

EUROPEAN YOUTH FORUM

statutes

14 November 2008



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Education and Culture DG

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EUROPEAN YOUTH FORUM STATUTES

Adopted by the General Assembly
of the European Youth Forum
Rotterdam, The Netherlands, 14 November 2008
Published at the "Moniteur Belge"

ARTICLE 1: NAME AND REGISTERED OFFICE

- 1.1 The international association shall have the name **European Youth Forum**, hereinafter referred to as the "Forum".
- 1.2 The registered office of the Forum is at 120 rue Joseph II, 1000 Brussels (Belgium).
- The registered office can be transferred to any other location in Belgium, following a decision of the Bureau, published in the Belgian State Journal (Moniteur Belge).
- 1.3 The Forum is an international non-profit association under the Belgian law (AISBL), regulated by the dispositions of title III of the law from 27 June 1921 about the non-profit associations, the foundations and the international non-profit associations.

ARTICLE 2: PURPOSE

- 2.1 The purpose of the Forum, which is not for profit, is to organise studies, research, debates, seminars, meetings, publications, information or actions having the defence of the youth's interest in Europe as goal.
- 2.2 Without prejudice to its scientific and pedagogical purpose, the Forum shall promote issues relevant to its members towards the Council of Europe, the European Union and other policy makers, and shall support, promote and co-ordinate the work of its members.

The Forum shall aim to:

- Be a consultative body for international institutions (European Union, Council of Europe, United Nations Organisation, etc) on all issues relevant to young people and to youth organisations;
- promote youth policy through government and institutional policy;
- influence the policy of international institutions on youth-related issues;
- increase the participation of young people and youth organisations in society as well as in the decision-making process;
- promote the exchange of ideas and experiences, mutual understanding, and equal rights and opportunities among young people in Europe.

ARTICLE 3: MEMBERSHIP

3.1 Membership Criteria

3.1.1 The members of the Forum are National Youth Councils (NYC) and International Non Governmental Youth Organisations (INGYO) in Europe.

Only one NYC shall be accepted as a member in each European State. Exceptions may be agreed by the General Assembly by majority of two thirds, not counting abstentions, where for cultural, constitutional and historic reasons in a certain state it is appropriate for more than one NYC to be accepted as member.

INGYOs cannot become members if they are largely identical in terms of aims, membership and structures of an existing INGYO, which is already a member. This is to be appreciated solely by the General Assembly, by a two thirds majority, abstentions not counted.

3.1.2 The members are natural persons or legal entities registered according to the laws and customs of their state of origin.

3.1.3 The members have to fulfil the following general criteria:

- a) to accept and work for the purpose of the Forum;
- b) to be a non-governmental and not for profit organisation;
- c) to have democratic aims and structures and accept the principles of the European Convention of Human Rights;
- d) to fully acknowledge the Statutes of the Forum;
- e) to work with young people and have a decision making body controlled by young people;
- f) not to be subject to direction in their decisions by any external authority.

3.2 Categories of members and criteria

There are three categories of members on the Forum:

- Full members (A);
- Candidate members (B);
- Observer members (C).

- A. To become full member, the quality of candidate member must be maintained for the two years preceding the membership application.

Full member NYCs have to satisfy the following specific criteria:

- a) be the national co-ordinating body of non-governmental youth organisations in a European State;
- b) be open to all and include most of the main democratic youth movements and organisations on the national level in that State.

Full member INGYOs have to satisfy the following specific criteria:

Either:

Have at least 5000 young members in ten European States, and under no circumstances have less than 300 young members in any one of these ten States;

Or:

Have a motivated recommendation from:

- the Secretary General and Bureau;
- or
- the consultative body which advises the Bureau on membership applications.

B. The **NYC candidate members** have to satisfy following specific criteria:

- a) be the national co-ordination body of non-governmental youth organisations in a European State;
- b) be open to all and represent most of the main democratic youth movements and organisations at the national level in that State.

The **INGYO candidate members** have to satisfy the following specific criteria:

Either:

Have at least 5000 young members in ten European States and under no circumstances have less than 300 young members in any one of those ten States;

Or:

- Have a justified recommendation from:
- the Secretary General and the Bureau;
 - or

- the Consultative Body which advises the Bureau on membership applications.

C. The **NYC observer members** have to satisfy the following specific criteria:

- a) be the national co-ordination body of non-governmental youth organisations in a European State;
- b) be open to all democratic youth organisations at national level.

The **INGYO observer members** have to satisfy the following specific criteria:

Either:

Have at least 3000 young members in six European States and under no circumstances have less than 100 young members in any one of those States;

Or:

Have a justified recommendation from:

- The Secretary General and the Bureau;

or

- the Consultative Body which advises the Bureau on membership applications.

3.3 Membership rights

A. Full members have the following rights:

- Right to vote: each full member shall be entitled to one voting right. However, when several NYCs come from the same State, they will only have one vote, to be divided according to what is stated in the Rules of Procedure;
- right to be present and speak at the General Assembly and Council of Members;
- Right to present candidates for all statutory bodies and working structures of the Forum, and external structures and delegations.

B. Candidate members have the following rights:

- Right to be present and speak at the General Assembly and Council of Members;
- right to present candidates for all working structures of the Forum.

- C. Observer members shall have the following rights:
- Right to be present and speak at the General Assembly and Council of Members;
 - right to present candidates for all non-permanent working structures of the Forum.

3.4 Responsibilities of the members

The members have the responsibility to fulfil in a permanent manner all the criteria stated above and to inform in writing the Forum's Secretary General of any changes relevant to their membership status. (such as changes of statutes and legal status) The Secretary General shall inform the Bureau, who may refer the matter to the General Assembly or Council of Members.

The members have the responsibility to pay the annual membership fee before the end of the year concerned.

The members have the responsibility to participate regularly at the meetings of the Forum, its bodies or working structures.

The members have the responsibility to answer in due time to requests of information connected with the purpose of the Forum.

3.5 Membership applications

- 3.5.1 All membership applications (A, B or C) must be sent by registered mail to the registered office of the Forum, to the attention of the Secretary General. The membership application must be motivated and must contain all elements allowing the appraisal of whether the above-mentioned criteria are fulfilled.

Non-compliance with the above-mentioned conditions (3.5.1.) shall render the application null and void. Therefore, all membership applications which do not respect all of those conditions shall be considered null and void and shall not be taken into consideration.

- 3.5.2 The completed membership application is communicated without undue delay and in any case not later than 30 days to the Consultative Body, which must address a report to the Bureau with regard to the membership application. This report must be justified with regard to the above-mentioned criteria (3.1. and 3.2.).

- 3.5.3 After the report established by the Consultative Body is available to the Bureau, the Bureau shall transfer the membership application together with its recommendation to the General Assembly.
- 3.5.4 The membership application shall be put on the agenda of the General Assembly.
- 3.5.5 The General Assembly shall decide on the admission of a member by a two thirds majority of votes cast, not counting abstentions.
- 3.5.6 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 General Assembly.
- 3.5.7 In case of a negative vote by the General Assembly, a new membership application shall only be taken into consideration after a period of two years has elapsed.
- 3.6 Membership review and end of membership
- 3.6.1 In principle, members acquire their status for an unlimited period of time. However, after expiration of four years as a candidate member, this member becomes automatically an observer member. This review will be in effect on the 1st of January following the end of the fourth year as a candidate member. In this case, the application to become a candidate member again will not be taken into consideration before a period of three years has elapsed. An exception shall be made where the organization has submitted a completed application for full membership within the four years deadline and this is still under analysis by the CBMA.
- 3.6.2 Each member which has not paid its fees before the end of the concerned year, shall automatically lose its voting right as of the 1st of January of the following year. This right can be granted back by decision of the Council of Members if the fees have been paid before the meeting of the Council of Members. If non-payment of the fees lasts longer than one year, the status of member shall be reviewed by the Bureau according to the procedure described hereunder.
- 3.6.3 Whenever one of the members does not fulfil the criteria for its level of membership, the termination of its membership or the review of its status could be decided by the General Assembly by a two thirds majority of votes cast, not counting abstentions, according to the following procedure:
- The demand for review of membership must be introduced by a justified letter signed by at least ten full members or the Bureau, to the Secretary General.

Within 30 days of the reception of the demand, the Secretary General shall transfer the demand to the CBMA and to the concerned member.

- Within one month of the reception of the demand, the member shall be able to address to the CBMA all the information it considers useful to be taken into account by the CBMA.
- The CBMA must address a justified report to the Bureau with regard to the membership review.
- After the report established by the Consultative Body is available to the Bureau, the Bureau shall transfer the membership application together with its recommendation to the General Assembly.

3.6.4 When a member does not respect its obligations, the Bureau can, on its own initiative or after a demand of at least ten full members, decide to withdraw all or part of its rights as a member according to the following procedure:

- The suspension or withdrawal shall be put on the agenda of the Bureau and the concerned member shall be informed of the objections which are made against it.
- The member shall be invited to regularise its situation or to communicate to the Bureau, in a written statement and within one month as of the reception of the demand all the information it considers useful to be taken into account by the Bureau.
- The Bureau can decide by a justified decision to deprive the member of one or more of its rights until that member has regularised its situation.
- After a four year suspension of its rights, the Bureau will have to propose the end of membership of the member at the next General Assembly.

3.6.5 All decisions with regard to a suspension of rights, a revision of status or an end of membership of a member shall take effect immediately.

3.6.6 A member which is wound up, put in liquidation or deceased shall be considered as resigning and shall automatically lose its status of member.

3.6.7 Each member is free to resign from the Forum. The resignation shall be effective as of the eighth day following the reception of a registered letter in which the member informs the Forum of its intention to resign.

3.6.8 A member whose membership has ended or who is resigning shall have no right with regard to the association's assets.

ARTICLE 4: STATUTORY BODIES, SECRETARIAT AND WORKING STRUCTURES

1. The Forum is constituted of the following statutory bodies:

- The General Assembly (4.1);
- the Council of Members (4.2);
- the Bureau (4.3);
- the Financial Control Commission (4.4);
- the Secretary General (4.5);
- the Consultative Body on membership applications(4.6).

2. The Forum has a Secretariat led by the Secretary General.

The Forum may constitute non-permanent working structures by decision of the Bureau.

4.1 General Assembly

4.1.1 Meeting

The General Assembly is the highest decision making body of the Forum. It shall meet at least every two years. When the General Assembly is not convened during a particular year, the annual accounts shall be provisionally ratified by the Council of Members and submitted to vote during the next General Assembly.

4.1.2 Composition

The General Assembly consists of representatives delegated by the members. These representatives cannot delegate their mandate, nor hold several mandates.

The General Assembly is composed of two groups: the GNYC, regrouping the NYCs, and the GINGYO, regrouping the INGYO.

4.1.3 Powers

The regularly constituted General Assembly shall represent all members and shall have the broadest powers to take, execute or ratify all decisions taken in the interest of the association.

The decisions taken by the General Assembly shall be binding for all members, including the absent or dissenting ones.

The General Assembly shall, among others, have the following functions:

- To adopt the policy guidelines and the work plan of the Forum;
- to accept new members;
- to adopt amendments to the Statutes;
- to adopt the Rules of Procedure;
- to adopt the budget and approve the accounts on the basis of a report from the Bureau and the recommendation of the Financial Control Commission;
- to evaluate the work of the Forum based on a report presented by the Bureau and the Secretariat;
- to elect or dismiss the President;
- to elect or dismiss the two Vice Presidents and the eight other Bureau Members;
- to elect or dismiss the Financial Control Commission, as well as the external auditors;
- to disband the organisation.

4.1.4 Extraordinary General Assembly

An Extraordinary General Assembly shall take place:

- a) at the request of the Bureau, addressed in registered letter to the Forum's registered office, for the attention of the Secretary General;
- b) at the request of at least one third of the members, addressed in registered letter to the Forum's registered office, for the attention of the Secretary General;
- c) at the request of the Council of Members, addressed in registered letter to the Forum's registered office, to the attention of the Secretary General.

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4.1.5 Notice

The General Assembly shall be convened by a letter sent at the official address of its members, signed by the President, and sent under responsibility of the Secretary General, at least three months before the ordinary General Assembly and two months before the Extraordinary General Assembly.

Notice for the General Assembly shall at least include the agenda for the Assembly as well as the date and venue.

4.1.6 Quorum and votes

The General Assembly shall validly deliberate only if at least half of its full members are present.

Except when otherwise provided, the General Assembly shall take decisions by a simple majority of the votes cast, not counting abstentions. The General Assembly can only pass urgent resolutions with a two-thirds majority of member organizations present and voting, not counting abstentions.

Whatever the number of present members, each of the two groups (GNYC and GINGYO) shall have an equal number of votes.

The voting procedures in the General Assembly are specified by the Rules of Procedure adopted by this body. Proxy votes are not allowed.

4.1.7 Logbook of deliberations

A logbook of the minutes of General Assemblies shall be kept. The logbook shall be accessible to all members, which may on simple demand, obtain a copy of a deliberation.

4.2 **Council of Members**

4.2.1 Composition

The Council of Members is composed of one delegate for each member (A, B and C).

4.2.2 Powers

The Council of Members has the power to accomplish all acts necessary or useful for the realisation of the purpose of the association, at the exception of powers which are reserved by law or by the Statutes to the General Assembly.

The Council of Members shall have the following functions:

- Elect or dismiss the secretary-general according to the rules of procedure.
- To evaluate the work of the Forum based on a report presented by the Bureau and the Secretariat.

- To oversee the financial situation on the basis of a report from the Bureau and Secretariat and a report from the Financial Control Commission.
- To adopt the changes to the budget between the meetings of the General Assembly.
- To define the policies of the Forum on the basis of the guidelines set by the General Assembly.

4.2.3 Notice

The Council of Members meets twice a year during the years where there is no General Assembly and once a year during the year where there is a General Assembly.

The Council of Members is convened by the Bureau.

The notice is sent at least 45 calendar days in advance to the official address of its members and is signed by the President.

The notice states at least the agenda as well as the venue and date of the meeting. The Council of Members shall meet in places decided by the Bureau.

4.2.4 Quorum and vote

The Council of Members shall validly deliberate only if at least half of the representatives of its full members are present.

Except when provided otherwise, the Council of Members will take decisions on the basis of a simple majority of the votes cast, not counting abstentions. The Council of Members can only pass urgent resolutions with a two-thirds majority of member organizations present and voting, not counting abstentions.

Whatever the number of present members, each of the two groups (GNYC and GINGYO) will have an equal number of votes.

The voting procedures in the Council of Members are specified by the Rules of Procedure adopted by the General Assembly. Proxy votes are not allowed.

4.2.5 Deliberations

A logbook of the minutes of the meeting of the Council of Members will be kept. The logbook shall be accessible to all members, which may on simple demand, obtain a copy of a deliberation.

4.3 Bureau

4.3.1 Composition

The Bureau is composed of 11 persons, nominated by the full members with a voting right:

- The President,
- two Vice-Presidents,
- eight other Bureau members.

All Bureau members are elected by the General Assembly. The duration of their mandate is two years as of the 1st of January following the year of the General Assembly during which they have been elected.

Each member of the Bureau has the possibility to be re-elected only once.

The Secretary General takes part as ex officio member of the Bureau but has no right to vote.

4.3.2 Powers

The Bureau shall have the following tasks:

- To implement the policies determined by the Council of Members in accordance with the guidelines of the General Assembly;
- to prepare meetings of the statutory bodies and working structures;
- to be responsible for the finances;
- to represent the Forum with regard to third parties, represented by the President or the Secretary General;
- to sue in the name of, and defend, the Forum in justice, represented by the Secretary General;
- to give direction to the work of the Secretariat;
- to set the guidelines for the staffing policy;
- to maintain contact with and between the members;
- to participate, if wanted, to all meetings of the Forum and speak at those meetings.

To evaluate the work of the Forum a report presented by the Bureau and the Secretariat will be presented to the Council of Members and the General Assembly.

4.3.3 Quorum and vote

The Bureau may validly deliberate provided half of its members are present. It takes decisions on the basis of a majority of the votes cast. Each member shall have one vote. In case of a tie, the vote of the President or of his/her replacement is prevailing.

4.3.4 Notice

The Bureau shall meet on notice of the President or of at least six of its members. The notice must be sent at the official address of its members at least 15 calendar days in advance and must be signed by the Secretary General.

The notice shall at least state the agenda as well as the venue and the date of the meeting. The Bureau shall meet in a place it judges appropriate.

4.3.5 Deliberations

A logbook of the minutes of the meeting of the Bureau shall be kept. The logbook shall be accessible to all members, which may on simple demand, obtain a copy of a deliberation.

4.3.6 End of mandate

Membership of the Bureau will automatically end in the event of:

- Expiration of mandate;
- death;
- resignation.

Each member of the Bureau can be dismissed *ad nutum* by the General Assembly.

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4.4 Financial Control Commission

4.4.1 Composition

The Financial Control Commission is composed of the following members with voting right:

- Two members from INGYOs elected by the General Assembly, for a two year period starting as of 1st of January following the Assembly during which they have been appointed;
- two members from NYCs elected by the General Assembly, for a two year period starting as of 1st of January following the Assembly during which they have been appointed;

and of the following members without voting right:

- A member of the Bureau appointed by it;
- the Secretary General;
- the Administrative and Financial Director.

The Financial Control Commission elects its Chair from among its members with a voting right. S/he will be representing the Financial Control Commission at the Bureau, at the Council of Members and at the General Assembly. S/he will chair the meetings of the Financial Control Commission and shall have a casting vote in case of a tie during the deliberation. In case of his/her absence, a replacement Chair will be elected by the Financial Control Commission.

4.4.2 Powers

The Financial Control Commission is responsible for the internal audit of the finances of the Forum. It shall act in advisory capacity to the Bureau, Council of Members and the General Assembly. It will present a written report to the Council of Members and to the General Assembly with regard to the annual budget and to the accounts of the Forum.

4.4.3 Meeting and notice

The Financial Control Commission meets at least twice a year on notice addressed by the Chair. The notice is sent to the official address of the members at least 30 calendar days before each meeting.

4.4.4 Quorum and vote

The Financial Control Commission validly deliberates provided half of its members with a voting right are present. It takes its decisions on the basis of the majority of the votes cast. In case of a tie, the vote of the Chair or the replacing Chair is decisive.

4.4.5 Deliberations

A logbook of the minutes of the meetings of the Financial Control Commission shall be kept. The logbook shall be accessible to all members which may on simple demand, obtain a copy of a deliberation.

4.4.6 End of mandate

Membership of the Financial Control Commission ends automatically in the event of:

- Expiration of mandate;
- death;
- resignation;

Each elected member of the Financial Control Commission can be dismissed *ad nutum* by the General Assembly.

4.5 **Secretary General**

4.5.1 Composition

The Secretary General, selected in accordance with the procedure described hereunder and in the rules of procedure.

4.5.2 Selection of Secretary General

The Secretary General is selected by the Council of Members for a two years mandate, renewable once, according to the rules of procedure.

The Bureau can propose to renew the mandate of the secretary-general for another term of two years by making a recommendation to the Council of Members.

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.

The age limit described in article 8 applies to the position.

4.5.3 Powers

The Secretary General shall supervise and coordinate the work of the secretariat. The Secretary General is responsible for the daily functioning of the Forum under guidance and delegation of the Bureau.

4.6 **Consultative Body on Membership Applications**

4.6.1 Composition

The Consultative Body is composed of four members:

- Two members from the INGYO's and two members from the NYC's appointed by the General Assembly on proposition of the Bureau for a period of two years as of 1st of January following the General Assembly during which they have been appointed;

The Consultative Body appoints a Chair from among its members.
The Secretary General assists the Consultative Body.

4.6.2 Powers

The Consultative Body shall address a motivated report on the membership applications by potential members to the Bureau.

4.6.3 Meeting and notice

The Consultative Body meets on notices addressed by its Chair. The notice will be sent to the official address of the members at least 30 calendar days before each meeting.

4.6.4 Quorum and vote

The Consultative Body validly deliberates provided half of its members are present. It shall take its decisions on the basis of the majority of the votes cast. In case of a tie, the vote of the Chair or the replacing Chair is decisive.

4.6.5 Deliberation

A logbook of the minutes of the meeting of the Consultative Body shall be kept.

4.6.6 Exclusion and end of mandate

Membership will automatically end in the following event:

- Expiry of mandate;
- death;
- resignation;

Each member of the Consultative Body can be dismissed *ad nutum* by the General Assembly.

In case a membership in the Consultative Body ends, the Bureau can propose to the General Assembly the nomination of a new member for the rest of the mandate of the Consultative Body.

4.7 **Secretariat**

The Secretariat is composed of:

- An Administrative and Financial Director appointed by the Bureau. S/he shall work under the responsibility of the Secretary General;
- the other staff members appointed by the Secretary General after consultation of the Bureau.

The Secretariat prepares the work of the statutory bodies. It carries out the daily work of the Forum under the responsibility of the Secretary General.

The duties of the Secretariat are more precisely defined in the Rules of Procedure.

The modalities of functioning of these structures are defined by the Rules of Procedure.

ARTICLE 5: BUDGET

5.1 The financial year starts on 1st of January and ends on 31st of December.

The Bureau will submit the accounts for the elapsed financial year and the budget for the next financial year be ratified by the Ordinary General Assembly. In case the General Assembly does not meet during a specific year, the annual accounts will be provisionally ratified by the Council of Members and subject to a vote at the next General Assembly.

5.2 The Forum has its own budget approved by the General Assembly on a proposal from the Bureau and after advice from the Financial Control Commission.

The accounts of the Forum are controlled by an external auditor appointed by the General Assembly.

5.3 The income of the Forum shall be from:

- Membership fees;
- contribution of members, national or international institutions or other organisations or individuals;
- sponsorship;
- grants;
- subsidies and aids.

5.4 The annual membership fee is determined by the General Assembly.

The membership fee is based on equality between the global contribution of INGYO and NYCs.

ARTICLE 6: WINDING-UP AND LIQUIDATION

The winding-up of the Forum can only result from a decision taken by the General Assembly in accordance with the procedure described for the modification of the Statutes.

In the event of liquidation, the General Assembly shall decide on the allocation of the surplus assets, which shall have to be allocated in conformity with the Forum's purpose, i.e. not-for-profit purposes. In any event, the liquidator shall not be allowed to allocate the surplus assets to the members of the Forum.

ARTICLE 7: MODIFICATIONS OF THE STATUTES AND OF THE RULES OF PROCEDURE

7.1 The present Statutes may be amended by the General Assembly with a two thirds majority of votes cast, not counting abstentions.

The proposed amendments must be presented to the Secretariat in writing at least 45 days before the General Assembly and communicated to the members at least 30 days before the General Assembly.

For any decision related to statutory amendments, a two thirds quorum of full members is required. Whenever that quorum is not reached, the next meeting of the General Assembly may validly deliberate on the amendments of the Statutes, if at least one third of the full members are present.

7.2 All changes to the Statutes will come into effect after approval by the competent authority, according to article 50 §3 of the law, and after publication at the annexes of the Belgian State Journal (le "Moniteur Belge") according to article 51 §3 of the referred law.

7.3 The Rules of Procedure shall be adopted by the General Assembly by a majority of two thirds of the votes cast, abstentions not counted.

The Rules of Procedure can be amended by the General Assembly at the majority of two thirds of the vote cast, abstentions not counted.

The proposed amendments must be presented to the Secretariat in writing at least 45 days before the General Assembly and communicated to the members at least 30 days before the General Assembly.

ARTICLE 8: FINAL AND TRANSITIONAL CONSIDERATIONS

8.1 For all elected positions in a body of the Forum, no candidate can be elected if s/he will turn 36 during that mandate.

8.2 For all statutory meetings, the delegates cannot be older than 35 years of age.

8.3 The Statutes are drafted in French and in English. The French version is the official version.

8.4 The official languages of the Forum are the official languages of the High Contracting parties to the European Cultural Convention and the official languages of members organisations. Working languages are English and French. Occasionally other languages can be used as working languages.

8.5

Everything that is not ruled by the present Statutes shall be ruled according to the dispositions of title III of the law from 27 June 1921 about the non-profit associations, the foundations and the international non-profit associations.



EUROPEAN YOUTH FORUM RULES OF PROCEDURE

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Adopted by the General Assembly
of the European Youth Forum
Rotterdam, The Netherlands, 14 November 2008



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 the 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 the 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 INGYO. 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 fulfill 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:

- A report of the Secretary General;
- a 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.

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D - RULES OF PROCEDURE - BUREAU

D.1

PRESIDENT

The President is the first representative of the Forum. S/he 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.

D.2 **MEETINGS**

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

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

D.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.

E - 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.

E.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.

E.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. S/he shall communicate periodical reports on the Secretariat's activities to Bureau, the Council of Members and the member organisations. S/he 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.

E.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. S/he shall be accountable to the Secretary General.

E.4 The Administrative and Financial Director is appointed by the Bureau upon proposal from the Secretary General.

E.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.

F - REGULATIONS FOR NON-PERMANENT WORKING STRUCTURES

F.1 ESTABLISHMENT PROCEDURE

F.1.1 The Bureau decides on the procedure for the composition of working structures.

F.1.2 The duration of the working structure is determined by the Bureau.

F.1.3 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.

F.2 COMPOSITION

F.2.1 Each working structure acts according to the mandate formulated by the Bureau.

F.2.2 Bureau Members are entitled to attend the working structures meetings. The working structures are chaired by a person appointed by the Bureau.

F.2.3 Each person in a working structure shall be nominated by a member organisation and appointed by the Bureau.

F.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.

F.3 **INTERNAL WORKING METHODS**

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

F.4 **AMENDMENTS TO REGULATIONS**

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

G - STANDING ORDERS FOR MEETINGS

- G.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.
- G.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.
- G.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. S/he 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.
- G.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.
- G.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 s/he has declared the list closed makes this desirable.
- G.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.

- G.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.
- G.8 If information is desired of a person holding the floor, s/he shall decide whether or not s/he wishes to be interrupted.
- G.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.
- G.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.
- G.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.
- G.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.
- G.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.
- G.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.

- G.15 The meeting can decide to vote separately on parts of a proposal if a member requests that the proposal should be divided.
- G.16 When an amendment is moved to a motion, the amendment shall be voted on first. 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.
- G.17 In cases of equality of votes, the President of the European Youth Forum shall exercise his/her casting vote.
- G.18 When several motions are on the same item, the Chair shall determine the order of voting.
- G.19 When two motions are considered by the Chair as contradictory, s/he shall proceed to a contradictory vote.
- G.20 These standing orders are subordinate to the Statutes and rules of procedure consecutively. They apply to each statutory meeting unless otherwise stated.



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