



European Youth Forum

Rules of Procedure

Adopted by the Extraordinary General Assembly
of the European Youth Forum
Prato, Italy, 29 April 2006

A - RULES OF PROCEDURE - GENERAL

These rules of procedure are supplementary and subordinate to the Statutes of the European Youth Forum, hereinafter referred to as the "Forum", and regulate the implementation of these Statutes. In case of contradiction between the Statutes and the Rules of Procedure, the former shall prevail.

A. 1. COMPOSITION AND QUORUM

A.1.1. At the meetings of the General Assembly and the Council of Members, representatives of at least half of the full members of the European Youth Forum shall constitute the quorum.

A.1.2. Each full member can delegate two representatives at each General Assembly, one representative at each Extraordinary General Assembly and one representative at the Council of Members.

The other members delegate one representative at each Assembly or Council of Members.

A.1.3. The quorum is established and announced at the beginning of the meeting. The quorum can be re-established at the beginning of each session and can be questioned by any member organisation at any time. The proportion of votes inside each pillar for each session will be set according to the last established quorum. Abstentions do not affect the proportion of votes inside each pillar.

A. 2. VOTING

A.2.1. Each full member has only one vote, whatever the number of its delegates.

A.2.2. When there are several NYCs from a same country, the different NYCs of that country only have one vote, which belongs to the NYC which represents the Contracting Party to the Cultural Convention. In all other cases, the members of a same country express a vote through their spokesperson designated from among them.

A.2.3. One half of the votes in the General Assembly and Council of Members is held by representatives of full member NYCs and one half is held by representatives of full member INGYOs. To reach this parity, each vote expressed in one Group is multiplied by the number of votes present in the other Group.

A.2.4. Unless otherwise determined, voting in the different bodies, working structures or organs of the Forum is by simple majority. However, the General Assembly or the Council of Members can only pass urgent resolutions with a two-thirds majority of member organizations present and voting, not counting abstentions.

A.2.5. Simple majority shall be understood as more than half of the votes cast, not counting abstentions.

- A.2.6. Absolute majority shall be understood as more than half of the votes cast out of votes of the total number of full members, counting abstentions.
- A.2.7. Unless otherwise determined, votes are taken by show of voting card. If requested by one member organisation, a secret ballot shall take place.
- A.2.8. A minority statement should be included in the minutes whenever a member organisation requests this.

A. 3. MINUTES AND AUDIO RECORDINGS

- A.3.1. Minutes of meetings of the Council of Members and General Assembly shall record resolutions, decisions, motions and votes together with necessary explanatory information. Draft minutes shall be made available by the Secretariat (within 60 days) to member organisations. Sessions shall also be recorded.

A. 4. SUBMISSION OF MOTIONS AND RESOLUTIONS BY MEMBERS

- A.4.1. Motions and Resolutions by the members shall be submitted to the Secretariat by registered mail 30 days before the opening of the meeting of the Council of Members or the General Assembly.
- A.4.2. Urgent resolutions and motions should be submitted to the Secretary General or, in her/his absence, to the President, at least one hour before the official start of the meeting of the General Assembly or the Council of Members.

A.5. ADOPTION OF DOCUMENTS AT THE MEETINGS

- A.5.1. Any document, which is put to the Council of Members or General Assembly for adoption shall be made available by the Secretariat, according to the respective deadlines set in this Rules of Procedure.

Documents should be presented in the working languages.

- A.5.2. Urgent documents for adoption should be submitted to the General Assembly or the Council of Members before the start of the meeting.

The Bureau shall put forward a recommendation on the urgency of the document. Based on this recommendation the General Assembly or the Council of Members will decide if the document should be discussed.

- A.5.3. Any member organisation has the right to suggest amendments to these documents. These amendments should be put in writing and before a deadline to be decided at the meeting.
- A.5.4. Adoption of the document takes place in the plenary of the meeting, after decisions have been taken on the amendments.
- A.5.5. Adoption of documents takes place with a simple majority.

Adoption of the work plan and of the budget take place with a majority of two thirds of the votes. Amendments are adopted by simple majority.

In addition, if a group of at least ten member organisations considers that a document goes beyond the purposes of the Forum, as defined in the Article 2, it has the right to propose that the final adoption of the document requires two thirds of the votes cast, not counting abstentions. In support of its proposal, the organisations must justify in what way the document goes outside the scope of the Forum.

Taking into account this proposal, the General Assembly or the Council of Members remain competent to decide by a simple majority if a point of the agenda must be considered as a document requiring a two thirds majority. If the proposal is accepted by a simple majority, the amendments to the document will require a simple majority and the final adoption a two thirds majority, not counting abstentions. If the proposal is not accepted by a simple majority, both the amendments and the adoption of the document will require a simple majority.

A. 6. ELECTIONS

A.6.1. Candidates for all elections must be nominated by a member enjoying all the rights according to its membership status. The nomination must respect the conditions indicated in the letter of convocation of the meeting.

A.6.2. All elections shall be by secret ballot under supervision of the Secretary General and of the President. The Secretary General and the President must not supervise their own elections. Two observers, one from each pillar, are assisting and observing the elections at all times.

A.6.3. 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.

A.6.4. To be elected, the candidate shall achieve a threshold of one third of the votes cast of the NYCs and one third of the INGYOs. This one third is computed on basis of the votes cast by NYCs and INGYOs which are present, not counting abstentions.

A.6.5. One Vice President and four Bureau Members are elected from INGYOs, one Vice President and four Bureau Members are elected from NYCs. A balance between NYC and INGYO should be maintained, unless post(s) remain vacant.

For the election of the eight Bureau Members and the Financial Control Commission Members, there may be a second call for candidates if the post(s) are not filled in the first round of elections. If the post(s) are not filled following the second round of elections the post(s) remains vacant. For the posts of President, Secretary General and Vice-Presidents further calls for candidates are made until the positions are filled.

- A.6.6. In the event that a person ceases to be a member of the Bureau, the Bureau shall initiate the procedure for the election of a replacement for the remainder of the mandate.

A. 7. SELECTION OF SECRETARY GENERAL

- A.7.1. The Bureau shall publish an open call for candidates for the position of the secretary general, and shall designate a finding group, no later than 2 months before the Council of Members where the selection will take place. The call shall contain the following selection criteria for the position:

Experience and good knowledge of the European Youth Forum, youth work, issues and working of the European Union, the Council of Europe and the United Nations. Documented experience of a member organisation.

Experience in human resources, financial and project management from the NGO-sector.

Ability to be one of the key external representative of the European Youth Forum, and therefore possess high skills in public speaking and presentation.

Fluency in English or French and preferably knowledge of the other language, other languages are an asset.

Candidates cannot turn 36 years of age during the term of the mandate.

- A.7.2. 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. The finding group assesses the candidatures received, and presents to the Council of Members its evaluation of all those candidates who fulfil the announced criteria, no later than 15 days before the Council of Members where the selection will take place. The report shall be based on the published criteria.

- A.7.3. The Council of Members then proceeds to a vote between the candidates presented in order to choose the secretary general, according to the points 6.2 - 6.4 of the rules of procedure - general.

The Council of Members will define the starting date of the two-year mandate of the selected secretary general.

- A.7.4 The Bureau may recommend to prolong the mandate of the secretary general for another term of two years. Such a recommendation shall be

made to the meeting of the Council of Members preceding the meeting where the selection should normally take place.

The Council of members shall proceed to a secret ballot and decide whether or not to prolong the mandate of the secretary-general.

If the prolongation is not approved, the normal selection procedure shall be made in accordance with the points 7.1 - 7.3.

A.8. APPOINTMENT OF THE CONSULTATIVE BODY ON MEMBERSHIP APPLICATIONS

A. 8.1. The Consultative Body on Membership Applications is appointed *en bloc* by a simple majority of the General Assembly based on a Bureau proposal for its composition.

A. 9. REPRESENTATION

A.9.1. Persons elected to represent the European Youth Forum shall give a written report to the General Assembly and the Council of Members concerning their mission.

A.9.2 Persons designated to represent the European Youth Forum shall give a written report to the Bureau concerning their mission.

A.9.3. The Bureau will be responsible to make sure this obligation is respected.

A. 10. FINANCIAL REGULATIONS

A.10.1. Within guidelines laid down by the General Assembly, the Bureau shall establish financial regulations concerning travel expenses, expenses arising from external representations, the payment of membership fee, etc. These financial regulations will be available at the Secretariat.

B- RULES OF PROCEDURE - GENERAL ASSEMBLY

B.1. ORDINARY SESSIONS

- B.1.1. Notice of an ordinary session and a draft agenda shall be made available by the Secretary General to all participating organisations three months in advance.
- B.1.2. The draft agenda shall be prepared by the Bureau. The Council of Members shall decide the date of the General Assembly.
- B.1.3. The draft agenda shall include notably:
- report of the President on behalf of the Bureau, including an assessment of the work of open meetings and working structures;
 - European Youth Forum policy and programme;
 - finances;
 - elections, appointments, dismissals, exclusions;
 - items proposed for inclusion by the Council of Members or the Bureau.
- B.1.4. Any member may request the inclusion of supplementary items on the agenda. Such requests must reach the Secretariat 45 days in advance of the opening of a session.
- B.1.5. All documents and resolutions required for consideration of the items on the agenda and a revised agenda, including the supplementary items mentioned in paragraph 1.4. shall be made available by the Secretariat 30 days before the opening of the session. The definitive agenda shall be made available to the members at least 15 days before the opening of the session.
- B.1.6. The General Assembly or the Council of Members may, with a two thirds majority of the member organisations present and voting, not counting abstentions, include on the agenda new items and resolutions of an important and urgent character.

B.2. EXTRAORDINARY SESSIONS

- B.2.1. An extraordinary session shall take place at the earliest 30, 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 President and the Secretary General.
- B.2.2. The draft agenda shall be made available by the Secretary General 20 days before the extraordinary session takes place.
- B.2.3. The draft agenda shall consist only of items proposed in connection with the calling of the session.
- B.2.4. The Extraordinary General Assembly or the Council of Members may, with a two thirds majority of the member organisations present and voting,

not counting abstentions, include on the agenda new items and resolutions of an important and urgent character.

B.3. CREDENTIALS

B.3.1. Each organisation which is a member of the European Youth Forum shall inform the Secretariat in writing of the names of their representatives at least 30 days before a session of the General Assembly. The list of the delegates is annexed to the minutes of the session. Each full member may delegate two representatives for each General Assembly and one for each Extraordinary General Assembly.

The members have the right to send additional representatives to a General Assembly at their own expenses. These additional representatives will have no voting right and no right to speak.

B.3.2. Each member entitled to vote shall have a voting card.

B.4. ELECTIONS

B.4.1. Applications for any of the elected positions should be submitted 45 days before the meeting of the General Assembly. In case the number of candidates is less than the number of positions open, the meeting may decide to restart the procedure during the meeting itself.

B.4.2. The General Assembly shall elect in the following order: President, Vice-Presidents, Bureau members, members of the Financial Control Commission, members of the Consultative Body.

B.5. CONDUCT OF THE MEETINGS

B.5.1. The General Assembly shall be chaired by the President or by other members of the Bureau, as delegated by the President.

In addition, the General Assembly elects at least two co-chairs to chair the meetings and to conduct the proceedings.

C - RULES OF PROCEDURE - COUNCIL OF MEMBERS

C.1. CREDENTIALS

- C.1.1. Each member will be able to delegate one representative at each meeting.
- C.1.2. Each organisation which is a member of the European Youth Forum shall inform the Secretariat in writing of the name of their representative at least 30 days before a session of the Council of Members. The list of the delegates is annexed to the minutes of the session. The members have the right to send additional representatives to a Council of Members meeting at their own expenses. These additional representatives will have no voting right and no right to speak.

C.2. ORDINARY SESSION

- C.2.1. Notice of an ordinary session and a draft agenda shall be made available by the Secretary General to the members of the Council of Members 45 days in advance.
- C.2.2. The draft agenda shall be prepared by the Bureau.
- C.2.3. The draft agenda shall include notably:
- a report of the President, on behalf of the Bureau,
 - a report of the Secretary General,
 - items proposed for inclusion by a previous Council of Members,
 - finances, based on a report from the Bureau and one of the Financial Control Commission.
- C.2.4. Any member organisation may, within a deadline of 30 days before the meeting, request the Secretariat to include a supplementary item on the agenda.
- C.2.5. As far as possible, all documents required for consideration of the items on the agenda shall be distributed to the Council of Members members, before the meeting.
- C.2.6. In case the date of the Council of Members has to be changed, it shall be changed only after consultation with all the members and with the written approval of two thirds of them.

C.3. EXTRAORDINARY SESSIONS

- C.3.1. The Council of Members may meet in extraordinary session by a notice of 30 days after the receipt of the request at the Secretariat. The date of the meeting shall be determined by the President and by the Secretary General.
- C.3.2. A draft agenda shall be made available by the Secretary General at least ten days before an extraordinary meeting takes place.
- C.3.3. The draft agenda shall consist only of the items proposed in connection with the calling of the extraordinary meeting.

C.4. CONDUCT OF THE MEETINGS

The Council of Members shall be chaired by the President or by other members of the Bureau, as delegated by the President.

D -RULES OF PROCEDURE -PILLAR MEETINGS

D.1. CREDENTIALS

- D.1.1. Before each meeting of the General Assembly or Council of Members a separate meeting of those delegates representing INGYO's and a separate meeting of those delegates representing NYC's shall take place.

D.2. ORDINARY SESSIONS

- D.2.1. Notice of a separate pillar meeting and of its draft agenda shall be made available by the Secretariat to all members at the same moment a notice of a General Assembly or Council of Members is sent.
- D.2.2. The draft agenda shall be prepared by the Bureau member responsible (the Vice-Presidents).
- D.2.3. The separate meetings are chaired by the Vice-Presidents representing the INGYO's, on one hand, and the NYC's, on the other hand. In the absence of one of the Vice-Presidents, this duty is assumed by one of the Bureau Members.
- D.2.4. The draft agenda shall include the preparation of the meeting of the General Assembly or Council of Members.
- D.2.5. Any pillar member may, within a deadline of 30 days before the Council of Members meeting and 45 days before the General Assembly, request the Secretariat to include a supplementary item on the agenda.
- D.2.6. As much as possible, all documents required for consideration of the items on the agenda of the pillar meeting shall be distributed to those attending before the meeting starts.
- D.2.7. At the opening of the General Assembly or Council of Members meeting, a report of the debates in the respective pillar meetings will be presented.

D.3. EXTRAORDINARY MEETINGS

- D.3.1. In case an extraordinary meeting of the General Assembly or Council of Members takes place, separate pillar meetings should be organised.
- D.3.2. The Agenda of this extraordinary pillar meeting is prepared by the Vice-President and distributed among the members according to the normal procedure.

E- RULES OF PROCEDURE - BUREAU

E.1. PRESIDENT

The President is the first representative of the Forum. He/She convenes and chairs, in function of his/her availability, all statutory meetings, with the exception of the Financial Control Commission.

The Vice-Presidents assist the President in his/her duty. They replace him/her in case of absence.

The Bureau assigns amongst its members the duties, which are assigned to it by the work plan. It will inform the member organisations of this duty apportionment. One of the Bureau members shall have the political responsibility of the finances of the Forum.

E.2. MEETINGS

E.2.1. The Secretariat will inform all members of the meetings that are being held and of their agenda.

E.2.2. A draft agenda shall be prepared by the President and by the Secretary General.

E.2.3. Every Bureau member may, within a deadline of ten days before the Bureau meeting, request the President to include a supplementary item on the agenda. The agenda shall be notified to the Bureau members under responsibility of the Secretary General, before the meeting.

F - RULES OF PROCEDURE - SECRETARIAT

The duties of the Secretariat are the following:

- technical preparation and secretariat of the meetings;
 - preparation of the Bureau meetings;
 - execution of the information and documentation policy of the Forum;
 - execution of the political orientations as defined by the Bureau;
 - all other duties necessary to the execution of the orientations and of the work plan.
- F.1. The Secretariat prepares the work of the statutory bodies. It carries out the day to day work of the Forum under the responsibility of the Secretary General.
- F.2. The Secretary General shall supervise and co-ordinate the work of the Secretariat. The Secretary General is responsible, under the guidance and delegation of the Bureau, for the daily functioning of the Forum. He/she shall communicate periodical reports on the Secretariat's activities to Bureau, the Council of Members and the member organisations. He/She shall assist the President, Vice Presidents and the Bureau in their tasks. The Bureau may delegate some of its powers to the secretary-general. The secretary-general is accountable for his/her acts towards the Bureau, the Council of members and the General Assembly, and can be dismissed *ad nutum* by any of them.
- F.3. The Administrative and Financial Director is responsible for personnel issues, technical preparation and support of meetings and day to day financial management and control of the Forum. He/She shall be accountable to the Secretary General.
- F.4. The Administrative and Financial Director is appointed by the Bureau upon proposal from the Secretary General.
- F.5. The other staff members are appointed by the Secretary General after consultation with the Bureau. They are accountable to the Secretary General. No one can be dismissed without consultation of the Bureau.

G - RULES OF PROCEDURE - COMMISSIONS

G.1. COMPOSITION

The Council of Members decides upon the number of members composing the Commissions.

The Commission members are appointed by the Council of Members. Their mandate shall be of a three-year period renewable for an identical period. The mandate starts on the first day of the month following the deliberation of the Council of Members.

A person ceases to be member of a Commission in the following cases:

- resignation;
- death;
- decision of the Council of Members or of the General Assembly;

In case of vacancy, the Council of Members may elect new members to the Commission. The mandate of the new member will take effect on the first day of the month following the deliberation of the Council of Members. It shall be a new three years mandate, renewable once.

G.2. WORKING METHODS

The work of the Commissions is co-ordinated by the Bureau. The Commissions will report to the Council of Members and to the General Assembly and act under responsibility of those bodies.

The Commissions will meet at least twice a year.

Each Commission member will have one vote.

Commissions are chaired by a person appointed by the Bureau.

G.3. WORKING GROUPS

The Commissions may, when they get the agreement of the Bureau, put in place informal groups for the realisation of their duties between the meetings.

H - REGULATIONS FOR NON-PERMANENT WORKING STRUCTURES

H.1. ESTABLISHMENT PROCEDURE

- H.1.1 The Bureau decides on the procedure for the composition of working structures.
- H.1.2 The member organisation may indicate a specific interest to be a member of a working structure.
- H.1.3 The duration of the working structure is determined by the Bureau.
- H.1.4 The Bureau shall regularly review the existence, composition and progress of all working structures in line with the programme priorities as defined by the General Assembly. The Bureau may decide to terminate a working structure, which does not meet the criteria or priorities of the Forum anymore.

H.2. COMPOSITION

- H.2.1. Each working structure acts according to the mandate formulated by the Bureau.
- H.2.2. Bureau Members are entitled to attend the working structures meetings. The working structures are chaired by a person appointed by the Bureau.
- H.2.3 Each person in a working structure shall be nominated by a member organisation and appointed by the Bureau.
- H.2.4 Replacement of delegates in working structures established by the Bureau or any other body is not possible, unless with prior consent of the Bureau.

H.3. INTERNAL WORKING METHODS

- H.3.1 The working structure, with the support of the Secretariat, shall provide the report of its meetings.
- H.3.2 The reports shall be available to all member organisations of the Forum.
- H.3.3 Working structures shall establish their own working rules.

H.4. AMENDMENTS TO REGULATIONS

- H.4.1. These regulations are to be adopted and may only be amended by the General Assembly.

I - STANDING ORDERS FOR MEETINGS

- I.1. If it is the wish of the participants to the meeting, the items for discussion may be apportioned between working commissions that must, however, report to the plenary meeting.
- I.2. The meeting may appoint ad hoc committees to study special questions and report back either during the current session or at the following session.
- I.3. The Chair shall declare the opening and closing of each meeting, present the agenda for approval, direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote and announce the decision. He/She shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.
- I.4. During the discussion, the Chair shall give the floor first to speakers wishing to make points of order (procedure), then to speakers requesting information, then to other speakers.
- I.5. During a discussion, the Chair may announce the list of speakers and with the consent of the meeting, declare the list closed, always provided that the author of the proposal of a motion has the right to speak immediately before the vote. The Chair, however, may accord the right of reply to any delegate if, in his/her opinion, a speech delivered after he/she has declared the list closed makes this desirable.
- I.6. During the discussion, the following procedural motions shall have precedence in the following order over all other proposals or motions before the meeting :
 - motion to reverse the decision of the Chair;
 - motion for the suspension or adjournment of the meeting;
 - motion to adjourn the item under discussion;
 - motion for the closure of debate and an immediate vote;
 - motion to refer the matter to a commission or to the next meeting;
 - motion that the proposal be not put.

In the case of all procedural motions, there shall be one speech for and one speech against, followed immediately by a vote. A simple majority of votes shall be required for the motion to be carried.

- I.7. Should any procedural motion be defeated, the same motion cannot be accepted again unless the Chair is of the opinion that circumstances have materially changed in the meantime.
- I.8. If information is desired of a person holding the floor, he/she shall decide whether or not he/she wishes to be interrupted.
- I.9. After moving a motion the author shall have the right to speak to defend his/her motion. The motion shall then be opened to discussion and amendments: the author may exercise a right of reply immediately before the vote is taken.

- I.10. At the discretion of the Chair a copy of the motion presented in one of the working languages shall be handed to her/him to be recorded and read before a vote is taken.
- I.11. Amendments shall be moved and discussed in accordance with the procedure for motions. Subject to the ruling of the Chair, a motion shall be considered as an amendment to a motion only if it adds to, deletes or revises part of that motion.
- I.12. It shall be in order, in the light of important new information, to move reconsideration of a motion previously adopted during the current session. The motion for reconsideration must be proposed by a member organisation which voted with the majority opinion in the previous vote on the matter.
- I.13. Except when presenting a report no person shall speak for longer than five minutes at any one time without permission from the Chair. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chair.
- I.14. After the voting has commenced, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
- I.15. The meeting can decide to vote separately on parts of a proposal if a member requests that the proposal should be divided.
- I.16. When an amendment is moved to a motion, the amendment shall be voted on first by the General Assembly. When two or more amendments are moved to a proposal, the meeting shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed there from, and so on, until all the amendments have been put to the vote.
- I.17. In cases of equality of votes, the President of the European Youth Forum shall exercise his/her casting vote.
- I.18. When several motions are on the same item, the Chair shall determine the order of voting.
- I.19. When two motions are considered by the Chair as contradictory, he/she shall proceed to a contradictory vote.
- I.20. These standing orders are subordinate to the Statutes and rules of procedure consecutively. They apply to each statutory meeting unless otherwise stated.