a confidential record of all discussions. Records will be destroyed if  
1304 the alleged survivor requests it, or before the change to a new EC. However, a

1305 record of sanctions and a brief description of the reason will be kept in a safe  
1306 place;

1307 6. respect the choice of the survivor;

1308 7. and ensure that the survivor knows that they can lodge the complaint outside  
1309 of FYEG through the relevant country/legal framework.

### 1310 INFORMAL COMPLAINTS PROCEDURE

1311 If the survivor wishes to deal with the matter informally, the designated person  
1312 will:

- 1313 • Approach the alleged harasser saying that the behaviour is offensive,  
1314 unwelcome and must be stopped;
- 1315 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment  
1316 and that disregarding this policy may result in the person's exclusion from the  
1317 organization
- 1318 • give an opportunity to the alleged harasser to respond to the complaint;
- 1319 • ensure that the alleged harasser understands the complaints mechanism;
- 1320 • facilitate discussion between both parties to achieve an informal resolution  
1321 which is acceptable to the complainant, provided the alleged survivor agrees,
- 1322 • ensure that a confidential record is kept of what happened;
- 1323 • follow up after the outcome of the complaints mechanism to ensure that the  
1324 behaviour has stopped and that there is no risk of its repetition;
- 1325 • And ensure that the above is done accurately and at the latest within 10 days  
1326 of the complaint being made. During events, the procedure shall take place  
1327 within 48 hours.

### 1328 FORMAL COMPLAINTS PROCEDURES

1329 If the survivor wants to make a formal complaint or if the informal complaint  
1330 mechanism has not led to a satisfactory outcome for the survivor, the formal  
1331 complaint mechanism should be used to resolve the matter.



1332 The designated person who initially received the complaint will communicate to  
1333 the rest of contact points the opening of a formal complaint procedure. The EC  
1334 will be informed of this, respecting the confidentiality of the alleged survivor  
1335 and the allegations. The designated person who initially received the complaint  
1336 will carry out the investigation with the assistance of the Awareness Group and  
1337 the independent contact person at the moment in which allegations were  
1338 presented, if any. They will help the investigator with the analysis and  
1339 decision making process. A procedure for online harassment shall be developed.

1340 The person carrying out the investigation will:

- 1341 • interview the survivor and the alleged harasser separately
- 1342 • interview other relevant third parties separately
- 1343 • decide whether the incident qualifies as sexual harassment within the meaning  
1344 of this protocol
- 1345 • produce a report detailing the investigations, findings and any  
1346 recommendations
- 1347 • if the harassment took place, decide what the appropriate remedy for the  
1348 survivor is, in consultation with the survivor (i.e. an apology, a change of  
1349 structure, suspension..)
- 1350 • follow up to ensure that the recommendations are implemented, that the  
1351 behaviour has stopped and that the survivor is satisfied with the outcome
- 1352 • if it cannot determine that the harassment took place, they may still make  
1353 recommendations to ensure proper functioning of the organization
- 1354 • keep a record of all actions taken
- 1355 • ensure that all records concerning the matter are kept confidential
- 1356 • ensure that the process is done as quickly as possible and in any event within  
1357 15 days of the complaint being made

1358 The general rule is to avoid the presence of the alleged harasser in those  
1359 places/structures in which the alleged survivor moves. It is vital that the  
1360 wishes and needs of the survivors are incorporated into the outcome of the  
1361 complaints mechanism.

1362 A data protection protocol will be developed.

## 1363 OUTSIDE COMPLAINT MECHANISM

1364 This protocol seeks to create a fast and appropriate response to allegations of  
1365 sexual harassment. However, it does not seek to substitute existing regulation  
1366 and legislation on this issue. We want to make clear that FYEG wants to be fully  
1367 supportive with every decision of the alleged survivor.

1368 A person who has been subject to sexual harassment can at any time make a  
1369 complaint outside of the organization. Even though this organization cannot  
1370 offer legal advice, the contact point(s) will accompany the person to the  
1371 instance this person prefers (hospital, police, ombudsperson, law courts,  
1372 embassies, etc.) if they request it.

## 1373 SANCTIONS AND DISCIPLINARY MEASURES

1374 Anyone who has been found to have sexually harassed another person under the  
1375 terms of this policy may be sanctioned. Sanctions may include but are not  
1376 limited to one of the following :

1377 • Verbal or written warning

1378 • Suspension from an elected or non-elected FYEG structure, in line with FYEG  
1379 IRPs when appropriate

1380 • Dismissal/expulsion

1381 Depending on the seriousness of the allegations, the EC, upon request of the  
1382 Awareness Group may suspend someone from taking part in any FYEG structure or  
1383 activity during the duration of the process. Confidentiality of the survivor  
1384 will be maintained.

1385 In case of sexual harassment, violence or discrimination by a member of an  
1386 elected body within FYEG (Financial Control Committee, Advisory Committee or  
1387 Ecosprinter Board) the EC can exclude the offender after consulting the full  
1388 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can  
1389 exclude the offender after consulting the full MOs.

1390 The nature of the sanctions will depend on the gravity and extent of the  
1391 harassment. Suitable deterrent sanctions will be applied to ensure that  
1392 incidents of sexual harassment are not treated as trivial. Certain serious  
1393 cases, including physical violence, will result in the immediate dismissal of

1394 the harasser.

1395 Guidelines for persons of contact

1396 Read the protocol and understand every aspect

1397 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

1398 • Violates your dignity

1399 • Makes you feel intimidated, degraded or humiliated

1400 • Creates a hostile or offensive environment

1401 Sexual harassment "can include, but is not limited to", these examples:

1402 • Touching, pinching, stroking, squeezing, or brushing against someone

1403 • Leering or ogling

1404 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-  
1405 phobic comments and sexually suggestive signals, winking

1406 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes  
1407 or content on FYEG communication channels

1408 • Sexual comments or jokes

1409 • Making insults based on a person's sex or rating their sexuality

1410 • Turning work discussions to sexual topics

1411 • Physical behaviour, including unwanted sexual advances, touching and  
1412 various forms of sexual assault

1413 • Displaying pictures, photos or drawings of a sexual nature

1414 Remember: Whether harassing intentionally or unintentionally, we all have a  
1415 responsibility to monitor our behaviour and respect each other. Anyone who  
1416 reports an incident has the right to remain anonymous. They also have the right  
1417 to feel safe and respected.

1418 Listen and Support

1419 It's tough to be prepared when someone tells you that they have been the  
1420 survivor of sexual harassment. Remember, you can only provide support

1421 Support and understanding are essential. It takes a lot of courage for a  
1422 survivor to share their experience;

1423 Try to provide a safe/non-judgmental environment, emotional comfort and support  
1424 for the survivor to express feelings;

1425 Let them know that they can talk with you. Listen. Don't rush to provide  
1426 solutions.

1427 Believe

1428 The most common reason people choose not to tell anyone about sexual abuse is  
1429 the fear that the listener won't believe them. People rarely lie or exaggerate  
1430 about abuse; if someone tells you, it's because they trust you and need someone  
1431 to talk to.

1432 People rarely make up stories of abuse. It is not necessary for you to decide if  
1433 they were "really hurt." If the survivor says they were hurt, that should be  
1434 enough

1435 Believe what the person tells you. It may have been difficult for them to talk  
1436 to you and trust you. Unless proven wrong harassment has happened.

1437 Reassure

1438 Sexual assault is NEVER the survivor's fault. No one asks to be sexually

1439 assaulted by what they wear, say or do. Let the survivor know that only the  
1440 perpetrator is to blame;

1441 The survivor needs to hear that fears, anxieties, guilt and anger are normal,  
1442 understandable and acceptable emotions;

1443 Remember, no one ever deserves to be abused or harassed.

1444 Be Patient

1445 Don't press for details – let the person decide how much to tell you. Ask them  
1446 how you can help;

1447 Survivors have to struggle with complex decisions and feelings of powerlessness,  
1448 trying to make decisions for them may only increase that sense of powerlessness;

1449 You can be supportive by helping them to identify all the available options and  
1450 then help them by supporting their decision making process (here refer to the  
1451 protocol).

1452 The survivor can't just "forget it" or just move on. Recovery is a long term  
1453 process and each individual moves at their own pace

1454 Encourage

1455 Encourage the survivor to seek medical attention, report the assault, and or  
1456 contact a professional if needed. Remember, the survivor must ultimately make  
1457 the decision as to what to do. They are the experts in their own lives. Don't  
1458 push. Remember, support their choices no matter what they decide.

1459 Respect Privacy - Confidentiality

1460 Don't tell others what the survivor tells you. Let the individual decide who  
1461 they will tell. It is important not to share information with others who are not  
1462 involved;

1463 If you do need to share information for their safety, get permission by letting  
1464 them know what you will share and with whom it will be shared; ie. the rest of  
1465 contact points in case of a formal complaint

1466 Establish Safety

1467 An important part of helping the survivor is to identify ways in which the  
1468 survivor can re-establish their sense of physical and emotional safety. You are  
1469 a step in the process. Ask them what would make them feel safe and how you can  
1470 help them accomplish this.

1471 If the stalking or harassment is ongoing, help them to develop a plan of what to  
1472 do if they are in immediate danger. Having a specific plan and preparing in  
1473 advance can be important if the harassment escalates.

1474 Things you can say

1475 It is hard to know what to say to a person when they confide in you. Refrain  
1476 from asking a lot of questions, instead, support them with these phrases. Let  
1477 the person know that you believe that they have the strength and capacity to  
1478 heal.

1479 • It's not your fault

1480 • I'm sorry this happened

1481 • I believe you

1482 • How can I help you?

1483 • I am glad you told me

1484 • I'll support your choices

1485 • You're not alone

1486 Use of inclusive language

1487 FYEG aims to use language in its communications and its events that reflects the  
1488 level of English spoken within an organisation of mostly non-native speakers.  
1489 FYEG promotes the use of inclusive and accessible language within the  
1490 organisation. FYEG attempts to reduce the shame of using simple language. We do

1491 this to make sure that everyone feels welcome to participate and contribute.