

## IR Internal Rules of Procedure

Organization: CDN

Resolution date: 12.03.2023

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.

- 25 5. These open calls are to be sent together with relevant  
26 applications and other relevant information included.
- 27 6. The collection of all open calls, applications, working group  
28 reports and other internal documents needed during the  
29 preparation of the General Assembly is included in the file  
30 called CDN General Assembly preparation – internal documents,  
31 available in the Secretariat.
- 32 7. Changes of these internal documents from 2.2.6 are subject to  
33 the EC decision and all of these changes should be presented  
34 to the following General Assembly.
- 35 8. Application procedures for membership, and observership:  
36 ■ The Executive Committee has to formulate a report on the  
37 membership application. This report must be written  
38 along the membership criteria.
- 39 ■ The membership application has to be put on the agenda  
40 of the General Assembly.
- 41 ■ Representative of a candidate which is running for  
42 membership, or observership has to present the  
43 application. If no one to present the organisation is  
44 present on the GA, someone from the EC has a mandate to  
45 do it.
- 46 ■ After the presentation of the application, one EC member  
47 has to report from the Executive Committee on the  
48 application membership to the General Assembly
- 49 9. The draft agenda has to be decided by the Executive Committee.
- 50 10. The announcement of the date and location of the General  
51 Assembly has to be sent out by the Secretariat to all member  
52 organisations 90 days in advance of the General Assembly. The  
53 official invitation to the General Assembly including a draft  
54 agenda has to be sent out 90 days in advance.
- 55 11. Each member organisation shall inform the Secretariat of the  
56 names of their representatives at 45 days before the General  
57 Assembly. Each Member and organisation can send as many  
58 representatives as it can afford.
- 59 12. Every second delegate of MOs and POs has to pay participation  
60 fee of 10 EUR, unless they are younger than 25.
- 61 13. Any member organisation may propose changes on the agenda.  
62 If  
63 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  
75 General  
76 Assembly. The Executive Committee should decide if  
77 the  
78 resolution is eligible to be discussed and voted on.
- 75 15. Applications for new Member, and Observer organisations and  
76 applications for new Executive Committee members have to be  
77 submitted according to the Open call latest 30 days prior to  
78 the GA.
- 79 16. If the minimum criteria from the Statutes are not met, the  
80 Open call will be extended till the first day of the GA.
- 81 17. Amendments on the documents of CDN, applications for new  
82 Member and organisations and applications for new Executive  
83 Committee members (together with other necessary documents  
84 requested in the call) will be sent to the Network at least 10  
85 days before the General Assembly if sent to the Secretariat  
86 until that point.
- 87 18. The legal fulfilment of all obligations of the General  
88 Assembly described in Statutes and the IRPs has to be  
89 validated by 2/3 majority of the present organisations before  
90 the start General Assembly. This is verification that GA is  
91 entitled to make valid decisions according to the quorum  
92 prescribed by the Statutes and IRPs.
- 93 19. At least 30 days before the General Assembly Presidency,  
94 consisting of at least 3 and maximum of 6 persons, is to be  
95 selected by the EC of CDN and ratified by the GA. The main  
96 responsibilities of the Presidency is to:  
97 ■ chair the meeting;  
98 ■ give word to the presenters;  
99 ■ read out the amendments;

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- 100                   ■ moderate the discussions;
- 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.   EC recommends the number of members to be elected for the  
          new  
115           EC. This recommendation should be announced in the call for  
116           the EC candidates. The General Assembly confirms the decisions  
117           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. Majorities needed for decisions:  
139 ■ Activity Report of present year: 2/3 majority in favour  
140 of present votes at the General Assembly is required.
- 141 ■ Financial Report of present year: 2/3 majority in favour  
142 of present votes at the General Assembly is required.
- 143 ■ In case of disapproval by the General Assembly, the  
144 Activity and the Financial Report for the previous year  
145 has to be redone by the new Executive Committee based  
146 on  
147 the comments of the GA within the next 2 months and  
148 distributed to the MOs. For approval a 2/3 majority in  
favour of all MOs by email is needed within 30 days.
- 149 8. For the membership in CDN as a MO/OO a 2/3 majority in favour  
150 of the present votes at the General Assembly is required.
- 151 9. For becoming member in the CDN Executive Committee a 2/3  
152 majority in favour of all present votes at the General  
153 Assembly is required.
- 154 10. If several candidates get more than two third majority in  
155 favour of all present votes than the highest number of votes  
156 in favour will decide.
- 157 11. If one or more candidates get less than 2/3 majority in favour  
158 of all present votes at the General Assembly, then in case  
159 of:
- 160 ■ 1 candidate: the place in the Executive Committee  
161 remains empty
- 162 ■ 2 candidates: an absolute majority of present votes in  
163 favour at the General Assembly in a second round is  
164 required. If both candidates get more than an absolute  
165 majority than the candidate with the highest number of  
166 votes in favour will pass. In case there is a draw among  
167 the candidates, the next round of voting should be done  
168 among those two. The candidate with a higher number of

169 votes and absolute majority will become the next member  
170 of EC. In case there is a draw again or none of the  
171 candidates reach absolute majority, the spot in the EC  
172 will be left vacant.

173 ■ 3 or more candidates: The candidate with the highest  
174 number of votes considering they have absolute majority  
175 in favour in the second round will pass. In case there  
176 is a draw among two or more candidates, the next round  
177 of the voting should be done among those candidates. The

178 candidate with a higher number of votes and absolute  
179 majority will become the next member of EC. In case  
180 there is a draw again a third round of election should  
181 take place. In case there is a draw again or none of the  
182 candidates reach absolute majority, the spot in the EC  
183 will be left vacant.

184 12. Statute voting procedure is explained in detail in the  
185 Statutes.

186 13. IRP voting procedure:  
187 ■ Simple amendments require absolute majority in favour of  
188 all present votes at the General Assembly;  
189 ■ Whole Chapters require 2/3 majority in favour of present  
190 votes at the General Assembly;  
191 ■ Whole document requires 2/3 majority in favour of all  
192 present votes at the General Assembly.

193 14. Political Platform voting procedure:  
194 ■ Simple amendments require absolute majority in favour of  
195 all present votes at the General Assembly;  
196 ■ Whole Chapters require 2/3 majority in favour of present  
197 votes at the General Assembly;  
198 ■ Whole document requires 2/3 majority in favour of all  
199 present votes at the General Assembly.

200 15. The Strategy statement, resolutions and any other documents of  
201 CDN requires an absolute majority in favour of all present  
202 votes at the General Assembly.

203 16. The Financial Plan of CDN requires a 2/3 majority in favour of  
204 all present votes at the General Assembly. The Financial Plan  
205 has to be approved before closing the General Assembly.

- 206 17. The Activity Plan of CDN requires a 2/3 majority in favour of  
207 all present votes at the General Assembly.
- 208 18. In case of disapproval, changes can be done during the meeting  
209 to put the Activity Plan of CDN for the present year to vote  
210 again. In case of further disapproval, a new Activity Plan for  
211 the present year based on the comments of the General  
212 Assembly  
213 has to be done by the new elected Executive Committee and  
214 distributed to the Member organisations within 2 months for  
215 voting by email. A 2/3 majority in favour of all Member  
216 organisations is required within 30 days.
- 217 19. Activity and Financial Report should be presented in  
218 comparison with respective Activity and Financial Plan for the  
219 same year (adopted on previous GA), including deviations and  
reasons for the same.

#### 220 4. Minutes:

- 221 1. The Minutes are to be written by members of the presidency.  
222 The Minutes are to be passed on from the Secretary General  
223 within 21 days after the end of the General Assembly to all  
224 Member and organisations.
- 225 2. The Minutes of the General Assembly has to include all  
226 resolutions, decisions, motions and votes together with the  
227 necessary explanatory information.
- 228 3. The list of the delegates is annexed to the minutes of the  
229 session.

#### 230 3. Executive Committee rules and procedures:

- 231 1. After the end of the General Assembly, the new Executive Committee  
232 shall have its first meeting together with the members of the former  
233 Executive Committee.
- 234 2. The summary of the minutes of the live EC meetings has to be  
235 published latest 30 days after the EC meeting, unless there are  
236 justified circumstances and accompanied by an explanation by the  
237 Secretariat.
- 238 3. On every Executive Committee Meeting the last meeting's minutes  
239 should be checked and approved.
- 240 4. Each physical meeting should be announced to the Network at least 15  
241 days prior to the meeting and regular e-meeting time should be  
242 published at website

- 243 5. Comments, suggestions and proposals can be sent by any MO and these  
244 motions have to be discussed during the meeting.
- 245 6. Each Executive Committee Meeting has a standard form for the Agenda  
246 of the Meeting. This form should be completed and sent to the EC  
247 list at least five days prior to the meeting.
- 248 7. The Agenda should be annexed by documents and information needed to  
249 further explain points of the Agenda.
- 250 8. The list of issued calls and report of official correspondence  
251 should be prepared for every Executive Committee Meeting.
- 252 9. The Executive Committee can make decisions on a non-objection basis  
253 between the meetings, unless requested otherwise by one of the EC  
254 members or by the Sec-Gen and in that case this issue has to be on  
255 the Agenda on the following Executive Committee Meeting.
- 256 10. In case of EC member's unnotified absence for over 30 days, the rest  
257 of the EC has a right to co-opt a new person until the end of their  
258 mandate upon:  
259
  - exhausting the means of reaching out to the missing EC member;
  - informing the Member Organisations about it.
- 260 1. The new EC member should be co-opted by consensus of all the  
261 remaining EC members after a dedicated discussion. When  
262 possible, the new EC member will be elected in a democratic  
263 way, via online election of registered delegates. This person  
264 should be satisfying the EC candidate criteria stated in the  
265 previous GA calls.  
266
- 267 11. In case of EC member's notified absence for more than 45 days, the  
268 EC has right to co-opt a new person based on the same principles as  
269 in the previous point. Exceptions can be made for force majeure  
270 situations like war, etc.
- 271 12. In case of SS violation or harm to the organisation by an EC member,  
272 their continuation or termination of mandate can be decided by a 2/3  
273 majority vote within the EC. If SS violator is a member of the  
274 secretariat, their contract may be terminated by a 2/3 majority vote  
275 from EC. The person who is subject to vote does not participate in  
276 the voting, and the 2/3 majority is defined by the number of members  
277 in the EC with a voting right.
- 278 13. The procedure for decisions on non-objection basis:  
279
  - A deadline shall be set by the Secretary General for the EC  
280 members to give their vote on the issue concerned.

- 281                   ■ In case one of the EC member does not give their vote in due  
282                   time, their vote will be automatically counted as positive  
283                   (approval).
- 284                   ■ Derogation from this is accepted only if the respective EC  
285                   member has announced in advance to the rest of the EC and  
286                   Secretariat that they will not be available for communication  
287                   for a certain period of time that coincides with the decision-  
288                   making period.
- 289                   ■ In this case the decision is either postponed until all EC  
290                   members are available or the vote of the absent EC member will  
291                   be counted as they specify in their note of absence
- 292   14.   The Executive Committee can establish financial regulations  
293       concerning travel expenses for participants at any CDN activity or  
294       meeting of CDN bodies within the confines of the Financial Plan.  
295       Unless other financial regulations are decided upon by the EC the  
296       general rule for all CDN events is that participants who are subject  
297       to reimbursement can only get reimbursed for their travel costs only  
298       in the case of 85% of their attendance of official programme  
299       (exception can be made under adequately justified circumstances).
- 300   15.   These financial regulations have to be transparent to all which are  
301       subject to that.
- 302   16.   The Executive Committee should comprise of 5-7 people with different  
303       responsibilities::  
304       ■ Chairperson
- 305       ■ Treasurer
- 306       ■ Secretary
- 307       ■ eventually Vice-Chairpersons
- 308   1.    The Treasurer is obliged to make a financial update to the EC  
309       at every physical meeting (including general expenditures and  
310       incomes). The treasurer also presents a detailed annual  
311       financial report to the MOs and POs at the General Assembly at  
312       the end of their mandate.
- 313   17.   These Executive Committee positions are to be chosen by Executive  
314       Committee members from amongst themselves and this decision has to  
315       be published.
- 316   18.   In case of the lack of capacities, the Executive Committee has a  
317       right to delegate a person outside of the EC (member of MO, OO,  
318       alumni, WG member, etc.) to represent CDN on certain occasions. A  
319       written report has to be presented to the Executive Committee during  
320       10 days after the end of the event.

- 321 19. All EC members should be coming from the countries of Central and  
322 Eastern Europe and located in the countries of Central and Eastern  
323 Europe, or the neighbouring regions (EU/EEA, North Africa, Middle  
324 East, Central Asia) during the whole mandate. An exception can be  
325 made if EC member travels to different region for a maximum of 2  
326 months period. In case this is not satisfied, the EC has the right  
327 to replace this EC member according to point 3.1.10.
- 328 20. All Executive Committee Members are obliged to respect and represent  
329 the wider interests of CDN and not solely represent the interests of  
330 their organisation.
- 331 21. Executive Committee tasks include the following:
- 332 ■ Work on the implementation of CDN's Activity Plan, approved by  
333 the General Assembly (including project writing, coordination,  
334 implementation and reporting);
  - 335 ■ Maintaining close and continuous communication with Member  
336 organisations;
  - 337 ■ Monitoring work-flow of the Working Groups;
  - 338 ■ Representing and promoting CDN during its and partners'  
339 activities;
  - 340 ■ Answering challenges and making decisions throughout the year,  
341 between GAs, based on the CDN Strategy and CDN's best  
342 interest;
  - 343 ■ Actively participating in the regular (biweekly) EC meetings .
  - 344 ■ Keeping track of the well-being of CDN's Office
- 345 4. Study visits
- 346 1. The study visit is the tool to get an overview of an organisation.
  - 347 2. The EC mandates one or several persons to perform the study visit.
  - 348 3. Project study visit is obligatory for every international project  
349 and activity of CDN and it must gather all necessary information  
350 concerning the activity, capability and ability of an organisation  
351 especially concerning their obligations as a host organisation  
352 (including the preparation, facilities, local circumstances and  
353 hosting environment of the activity).
  - 354 4. At the end of the study visit, the appointed persons have to send  
355 the report on the study visit to the members of the EC, not later  
356 than 45 days after the study visit. The report has to provide clear

357 and objective picture of the situation so that, based on that  
358 Report, the EC members can make relevant decisions.

359 **5. Member, and Observer organisations:**

- 360 1. The definition of Member and organisation is explained in detail in  
361 the Statutes.
- 362 2. Observer organisations have the right to fully participate in CDN's  
363 events and Working Groups. Furthermore, observer organisations have  
364 the right be present at the General Assembly. Reimbursement of  
365 travel costs to statutory meetings will be done according to CDN's  
366 financial possibilities. Observer organisations are not necessarily  
367 bound to Eastern Europe geographically but express interest in the  
368 political and topical issues of the region and want to get involved  
369 and contribute to CDN.
- 370 3. Criteria for becoming a Member, or Observer organisation:
- 371 1. General criteria:
- 372 1. Youth organisation (NGO, Youth wing of Green party,  
373 youth movements, youth of organisations that are  
374 dealing  
with issues applicable with CDN aims)
- 375 2. Do not need to be registered, but statutes needed
- 376 2. Sustainability criteria:
- 377 1. Not one project-based organisation
- 378 2. Democratic structure (as understood by the GA on an  
ad  
379 hoc basis)
- 380 3. Value and issue criteria:
- 381 1. Compatible with CDN Political Platform
- 382 2. Open for Green values as a whole, even if actions  
are  
383 streamed towards specific issues
- 384 4. All Member, and Observer organisations must name one contact  
385 person from their organisation and provide contact details to  
386 the Secretariat.
- 387 5. Member, and Observer organisations can send comments,  
388 suggestions and proposals to the EC or Secretariat at any  
389 time. EC or Secretariat has to reflect to this motion latest 7  
390 days after receiving.

- 391 6. Dismissal and suspension of Member, or Observer organisations  
392 is explained in detail in the Statutes.

393 **6. Working groups:**

- 394 1. The Executive Committee may set up a Working Group if the following  
395 conditions are fulfilled:

- 396 ■ The initiative working group is active for one year and had at  
397 least two meetings;
- 398 ■ Working on a specific topic or goal to achieve that is  
399 according to the Political Platform of CDN and its objectives;
- 400 ■ It has its own aims, goals and has activity plan for the  
401 following year;
- 402 ■ It consists of at least 3 members from different Mos, OOs or  
403 other organisations or interested individuals from different  
404 countries;
- 405 ■ The Executive Committee is keeping the right not to set up the  
406 Working Group even if the conditions above are fulfilled. In  
407 that case is EC has to formulate and published the reasons for  
408 that;
- 409 ■ It is recommended that one EC member is a member of the  
410 Working Group. If there is no EC member in the Working Group  
411 EC has to choose one of its members to follow its work. The EC  
412 has to follow the main developments in the WG and be always  
413 able to update the rest of EC regarding changes in the WG.

- 414 2. The Working Group should have at least one meeting per year.
- 415 3. Working Groups are obliged to send a report on their activities and  
416 plans to the General Assembly.
- 417 4. Working Groups can propose project ideas to the EC and develop them  
418 further with the consultative role of the Project Coordinator and  
419 the EC responsible. CDN will then can apply for the project in the  
420 WG name, the project coordinator will be selected by the Executive  
421 Committee.
- 422 5. Executive Committee can terminate the Working Group if there is  
423 violation of CDN Statutes, IRPs, or Political Platform, if there is  
424 no activity for a year and no initiative for the following year, or  
425 on the wish of the Working Group itself.

426 6. Each WG has a right to propose to the GA a social media campaign  
427 that should last a maximum of 2 months. In case the campaign becomes  
428 part of the CDN activity plan, the videos, pictures, texts and any  
429 other materials that will be uploaded on CDN social media, should be  
430 sent to the EC for comments at least 2 weeks before the start of the  
431 campaign and the whole campaign, including the visual identity and  
432 content, should be reviewed and confirmed by the EC and/or  
433 Secretariat.

## 434 7. Preteams:

- 435 1. Preteams are temporary bodies for the planning, organisation and  
436 follow- up of specific projects.
- 437 2. Prep team members are selected by the EC via an open call. In case  
438 of prep team member opting out, EC can co-opt a new preteam member.
- 439 3. At least one EC member should be part of the preteam and be a  
440 communication person between preteam and EC.
- 441 4. Preteam can take decisions regarding the project independently and  
442 can consult EC for a support or in case of internal problems.

## 443 8. Office rules and procedures:

- 444 1. The daily work of the Network is carried out by the  
445 Office/Secretariat under the responsibility of the Secretary  
446 General.
- 447 2. The Secretary General is responsible for the legal representation of  
448 the organisation; managing the secretariat; coordinating the work of  
449 the Executive Committee; supervising the HR processes; supervising  
450 statutory activities; overseeing finances with the relevant employee  
451 and a treasurer; overseeing external communication; keeping good  
452 communication with partners and relevant stakeholders; representing  
453 the organisation to 3rd parties; tracking and monitoring major  
454 political and social developments throughout Eastern Europe.
- 455 3. The Secretary General has to be selected by the 2/3 majority of the  
456 Executive Committee.
- 457 4. All members of the office are appointed by the Executive Committee  
458 based on the proposal by the Secretary General. EC cannot dismiss  
459 any member of the office without the consultation of the Secretary  
460 General.

- 461 5. The office is responsible for:  
462 ■ Daily Management of the organisation;  
463 ■ Supervising of development and responsibility of all formal  
464 contract obligations of projects towards funders;  
465 ■ External communications with 3rd parties (administrative  
466 responsible contacts) i.e. fundraiser, organisations;  
467 ■ Coordination and facilitation of the CDN Activity Plan and  
468 Strategy Statement;  
469 ■ Support of the EC work and facilitation of EC meetings;  
470 ■ Reporting of all of its responsibilities to the EC;  
471 ■ Other duties and responsibilities of the office are explained  
472 in the internal documents of CDN and secretariat contracts.
- 473 6. The detailed explanation of the work and responsibilities of the  
474 members of the office are written and described their contracts.
- 475 7. The Executive Committee has to publish an open call for candidates  
476 for any paid position longer than 3 months.
- 477 8. Short term employees for up to 3 month can be excluded from the open  
478 call.
- 479 9. The selection criteria for an employee will be decided by the  
480 Executive Committee.

481 **9. Age limitations in events and structures:**

- 482 1. Participants of CDN events can't be older than 35 at the moment of  
483 applying, while only 15% can be older than 30;
- 484 2. Prep Team members can't be older than 35 at the moment of applying  
485 for PT, while only 1/4 can be older than 30;
- 486 3. EC members can't be older than 35 in at the moment of applying for  
487 EC, while only 1/4 can be older than 30
- 488 4. Office members can't be older than 35;
- 489 5. WG members should not be older than 35;

- 490 6. Members of temporary structures (presidency, electoral committee,  
491 etc.) can't be older than 35 years old;

## 492 10. CDN Events

- 493 1. In order to minimise the environmental impact of our events, all  
494 participants, PT members, EC, office, guests and trainers should be  
495 travelling by land to CDN events, in case their trip would last less  
496 than 15 hours. An exception can be made for people that have health-  
497 related issues, or urgent obligations that do not allow them to have  
498 long travels (e.g. work, exams, etc.).

- 499 2. At events CDN and LPT should strive for participants to have  
500 sustainable and nutritiously balanced vegan or vegetarian diet,  
501 unless they require different nutrition based on their medical  
502 requirements.