IRP-NEW New Internal Rules of Procedure

Proposers:
Agenda item: 3. Organisational and Internal Documents

Motion text

Preamble

Cooperation and Development Network Eastern Europe, abbreviated CDN, is the organisation that empowers green and progressive youth from the countries of Eastern Europe.

Eastern Europe, for the purposes of work of the network, is the region of the European continent comprising the following countries: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czechia, Estonia, Georgia, Greece, Hungary, Kosovo, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye, Ukraine.

For the purposes of the network's work, CDN operates across the time zones of the countries listed in the Preamble, namely CET/CEST, EET/EEST, and GET/AZT/AMT, and schedules meetings and deadlines accordingly.

CDN has minimal statutes that only contain what legally matters, and they will be revised in case the Belgian law changes. IRP is a supplementary document to Statutes. In case of contradiction between the Statute and IRPs, the former shall prevail. CDN Executive Committee (EC) can adopt internal documents, such as Office Guidelines, EC Guidelines, etc., that further define and are adopted by the EC.

For the purposes of this document, the following abbreviations are used:

- CDN – Cooperation and Development Network Eastern Europe
- MO – Member Organisation
- OO – Observer Organisation
- GA – General Assembly
- CoM – Council of Members
- EC – Executive Committee
- OC – Oversight Committee
- Office – the Secretariat of CDN
- PT – Prep Teams
- AT – Action Teams
- CET – Central European Time
- CEST – Central European Summer Time
- EET – Eastern European Time
- EEST – Eastern European Summer Time
- GET – Georgia Standard Time
- AZT – Azerbaijan Time
- AMT – Armenia Time
- 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.

1. Member Organisations

1. The definition of Member Organisations is explained in detail in the Statutes.

2. Observer Organisations express interest in the political and topical issues of the region and want to get involved and contribute to CDN, while not necessarily being bound to Eastern Europe geographically. They have

the right to participate in CDN's events and structures, if the specific project allows. Reimbursement of travel costs to statutory meetings will be done according to CDN's financial possibilities.

3. Criteria for becoming a Member organisation:
    1. Organisation has a democratic structure, is youth-led, has statutes or other guiding documents and continuously demonstrates ongoing organisational activity (e.g. events, campaigns, projects or membership engagement).

    2. Organisation's political values must be compatible with the CDN Political Platform and open to Green values as a whole, even if their actions focus on specific issues.

    3. The representatives of the organisation need to participate in at least two CDN events in the two years before the application, and/or be active in CDN digital spaces.

    4. Organisation has a status of a candidate for at least one year.

4. Candidate member organisations are the organisations with ambition to apply for full membership. They need to fulfil all the criteria for becoming MO. If organisation does not apply for membership during next two years, the candidate member organisation status is revoked.

5. The membership and observership candidates are presented at the General Assembly (GA). After receiving the application, EC has to formulate and present a report on the membership application.

6. Member organisations can send comments, suggestions and proposals to the EC or Office, as well as ask CDN to promote activities, actions and developments of MOs in its channels of communication at any time. EC or Office should address this motion within 14 days after receiving it.

7. The EC can propose to the GA expulsion of MO/OO based on inactivity for more than a year (which means lack of presence at the GA or other CDN events and/or lack of contact with EC) or departure from the principles of internal democracy or green values.

2. General Assembly Rules of Procedure:

1. General Assembly is the highest decision-making body of CDN and consists of delegates from every Member Organisation.

2. Every Member Organisation can have up to two delegates. The second delegate needs to pay a fee. Representatives of Observer Organisations and guests can be registered if there is logistical possibility, and upon a

fee. The fee amounts are decided by the EC every year based on approved budget.

3. The deadlines for the announcement and preparations of GA are following:
    1. at least 3 months before the GA: announcement of the date and location of GA,

    2. at least 2 months before the GA: publication of the official invitation, including registration form, provisional agenda and the link to online platforms, and all open calls.

    3. 45 days before the GA: deadline for the registration of MOs delegates, submission of candidacies for the Secretary-General (if applicable).

    4. 28 days before the GA: deadline for submission of candidacies for new Member Organisations and EC Members (can be prolonged once by outgoing EC),

    5. 15 days before the GA: deadline for the submission of resolutions, motions and amendments to the CDN documents,

    6. 5 days before the GA: deadline for the submission of amendments to resolutions
        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 alternative version can be suggested.

        2. Emergency resolutions can be submitted after the deadline, but no later than the opening of the GA. The EC should decide if the resolution is to be discussed and voted on.

4. Resolutions express the political stance of CDN. Directives express the recommendations to CDN or provide the interpretation of the other documents. Both are binding and valid indefinitely, unless stated otherwise in the text of the resolution. The CoM may repeal a resolution if it deems it out of date and must announce this at the next GA.

5. Any member organisation may propose changes to the agenda before and during the GA.

6. GA is chaired by the Presidency, consisting of 3-5 people, and is to be selected by the EC. The Presidency can be selected via an open call. The main responsibilities of the Presidency are to:
    1. Ensure that the Statutes and the IRPs are being respected before and during the General Assembly.

    2. chair the meeting,

    3. moderate the discussion,

4. manage and present the voting,

5. make sure that voting and elections are taken according to the IRPs and Statutes,

6. take down the minutes of the GA.

7. The presidency members cannot run for any positions or be members of candidate organisations, they cannot express their opinions regarding any of the candidates or motions.

8. The rules of procedure for the efficient realisation of the GA shall be shown and explained at the beginning of every GA. The legal fulfilment of all obligations must be validated by supermajority of the present organisations before the start of the GA. Approval of the agenda by supermajority follows.

9. Only the delegates of Member Organisations, EC, co-presidents of the CoM, OC, candidates and Office have speaking rights at the formal sessions of GA.

10. The Minutes of the GA include decisions and votes together with the explanatory information and are published within 30 days after the end of the GA.

11. Voting and elections:
    1. All the MOs have two votes.

    2. In case of justified absence of delegation to the GA (due to the visa problems, sickness, etc.) or on its parts, GA may approve delegation of voting rights to another MO present at the GA. One MO can only be delegated the vote of another MO. The request for voting delegation needs to be sent to the Presidency before the start of GA and contain the voting recommendations.

    3. All elections must be held by secret voting.

    4. The quorum can be questioned by any present MO or the EC, at the approval of the Presidency.

    5. In principle, all decisions must be made with an absolute majority of votes, unless determined otherwise.

    6. Final adoption of the organisational documents (IRPs, Political Platform, Statutes) requires supermajority.

    7. For the acceptance or dismissal of membership in CDN as an MO/OO, a supermajority at the GA is required.

    8. For the election of the Secretary-General, a candidate must secure an absolute majority at the GA. If no candidate achieves an absolute majority in the first round, a second round of voting will be

conducted with up to two candidates. The candidate that secures simple majority of votes will be selected for the position of Secretary-General.

9. The GA decides on the number of EC members to be elected upon a recommendation by the outgoing EC.

10. For becoming member in the CDN EC, a supermajority in favour of all present votes at the GA is required.

11. If more candidates secure a supermajority of votes in favor than available seats, the candidate(s) with the highest number of votes in favour will be elected.

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

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

3. Executive Committee rules and procedures

1. Executive Committee tasks include the following:
    1. Making strategic and political decisions concerning the organisation - based on the strategy and CDN's best interest,

    2. Contribute to the implementation of Activity Plan, shaping and adhering to the political direction while ensuring alignment with the strategy,

    3. Maintaining close and continuous communication with Member organisations,

    4. Monitoring the workflow of CDN structures,

    5. Representing and promoting CDN during its and partners' activities,

    6. Actively participating in the regular bi-weekly online and in-person EC meetings,

    7. Keeping track of the well-being of CDN's Office

8. Preparation of activity and financial plans for the next year, as well as presenting activity and financial reports covering their mandate.

2. The EC should comprise of 5-7 people.

3. The Treasurer is selected from EC and 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 GA.

4. 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 EC on an annual basis, detailed procedures are defined within the document. Delegation order and task division have to be published at latest 4 weeks after the election.
    1. The time of regular online meetings, dates and places of in-person meetings should be announced on the website in advance, and the minutes of in-person meetings should be published latest 30 days after the meeting.

5. In case of EC member's unjustified absence from the meetings for over 30 days, the rest of the EC has a right to terminate their mandate . The decision shall be taken by supermajority of all the remaining EC members. The concerned EC member must be informed and given the opportunity to provide an explanation before the vote. Following the termination, the remaining EC members decide whether to organise by-elections to fill the vacant position or to leave it vacant until the next GA.

6. In case of Safe Space violation or harm to the organisation by an EC member, their continuation or termination of mandate can be decided by a supermajority vote of all other members of the EC. The person who is subject to vote does not participate in the voting.

7. In case of the lack of capacities, the EC has the right to delegate a person outside of the EC to represent CDN on certain occasions, with obligation to present a report.

8. Executive Committee members must have their residence in one of the Eastern European countries listed in the Preamble. If a member's residence is outside those countries, they may serve only if they can assure the General Assembly that they can regularly participate in meetings scheduled to respect the time zones listed in the Preamble. Any travel cost reimbursement for members whose residence is outside the Preamble countries requires prior written approval from both the Treasurer and the Secretary-General, in line with the organisation's travel and budget rules.

4. Oversight Committee rules and procedures

1. The Oversight Committee is an independent supervisory and interpretative body of CDN. It acts as a safeguard of compliance with the Statutes, Internal Rules of Procedure, and other internal acts of the organisation.

2. The Oversight Committee consists of 3 people, selected for a one-year term by the GA. Members of the Oversight Committee must be independent, impartial, and act in the best interest of the organisation. They cannot simultaneously hold a mandate in the EC, Office, or Council of Members.

3. The Oversight Committee meets upon request of the EC, Council of Members, Secretary-General, or at least one Member Organisation, or on its own initiative when necessary. Decisions are taken by a simple majority of all members, unless specified otherwise…

4. The Overshight Committee tasks include the following:
    1. Decision on the compliance of internal acts and decisions with the Statutes and IRPs,

    2. Providing binding interpretation of the Statutes, IRPs and other internal acts of CDN

    3. Deciding on the compliance of internal acts and decisions with the Statutes,

    4. Resolving competence conflicts between CDN bodies,

    5. Acting as a second-instance body in Safe Space procedures.

5. Council of Members rules and procedures:

1. The Council of Members (CoM) is the second-highest political body of CDN and ensures continuity of political action and decision-making between sessions of the GA.

2. The Council of Members is composed of:
    1. One representative of each Member Organisation (referred hereinafter as MO Reps),

    2. All members of the EC,

    3. Two co-chairpersons of CoM selected by the GA.

4. Secretary General (who doesn't have voting rights).

3. Each Member Organisation communicates the name of its Representative to the Office. The person can be changed anytime by the MO.

4. The responsibilities of the CoM include:
    1. Adopting resolutions, declarations, positions, and other advocacy or strategic documents,

    2. Providing political guidance to the EC between GAs,

    3. Convening the GA upon a justified proposal of the EC,

    4. Submitting an annual report on its work to the GA.

5. The CoM is presided by one Member Organisation for a one-year term. The presiding MO is elected by the GA. The presiding Member Organisation is responsible for setting political agenda for the work of the CoM and defining its priorities during its one-term mandate.

6. The Co-Chairpersons of CoM are elected by the GA. They are responsible for the procedural management of the Council's work, including convening and moderating meetings of the CoM and ensuring proper documentation and follow-up of decisions. Co-Chairpersons of CoM must be gender balanced.

7. CoM meets at least quarterly, online or in the country of presiding organisation. The meeting agenda is set up by the Chairpersons of CoM, with the political input of MOs and the EC.

6. Office rules and procedures:

1. The daily work of the Network is carried out by the Office under the responsibility of the Secretary General. The working conditions are defined in the Office Guidelines.

2. The Secretary General is elected for a two-year term by the GA in the procedure stated above. Pre-selection of candidates is carried out by EC in accordance with the delegation order. Candidates not elected by the EC can still run for the position and present themselves at the GA. The term of the Secretary General may be extended once but cannot exceed two terms in total.

3. The Secretary General is responsible for the legal representation of the organisation; managing the Office; coordinating the work of the EC; supervising the HR; supervising statutory activities; overseeing finances with the relevant employee and the treasurer; overseeing external communication; structural fundraising, ensuring and monitoring the strategy implementation, representing the organisation.

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

the consultation of the Secretary General. The selection criteria for an employee will be decided by the EC.

5. In case of Safe Space violation from the Office member, the violator's contract may be terminated by a supermajority vote from EC. First instance body in arbitration is the EC Office Responsible, and the second instance is the Oversight Committee.

6. The office is responsible for:
    1. Daily Management of the organisation,
    2. Supervising the development and responsibility for all formal contract obligations of projects towards funders,
    3. Coordination and facilitation of the CDN Activity Plan and Strategy.
    4. Support of the EC work and facilitation of EC meetings,
    5. Reporting of all its responsibilities to the EC,
    6. Other duties and responsibilities of the office that are explained in the internal documents of CDN and Office contracts.
7. The work of the office is more closely defined in the Office Guidelines.
8. The EC must publish an open call for candidates for any paid position longer than 3 months. Specific project-based positions can be excluded from the open call.

7. Temporary bodies

1. Prep-Teams are temporary bodies for the planning, organisation and follow-up of specific projects. They can take decisions regarding the project independently and can consult EC for support or in case of internal problems.
    1. Prep team members are selected by the EC, preferably via an open call.
    2. The leader of the Prep-Team is the Programme Director, usually the Office member responsible for the project.
    3. If EC Member is part of the Prep-Team, they are responsible for political direction of the event and for communication between Prep-Team and the EC.
    4. Prep Team Members can be dismissed by the Programme Director and EC responsible during preparation or activity in the event of non-fulfilment of duties, prolonged and unexcused absences from PT responsibilities, or violations of the Safe Space. The decision will be effective immediately and, if possible, a replacement member will

be found. The PT member excluded can appeal to the Oversight Committee, which will decide on the righteousness of the decision.

2. 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

3. operate under the guidance and approval of the EC, ensuring alignment with the organisation's Political Platform.

4. Members of any CDN structure or participants of the events cannot be older than 35 at the end of their mandate. The further limitations are defined in adopted documents or in specific project requirements.

8. Event & Financial Management

1. 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).

2. The Office sets the financial and reimbursement rules based on the guidelines from the EC. These rules become binding once they are sent to participants before the event.

3. The host organisations of CDN events are selected based on the project requirements and the previous open call for host organisations. The call needs to be issued at least once every two years.

4. CDN promotes environmentally friendly approach during its events:
    1. Only travel by land to CDN events is subject to reimbursement, in case the trip lasts less than 15 hours. An exception can be made for people who have health-related issues or urgent obligations.

    2. Only a sustainable and nutritionally balanced vegan or vegetarian diet is provided, with the preference to vegan options whenever possible.

    3. Special attention is put on recycling during the event, using tap water or reducing digital footprint.