IR Internal Rules of Procedure

Organization: CDN
Resolution date: 12.12.2024
Agenda item: 3. Organisational and Internal 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.

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.

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.

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

9. The draft agenda has to be decided by the Executive Committee.

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.

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.

12. Every second delegate of MOs and POs has to pay participation fee of 10 EUR, unless they are younger than 25.

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.

14. Amendments to the documents of CDN and resolutions can be submitted by the Executive Committee, any Member organisation or working group 15 days prior to the GA.
    1. In case of amendments to amendments as well as amendments to the resolutions the compromise can be reached between the proposers during the GA and a new version/alternative can be suggested.

    2. Emergency resolutions can be submitted after the deadline but no later than the opening of the General Assembly. The Executive Committee should decide if the resolution is eligible to be discussed and voted on.

15. Applications for new Member, and Observer organisations and applications for new Executive Committee members have to be submitted according to the Open call latest 30 days prior to the GA.

16. If the minimum criteria from the Statutes are not met, the Open call will be extended till the first day of the GA.

17. Amendments on the documents of CDN, applications for new Member and organisations and applications for new Executive Committee members (together with other necessary documents requested in the call) will be sent to the Network at least 10 days before the General Assembly if sent to the Secretariat until that point.

18. The legal fulfilment of all obligations of the General Assembly described in Statutes and the IRPs has to be validated by 2/3 majority of the present organisations before the start General Assembly. This is verification that GA is entitled to make valid decisions according to the quorum prescribed by the Statutes and IRPs.

19. At least 30 days before the General Assembly Presidency, consisting of at least 3 and maximum of 6 persons, is to be selected by the EC of CDN and ratified by the GA. The main responsibilities of the Presidency is to:
    - chair the meeting;
    - give word to the presenters;
    - read out the amendments;
    - moderate the discussions;
    - make the call for voting;
    - count votes after each voting;

- make sure that voting and elections are taken according to the IRPs and Statutes
- take down the minutes of the GA

20. The presidency members cannot be running for any positions, or be members of organisations that are running for membership of CDN, they should be unbiased and cannot make content-related comments regarding any of the candidates or amendments.

21. The General Assembly has to approve the final agenda before any further proceedings can take place.

22. Once approved, the agenda can be modified during the General Assembly by 2/3 majority.

23. EC recommends the number of members to be elected for the new EC. This recommendation should be announced in the call for the EC candidates. The General Assembly confirms the decisions by 2/3 majority.

3. Voting and elections:

1. Every Member organisation has two votes on the General Assembly. Votes can be distributed between one or two delegates attending General Assembly. Candidates for the Executive Committee do not have voting rights.

2. Unless otherwise determined, votes are taken by showing the voting card. If any of the delegates propose secret voting it should be put on vote and if passes by simple majority, secret voting should take place

3. Each delegate entitled to a vote shall have a voting card.

4. Elections for EC and candidate MOs, POs and OOs must be by secret voting.

5. The quorum can be questioned at any time by any delegate.

6. Definition of voting majorities:
   - Present votes at the General Assembly: all registered votes at the beginning of a General Assembly;
   - Supermajority : At least 2/3 of present votes;
   - Absolute majority: 50% plus one vote of present votes;
   - Simple majority: the highest number of all present votes.

7. In principle, all decisions must be made with an absolute majority of vote, unless determined otherwise. Only final adoption of the organisational documents (IRPs, Political Platform, Statutes) require 2/3 majority.

8. For the membership in CDN as a MO/OO a 2/3 majority in favour of the present votes at the General Assembly is required.

9. For the election of the Secretary-General, a candidate must secure a majority of all present votes at the General Assembly. In the event that no candidate achieves an absolute majority in the first round, a second round of voting will be conducted. If, after the second round, no candidate secures a majority, the candidate with the highest number of votes will be selected for the position of Secretary-General. In the case of a tie among candidates in the second round, subsequent rounds of voting will occur until one candidate obtains a majority.

10. For becoming member in the CDN Executive Committee a 2/3 majority in favour of all present votes at the General Assembly is required.

11. If more candidates secure a 2/3 majority of votes in favor than there are available seats, the candidate with the highest number of votes in favour will decide.

12. If one or more candidates get less than 2/3 majority in favour of all present votes at the General Assembly, an absolute majority of present votes in favour at the General Assembly in a second round is required. Then, in case of:
    - 1 Candidate: a second round of vote in conducted. If, after this round candidate does not reach an absolute majority, the seat remains vacant.

    - 2 or more candidates: The candidate with the highest number of votes is elected, considering that they have secured absolute majority.

4. Minutes:

1. The Minutes are to be written by members of the presidency. The Minutes are to be passed on from the Secretary General within 21 days after the end of the General Assembly to all Member and organisations.

2. The Minutes of the General Assembly has to include all resolutions, decisions, motions and votes together with the necessary explanatory information.

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

3. Executive Committee rules and procedures:

1. After the end of the General Assembly, the new Executive Committee shall have its first meeting together with the members of the former Executive Committee.

2. The summary of the minutes of the live EC meetings has to be published latest 30 days after the EC meeting, unless there are justified circumstances and accompanied by an explanation by the Secretariat.

3. On every Executive Committee Meeting the last meeting's minutes should be checked and approved.

4. Each physical meeting should be announced to the Network at least 15 days prior to the meeting and regular e-meeting time should be published at website

5. Comments, suggestions and proposals can be sent by any MO and these motions have to be discussed during the meeting.

6. Each Executive Committee Meeting has a standard form for the Agenda of the Meeting. This form should be completed and sent to the EC list at least five days prior to the meeting.

7. The Agenda should be annexed by documents and information needed to further explain points of the Agenda.

8. The list of issued calls and report of official correspondence should be prepared for every Executive Committee Meeting.

9. The Executive Committee can make decisions on a non-objection basis between the meetings, unless requested otherwise by one of the EC members or by the Sec-Gen and in that case this issue has to be on the Agenda on the following Executive Committee Meeting.

10. In case of EC member's unnotified absence for over 30 days, the rest of the EC has a right to co-opt a new person until the end of their mandate upon:
    - exhausting the means of reaching out to the missing EC member;
    - informing the Member Organisations about it.

    1. The new EC member should be co-opted by consensus of all the remaining EC members after a dedicated discussion. When possible, the new EC member will be elected in a democratic way, via online election of registered delegates. This person

should be satisfying the EC candidate criteria stated in the previous GA calls.

11. In case of EC member's notified absence for more than 45 days, the EC has right to co-opt a new person based on the same principles as in the previous point. Exceptions can be made for force majeure situations like war, etc.

12. In case of SS violation or harm to the organisation by an EC member, their continuation or termination of mandate can be decided by a 2/3 majority vote within the EC. If SS violator is a member of the secretariat, their contract may be terminated by a 2/3 majority vote from EC.The person who is subject to vote does not participate in the voting, and the 2/3 majority is defined by the number of members in the EC with a voting right.

13. The procedure for decisions on non-objection basis:
    - A deadline shall be set by the Secretary General for the EC members to give their vote on the issue concerned.
    - In case one of the EC member does not give their vote in due time, their vote will be automatically counted as positive (approval).
    - Derogation from this is accepted only if the respective EC member has announced in advance to the rest of the EC and Secretariat that they will not be available for communication for a certain period of time that coincides with the decision-making period.
    - In this case the decision is either postponed until all EC members are available or the vote of the absent EC member will be counted as they specify in their note of absence

14. The Executive Committee can establish financial regulations concerning travel expenses for participants at any CDN activity or meeting of CDN bodies within the confines of the Financial Plan. Unless other financial regulations are decided upon by the EC the general rule for all CDN events is that participants who are subject to reimbursement can only get reimbursed for their travel costs only in the case of 85% of their attendance of official programme (exceptions can be made under adequately justified circumstances).

15. These financial regulations have to be transparent to all which are subject to that.

16. The Executive Committee should comprise of 5-7 people with different responsibilities::
    - Chairperson
    - Treasurer

- Secretary
- eventually Vice-Chairperson

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

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

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

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

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

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

8. Executive Committee tasks include the following:
    - Making strategic and political decisions concerning the organisation during their term - based on the strategy and CDN's best interst;
    - Contribute to the implementation of Activity Plan, shaping and adhering to the political direction while ensuring alignment with the strategy;
    - Maintaining close and continuous communication with Member organisations;
    - Monitoring work-flow of CDN structures;;

- Representing and promoting CDN during its and partners' activities;
- Actively participating in the regular online and in-person EC meetings .
- Keeping track of the well-being of CDN's Office

9. Study visits
    1. The study visit is the tool to get an overview of an organisation.
    2. The EC mandates one or several persons to perform the study visit.
    3. Project study visit is obligatory for every international project and activity of CDN and it must gather all necessary information concerning the activity, capability and ability of an organisation especially concerning their obligations as a host organisation (including the preparation, facilities, local circumstances and hosting environment of the activity).
    4. At the end of the study visit, the appointed persons have to send the report on the study visit to the members of the EC, not later than 45 days after the study visit. The report has to provide clear and objective picture of the situation so that, based on that Report, the EC members can make relevant decisions.

10. Member, and Observer organisations:

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

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

11. Working groups and Action teams:

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

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

2. The Working Group should have at least one meeting per year.

3. Working Groups are obliged to send a report on their activities and plans to the General Assembly.

4. Working Groups can propose project ideas to the EC and develop them further with the consultative role of the Project Coordinator and the EC responsible. CDN will then can apply for the project in the WG name, the project coordinator will be selected by the Executive Committee.

5. Executive Committee can terminate the Working Group if there is violation of CDN Statutes, IRPs, or Political Platform, if there is no activity for a year and no initiative for the following year, or on the wish of the Working Group itself.

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

7. Action Teams are comprised of three or more people who collaborate to accomplish specific aims or objectives within the organisation. These teams are formed to initiate and execute projects, actions, or campaigns aimed at advancing CDN's mission and goals. Action Teams operate under the guidance and approval of the Executive Committee, ensuring alignment with the organisation's Political Platform.

12. Prepteams:

1. Prepteams are temporary bodies for the planning, organisation and follow- up of specific projects.

2. Prep team members are selected by the EC via an open call. In case of prep team member opting out, EC can co-opt a new prepteam member.

3. At least one EC member should be part of the prepteam and be a communication person between prepteam and EC.

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

13. Office rules and procedures:

1. The daily work of the Network is carried out by the Office/Secretariat under the responsibility of the Secretary General.

2. The Secretary General is elected for a two-year term by the General Assembly. Pre-selection of candidates is carried out by Executive Committee in accordance with the delegation order. Candidates not selected by the Executive Committee can still run for the position and present themselves at the General Assembly minding that they will not have support of the Executive Committee. Final decision is made by the General Assembly. The term of the Secretary General may be extended once but cannot exceed two terms in total. The duration served as an "interim Secretary General" does not count toward the official mandate duration.

3. The Secretary General is responsible for the legal representation of the organisation; managing the secretariat; coordinating the work of the Executive Committee; supervising the HR processes; supervising statutory activities; overseeing finances with the relevant employee and a treasurer; overseeing external communication; keeping good communication with partners and relevant stakeholders; representing the organisation to 3rd parties; tracking and monitoring major political and social developments throughout Eastern Europe.

4. The Secretary General has to be selected by the 2/3 majority of the Executive Committee.

5. All members of the office are appointed by the Executive Committee based on the proposal by the Secretary General. EC cannot dismiss any member of the office without the consultation of the Secretary General.

6. The office is responsible for:
   - Daily Management of the organisation;
   - Supervising of development and responsibility of all formal contract obligations of projects towards funders;
   - External communications with 3rd parties (administrative responsible contacts) i.e. fundraiser, organisations;
   - Coordination and facilitation of the CDN Activity Plan and Strategy Statement;

- Support of the EC work and facilitation of EC meetings;
- Reporting of all of its responsibilities to the EC;
- Other duties and responsibilities of the office are explained in the internal documents of CDN and secretariat contracts.

7. The detailed explanation of the work and responsibilities of the members of the office are written and described their contracts.

8. The Executive Committee has to publish an open call for candidates for any paid position longer than 3 months.

9. Short term employees for up to 3 month can be excluded from the open call.

10. The selection criteria for an employee will be decided by the Executive Committee.

14. Age limitations in events and structures:

1. Participants of CDN events can't be older than 35 at the moment of applying, while only 15% can be older than 30;

2. Prep Team members can’t be older than 35 at the moment of applying for PT, while only 1/4 can be older than 30;

3. EC members can’t be older than 35 in at the moment of applying for EC, while only 1/4 can be older than 30

4. Office members can’t be older than 35;

5. WG members should not be older than 35;

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

15. CDN Events

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

2. At events CDN and LPT should strive for participants to have sustainable and nutritiously balanced vegan or vegetarian diet,

unless they require different nutrition based on their medical requirements.