

# **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 **“Who can only do a maximum of three total mandates”**

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

467 **Any individual can hold a maximum of two different mandates in one particular**  
468 **role within the EC across the course of their lifetime. For example, they could**  
469 **be Co-spokesperson for two mandates, and EC member for one mandate, but they**  
470 **could not be Co-spokesperson for three mandates.**

471

472 **An EC member is either a co-spokesperson, a treasurer or a regular EC member:**  
473 **the roles cannot be accumulated.**

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

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

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

479 The Executive Committee:

480 rules when an absolute majority of its members are present and/or involved in  
481 the decision-making process through online channels,

482  
483 is responsible for the relations with the Member Organisations,

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

486 oversees the implementation of the activity plan as decided by the General  
487 Assembly

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

490 can engage FYEG in partnerships with external movements, networks and  
491 organisations

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

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

496  
497 **EC members need to ensure a good transfer of knowledge when their mandate comes**  
498 **to an end with a proper handover. The handover should take place within 3 weeks**  
499 **of the tasks being divided.**

500 4.2.1. Spokespeople

501 The Spokespersons:

502 Coordinate the Executive Committee

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

505 Represent FYEG with the Partners and attend European Green Party Committee

506 meetings

507 Are responsible for the secretariat

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

510 4.2.2. Treasurer

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

514 prepares the financial report to the Executive Committee and to the General  
515 Assembly

516 prepares a budget plan for the General Assembly

517 has regular meetings with the Office to check the budget

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

520 4.3. Secretary-General

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

525 The tasks of the Secretary General include:

526 the legal representation of the organisation

527 Managing the FYEG Secretariat and making sure that each office member fulfils  
528 their responsibilities and tasks

529 Facilitating and assisting the work of the Executive Committee

530 Overseeing the HR processes

531 Overseeing the execution of FYEG Activity Plan

532 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank  
533 accounts, accounting,

534 Making sure that the statutory deadlines and process are respected

535 Overseeing the organisation of the statutory activities

536 Overseeing FYEG's external communications and campaigns

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

539 Maintaining good contacts with FYEG's partners and Member Organisations and  
540 other stakeholders

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

#### 543 4.4. FYEG's Representative to the European Green Party 544 Committee

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

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

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

559 FYEG's representative is elected at the General Assembly. They must not be older  
560 than 35 years old at the year of election. They are required to attend at least  
561 one live Executive Committee meeting every year. Moreover they must submit a  
562 report to the General Assembly every year, detailing the work that they have  
563 done in the EGP Committee. They can be asked to attend more FYEG Executive

564 Committee meetings and FYEG events to represent the EGP Committee.

### 565 4.5. Financial Control and Advisory Committee

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

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

570 The FCAC's tasks include:

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

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

577 Providing recommendations to FYEG Treasurer and Secretary General regarding the  
578 financial management and the financial orientations of FYEG.

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

### 581 4.6. Office

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

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

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

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

### 591 4.7. Advisory Committee

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

597 providing their shared experience on a specific subject

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

600 providing general or specific mentorship for Executive Committee members on an  
601 individual needs basis.

602 If requested by the Executive Committee, advising the Executive Committee on  
603 organisational and structural matters

604 In order to enable the Advisory Committee to fulfil this tasks it is granted the  
605 following:

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

608 access to the online storing spaces of the Executive Committee, without editing  
609 rights.

610 attendance at online or offline meetings of the Executive Committee

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

#### 618 4.8. Working Group

619 Working groups have the following functions within FYEG :

620 helping with the acquirement and create professional documents on current and  
621 selected topics

- 622 providing the groundwork for the formulation of political positions
- 623 promoting the involvement of Member Organisations and green activists in FYEG
- 624 Working Groups
- 625 providing space for a debate between young Green activists on the European level
- 626 supporting the Executive Committee, office and prep-teams in the organisation of
- 627 events and campaigns
- 628 supporting the Executive Committee and Prep-teams in policy related preparations
- 629 for FYEG events

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

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

#### 640 4.9. Ecosprinter Editorial Board

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

644 The mission of the Ecosprinter is to:

- 645 provide a forum for commentary and internal debate
- 646 provide the spaces for blogs and articles of members of FYEG
- 647 inform about European Green policies and politics
- 648 report and comment about culture, politics and discussions they believe are of
- 649 importance.



650 The Ecosprinter Editorial Board:

651 consist of three members

652 has to be gender-balanced

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

654 work on the mission and development of the Ecosprinter

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

#### 660 4.10. Conflict of Interest

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

664 - the nature of the conflict of interest must appear in the minutes of the  
665 meeting,

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

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

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

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

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

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

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

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

### 686 5.1. General principles

687 FYEG may:

688 become a member of other organisations/networks

689 become a temporary or permanent partner of other  
690 organisations/networks/alliances

691 set up new organisations and networks

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

696 Furthermore the EC must:

697 provide a list of organisations that FYEG is a member of, as well as a  
698 description of FYEG's rights and responsibilities and the contact details of the  
699 concerned organisations

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

### 702 5.2. European Green Party

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

### 706 5.3. Cooperation and Development Network Eastern Europe

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

## 710 5.4. Global Young Greens

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

## 713 **6. Event Management**

### 714 6.1. Participants

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

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

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

### 721 6.2. Prep Team

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

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

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

728 strive for gender and geographical balance

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

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

### 733 6.3. Alcohol and intoxicating substances

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

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

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

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

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

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

## 750 **7. Financial Management**

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

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

756 The General Assembly approves of the yearly Budget Report and amends and adopts  
757 the yearly Budget Plan

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

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

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

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

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

### 769 7.1. Travel Reimbursements

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

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

775 the participant attended at least 75% of the meeting

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

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

#### 780 7.1.1. Reimbursement practicalities

781 Train and other public transport travel costs are reimbursed on the basis of a  
782 2nd class ticket or a 1st class if that option is cheaper.

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

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

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

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

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

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

797 FYEG uses the official conversion rates of the European Commission for  
798 currencies other than Euro:  
799 [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)  
800 based on the date of expense if no other donor guidelines apply. Exceptions are  
801 payments with credit cards when the documented conversion rates of the credit  
802 card company apply based on credit card payments statements.

### 803 7.2. Participation fees

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

### 806 7.3. Expenses covered

#### 807 7.3.1. Food and food supplies

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

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

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

#### 815 7.3.2. Child care

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

## 823 7.4. Executive Committee Members allowance

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

827 The allowance is meant to cover preparation and participation in the following  
828 meetings:

829 FYEG activities, including regular EC meetings;

830 EGP Committee Meetings and Councils;

831 Study Visits to Member Organisations approved by the EC;

832 Other events or meetings approved by the EC.

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

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

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

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

842 Application Requirements & Procedures for Candidates

843 Applicant Organisations

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

848 Their application shall contain:

- 849 • a letter signed by their board stating the reason and motivation for their  
850 application

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

857 Executive Committee candidates

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

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

873 Multiple positions holding



874 FYEG strives to have non-cumulation of positions.

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

878 Secretary General candidates:

879 Secretary General candidates' application must include:

880 • a CV

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

886 • the contact details of two references, preferably employers, supervisors  
887 or tutors

888 Further requirements and procedure:

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

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

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

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

900 the final vote of the GA of the organisation.

- 901 • In case a candidate is not recommended by the committee, they will still  
902 be able to apply for the position and present themselves at the GA, but  
903 the candidacy will not be endorsed by the EC.
  
- 904 • In case the Secretary-General wants to renew their mandate and if by the  
905 closing of the deadline for the applications for the Secretary-General  
906 there are no other applications received, there is no need for the  
907 Selection Committee.

908 FYEG's Representative to the EGP Committee Candidates:

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

- 910 • A motivation letter,
  
- 911 • An outline of their plans are for the organisation or their vision for  
912 EGP, specifically as FYEG nominee
  
- 913 • Detailed CV, highlighting their experiences in FYEG and FYEG Member  
914 Organisations
  
- 915 • A nomination letter from the Member Organisation they belong(ed) to. If  
916 that is not possible the Member Organisation, of which the candidate is  
917 from, must provide an explanation for the rejection of nomination and the  
918 possible candidate has the right to provide a letter of justification.

919 Further requirements and procedure:

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

- 924 • Only applications including all required documents and sent before the  
925 given deadline will be examined taking into consideration both political  
926 and professional skills of the candidates. These candidates will be given  
927 an interview if this is possible.
  
- 928 • The committee will assess the candidates' experience and skills.
  
- 929 • Candidates are expected to present themselves at the General Assembly. The  
930 final decision on the nominee of FYEG to the EGP Committee is made by the  
931 General Assembly.
  
- 932 • In case a candidate is not recommended by the committee, they will still  
933 be able to apply for the position and present themselves at the General  
934 Assembly, but the candidacy will not be endorsed by the EC.

935 Financial Control and Advisory Committee:

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

- 937 • A motivation letter, highlighting their experience in financial management
  
- 938 • Detailed CV

939 Ecosprinter Editorial Board:

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

- 941 • A motivation letter
  
- 942 • Detailed CV

943 Meeting rules to the General Assembly

944 These meeting rules regulate the formal sessions of the General Assembly. The  
945 goal of these meeting rules is to make sure that all participants have an as

946 similar understanding of the formalities of the General Assembly as possible.

### 947 Presidency

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

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

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

### 962 The Presidency:

- 963 • chairs the meetings and discussions at the General Assembly
  
- 964 • prepares the resolutions, amendments and voting procedures for the General  
965 Assembly
  
- 966 • is responsible for taking the minutes of the General Assembly
  
- 967 • decides who speaks, who takes part in discussion and who can also be  
968 suspended from discussions.
  
- 969 • Can call emergency sessions to the agenda. However this change would need  
970 confirmation by a simple two-thirds majority of the full members.

### 971 Agenda:

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

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

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

981 Documents that are noted, amended, approved, disapproved at the General  
982 Assembly:

983 The power and the role of the General Assembly is detailed in the Internal Rules  
984 and Procedures.

985 The Executive Committee, the Secretary General, the Ecosprinter Editorial Board,  
986 the Financial Control and Advisory Committee and the Advisory Committee presents  
987 their reports for the previous years. These reports are heard by the GA, not  
988 voted.

989 The Treasurer presents the annual accounts and financial report of the previous  
990 financial year and the budget and the financial plan of the upcoming year. These  
991 documents can be amended and voted.

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

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

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

999 Compromise Amendment Sessions (CAS):

1000 The Compromise Amendment Sessions are called CAS in short. Everyone who has  
1001 speaking rights at the General Assembly can attend the compromise amendment  
1002 session, and it's advised that all member organisations with voting rights do  
1003 so.

1004 Compromises are made between the member organisations or the body that proposed  
1005 the original document and the member organisations or the body that proposed the  
1006 amendment subject to compromise. It is advised to include other interested  
1007 Member Organisations in this compromise process so as to further broaden  
1008 consensus.

1009 Amendments to existing documents (Statutes, Internal Rules and Procedures,  
1010 Political Platform) are only subjected to compromise if the compromise is in the  
1011 scope of an already submitted amendments. The Presidency may declare a  
1012 compromise amendment ineligible if its scope is different from the original  
1013 amendment.

1014 During the Compromise Amendment Session, the proposer of the resolution presents  
1015 their resolution. The proposer of the amendment presents their amendment. At  
1016 this point other parties can declare their positions towards the amendment. The  
1017 proposer of the resolution can adapt the amendments or seek a compromise. If a  
1018 compromise is reached, it is shared with the delegates of the General Assembly.  
1019 Unless a Full Member Organisation or the Executive Committee disputes the  
1020 compromise, it is considered adopted. If the compromise is disputed, the  
1021 compromise will be sought until the last day of the General Assembly.

1022 It is encouraged that the CAS sessions are organised in advance of the General  
1023 Assembly, following the deadline for amendments which is one week before the  
1024 General Assembly. The CAS session can happen online.

1025 In the voting, firstly the compromised amendments on the document as whole are  
1026 voted. Afterwards, the document itself is voted on.

### 1027 Resolutions

- 1028 • Each resolution should have an international and/or European angle
- 1029 • Each resolution should be supported by at least one Member Organisation
- 1030 • A resolution should always have a call to action
- 1031 • A resolution should preferably be around 5,000 characters but definitely  
1032 not more than 10,000

1033 The Executive Committee can recommend review of certain resolutions to the

1034 Presidency.

1035 The Presidency can suggest/demand the proposers of the resolution to withdraw  
1036 their resolution or to postpone the resolution to the further General  
1037 Assemblies.

1038 Speaking rights and debates:

1039 Speaking rights are open to all members of FYEG bodies, and all registered  
1040 participants of the General Assembly.

1041 The presidency ultimately decides which individuals are given the opportunity to  
1042 speak.

1043 The speaking time for debates is proposed by the presidency at the beginning of  
1044 every debate based on the content of the debate and the time assigned for the  
1045 current session in the agenda.

1046 The presidency can change the assigned speaking time based on the time left of  
1047 the session to better fit the agenda, as they see fit. This might include  
1048 cutting breaks.

1049 The General Assembly can overrule (with a simple two thirds majority) the  
1050 presidency's proposals for speaking time. In such cases the new Agenda proposal  
1051 must be submitted to the Presidency in a written form.

1052 During sessions where debates will take place, participants will be able to  
1053 submit 'speaker cards' before the session. These cards will note if they are  
1054 for/against, their Member Organisation and their gender.

1055 In view of the received speaker cards, the Presidency will define the speaker  
1056 list. Speakers may still be taken from the floor for balance, but those who  
1057 submit cards will be prioritised

1058 The presidency will ensure gender balance on the speaking list. This is done  
1059 through a strict quotation of the list. Only as many men are allowed to speak as  
1060 non-men are on the list. The only exception is if people are on the list who  
1061 haven't participated in the debate up to that point. They will be chosen before  
1062 persons that have already made plenty of contributions.

1063 The only exceptions to the speakers list are technical points. If someone has a  
1064 technical point, they must signal the presidency and will be given the floor  
1065 after the current speaker.

1066 Types of debate:

1067 Open debate: The debate is open to speakers willing to speak for or against the  
1068 resolution or amendment being discussed, as well as for contributions that are  
1069 neither opposed nor in favour. This debate is often used during the Compromise  
1070 Amendment Sessions.

1071 Con-Pro: The debate is organised by an alternation of speakers against and for  
1072 the resolution or amendment being discussed. This debate is often used during  
1073 the Voting Session of the amendments that goes to vote and the resolutions.

1074 It should be noted that all the compromises should be reached before the voting  
1075 session and the point of the con-pro debate is not to reach a compromise but to  
1076 explain the positions. Therefore the presidency is encouraged to do only one  
1077 round of con-pro debates, and if more than one rounds occur time is monitored by  
1078 the presidency to ensure that overall the 'pro' and 'con' sides are both  
1079 allocated equivalent speaking time.

1080 Quorum, voting and majorities:

1081 Quorum, voting rules and majorities are defined in the Internal Rules of  
1082 Procedures.

1083 Voting rules and majorities are defined in the Internal Rules of Procedures

1084 A quorum check will be called before the voting sessions.

1085 Safer Spaces

1086 The General Assembly is a space where everybody feels safe, and has an equal  
1087 opportunity to be heard. The Presidency is responsible for chairing the General  
1088 Assembly in line with FYEG's Safer Spaces regulations. The presidency can ban a  
1089 participant for misconduct for the remainder of a session.

1090 **(Queer-)Feminist Council**

1091 **On a point of order, the women, intersex, nonbinary, trans and agender**  
1092 **participants present and entitled to vote may decide whether they wish to hold a**  
1093 **Feminist Council. The motion is dealt with with one pro and one con speech, with**  
1094 **only those eligible to vote on the motion able to speak; the debate can be**  
1095 **opened up beyond these two speeches. The Feminist Council then deliberates for**  
1096 **up to one hour in the absence of the other participants and informs the entire**  
1097 **body of the outcome after the end of the Feminist Council. The Feminist Council**  
1098 **is considered part of the respective body. The organizers are responsible for a**  
1099 **parallel programme dealing with a feminist policy topic for all those not**



1100 participating in the Feminist Council.  
1101 At the Feminist Council, women, intersex, nonbinary, trans and agender people  
1102 can issue a Feminist vote. In the case of motions that affect the right of self-  
1103 determination of women, intersex, nonbinary, trans or agender people in terms of  
1104 form or content or that particularly affect women, intersex, nonbinary, trans or  
1105 agender people, the Feminist Council has the opportunity to hold a separate vote  
1106 among women, intersex, nonbinary, trans or agender people before the assembly  
1107 vote. This Feminist vote is a strong and urgent recommendation to the assembly  
1108 and shall be understood as such. The feminist vote is a non-binding  
1109 recommendation.

## 1110 **Annex 2: Working Group Guidelines**

1111 These guidelines are to serve the Working Groups and the Working Group  
1112 coordinators.

1113  
1114 Working Group rights and responsibilities:

1115 Working group functions are detailed in the FYEG's Internal Rules of Procedures.  
1116 FYEG Working Groups are based on direct democracy and the inclusion of all its  
1117 members. Most of the Working Group meetings happen online, through the channels  
1118 of internal communication available to them. Working Group members can have  
1119 access to usage of the internal communication tools available to FYEG (such as  
1120 online meeting softwares). As set out in the Internal Rules of Procedures, the  
1121 EC is responsible for setting up a new Working Group and for ending the term of  
1122 a Working Group.

1123 Working Groups can (and not only):

- 1124 • Support FYEG and its bodies in developing policy documents
  
- 1125 • Provide feedback to FYEG's internal policies and documents
  
- 1126 • Create campaigns
  
- 1127 • Create guidelines, templates, training material, and similar material

1128 All the Working Group activities must be in line with the FYEG Political  
1129 Platform.

1130

1131 Only FYEG's Executive Committee (EC) has the mandate to speak on behalf of the  
1132 organisation and engage in partnerships with other organisations. Therefore, any  
1133 external communication or partnership request needs their approval.

1134 When the Working Group has a request for content to be shared via FYEG's  
1135 official channels, firstly, it should be approved by the member of the Executive  
1136 Committee responsible for the Working Group (hereinafter EC Responsible).

1137 Moreover, if the Working Group decides to engage in external partnerships, sign  
1138 letters of external partners (i.e. organisations other than Green Political  
1139 Organisations), etc. this must also be approved by the EC Responsible for the  
1140 Working Group.

1141 Finally, if the Working Group needs support from the FYEG Office in matters of  
1142 communication, administration, finances, etc. the Working Group should  
1143 communicate a detailed concept, through the Working Group coordinator, to the EC  
1144 Responsible in a timely manner.

1145 Executive Committee responsibilities:

1146 The EC Responsible is the person appointed among the EC members to be  
1147 responsible for the Working Group.

1148 They are responsible for:

- 1149 • Initial setup of the Working Group: defining the aims, scope, timeframe,  
1150 publishing a call for Working Group members and coordinators
  
- 1151 • Choosing the first members of the Working Group and the Working Group  
1152 coordinators
  
- 1153 • Meeting with the coordinators to explain their roles and responsibilities
  
- 1154 • Attend meetings where needed/wanted to (optional) - but in general, it is  
1155 more important to be aware what they are up to
  
- 1156 • Keeping track of all their activities and being aware of how the Working  
1157 Group is progressing and what they are up to

1158 • Providing political advice and making sure the Working Group acts in line  
1159 with FYEG's Political Platform

1160 • Updating the Working Group on FYEG activities related to their topics and  
1161 purposes

1162 The EC responsible has the possibility to exclude someone from the Working Group  
1163 on the recommendation of the coordinators or at least three members of the  
1164 group. The EC has to be informed of the decision. The person has the possibility  
1165 to appeal to the Advisory Committee.

1166 Working Group coordinator responsibilities

1167 A working group should have two coordinators, at least one of them self-  
1168 identifying as women, intersex, nonbinary, trans or agender.

1169 If it is impossible to find two coordinators even after the EC responsible's  
1170 best efforts to do so, an exemption can be made if approved by the FYEG EC. In  
1171 this case, it is required that either the EC responsible or the Working Group  
1172 coordinator self-identifies as female, intersex, nonbinary, trans or agender,

1173 Working Group coordinator tasks are as follows:

1174 • Set meetings and agendas for Working Group and notifying members of action  
1175 points afterwards (online Working Group meetings should strive to be  
1176 planned at least once every two weeks, excluding holidays and exceptional  
1177 circumstances)

1178 • Set up the main communication channels

1179 • Main point of contact for EC Responsible

1180 • Keep the EC Responsible up to date on what's happening in the Working  
1181 Group

1182 • Keep Working Group members informed and updated on EC's feedback and  
1183 recommendations

- 1184 • Steer direction: set priorities, what themes/projects they work on,  
1185       oversee the work
  
- 1186 • Coordinate the creation of a Working Group activity plan, guided be the  
1187       objectives and goals set out at the beginning
  
- 1188 • Set up subgroups (if necessary or desired)
  
- 1189 • They do not need to be involved in every single project or attend every  
1190       meeting, but in their absence should delegate project or meeting  
1191       moderation to someone else, and keep themselves updated on progress

### 1192 **Annex 3: Safer Spaces Policy**

1193 Safer spaces are evolving and not static. We have high expectations on how we  
1194 behave towards each other in our meetings, actions and social spaces. Making a  
1195 space safer means different things depending on the group of people involved as  
1196 each group has different needs. This policy aims to be considered in every  
1197 meeting involving FYEG, but the document should evolve as we learn and grow.

1198 As an organisation we build social relationships inside and outside of meetings  
1199 and actions. We commit to this Safer Spaces policy wherever we are together,  
1200 this includes ensuring that ALL spaces are inclusive and harmless.

1201 If someone violates these agreements a discussion or mediation process can  
1202 happen, depending on the wishes of the person who was affected. If a serious  
1203 violation happens to the extent that someone feels unsafe, they can be asked to  
1204 leave the space and/or speak with one member of the Awareness Group. If  
1205 necessary, the Sexual Harassment Protocol will be activated.

1206 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or  
1207 prejudice based on ethnicity, nationality, class, gender, gender presentation,  
1208 language ability, asylum status or religious affiliation is unacceptable and  
1209 will be challenged. FYEG has a zero-tolerance policy with any kind of  
1210 discrimination, even though we acknowledge that there can be different levels in  
1211 a breach of a safe space.

1212 2. Be aware of your privileges! Including racial, class and gender privilege  
1213 and/or less obvious or invisible hierarchies. Think about how your words,

1214 opinions and feelings are influenced and who they might exclude or harm.

1215 3. Consent! Respect each other's physical and emotional boundaries, always get  
1216 explicit verbal consent before touching someone or crossing boundaries. Don't  
1217 assume your physical & emotional boundaries are the same as other people's.

1218 4. Friendly use of language! Be aware of the language you use in discussion and  
1219 how you relate to others. Try to speak slowly and clearly and use uncomplicated  
1220 language especially when non-natives speakers are involved in the conversation.

1221 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of  
1222 other participants.

1223 6. Learning; if you don't understand something, just ask. You may be directed to  
1224 a book, website or skill share to learn more. It's ok to make mistakes. Please  
1225 show appreciation for the hard work of others and be considerate when you offer  
1226 criticism.

1227 7. Everyone has their turn; give each person the time and space to speak. In  
1228 large groups, or for groups using facilitation: Raise your hand to speak.

1229 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,  
1230 expect that someone will bring this up to you. If this happens, listen and  
1231 reflect on what they are saying even if you think they may be wrong. Don't try  
1232 to absolve yourself of responsibility.

1233 This policy should be expanded with specific measures and practices to promote  
1234 the creation of safer spaces.

1235

1236 **The EC, Office and all Prep Teams must organise mandatory reflection/awareness**  
1237 **sessions dedicated to discussing power dynamics in relation to sexual/romantic**  
1238 **relationships within our Federation, being mindful about how they engage with**  
1239 **participants and ethical leadership within FYEG.**

1240 1. **The EC should hold such a reflection/awareness session at a minimum once a**  
1241 **year preferably at the first live ECM.**

1242 2. **The Office should hold such a reflection/awareness session at a minimum**  
1243 **once a year.**

1244 **3. Prep Teams should hold such a session at least once during a Prep Team**  
1245 **meeting before the event they are organizing begins.**

1246 **Discussions on power dynamics and ethical leadership also are incorporated into**  
1247 **the onboarding process for new EC members and Office members.**

1248

1249 **Permanent Awareness Team**

1250 **The Permanent Awareness Team consists of one member from the EC and one**  
1251 **volunteer that is not a member of the EC. Both members are selected by the EC.**  
1252 **This team operates in addition to the event-specific awareness groups and are**  
1253 **complementary to those. Members of FYEG should be informed of the existence of**  
1254 **this team and know that they can contact them regarding situations that make**  
1255 **them feel uncomfortable or if they have concerns about the behaviour of EC**  
1256 **Members, Office members, or PT members.**

1257 **The Permanent Awareness Team should be easily accessible via the website, and**  
1258 **there should be a contact form available that allows for anonymous submissions.**

1259 **The team is responsible for safeguarding the anonymity of any FYEG members who**  
1260 **reach out to them.**

1261 **The Permanent Awareness Team has the authority to make recommendations and**  
1262 **propose initiatives in the form of reports to the EC and the General Assembly as**  
1263 **needed.**

1264

1265 **Anti sexual harassment protocol**

1266 **FYEG has a zero-tolerance policy on sexual harassment at all its events, within**  
1267 **all its structures and during all activities. This protocol is applicable for**  
1268 **those participating in an FYEG activity (General Assembly, Strategic Planning**  
1269 **Committee, Working Group Meeting or any other activity), members of a Member**  
1270 **Organization (MO), or members of an online structure of FYEG, referred to as**  
1271 **“this organization” from now onwards in this protocol.**

1272 **Anyone who is subject to sexual harassment can approach one of the designated**  
1273 **contact points responsible for receiving complaints of sexual harassment. The**  
1274 **Executive Committee will designate an Awareness Group for anyone presenting**  
1275 **allegations of physical, verbal or online sexual harassment. In accordance with**

1276 the IRPs, the Awareness Group will be formed by two persons from the EC who are  
1277 of different genders. Additionally, every Prep - Team will designate one person  
1278 to be an independent contact person in our projects. However, this person shall  
1279 always inform the official contact points if a procedure starts, in the case of  
1280 their absence, the main contact will be the Project Manager.

1281 When one of these procedures is open in the organization, the EC as a whole must  
1282 be informed of the procedure without details of the people involved or the  
1283 presented allegations to respect confidentiality. If a case involves someone  
1284 from the EC, the case will be brought to the Advisory Committee (AC). The  
1285 Advisory Committee will act as contact points when a case arises, following this  
1286 protocol. However, the EC will not be informed until a final decision is made.

1287 Important note:

1288 These procedures will follow general principles such as the privacy of the  
1289 survivor, confidentiality of the process and survivor's choice and preference.  
1290 We respect the presumption of innocence of any alleged harasser which is why  
1291 this procedure is in place and has been approved in the General Assembly.  
1292 However, as a feminist organization, we also believe in the principle of  
1293 believing the survivor and putting the burden of the proof on the alleged  
1294 harasser.

1295 This procedure might be applied to an internal case of a MO if this case is  
1296 related to FYEG activity or if the people involved take part in any FYEG  
1297 structure. However, we will not be able to extend sanctions or disciplinary  
1298 measures beyond FYEG. MOs can however adapt this protocol to their own  
1299 organization.

1300 When the designated people receive a complaint of sexual harassment, they shall:

- 1301 1. Immediately record the dates, times and facts of the incident(s);
- 1302 2. ascertain the views of the survivor as to what outcome they want, ensure the  
1303 survivor feels safe and ensure the survivor is separated from the alleged  
1304 offender unless the survivor wishes otherwise;
- 1305 3. ensure that the survivor and the alleged harasser understands FYEG protocol  
1306 for dealing with the complaint;
- 1307 4. discuss and agree the next steps with the alleged survivor, informal, formal  
1308 or outside complaints procedure (police, hospital, embassy, etc.), on the  
1309 understanding that choosing to resolve the matter informally does not preclude  
1310 the survivor from pursuing a formal complaint if they are not satisfied with the

1311 outcome;

1312 5. keep a confidential record of all discussions. Records will be destroyed if  
1313 the alleged survivor requests it, or before the change to a new EC. However, a  
1314 record of sanctions and a brief description of the reason will be kept in a safe  
1315 place;

1316 6. respect the choice of the survivor;

1317 7. and ensure that the survivor knows that they can lodge the complaint outside  
1318 of FYEG through the relevant country/legal framework.

## 1319 INFORMAL COMPLAINTS PROCEDURE

1320 If the survivor wishes to deal with the matter informally, the designated person  
1321 will:

1322 • Approach the alleged harasser saying that the behaviour is offensive,  
1323 unwelcome and must be stopped;

1324 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment  
1325 and that disregarding this policy may result in the person's exclusion from the  
1326 organization

1327 • give an opportunity to the alleged harasser to respond to the complaint;

1328 • ensure that the alleged harasser understands the complaints mechanism;

1329 • facilitate discussion between both parties to achieve an informal resolution  
1330 which is acceptable to the complainant, provided the alleged survivor agrees,

1331 • ensure that a confidential record is kept of what happened;

1332 • follow up after the outcome of the complaints mechanism to ensure that the  
1333 behaviour has stopped and that there is no risk of its repetition;

1334 • And ensure that the above is done accurately and at the latest within 10 days  
1335 of the complaint being made. During events, the procedure shall take place  
1336 within 48 hours.

## 1337 FORMAL COMPLAINTS PROCEDURES



1338 If the survivor wants to make a formal complaint or if the informal complaint  
1339 mechanism has not led to a satisfactory outcome for the survivor, the formal  
1340 complaint mechanism should be used to resolve the matter.

1341 The designated person who initially received the complaint will communicate to  
1342 the rest of contact points the opening of a formal complaint procedure. The EC  
1343 will be informed of this, respecting the confidentiality of the alleged survivor  
1344 and the allegations. The designated person who initially received the complaint  
1345 will carry out the investigation with the assistance of the Awareness Group and  
1346 the independent contact person at the moment in which allegations were  
1347 presented, if any. They will help the investigator with the analysis and  
1348 decision making process. A procedure for online harassment shall be developed.

1349 The person carrying out the investigation will:

- 1350 • interview the survivor and the alleged harasser separately
- 1351 • interview other relevant third parties separately
- 1352 • decide whether the incident qualifies as sexual harassment within the meaning  
1353 of this protocol
- 1354 • produce a report detailing the investigations, findings and any  
1355 recommendations
- 1356 • if the harassment took place, decide what the appropriate remedy for the  
1357 survivor is, in consultation with the survivor (i.e. an apology, a change of  
1358 structure, suspension..)
- 1359 • follow up to ensure that the recommendations are implemented, that the  
1360 behaviour has stopped and that the survivor is satisfied with the outcome
- 1361 • if it cannot determine that the harassment took place, they may still make  
1362 recommendations to ensure proper functioning of the organization
- 1363 • keep a record of all actions taken
- 1364 • ensure that all records concerning the matter are kept confidential
- 1365 • ensure that the process is done as quickly as possible and in any event within  
1366 15 days of the complaint being made

1367 The general rule is to avoid the presence of the alleged harasser in those

1368 places/structures in which the alleged survivor moves. It is vital that the  
1369 wishes and needs of the survivors are incorporated into the outcome of the  
1370 complaints mechanism.

1371 A data protection protocol will be developed.

### 1372 OUTSIDE COMPLAINT MECHANISM

1373 This protocol seeks to create a fast and appropriate response to allegations of  
1374 sexual harassment. However, it does not seek to substitute existing regulation  
1375 and legislation on this issue. We want to make clear that FYEG wants to be fully  
1376 supportive with every decision of the alleged survivor.

1377 A person who has been subject to sexual harassment can at any time make a  
1378 complaint outside of the organization. Even though this organization cannot  
1379 offer legal advice, the contact point(s) will accompany the person to the  
1380 instance this person prefers (hospital, police, ombudsperson, law courts,  
1381 embassies, etc.) if they request it.

### 1382 SANCTIONS AND DISCIPLINARY MEASURES

1383 Anyone who has been found to have sexually harassed another person under the  
1384 terms of this policy may be sanctioned. Sanctions may include but are not  
1385 limited to one of the following :

1386 • Verbal or written warning

1387 • Suspension from an elected or non-elected FYEG structure, in line with FYEG  
1388 IRPs when appropriate

1389 • Dismissal/expulsion

1390 Depending on the seriousness of the allegations, the EC, upon request of the  
1391 Awareness Group may suspend someone from taking part in any FYEG structure or  
1392 activity during the duration of the process. Confidentiality of the survivor  
1393 will be maintained.

1394 In case of sexual harassment, violence or discrimination by a member of an  
1395 elected body within FYEG (Financial Control Committee, Advisory Committee or  
1396 Ecosprinter Board) the EC can exclude the offender after consulting the full  
1397 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can  
1398 exclude the offender after consulting the full MOs.

1399 The nature of the sanctions will depend on the gravity and extent of the  
1400 harassment. Suitable deterrent sanctions will be applied to ensure that  
1401 incidents of sexual harassment are not treated as trivial. Certain serious  
1402 cases, including physical violence, will result in the immediate dismissal of  
1403 the harasser.

1404 Guidelines for persons of contact

1405 Read the protocol and understand every aspect

1406 What is sexual harassment? It is unwanted behaviour of a sexual nature which:

- 1407 • Violates your dignity
- 1408 • Makes you feel intimidated, degraded or humiliated
- 1409 • Creates a hostile or offensive environment

1410 Sexual harassment "can include, but is not limited to", these examples:

- 1411 • Touching, pinching, stroking, squeezing, or brushing against someone
- 1412 • Leering or ogling
- 1413 • Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-  
1414 phobic comments and sexually suggestive signals, winking
- 1415 • Sending unwanted e-mails, text messages, posting sexually-explicit jokes  
1416 or content on FYEG communication channels
- 1417 • Sexual comments or jokes
- 1418 • Making insults based on a person's sex or rating their sexuality

1419 • Turning work discussions to sexual topics

1420 • Physical behaviour, including unwanted sexual advances, touching and  
1421 various forms of sexual assault

1422 • Displaying pictures, photos or drawings of a sexual nature

1423 Remember: Whether harassing intentionally or unintentionally, we all have a  
1424 responsibility to monitor our behaviour and respect each other. Anyone who  
1425 reports an incident has the right to remain anonymous. They also have the right  
1426 to feel safe and respected.

1427 Listen and Support

1428 It's tough to be prepared when someone tells you that they have been the  
1429 survivor of sexual harassment. Remember, you can only provide support

1430 Support and understanding are essential. It takes a lot of courage for a  
1431 survivor to share their experience;

1432 Try to provide a safe/non-judgmental environment, emotional comfort and support  
1433 for the survivor to express feelings;

1434 Let them know that they can talk with you. Listen. Don't rush to provide  
1435 solutions.

1436 Believe

1437 The most common reason people choose not to tell anyone about sexual abuse is  
1438 the fear that the listener won't believe them. People rarely lie or exaggerate  
1439 about abuse; if someone tells you, it's because they trust you and needs someone  
1440 to talk to.

1441 People rarely make up stories of abuse. It is not necessary for you to decide if  
1442 they were "really hurt." If the survivor says they were hurt, that should be  
1443 enough

1444 Believe what the person tells you. It may have been difficult for them to talk  
1445 to you and trust you. Unless proven wrong harassment has happened.

### 1446 Reassure

1447 Sexual assault is NEVER the survivor's fault. No one asks to be sexually  
1448 assaulted by what they wear, say or do. Let the survivor know that only the  
1449 perpetrator is to blame;

1450 The survivor needs to hear that fears, anxieties, guilt and anger are normal,  
1451 understandable and acceptable emotions;

1452 Remember, no one ever deserves to be abused or harassed.

### 1453 Be Patient

1454 Don't press for details – let the person decide how much to tell you. Ask them  
1455 how you can help;

1456 Survivors have to struggle with complex decisions and feelings of powerlessness,  
1457 trying to make decisions for them may only increase that sense of powerlessness;

1458 You can be supportive by helping them to identify all the available options and  
1459 then help them by supporting their decision making process (here refer to the  
1460 protocol).

1461 The survivor can't just "forget it" or just move on. Recovery is a long term  
1462 process and each individual moves at their own pace

### 1463 Encourage

1464 Encourage the survivor to seek medical attention, report the assault, and or  
1465 contact a professional if needed. Remember, the survivor must ultimately make  
1466 the decision as to what to do. They are the experts in their own lives. Don't  
1467 push. Remember, support their choices no matter what they decide.

### 1468 Respect Privacy - Confidentiality

1469 Don't tell others what the survivor tells you. Let the individual decide who  
1470 they will tell. It is important not to share information with others who are not  
1471 involved;

1472 If you do need to share information for their safety, get permission by letting  
1473 them know what you will share and with whom it will be shared; ie. the rest of  
1474 contact points in case of a formal complaint

### 1475 Establish Safety

1476 An important part of helping the survivor is to identify ways in which the  
1477 survivor can re-establish their sense of physical and emotional safety. You are  
1478 a step in the process. Ask them what would make them feel safe and how you can  
1479 help them accomplish this.

1480 If the stalking or harassment is ongoing, help them to develop a plan of what to  
1481 do if they are in immediate danger. Having a specific plan and preparing in  
1482 advance can be important if the harassment escalates.

### 1483 Things you can say

1484 It is hard to know what to say to a person when they confide in you. Refrain  
1485 from asking a lot of questions, instead, support them with these phrases. Let  
1486 the person know that you believe that they have the strength and capacity to  
1487 heal.

- 1488 • It's not your fault
  
- 1489 • I'm sorry this happened
  
- 1490 • I believe you
  
- 1491 • How can I help you?
  
- 1492 • I am glad you told me
  
- 1493 • I'll support your choices
  
- 1494 • You're not alone

### 1495 Use of inclusive language

1496 FYEG aims to use language in its communications and its events that reflects the  
1497 level of English spoken within an organisation of mostly non-native speakers.

1498 FYEG promotes the use of inclusive and accessible language within the  
1499 organisation. FYEG attempts to reduce the shame of using simple language. We do  
1500 this to make sure that everyone feels welcome to participate and contribute.