



European Free Alliance Youth

Rules of Procedure

These rules of procedure are supplementary and subordinate to the statutes of the EFAY and regulate the implementation of the said statutes.

CHAPTER I. STATUTORY MEETINGS

ARTICLE 1: The General Assembly

1.1. Calling

a) The calling notice of the General Assembly, together with a draft agenda and the deadlines, shall be sent by the Secretariat at least six weeks in advance to all organisation Members.

b) All documentation necessary for the GA needs to be send to the member organisations at least 2 weeks before the GA. This documentation shall include all the necessary information for the full member organisations in order to take decisions about the competences attributed to the General Assembly by article 12 of the statutes

c) Any Full-Member may request the inclusion of supplementary items in the agenda at least one week before the meeting.

1.2. Opening of the General Assembly

a) The General Assembly is conducted by a Presidium composed by the current Bureau. The President will act as its Chair. If he is not present, the Bureau shall elect a Chair among its members to substitute him.

b) At the beginning of the General Assembly, the number of delegates present and entitled to vote have to be announced, as well as the number of proxy votes.

c) At the GA, more than half of the Official Delegates registered shall constitute its quorum. Questions concerning quorum or majority should be directed to the Chair. It is the responsibility of the Chair to ensure that a quorum is respected at all times.

d) The General Assembly shall then adopt by simple majority its agenda and timetable upon a proposal of the Bureau. Possible motions or amendments concerning the Agenda shall be taken into consideration. For changing the once accepted Agenda a two third majority of the Full-Members present will be required.

1.3. Motions and Resolutions

- a) Motions and resolutions must be submitted to the EFAY Secretariat at least 3 weeks before the start of the General Assembly so that they can be sent to all Full-Members and delegates in advance. The amendments to the motions and the resolutions shall be submitted to the EFAY Secretariat at least one week before the start of the General Assembly so that they can also be sent. Emergency resolutions can be sent to the EFAY Secretariat up to 2 days before the GA. Emergency resolutions have to be justified.
- b) All motions shall require a simple majority of the votes cast in order to be passed. In case of a tie, the motion is not passed.
- c) Any Member of EFAY shall have the right to propose motions and amendments to motions, and these shall be put to a vote unless a contradictory motion or amendment has already been passed at the same meeting, or the proposer withdraws the motion, or in the case of an amendment, it is accepted by the proposer of the substantive motion.
- d) If the proposer of a motion or amendment withdraws it, this can be proposed by any other Member in their place.
- e) Where there are two or more mutually contradictory amendments to a proposal, a vote shall be taken on the amendment which differs the most from the original proposal, in the opinion of the Presidium. If this amendment is passed, the other mutually contradictory amendment will fall without a vote.
- f) The decision to accept or reject an amendment shall be made before the main motion which it seeks to amend is put to a vote. If the amendment is accepted by the organization proposing the original motion or by the vote, it shall be incorporated into the motion.
- h) A delegate shall have the right to reply to a personal reference on him/her immediately.
- i) The proposer of a motion shall have the right to reply to the debate.
- k) Any member may propose that the motion be remitted back, whereby the proposer of the motion is invited to rewrite the motion, taking into account remarks made by those who spoke to the remit back, and resubmit the modified motion at the next GA.

1.4. Voting

- a) Only Full-Member's Official Delegates (fulfilling the agreed financial dues, see (f)) have the right to vote. It's only one vote per Full-Member.
- b) The Chair shall announce the proxies at the start of the meeting. There shall be no more than one proxy per full member organization.
- c) Voting shall be by showing of the delegates cards or (in the absence of these) by show of hands. The result shall be announced by the Chair. When a delegate entitled to vote requests it, there shall be a formal count of the votes.
- d) For all elections, as well as whenever an Official Delegate requests it, there shall be a secret ballot.
- e) Member organisations that fail to pay the membership contribution to EFAY preceding the celebration of the General Assembly, will lose the voting right.

1.5. Points of order

a) A member of EFAY shall have the right to raise a point of order, that is, to draw the attention of the Presidium to the fact that the procedure or discussion is not in accordance with the rules of procedure or the statutes or previously agreed procedural motions.

ARTICLE 2: The Bureau Meetings

2.1. The Bureau Meetings will be held at least twice per year in person: once in Brussels and once in the place where the GA is held. The other Bureau meetings (at least once every two months according to article 13 of the statutes) may be held online (videoconference or a similar means). Notice of the session and a draft agenda of the meeting shall be circulated to the Bureau members at least 7 days in advance. In the case of emergency situation Bureau meetings the agenda can be circulated 2 day in advance.

Financial reports: Every bureau meeting must have a point in the agenda, where the treasurer must present a financial report including a budget report and a treasury report.

2.2. All Bureau members may add new items to the agenda of the meeting.

2.3. Minutes

a) Minutes of all bureau meetings shall be recorded: the agenda, the resolutions, decisions and motions as adopted, the result of the elections, the points of order and the resulting votes, the main points of the debates as well as all other necessary information.

b) Draft minutes of all statutory meetings shall be circulated to all delegates. not later than 2 weeks after the meeting.

Bureau Meeting minutes have to be approved at the beginning of the following bureau meeting

c) EFA secretariat will receive a copy of each bureau meeting minutes

ARTICLE 3: Reimbursements

a) When the EFAY Bureau decides to reimburse the cost for the participation to a statutory meeting or to an event, all information and documents shall be sent by the Secretariat at least three weeks before the event. These documents must include:

- The reimbursement sheet
- The number of participants per organization to be reimbursed
- The reimbursement conditions (what can be reimbursed and what not)

b) In order to receive the reimbursement, all documents and receipts shall be sent to the Secretariat not

later than one month after the event. Reimbursement of expenses submitted after the deadline will be decided by the bureau.

- c) All delegates should attend at least 70% of the GA sessions in order to be reimbursed.
- d) Reimbursements will be topped up to 200€ per participant. If due to special needs, participants need to be reimbursed on the top of this amount, they will have to send a special request to the bureau at least two weeks before the event.
- e) Taxis will not be reimbursed unless there is no other mean of transport available
- f) Reimbursement rules also apply to bureau members in the case of bureau meetings and missions

CHAPTER II. FINANCIAL DUES

ARTICLE 3: Contributions

31. It is expected that the Member show their commitment to the Federation by assuming its responsibilities both in political and financial terms. Each member organization shall send its annual plan of activities to the Secretariat preferably at the beginning of the year or prior to the GA the latest. The financial contribution of each EFAY member shall be done at the beginning of the year and compulsory before the General Assembly.

32. Calculation of the annual contribution:

The annual contribution is calculated with a combination of two factors: a fee based on their budget in the previous year; and a fee based on the institutional representation of their motherparty (or of theirs if there is no motherparty).

For the part of the fee based on the budget:

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| - Budget of €5.000 or less | Partial fee is €-35 |
| - Budget of €5.001 to €15.000 | Partial fee is €-75 |
| - Budget of €15.001 to €525.000 | Partial fee is €-150 |
| - Budget of €25.001 or more | Partial fee is €-300 |

For the part of the fee based on the representation system:

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| - Full member, mother party represented at local level, or not at all: | € 35 |
| - Full member, mother party represented at regional or national level: | € 75 |
| - Full member, mother party represented at state level: | € 150 |
| - Full member, mother party represented at the European level: | € 300 |
| - Observer member, mother party represented at local level, or not at all: | € 35 |
| - Observer member, mother party represented at regional or national level: | €35 |
| - Observer member, mother party represented at state level: | € 75 |
| - Observer member, mother party represented at the European level: | € 75 |

33. Organizations that fail to pay their annual contribution during two consecutive years will be suspended. In exceptional situations and following a review of written documents submitted by the organization facing a financial crisis, the Bureau can decide to waive the fee. However, an organization

can only once be exempted from paying the fee.

3.4 The Friends of EFAY can also contribute financially to the organization if they wish to. The amount and conditions have to be agreed and signed with the Bureau and to comply with all the legal provisions. The Friends of EFAY that regularly contribute to the Federation could be reimbursed for their travel costs to the General Assembly meeting. The decision has to be taken by the Bureau taking in account the financial situation. If a Friend of EFAY has officially committed to financially contribute to EFAY, he/she/it is subject to all the provisions governing contributions included in the Statutes and these Rules of Procedure as any other Member.

CHAPTER III. INTERNAL COMMUNICATION

ARTICLE 4: Internal Communication

4.1. The EFAY members shall practice peaceful communication with one another based on mutual respect, trust and understanding. They will restrain from personal attacks, insults and intolerant behaviour.

4.2. All formal internal communication will be sent by email. Nevertheless other communication platforms may be used in order to reinforce the communication sent by email.

4.3. At least every two working months, except during the summer break, the Secretariat shall send to all EFAY members a newsletter drafted and finalized by the Bureau members.

CHAPTER IV. EFA-EFAY RELATIONS

ARTICLE 5: EFA-EFAY relations

5.1. EFAY works in close collaboration with its mother party, EFA. The regular positive communication and mutual respect and support are the matrix of their relations that enable them to successfully reach their common goals. Intergenerational solidarity has always been a feature of EFA and it will continue to be a very important part of who we are. The two organizations, even though independent in their political work, they are still, at many levels, interconnected and interdependent. They are there to reinforce each other, exchange opinions and share expertise. As young people are the drivers of social, political and economic changes in our societies as well as the drivers of innovation, so EFAY is the future of the party.

5.2. At least every two months, both EFA and EFAY Presidents shall be in contact in order to have an exchange of view on the political situation and for promoting a better and smoother relationship between EFA and its future EFAY. If necessary, both EFA and EFAY staff can attend the meeting, respecting the independence of each organization in its political and public activities.

5.3. The agreement between EFA-EFAY also includes:

- EFAY invites a representative of EFA to all its statutory meetings where he/she has right to speak;
- In every EFAY Statutory meeting a fixed agenda point on EFA will be foreseen;
- The EFAY secretariat sends out minutes to EFA of its statutory meetings;
- EFAY annually informs EFA on the activity plan and activity report, and on the budget proposal and the budget settlement.
- EFAY informs EFA after every EFAY bureau about the financial situation of the organization through a budget report and a treasury report.
- The EFA-EFAY agreement states the criteria of financial support to EFAY.
- The EFA-EFAY agreement includes the terms and conditions for the use of the EFA annual financial support.

ARTICLE 6: EFA staff committee

- a) A Staff Committee will be appointed by EFA with the aim to advice and inform the Bureau on staff matters.
- b) When EFAY staff is concerned, the EFAY President, or if the President cannot attend, a Vice-President, shall be involved in the Staff committee work.

CHAPTER IV. BUREAU MEMBERS

This regulation is supplementary and subordinate to the statutes of the EFAY and completes the implementation of the statutes.

ARTICLE 7: Presidents and Vice-presidents

7.1. Profile

To become a Bureau member, the candidate:

- a) Shall have shown awareness and demonstrate interest in the EFAY's (and EFA's) general policy.
- b) Shall have good knowledge of EFAY's structure, functioning and activity.
- c) Shall be knowledgeable about and interested in youth policy and activity.
- d) Shall be fluent in English and at least one stateless language Knowledge of French, Spanish, German, and other state or stateless languages would be an asset.
- e) Shall have excellent communication skills and be culturally sensitive.
- f) Shall have a team spirit approach.
- g) Must be less than 35 years old at the start of his/her mandate.

7.2. Responsibilities

- a) The Bureau member should maintain regular contacts with the President and the Coordinator.
- b) When a Bureau Meeting is called, the Bureau members should confirm their presence within 3 days after receiving the notification.
- c) The Bureau members should liaise with the member organizations and be informed about their activities.

ARTICLE 8: The Coordinator

8.1. Profile

The EFAY Coordinator, apart from awareness and interest in EFAY and EFA:

- a) Shall have good knowledge of EFAY's structure, functioning and activity.
- b) Shall be knowledgeable about and interested in youth policy and activity.
- c) Shall have good knowledge of EU-institutions and European grant funding or is willing to learn this in the short term.
- d) Shall have excellent political analysis skills.
- e) Preferably holds a university degree (BA/MA or similar) or relevant experience.
- f) Shall have sufficient knowledge in English. A good knowledge of French, Spanish and other languages spoken by EFA parties will be an asset. The ideal candidate should have a sensibility towards multilingualism.
- g) Shall have strong organisational skills and ability to prioritize.
- h) Shall be able to use own-initiative and can work independently.
- i) Shall be a good networker with a team spirit approach.
- j) Shall have basic knowledge of accounting.
- k) Shall have good knowledge of ICT.
- l) Ideally have a minimum of 1 year relevant experience for this post.
- m) Must have less than 35 years old.

Experience within an EFAY group, EFA party or the EFA parliamentary group, as well as in youth activism, would be an asset.

8.2. Duties

The role of the Coordinator is to assist in and organize different activities. His/Her duties include:

- a) To implement the decisions taken by the Bureau and/or the President.
- b) To advise the President and the Bureau in their duties.

- c) To organise the statutory meetings of the organisation (General Assembly and Bureau meetings).
- d) To organise other meetings and events.
- e) To be in charge of the EFAY finances: members' contributions, accounts, budget, etc.
- f) To be in contact with the European Institutions (European Parliament, the European Commission, the Council of Europe...).
- g) To seek and apply for external sources of funding.
- h) To represent EFAY in meetings/events alongside the other Bureau members or by delegation of the Bureau.
- i) To keep in regular contact with the Members and to be the link between these and the Bureau (and vice versa).
- j) To coordinate the implementation of the annual activity planning (proposed by the Members and approved at the GA) and to assist the Members in their initiatives and proposals throughout the year.
- k) To be directly accountable to the EFAY Members for activity implementation and political discussion proposals and to the President and the Bureau for his/her daily work.

8.3. Hiring process

The Coordinator is hired by the Bureau, after having consulted EFA, and potential external opinions proposed by the majority of the Bureau, for the duration decided which it decides. If the Bureau is satisfied with the work of the Coordinator, his/her contract can be renewed.

CHAPTER VI. SUBSTITUTE BUREAU MEMBERS

ARTICLE 9 : Substitute Bureau Members

9.1. Every time a Bureau is elected, a list with Substitutes will be made including the first 2 non-elected candidates to the Bureau ranked by the number of votes received.

9.2. The Substitutes will assume the responsibilities of the Bureau member whose lack of commitment or time towards the EFAY prevents him/her to carry out his/her tasks.

9.3. Taking this into account, the Substitutes will be included in EFAY Bureau mailing list in order to keep him/her informed about the work of the Bureau, and to facilitate his/her incorporation to the Bureau, as well as any other measure that the Bureau considers appropriate in that direction and that has compliance with the Statutes and the present Rules of Procedure.

9.4. If one full member is absent for one meeting, the substitute may attend the meeting with a right of speech and the right to vote.

CHAPTER VII. AMENDING THE RULES OF PROCEDURE

Any full member organization can present modifications to the rules of procedure at least 3 weeks before the General assembly.

Proposed amendments to these Rules of Procedure require a simple majority of the Full-Members present in the General Assembly and must be sent to the Members and delegates with the agenda of the meeting.

