

IR Internal Rules of Procedure

Organization: CDN

Resolution date: 12.03.2023

Agenda item: 3. Organisational and Governance Documents

Motion text

1. Introduction:

1. These rules of procedure are supplementary and subordinate to the Statutes of Cooperation and Development Network Eastern Europe, hereinafter referred to as CDN.
2. These rules of procedure regulate the implementation of the Statute.
3. In case of contradiction between the Statute and the Rules of Procedure, the former shall prevail.

2. General Assembly Rules of Procedure:

1. The rules of procedure for the efficient realization of the General Assembly (GA) shall be shown and explained at the beginning of every General Assembly.
2. GA announcement and preparation:
 1. The location of the General Assembly is to be decided by the Executive Committee based on an open call for the host organisation of the CDN General Assembly.
 2. The open call for the host organisation has to be sent at least 120 days before the General Assembly by the Secretariat.
 3. If the capacity allows, the study visit for potential host organisation should be organised at least 45 days before General Assembly.
 4. The open call for amendments on the documents of CDN, open call for new Member organisations and the open call for new Executive Committee members have to be sent at least 60 days before the General Assembly by the Secretariat.

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- 25 5. These open calls are to be sent together with relevant
26 applications and other relevant information included.
- 27 6. The collection of all open calls, applications, working group
28 reports and other internal documents needed during the
29 preparation of the General Assembly is included in the file
30 called CDN General Assembly preparation – internal documents,
31 available in the Secretariat.
- 32 7. Changes of these internal documents from 2.2.6 are subject to
33 the EC decision and all of these changes should be presented
34 to the following General Assembly.
- 35 8. Application procedures for membership, and observership:
36 ■ The Executive Committee has to formulate a report on the
37 membership application. This report must be written
38 along the membership criteria.
- 39 ■ The membership application has to be put on the agenda
40 of the General Assembly.
- 41 ■ Representative of a candidate which is running for
42 membership, or observership has to present the
43 application. If no one to present the organisation is
44 present on the GA, someone from the EC has a mandate to
45 do it.
- 46 ■ After the presentation of the application, one EC member
47 has to report from the Executive Committee on the
48 application membership to the General Assembly
- 49 9. The draft agenda has to be decided by the Executive Committee.
- 50 10. The announcement of the date and location of the General
51 Assembly has to be sent out by the Secretariat to all member
52 organisations 90 days in advance of the General Assembly. The
53 official invitation to the General Assembly including a draft
54 agenda has to be sent out 90 days in advance.
- 55 11. Each member organisation shall inform the Secretariat of the
56 names of their representatives at 45 days before the General
57 Assembly. Each Member and organisation can send as many
58 representatives as it can afford.
- 59 12. Every second delegate of MOs and POs has to pay participation
60 fee of 10 EUR, unless they are younger than 25.
- 61 13. Any member organisation may propose changes on the agenda.
62 If
63 the proposal is sent five days before GA it has to be
circulated through the Network.

14. Amendments to the documents of CDN and resolutions can be submitted by the Executive Committee, any Member organisation or working group 15 days prior to the GA.
 1. In case of amendments to amendments as well as amendments to the resolutions the compromise can be reached between the proposers during the GA and a new version/alternative can be suggested.
 2. Emergency resolutions can be submitted after the deadline but no later than the opening of the General Assembly. The Executive Committee should decide if the resolution is eligible to be discussed and voted on.
15. Applications for new Member, and Observer organisations and applications for new Executive Committee members have to be submitted according to the Open call latest 30 days prior to the GA.
16. If the minimum criteria from the Statutes are not met, the Open call will be extended till the first day of the GA.
17. Amendments on the documents of CDN, applications for new Member and organisations and applications for new Executive Committee members (together with other necessary documents requested in the call) will be sent to the Network at least 10 days before the General Assembly if sent to the Secretariat until that point.
18. The legal fulfilment of all obligations of the General Assembly described in Statutes and the IRPs has to be validated by 2/3 majority of the present organisations before the start General Assembly. This is verification that GA is entitled to make valid decisions according to the quorum prescribed by the Statutes and IRPs.
19. At least 30 days before the General Assembly Presidency, consisting of at least 3 and maximum of 6 persons, is to be selected by the EC of CDN and ratified by the GA. The main responsibilities of the Presidency is to:
 - chair the meeting;
 - give word to the presenters;
 - read out the amendments;

- moderate the discussions;
- make the call for voting;
- count votes after each voting;
- make sure that voting and elections are taken according to the IRPs and Statutes
- take down the minutes of the GA

20. The presidency members cannot be running for any positions, or be members of organisations that are running for membership of

CDN, they should be unbiased and cannot make content-related comments regarding any of the candidates or amendments.

21. The General Assembly has to approve the final agenda before any further proceedings can take place.

22. Once approved, the agenda can be modified during the General Assembly by 2/3 majority.

23. EC recommends the number of members to be elected for the new EC. This recommendation should be announced in the call for the EC candidates. The General Assembly confirms the decisions by 2/3 majority.

3. Voting and elections:

1. Every Member organisation has two votes on the General Assembly. Votes can be distributed between one or two delegates attending General Assembly. Candidates for the Executive Committee do not have voting rights.
2. Unless otherwise determined, votes are taken by showing the voting card. If any of the delegates propose secret voting it should be put on vote and if passes by simple majority, secret voting should take place
3. Each delegate entitled to a vote shall have a voting card.
4. Elections for EC and candidate MOs, POs and OOs must be by secret voting.
5. The quorum can be questioned at any time by any delegate.

- 131 6. Definition of voting majorities:
- 132 ■ Present votes at the General Assembly: all registered
- 133 votes at the beginning of a General Assembly;
- 134 ■ Supermajority : At least 2/3 of present votes;
- 135 ■ Absolute majority: 50% plus one vote of present votes;
- 136 ■ Simple majority: the highest number of all present
- 137 votes.
- 138 7. Majorities needed for decisions:
- 139 ■ Activity Report of present year: 2/3 majority in favour
- 140 of present votes at the General Assembly is required.
- 141 ■ Financial Report of present year: 2/3 majority in favour
- 142 of present votes at the General Assembly is required.
- 143 ■ In case of disapproval by the General Assembly, the
- 144 Activity and the Financial Report for the previous year
- 145 has to be redone by the new Executive Committee based
- 146 on
- 147 the comments of the GA within the next 2 months and
- 148 distributed to the MOs. For approval a 2/3 majority in
- 149 favour of all MOs by email is needed within 30 days.
- 150 8. For the membership in CDN as a MO/OO a 2/3 majority in favour
- 151 of the present votes at the General Assembly is required.
- 152 9. For becoming member in the CDN Executive Committee a 2/3
- 153 majority in favour of all present votes at the General
- 154 Assembly is required.
- 155 10. If several candidates get more than two third majority in
- 156 favour of all present votes than the highest number of votes
- 157 in favour will decide.
- 158 11. If one or more candidates get less than 2/3 majority in favour
- 159 of all present votes at the General Assembly, then in case
- 160 of:
- 161 ■ 1 candidate: the place in the Executive Committee
- 162 remains empty
- 163 ■ 2 candidates: an absolute majority of present votes in
- 164 favour at the General Assembly in a second round is
- 165 required. If both candidates get more than an absolute
- 166 majority than the candidate with the highest number of
- 167 votes in favour will pass. In case there is a draw among
- 168 the candidates, the next round of voting should be done
- among those two. The candidate with a higher number of

votes and absolute majority will become the next member of EC. In case there is a draw again or none of the candidates reach absolute majority, the spot in the EC will be left vacant.

- 3 or more candidates: The candidate with the highest number of votes considering they have absolute majority in favour in the second round will pass. In case there is a draw among two or more candidates, the next round of the voting should be done among those candidates. The

candidate with a higher number of votes and absolute majority will become the next member of EC. In case there is a draw again a third round of election should take place. In case there is a draw again or none of the candidates reach absolute majority, the spot in the EC will be left vacant.

12. Statute voting procedure is explained in detail in the Statutes.

13. IRP voting procedure:

- Simple amendments require absolute majority in favour of all present votes at the General Assembly;
- Whole Chapters require 2/3 majority in favour of present votes at the General Assembly;
- Whole document requires 2/3 majority in favour of all present votes at the General Assembly.

14. Political Platform voting procedure:

- Simple amendments require absolute majority in favour of all present votes at the General Assembly;
- Whole Chapters require 2/3 majority in favour of present votes at the General Assembly;
- Whole document requires 2/3 majority in favour of all present votes at the General Assembly.

15. The Strategy statement, resolutions and any other documents of CDN requires an absolute majority in favour of all present votes at the General Assembly.

16. The Financial Plan of CDN requires a 2/3 majority in favour of all present votes at the General Assembly. The Financial Plan has to be approved before closing the General Assembly.

17. The Activity Plan of CDN requires a 2/3 majority in favour of all present votes at the General Assembly.
18. In case of disapproval, changes can be done during the meeting to put the Activity Plan of CDN for the present year to vote again. In case of further disapproval, a new Activity Plan for the present year based on the comments of the General Assembly has to be done by the new elected Executive Committee and distributed to the Member organisations within 2 months for voting by email. A 2/3 majority in favour of all Member organisations is required within 30 days.
19. Activity and Financial Report should be presented in comparison with respective Activity and Financial Plan for the same year (adopted on previous GA), including deviations and reasons for the same.

4. Minutes:

1. The Minutes are to be written by members of the presidency. The Minutes are to be passed on from the Secretary General within 21 days after the end of the General Assembly to all Member and organisations.
2. The Minutes of the General Assembly has to include all resolutions, decisions, motions and votes together with the necessary explanatory information.
3. The list of the delegates is annexed to the minutes of the session.

3. Executive Committee rules and procedures:

1. After the end of the General Assembly, the new Executive Committee shall have its first meeting together with the members of the former Executive Committee.
2. The summary of the minutes of the live EC meetings has to be published latest 30 days after the EC meeting, unless there are justified circumstances and accompanied by an explanation by the Secretariat.
3. On every Executive Committee Meeting the last meeting's minutes should be checked and approved.
4. Each physical meeting should be announced to the Network at least 15 days prior to the meeting and regular e-meeting time should be published at website

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- 243 5. Comments, suggestions and proposals can be sent by any MO and these
244 motions have to be discussed during the meeting.
- 245 6. Each Executive Committee Meeting has a standard form for the Agenda
246 of the Meeting. This form should be completed and sent to the EC
247 list at least five days prior to the meeting.
- 248 7. The Agenda should be annexed by documents and information needed to
249 further explain points of the Agenda.
- 250 8. The list of issued calls and report of official correspondence
251 should be prepared for every Executive Committee Meeting.
- 252 9. The Executive Committee can make decisions on a non-objection basis
253 between the meetings, unless requested otherwise by one of the EC
254 members or by the Sec-Gen and in that case this issue has to be on
255 the Agenda on the following Executive Committee Meeting.
- 256 10. In case of EC member's unnotified absence for over 30 days, the rest
257 of the EC has a right to co-opt a new person until the end of their
258 mandate upon:
259 ■ exhausting the means of reaching out to the missing EC member;
- 260 ■ informing the Member Organisations about it.
- 261 1. The new EC member should be co-opted by consensus of all the
262 remaining EC members after a dedicated discussion. When
263 possible, the new EC member will be elected in a democratic
264 way, via online election of registered delegates. This person
265 should be satisfying the EC candidate criteria stated in the
266 previous GA calls.
- 267 11. In case of EC member's notified absence for more than 45 days, the
268 EC has right to co-opt a new person based on the same principles as
269 in the previous point. Exceptions can be made for force majeure
270 situations like war, etc.
- 271 12. In case of SS violation or harm to the organisation by an EC member,
272 their continuation or termination of mandate can be decided by a 2/3
273 majority vote within the EC. If SS violator is a member of the
274 secretariat, their contract may be terminated by a 2/3 majority vote
275 from EC. The person who is subject to vote does not participate in
276 the voting, and the 2/3 majority is defined by the number of members
277 in the EC with a voting right.
- 278 13. The procedure for decisions on non-objection basis:
279 ■ A deadline shall be set by the Secretary General for the EC
280 members to give their vote on the issue concerned.

■ In case one of the EC member does not give their vote in due time, their vote will be automatically counted as positive (approval).

■ Derogation from this is accepted only if the respective EC member has announced in advance to the rest of the EC and Secretariat that they will not be available for communication for a certain period of time that coincides with the decision-making period.

■ In this case the decision is either postponed until all EC members are available or the vote of the absent EC member will be counted as they specify in their note of absence

14. The Executive Committee can establish financial regulations concerning travel expenses for participants at any CDN activity or meeting of CDN bodies within the confines of the Financial Plan. Unless other financial regulations are decided upon by the EC the general rule for all CDN events is that participants who are subject to reimbursement can only get reimbursed for their travel costs only in the case of 85% of their attendance of official programme (exceptions can be made under adequately justified circumstances).

15. These financial regulations have to be transparent to all which are subject to that.

16. The Executive Committee should comprise of 5-7 people with different responsibilities::

■ Chairperson

■ Treasurer

■ Secretary

■ eventually Vice-Chairpersons

1. The Treasurer is obliged to make a financial update to the EC at every physical meeting (including general expenditures and incomes). The treasurer also presents a detailed annual financial report to the MOs and POs at the General Assembly at the end of their mandate.

17. These Executive Committee positions are to be chosen by Executive Committee members from amongst themselves and this decision has to be published.

18. In case of the lack of capacities, the Executive Committee has a right to delegate a person outside of the EC (member of MO, OO, alumni, WG member, etc.) to represent CDN on certain occasions. A written report has to be presented to the Executive Committee during 10 days after the end of the event.

- 321 19. All EC members should be coming from the countries of Central and
322 Eastern Europe and located in the countries of Central and Eastern
323 Europe, or the neighbouring regions (EU/EEA, North Africa, Middle
324 East, Central Asia) during the whole mandate. An exception can be
325 made if EC member travels to different region for a maximum of 2
326 months period. In case this is not satisfied, the EC has the right
327 to replace this EC member according to point 3.1.10.
- 328 20. All Executive Committee Members are obliged to respect and represent
329 the wider interests of CDN and not solely represent the interests of
330 their organisation.
- 331 21. Executive Committee tasks include the following:
- 332 ■ Work on the implementation of CDN's Activity Plan, approved by
333 the General Assembly (including project writing, coordination,
334 implementation and reporting);
 - 335 ■ Maintaining close and continuous communication with Member
336 organisations;
 - 337 ■ Monitoring work-flow of the Working Groups;
 - 338 ■ Representing and promoting CDN during its and partners'
339 activities;
 - 340 ■ Answering challenges and making decisions throughout the year,
341 between GASs, based on the CDN Strategy and CDN's best
342 interest;
 - 343 ■ Actively participating in the regular (biweekly) EC meetings .
 - 344 ■ Keeping track of the well-being of CDN's Office
- 345 4. Study visits
- 346 1. The study visit is the tool to get an overview of an organisation.
 - 347 2. The EC mandates one or several persons to perform the study visit.
 - 348 3. Project study visit is obligatory for every international project
349 and activity of CDN and it must gather all necessary information
350 concerning the activity, capability and ability of an organisation
351 especially concerning their obligations as a host organisation
352 (including the preparation, facilities, local circumstances and
353 hosting environment of the activity).
 - 354 4. At the end of the study visit, the appointed persons have to send
355 the report on the study visit to the members of the EC, not later
356 than 45 days after the study visit. The report has to provide clear

and objective picture of the situation so that, based on that Report, the EC members can make relevant decisions.

5. Member, and Observer organisations:

1. The definition of Member and organisation is explained in detail in the Statutes.
2. Observer organisations have the right to fully participate in CDN's events and Working Groups. Furthermore, observer organisations have the right to be present at the General Assembly. Reimbursement of travel costs to statutory meetings will be done according to CDN's financial possibilities. Observer organisations are not necessarily bound to Eastern Europe geographically but express interest in the political and topical issues of the region and want to get involved and contribute to CDN.
3. Criteria for becoming a Member, or Observer organisation:
 1. General criteria:
 1. Youth organisation (NGO, Youth wing of Green party, youth movements, youth of organisations that are dealing with issues applicable with CDN aims)
 2. Do not need to be registered, but statutes needed
 2. Sustainability criteria:
 1. Not one project-based organisation
 2. Democratic structure (as understood by the GA on an ad hoc basis)
 3. Value and issue criteria:
 1. Compatible with CDN Political Platform
 2. Open for Green values as a whole, even if actions are streamed towards specific issues
 4. All Member, and Observer organisations must name one contact person from their organisation and provide contact details to the Secretariat.
 5. Member, and Observer organisations can send comments, suggestions and proposals to the EC or Secretariat at any time. EC or Secretariat has to reflect to this motion latest 7 days after receiving.

- 391 6. Dismissal and suspension of Member, or Observer organisations
392 is explained in detail in the Statutes.

393 6. Working groups:

- 394 1. The Executive Committee may set up a Working Group if the following
395 conditions are fulfilled:

- 396 ■ The initiative working group is active for one year and had at
397 least two meetings;
- 398 ■ Working on a specific topic or goal to achieve that is
399 according to the Political Platform of CDN and its objectives;
- 400 ■ It has its own aims, goals and has activity plan for the
401 following year;
- 402 ■ It consists of at least 3 members from different Mos, OOs or
403 other organisations or interested individuals from different
404 countries;
- 405 ■ The Executive Committee is keeping the right not to set up the
406 Working Group even if the conditions above are fulfilled. In
407 that case is EC has to formulate and published the reasons for
408 that;
- 409 ■ It is recommended that one EC member is a member of the
410 Working Group. If there is no EC member in the Working Group
411 EC has to choose one of its members to follow its work. The EC
412 has to follow the main developments in the WG and be always
413 able to update the rest of EC regarding changes in the WG.

- 414 2. The Working Group should have at least one meeting per year.
- 415 3. Working Groups are obliged to send a report on their activities and
416 plans to the General Assembly.
- 417 4. Working Groups can propose project ideas to the EC and develop them
418 further with the consultative role of the Project Coordinator and
419 the EC responsible. CDN will then can apply for the project in the
420 WG name, the project coordinator will be selected by the Executive
421 Committee.
- 422 5. Executive Committee can terminate the Working Group if there is
423 violation of CDN Statutes, IRPs, or Political Platform, if there is
424 no activity for a year and no initiative for the following year, or
425 on the wish of the Working Group itself.

- 426 6. Each WG has a right to propose to the GA a social media campaign
427 that should last a maximum of 2 months. In case the campaign becomes
428 part of the CDN activity plan, the videos, pictures, texts and any
429 other materials that will be uploaded on CDN social media, should be
430 sent to the EC for comments at least 2 weeks before the start of the
431 campaign and the whole campaign, including the visual identity and
432 content, should be reviewed and confirmed by the EC and/or
433 Secretariat.

434 7. Prepteam:

- 435 1. Prepteam are temporary bodies for the planning, organisation and
436 follow- up of specific projects.
- 437 2. Prep team members are selected by the EC via an open call. In case
438 of prep team member opting out, EC can co-opt a new prepteam member.
- 439 3. At least one EC member should be part of the prepteam and be a
440 communication person between prepteam and EC.
- 441 4. Prepteam can take decisions regarding the project independently and
442 can consult EC for a support or in case of internal problems.

443 8. Office rules and procedures:

- 444 1. The daily work of the Network is carried out by the
445 Office/Secretariat under the responsibility of the Secretary
446 General.
- 447 2. The Secretary General is responsible for the legal representation of
448 the organisation; managing the secretariat; coordinating the work of
449 the Executive Committee; supervising the HR processes; supervising
450 statutory activities; overseeing finances with the relevant employee
451 and a treasurer; overseeing external communication; keeping good
452 communication with partners and relevant stakeholders; representing
453 the organisation to 3rd parties; tracking and monitoring major
454 political and social developments throughout Eastern Europe.
- 455 3. The Secretary General has to be selected by the 2/3 majority of the
456 Executive Committee.
- 457 4. All members of the office are appointed by the Executive Committee
458 based on the proposal by the Secretary General. EC cannot dismiss
459 any member of the office without the consultation of the Secretary
460 General.

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- 461 5. The office is responsible for:
- 462 ■ Daily Management of the organisation;
- 463 ■ Supervising of development and responsibility of all formal
- 464 contract obligations of projects towards funders;
- 465 ■ External communications with 3rd parties (administrative
- 466 responsible contacts) i.e. fundraiser, organisations;
- 467 ■ Coordination and facilitation of the CDN Activity Plan and
- 468 Strategy Statement;
- 469 ■ Support of the EC work and facilitation of EC meetings;
- 470 ■ Reporting of all of its responsibilities to the EC;
- 471 ■ Other duties and responsibilities of the office are explained
- 472 in the internal documents of CDN and secretariat contracts.
- 473 6. The detailed explanation of the work and responsibilities of the
- 474 members of the office are written and described their contracts.
- 475 7. The Executive Committee has to publish an open call for candidates
- 476 for any paid position longer than 3 months.
- 477 8. Short term employees for up to 3 month can be excluded from the open
- 478 call.
- 479 9. The selection criteria for an employee will be decided by the
- 480 Executive Committee.

481 **9. Age limitations in events and structures:**

- 482 1. Participants of CDN events can't be older than 35 at the moment of
- 483 applying, while only 15% can be older than 30;
- 484 2. Prep Team members can't be older than 35 at the moment of applying
- 485 for PT, while only 1/4 can be older than 30;
- 486 3. EC members can't be older than 35 in at the moment of applying for
- 487 EC, while only 1/4 can be older than 30
- 488 4. Office members can't be older than 35;
- 489 5. WG members should not be older than 35;

- 490 6. Members of temporary structures (presidency, electoral committee,
491 etc.) can't be older than 35 years old;

492 10. CDN Events

- 493 1. In order to minimise the environmental impact of our events, all
494 participants, PT members, EC, office, guests and trainers should be
495 travelling by land to CDN events, in case their trip would last less
496 than 15 hours. An exception can be made for people that have health-
497 related issues, or urgent obligations that do not allow them to have
498 long travels (e.g. work, exams, etc.).
- 499 2. At events CDN and LPT should strive for participants to have
500 sustainable and nutritiously balanced vegan or vegetarian diet,
501 unless they require different nutrition based on their medical
502 requirements.