

These rules of procedure are supplementary and subordinate to the Statutes of Youth and Environment Europe, hereinafter referred to as the Federation or YEE.

These rules of procedure regulate the implementation of the Statutes of YEE.

In case of contradiction between the Statutes and the Rules of Procedure, the former shall prevail.

A. GENERAL

1. REPRESENTATION

- 1.1. Persons elected to represent the Federation shall circulate their (personal) working plan for the upcoming year to MOs within 30 days after their election at the Annual Meeting and present a written report at the following Annual Meeting concerning its implementation.
- 1.2. Persons delegated to represent the Federation shall present a written report to the Executive Board concerning their work. The Executive Board is responsible for making sure that this obligation is respected.

2. FINANCIAL REGULATIONS

- 2.1. The Treasurer and the Secretary General shall propose financial regulations concerning travel expenses, expenses arising from external representations, the payment of membership fees, etc. which shall be approved by the Executive Board.
- 2.2. These financial regulations will be available at the Secretariat.
- 2.3. The Membership Solidarity Fund collects those donations, made by members, institutions, organisations or individuals, intended to cover the membership expenses of organisations that are not able to pay the membership fees to the Federation.

B. MEMBERSHIP

1. MEMBERSHIP APPLICATIONS

- 1.1. All membership applications (full and associate) must be sent by registered mail to the registered office of the Federation, for the attention of the Secretary General.
- 1.2. The application form must reach the office at least 60 days in advance of the Annual Meeting. This application form shall contain:
 - a) the statutes, articles of association or constitution of the applicant organisation in English and in the native language;
 - b) a declaration signed by the Executive Board or comparable authority of the applicant organisation stating that it is in agreement with the Statutes of the Federation, and;
 - c) general information on the applicant organization and its activities.

Non-compliance with the above-mentioned conditions shall render the application null and void.

- 1.3. The Secretary General and the Member Organisation Officer shall collect and present to the Executive Board all applications for membership.
- 1.4. The Secretary General and the Member Organisation Officer shall formulate a report on the membership

application. This report must be motivated with regard to the membership criteria, the categories of members and criteria and shall be approved by the Executive Board.

These documents shall be circulated to all member organisations not later than 30 days prior to the Annual Meeting. Member Organisations that cannot be represented at the Annual Meeting can make objections to any application for membership in writing to the Member Organisation Officer.

- 1.5. The membership application shall be put on the agenda of the Annual Meeting. The Member Organisation Officer shall present the application for membership to the Federation together with the report from the Executive Board on the membership application. The applying organization shall present itself at the Annual Meeting. The Member Organisation Officer shall communicate any such objection as stated in 1.4. of these Rules of Procedure to the Annual Meeting before voting on the admission of new member organisations takes place.
- 1.6. The General Assembly shall decide on the admission of a member by a two-thirds majority of votes cast, not counting abstentions. In case that 1/3 or more of the votes are abstentions, a second round shall be done by secret ballot, not counting abstentions, after further discussion.
- 1.7. In case of a favourable vote by the General Assembly, the status of member shall be acquired on the day following the closing of the Annual Meeting.
- 1.8. Within 30 days after the Annual Meeting the newly accepted organisations shall receive a document stating their membership in YEE signed by the Chairperson. A copy of the document shall be kept in the office.
- 1.9. If an organisation does not receive the required majority to be admitted as a full member organisation, it has the right to apply for an associate membership at the same Annual Meeting. The Chair of the Annual Meeting will remind them about this right. The General Assembly shall decide on the admission proceeding as stated in B. 1.6 of these Rules of Procedure.

2. MEMBERSHIP REVIEW AND END OF MEMBERSHIP

- 2.1. Whenever one of the Member Organisations does not fulfil the criteria for membership or the criteria for its level of membership, the termination of its membership or the review of its membership status will be decided by the General Assembly by a two-thirds majority of votes cast, not counting abstentions. In case that 1/3 or more of the votes are abstentions, a second round shall be done by secret ballot. Procedure is as follows:
- 2.2. The demand for dismissal or review of membership shall be introduced at the Annual Meeting by the Member Organisation Officer.
- 2.3. The demand shall be circulated to the concerned organisation and all other member organisations at least 45 days prior to the Annual Meeting. A shorter notice can be accepted by the General Assembly after unanimous voting if the General Assembly sees special conditions given. Those member organisations that cannot be represented at the Annual Meeting can make objections to any demand for dismissal or review of membership in writing to the Member Organisation Officer. The Member Organisation Officer shall communicate any such objection at the Annual Meeting before voting on dismissal or review of membership takes place.
- 2.4. The membership review and cancellation shall be put on the agenda of the Annual Meeting. The concerned member organisation shall explain itself in a written form which shall be presented at the Annual Meeting by the Member Organisation Officer.
- 2.5. If a member organisation no longer fulfils the criteria for full membership the General Assembly may decide to transfer the organisation to associate membership, provided it still complies with the criteria for associate membership and agrees to its transfer, and provided that the organisation's further association with the Federation is considered desirable by the General Assembly.
- 2.6. The member organisation which has been dismissed shall not be entitled to any refund of membership fees paid.

- 2.7. A member organisation, which dissolves shall be considered as resigning and shall automatically lose its membership status. It shall not be entitled to any refund of membership fees paid.
- 2.8. Any member organisation may withdraw from membership of the Federation at any time by giving notice in writing to the Member Organisation Officer. This notice should include reasons for withdrawal and shall be communicated to the next session of the Annual Meeting by the Member Organisation Officer. The member organisation withdrawing shall not be entitled to any refund of membership fees paid.
- 2.9. All decisions with regard to dismissal of membership of a member organisation shall take effect immediately after the Annual Meeting.

C. ANNUAL MEETING

1. ORDINARY SESSIONS

- 1.1. The ordinary session of the Annual Meeting shall take place each year in July, August or September.
- 1.2. Notice of an ordinary session and a draft agenda shall be circulated by the Secretariat to all member organisations 60 days in advance.
- 1.3. The draft agenda shall be prepared by the Executive Board.
- 1.4. The draft agenda shall be in accordance with 5.4. of the Statutes of YEE.
- 1.5. Any member organisation may request the addition of supplementary items on the agenda. Such request must reach the Secretariat 45 days in advance of the opening of the session.
- 1.6. The final agenda, including all relevant papers, shall reach the member organisations 30 days in advance of the opening of the session.
- 1.7. The General Assembly may include new items and resolutions of an important and urgent character on the agenda of the Annual Meeting.

2. EXTRAORDINARY SESSIONS

- 2.1. An extraordinary session shall take place at the earliest 45 days, and at the latest 60 days, after a decision has been made or a demand has reached the Secretariat. The date shall be decided by the Executive Board and the Secretary General.
- 2.2. The final agenda, including all relevant papers, shall be prepared by the Executive Board and circulated by the Secretariat at least 20 days before the extraordinary session takes place.
- 2.3. The final agenda, including all relevant papers, shall consist only of items proposed in connection with the calling of the session.
- 2.4. The General Assembly of the extraordinary Annual Meeting may include new items and resolutions of an important and urgent character into the agenda.

3. QUORUM

The quorum is established at the start of the meeting and can be questioned at any time by any member organisation.

4. CONDUCT OF THE MEETING

- 4.1. The delegates shall be satisfied at the opening that the Annual Meeting has been called in accordance with the Statutes and Rules of Procedure, and that its General Assembly is entitled to make valid decisions in accordance with the quorum prescribed in 5.5. of the Statutes.
- 4.2. At the beginning of the Annual Meeting a chairperson shall be elected to chair the meeting and to conduct the proceedings.

- 4.3. The Electoral Committee shall put forward the candidates nominated by the delegates for the offices in the Executive Board. The members of the Electoral Committee shall not run for an office in YEE themselves. They shall distribute the ballot cards for the secret ballot to the voting delegates. The Electoral Committee shall count together the votes for the officers and present the result at the Annual Meeting.
- 4.4. The General Assembly shall approve the final agenda of the Annual Meeting before any further proceedings can take place.
- 4.5. Once approved, the agenda cannot be modified during the same session of the Annual Meeting.
- 4.6. The decisions on items, which were not on the agenda circulated at the start of the Meeting, shall be suspended and referred to the next Annual Meeting at the request of at least one fifth of the full member organisations.

5. CREDENTIALS

Each member organisation shall inform the Secretariat of the names of their representatives before a session of the Annual Meeting. The list of the delegates is annexed to the minutes of the session.

6. VOTING

- 6.1. Board members represent YEE at the Annual Meeting.
- 6.2. Unless otherwise determined, voting in the different bodies, working structures or organs of the Federation is by simple majority.
- 6.3. Simple majority shall be understood as more than half of the votes cast, not counting abstentions.
- 6.4. Unless otherwise determined, votes are taken by show of hands. If requested by one member organisation, a secret ballot shall take place.

7. MINUTES

- 7.1. Minutes of the Annual Meetings shall record resolutions, decisions, motions and votes together with the necessary explanatory information.
- 7.2. Minutes of Annual Meetings shall be kept. The Minutes are to be written by at least two secretaries chosen at the start of the Annual Meeting. The Minutes are to be edited by the Executive Board and to be passed on within 21 days after the end of the Annual Meeting to the Secretary General. The Secretariat shall forward the Minutes to the member organizations within 30 days.
- 7.3. The minutes shall be available in the Office and provided at any request.

8. SUBMISSION OF MOTIONS AND RESOLUTIONS BY MEMBERS

- 8.1. Motions and Resolutions by the member organisations shall be submitted to the Secretariat by mail 45 days before the opening of the Annual Meeting.
- 8.2. Urgent motions and resolutions should be submitted to the Secretariat before the start of the Annual Meeting. The Annual Meeting shall then discuss whether to accept these motions and resolutions as urgent (and hence discuss them in the agenda) in accordance with part C 1.7. of the Rules of Procedure.

9. ADOPTION OF DOCUMENTS AT THE ANNUAL MEETING

- 9.1. Any document, which is presented at the Annual Meeting for adoption shall be sent to the member organisations at least 30 days before the meeting starts.
- 9.2. Urgent documents for adoption should be submitted to the Annual Meeting before the start of the meeting in accordance with part C 1.7. of the Rules of Procedure.
- 9.3. All documents shall be presented in the working language of the Federation.
- 9.4. Any member organisation has the right to suggest amendments to these documents. These amendments shall be presented in written form.
- 9.5. Adoption of the document takes place in the plenary of the Annual Meeting, after decisions have been taken on the amendments.
- 9.6. Adoption of documents takes place with a simple majority, except for adoption of the budget and of the work plan, which require a majority of two thirds of the votes, abstentions not counted. Amendments to any document are adopted by simple majority.

10. ELECTIONS

- 10.1. Candidatures for all elections shall be nominated by the member organization delegates at the Annual Meeting. Member Organisation delegates can nominate themselves as candidates as well. The nominations are presented at the scheduled time agreed during the Annual Meeting.
- 10.2. All elections for the Executive Board shall be by secret ballot under control of the Electoral Committee.
- 10.3. If more than one ballot is necessary to decide between candidates the following procedure shall be used: in each of the subsequent ballots, voting shall take place with at least one candidate less than the previous ballots. This will be the result of either one or more candidates being elected, or the withdrawal of one or more candidates, or the elimination of the candidate with the least number of votes. If two candidates with the highest number of votes for the same position have the same number of votes, a second ballot will take place. If there is still a tie in the votes following the second ballot, the candidate will be selected on the basis of a draw between the two.
- 10.4. To be elected, the candidate shall need to achieve a simple majority of the votes cast, abstentions not counted.
- 10.5. The Chairperson, the Treasurer and the other members of the Executive Board Members are elected at the Annual Meeting. The members of the Executive Board are elected individually, specific in their function and not as a collective. If posts are not filled in the first round of elections there may be a second call for candidates. For all the posts of the Board further calls for candidates are made until the positions are filled.

11. REFERENDUM

- 11.1. For a Referendum detailed information on the proposal to be voted on shall be communicated to all full member organisations by registered mail at least 90 days before the votes are to be given.
- 11.2. Within 30 days the member organisations shall send their comments on the proposal to the Chairperson.
- 11.3. The proposal shall then immediately be recirculated together with the comments of the member organisations.
- 11.4. After receiving the proposal with the annexed comments, arguments and counter-proposals the member organisations shall give their votes within 60 days, in writing to the Chairperson, and sent by registered post to the office of the Federation.
- 11.5. The vote shall be decided by simple majority of the full member organisations, according to the quorum and according to the Statutes and Rules of Procedure of YEE.

D. THE EXECUTIVE BOARD

1. THE EXECUTIVE BOARD MEMBERS

1.1. The Executive Board shall comprise:

- a) Chairperson, elected at the Annual Meeting by the General Assembly;
- b) Vice-Chairperson, elected from among the board members at the Annual Meeting by the General Assembly;
- c) Treasurer, elected at the Annual Meeting by the General Assembly;
- d) Member Organization Officer, Project Officer, External Relations Officer and Publication and Promotional Officer elected at the Annual Meeting by General Assembly;

1.2. All officers of the Federation must be under 30 years of age at the time of their election or appointment.

1.3. The newly elected Executive Board Members shall be registered at the Czech Ministry of Interior by the Secretary General within 30 days of their election.

1.3. The term of any officer in the same function may not exceed three years.

2. TASKS OF THE EXECUTIVE BOARD MEMBERS

- a) Chairperson: shall, next to the Secretary General, be the legal representative of the Federation, coordinate the work among the Executive Board and the Secretariat, shall convene the board meeting, prepare and forward a draft agenda to the board members, the Secretariat and the Member Organisations, shall chair the Board Meetings and shall proofread the minutes of the Board Meetings, shall coordinate the creation of the Annual Report;
- b) The Vice-Chairperson: The General Assembly shall elect a Vice-Chairperson from amongst the board members. The Vice-Chairperson shall replace the Chairperson when circumstances prevent the Chairperson from fulfilling his/her duties.
- c) Treasurer: shall maintain the overview over YEE's financial situation, shall assist each working group with regard to financial issues, shall cooperate closely with the Secretary General in the creation of the budget and the financial part of the Annual Report, search for fundraising possibilities;
- d) Project Officer: shall keep in touch with the working groups and provide an overview of the implementation of the work plan regularly, shall assist working groups in project management, coordinate the implementation of the "YEE Day" in member organizations
- e) Member Organisation Officer: shall keep up the contact with the Member Organisations, initiate contacts among Member Organisations, inform them about their opportunities, responsibilities and rights in YEE, shall deal with and coordinate the application, admission, review and dismissal of Membership, shall search for and initiate contact with potential Member Organisations
- f) Publication and Promotional Officer: shall coordinate and cooperate with the Secretariat regarding the Y&E Magazine, the Newsletter and other special publications, shall coordinate the work on promotional materials and search for diverse means of promoting YEE
- g) External Relations Officer: shall represent YEE on international meetings, keep in touch with organizations YEE is a member of and report on their activities, shall encourage international cooperation with other international organizations, shall coordinate a pool of representatives of YEE

The tasks for each Board Member are specified in the Statutes, these Rules of Procedure, the Board Member Policy and in the Guidelines for the Executive Board.

3. RESPONSIBILITIES OF THE EXECUTIVE BOARD MEMBERS

3.1. The work of the Executive Board shall be conducted according to the Statutes, Rules of Procedures, Policies and Guidelines.

- 3.2. Each Board Member shall receive a file including Statutes, Rules of Procedure, Policies, Guidelines and other relevant documents important for its office and in order to obtain an overview over the Federation. The Executive Board Members have the task to keep the file updated and to pass it on to their successor.
- 3.3. After the end of the Annual Meeting, before the departure of the participants the new board shall have the first Board meeting. It shall be attended by the members of the former Executive Board. The former Board shall transfer its knowledge and experience to the following Board.

4. EXECUTIVE BOARD MEETING

- 4.1. The Secretariat shall coordinate the logistics of the Board Meetings and shall take care that an information sheet will be forwarded.
- 4.2. A draft agenda shall be prepared by the Chairperson in cooperation with the Executive Board and the Secretariat and be sent to the Member Organisations at least 14 days before the start of the meeting in case of a physical Board Meeting and 7 days in case of a virtual Board Meeting.
- 4.3. In principle, the travel costs, board and accommodation of the members of the Executive Board to meetings of the Executive Board and the Annual Meeting shall be borne by the Federation within the limits of the budget as approved by the General Assembly at the Annual Meeting and according to the regulations to be determined by the Executive Board.
- 4.4. The Annual Meeting shall make the necessary budgetary provisions to allow for at least one meeting of the Executive Board to be held each year between the ordinary sessions of the Annual Meeting.
- 4.5. It is possible for members of Member Organisations to attend Executive Board meetings in an observer capacity whenever the Executive Board agrees to that. The travel costs to the meeting, board and accommodation shall be borne by the observers.

E. THE SECRETARIAT

- 1.1. The duties of the Secretariat are the following:
 - a) technical preparation and coordination of the meetings;
 - b) provision of transparent information and documentation of the Federation;
 - c) the day-to-day management of the Federation;
 - d) all other duties necessary for the implementation of the work plan.
- 1.2. The Secretariat shall work under the direction of the Executive Board in accordance with the Statutes and Rules of Procedure determined by the General Assembly at the Annual Meeting and the Policies developed by the Executive Board. The day-to-day work of the Federation is carried out by the Secretariat under the responsibility of the Secretary General.
- 1.3. THE SECRETARY GENERAL
 - a) shall work under the direction of the Executive Board in accordance with the Statutes, Rules of Procedure, Policies and Guidelines;
 - b) shall communicate regularly through reports on the activities of the Secretariat to the Executive Board and the Annual Meetings;
 - c) shall cooperate with the members of the Executive Board and assists them in their tasks. The Executive Board may delegate its power to the Secretary General for legal issues;
 - d) is accountable for his/her acts towards the Executive Board and the General Assembly at the Annual Meeting and can be dismissed by any of them;
 - e) shall manage the work of other employees.

1.4. SELECTION OF SECRETARY GENERAL

- 1.4.1. The Executive Board shall publish an open call for candidates for the position of Secretary General.
- 1.4.2. The Executive Board shall select and appoint the Secretary General and present the appointed Secretary General to the next Annual Meeting.
- 1.4.3. Selection criteria for the post of Secretary General shall include experience and working knowledge of youth work; some experience in human resources, financial and project management from the NGO sector; ability to be one of the external representatives of the Federation (includes skills in public speaking and presentation); and fluency in the working language of the Federation and of the country where the YEE office is located.
- 1.4.4. The interested candidates must submit their application within the time limit indicated in the call for candidates, and must include the documentation requested in the call and a letter of motivation. The Executive Board shall assess the candidatures received. The Executive Board shall select the Secretary General voting, according to voting procedures specified in part C. 6 of the Rules of Procedure.
- 1.4.5. From the entire staff of the organisation, the Board only appoints the Secretary General, who is given the responsibility for other staff members' recruitment, development and evaluation, but with the approval of the Board. All staff members are accountable to the Secretary General. No-one can be dismissed without consultation and approval of the Executive Board.