Meeting rules

For participation in the FYEG General Assembly Online

These meeting rules regulate the formal sessions of the General Assembly. The goal of these meeting rules is to make sure that all participants have as similar an understanding of the formalities of the General Assembly as possible. If you have any questions or if you are unsure what any section means, please ask, as someone else likely has the same question.

General behaviour

» The General Assembly is to be a space where everybody feels safe, and has an equal opportunity to be heard. The safe space policy still applies in online spaces, and can be found in [ Annex 4 to the internal rules of procedure ]. If at any point you feel unsafe or as though another delegate or observer is hindering your participating, get in touch with our awareness persons, [person 1] and [person 2] via [email 1] and [email 2].

» The presidency can ban a participant for misconduct for the remainder of a session. This decision can be overruled by a simple majority. This ban might only cover speaking, but may include removal from the video conferencing software.

Voting, majorities and quorum

» Voting rules and majorities are defined in the [ Internal Rules of Procedure §3 ].

» For the purposes of quorum as defined in the [ Internal Rules of Procedure §2.1.1, paragraph two ], “present” is defined as being in the video conferencing software.

» A quorum check will be called before each voting session.

Meeting rules and the agenda

» The meeting rules are adopted with a simple majority at the beginning of the first day of the General Assembly.

» The agenda is adopted with a simple majority on the first day of the General Assembly.

» The meeting rules and the agenda can be changed with a 2/3 majority.

» Proposed changes to the meeting rules have to be presented in written (electronic or physical) form to the presidency by emailing fyeg_ga_presi-l@listen.jpberlin.de.
Amendment sessions (CAS)

» The goal of the amendment sessions is to try and find compromises on amendments, so that documents have a higher chance of being adopted. It is therefore important that those who have proposed either amendments or documents that can be amended attend.

» Everyone who has speaking rights at the General Assembly and observers can attend the compromise amendment session, and it’s advised that all delegates with voting rights do so.

» Amendments to new documents, such as resolutions and plans, may be discussed and adopted during amendments sessions. Compromises on new documents are primarily made between the MO or body that proposed the original document and the MO or body that proposed the amendment subject to compromise. If a compromise is reached, it is automatically adopted and added to the original document.

» Alternative amendments to Amendments to existing documents such as the political platform and internal rules of procedure if submitted on time per the IRPs may be discussed and compromised upon during amendments sessions. Compromises on Amendments to existing documents are made between the MO or body that proposed the original amendment and the MO or body that proposed the alternative amendment. An amendment to an existing document cannot be deemed to be adopted during a compromise session.

» It is advised to include other interested MOs in this compromise process so as to further broaden consensus.

» Adopted compromises may be disputed by a third party, and will then be subject to a vote during the voting session at the GA.

» All proposals for compromises have to be shared with delegates.

Debates

» At the beginning of a debate, the presidency will inform the delegates of the format for the debate and will create a speakers list based on the number of people that want to participate in the debate.

» Only speakers that have been noted on a speakers list may speak during a debate. This is regulated by the presidency.

» The presidency can make changes to the speakers list to account for gender balance or to include new speakers.

» The only exceptions to the speakers list are technical points. If someone has a technical point, they must signal the presidency and will be given the floor after the current speaker.
Types of debate

» Pro-Con: The debate is organised by an alternation of speakers for and against the resolution or amendment being discussed. Time is monitored by the presidency to ensure that overall the ‘pro’ and ‘con’ sides are both allocated equal numbers of speakers.

» Open debate: The debate is open to speakers wishing to speak for or against the resolution or amendment being discussed, as well as for contributions that are neither opposed nor in favour.

Speaking time

» All registered delegates and all members of FYEG bodies have the right to speak. Observers and others present may be invited to speak by a delegate, EC member, or Presidency member. The presidency should be informed ahead.

» The speaking time for debates is proposed by the presidency at the beginning of every debate based on the content of the debate and the time assigned for the current session in the agenda.

» Speakers will be warned when the speaking time is almost up, and may be spoken over or muted by the presidency if they go significantly over their allocated time.

» The presidency can change the assigned speaking time based on the time left of the session to better fit the agenda. See §2.9.

» The General Assembly can overrule (with a simple majority) the presidency’s proposals for speaking time. In such a case, the presidency will propose changes to the agenda based on the new length of a session. This might include cutting breaks.

Extra Technical Rules for Online General Assembly:

Plenary sessions will take place on Zoom. The links to the Webinar will be shared by e-mail.

The official delegates of the Observer, Candidate and Full Member Organisation will be registered as panelists (with videos) and others as participants. This means:

- Delegates will be able to turn on their video and microphone on their own
- Observers will not be able to turn their video or microphone on, unless the presidency grants them the right. Check the speaking rules for more information
- All delegates are asked to mute themselves while not speaking
- All delegates are invited to turn on their video while speaking, however, it is not required to have the camera on.
- In order to ask for the floor the "raise hand" function of Zoom will be used
● If someone drops off due to a technical issue while speaking, they will be added back to the speaker list
● All the participants (delegates and observers) should write their full name as well as their organisation and their status in brackets while joining the webinar. For example:
  ○ Özgecan Kara (FYEG Office)
  ○ Jane Doe (Feminist Network - observer)
  ○ John Doe (Name of the Member Organisation - delegate)
● The FYEG Office will prepare virtual backgrounds for Presidency, Office + Outgoing EC, Delegates and Candidates for easier identification.
● As a rule of thumb, when using the chat function, make sure you know who you are writing to.

Delegates and observers should be aware that the sessions will be recorded. Recordings include audio, video as well as messages in the chat. The chat logs will be deleted without opening. The audio and video recordings will be only used internally for the purpose of record keeping and supporting minute taking and will be deleted in line with GDPR rules.

Voting:

Open Votes:
Open votes, such as those on amendments, resolutions, and IRP changes, will take place on a pre-made google sheet, one by one. Delegates will be given time to input their votes, then the sheet will be locked and they will be able to check that their votes have not been tampered with, before the result is announced. Changing the votes of others will both be very visible and harshly punished.

Secret Votes:
Secret votes will be conducted through balotilo votes sent to the registered emails of delegates. Delegates will be given time to vote, and when all delegates have voted it will be calculated. For elections, calculation of STV will be done with a combination of excel sheets and tabulation system.