



AER Youth Regional Network

Rules of procedure

Preamble

Art 1

The General Assembly of the AER Youth Regional Network (YRN) adopts the Rules of Procedure. The following document only contains precisions and clarifications to the Statutes of YRN and does not supersede them. Thus, in case of a contradiction between the statutes and the present rules of procedure, the statutes shall always prevail.

Any modification to the rules of procedure requires the approbation of two thirds of the present or represented members of the general assembly.

Art 2

Every delegate of the AER Youth Regional Network needs to exercise his/her mandate in accordance with the principles of human rights, ethics, confidentiality, integrity, impartiality, diligence and responsibility and in the interest of the AER Youth Regional Network, the organization he/she represent and the young people he/she represents. This implies, in particular :

- Not to make public internal difficulties without talking to the president to seek an internal mediation;
- Participate with attendance and discipline meetings as well as various activities related to their mandate;
- Listening to young people they represent;

The member is responsible for its delegate' behaviour.

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Chapter I: Definitions

Art 3 Representative

Is representative – and therefore can apply to be a member of YRN – any youth organisation that speaks on behalf of young people within a region.

If several youth organization can claim to represent young people within a region and apply to YRN, they may each be considered a member but shall be granted only one vote for all of them.

Art 4 Simple, absolute and qualified (or two-thirds) majorities

A decision made by simple majority means that for the motion to be successful, the votes cast in favour of the motion must exceed the votes cast against. The abstentions are thus not counted to establish the result of the vote but are taken into account for the quorum.

A decision made by absolute majority means that for the motion to be successful, the votes cast in favour must exceed half of the total of the votes. Abstentions are thus taken into account for both the results and the quorum.

A decision made by qualified, or two-thirds, majority means that for the motion to be successful, the votes cast in favour must represent two thirds or more of the total of the votes in favour or against. The abstentions are thus not counted to establish the result of the votes but are taken into account for the quorum.

Chapter II: General Assembly

Art 5 Competences

The General Assembly is the supreme organ of the AER Youth Regional Network. It enjoys all competences not devoted to another body: among else, the competence to adopt policy positions, to elect the members of the Presidium, to adopt the budget, to rule on membership issues and to control the accounts.

In case of emergencies, the Presidium may make an exception to the official deadlines mentioned in the statutes or in the rules of procedure, if it deems it necessary. In such a case, the General Assembly must agree by simple majority to allow such documents at the beginning of the meeting.

Art 6 Publicity

The meetings of the General Assembly are public. Observer members are allowed to participate in the debates without the right to vote.

Individual observers may also request or be invited at the request of the Presidium to participate in the debates without the right to vote.

The President, or the Vice-President in case of absence of the former, will preside the meeting and ensure the good functioning of the debates.

Art 7 Confidentiality

The General Assembly may request the confidentiality of the debates if it deems it necessary and if a simple majority of the members votes in favour of the motion. In such a case, observers are not allowed to witness the debates and the minutes shall only reflect the outcomes of the decisions.

Matters that directly concern an individual are always dealt in confidentiality.

Art 8 Proxy voting

Members, in case of absence to the meeting, may decide to give their vote to another member. They must notify the Secretariat at least 24 hours in advance and this extra vote shall be counted in both the quorum of presence and of votes.

Any member may never receive more than one proxy vote for a meeting.

Section I: Convocation of the General Assembly

Art 9 Convocation of the General Assembly

The date of the General Assembly must be set and informed at least two months prior to the meeting by the Presidium, including a draft agenda. All documents must be sent at least two weeks prior to the beginning of the meeting, including the definite version of the agenda. The convocation is to be sent by e-mail to all members of the AER Youth Regional Network.

Any member that wishes to see a particular point on the agenda must notify the Presidium at least three weeks prior to the meeting. The Presidium will decide whether or not to include the point in the agenda.

Art 10 Roll call

At the beginning of each session when a decision is to be made, the President starts with a roll call of the organizations present. Only those that answer to the roll call will be accounted for in the quorum.

Art 11 Points of agenda

The Presidium makes the agenda of each meeting. But, if a fifth of the members require a specific point to be mentioned at least three weeks prior to the meeting, the Presidium will include their point in the agenda.

In case a point in the agenda was not addressed during a meeting, the point will be automatically reported to the next meeting.

Section II: Plenary Meeting

Art 12 Definition of a Plenary Meeting

A Plenary Meeting is any meeting of the members of the AER Youth Regional Network that is not formally established as a General Assembly.

The rules that apply for a General Assembly apply as well for the Plenary Meeting, including for its convocation, voting procedures and competences, except for the election of the Presidium, the adoption of the budget and the control of the accounts that are reserved to the General Assembly.

Art 13 Points of Agenda

Before the Plenary Meeting, approximately one hour will be dedicated to all delegates who are attending an YRN Meeting for the first time.

Members of the Presidium will have the task to:

- Present how the plenary meetings are organized.
- Present how the YRN functions.

This session will also be available for delegates who wishes to learn more about these topics.

Section III: Extraordinary General Assembly

Art 14 Extraordinary General Assembly

Any change in the statutes can only be made by an Extraordinary General Assembly. Such an Assembly is convoked by the same rules that apply for the General Assembly, except that the convocation must mention the precise nature of the changes that the members wish to make and bears the mention “Extraordinary General Assembly”.

The Presidium may decide to convoke such an assembly if it deems it necessary or if a majority of the members require it.

Section IV: Elections

Art 15 Convocation

A call for applications for any position is being sent at least one month prior the election date by email to all YRN members. All applications must be received by the secretariat at least 15 days before the date of the General Assembly by email.

Those applications will be sent together with the other documents relevant to the GA two weeks before the General Assembly as expressed in article 17 of the Statutes. If no candidacies for one of the offices are submitted before the meeting, candidates can apply on the spot.

Art 16 Eligibility

All YRN delegates (as defined in Art. 8 of the statutes) are eligible to stand as candidates for elections. In accordance with the statutes the president must be coming from one of the Assembly of European Regions' member regions (article 27 of the Statutes).

The Presidium must be composed of people coming from at least 4 different European regions and must bear in mind the importance of gender balance.

Art 17 General election procedure for the President

Only ballot papers officially allocated by the secretariat of the Assembly of European Regions (AER) are admitted for the elections.

Prior to the election, the general assembly nominates two assessors among the delegates. The assessors can never be from the same region as any of the candidates. If there are too many volunteers to be assessor, the youngest ones should be chosen.

The vote is carried out secretly and ballot papers are collected in the official ballot box by the secretariat. The votes are to be immediately counted by a member of the secretariat and the two assessors. Blank or invalid ballot papers are not counted out. After each ballot, the candidate with the fewest votes drops out. There are carried out as many ballots as needed until one of the candidates achieves the absolute majority of votes.

A candidate is elected as soon as she or he achieves the absolute majority. This is the person whose name is taken down on more than fifty percent of the valid ballot papers wins the election.

Art 18 Procedure in case of a tie

In case there are two or more candidates with the fewest amount of votes the candidate who can run in the next round is chosen among them by lot, except if they only had one vote, in which case they are not allowed in the next round.

If in the last round with only two candidates no candidate reaches the absolute majority the president is chosen among them by a new ballot until one candidate is left. If they still get equal numbers of votes the candidate who can run in the next round is chosen by lot, except if they only had one vote, in which case they are not allowed in the next round.

Art 19 Elections of the Vice Presidents

The Vice Presidents are elected separately. The election procedure is the same as for the President.

Art 20 Elections for the Treasurer

For the Treasurer the same election procedure as for the president applies.

Section V: Minutes of the meeting

Art 21 Minutes

The Minutes of the meeting, drafts, working documents used during the General Assembly shall be communicated to the members within the month following the meeting.

Chapter III: Presidium

Art 22 Tasks and competences

The following tasks are assigned to the Presidium:

- Organizing and coordinating the work of the AER Youth Regional Network
- Preparation and monitoring of practical arrangements for the organisation of meetings
- Budget Management
- Ensure good communication within all organs of YRN.
- Represents YRN to outside events and communicate with the press.
- Implementation of the annual plan
- Submission of an annual activity report

Each Presidium member shall take an active role and responsibility to sustain an active communication within the Presidium, the Committees and the possible working groups within the Committees.

The Presidium may collectively decide to assign specific tasks to some of its members. Each Presidium member shall apply for a position in the Presidium in agreement with his/her youth organization.

Art 23 Communication to the Presidium

The President of the AER Youth Regional Network chairs the meeting of the Presidium. At the beginning of each meeting, the president does a brief summary of all decisions and actions undertaken by YRN since the last meeting.

Art 24 Communication to the General Assembly

The President, along with a member of the Presidium designated by its peers, drafts every three months a rapport on the evolution of YRN and the work of both presidium and committees within the last few months. After approbation from the Presidium, the rapport is sent by e-mail to the members of the YRN.

Art 25 Resignation of a member

Every member of the YRN Presidium who misses three presidium meetings in a row is excluded from the Presidium, except in case of medical emergencies.

Art 26 Quorum

The Presidium can only make decisions if a majority of Presidium members are present. The quorum can be reached by electronic means.

Art 27 Deliberation

The decisions in the Presidium are made by consensus. If the consensus is obviously not feasible, there will be a vote, based on a simple majority rule.

The Presidium is collectively responsible for its decisions..

Art 28 Proxy voting

There shall be no proxy voting within the Presidium.

Art 29 Participation

The Presidium meets at least nine times per year. One of those times at least must be a physical meeting.

Chapter IV: Committee Work

Art 30 Members of a Committee

Committees are composed of delegates and individual and organisations observers.

Art 31 Competences

Every Committee works on one or more topics. The objectives within the Committees are the sharing of best practices among member organisations, and to based on this advocacy work through for example develop policy papers to be presented to the General Assembly.

Meetings of the Committees take place at least two times a year together with the General Assembly and the Plenary Meeting. The Committee can meet more than two times a year.

The date for a Committee meeting needs to be communicated to all YRN members minimum one month in advance.

All delegates can choose themselves in which Committee they would like to be active.

Art 32 Elections within the Committee

Every Committee nominates the candidate for Head and Vice-Head on their own. For the elections within the Committee the same rules as for the President apply. In case of an absence of candidate, the Committee will allow candidates to apply on the spot.

The elections within the Committees are done secretly, except if the Committee decides unanimously the elections can be done openly.

Each region has one vote within the Committee. For the elections in the Committee no proxy voting is allowed.

Art 33 Minutes

The Committee appoints a rapporteur to take the minutes of the meeting. The minutes need to be sent to all Committee members within two weeks after the Committee Meeting. After having received the minutes all Committee members who participated in the meeting have one week time to correct mistakes in the minutes. Then the minutes are adopted at the next Committee meeting.

Chapter V: Secretariat

Art 34 The secretariat

The secretariat is composed of all the employees either directly employed by the AER Youth Regional Network or employed by another organization but with part of their time being to the benefit of YRN and under its control.

Their tasks include the contact with the individual members, to ensure sufficient communication between the General Assembly, the Presidium and any other organs of YRN, to suggest point for the agenda, to take the minutes of the meetings, to find funds for the functioning of YRN, to establish the budget under the supervision of the Treasurer, to advise the young people on policy matters, to take care of the daily management of YRN projects, to ensure a good collaboration between YRN and other regional or international organisations.

All their tasks are performed under the responsibility of the Presidium and in close collaboration with it.

The Presidium may decide to delegate some of its competences to the secretariat, such as the competence to sign receipts or to make payments on behalf of YRN. Such decisions must be communicated to the President and will be addressed during the next Presidium meeting.

The decision to delegate is taken during a Presidium meeting and included in the minutes.

Art 35 Hiring process

The Presidium manages the secretariat. It has the competence to hire, dismiss, promote, raise and discipline the members of the secretariat, with due respect to their personal well-being and integrity.

Any vote concerning a member of the secretariat is to be done in secret and with a two-third majority.

Chapter VI: Members

Art 36 Adhesion of new member

Any regional youth organisation wishing to join the AER Youth Regional Network may do so by filing the required forms. The application will be reviewed by the Presidium, which will share its findings with the General Assembly, after having heard the arguments of the regional youth organisation in question. The General Assembly decide by a two third majority whether or not they accept the applicant.

Art 37 Conditions

The regional Youth organisation must be able to claim to represent young people within one's region. It must be able to gather the resources needed to follow actively the work of the AER Youth Regional Network. Its representatives must be between 15 and 30 years old. Guarantee of independence from the executive branch of the regional government and organisational sustainability are strongly recommended.

Further admission requirements may be added by the General Assembly by a two-third majority vote.

Art 38 Procedure to be admitted

All admissions must be approved by the General Assembly by a two-third majority. The General Assembly may decide to create a special body, by a two-third majority, dedicated solely to the admission of applicant members. The General Assembly may grant observer members status in case the applicant does comply with the admission requirements.

Sfantu Gheorghe, 15.11.2013