

IRP-NEW New Internal Rules of Procedure

Proposers:

Agenda item: 3. Organisational and Internal Documents

Motion text

1 Preamble

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

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

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

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

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

- 21 • CDN – Cooperation and Development Network Eastern Europe
- 22 • MO – Member Organisation
- 23 • OO – Observer Organisation
- 24 • GA – General Assembly
- 25 • CoM – Council of Members
- 26 • EC – Executive Committee
- 27 • OC – Oversight Committee
- 28 • Office – the Secretariat of CDN
- 29 • PT – Prep Teams
- 30 • AT – Action Teams
- 31 • CET – Central European Time
- 32 • CEST – Central European Summer Time
- 33 • EET – Eastern European Time
- 34 • EEST – Eastern European Summer Time
- 35 • GET – Georgia Standard Time
- 36 • AZT – Azerbaijan Time
- 37 • AMT – Armenia Time
- 38 • Definition of voting majorities:
 - 39 ◦ Present votes at the General Assembly: all registered votes at the
 - 40 ◦ beginning of a General Assembly;
 - 41 ◦ Supermajority: At least 2/3 of present votes;
 - 42 ◦ Absolute majority: 50% plus one vote of present votes;
 - 43 ◦ Simple majority: the highest number of all present votes.

44 **1. Member Organisations**

- 45 1. The definition of Member Organisations is explained in detail in the
- 46 Statutes.
- 47 2. Observer Organisations express interest in the political and topical
- 48 issues of the region and want to get involved and contribute to CDN, while
- 49 not necessarily being bound to Eastern Europe geographically. They have

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

53 3. Criteria for becoming a Member organisation:

54 1. Organisation has a democratic structure, is youth-led, has statutes
55 or other guiding documents and continuously demonstrates ongoing
56 organisational activity (e.g. events, campaigns, projects or
57 membership engagement).

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

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

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

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

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

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

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

80 **2. General Assembly Rules of Procedure:**

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

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

- 86 fee. The fee amounts are decided by the EC every year based on approved
87 budget.
- 88 3. The deadlines for the announcement and preparations of GA are following:
89 1. at least 3 months before the GA: announcement of the date and
90 location of GA,
- 91 2. at least 2 months before the GA: publication of the official
92 invitation, including registration form, provisional agenda and the
93 link to online platforms, and all open calls.
- 94 3. 45 days before the GA: deadline for the registration of MOs
95 delegates, submission of candidacies for the Secretary-General (if
96 applicable).
- 97 4. 28 days before the GA: deadline for submission of candidacies for
98 new Member Organisations and EC Members (can be prolonged once by
99 outgoing EC),
- 100 5. 15 days before the GA: deadline for the submission of resolutions,
101 motions and amendments to the CDN documents,
- 102 6. 5 days before the GA: deadline for the submission of amendments to
103 resolutions
- 104 1. In case of amendments to amendments as well as amendments to
105 the resolutions, the compromise can be reached between the
106 proposers during the GA, and a new alternative version can be
107 suggested.
- 108 2. Emergency resolutions can be submitted after the deadline, but
109 no later than the opening of the GA. The EC should decide if
110 the resolution is to be discussed and voted on.
- 111 4. Resolutions express the political stance of CDN. Directives express the
112 recommendations to CDN or provide the interpretation of the other
113 documents. Both are binding and valid indefinitely, unless stated
114 otherwise in the text of the resolution. The CoM may repeal a resolution
115 if it deems it out of date and must announce this at the next GA.
- 116 5. Any member organisation may propose changes to the agenda before and
117 during the GA.
- 118 6. GA is chaired by the Presidency, consisting of 3-5 people, and is to be
119 selected by the EC. The Presidency can be selected via an open call. The
120 main responsibilities of the Presidency are to:
- 121 1. Ensure that the Statutes and the IRPs are being respected before and
122 during the General Assembly.
- 123 2. chair the meeting,
- 124 3. moderate the discussion,

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- 125 4. manage and present the voting,
- 126 5. make sure that voting and elections are taken according to the IRPs
127 and Statutes,
- 128 6. take down the minutes of the GA.
- 129 7. The presidency members cannot run for any positions or be members of
130 candidate organisations, they cannot express their opinions regarding any
131 of the candidates or motions.
- 132 8. The rules of procedure for the efficient realisation of the GA shall be
133 shown and explained at the beginning of every GA. The legal fulfilment of
134 all obligations must be validated by supermajority of the present
135 organisations before the start of the GA. Approval of the agenda by
136 supermajority follows.
- 137 9. Only the delegates of Member Organisations, EC, co-presidents of the CoM,
138 OC, candidates and Office have speaking rights at the formal sessions of
139 GA.
- 140 10. The Minutes of the GA include decisions and votes together with the
141 explanatory information and are published within 30 days after the end of
142 the GA.
- 143 11. Voting and elections:
- 144 1. All the MOs have two votes.
- 145 2. In case of justified absence of delegation to the GA (due to the
146 visa problems, sickness, etc.) or on its parts, GA may approve
147 delegation of voting rights to another MO present at the GA. One MO
148 can only be delegated the vote of another MO. The request for voting
149 delegation needs to be sent to the Presidency before the start of GA
150 and contain the voting recommendations.
- 151 3. All elections must be held by secret voting.
- 152 4. The quorum can be questioned by any present MO or the EC, at the
153 approval of the Presidency.
- 154 5. In principle, all decisions must be made with an absolute majority
155 of votes, unless determined otherwise.
- 156 6. Final adoption of the organisational documents (IRPs, Political
157 Platform, Statutes) requires supermajority.
- 158 7. For the acceptance or dismissal of membership in CDN as an MO/OO, a
159 supermajority at the GA is required.
- 160 8. For the election of the Secretary-General, a candidate must secure
161 an absolute majority at the GA. If no candidate achieves an absolute

- 162 majority in the first round, a second round of voting will be
163 conducted with up to two candidates. The candidate that secures
164 simple majority of votes will be selected for the position of
165 Secretary-General.
- 166 9. The GA decides on the number of EC members to be elected upon a
167 recommendation by the outgoing EC.
- 168 10. For becoming member in the CDN EC, a supermajority in favour of all
169 present votes at the GA is required.
- 170 11. If more candidates secure a supermajority of votes in favor than
171 available seats, the candidate(s) with the highest number of votes
172 in favour will be elected.
- 173 12. If one or more candidates get less than supermajority in favour of
174 all present votes at the GA, an absolute majority of present votes
175 in favour at the GA in a second round is required. Then, in case
176 of:
- 177 1. 1 Candidate: a second round of voting is conducted. If, after
178 this round candidate does not reach an absolute majority, the
179 seat remains vacant.
- 180 2. 2 or more candidates: The candidate with the highest number of
181 votes is elected, considering that they have secured absolute
182 majority.

183 3. Executive Committee rules and procedures

- 184 1. Executive Committee tasks include the following:
- 185 1. Making strategic and political decisions concerning the organisation
186 - based on the strategy and CDN's best interest,
- 187 2. Contribute to the implementation of Activity Plan, shaping and
188 adhering to the political direction while ensuring alignment with
189 the strategy,
- 190 3. Maintaining close and continuous communication with Member
191 organisations,
- 192 4. Monitoring the workflow of CDN structures,
- 193 5. Representing and promoting CDN during its and partners' activities,
- 194 6. Actively participating in the regular bi-weekly online and in-person
195 EC meetings,
- 196 7. Keeping track of the well-being of CDN's Office

- 197 8. Preparation of activity and financial plans for the next year, as
198 well as presenting activity and financial reports covering their
199 mandate.
- 200 2. The EC should comprise of 5-7 people.
- 201 3. The Treasurer is selected from EC and is obliged to make a financial
202 update to the EC at every physical meeting (including general expenditures
203 and incomes). The treasurer also presents a detailed annual financial
204 report to the GA.
- 205 4. Further responsibilities and tasks are defined by Internal Delegation
206 Order, which outlines the authority granted to one or more individuals to
207 make decisions on behalf of CDN, as well as the procedures involved, where
208 applicable. It is adopted by the EC on an annual basis, detailed
209 procedures are defined within the document. Delegation order and task
210 division have to be published at latest 4 weeks after the election.
- 211 1. The time of regular online meetings, dates and places of in-person
212 meetings should be announced on the website in advance, and the
213 minutes of in-person meetings should be published latest 30 days
214 after the meeting.
- 215 5. In case of EC member's unjustified absence from the meetings for over 30
216 days, the rest of the EC has a right to terminate their mandate . The
217 decision shall be taken by supermajority of all the remaining EC members.
218 The concerned EC member must be informed and given the opportunity to
219 provide an explanation before the vote. Following the termination, the
220 remaining EC members decide whether to organise by-elections to fill the
221 vacant position or to leave it vacant until the next GA.
- 222 6. In case of Safe Space violation or harm to the organisation by an EC
223 member, their continuation or termination of mandate can be decided by a
224 supermajority vote of all other members of the EC. The person who is
225 subject to vote does not participate in the voting.
- 226 7. In case of the lack of capacities, the EC has the right to delegate a
227 person outside of the EC to represent CDN on certain occasions, with
228 obligation to present a report.
- 229 8. Executive Committee members must have their residence in one of the
230 Eastern European countries listed in the Preamble. If a member's residence
231 is outside those countries, they may serve only if they can assure the
232 General Assembly that they can regularly participate in meetings scheduled
233 to respect the time zones listed in the Preamble. Any travel cost
234 reimbursement for members whose residence is outside the Preamble
235 countries requires prior written approval from both the Treasurer and the
236 Secretary-General, in line with the organisation's travel and budget
237 rules.

238 4. Oversight Committee rules and procedures

- 239 1. The Oversight Committee is an independent supervisory and interpretative
240 body of CDN. It acts as a safeguard of compliance with the Statutes,
241 Internal Rules of Procedure, and other internal acts of the organisation.
- 242 2. The Oversight Committee consists of 3 people, selected for a one-year term
243 by the GA. Members of the Oversight Committee must be independent,
244 impartial, and act in the best interest of the organisation. They cannot
245 simultaneously hold a mandate in the EC, Office, or Council of Members.
- 246 3. The Oversight Committee meets upon request of the EC, Council of Members,
247 Secretary-General, or at least one Member Organisation, or on its own
248 initiative when necessary. Decisions are taken by a simple majority of all
249 members, unless specified otherwise...
- 250 4. The Oversight Committee tasks include the following:
- 251 1. Decision on the compliance of internal acts and decisions with the
252 Statutes and IRPs,
- 253 2. Providing binding interpretation of the Statutes, IRPs and other
254 internal acts of CDN
- 255 3. Deciding on the compliance of internal acts and decisions with the
256 Statutes,
- 257 4. Resolving competence conflicts between CDN bodies,
- 258 5. Acting as a second-instance body in Safe Space procedures.

259 5. Council of Members rules and procedures:

- 260 1. The Council of Members (CoM) is the second-highest political body of CDN
261 and ensures continuity of political action and decision-making between
262 sessions of the GA.
- 263 2. The Council of Members is composed of:
- 264 1. One representative of each Member Organisation (referred hereinafter
265 as MO Reps),
- 266 2. All members of the EC,
- 267 3. Two co-chairpersons of CoM selected by the GA.

- 268 4. Secretary General (who doesn't have voting rights).
- 269 3. Each Member Organisation communicates the name of its Representative to
270 the Office. The person can be changed anytime by the MO.
- 271 4. The responsibilities of the CoM include:
- 272 1. Adopting resolutions, declarations, positions, and other advocacy or
273 strategic documents,
- 274 2. Providing political guidance to the EC between GAs,
- 275 3. Convening the GA upon a justified proposal of the EC,
- 276 4. Submitting an annual report on its work to the GA.
- 277 5. The CoM is presided by one Member Organisation for a one-year term. The
278 presiding MO is elected by the GA. The presiding Member Organisation is
279 responsible for setting political agenda for the work of the CoM and
280 defining its priorities during its one-term mandate.
- 281 6. The Co-Chairpersons of CoM are elected by the GA. They are responsible for
282 the procedural management of the Council's work, including convening and
283 moderating meetings of the CoM and ensuring proper documentation and
284 follow-up of decisions. Co-Chairpersons of CoM must be gender balanced.
- 285 7. CoM meets at least quarterly, online or in the country of presiding
286 organisation. The meeting agenda is set up by the Chairpersons of CoM,
287 with the political input of MOs and the EC.

288 6. Office rules and procedures:

- 289 1. The daily work of the Network is carried out by the Office under the
290 responsibility of the Secretary General. The working conditions are
291 defined in the Office Guidelines.
- 292 2. The Secretary General is elected for a two-year term by the GA in the
293 procedure stated above. Pre-selection of candidates is carried out by EC
294 in accordance with the delegation order. Candidates not elected by the EC
295 can still run for the position and present themselves at the GA. The term
296 of the Secretary General may be extended once but cannot exceed two terms
297 in total.
- 298 3. The Secretary General is responsible for the legal representation of the
299 organisation; managing the Office; coordinating the work of the EC;
300 supervising the HR; supervising statutory activities; overseeing finances
301 with the relevant employee and the treasurer; overseeing external
302 communication; structural fundraising, ensuring and monitoring the
303 strategy implementation, representing the organisation.
- 304 4. All members of the office are appointed by the EC based on the proposal by
305 the Secretary General. EC cannot dismiss any member of the office without

- 306 the consultation of the Secretary General. The selection criteria for an
307 employee will be decided by the EC.
- 308 5. In case of Safe Space violation from the Office member, the violator's
309 contract may be terminated by a supermajority vote from EC. First instance
310 body in arbitration is the EC Office Responsible, and the second instance
311 is the Oversight Committee.
- 312 6. The office is responsible for:
- 313 1. Daily Management of the organisation,
 - 314 2. Supervising the development and responsibility for all formal
315 contract obligations of projects towards funders,
 - 316 3. Coordination and facilitation of the CDN Activity Plan and Strategy.
 - 317 4. Support of the EC work and facilitation of EC meetings,
 - 318 5. Reporting of all its responsibilities to the EC,
 - 319 6. Other duties and responsibilities of the office that are explained
320 in the internal documents of CDN and Office contracts.
- 321 7. The work of the office is more closely defined in the Office Guidelines.
- 322 8. The EC must publish an open call for candidates for any paid position
323 longer than 3 months. Specific project-based positions can be excluded
324 from the open call.

325 7. Temporary bodies

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

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

- 344 2. Action Teams are comprised of three or more people who collaborate to
345 accomplish specific aims or objectives within the organisation. These
346 teams are formed to initiate and execute projects, actions, or campaigns
347 aimed at advancing CDN's mission and goals. Action Teams
- 348 3. operate under the guidance and approval of the EC, ensuring alignment with
349 the organisation's Political Platform.
- 350 4. Members of any CDN structure or participants of the events cannot be older
351 than 35 at the end of their mandate. The further limitations are defined
352 in adopted documents or in specific project requirements.

353 8. Event & Financial Management

- 354 1. Participants who are subject to reimbursement can only get reimbursed for
355 their travel costs only in the case of 85% of their attendance of official
356 programme (exceptions can be made under adequately justified
357 circumstances).
- 358 2. The Office sets the financial and reimbursement rules based on the
359 guidelines from the EC. These rules become binding once they are sent to
360 participants before the event.
- 361 3. The host organisations of CDN events are selected based on the project
362 requirements and the previous open call for host organisations. The call
363 needs to be issued at least once every two years.
- 364 4. CDN promotes environmentally friendly approach during its events:
 - 365 1. Only travel by land to CDN events is subject to reimbursement, in
366 case the trip lasts less than 15 hours. An exception can be made for
367 people who have health-related issues or urgent obligations.
 - 368 2. Only a sustainable and nutritionally balanced vegan or vegetarian
369 diet is provided, with the preference to vegan options whenever
370 possible.
 - 371 3. Special attention is put on recycling during the event, using tap
372 water or reducing digital footprint.