

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.

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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.
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- 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 be
69 reached between the proposers during the GA and a new
70 version/alternative can be suggested.
- 71 2. Emergency resolutions can be submitted after the
72 deadline but no later than the opening of the General
73 Assembly. The Executive Committee should decide if the
74 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;
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 on
146 the comments of the GA within the next 2 months and
147 distributed to the MOs. For approval a 2/3 majority in
148 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 Assembly
212 has to be done by the new elected Executive Committee and
213 distributed to the Member organisations within 2 months for
214 voting by email. A 2/3 majority in favour of all Member
215 organisations is required within 30 days.
- 216 19. Activity and Financial Report should be presented in
217 comparison with respective Activity and Financial Plan for the

218 same year (adopted on previous GA), including deviations and
219 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;
- 260 ■ informing the Member Organisations about it.
- 261 1. The new EC member should be co-opted by consensus of all the
262 remaining EC members after a dedicated discussion. When
263 possible, the new EC member will be elected in a democratic
264 way, via online election of registered delegates. This person
265 should be satisfying the EC candidate criteria stated in the
266 previous GA calls.
- 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 (exceptions 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 dealing
374 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. Prepteams:

- 435 1. Prepteams 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 prepteam member.

- 439 3. At least one EC member should be part of the prepteam and be a
440 communication person between prepteam and EC.
- 441 4. Prepteam 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.