

Internal Rules of Procedures Update - Proposal for 12th February 2023

Chapter 0: Introduction

OLD IRPS	NEW Proposal	Explanation
General Principles		
<p>FYEG will have minimal statutes that only contain what legally matters and they will be revised in case the Belgian law changes. All other matters will be taken care of in the IRPs.</p> <p>The IRPs must never contradict the statutes, they can elaborate.</p> <p>The IRPs shall be facilitating and helping with decision-making processes as well as the organisation of the federation. There shall be no more rules than necessary. All rules are stated in the chapters 1-6 and are followed by guidelines and best practices.</p> <p>This document shall be accessible to every MO on the website.</p>	<p>FYEG will have minimal statutes that only contain what legally matters and they will be revised in case the Belgian law changes. All other matters will be taken care of in the IRPs.</p> <p>The IRPs must never contradict the statutes, they can elaborate.</p> <p>The IRPs shall be facilitating and helping with decision-making processes as well as the organisation of the federation. There shall be no more rules than necessary.</p> <p>This document shall be accessible to every MO on the website.</p>	<p><i>Simplified and clarified</i></p>
	<p>All acts, invoices, publications, official letters and websites, in electronic form or not, emanating from the association must mention:</p> <ul style="list-style-type: none"> - its full or abbreviated name, immediately preceded or followed by "AISBL" or "international non-profit association", - the precise indication of its registered office, - its company number, - the terms "register of legal persons" or the abbreviation "RPM" followed by the indication of the court of the registered office of the legal person, - if applicable, their email address and website, - the number of at least one account held by the association with a credit institution established in Belgium, - if applicable, the indication that the association is in liquidation. 	<p><i>Addition due to new Belgian regulations</i></p>

Chapter 1: Member Organisations

OLD IRPS	NEW Proposal	Explanation
1. Member Organisations		
1.1. Membership	1. Membership	
1.1.1. Membership Categories	1.1. Membership Categories	<i>The first sentence is the same. The second paragraph of OLD IRPs is carried to point 1.4. in the new proposals</i>
<p>FYEG has three membership categories: full MO, candidate MO and associate. (cf. Statutes 4) For the procedure of application for these membership categories cf. 7.2.1 and Statutes 5.</p> <p>A candidate MO must wait 2 years before applying for full membership, but must apply for full membership latest at the GA 3 years after it was granted its candidate MO status. If the candidate MO is not applying for full membership in the third year of candidate membership, the EC can propose the suspension or exclusion of the candidate MO.</p>	<p>The association is made up of member organisations only and has three categories of member organisations:</p> <p>Full members Candidate members Associate members</p>	
1.1.2. Membership Criteria	1.2. Membership Criteria	
<p>Member organisations shall:</p> <ul style="list-style-type: none"> • be European except for Associate members. The exact definition is in the hands of the GA; • be active, on national or regional level; • subscribe to the statutes and political platform of FYEG; • function based on democratic principles; • consist mostly of young people. <p>FYEG prefers regional organisations to join forces and set up a national organisation. If two or more regional organisations of which at least one is already a full MO of FYEG join forces, the new organisation can apply as a full MO</p>	Membership criteria are detailed in the Statutes.	
	1.3. Conditions of admission of candidate members	
	Conditions of admission of candidate member organisations are detailed in the Statutes.	
	1.4. Conditions of admission of full members	
	Conditions of admission of full member organisations are detailed in the Statutes. In addition, a candidate member organisation must apply for full membership latest at the General Assembly three years after it has received its candidate member organisation status. If the candidate member organisation does not apply for full membership in the third year of its candidacy, the Executive Committee can propose the suspension or exclusion of the candidate member organisation.	
1.5. Conditions of admission of associate members		
Conditions of admission of associate member organisations are detailed in the Statutes.		
	1.6. Resignation of members	<i>Option of resignation</i>
	Conditions for the resignation of members are detailed in the Statutes.	

		<i>defined due to the new regulations requirements</i>
1.1.4 Suspension and exclusion of a MO	1.7. Suspension of members	<i>The voting majorities for suspension are clarified due to new regulation requirements. The voting majority is now dictated by the law.</i>
<p>The EC has a right to propose the suspension or exclusion of an MO, for example if:</p> <ul style="list-style-type: none"> • no update or other contact is made between an MO and FYEG EC between two GAs, • the MO doesn't fulfill one or more of the membership criteria • the MO didn't pay their membership fee (see 1.1.5) • major changes that happened in the MO (see 1.1.6) which need to be investigated by the EC <p>The suspension or exclusion of an MO will be decided upon by the GA (See 3.5.1)</p> <p>The suspension of an MO means that the organisation loses its voting rights. When an MO is suspended, the EC:</p> <ol style="list-style-type: none"> 1. informs the MO about their current situation via a letter explaining the consequences 2. makes all reasonable efforts to enable the MO to regain its full membership 3. creates a report on this process to be voted upon at the following GA. At the beginning of the next GA the EC presents its report. <p>The exclusion of an MO means that this organisation is not listed as a member organisation anymore and hence loses all of its rights within FYEG. Following an exclusion, an organisation that wishes to rejoin FYEG is expected to follow the entire membership procedure, as a new organisation would.</p> <p>The rejoining organisation is required to inform GA about changes that happened in their organisation since leaving FYEG and explanation of their decision about rejoining.</p>	<p>Conditions for the suspension of members are detailed in the Statutes.</p> <p>The Executive Committee has a right to propose the suspension of a member organisation to the General Assembly in the following cases (not limited to):</p> <ul style="list-style-type: none"> • no update or other contact is made between a member and the FYEG Executive Committee between two General Assemblies, • the member organisation doesn't fulfill one or more of the membership criteria, • the member organisation didn't pay their membership fee, • major changes that happened in the member organisation, which need to be investigated by the EC. <p>The suspension of a member is pronounced by the General Assembly by a two-thirds majority, in line with the Status.</p> <p>The suspension of a member means that the organisation loses its voting rights. When a member is suspended, the Executive Committee:</p> <ol style="list-style-type: none"> 1. informs the member organisation about the suspension via an e-mail and explain the consequences 2. makes all reasonable efforts to enable the member to regain its full membership 3. creates a report on this process and present it at the following General Assembly. 	
	1.8. Exclusion of members	<i>The voting majorities and quorum requirements for exclusion are clarified due to new regulation requirements. The voting</i>

<p>In case when applying organisation has links to former MO in form of former members, connection with local green movement or was appointed as a successor by former MO, they can be granted by GA with full member status immediately with 2/3 majority voting.</p>	<p>Conditions for the exclusion of members are detailed in the Statutes.</p> <p>The Executive Committee has a right to propose the exclusion of a member organisation to the General Assembly. The exclusion of a member is pronounced by the General Assembly by a two-thirds majority. As detailed in the Status, the exclusion of a member is only valid if the following conditions have been met:</p> <p>the proposal for exclusion is explicitly indicated in the convocation of the General Assembly, the member in question was heard if they so wished, the assembly brings together at least two-thirds of full the members, whether they are present or represented.</p> <p>the exclusion of an MO means that this organisation is not listed as a member organisation anymore and hence loses all of its rights within FYEG. Following an exclusion, an organisation that wishes to rejoin FYEG is expected to follow the entire membership procedure, as a new organisation would.</p> <p>The rejoining organisation is required to inform GA about changes that happened in their organisation since leaving FYEG and explanation of their decision about rejoining.</p>	<p><i>majority and the quorum is now dictated by the law</i></p>
<p>1.9. Suspension and exclusion in case of non-payment of membership fee</p>	<p>1.9. Suspension and exclusion in case of non-payment of membership fee</p>	<p><i>Simplified and clarified</i></p>
<p>An MO that is present and has not paid the membership fee (cf 5.2) shall not vote. In case an MO is not present at the GA and has not paid the membership fee, the presidency will be notified and the matter will be put on the agenda of the GA. The GA will then discuss the issue and by a vote can give a mandate to the EC to:</p> <p>inform said MO via a letter about their situation make all reasonable efforts to achieve a solution before the following GA create a report on the process to be voted upon at the following GA. At the beginning of the next GA the EC presents its report.</p> <p>If it is established that the concerned organisation has not paid the membership fee for two consecutive years, the GA will vote on a suspension.</p>	<p>A full member organisation that is present at the General Assembly and that has not paid the membership fee can not vote.</p> <p>In case a member organisation is not present at the General Assembly and has not paid the membership fee, the Presidency will be notified and the matter will be noted in the minutes of the General Assembly.</p> <p>If a member organisation has not paid the membership fee for two consecutive years, the General Assembly will vote on a suspension.</p> <p>If a member organisation has not paid the membership fee for three consecutive years, the General Assembly will vote on an exclusion.</p>	

<p>If it is established that the concerned organisation has not paid the membership fee for three consecutive years, the GA will vote on an exclusion.</p> <p>In case the MO has no running budget for a particular year (is a suspended organization) and/or is in debt, the MO can be relieved from the payment of the MO fee by decision of the GA (see Article 5.2).</p>		
<p>1.1.3 Membership fees</p>	<p>1.10 Membership fee</p>	<p><i>The point on membership fee is carried from the Events and Finances Management chapter of old IRPs to the Member Organisation's chapter. Content has not been changed.</i></p>
<p>FYEG has an annual membership fee. (cf. 5.2)</p>	<p>FYEG has an annual membership fee. The ceiling is stated in the Statutes.</p> <p>Each full member organisation shall pay an annual membership fee to FYEG. This membership fee shall correspond to 1 % of the total incomes of their previous year's realised budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein and Norway) and Switzerland and the United Kingdom, and 25 EUR for all other European countries.</p> <p>By way of derogation to the previous paragraph, the General Assembly may decide, in duly justified cases, to lower the amount of the membership fee that a Member Organisation shall pay, following a recommendation of the Executive Committee. Requests for lowering the Membership fee shall be sent by a Member Organisation to the Executive Committee at the latest 2 weeks before the GA.</p> <p>Each full MO shall pay their membership fee for the running year on the first evening of the GA at the latest, if it has not already been transferred earlier.</p> <p>Full MOs are requested to provide their annual budget statement for the previous year at the latest. A document listing the amount of the membership fee paid by each MO and the way it has been calculated must be annexed to the financial report of the year in question.</p>	<p><i>The point on membership fee is carried from the Events and Finances Management chapter of old IRPs to the Member Organisation's chapter. Content has not been changed.</i></p>
<p>1.1.6 Membership reviews</p>	<p>1.11 Membership reviews</p>	<p><i>Simplified and clarified</i></p>

<p>For each General Assembly, the EC will ask each member organisation for a very short summary report of their status and activities.</p> <p>FYEG Executive Committee presents a summary of those including:</p> <p>Current status of each organisation (Associate/Candidate/Full) MO's successes and achievements over the last year Participation in previous GAs and FYEG activities throughout the year Confirmation of the fulfillment of FYEG membership criteria (Cf Article 1.1.1)</p> <p>In case of major changes (change of organisations' name, split in the organisation, merge with another organisation, change of political affiliation, contested election, etc.), the EC can propose the General Assembly to vote on that change. The GA may, among other options, take note of the change or suspend the membership of the organisation to give sufficient time to the EC to look into the situation.</p>	<p>The Executive Committee presents a review of the FYEG Member Organisations as part of the Executive Committee Report. The review can include the following information:</p> <p>Overview of the region and its meetings and activities, The Member Organisations' engagement with FYEG activities during the year, Major changes to the Member Organisation.</p> <p>In case of major changes (change of organisations' name, split in the organisation, merge with another organisation, change of political affiliation, etc.), the Executive Committee can propose the General Assembly to vote on that change. The General Assembly may, among other options, take note of the change or suspend the membership of the organisation to give sufficient time to the Executive Committee to look into the situation.</p>	
<p>1.2. Working with the MOs</p>	<p>1.2. Working with the Member Organisations</p>	
<p>1.2.1 MO duties</p>	<p>1.2.1 Member Organisation duties</p>	
<p>Each MO should keep FYEG updated about: changes in the board valid contact addresses for the MO list and the website activities</p>	<p>Each MO should keep FYEG updated about: - changes in the board - valid contact addresses for the MO list and the website - activities</p>	
<p>1.2.2 FYEG duties</p>	<p>1.2.2 FYEG duties</p>	
<p>FYEG will provide the MOs with: information about statutory meetings minutes and reports from statutory meetings and long ECMs a newsletter containing information and participation possibilities in current activities regularly updated contacts of other Member Organisations</p>	<p>FYEG will provide the Member Organisations with: - information about statutory meetings - minutes and reports from statutory meetings and long ECMs - a newsletter containing information and participation possibilities in current activities - regularly updated contacts of other Member Organisations</p>	

Chapter 2: General Assembly

OLD IRPS	NEW Proposal	Explanation
2. Bodies		
2.1 General Assembly	2. General Assembly	
The general assembly is the highest decision making body. In general it is held once a year. (cf. Statutes 7.3. for extraordinary GA)		<i>Points 2.1. and 2.1.1. of the old IRPs are merged to one point.</i>
2.1.1. Composition	2.1. Composition	<i>The text is simplified and clarified to avoid repetition</i>
<p>The general assembly is composed of one or two delegates per full MO, and one delegate from each candidate and associate organisation. Each full MO has two voting rights at the GA if the membership fee is paid. (cf. 1.1.5, 5.2)</p> <p>MOs should strive to send delegations to GA that are gender-balanced and consist of delegates maximum aged 30 years old. If the organisation is unable to find delegates within the age limit, they can send older delegate aged 31-35.</p> <p>The general assembly can only take binding decisions if more than half of the Federation's full MOs are present. (cf. Statutes 7.4)</p> <p>The delegates can be asked to pay a participation fee for the GA. (cf. 5.3)</p> <p>People who are employed by FYEG or are members of the FYEG Executive Committee cannot be delegates to the general assembly. Theyse people can, however, be observers.</p>	<p>The General Assembly is the highest decision body. The General Assembly is composed of one or two delegates per full member organisation, candidate member organisation and associate member organisation.</p> <p>MOs should strive to send delegations to GA that are gender-balanced and consist of delegates maximum aged 30 years old. If the organisation is unable to find delegates within the age limit, they can send older delegate aged 31-35.</p> <p>The delegates can be asked to pay a participation fee for the General Assembly. People who are employed by FYEG or are members of the FYEG Executive Committee cannot be delegates to the general assembly.</p>	
2.1.2. Competences	2.2. Powers	<i>The text is re-organised to follow the Statutes. There is a</i>

<p>The general assembly: approves/ disapproves the accounts of the previous year, the financial report and the budget for the upcoming year approves/ disapproves the action work plan presented by the EC adopts/ amends political motions, resolutions, amendments to the political platform, the strategic plan, the statutes and the IRPs accepts/rejects/suspends/excludes candidate, associate and full MOs Takes note of the current situation of its members and partnerships (cf. 1.1.6 Membership reviews)</p> <p>elects: the executive committee (EC) the secretary general (SG) the advisory committee (AC) the financial control committee and advisory committee (FCAC) the editorial board of Ecosprinter (EEB)</p> <p>ratifies: resignations of the Secretary General EC decisions about joining or leaving partnerships and membership within other organisations/ networks</p> <p>Changes to the statutory and internal organisational documents take effect from the first working day after the GA meeting where they were changed. People elected by the General Assembly will start their mandate from the first working day after the GA meeting where they were elected, unless other rules apply for their mandate.</p>	<p>The power of the General Assembly is detailed in the Statutes. The Statutes state that a decision of the General Assembly is required in the following cases: - the approval of the annual financial report of the previous year and the budget of the upcoming year, - the adoption and amendment of the Statutes, - the adoption and amendment of the IRPs, - the adoption and amendment of the Political Platform - the election and dismissal of the executive committee, - the admission, suspension and exclusion of members.</p> <p>In addition, a decision of the General Assembly is required in the following cases: - the adoption and amendment of the Activity plan for the upcoming year, - the adoption and amendment of Resolutions, - the election of the Secretary-General, - the election of the Financial Control and Advisory Committee, - the election of the Editorial Board of Ecosprinter, - the election of the FYEG representative to the European Green Party Committee, - the approval of the Advisory Committee - the approval of the Presidency of the General Assembly - Decision about joining (or leaving) membership with other organisations/networks</p> <p>The General Assembly also hears the following reports: - Activity Report - Executive Committee and Secretary General Report - FYEG's Representative to the EGP Committee - Ecosprinter Editorial Board report - Financial Control and Advisory Committee report - Advisory Committee report</p>	<p><i>new body that is FYEG representative to the European Green Party Committee that will be elected by the General Assembly (more information on Chapter 4: Bodies) The procedure of appointing the Advisory Committee is clarified as approval, as in the reality the Advisory Committee is not elected but it is approved based on the proposal of the Executive Committee.</i></p>
<p>2.1.3. Reports</p>	<p>2.3 Functioning</p>	<p><i>The Meeting Rules are now annexed to the IRPs to streamline</i></p>

<p>The general assembly has to take note of mandatory reports by:</p> <ul style="list-style-type: none"> the executive committee the secretary general the treasurer (financial report and mid-term financial plan) the advisory committee the financial control and advisory committee the working groups 	<p>The Administrative Board and the Executive Committee summons annual General Assembly. FYEG Member Organisations are summoned to the General Assembly via e-mail. The convocation contains the agenda, date, time and place of the General Assembly.</p> <p>General Assembly is presided in line with the Meeting Rules (Annex - 1)</p> <p>The rules for holding extraordinary General Assembly are detailed in the Statutes.</p>	<p><i>the Presidency work.</i></p>
<p>2.1.4 Deadlines and calls</p>	<p>2.4 Deadlines and calls</p>	<p><i>Addition FYEG representative to the EGP Committee. Addition of the deadline for amendments</i></p>

<p>The call for hosting the general assembly must be sent out by the 1st of October of every year with a 1 month deadline. The selection of the hosting MO is done by the EC.</p> <p>The remaining deadlines are structured as follows:</p> <p>12 Weeks before the GA The EC must send out a call for: GA registration the executive committee the secretary general (if applicable) the financial control committee (if applicable) the advisory committee call for presidency The EC must organise an online information session, explaining the functioning of the GA and promoting the different open positions.</p> <p>6 Weeks before the GA Deadline for: registration of delegates applications of organisations applications of secretary general candidates</p> <p>4 Weeks before the GA Deadline for: EC candidates FCAC candidates</p>	<p>The call for hosting the General Assembly must be sent out by latest 1st of October of every year with a one month deadline. The selection of the hosting organisation is done by the Executive Committee.</p> <p>The remaining deadlines are structured as follows:</p> <p>12 Weeks before the General Assembly the Executive Committee must send out a call for: Registration the executive committee (if applicable) the secretary general (if applicable) the financial control and advisory committee the ecosprinter editorial board the FYEG representative to the EGP committee the presidency</p> <p>10 weeks before the General Assembly: The Executive Committee must also organise an online information session, explaining the functioning of the General Assembly and promoting the different open positions.</p> <p>9 weeks before the General Assembly is the deadline for: applications of presidency</p> <p>6 weeks before the General Assembly is the deadline for: registration of delegates applications of organisations for associate, candidate or full membership applications of Secretary General candidates applications for the FYEG nominee to the EGP Committee</p> <p>4 Weeks before the General Assembly is the deadline for: submission of resolutions amendments to the Political Platform, the Internal Rules and Procedures and the Strategic Plan Reports and Plans to be sent out to Member Organisations Executive Committee candidates Financial Control and Advisory Committee candidates Ecosprinter Editorial Board candidates the submission of proposals to add point to the GA agenda, any such proposal must be signed by one-twentieth of the full member organisations, as detailed in the Statutes</p> <p>In case the number of candidates is less than the number of positions open and/or if the gender quota</p>	
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<p>the FYEG financial report and the financial plan for the upcoming year • the proposed FYEG activity plan for the upcoming year</p> <p>In case the number of candidates is less than the number of positions open and/or if the gender quota is not met, the EC will re-open the call for a maximum of 7 calendar days for additional candidates of the underrepresented gender and/or positions with lacking candidates.</p> <p>3 weeks before the GA: Candidacies are published EC recommendations on candidating (full or candidate) MOs are published EC recommendations on exclusion and/or suspension of MOs are published</p> <p>2 weeks before the GA: Support letters for candidates are published</p> <p>Other deadlines: The deadline for submitting emergency resolutions must be 2 days before the start of the GA At the end of the GA's first day, the assembly sets a deadline for amendments and for alternative amendments to the statutes, the IRPs and the political platform (see 2.1.5). After this deadline no more amendments are accepted. Only those amendments that have been submitted to the presidency in understandable writing in due time will be voted upon</p>	<p>is not met, the Executive Committee will re-open the call for additional candidates of the underrepresented gender and/or positions with lacking candidates.</p> <p>3 weeks before the General Assembly is the deadline for: publication of Candidacies publication of support for candidates publication of Executive Committee recommendations on candidating member organisations (for full or candidate membership) publication of Executive Committee recommendations on exclusion and/or suspension of member organisations sending the GA agenda, as detailed in the Statutes</p> <p>1 week before the General Assembly is the deadline for: amendments to the resolutions, Activity Plan and Financial Plan</p> <p>Other deadlines: The deadline for submitting emergency resolutions must be 2 days before the start of the General Assembly. At the end of the General Assembly's first day, the assembly sets a deadline for amendments to the emergency resolutions.</p>	
<p>2.1.5 Submission of motions and amendments</p>	<p>2.5. Submission of resolutions and amendments</p>	<p><i>Alternative amendment procedure is taken out as it is confusing and restricting.</i></p>

<p>At the general assembly full MOs the executive committee working groups</p> <p>have the right to submit motions, resolutions and amendments to motions, the political platform, the activity plan, the strategic plan, the statutes and the IRPs, bearing in mind the deadlines specified under 2.1.4. Support of 3 member organizations is needed in order to table an emergency resolution.</p> <p>Alternative amendments to the statutes, the IRPs and the Political platform may be submitted, bearing in mind the deadline specified under 2.1.4. They must be in the scope of already submitted amendments. The presidency may declare an alternative amendment ineligible if its scope is different from the original amendment.</p>	<p>At the general assembly Full Member Organisations and the Executive Committee have the right to submit resolutions, and amendments to resolutions, the political platform, the activity and financial plan, the strategic plan, the statutes and the IRPs, bearing in mind the deadlines specified under 2.4. Support of 3 Full Member Organization is needed in order to table an emergency resolution.</p>	
<p>2.1.6 Presidency</p>	<p>2.6 Presidency</p>	
<p>The general assembly confirms the presidency proposed by the EC before any other decisions are made.</p> <p>The presidency then: chairs the meetings and discussions at the GA prepares the motions, amendments and voting procedures to the GA is responsible for taking the minutes of the GA</p> <p>The presidency: consists of four to six people who must not be candidates to any positions at the GA can be suspended and simultaneously replaced with an absolute two-third majority by the assembly. Such a vote of no-confidence can be demanded by at least 5% of the delegates, who must present people for the new presidency.</p>	<p>The General Assembly confirms the Presidency proposed by the Executive Committee before any other decisions are made.</p> <p>The Presidency then: chairs the meetings and discussions at the General Assembly prepares the resolutions, amendments and voting procedures for the General Assembly is responsible for taking the minutes of the General Assembly</p> <p>The Presidency: consists of four to six people who must not be candidates to any positions at the General Assembly. can be suspended and simultaneously replaced with an absolute two-third majority by the assembly. Such a vote of no-confidence can be demanded by at least 5% of the delegates, who must present people for the new Presidency.</p>	
	<p>2.7 Participation Fee</p>	<p><i>Participation fee to the General</i></p>

	<p>A participation fee to the General Assembly can be set up if the Treasurer finds it necessary. The following participants of the General Assembly are exempt from paying the participation fee: One delegate per Full, Candidate and Associate Member Organisation, Executive Committee members the Secretary-General and office members of the Presidency</p> <p>If a full Member Organisation sends a second delegate the participation fee is halved in case at least one of the two delegates self-identifies as women, intersex, nonbinary, trans or agender. Treasurer can grant exemption or lowering of the fee to participant that request it.</p>	<p><i>Assembly was in the Events and Financial Management chapter of the old IRPs, it is moved to the General Assembly chapter.</i></p>
	<p>2.8. Travel Reimbursement</p>	<p><i>Travel</i></p>
	<p>Full reimbursement of travel costs is granted to: one delegate per full, candidate or associate Member Organisation Executive Committee members the Secretary-General and the office candidates for the Executive Committee elections candidates for the Secretary General elections, provided they have received approval by the pre-selection committee candidates for the FYEG Representative to the EGP Committee, provided they have received approval by the pre-selection committee members of the presidency</p> <p>The Treasurer can decide to reimburse travel costs for: delegates of organisations applying for candidate membership in FYEG candidates for all open positions the second delegate of a full, candidate or associate Member Organisation if at least one delegate self-identifies as women, intersex, nonbinary, trans or agender.</p>	<p><i>Reimbursement fee to the General Assembly was in the Events and Financial Management chapter of the old IRPs, it is moved to the General Assembly chapter.</i></p>

Chapter 3: Election and Voting Procedures

OLD IRPS	NEW Proposal	
3. Election and voting procedures	3. Election and voting procedures	Explanation
3.1. Voting rights	3.1. Attendance and Voting Quorums	<i>Update with the new Statutes</i>
Every member of a body has one vote, except in the GA and in an electronic vote, in both of which full MOs have two votes. Staff members have no voting right at meetings they are part of.	In line with the Statutes, each Member Organisation has the right to attend the General Assembly. Only Full Member Organisations have voting rights and each Full Member Organisation has two votes.	
3.2. Principles	3.1.1. Principles	<i>Clarification</i>
In principle all decisions in FYEG are taken by simple majority. All voting on people or MOs including electronic voting is done by secret ballot. The voting body can decide to have other voting procedures processed through secret ballot.	In line with the Statutes, the General Assembly deliberates validly only if an absolute majority 50 % + 1 of the Full Member Organisations are present or represented. The Statutes detail the steps to follow in case the attendance quorum is not reached. In line with the Statutes, in principle all decisions in FYEG are taken by simple majority of votes registered for the General Assembly. When voting, abstention is always an option. When the vote relates to decisions concerning persons or Member Organisations, the ballot is always secret. The voting body can decide to have other voting procedures processed through secret ballot.	
3.3 Different majorities	3.1.2. Procedures	<i>Clarification</i>

<p>Simple majority Majority of the cast votes, i.e. the number of the “Yes” votes exceed those of the “No” votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed]</p> <p>Absolute majority Majority (half+1, or half + 0.5 in case of odd number) of the number of votes distributed at the voting body.</p> <p>Note that it is number of votes registered, not number of votes cast. This means that if less than half of the voters are present and vote, this majority can never be reached.</p> <p>20 voters registered: need 11 or more yes votes. 21 voters registered: need 11 or more yes votes 22 voters registered: need 12 or more yes votes.</p> <p>Simple two-thirds majority Two thirds of the cast votes. Absolute two-thirds majority Two thirds of the number of votes distributed at the voting body.</p> <p>Note that it is the number of votes registered, not the number of votes cast. This means that if less than two thirds of the voters are present and vote this majority can never be reached.</p> <p>Examples: 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes votes 22 voters registered: need 15 or more yes votes</p>	<p>Definitions Votes registered at General Assembly - the number of Member Organisations and their delegates who are registered for the General Assembly and have voted in the determination of the General Assembly quorum</p> <p>Votes cast - the number of votes that were submitted.</p> <p>Simple majority Majority of the votes cast, i.e. the number of “Yes” votes exceed the number of “No” votes. Abstentions are not considered in the count.</p> <p>Examples: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1 abstention: passed.</p> <p>Absolute majority To pass "yes" should reach the majority (half+1, or half + 0.5 in case of odd number) of the number of votes registered at the General Assembly.</p> <p>Note that it is number of votes registered, not number of votes cast. This means that if less than half of the voters are present and vote, this majority can never be reached.</p> <p>Examples: 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11 or more yes votes. 22 voters registered: need 12 or more yes votes.</p> <p>Simple two-thirds majority Two thirds of the votes cast. Absolute two-thirds majority Two thirds of the number of votes registered.</p> <p>Note that it is the number of votes registered, not the number of votes cast. This means that if less than two thirds of the voters are present and vote this majority can never be reached.</p> <p>Examples: 20 voters: need 14 yes or more votes. 21 voters registered: need 14 or more yes votes. 22 voters registered: need 15 or more yes votes.</p>	
<p>3.4. Election of Candidates</p>	<p>3.2. Election of Candidates</p>	

3.4.1. Electoral System	3.2.1. Principles	
FYEG uses a Single Transferable Vote (STV) electoral system with a standard droop quota. Mathematically, this is the next integer larger than $V / (n+1)$ when V = the total number of valid votes and n is the number of positions available. Specifically recommended is the Scottish STV system	FYEG uses a Single Transferable Vote (STV) electoral system with a standard droop quota. Mathematically, this is the next integer larger than $V / (n+1)$ when V = the total number of valid votes and n is the number of positions available. Specifically recommended is the Scottish STV system	<i>No change</i>
3.4.2. Principles	3.2.2. Procedures	
<p>The main principle is to rank all candidates according to your preferences for candidates. Where 1 is your first preference 2 your second preference and so on.</p> <p>If no more candidates you wish to vote for remain, voters have the option to leave the rest of the ballot blank.</p> <p>Only a completely blank ballot counts as abstention.</p> <p>To be elected a candidate needs an absolute simple majority.</p>	<p>The main principle is to rank all the candidates according to the voter's preferences for each candidate. Where 1 is the first preference 2 the second preference and so on. Voters can rank all candidates even if the number of candidates exceeds the number of positions. Voters can decide to not rank some of the candidates even if this means leaving the ballot partially blank.</p> <p>Only a completely blank ballot counts as abstention, an abstention counts under the exception below.</p> <p>If a simple majority of all ballots cast do not rank the candidate with any numbers they are excluded from the election</p>	<i>Clarification</i>
3.4.3 Procedures		

<p>1 – The candidates who have reached the election quota (i.e. election threshold) are elected.</p> <p>2 – If some positions are still available, the following process starts: 2a – The left-over votes on candidates reaching the election threshold are redistributed according to second preferences, using the Single Transferable Vote system of distribution.</p> <p>2b – If one or more candidates have reached the election threshold, that/those candidate(s) are elected in order from highest to lowest vote count. The process then starts again from point (2).</p> <p>2c – If no candidate reaches the threshold in this way, the candidate with the lowest amount of votes is removed from the election. The ballot-papers that ranked this candidate as their first remaining preference are redistributed according to their second preference. The process is then restarted (1).</p> <p>2d - If, following the calculation of the election result, one or more candidates is elected who is ineligible due to quota regulations, these candidates (who had the least number of votes) are removed from the pool of candidates and the entire election is recalculated. That is to say, the election is recalculated, and each time the ineligible candidate would have received a preference vote, the vote instead goes to the voter’s next preference.</p>	<p>0 - All ballots are inspected to determine that candidates have received a simple majority of any kind of ranking on cast ballots. If not, they will be excluded from the election.</p> <p>1 – The candidates who have reached the election quota (i.e. election threshold) are elected.</p> <p>2 – If some positions are still available, the following process starts: 2a – The left-over votes on candidates reaching the election threshold are redistributed according to second preferences, using the Single Transferable Vote system of distribution.</p> <p>2b – If one or more candidates have reached the election threshold, that/those candidate(s) are elected in order from highest to lowest vote count. The process then starts again from point (2).</p> <p>2c – If no candidate reaches the threshold in this way, the candidate with the lowest amount of votes is removed from the election. The ballot-papers that ranked this candidate as their first remaining preference are redistributed according to their second preference. The process is then restarted (1).</p> <p>2d - If, following the calculation of the election result, one or more candidates is elected who is ineligible due to quota regulations, these candidates (who had the least number of votes) are removed from the pool of candidates and the entire election is recalculated. That is to say, the election is recalculated, and each time the ineligible candidate would have received a preference vote, the vote instead goes to the voter’s next preference.</p>	<p><i>Clarification</i></p>
<p>3.4.4. Exceptions</p>	<p>3.2.3. Exceptions</p>	<p><i>Clarification</i></p>

<p>At the GA: Concerning the EC elections: The spokespersons and the treasurer are elected separately from the rest of the EC positions.</p> <p>Concerning the election of the advisory committee: Ex-EC members can advance their candidacy for the advisory committee before or during the GA. The newly elected EC will then towards the end of the GA select an appropriate number of candidates from the pool of candidates and present them to the GA. The GA approves or rejects the proposed AC by simple majority vote. If the proposed AC is rejected the new EC must immediately select new candidates and present them to the GA</p> <p>Between General Assemblies: Concerning the replacement of a resigned EC member: If an EC member resigns a new EC member can be elected to replace them. The EC publishes a call for candidates for the vacant position. Applications are possible by anybody who gains the support of 2 MOs and have to be directed to the EC and/or the general list All candidates will be voted through an electronic vote. (see 3.6) Either the candidate who gained absolute majority is elected or the two candidates with the highest amounts of votes will be voted on by simple majority through a second electronic vote. Any replaced EC member will have full voting rights in the EC. This period is not considered to be a mandated period and the person still has a right to be elected to the EC as other new candidates. Concerning the forced resignation of an EC member: Two thirds of the EC can propose the resignation of an EC member. The full MOs vote on the proposed resignation through electronic vote. (cf. 3.6) The vote is based on two letters: a letter of justification from the majority of EC proposing the resignation and an optional letter of defense from the EC member proposed to resign. If at least one third of the full MOs participate in the vote and a two third majority is reached the EC member is displaced.</p>	<p>At the General Assembly: Concerning the Executive Committee elections: The spokespersons and the treasurer are elected separately from the rest of the Executive Committee positions.</p> <p>Concerning the Advisory Committee: The newly elected Executive Committee will present the proposed Advisory Committee to the General Assembly. The General Assembly ratifies the proposed Advisory Committee by a simple majority vote.</p> <p>Between General Assemblies: Concerning the replacement of a resigned Executive Committee member: If an Executive Committee member resigns, a new Executive Committee member can be elected to replace them. The Executive Committee will publishes a call for candidates for the vacant position. Candidates will be elected via an electronic vote. Any replaced EC member will have full voting rights in the Executive Committee.</p>	
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<p>In case of the resignation or incapacity of the Secretary General, the Executive committee will appoint a Secretary General ad interim within one month since notification of EC and MOs. This replacement will continue until the election of a new Secretary General at the subsequent General Assembly or until the Secretary General is able to resume their duties. The resignation is ratified by the General Assembly (cl. 3.5.1)</p>		
<p>3.5. Voting on Subjects</p>		
<p>In principle all decisions in FYEG are taken by simple majority. When voting on subjects the possibilities are YES, NO or abstention.</p>		
<p>3.5.1 Exceptions at the GA</p>		
<p>An absolute majority is needed to: accept a candidate or associate MO suspend an MO ratify the resignation of the Sec-Gen revoke decisions of the Advisory Committee</p> <p>An absolute two-thirds majority is needed to: accept a full MO exclude an MO change the political platform allow a candidate to run without the support of their MO (cf. 7.2.2) change the statutes change the IRPs change the Strategic Plan replace the presidency (cf. 2.1.6)</p>		<p><i>These chapters are re-organised and merged with to appropriate sub-chapters to make a better logical flow</i></p>
<p>3.5.2 Exceptions in the EC</p>		
<p>An absolute majority is needed to: ask the resignation of the Sec-Gen An absolute two-thirds majority is needed to: propose the resignation of a board member</p> <p>Between ECMs: Decisions made on phone/video conferences, chats or via email communications are binding If this decision is taken by less than a majority of the EC, the initiator shall post it to the EC list. The other EC members can recall this decision within</p>		

48 hours with a simple majority of the whole EC		
3.6 Electronic voting	3.3. Electronic Voting	<i>Clarification</i>
<p>The EC can call for an electronic vote between GAs in urgent matters. It is the duty of the EC to provide enough information for the full MOs to make an informed decision.</p> <p>Each full MO has 2 votes and can vote with YES, NO or abstention. The voting period is set to two weeks with a one week reminder. The statutes, the IRPs, the Strategic Plan and the political platform cannot be subject to any electronic vote. Results will be announced within one week after the closing of the vote and include detailed information.</p>	<p>The Executive Committee can call for an electronic vote between General Assemblies in urgent matters. It is the duty of the Executive Committee to provide enough information for the full Member Organisations to make an informed decision.</p> <p>Each full Member Organisation has 2 votes. When voting, abstention is always an option.</p> <p>The voting period is set to two weeks with a one week reminder. The Statutes, the Internal Rules and Procedures, the Strategic Plan and the Political Platform cannot be subject to any electronic vote between the General Assemblies. Results will be announced within one week after the closing of the vote and include detailed information.</p>	
3.7 Tiebreakers	3.4 Tiebreakers	<i>No change</i>
3.7.1: Tiebreakers on points of substance	3.4.1: Tiebreakers on points of substance	
<p>In the case of a tie between two points of substance, the vote shall be held again. If the result is once again a tie, the body voting may choose to vote once more, table the discussion to later in the meeting, or decide by some form of chance. Note that this paragraph is not intended to apply to ties between “yes”, “no”, or “abstain” where some point of substance requires a majority to pass.</p>	<p>In the case of a tie between two points of substance, the vote shall be held again. If the result is once again a tie, the body voting may choose to vote once more, table the discussion to later in the meeting, or decide by some form of chance. Note that this paragraph is not intended to apply to ties between “yes”, “no”, or “abstain” where some point of substance requires a majority to pass.</p>	
3.7.2: Tiebreakers relating to elections	3.4.2: Tiebreakers relating to elections	
<p>If the tie occurs between two candidates in an election, and only one may be elected, a vote shall be held to decide between them. If the result is once again a tie, the body voting may choose to vote once more or decide by some form of chance. At any point during this, either candidate may choose to withdraw.</p>	<p>If the tie occurs between two candidates in an election, and only one may be elected, a vote shall be held to decide between them. If the result is once again a tie, the body voting may choose to vote once more or decide by some form of chance. At any point during this, either candidate may choose to withdraw.</p>	
	3.5. Dismissal of Elected Persons	
	3.5.1. Dismissal of Executive Committee Member	<i>point 3.4.4. in OLD IRPs is clarified and put forward as a new point here</i>

	<p>Two thirds of the Executive Committee can propose dismissal of an Executive Committee member.</p> <p>The Full Member Organisations vote on the proposed resignation through electronic vote. The vote is based on two letters: a letter of justification from the majority of Executive Committee members proposing the dismissal and an optional letter of defence from the Executive Committee member.</p> <p>If at least one third of the full MOs participate in the vote and a two third majority is reached the Executive Committee member is dismissed.</p>	
	3.5.2. Dismissal of Secretary-General	<i>New addition to clarify the procedure to dismiss Sec-Gen</i>
	<p>The Executive Committee can propose dismissal of the Secretary General, with two-thirds of the votes of the members of the EC. The Member Organisations must be notified within 8 days about the decision and the Executive Committee must appoint a Secretary-General ad interim within 8 weeks after the decision of the Executive Committee. The Secretary General ad interim will continue until the election of a new Secretary General at the subsequent General Assembly.</p>	
	3.6. Gender Quota	<i>Moved to this chapter from 4. Gender point of the OLD IRPs</i>
	<p>In all elected bodies there must be a minimum of 50% of people that self-identify as women, intersex, nonbinary, trans or agender.</p> <p>If there is only one position in a body, there is no quota. However it is encouraged that people that self-identify as women, intersex, nonbinary, trans or agender alternate in this position.</p>	

Chapter 4: Gender

OLD IRPS	NEW Proposal	Explanation
4. Gender		
4.1. Gender Quota	4.1. Gender Quota	<i>Updated and moved to election and voting procedures chapter.</i>
<p>In all elected bodies there must be a minimum of 50% of people that self-identify as woman, trans or genderqueer.</p> <p>If there is only one position in a body, there is no quota. However it is encouraged that people that self-identify as woman, trans or genderqueer alternate in this position.</p>	<p>In all elected bodies there must be a minimum of 50% of people that self-identify as woman, trans or genderqueer.</p> <p>If there is only one position in a body, there is no quota. However it is encouraged that people that self-identify as woman, trans or genderqueer alternate in this position.</p>	
4.2. Child Care	4.2. Child Care	<i>Moved to Financial Management Chapter</i>
<p>If requested and possible child care will be provided. If necessary and possible, for child care all costs for an extra person will be covered.</p>	<p>If requested and possible child care will be provided. If necessary and possible, for child care all costs for an extra person will be covered.</p>	
4.3. Sexual harassment, sexist behavior, violence or any kind of discrimination	4.3. Sexual harassment, sexist behavior, violence or any kind of discrimination	<i>Deleted as it is in the Annexes.</i>
<p>FYEG has a safer spaces policy, an anti-sexual harassment protocol and guidelines for persons of contact (see Annexes)</p> <p>In case of sexual harassment, violence or discrimination by a member of an elected body within FYEG the EC can exclude the offender (cf. 2.2.2). For further handling, the EC will follow the anti-sexual harassment policy in Annex 4.</p>	<p>FYEG has a safer spaces policy, an anti-sexual harassment protocol and guidelines for persons of contact (see Annexes)</p> <p>In case of sexual harassment, violence or discrimination by a member of an elected body within FYEG the EC can exclude the offender (cf. 2.2.2). For further handling, the EC will follow the anti-sexual harassment policy in Annex 4.</p>	

Chapter 4: Bodies

OLD IRPS	NEW Proposal	Explanation
	4. Bodies	
	4.1. Administrative Board	<i>A new body created in line with Belgian regulations</i>
	In line with the Statutes, the association is administered by an administrative board composed of three people, appointed by the general assembly amongst the Secretary-General, the co-spokespeople and the treasurer.	
2.2. Executive Committee	4.2. Executive Committee	<i>Proposal to:</i>
2.2.1 General tasks		<i>- Increase the mandate of the Executive Committee</i>
<p>The executive committee is the second highest decision-making body in FYEG. It handles the management of the federation on a day to day basis. Elections for the EC take place at the GA. (cf. 3.4) For requirements for the application cf. 7.2.2.</p> <p>The EC:</p> <ul style="list-style-type: none"> has the right to make statements on behalf of FYEG, in line with the political platform and has the obligation to make them public handles the implementation of the activity plan as decided by the previous GA receives and handles applications from organisations that wish to join FYEG and produces a report for the GA including a voting recommendation can engage FYEG in partnerships with external networks and organisations. This type of decision has to be ratified by the following GA selects members of preteams and working groups is responsible for following the budget, with specific responsibilities assigned to the treasurer 	<p>The Executive Committee members are responsible for making strategic and political decisions about the organisation during their mandate and between General Assemblies.</p> <p>The Executive Committee is composed of eight people: who are elected by the General Assembly with a two-year mandate whose mandate can be renewed two times in case of by-election, the term only counts as a mandate if it exceeds 6 months an EC member can not hold two mandates in the same role</p> <p>An EC candidate must not be older than 32 on the year of election.</p> <p>A mandate is the period between one Annual GA and the second to next Annual GA.</p> <p>Within the EC there are two spokespersons, who must not be from the same Member Organisation, the treasurer and five additional members. The gender quota applies to the spokespersons.</p> <p>The Executive Committee: is responsible for the relations with the Member Organisations, has the right to make statements on behalf of FYEG, in line with the political platform oversees the implementation of the activity plan as decided by the General Assembly receives and handles applications from organisations that wish to join FYEG and produces a report for the General Assembly including voting recommendation can engage FYEG in partnerships with external movements, networks and organisations select members of non-elected temporary bodies and provides political support to them (such as the prep-teams, working groups, task forces etc.)</p>	<p><i>- Clarify the by-election term</i></p> <p><i>- Update the age limit in line with the two-year mandate.</i></p> <p><i>Responsibilities of the Executive Committee is clarified and updated.</i></p>

	The Executive Committee members represent FYEG to its partners, member organisations and other stakeholders.	
2.2.2 Composition	4.2.1. Spokespeople	<i>The text is clarified</i>
<p>The EC is composed of 8 people who are elected by the GA with their mandate lasting until the following ordinary GA whose mandate can be renewed three times who must not be older than 35</p> <p>Within the EC there are two spokes-persons, who must not be from the same MO, the treasurer and five additional members. The Gender Quota described in Article 4.1 applies to the spokespersons.</p>	<p>The Spokespersons: Coordinate the Executive Committee Represent FYEG to the public and are a contact point for people from outside the Federation. Represent FYEG with the Partners and attend European Green Party Committee meetings Are responsible for the secreteriat The mandate of the spokespersons is further stated in the internal delegation order of FYEG, adopted by the Executive Committee on an annual basis.</p>	
<p>The spokespersons: represent FYEG towards the general public and are a contact point for people from outside the federation represent FYEG within EGP and attend EGP Committee meetings are responsible for the personnel in the office The mandate of the spokespersons is further stated in the internal delegation order of the FYEG, adopted by the EC on an annual basis.</p> <p>The treasurer: prepares the financial report to the EC and the GAs based on the information delivered from the office, including an analysis of the budget report based on Gender (Gender Budgetiing) & the list of MO fee paid by each Member Organisation (see Article 5.2). Between GAs the treasurer keeps the EC aware of FYEG's current and future financial situation with regular updates. prepares a budget plan for the GA at the end of their mandate, outlining the next year has regular meetings with the office during their mandate to check the budget checks a report of all financial transactions every two months, which is to be prepared by the office, and confirms - through e-mail or a live meeting - all payments to be in line with FYEG's budget and financing practices</p> <p>The mandate of the treasurer is further stated in the internal delegation</p>	<p>4.2.2. Treasurer</p> <p>The Treasurer is responsible for the yearly budget of FYEG. The treasurer works closely together with the Secretary General and the Office, that ensures the daily financial management of the organisation. The treasurer: prepares the financial report to the Executive Committee and to the General Assembly prepares a budget plan for the General Assembly has regular meetings with the Office to check the budget The mandate of the treasurer is further stated in the internal delegation order of FYEG, adopted by the Executive Committee on an annual basis</p>	<i>The text is clarified</i>

<p>order of the FYEG, adopted by the EC on an annual basis.</p> <p>In contrast to the treasurer and the spokespersons the five remaining members of the EC have no specific tasks. The EC is free to divide tasks among itself, however it must ensure that the following tasks are taken up: One responsible for the relationship with GYG (cf. 6.4) One responsible for the relationship with the CDN Two persons who are of different gender from the EC are the contact for people who have experienced sexual harassment at FYEG events. They have the duty to help the victim and solve the problem. All help is confidential. Every case will be brought forward to the EC or, where more appropriate for the specific situation, the AC or the Presidency. One responsible for the member organisations coordination.</p>		
<p>2.3. Secretary General</p>	<p>4.3. Secretary General</p>	
<p>The Secretary General is elected for a two year mandate at the GA. (cf. 3.4) For requirements for the application cf. 7.2.3.</p> <p>The tasks of the Sec-Gen include: the daily management of the FYEG office, including the financial management, coordination of the office, meaning employees and volunteers, as well as assisting the EC. This also includes maintaining and supervising FYEG's online communication tools. the fund-raising, organisation and implementation of FYEG's campaigns, projects and statutory meetings the maintaining of good contacts with FYEG's partner organisations and MOs the monitoring of key political events and policy developments on the European level, in order to serve as a resource for FYEG's political work the handling of FYEG's bank accounts, all payments and the payments' documentation together with the office supporting the work of the treasurer with delivering timely, accurate financial information to the Treasurer and the EC preparing financial reports and updates together with the Treasurer (explained in details under the cf. 2.2.2 – Treasurer) the writing of annual reports to FYEG's financial partners, together with the treasurer. If mandated by the EC the Sec-Gen can also take part in meetings and</p>	<p>The Secretary General is elected for a three year mandate at the General Assembly. The mandate can only be renewed once. The total duration of the mandate of the Secretary-General can not exceed two mandates and the time held as "interim Secretary-General" is not counted as part of a mandate.</p> <p>The tasks of the Secretary General include: the legal representation of the organisation Managing the FYEG Secretariat and making sure that each office member fulfils their responsibilities and tasks Facilitating and assisting the work of the Executive Committee Overseeing the HR processes Overseeing the execution of FYEG Activity Plan Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank accounts, accounting, Making sure that the statutory deadlines and process are respected Overseeing the organisation of the statutory activities Overseeing FYEG's external communications and campaigns Monitoring key political events and policy developments on the European level to serve as a resource for FYEG's political work Maintaining good contacts with FYEG's partners and Member Organisations and other stakeholders If mandated by the Executive Committee, the Secretary General can externally represent FYEG and its position</p>	<p><i>Proposal to update the mandate of the Secretary General to three years and bring forward a limit of number of mandates.</i></p>

represent FYEG and its position, according to a clear and limited mandate given by the EC		
	<p>4.4. FYEG's Representative to the European Green Party Committee</p> <p>As outlined in the Statutes and the Rule Book of the European Green Party, the Committee is the executive body of the European Green Party and is responsible for its political and strategical development and functioning within the budget and the guidelines approved by the Congress. The Committee consists of 13 members, out of which 4 are elected for specific functions, 8 regular members and 1 seat nominated by FYEG.</p> <p>The Committee mandate is 3 years. Members may not serve more than three terms. The Committee's general tasks and responsibilities are further detailed in the European Green Party Statutes.</p> <p>FYEG nominates one member to the EGP Committee. Hereafter, this person will be referred to as the representative. This representative cannot hold any of the four specific posts of the Petit Committee (Co-Chairs, Treasurer and the Secretary General). The nomination of this FYEG representative will follow the Committee elections deadlines.</p> <p>FYEG's representative is elected at the General Assembly. They must not be older than 35 years old at year of election. They are required to attend at least one live Executive Committee meeting every year. Moreover they must submit a report to the General Assembly every year, detailing the work that they have done in the EGP Committee. They can be asked to attend more FYEG Executive Committee meetings and FYEG events to represent the EGP Committee.</p>	<p><i>During the 6th EGP Congress in Copenhagen, EGP Member Organisation s voted in favour of allowing FYEG to nominate a member of the European Green Party Committee. This body is now added to the FYEG IRPs to define the role, the responsibilities and the election procedures.</i></p>
2.4. Financial Control and Advisory Committee	4.5. Financial Control and Advisory Committee	<p><i>Proposal to decrease the number of the members to two, as it was the case until year 2020.</i></p>

<p>At the GA, Members of the financial control and advisory committee are elected for a two year mandate. The FCAC is composed of four members. Its members must not be members of the EC nor financially depending on FYEG.</p> <p>The FCAC's tasks include: At least one meeting a year, dedicated to checking FYEG's finances. A written report of this meeting must be submitted to the EC, thereby providing an internal audit. the presentation of this yearly report to the delegates at the GA. The financial report that is to be presented to the GA and all other relevant material have to be ready and in disposal for the meeting. Providing recommendations to FYEG Treasurer and Secretary General regarding the financial management and the financial orientations of FYEG.</p> <p>It is recommended that the EC and the office share relevant information related to the finances of the organisation to FCAC throughout the year.</p>	<p>At the General Assembly, members of the Financial Control and Advisory Committee (FCAC) are elected for a two year mandate. The FCAC is composed of two members. Its members must not be members of the Executive Committee nor financially depending on FYEG.</p> <p>The FCAC's tasks include: At least one meeting a year, dedicated to checking FYEG's finances. A written report of this meeting must be submitted to the EC, thereby providing an internal audit. the presentation of this yearly report to the delegates at the GA. The financial report that is to be presented to the GA and all other relevant material have to be ready and at disposal for the meeting. Providing recommendations to FYEG Treasurer and Secretary General regarding the financial management and the financial orientations of FYEG.</p> <p>It is recommended that the EC and the office share relevant information related to the finances of the organisation to FCAC throughout the year.</p>	
<p>2.5. Office</p>	<p>4.6. Office</p>	
<p>In addition to the Secretary General, FYEG may recruit additional employees for its Office.</p> <p>In principle, all recruitments are made after an open and public call. The decision on the selected candidate is done in line with the internal delegation order of the FYEG, adopted by the EC on an annual basis.</p> <p>The Executive Committee adopts "Guidelines and Rules for the Office" in line with legal requirements. This document is made available to all employees, especially when new employees are recruited.</p> <p>Salaries are decided upon in line with the internal delegation order of the FYEG (adopted by the EC on an annual basis), based on the financial plans adopted by the General Assembly.</p>	<p>In addition to the Secretary General, FYEG may recruit employees for its Office.</p> <p>In principle, all recruitments are made after an open and public call. The decision on the selected candidate is done in line with the internal delegation order of the FYEG, adopted by the Executive Committee on an annual basis.</p> <p>The Executive Committee adopts "Guidelines and Rules for the Office" in line with legal requirements. This document is made available to all employees, especially when new employees are recruited.</p> <p>Salaries are decided upon in line with the internal delegation order of the FYEG, based on the financial plans adopted by the General Assembly.</p>	
<p>2.6 Advisory Committee</p>	<p>4.7 Advisory Committee</p>	<p><i>The text is clarified</i></p>

<p>The Advisory Committee ensures the transfer of knowledge within FYEG and acts as a conflict resolution body. It is elected for two years at the GA. (cf. 3.4.3) The AC is composed of 5 members. Action by the AC is taken only upon request by EC members of other Bodies of FYEG. Its tasks are:</p> <p>providing their shared experience on a specific subject assisting in conflict resolution between EC members, members of other Bodies and/or personnel providing general or specific mentorship for EC members on an individual needs basis. If requested by the EC, advising the EC on organizational and structural matters</p> <p>In order to enable the AC to fulfill this tasks it is granted the following: one-way access to the email-list of the EC throughout the year, meaning the possibility to read conversations but not actively take part access to the online storing spaces of the EC, without editing rights. attendance at online or offline meetings of the Executive Committee</p> <p>During its duty, the AC must respect the secrecy of internal matters. At the GA, the AC must present a brief overview of the functioning of the EC and personnel. The AC takes decisions within three weeks, with simple majority, after oral or written consultation of both conflicting parties, and to the best of all members' knowledge. Decisions of the AC have to be provided in written form to both parties involved and can be revoked by the GA.</p>	<p>The Advisory Committee ensures the transfer of knowledge within FYEG and acts as a conflict resolution body. It is elected for two years at the General Assembly. The Advisory Committee is composed of 5 members. Action by the Advisory Committee is taken only upon request by Executive Committee members of other bodies of FYEG. Its tasks are:</p> <p>providing their shared experience on a specific subject assisting in conflict resolution between Executive Committee members, members of other Bodies and/or office providing general or specific mentorship for Executive Committee members on an individual needs basis. If requested by the Executive Committee, advising the Executive Committee on organisational and structural matters</p> <p>In order to enable the Advisory Committee to fulfil this tasks it is granted the following: one-way access to the email-list of the Executive Committee throughout the year, meaning the possibility to read conversations but not actively take part access to the online storing spaces of the Executive Committee, without editing rights. attendance at online or offline meetings of the Executive Committee</p> <p>During its duty, the Advisory Committee must respect the secrecy of internal matters. At the General Assembly, the Advisory Committee must present a brief overview of the functioning of the Executive Committee and office. If prompted, the Advisory Committee make recommendation within 8 weeks, after oral or written consultation of involved parties, and to the best of all members' knowledge. Recommendation of the Advisory Committee have to be provided in written form to parties involved.</p>	
<p>2.7 Working Group</p>	<p>4.8 Working Group</p>	<p><i>The text is simplified and details are put in the Annex</i></p>

<p>Working groups have the following functions within FYEG :</p> <ul style="list-style-type: none"> helping with the acquirement and create professional documents on current and selected topics providing the groundwork for the formulation of political positions promoting the involvement of MOs in FYEG. providing space for a debate between young Green activists on the European level supporting the EC, office and prep-teams in the organisation of events and campaigns communicating FYEG's positions internally communicating FYEG's political positions externally with the approval of the EC supporting the EC and Prep-teams in policy related preparations for FYEG events <p>A working group consists of at least 5 people from 5 different MOs.</p> <p>Working groups are formed by the Executive Committee, with a defined scope, aim, working area and timeframe. This defined scope is outlined by the EC responsible and working group coordinators at the start of the mandate to complement FYEG's priorities. The creation of a working group may be planned in the annual activity plan adopted by the General Assembly but the Executive Committee may also decide to create ad-hoc working groups.</p> <p>Each working group shall have two coordinators, at least one of them self-identifying as woman, trans or genderqueer. These two persons serve as the contact points for people outside of the working group, handle the working group's internal meeting schedule and communication and reports to the EC as well as the GA. Neither of them can be the EC member.</p> <p>The EC has to publish a call for interested members. The EC then also chooses the first members of the working group. The EC can decide if it is possible to join a working group at a later time and under which conditions this may occur.</p> <p>A member of the EC should be included in every working group, however this person cannot be the coordinator. The EC has the possibility to</p>	<p>Working groups have the following functions within FYEG :</p> <ul style="list-style-type: none"> helping with the acquirement and create professional documents on current and selected topics providing the groundwork for the formulation of political positions promoting the involvement of Member Organisations and green activists in FYEG Working Groups providing space for a debate between young Green activists on the European level supporting the Executive Committee, office and prep-teams in the organisation of events and campaigns supporting the Executive Committee and Prep-teams in policy related preparations for FYEG events <p>Working groups are formed by the Executive Committee, with a defined scope, aim, working area and timeframe. This defined scope is outlined by the Executive Committee responsible for the working group and working group coordinators at the start of the mandate to complement FYEG's priorities. The creation of a working group may be planned in the annual activity plan adopted by the General Assembly but the Executive Committee may also decide to create ad-hoc working groups.</p> <p>Working groups must not work against the political platform of FYEG. Further details on how to form, manage and communicate Working Groups is detailed in the Annex - 2 Working Groups Guidelines.</p>	
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<p>exclude someone from a WG on the recommendation of the coordinators or at least three members of the group. The person has the possibility to appeal to the Advisory Committee.</p> <p>It is recommended not to have more than four working groups active at the same time.</p> <p>Working groups must not work against the political platform of FYEG.</p>		
<p>2.8 Ecosprinter Editorial Board</p>	<p>4.9. Ecosprinter Editorial Board</p>	
<p>The Ecosprinter is the central platform within FYEG to exchange ideas and develop political strategies. The Ecosprinter is the MOs magazine of FYEG and is created by an autonomous editorial board, elected at the GA. The Ecosprinter is published online and FYEG should strive for a printed version. (cf. 3.4)</p> <p>The mission of the Ecosprinter is to: provide a forum for commentary and internal debate provide the spaces for blogs and articles of members of FYEG inform about the politics of EGP provide the member organisations with knowledge about candidates for upcoming GAs report and comment about culture, politics and discussions they believe are of importance.</p> <p>The Ecosprinter editorial board: consist of four members of which only one may be an EC member has to be gender-balanced can elect an Editor-in-Chief among its members work on the mission and development of the Ecosprinter</p> <p>In case there is not a consensus within the EEB on the election of the Editor-in-Chief, or an absolute majority (cf. 3.4.1), the EC appoints the Editor-in-Chief. The role of the editor in chief is to coordinate the work of the EEB and ensure that the mission of the Ecosprinter is fulfilled.</p>	<p>The Ecosprinter is the Member Organisations magazine of FYEG and is created by an autonomous editorial board, elected at the General Assembly. The Ecosprinter is published online and FYEG should strive for a printed version.</p> <p>The mission of the Ecosprinter is to: provide a forum for commentary and internal debate provide the spaces for blogs and articles of members of FYEG inform about European Green policies and politics report and comment about culture, politics and discussions they believe are of importance.</p> <p>The Ecosprinter Editorial Board: consist of four members of which only one may be an EC member has to be gender-balanced can elect an Editor-in-Chief among its members work on the mission and development of the Ecosprinter</p> <p>In case there is not a consensus within the Ecosprinter Editorial Board on the election of the Editor-in-Chief, or an absolute majority (cf. 3.4.1), the Executive Committee can the Editor-in-Chief. The role of the editor in chief is to coordinate the work of the Ecosprinter Editorial Board and ensure that the mission of the Ecosprinter is fulfilled.</p>	
<p>2.9 Alumni Network</p>	<p>2.9 Alumni Network</p>	<p><i>Proposal to delete for</i></p>

<p>The aims of the alumni network is to: ensure sustainable transfer of knowledge between different generations of FYEG activists in terms of political experience, organisational development, professional development and any other challenges and opportunities that might arise during one's time in FYEG. provide a platform (online and offline; transnational and local) for FYEG activists and former FYEG activists to meet, learn, get inspired, keep up-to-date with FYEG and have fun. support the financial independence of FYEG through donations from former FYEG activists or organisations linked to them.</p> <p>The alumni network is neither elected by the general assembly or by the EC, but people can join the network throughout the year by going through a process decided on by the EC.</p> <p>The management of the alumni network is detailed in the internal delegation order of the FYEG, adopted by the EC on an annual basis.</p>	<p>The aims of the alumni network is to: ensure sustainable transfer of knowledge between different generations of FYEG activists in terms of political experience, organisational development, professional development and any other challenges and opportunities that might arise during one's time in FYEG. provide a platform (online and offline; transnational and local) for FYEG activists and former FYEG activists to meet, learn, get inspired, keep up-to-date with FYEG and have fun. support the financial independence of FYEG through donations from former FYEG activists or organisations linked to them.</p> <p>The alumni network is neither elected by the general assembly or by the EC, but people can join the network throughout the year by going through a process decided on by the EC.</p> <p>The management of the alumni network is detailed in the internal delegation order of the FYEG, adopted by the EC on an annual basis.</p>	<p><i>simplification of the IRPs</i></p>
	<p>4.10 Conflict of Interest</p>	<p><i>Required addition in line with the Belgian regulation</i></p>

In case a decision needs to be taken and a member of an FYEG body has a conflict of interest, financial or moral, they must inform the other members of the body before the decision is taken and the following procedure applies:

- the nature of the conflict of interest must appear in the minutes of the meeting,
- the person with a conflict of interest may not participate in the debate and the vote related to the decision in question.
- except for the Executive Committee itself, the body in question is allowed to delegate this decision to the Executive Committee,
- when the decision is delegated to a second body, the first body may still execute the decision.

If someone neglects to disclose a conflict of interest, any other member who is aware of the conflict must inform the rest of the members before the debate and decision takes place. Without the member concerned by the conflict of interest present, the body decides by a vote whether or not this member can participate in the debate and the vote. This decision must be mentioned in the minutes of the meeting. The body is allowed to delegate this decision.

In case the majority of members present or represented are in a position of conflict of interest, the decision must be delegated to the Executive Committee.
In case the majority of members of the Executive Committee are in a position of conflict of interest, the decision must be delegated to the General Assembly.

This chapter does not apply when the decision in question relates to usual transactions, entered into under normal market conditions and guarantees for transactions of the same nature.

Chapter 5: Relations with Other Organisations

OLD IRPS	NEW Proposal	Explanation
7. Relations with other organisations	5. Relations with other organisations	<i>Texts are clarified</i>
7.1 General principles	5.1. General Principles	
<p>FYEG may: become a member of other organisations become a temporary or permanent partner of other organisations set up new organisations and networks</p> <p>In all these cases, the EC may take the decision to act between GAs, but the GA takes the final decision. (cf. 2.1.2)</p> <p>This applies to: joining or leaving existing organisations changing the type of membership within an organisation • starting or ending a partnership</p> <p>Furthermore the EC must: provide a list of organisations that FYEG is a member of, as well as a description of FYEG's rights and responsibilities and the contact details of the concerned organisations report at the GA about all the partnerships FYEG has maintained during the year and provide details upon request by a MO</p>	<p>FYEG may: become a member of other organisations/networks become a temporary or permanent partner of other organisations/networks/alliances set up new organisations and networks</p> <p>The Executive Committee may take the decision to become a temporary or permanent partner of other organisation/networks/alliances. The decision to become a member of other organisations/networks or to set up new organisations/networks should be approved by the General Assembly.</p> <p>Furthermore the EC must: provide a list of organisations that FYEG is a member of, as well as a description of FYEG's rights and responsibilities and the contact details of the concerned organisations report at the GA about all the partnerships FYEG has maintained during the year and provide details upon request by a MO</p>	
7.2. European Green Party	5.2. European Green Party	
FYEG is the official youth wing of the European Green Party. Relations between FYEG and EGP are further specified in the EGP-FYEG relationship agreement	FYEG is the official youth wing of the European Green Party (EGP). Relations between FYEG and EGP are further specified in the EGP-FYEG relationship agreement.	
7.3. Cooperation and Development Network Eastern Europe	5.3. Cooperation and Development Network Eastern Europe	
<p>The high level of cooperation between CDN and FYEG and high and usefully mutual participation at the international events will be encouraged.</p> <p>CDN holds the status of associate within FYEG and FYEG financially contributes to the CDN annually.</p>	<p>FYEG and Cooperation and Development Network (CDN) are sister organisations and cooperate together to their mutual benefit. Relations between FYEG and CDN are further specified in the CDN-FYEG relationship agreement.</p>	

Relations between two organisations will be explained in detail in the CDN-FYEG relationship agreement.		
7.4. Global Young Greens	5.4. Global Young Greens	
FYEG supports the building and working of GYG, striving to help GYG with financial and organisational matters. The spokespersons of FYEG are the official representatives towards GYG. Additionally, one member of the EC is responsible for contact with the GYG regional coordinator for Europe and reports to the EC (cf. 2.2.1).	FYEG supports the building and working of Global Young Greens (GYG), striving to help GYG with financial and organisational matters.	

Chapter 6/7: Events and Finances Management

OLD IRPS	NEW Proposal	Explanation
5. Events	6. Event Management	
5.1. Participants	6.1. Participants	<i>Language</i>
<p>Participants to an event are selected in line with the internal delegation order of the FYEG, adopted by the EC on an annual basis, striving for gender, age and geographical balance.</p> <p>The EC decides if the event is open to all or only to delegates of Member Organisations.</p> <p>The safer spaces policy and the Anti Sexual Harassment protocol shall be communicated and presented to all participants.</p>	<p>Participants to an event are selected in line with the internal delegation order of the FYEG, striving for gender, age and geographical balance.</p> <p>The Executive Committee decides if the event is open to all or only to the delegates of Member Organisations.</p> <p>The FYEG Safer Spaces Policy and the Anti Sexual Harassment protocol shall be communicated and presented to all participants.</p>	
5.2 Prep-team	6.2. Prep Team	<i>Language</i>
<p>Prep-teams are temporary bodies, created for the planning, organisation and follow-up of specific projects.</p> <p>Prep-teams are set up via an open call procedure.</p> <p>In line with the internal delegation order of the FYEG, adopted by the EC on an annual basis, the final decisions on the prep-team's composition and all necessary replacements are done. They must always:</p> <ul style="list-style-type: none"> strive for gender and geographical balance ensure compliance to specific set of rules imposed by partners and funders <p>A prepteam can take decisions concerning their project independently. If needed, a prepteam can consult the EC in order to solve possible internal problems.</p>	<p>A Prep Team is a temporary bodies, created for the planning, organisation and follow-up of specific projects.</p> <p>A Prep Team is set up via an open call procedure.</p> <p>In line with the internal delegation order of the FYEG, the final decisions on the Prep Team's composition and all necessary replacements are done by the responsible Executive Committee member. They must always:</p> <ul style="list-style-type: none"> strive for gender and geographical balance ensure compliance to specific set of rules imposed by partners and funders <p>A Prep Team can take decisions concerning their project independently. If needed, a Prep Team can consult the Executive Committee in order to solve possible internal problems.</p>	
5.3 Alcohol and intoxicating substances	6.3 Alcohol and intoxicating substances	<i>Language</i>

<p>Organisers of the event shall make sure that underaged participants are not exposed to dangerous situations involving alcohol or illegal drugs.</p> <p>This shall be ensured by, among others, the following measures:</p> <p>Participants below 16 and those for whom it is forbidden by domestic laws, shall not consume alcohol or illegal drugs, and one shall not offer any to them. In the event that this does take place, all parties responsible must be banned from the rest of the programme. Moreover, their respective MO(s) shall be notified by the Executive Committee upon violation of these rules; Alcohol and illegal drugs shall not be consumed during the official sessions part of the programme;</p> <p>FYEG shall look into organising sessions and parties in other places than those where alcohol consumption is central, such as bars or clubs;</p> <p>Members of the Executive Committee and the prep-team shall lead by example and abstain from excessively drinking alcohol and from using illegal drugs during an event. Additionally, two people, from either the Executive Committee or the prep-team, should be appointed to stay sober during the programme.</p>	<p>Organisers of the event shall make sure that underaged participants are not exposed to dangerous situations involving alcohol or illegal drugs.</p> <p>This shall be ensured by, among others, the following measures:</p> <p>Participants below 16 and those for whom it is forbidden by domestic laws, shall not consume alcohol or illegal drugs, and one shall not offer any to them. In the event that this does take place, all parties responsible must be banned from the rest of the programme. Moreover, their respective MO(s) shall be notified by the Executive Committee upon violation of these rules;</p> <p>Alcohol and illegal drugs shall not be consumed during the official sessions part of the programme;</p> <p>FYEG shall look into organising sessions and parties in other places than those where alcohol consumption is central, such as bars or clubs;</p> <p>Members of the Executive Committee and the Prep Team shall lead by example and abstain from excessively drinking alcohol and from using illegal drugs during an event. Additionally, two people, from either the Executive Committee or the Prep Team, should be appointed to stay sober during the programme.</p>	
<p>6. Financial rules and procedures</p>	<p>7. Financial Management</p>	<p><i>Clarification and update</i></p>
<p>6.1 Financial management of FYEG</p>		
<p>The FYEG financial year starts on 1st of January and ends on 31st of December and is reflected in FYEG budget. The financial management of FYEG is done by the decision-making, execution and control of different bodies.</p> <p>The FYEG bookkeeping is done according to accepted accounting practice. The bookkeeping is done regularly by the office or by an external accountant, contracted to do the FYEG bookkeeping throughout the year.</p> <p>The internal mechanisms are:</p> <ul style="list-style-type: none"> the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3) the keeping of the budget by the EC and with specific responsibilities, the treasurer (cf. 2.2.1) the concrete actions by the Sec-Gen (cf. 2.3) the internal audit and control as exercised by the FCAC (cf. 2.4) 	<p>The FYEG financial year starts on 1st of January and ends on 31st of December as is reflected in FYEG budget. The financial management of FYEG is done through the decision-making, execution and control of different bodies in line with Belgian law and the delegation order adopted by each Executive Committee.</p> <p>FYEG's internal financial management is organised as follows:</p> <ul style="list-style-type: none"> The General Assembly approves of the yearly Budget Report and amends and adopts the yearly Budget Plan The Executive Committee approves the General Budget Plan and Report presented by the Treasurer, before they are submitted to the General Assembly. The Treasurer regularly monitors the implementation of the overall budget and accounting and keeps the rest of the Executive Committee updated The Secretariat manages all the practicalities to realise the adopted budget under the supervision of the Secretary-General The Financial Control and Advisory Committee (FCAC) monitors and reviews the financial reports and plans once per year before they are presented at the General 	

<p>Additionally an external audit is provided by an external accountant. An external auditor is included in case the FYEG financial situation allows it.</p>	<p>Assembly. The FCAC also monitors the financial management processes and practices. It submits a report to the General Assembly A certified auditor provides an external audit in line with legal requirements</p>	
<p>6.2. GA and membership fee</p>		<p><i>Moved to 1.10 Membership fee under the Member Organisations Chapter</i></p>
<p>Each full MO shall pay an annual membership fee to FYEG. This Membership fee shall correspond to 1 % of the total incomes of their previous year's realised budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein and Norway) and Switzerland and the United Kingdom and 25 EUR for all other European countries.</p> <p>By way of derogation to the previous paragraph, the General Assembly may decide, in duly justified cases, to lower the amount of the membership fee that a Member Organisation shall pay, following a recommendation of the Executive Committee. Requests for lowering the Membership fee shall be sent by a Member Organisation to the Executive Committee at the latest 2 weeks before the GA.</p> <p>Each full MO shall pay their membership fee for the running year on the first evening of the GA at the latest, if it has not already been transferred earlier.</p> <p>Full MOs are requested to provide their annual budget statement for the previous year at the latest. A document listing the amount of the membership fee paid by each MO and the way it has been calculated must be annexed to the financial report of the year in question.,</p>		
<p>6.3. GA and participation fee</p>		
<p>A participation fee to the GA can be set up if the EC finds it necessary. The following participants of the GA are exempt from paying the participation fee: one delegate per full MO, candidate MO or associate organisation EC members the Sec-Gen members of the presidency (cf. 2.1.6) If a full MO sends a second delegate the participation fee is halved in case at least one of the two delegates self-identifies as woman, trans or genderqueer. Every candidate can request participation fee lowering or exception from the EC.</p>		<p><i>Moved to 2.7 participation fee under the General Assembly chapter</i></p>

6.4 Travel reimbursements	7.1. Travel Reimbursements	<i>Clarified and updated</i>
6.4.1 General reimbursement rules		
<p>Nobody will be reimbursed besides stated below. If a funder of an activity has stricter rules, those will apply. As a general principle a person can claim travelling costs below a certain cap to be reimbursed if:</p> <p>the participant attended at least 75% of the meeting all relevant receipts and proof of travel have been handed in within the deadline communicated for each activity</p> <p>Exceptions to these rules regarding participants can only be made in consultation with the treasurer.</p> <p>The Executive Committee or a Prep-team, in consultation with the treasurer, may also decide to offer different reimbursement conditions to participants in order to ensure regional balance and/or to promote sustainable transport modes.</p> <p>Full reimbursement of travel costs will be granted to: members of the prepteam of a given activity EC members Sec-Gen and office personnel members of the FCAC, traveling to carry out FCAC tasks (cf. 2.4)</p>	<p>The reimbursement rules, procedures and deadlines are shared with the participants of each events. Each event and activity has its own rules, procedures and deadlines in line with the rules and procedures of the funders of the activity.</p> <p>As a general principle a person can ask for reimbursement of the travel cost if:</p> <p>the participant attended at least 75% of the meeting all relevant receipts and proof of travel have been handed in within the deadline communicated for each activity</p> <p>Exceptions to these rules regarding participants can only be made in consultation with the Treasurer.</p>	
6.4.2. Reimbursement Practicalities	7.1.1. Reimbursement practicalities	<i>Clarified and updated</i>

<p>Train and other public transport travel costs are reimbursed on the basis of a 2nd class ticket or a 1st class if that option is cheaper.</p> <p>For night trips over 500 km the couchette fee (2nd class) can be covered Bike trips over 10 km are reimbursed by 1 EUR / km with a maximum of the price of a second class train ticket and with an absolute maximum of 100 EUR</p> <p>For trips where the travel by train or bus takes more than 12 hours, a plane ticket will be reimbursed on the basis of an economy class ticket. A plane ticket can also be reimbursed if the destination was over 750 km or train-traveling is not possible because of pressing time-table reasons.</p> <p>Taxi costs will be reimbursed if local transport is not available and if requested in advance from the organisers.</p> <p>The necessity of using a private car must be justified in writing and approved in advance. Travel by car may be reimbursed by 0.2 EUR/km. Depending on the activity, specific reimbursement rules may apply.</p> <p>Car sharing should be approved in advance and should be cheaper than public transportation. The costs have to be documented.</p> <p>FYEG uses the official conversion rates of the European Commission for currencies other than Euro: ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm based on the date of expense if no other donor guidelines apply.</p> <p>Exceptions are payments with credit cards when the documented conversion rates of the credit card company apply based on credit card payments statements.</p>	<p>Train and other public transport travel costs are reimbursed on the basis of a 2nd class ticket or a 1st class if that option is cheaper.</p> <p>For night trips over 500 km the couchette fee (2nd class) can be covered Bike trips over 10 km are reimbursed by 1 EUR / km with a maximum of the price of a second class train ticket and with an absolute maximum of 100 EUR</p> <p>For trips where the travel by train or bus takes more than 12 hours, a plane ticket will be reimbursed on the basis of an economy class ticket. A plane ticket can also be reimbursed if the destination was over 750 km or train-traveling is not possible because of pressing time-table reasons.</p> <p>Taxi costs will be reimbursed if local transport is not available and if requested in advance from the organisers.</p> <p>The necessity of using a private car must be justified in writing and approved in advance. Travel by car may be reimbursed by 0.2 EUR/km. Depending on the activity, specific reimbursement rules may apply.</p> <p>Car sharing should be approved in advance and should be cheaper than public transportation. The costs have to be documented.</p> <p>FYEG uses the official conversion rates of the European Commission for currencies other than Euro: ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm based on the date of expense if no other donor guidelines apply. Exceptions are payments with credit cards when the documented conversion rates of the credit card company apply based on credit card payments statements.</p>	
<p>6.4.3 GA travel reimbursements</p>		<p><i>Moved to 2.8 Travel Reimbursement under the General Assembly chapter</i></p>

<p>Full reimbursement of travel costs is granted to: one delegate per full MO or candidate MO EC members the Sec-Gen and office personnel candidates for the EC elections candidates for the Sec-Gen elections, provided they have received approval by the pre-selection committee (cf. 7.2.3) members of the presidency</p> <p>The EC can decide to reimburse their travel costs if such a request has been made and all relevant documents have been sent in time, to for: delegates of organisations applying for candidate membership in FYEG candidates for all open position the second delegate of a full MO if at least one delegate selfidentifies as women, trans or genderqueer.</p>		
<p>6.5. Participation fees</p>	<p>7.2. Participation Fees</p>	<p><i>Clarified</i></p>
<p>A participation fee to any activity can be demanded and fixed by the prepteam. The prepteam can also decide upon exceptions. (cf. 2.9)</p> <p>If participants are selected for an activity and are not able to participate, they need to communicate this as soon as possible to the prepteam. Travel reimbursement cannot be paid in that case. Further information can be found in the prepteam guidelines.</p>	<p>A participation fee to any activity can be demanded and fixed by the Executive Committee, in line with the delegation order</p>	
<p>6.6 Budgets for activities</p>		
<p>The office creates a budget for each activity. Final decisions regarding these budgets are taken by the Treasurer (cf. 2.2.1).</p>		
<p>6.7 Expenses covered</p>	<p>7.3. Expenses covered</p>	
<p>6.7.1. Food and food supplies</p>	<p>7.3.1 Food and Food Supplies</p>	<p><i>Amount updated in line with the inflation and average prices in Central Europe.</i></p>
<p>For meetings covering an entire day, there will be a maximum of 20€ per person reimbursed. For meetings with at least 4 hours of work, the amount is 10€ per person. Exceptions can apply for the staff, depending on their contract. At every event, vegan food should be offered and its consumption encouraged. Only vegetarian and vegan food will be reimbursed.</p>	<p>The members of the Executive Committee can be reimbursed for food expenses up to maximum 30€ per person for meetings covering an entire day and up to 15€ per person for half-day meetings with at least 4 hours of work. Food reimbursement for other volunteers are fixed by the participating conditions for each event and meeting. FYEG can only cover costs for vegetarian and vegan food. At every event, vegan food</p>	

	should be offered and its consumption encouraged.	
6.7.2 Child Care	7.3.2 Child Care	
For child care costs cf. 4.2 and 5.4.	If requested and possible child care will be provided for the Secretary-General, FYEG Office, Executive Committee members, speakers and Prep Team members in order to allow full presence at an event. The child care support can take the form of: covering the travel and accommodation costs for an extra person to provide child care on the spot during the event, covering the fee for a child care professional during the event etc. All the costs should be approved by the Treasurer.	<i>Point moved from the Gender chapter and clarified.</i>
6.7.3. Executive Committee Members Allowance	7.4. Executive Committee Members Allowance	
<p>The members of FYEG Executive Committee are entitled to a monthly allowance up to a maximum of 100 EUR per month. The FYEG EC members are free to claim the allowance depending on their need.</p> <p>The allowance is meant to cover preparation and participation in the following meetings: FYEG activities, including regular EC meetings; EGP Committee Meetings and Councils; Study Visits to Member Organisations approved by the EC; Other events or meetings approved by the EC.</p> <p>In addition to the monthly allowance, Executive Committee members are entitled to reimbursement for their costs for travel, accommodation, food and child care costs when travelling, in accordance with the FYEG reimbursement rules.</p> <p>The EC member in question makes sure the allowance is declared in line with the fiscal rules of their country of fiscal residence. FYEG declines responsibility for any tax liability.</p>	<p>The members of FYEG Executive Committee are entitled to a monthly allowance up to a maximum of 100 EUR per month. The FYEG EC members are free to claim the allowance depending on their need.</p> <p>The allowance is meant to cover preparation and participation in the following meetings: FYEG activities, including regular EC meetings; EGP Committee Meetings and Councils; Study Visits to Member Organisations approved by the EC; Other events or meetings approved by the EC.</p> <p>In addition to the monthly allowance, Executive Committee members are entitled to reimbursement for their costs for travel, accommodation, food and child care costs when travelling, in accordance with the FYEG reimbursement rules. Reimbursement for expenses while travelling can only cover expenses for up to the limit of 1 day before and 1 day after the event/meeting.</p> <p>The EC member in question makes sure the allowance is declared in line with the fiscal rules of their country of fiscal residence. FYEG declines responsibility for any tax liability.</p>	<i>Clarification point</i>
6.7.4 Traveling to statutory meetings	6.7.4 Traveling to statutory meetings	
Travel to statutory meetings will be fully reimbursed for people whose presence is necessary. The EC needs to approve the meeting taking place. Any individual can attend the meetings. Members not personally known by one of the official attendees of the meeting concerned shall inform the person in charge in advance of their intention to join the meeting. This “open meeting” rule applies except when addressing individual issues, and only after a vote of the body in session accepting the closing, which won’t	Travel to statutory meetings will be fully reimbursed for people whose presence is necessary. The EC needs to approve the meeting taking place. Any individual can attend the meetings. Members not personally known by one of the official attendees of the meeting concerned shall inform the person in charge in advance of their intention to join the meeting. This “open meeting” rule applies except when addressing individual issues, and only after a vote of the body in session accepting the closing, which won’t last more than 2 hours.	<i>Suggestion to delete as it is too detailed for the IRPs</i>

last more than 2 hours.		
6.7.5 MO visits	6.7.5 MO visits	
A person mandated by the EC (preferably an EC member) can make a visit to an MO and will be fully reimbursed.	A person mandated by the EC (preferably an EC member) can make a visit to an MO and will be fully reimbursed.	

OLD Annexes	NEW Proposal
8.1. Annex 1: Guidelines for International Secretary	
<p>The international secretary of MO makes sure that the following info reaches the national board and relevant others:</p> <p>invitations to projects of FYEG GA information (all relevant documents and calls) discussions about European policy and FYEG's Future : such as the European constitution discussion and the IRP discussion</p> <p>The international secretary makes sure that the following information reaches as many people (ideally the whole membership) as possible:</p> <p>The Ecosprinter info about participating in FYEG activities (not all activities that take place) The newsletter</p> <p>The international secretary is also the promoter of FYEG, they make sure that at big events of the MO (such as congresses, GA, weekends, summer camps, etc.) there is an info point about FYEG.</p> <p>FYEG will provide the MOs with sufficient material to do such promotion.</p>	<p>Proposal: Delete it. Redundant.</p>
8.2 Annex 2: Application requirements and procedures for candidates	Merge it with Meeting Rules and create a new Annex
8.3 Annex 3: Intellectual property and information technologies policy	

<p>8.3.1 Open-Source commitment</p> <p>As a principle FYEG: will adopt open source tools (as defined by the Free Software Foundation) for developing its work. will run free software on its own computers, specially those to be used in public. will use open formats for all public communications, publications and materials transmitted. • will avoid the use of non-open-source, non-free contents in its website and all online tools. will ask for open formats to be used in documents officially addressed to FYEG.</p> <p>The use of non-free software may only be justified when no similar free software is available and when the objective cannot be reached by combining open source tools.</p> <p>8.3.2 Security</p> <p>At least one FYEG official e-mail address will count with a GPG signature. All official e-mail communications from FYEG shall be digitally signed. The public key will be made available to the public.</p> <p>8.3.3 Privacy and individual rights</p> <p>In order to protect the privacy of individuals participating in any FYEG activities: no pictures shall be posted on public sites or social networks without the explicit consent of the individuals who can be identified in them. mailing lists archives and MO listings shall be kept accessible only by its members.</p> <p>The Executive Committee adopts a privacy policy that shall be accessible on its website, in line with legal requirements.</p>	<p>Proposal: Delete it. To detailed and restrictive</p>
<p>8.4 Annex 4: Annex 4: Safer Spaces</p>	<p>Keep</p>
	<p>NEW Annex: Working Group Guidelines</p>