



Red Cross Red Crescent European Youth Network

RULES OF PROCEDURE

(Approved by the 24th European Youth Cooperation Meeting of Red Cross and Red Crescent Societies on 11 April 2021)

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I. General objective

1. The general objective of these Rules of Procedure (The Rules) is to be a supporting document of the Terms of Reference (ToR) of the European Youth Network (EYN, the Network).
2. The Rules shall regulate the work of the European Youth Cooperation Meeting (EYCM, the Meeting) and the European Youth Coordination Committee (EYCC), in regards to the membership, delegations, selection, election and other procedures, defined by the needs of the Network.

II. European Youth Cooperation Meeting (EYCM)

1. Place and date of the EYCM

1.1. The process of identification of the host member consists of the following:

- 1.1.1. The EYCC starts the process at least six months before the Meeting.
- 1.1.2. The EYCC and the Regional Office for Europe of the IFRC (ROE) jointly draft and send a letter inviting members to host the EYCM.
- 1.1.3. Members apply to host the EYCM.
- 1.1.4. Applications are sent to the ROE and the EYCC.
- 1.1.5. An application for hosting is considered if there is an assurance from the applying National Society that all arrangements for an effective EYCM can be fulfilled. The applications should include the proposed participation fee and description of what it would be spent for: pictures and description of the proposed facilities, suggestions for cultural program and sightseeing opportunities, suggested time period, suggested contribution by the National Society (funding, staff, materials, transportation, etc.), experience of the National Society in hosting international events, etc.
- 1.1.6. The EYCC selects the host member by the criteria described in article 1.2 of this document.
- 1.1.7. It is advised that the place and time of the EYCM be aligned with the Statutory Meetings and/or Regional Conferences, but this is not a mandatory requirement.

1.2. Criteria for the identification of the host member:

- 1.2.1. Costs of the EYCM (funding available, knowledge of funding opportunities, the possibility of financial support by the hosting National Society, expected travel expenses, estimated participation fee, etc.).



- 1.2.2. Strategic location (if applicable, preference should be given to National Societies that haven't been a host of the EYCM in the previous 6 years, sub-regional variety should also be considered).
- 1.2.3. Accessibility (accessibility of the venue, including flights and other means of transportation).
- 1.2.4. The capacity of hosting (facilities, cultural activities, support staff, etc.).
- 1.2.5. It is advised that the EYCC develops a procedure for the selection process and informs the members of the Network on the way the decision was taken.

2. Organization

- 2.1. The EYCM is organized by the EYCC with ROE support. At least four months before the Meeting the EYCC and the IFRC ROE send to all member National Societies the invitation, the preliminary agenda and relevant practical information.
- 2.2. During its first session, the EYCM should appoint a Chair of the meeting, as well as a Drafting committee, which should be in charge of collecting all the materials produced during the EYCM, and the final report of the meeting.

3. Agenda and materials for the EYCM

- 3.1. A first draft of the preliminary agenda shall be sent out to all member National Societies for informal consultation, giving sufficient notice for any national Society to present observations, amendments or additions to this provisional agenda. These must reach the EYCC at least a month before the EYCM. The EYCC examines these observations, amendments or additions and establishes a final draft agenda for the EYCM.
- 3.2. The agenda should include reports from the EYCC and the Youth Commission, Elections of EYCC members, setting priorities for the Network for the next two years, workshops and sessions the EYCC, ROE and the National Societies find relevant and suitable, and any other business.
- 3.3. The EYCC and the IFRC ROE staff, supporting the network, shall be responsible for the preparation of the documents (reports, workshop concept papers, etc.), or for collecting them from National Societies or other relevant stakeholders, as the case may be. All available documents should be dispatched two weeks before the EYCM.
- 3.4. The final agenda is presented in the opening sessions of the EYCM. Items, considered urgent or important, may be added to the agenda during the sessions.

4. Working groups

- 4.1. To amplify and expand the scope of the work of the EYCC, working groups might be composed by EYN Members.



- 4.2. The working groups might be established during the EYCM, their tasks, the timeframe of work and composition should be agreed upon by the EYCM.
- 4.3. It is advised for the tasks of the working groups to be connected and aligned with the priorities of the network, identified by the EYCM, and with the plan of action of the EYCC.
- 4.4. In cases of urgency or expressed request by the EYCC or by member National Societies, the EYCC may establish a sub-group before the next EYCM takes place, informing the Network on the process.
- 4.5. The focal point/lead of each group should be a member of the EYCC. If such is not available, the group should nominate as a focal point one of its members.
- 4.6. To ensure institutional memory of the EYCC work and provision of the advisory role for the newly elected members of the EYCC, the possibility of assembling an Advisory group exists.
 - 4.6.1. The Advisory group is made up of previous members of the European Youth Coordination Committee.
 - 4.6.2. EYCC members from the previous 2 mandates can be a part of the Advisory Group.
 - 4.6.3. The Advisory Group is a nonvoting member of the EYN.
 - 4.6.4. Members of the Advisory group (selected by the group itself) can attend the EYN meeting as nonvoting members if this is decided by the EYCC.
 - 4.6.5. The Advisory Group can provide feedback for annual action plans, reports and EYN agenda.
 - 4.6.6. The Advisory Group can be engaged in the work of the EYCC based on the Committee's request.
 - 4.6.7. The Advisory Group can advise on potential partners, donors, and any other task found relevant by the EYCC.

III. Delegations

1. Each National Society is represented in the EYCM by a delegation of not more than three persons.
2. The names of the members of each delegation, and any relevant needs or comments, are collected during the registration process. If a National Society changes the composition of its delegation, it should notify the organizing team in a timely manner.
3. Observers (as defined by the Terms of Reference of the Network), may have access to relevant EYCM documents, such as agenda, reports or practical information, or any other documents the organizers find relevant.
4. The EYCC may if relevant, issue invitations to guests for the EYCM – IFRC, ICRC and National societies' representatives, as well as other stakeholders.



IV. Texts and documents

1. Proposals for discussions, concept notes, draft documents or any other relevant issues or documents should be submitted to the EYCC and ROE in sufficient time for distribution.
2. As a general rule, proposals and documents may only be discussed and voted upon when the delegates have had the opportunity to get familiar with them in a timely manner. A proposal submitted during a meeting may be discussed at the Meeting after the agreement of the EYCM.

V. Voting rights

1. Each participating member (National Society) can vote once.
2. For the EYCC elections, each participating member (National Society) can vote for seven candidates for the EYCC (express seven preferences), and once for the election of the EYCC Chair.
3. For the EYCC elections, participating members (National Societies) can vote for their own delegates.
4. No National Society may vote on behalf of another National Society.
5. Observers and guests do not have the right to vote.

VI. Voting procedures

1. As a general rule, votes shall be taken by a show of hands by one representative of the delegations.
2. Voting may take place with the use of an electronic voting mechanism if it is financially and logistically possible.
3. A roll call should be made to ensure that all members present at the EYCM are present for the voting procedure.
4. At least 51% of the members present at the EYCM should be present at the time, announced for the beginning of the voting procedure, for the voting to take place.
5. If less than 51 % of the NSs are present, the voting procedure is postponed for a time and place, agreed by the participants.
6. After the beginning of voting has been announced, no delegate should interrupt the voting except on a point of order in connection with the actual conduct of the voting.
7. Voting for EYCC Chair and members should be made by secret ballot. The elections should be grouped into two voting rounds. There should be a first voting round for the EYCC Members, followed by a second voting round for EYCC *Chair among the elected* Members.
8. Voting on proposals and amendments



- 8.1. If two or more proposals/amendments relate to the same question, the EYCM should, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The EYCM may, after each vote on a proposal, decide whether to vote on the next proposal.

VII. Definitions of majority

1. A simple majority consists of any majority obtaining the largest number of votes of members present and voting.
2. An absolute majority consists of more than fifty per cent of members present and voting.

VIII. Decisions

1. The results of all votes shall be announced by the Chair of the meeting and indicated in the records.
2. Proposals or statements for consideration by the Youth Commission, European Conference, National Societies or any other relevant actors should be put in writing by a drafting committee appointed by the EYCM for that purpose.

IX. Records

1. Records of the sessions and workshops should include a summary of the discussions, and the texts of any decisions/recommendation/statements, taken by the EYCM. The records should also include any reports, presented to the EYCM, as annexes.
2. The records and final report of the EYCM should be distributed to the member National Societies within three months after the meeting.

X. Nominations of candidates

1. Principles

- 1.1. The principle of fair sub-regional representation should be considered, to the extent possible, in connection with the nominations and elections of EYCC members.
- 1.2. The principle of equitable gender balance in the EYCC should be considered, to the extent possible, in relation to the nominations and elections of the EYCC members.

2. Submission and presentation of nominations for EYCC chair and members

2.1. Filing of nominations



- 2.1.1. Nominations of persons for election for EYCC chair and members may be made by the National Societies and should be submitted to the EYCC and ROE for dispatch to the National Societies not later than one month before EYCM.
- 2.1.2. The nominations should be accompanied by a support letter by the nominating National Society.
- 2.1.3. The nominations should include a short description of the experience and skills of the candidate, as well as their objectives and motivation for running.
- 2.1.4. The candidates' motivation should be submitted either in writing or in any other innovative way that they find appropriate.

3. Nominations for more than one position

- 3.1. If a candidate has the motivation to also run for EYCC chair, that should be mentioned in their nomination.

4. Desired Profile of the candidates for Chair and members of the EYCC.

- 4.1.1. The candidates should have experience in working with young people and volunteers at local and national and, preferably, international level.
- 4.1.2. The candidates should be fully aware of what is expected from a Chair/member of the EYCC and should possess a strong personal commitment to achieve and exceed their tasks.
- 4.1.3. The candidates should, at the time of the elections, be aged up to 30 years old, in line with the Youth Policy.
- 4.1.4. The candidates are elected in their personal capacities.
- 4.1.5. The candidates should have the support of their National Society.
- 4.1.6. The candidates should be able to access the internet at least weekly.
- 4.1.7. The candidates should be able to communicate in English
- 4.1.8. The candidates should be able to devote at least one day of the week to their work as members of the EYCC.
- 4.1.9. The candidates must be participants in the current EYCM.
- 4.1.10. A person is not entitled to more than two mandates as an EYCC member or Chair, except if the situation outlined in Article 4.1.11 arises.
- 4.1.11. If a person has been a member of the EYCC for less than six months, that doesn't constitute a full mandate and they are entitled to run again.

5. Presentation of candidates



5.1. Through an official presentation during the EYCM, candidates present their profile to the participants and answer the questions of the delegates if there are any.

XI. Election procedures

1. Elections take place during the EYCM.
2. Each participating member (NS) can vote once per voting round.
3. For the elections of EYCC members, each National Society can vote for seven candidates (express seven preferences)
4. A single ballot containing the names of all the candidates is given to the delegation of each of the National Societies present at the meeting unless other means of voting are established. Each National Society may express preferences to seven candidates and may not vote for more than seven candidates. Any ballot in which a National Society has voted for more than seven candidates shall be invalid.
5. Each voting member should prioritize the candidates in the following way: the most preferred candidate is given seven points, the second most preferred candidate is given six points, and so forth.
6. If a situation occurs where two or more candidates get the same number of votes, the following happens:
 1. If the candidates are within the seven people with the highest number of votes, they will both be elected (without exceeding the number of seven members)
 2. If not, a re-election will be carried out between them under the same procedure, also including if the candidates are number seven and eight.
 3. If another tie in the number of votes occurs, the candidates are given the floor to share more about their motivation and may be asked additional questions by the delegates. After that, elections continue under the same procedure.
7. If a situation arises where there are seven candidates, who get an absolute majority, all are elected.
8. If a situation arises where there are less than seven candidates, the following happens
 - 8.1. If they collect an absolute majority, all candidates are elected
 - 8.2. The EYCC is composed of less than seven members
9. The Chair is elected out of the seven EYCC members, elected in the previous voting round.
10. If no candidate for EYCC Chair obtains an absolute majority on the first ballot, a second ballot shall be held, and the candidate who has obtained the smallest number of votes shall be deleted from the list.
11. If there is a tie between candidates having obtained the smallest number of votes, both their names shall be deleted from the ballot.
12. If on the second ballot, no candidate obtains an absolute majority, successive ballots shall be held in the same circumstances as those described above until one candidate obtains the absolute majority required.



13. If among the elected EYCC Members there is only one candidate for the Chair position, this candidate will be automatically elected Chair of the EYCC.
14. If among the elected EYCC Members there are not candidates for the Chair position, these options have to be implemented:
 - 14.1. The Chair of the Election Committee will ask if someone from the elected EYCC want to run for the Chair position:
 - 14.1.1. If more than one person express interest in running for the Chair position, a second round of voting will be set up;
 - 14.1.2. If only one person expresses interest in running for the Chair position, this person will be automatically elected Chair of the EYCC;
 - 14.1.3. If nobody expresses interest in running for the Chair position, the EYCC will select its Chair during its first meeting after the EYCM, along with the Vice-Chair and communicate the decision to the EYN Members.

XII. Vacancies

1. In the event of a vacancy of the position of the Chair, the Vice-Chair should undertake the Chair's functions and should take their place in any meetings and for any tasks (where applicable) until the next EYCC meeting.
2. During their next meeting, the EYCC may decide to appoint the Vice-chair or another interim Chair to hold the position until the next EYCM.
3. In the event of a vacancy of the position of the Vice-Chair, the EYCC should appoint one of their members to undertake the Vice-Chair's functions and who should take their place in any meetings and for any tasks (where applicable) until the next EYCC meeting.

During their next meeting, the EYCC should appoint a Vice-Chair to hold the position until the next EYCM.

XIII. Withdrawal of an EYCC member

1. If an EYCC member withdraws, and there are at least 6 months left until the end of the mandate, the person who was a candidate during the EYCM and ended up on place number seven on the list of collected voting points, replaces the person withdrawing, by invitation of the EYCC.
2. In an event where there is no number eight candidate, or they are no longer available, the National Society of the withdrawing candidate shall replace the EYCC member. The EYCC shall validate this proposal.
3. The new EYCC member has the same mandate as the other EYCC members.

XIV. Exclusion of an EYCC member

1. If an EYCC member has been inactive for two months, and all possible means have been used by the EYCC to get in touch with that EYCC member without any response, the EYCC should move into exclusion procedure



2. At least four of the EYCC members must vote in favor of the exclusion for this to take place.
3. Following an exclusion, the new candidate should be elected following the procedures under article XII - Withdrawal of an EYCC member.

XIII. Amendments and suspension of the Rules of Procedure

1. Amendments to the Rules of Procedure

- 1.1. These Rules of Procedure are an integral part and Annex to the Terms of Reference of the EYN
- 1.2. Amendments of or additions to these Rules may be adopted at any plenary meeting of the EYCM, provided that the member National Societies have received and considered the suggestion in a timely manner.

2. Suspension of the Rules of Procedure

The EYCM may at any plenary meeting decide by a simple majority to propose the suspension of any of these Rules, provided that notice of the proposal has been communicated to delegations not less than twenty-four hours before the beginning of the meeting at which the proposal is to be debated.