

IR Internal Rules of Procedure

Proposers:

Agenda item: 3. Organisational and Governance Documents

Motion text

1. Introduction:

1. These rules of procedure are supplementary and subordinate to the Statutes of Cooperation and Development Network Eastern Europe, hereinafter referred to as CDN.
2. These rules of procedure regulate the implementation of the Statute.
3. In case of contradiction between the Statute and the Rules of Procedure, the former shall prevail.

2. General Assembly Rules of Procedure:

1. The rules of procedure for the efficient realization of the General Assembly (GA) shall be shown and explained at the beginning of every General Assembly.

2. GA announcement and preparation:

1. The location of the General Assembly is to be decided by the Executive Committee based on an open call for the host organisation of the CDN General Assembly.
2. The open call for the host organisation has to be sent at least 120 days before the General Assembly by the Secretariat.
3. If the capacity allows, the study visit for potential host organisation should be organised at least 45 days before General Assembly.
4. The open call for amendments on the documents of CDN, open call for new Member organisations and the open call for new Executive Committee members have to be sent at least 60 days before the General Assembly by the Secretariat.
5. These open calls are to be sent together with relevant applications and other relevant information included.

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6. The collection of all open calls, applications, working group reports and other internal documents needed during the preparation of the General Assembly is included in the file called CDN General Assembly preparation – internal documents, available in the Secretariat.
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7. Changes of these internal documents from 2.2.6 are subject to the EC decision and all of these changes should be presented to the following General Assembly.
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8. Application procedures for membership, and observership:
- The Executive Committee has to formulate a report on the membership application. This report must be written along the membership criteria.
 - The membership application has to be put on the agenda of the General Assembly.
 - Representative of a candidate which is running for membership, or observership has to present the application. If no one to present the organisation is present on the GA, someone from the EC has a mandate to do it.
 - After the presentation of the application, one EC member has to report from the Executive Committee on the application membership to the General Assembly
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9. The draft agenda has to be decided by the Executive Committee.
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10. The announcement of the date and location of the General Assembly has to be sent out by the Secretariat to all member organisations 90 days in advance of the General Assembly. The official invitation to the General Assembly including a draft agenda has to be sent out 90 days in advance.
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11. Each member organisation shall inform the Secretariat of the names of their representatives at 45 days before the General Assembly. Each Member and organisation can send as many representatives as it can afford.
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12. Every second delegate of MOs and POs has to pay participation fee of 10 EUR, unless they are younger than 25.
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13. Any member organisation may propose changes on the agenda. If the proposal is sent five days before GA it has to be circulated through the Network.

- 64 14. Amendments to the documents of CDN and resolutions can be
65 submitted by the Executive Committee, any Member organisation
66 or working group 15 days prior to the GA.
67 1. In case of amendments to amendments as well as
68 amendments to the resolutions the compromise can
69 be
70 reached between the proposers during the GA and a
71 new
72 version/alternative can be suggested.
- 73 2. Emergency resolutions can be submitted after the
74 deadline but no later than the opening of the General
75 Assembly. The Executive Committee should decide if
76 the
77 resolution is eligible to be discussed and voted on.
- 78 15. Applications for new Member, and Observer organisations and
79 applications for new Executive Committee members have to be
80 submitted according to the Open call latest 30 days prior to
81 the GA.
- 82 16. If the minimum criteria from the Statutes are not met, the
83 Open call will be extended till the first day of the GA.
- 84 17. Amendments on the documents of CDN, applications for new
85 Member and organisations and applications for new Executive
86 Committee members (together with other necessary documents
87 requested in the call) will be sent to the Network at least 10
88 days before the General Assembly if sent to the Secretariat
89 until that point.
- 90 18. The legal fulfilment of all obligations of the General
91 Assembly described in Statutes and the IRPs has to be
92 validated by 2/3 majority of the present organisations before
93 the start General Assembly. This is verification that GA is
94 entitled to make valid decisions according to the quorum
95 prescribed by the Statutes and IRPs.
- 96 19. At least 30 days before the General Assembly Presidency,
97 consisting of at least 3 and maximum of 6 persons, is to be
98 selected by the EC of CDN and ratified by the GA. The main
99 responsibilities of the Presidency is to:
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- chair the meeting;
 - give word to the presenters;
 - read out the amendments;
 - moderate the discussions;

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- 101 ■ make the call for voting;
- 102 ■ count votes after each voting;
- 103 ■ make sure that voting and elections are taken according
104 to the IRPs and Statutes
- 105 ■ take down the minutes of the GA
- 106 20. The presidency members cannot be running for any positions, or
107 be members of organisations that are running for membership of
108 CDN, they should be unbiased and cannot make content-related
109 comments regarding any of the candidates or amendments.
- 110 21. The General Assembly has to approve the final agenda before
111 any further proceedings can take place.
- 112 22. Once approved, the agenda can be modified during the General
113 Assembly by 2/3 majority.
- 114 23.
- 115 EC recommends the number of members to be elected for the new
116 EC. This recommendation should be announced in the call for
117 the EC candidates. The General Assembly confirms the decisions
 by 2/3 majority.
- 118 3. Voting and elections:
- 119 1. Every Member organisation has two votes on the General
120 Assembly. Votes can be distributed between one or two
121 delegates attending General Assembly. Candidates for the
122 Executive Committee do not have voting rights.
- 123 2. Unless otherwise determined, votes are taken by showing the
124 voting card. If any of the delegates propose secret voting it
125 should be put on vote and if passes by simple majority, secret
126 voting should take place
- 127 3. Each delegate entitled to a vote shall have a voting card.
- 128 4. Elections for EC and candidate MOs, POs and OOs must be by
129 secret voting.
- 130 5. The quorum can be questioned at any time by any delegate.
- 131 6. Definition of voting majorities:
132 ■ Present votes at the General Assembly: all registered
133 votes at the beginning of a General Assembly;

- 134 ■ Supermajority : At least 2/3 of present votes;
- 135 ■ Absolute majority: 50% plus one vote of present votes;
- 136 ■ Simple majority: the highest number of all present
- 137 votes.
- 138 7. In principle, all decisions must be made with an absolute
- 139 majority of vote, unless determined otherwise. Only final
- 140 adoption of the organisational documents (IRPs, Political
- 141 Platform, Statutes) require 2/3 majority.
- 142 8. For the membership in CDN as a MO/OO a 2/3 majority in favour
- 143 of the present votes at the General Assembly is required.
- 144 9. For the election of the Secretary-General, a candidate must
- 145 secure a majority of all present votes at the General
- 146 Assembly. In the event that no candidate achieves an absolute
- 147 majority in the first round, a second round of voting will be
- 148 conducted. If, after the second round, no candidate secures a
- 149 majority, the candidate with the highest number of votes will
- 150 be selected for the position of Secretary-General. In the case
- 151 of a tie among candidates in the second round, subsequent
- 152 rounds of voting will occur until one candidate obtains a
- 153 majority.
- 154 10. For becoming member in the CDN Executive Committee a 2/3
- 155 majority in favour of all present votes at the General
- 156 Assembly is required.
- 157 11. If more candidates secure a 2/3 majority of votes in favor
- 158 than there are available seats, the candidate with the highest
- 159 number of votes in favour will decide.
- 160 12. If one or more candidates get less than 2/3 majority in favour
- 161 of all present votes at the General Assembly,

162 4. **Minutes:**

- 163 1. The Minutes are to be written by members of the presidency.
- 164 The Minutes are to be passed on from the Secretary General
- 165 within 21 days after the end of the General Assembly to all
- 166 Member and organisations.
- 167 2. The Minutes of the General Assembly has to include all
- 168 resolutions, decisions, motions and votes together with the
- 169 necessary explanatory information.

- 170 3. The list of the delegates is annexed to the minutes of the
171 session.

172 **3. Executive Committee rules and procedures:**

- 173 1. After the end of the General Assembly, the new Executive Committee
174 shall have its first meeting together with the members of the former
175 Executive Committee.
- 176 2. The summary of the minutes of the live EC meetings has to be
177 published latest 30 days after the EC meeting, unless there are
178 justified circumstances and accompanied by an explanation by the
179 Secretariat.
- 180 3. On every Executive Committee Meeting the last meeting's minutes
181 should be checked and approved.
- 182 4. Each physical meeting should be announced to the Network at least 15
183 days prior to the meeting and regular e-meeting time should be
184 published at website
- 185 5. Comments, suggestions and proposals can be sent by any MO and these
186 motions have to be discussed during the meeting.
- 187 6. Each Executive Committee Meeting has a standard form for the Agenda
188 of the Meeting. This form should be completed and sent to the EC
189 list at least five days prior to the meeting.
- 190 7. The Agenda should be annexed by documents and information needed to
191 further explain points of the Agenda.
- 192 8. The list of issued calls and report of official correspondence
193 should be prepared for every Executive Committee Meeting.
- 194 9. The Executive Committee can make decisions on a non-objection basis
195 between the meetings, unless requested otherwise by one of the EC
196 members or by the Sec-Gen and in that case this issue has to be on
197 the Agenda on the following Executive Committee Meeting.
- 198 10. In case of EC member's unnotified absence for over 30 days, the rest
199 of the EC has a right to co-opt a new person until the end of their
200 mandate upon:
201 ■ exhausting the means of reaching out to the missing EC member;
202 ■ informing the Member Organisations about it.
- 203 1. The new EC member should be co-opted by consensus of all the
204 remaining EC members after a dedicated discussion. When
205 possible, the new EC member will be elected in a democratic
206 way, via online election of registered delegates. This person
207 should be satisfying the EC candidate criteria stated in the
208 previous GA calls.

- 209 11. In case of EC member's notified absence for more than 45 days, the
210 EC has right to co-opt a new person based on the same principles as
211 in the previous point. Exceptions can be made for force majeure
212 situations like war, etc.
- 213 12. In case of SS violation or harm to the organisation by an EC member,
214 their continuation or termination of mandate can be decided by a 2/3
215 majority vote within the EC. If SS violator is a member of the
216 secretariat, their contract may be terminated by a 2/3 majority vote
217 from EC. The person who is subject to vote does not participate in
218 the voting, and the 2/3 majority is defined by the number of members
219 in the EC with a voting right.
- 220 13. The procedure for decisions on non-objection basis:
221 ■ A deadline shall be set by the Secretary General for the EC
222 members to give their vote on the issue concerned.
- 223 ■ In case one of the EC member does not give their vote in due
224 time, their vote will be automatically counted as positive
225 (approval).
- 226 ■ Derogation from this is accepted only if the respective EC
227 member has announced in advance to the rest of the EC and
228 Secretariat that they will not be available for communication
229 for a certain period of time that coincides with the decision-
230 making period.
- 231 ■ In this case the decision is either postponed until all EC
232 members are available or the vote of the absent EC member will
233 be counted as they specify in their note of absence
- 234 14. The Executive Committee can establish financial regulations
235 concerning travel expenses for participants at any CDN activity or
236 meeting of CDN bodies within the confines of the Financial Plan.
237 Unless other financial regulations are decided upon by the EC the
238 general rule for all CDN events is that participants who are subject
239 to reimbursement can only get reimbursed for their travel costs only
240 in the case of 85% of their attendance of official programme
241 (exceptions can be made under adequately justified circumstances).
- 242 15. These financial regulations have to be transparent to all which are
243 subject to that.
- 244 16. The Executive Committee should comprise of 5-7 people with different
245 responsibilities::
246 ■ Chairperson
- 247 ■ Treasurer
- 248 ■ Secretary

249 ■ eventually Vice-Chairperson

250 17. Further responsibilities and tasks are defined by Internal
251 Delegation Order, which outlines the authority granted to one or
252 more individuals to make decisions on behalf of CDN, as well as the
253 procedures involved, where applicable. It is adopted by the
254 Executive Committee on an annual basis with 2/3 majority, detailed
255 procedres are defined within the document.

256 18. The Treasurer is obliged to make a financial update to the EC at
257 every physical meeting (including general expenditures and incomes).
258 The treasurer also presents a detailed annual financial report to
259 the MOs and POs at the General Assembly at the end of their mandate.

260 4. These Executive Committee positions are to be chosen by Executive
261 Committee members from amongst themselves and this decision, alongside
262 adopted delegation order, has to be published after the first in-person EC
263 meeting.

264 5. In case of the lack of capacities, the Executive Committee has a right to
265 delegate a person outside of the EC (member of MO, OO, alumni, WG member,
266 etc.) to represent CDN on certain occasions. A written report has to be
267 presented to the Executive Committee during 10 days after the end of the
268 event.

269 6. All EC members should be coming from the countries of Central and Eastern
270 Europe and located in the countries of Central and Eastern Europe, or the
271 neighbouring regions (EU/EEA, North Africa, Middle East, Central Asia)
272 during the whole mandate. An exception can be made if EC member travels to
273 different region for a maximum of 2 months period. In case this is not
274 satisfied, the EC has the right to replace this EC member according to
275 point 3.1.10.

276 7. All Executive Committee Members are obliged to respect and represent the
277 wider interests of CDN and not solely represent the interests of their
278 organisation.

279 8. Executive Committee tasks include the following:

- 280 ◦ Making strategic and political decisions concerning the organisation
281 during their term - based on the strategy and CDN's best interest;
- 282 ◦ Contribute to the implementation of Activity Plan, shaping and
283 adhering to the political direction while ensuring alignment with
284 the strategy;
- 285 ◦ Maintaining close and continuous communication with Member
286 organisations;
- 287 ◦ Monitoring work-flow of CDN structures;;
- 288 ◦ Representing and promoting CDN during its and partners' activities;

- 289 ◦ Actively participating in the regular online and in-person EC
290 meetings .
- 291 ◦ Keeping track of the well-being of CDN's Office
- 292 **9. Study visits**
- 293 1. The study visit is the tool to get an overview of an organisation.
- 294 2. The EC mandates one or several persons to perform the study visit.
- 295 3. Project study visit is obligatory for every international project
296 and activity of CDN and it must gather all necessary information
297 concerning the activity, capability and ability of an organisation
298 especially concerning their obligations as a host organisation
299 (including the preparation, facilities, local circumstances and
300 hosting environment of the activity).
- 301 4. At the end of the study visit, the appointed persons have to send
302 the report on the study visit to the members of the EC, not later
303 than 45 days after the study visit. The report has to provide clear
304 and objective picture of the situation so that, based on that
305 Report, the EC members can make relevant decisions.

306 **10. Member, and Observer organisations:**

- 307 1. The definition of Member and organisation is explained in detail in
308 the Statutes.
- 309 2. Observer organisations have the right to fully participate in CDN's
310 events and Working Groups. Furthermore, observer organisations have
311 the right be present at the General Assembly. Reimbursement of
312 travel costs to statutory meetings will be done according to CDN's
313 financial possibilities. Observer organisations are not necessarily
314 bound to Eastern Europe geographically but express interest in the
315 political and topical issues of the region and want to get involved
316 and contribute to CDN.
- 317 3. Criteria for becoming a Member, or Observer organisation:
- 318 1. General criteria:
- 319 1. Youth organisation (NGO, Youth wing of Green party,
320 youth movements, youth of organisations that are
321 dealing
 with issues applicable with CDN aims)
- 322 2. Do not need to be registered, but statutes needed

- 323 2. Sustainability criteria:
324 1. Not one project-based organisation
- 325 2. Democratic structure (as understood by the GA on an
ad
326 hoc basis)
- 327 3. Value and issue criteria:
328 1. Compatible with CDN Political Platform
- 329 2. Open for Green values as a whole, even if actions are
330 streamed towards specific issues
- 331 4. All Member, and Observer organisations must name one contact
332 person from their organisation and provide contact details to
333 the Secretariat.
- 334 5. Member, and Observer organisations can send comments,
335 suggestions and proposals to the EC or Secretariat at any
336 time. EC or Secretariat has to reflect to this motion latest 7
337 days after receiving.
- 338 6. Dismissal and suspension of Member, or Observer organisations
339 is explained in detail in the Statutes.

340 11. Working groups and Action teams:

- 341 1. The Executive Committee may set up a Working Group if the following
342 conditions are fulfilled:
- 343 ■ The initiative working group is active for one year and had at
344 least two meetings;
 - 345 ■ Working on a specific topic or goal to achieve that is
346 according to the Political Platform of CDN and its objectives;
 - 347 ■ It has its own aims, goals and has activity plan for the
348 following year;
 - 349 ■ It consists of at least 3 members from different Mos, OOs or
350 other organisations or interested individuals from different
351 countries;
 - 352 ■ The Executive Committee is keeping the right not to set up the
353 Working Group even if the conditions above are fulfilled. In
354 that case is EC has to formulate and published the reasons for
355 that;

356 ■ It is recommended that one EC member is a member of the
357 Working Group. If there is no EC member in the Working Group
358 EC has to choose one of its members to follow its work. The EC
359 has to follow the main developments in the WG and be always
360 able to update the rest of EC regarding changes in the WG.

- 361 2. The Working Group should have at least one meeting per year.
- 362 3. Working Groups are obliged to send a report on their activities and
363 plans to the General Assembly.
- 364 4. Working Groups can propose project ideas to the EC and develop them
365 further with the consultative role of the Project Coordinator and
366 the EC responsible. CDN will then can apply for the project in the
367 WG name, the project coordinator will be selected by the Executive
368 Committee.
- 369 5. Executive Committee can terminate the Working Group if there is
370 violation of CDN Statutes, IRPs, or Political Platform, if there is
371 no activity for a year and no initiative for the following year, or
372 on the wish of the Working Group itself.
- 373 6. Each WG has a right to propose to the GA a social media campaign
374 that should last a maximum of 2 months. In case the campaign becomes
375 part of the CDN activity plan, the videos, pictures, texts and any
376 other materials that will be uploaded on CDN social media, should be
377 sent to the EC for comments at least 2 weeks before the start of the
378 campaign and the whole campaign, including the visual identity and
379 content, should be reviewed and confirmed by the EC and/or
380 Secretariat.
- 381 7. Action Teams are comprised of three or more people who collaborate
382 to accomplish specific aims or objectives within the organisation.
383 These teams are formed to initiate and execute projects, actions, or
384 campaigns aimed at advancing CDN's mission and goals. Action Teams
385 operate under the guidance and approval of the Executive Committee,
386 ensuring alignment with the organisation's Political Platform.

387 12. Preptteams:

- 388 1. Preptteams are temporary bodies for the planning, organisation and
389 follow- up of specific projects.
- 390 2. Prep team members are selected by the EC via an open call. In case
391 of prep team member opting out, EC can co-opt a new prepteam member.
- 392 3. At least one EC member should be part of the prepteam and be a
393 communication person between prepteam and EC.

- 394 4. Prepteam can take decisions regarding the project independently and
395 can consult EC for a support or in case of internal problems.

396 **13. Office rules and procedures:**

- 397 1. The daily work of the Network is carried out by the
398 Office/Secretariat under the responsibility of the Secretary
399 General.
- 400 2. The Secretary General is elected for a two-year term by the General
401 Assembly. Pre-selection of candidates is carried out by Executive
402 Committee in accordance with the delegation order. Candidates not
403 selected by the Executive Committee can still run for the position
404 and present themselves at the General Assembly minding that they
405 will not have support of the Executive Committee. Final decision is
406 made by the General Assembly. The term of the Secretary General may
407 be extended once but cannot exceed two terms in total. The duration
408 served as an "interim Secretary General" does not count toward the
409 official mandate duration.
- 410 3. The Secretary General is responsible for the legal representation of
411 the organisation; managing the secretariat; coordinating the work of
412 the Executive Committee; supervising the HR processes; supervising
413 statutory activities; overseeing finances with the relevant employee
414 and a treasurer; overseeing external communication; keeping good
415 communication with partners and relevant stakeholders; representing
416 the organisation to 3rd parties; tracking and monitoring major
417 political and social developments throughout Eastern Europe.
- 418 4. The Secretary General has to be selected by the 2/3 majority of the
419 Executive Committee.
- 420 5. All members of the office are appointed by the Executive Committee
421 based on the proposal by the Secretary General. EC cannot dismiss
422 any member of the office without the consultation of the Secretary
423 General.
- 424 6. The office is responsible for:
425 ■ Daily Management of the organisation;
- 426 ■ Supervising of development and responsibility of all formal
427 contract obligations of projects towards funders;
- 428 ■ External communications with 3rd parties (administrative
429 responsible contacts) i.e. fundraiser, organisations;
- 430 ■ Coordination and facilitation of the CDN Activity Plan and
431 Strategy Statement;

- 432 ■ Support of the EC work and facilitation of EC meetings;
 - 433 ■ Reporting of all of its responsibilities to the EC;
 - 434 ■ Other duties and responsibilities of the office are explained
 - 435 in the internal documents of CDN and secretariat contracts.
- 436 7. The detailed explanation of the work and responsibilities of the
 - 437 members of the office are written and described their contracts.
 - 438 8. The Executive Committee has to publish an open call for candidates
 - 439 for any paid position longer than 3 months.
 - 440 9. Short term employees for up to 3 month can be excluded from the open
 - 441 call.
 - 442 10. The selection criteria for an employee will be decided by the
 - 443 Executive Committee.

444 14. **Age limitations in events and structures:**

- 445 1. Participants of CDN events can't be older than 35 at the moment of
- 446 applying, while only 15% can be older than 30;
- 447 2. Prep Team members can't be older than 35 at the moment of applying
- 448 for PT, while only 1/4 can be older than 30;
- 449 3. EC members can't be older than 35 in at the moment of applying for
- 450 EC, while only 1/4 can be older than 30
- 451 4. Office members can't be older than 35;
- 452 5. WG members should not be older than 35;
- 453 6. Members of temporary structures (presidency, electoral committee,
- 454 etc.) can't be older than 35 years old;

455 15. **CDN Events**

- 456 1. In order to minimise the environmental impact of our events, all
- 457 participants, PT members, EC, office, guests and trainers should be
- 458 travelling by land to CDN events, in case their trip would last less
- 459 than 15 hours. An exception can be made for people that have health-
- 460 related issues, or urgent obligations that do not allow them to have
- 461 long travels (e.g. work, exams, etc.).
- 462 2. At events CDN and LPT should strive for participants to have
- 463 sustainable and nutritiously balanced vegan or vegetarian diet,

464 unless they require different nutrition based on their medical
465 requirements.