

## **INTERNAL RULES**

Adopted by the Board in October 2023

Updated by the Board in March 2024

### **Introduction**

This document sets out the Internal Rules (“Rules of Procedure”, hereinafter: “RoP”) of the international non-profit association “European Youth Forum”, abbreviated “YFJ” (hereinafter: “Association”). The present document complements, and must be read in conjunction with the Statutes of the Association (hereinafter: “Statutes”). In the event of a conflict between the Statutes and these RoP, the Statutes shall prevail. The terms used in the present RoP without definition shall have the meaning assigned to them in the Statutes.

### **Article 1: The Policy Programme**

**1.1:** The Policy Programme shall set the overall political opinion of the Association, while the strategic plan sets out the priorities of the organisation and therefore how the resources of the platform are prioritised. In case of contradictions, the Strategic Plan takes precedence. The activities and subordinate policy papers of the Association may not be contradictory to the Policy Programme.

**1.2:** The Policy Programme is a standing document which does not expire or lose its validity.

**1.3:** The Policy Programme shall be opened for amendments at least once every two (2) years. The Board shall ensure that discussion of the Policy Programme is included in the agenda of at least one (1) meeting of the General Assembly during each term of office of the Board.

**1.4:** Amendments to the Policy Programme must be submitted to the secretariat at least thirty five (35) calendar days before the meeting of the General Assembly, unless another deadline has been determined in the convening notice to the General Assembly sent out in accordance with Article 21.1 of the Statutes.

**1.5:** Amendments to the Policy Programme may be submitted by any Full Member or Observer Member.

**1.6:** The submitter of an amendment must have the possibility to speak before the voting on the amendment occurs.

**1.7:** The amendments shall be moved in the order set forth by the co-chairs of the General Assembly.

**1.8:** Amendments to the Policy Programme are adopted by a simple majority, as defined in Article 76 of the Statutes.

**1.9:** The Board may call one or more Policy Commission(s) to take place prior to or during the meeting of the General Assembly or the Council of Members. The dates for these must be included in the convening notice to the General Assembly sent out in accordance with Article 21.1 of the Statutes. Policy Commissions are working structures dedicated to discuss the content of the motions and eventually other

papers on the agenda of the meeting. They aim to provide space for delegates to discuss the content of the motions and papers, and are aimed at finding compromises, smoothing the subsequent conversation at the statutory meeting and allowing to go more in depth on the topic. They take place ahead of the voting. As a result of the policy commission debates, the submitter of the motion may adapt the text of the motion as desired, and where relevant, policy commission amendments for papers will be agreed upon.

## **Article 2: Motions**

**2.1:** Motions shall set out specific expressions of support or interest of the Association. Motions may not be contradictory to the Policy Programme and cannot lead to a reallocation of resources within the European Youth Forum.

**2.2:** Motions shall retain their validity for two (2) years, but the Board or any Full Member or Observer Member may submit a proposal to the General Assembly to extend their validity for two (2) additional years.

**2.3:** Motions may be submitted by the Board or signed by at least one (1) Full Member until thirty five (35) calendar days before the General Assembly, unless another deadline has been determined in the convening notice to the General Assembly sent out in accordance with Article 21.1 of the Statutes.

**2.4:** Motions are not open to amendments.

**2.5:** Before the Policy Commission, the Secretariat will liaise with the submitting member to discuss the motion and ensure compliance with the policy programme and support consistency of quality and language. This does not in any way affect the power of the members to initiate and submit such motions expressing their political concerns/demands.

**2.6:** The Board shall ensure that one or more Policy Commission(s) will take place prior to or during the meeting of the General Assembly to discuss the motion. The date(s) for these must be included in the convening notice to the General Assembly sent out in accordance with Article 21.1 of the Statutes.

**2.7:** It shall be possible for the submitting Member to modify their draft motion subsequent to the Policy Commission, but prior to the final vote on the motion by the General Assembly. The deadline to submit the final version will be communicated during the policy commission.

**2.8:** The secretariat shall ensure that every motion is proofread before publication.

## **Article 3: Policy Positions**

**3.1:** Policy Positions may be adopted by the Board at any time. Policy Positions may not be contradictory to the Policy programme or motions.

**3.2:** Policy Positions shall be made available to the Members (i) by way of publication

on the website of the Association and (ii) by being included in the minutes of the meetings of the Board which are made available and accessible to the Members in accordance with Article 41.2 of the Statutes.

#### **Article 4: Elections**

**4.1** Members can nominate several candidates for different working structures within one mandate. Due to its independent nature, any member of the Financial Control Commission shall be nominated by a different Member Organisation than the Member Organisation who nominated the candidates for election to the Board.

**4.2** For any election or nomination where more than 60% of the candidates are from only one gender, the Board should re-open the call for a minimum of 10 calendar days for additional candidates of underrepresented genders.

**4.3** If in the first call for applications some post(s) remain vacant, the Board can re-open the call for a minimum of 10 calendar days for additional candidates. However, after that additional call, the call will not re-opened again in case of under-represented genders. For the posts of President and Vice-Presidents, further calls for candidates are made until the positions are filled. For Board members, in case there are still too few candidates *after* the elections, the procedure for co-optation can be used as described in the statutes (article 35.7).

**4.4** Candidates for all elections must be nominated only by one full member with membership rights (meaning those who have paid their outstanding membership fees). The nomination must respect the conditions indicated in the convening notice of the meeting. Candidates must provide (non-exhaustive list, any changes will be notified to members in advance):

- Nomination letter from a full member Organisation
- Acceptance letter of the nomination
- Completed Form on the applying position
- Optional: Supporting letters from any other Member Organisation from the same pillar as the nominating organisation.

As an exception, the President of the Board can be nominated by one full member organisation per pillar, and receive support letters from both pillars.

**4.5** All elections/ratifications shall be organised by the Secretariat, and shall take place under supervision of the Secretary-General and the President. The Secretary-General and the President must not supervise their own ratification or election. Two observers from the observer members, one from each pillar, shall assist and observe elections/ratification at all times.

**4.6** If there is a tie between two or more candidates, the assembly shall proceed to voting with a second ballot. This mentioned ballot will only have the names of the candidates in a tie (meaning that all other candidates from the first ballot will be removed). The result will be:

- 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 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.

**4.7** In order to be elected to the Board, CBMA, FCC or to the AC the candidate is not required to be present at the General Assembly. Presentation of the candidate would then be facilitated via other means.

### **Article 5: Credentials**

**5.1** Each organisation which is a member of the Association shall inform the Secretariat in writing of the names of their representatives at least 30 days before a session of the General Assembly, in accordance with Article 11.6 of the Statutes.

**5.2** In accordance with Article 11.6 of the Statutes, an organisation which is a Member of the Association may change its representative(s) in cases of “proved emergency” and should communicate this change at the earliest convenience. It shall be at the sole discretion of the Secretariat whether a “proved emergency” has occurred and the decision of the Secretariat in this regard shall be final.

The list of the delegates is annexed to the minutes of the session.

**5.3** Each organisation which is a Full Member may delegate two (2) representatives for General Assemblies where ordinary Board, CBMA and/or FCC elections will occur and one (1) representative to all other General Assemblies and Council of Members. The participation costs of these representatives shall be paid by the Association.

Where extraordinary elections occur, i.e. as a result of positions remaining vacant after a prior election or due to the resignation from office of the person previously holding the position, each organisation may delegate one (1) representative.

**5.4** The Secretary General shall provide to the Board, prior to issuing of the notice of the meeting, an assessment of the financial capacity of the Association to fund two (2) representatives for each Full Member at General Assemblies where elections will not occur or Council of Members. Where this assessment indicates that the Association would not face financial hardship nor logistical limitations by funding two (2) delegates for Full Members, the Board may decide to allow Full Members to delegate two (2) representatives to the General Assembly or Council of Members.

**5.5** Each organisation which is an Observer or Associate Member may delegate one (1) representative to the General Assemblies and Council of Members. The participation costs of this representative shall be paid by the Association.

**5.6** Each candidate for election to the Board, CBMA, FCC and/or AC elections shall have their participation costs paid by the Association. The Association may prescribe additional rules if financial hardship or logistical limitations are assessed by the Secretary General.

**5.7** Members can nominate one (1) additional representative to a General Assembly or Council of Members at their own expense. Members must arrange and cover the costs of their own travel and accommodation. Members must also pay a ‘participation fee’ to cover the costs of facilities provided by the Association. Members must pay all debts owed to the Association before they can nominate additional representatives to a General Assembly or Council of Members.

## **Article 6: Standing Orders For Meetings**

**6.1:** The meeting of any body of the Association may appoint *ad hoc* committees to study special questions and report back either during the current meeting or at the following meeting of the concerned body.

**6.2:** The chair of the concerned body 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. They 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.

**6.3:** During the discussion, the chair of the concerned body shall give the floor first to speakers wishing to make points of order (procedure), then to speakers requesting information, then to other speakers.

**6.4:** During a discussion, the chair of the concerned body may announce the list of speakers and declare the list closed, provided that the author of the proposal of a motion has the right to speak before the vote. The chair of the concerned body, however, may accord the right of reply to any Delegate if, in their opinion, a speech delivered after they have declared the list closed makes this desirable.

**6.5:** 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 of the concerned body;
- motion for 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.

The chair of the concerned body shall direct the debate on a procedural motion in accordance with article 4.5 of these RoP. A simple majority of votes, as defined in Article 76 of the Statutes, shall be required for the motion to be carried. Motions may be made by Full Members or Observer Members.

**6.6:** After moving a motion the author shall have the right to speak to defend their motion. The motion shall then be opened to discussion. The author may exercise a right of reply immediately before the vote is taken.

**6.7:** It shall be in order, in the light of important new information, to move reconsideration of a motion previously adopted during the current meeting.

**6.8:** Except when presenting a report no person shall speak for longer than five (5) minutes at any one time without permission from the chair of the concerned body. Discussion of a motion may be curtailed in time by a procedural motion from the floor or by the chair of the concerned body in accordance with article 4.5 of these RoP.

**6.9:** After the voting has commenced, it shall not be interrupted, except on a point of order in connection with the actual conduct of the voting.

**6.10:** The meeting of any body of the Association can decide to vote separately on parts of a proposal if a participant to the meeting requests that the proposal should be divided.

**6.11:** When several motions are on the same item, the chair of the concerned body shall determine the order of voting.

**6.12:** When two (2) motions are considered by the chair of the concerned body as contradictory, they shall proceed to a contradictory vote.

### **Article 7: Confidentiality**

**7.1** Internal documents and documents to be discussed at the Statutory Meetings of the YFJ will be confidential until they are officially adopted. Any information shared before the adoption, will be done under confidentiality and solely for the purpose of internal review, discussion, and collaboration among YFJ members.

**7.2** Violation of this confidentiality clause will be understood as a breach of the YFJ Code of Conduct and an infringement of the interests of the Association.

### **Article 8: Amendments to these Rules of Procedure**

**8.1** In accordance with Article 68.1 of the Statutes, the present Rules of Procedure can be amended or revoked by the Board. In accordance with Article 40.1 of the Statutes, any decision of the Board regarding the amendment or revocation of these RoP requires that at least half of the members of the Board are present or represented (electronically or physically). In accordance with Article 40.3 of the Statutes, the decision to amend or revoke the RoP shall obtain at least a simple majority of the votes cast by the members of the Board present.