

# **A1new** Internal Rules of Procedure

Organization: CDN  
Resolution date: 03/07/2020  
Status: Modified

## Motion text

### 1 **COOPERATION AND DEVELOPMENT NETWORK EASTERN EUROPE**

#### 2 **Internal Rules of Procedure**

3 *As decided by delegates of CDN General Assembly,*

#### 4 **Table of Content**

##### 5 **1. Introduction**

##### 6 **2. General Assembly Rules of Procedure**

##### 7 **2.2 GA announcement and preparation**

##### 8 **2.3 Voting and elections**

##### 9 **2.4 Minutes**

##### 10 **3. Executive Committee rules and procedures**

##### 11 **3.2 Study visits**

##### 12 **4. Member, Partner and Observer Organizations**

##### 13 **5. Working groups**

##### 14 **6. Prepteam**

##### 15 **7. Secretariat rules and procedures**

##### 16 **1. Introduction:**

17 1.1 These rules of procedure are supplementary and subordinate to the Statutes  
18 of Cooperation

19 and Development Network Eastern Europe, hereinafter referred to as CDN.

20 1.2 These rules of procedure regulate the implementation of the Statute.

21 1.3 In case of contradiction between the Statute and the Rules of Procedure, the  
22 former shall

23 prevail.

##### 24 **2. General Assembly Rules of Procedure:**

25 2.1 The rules of procedure for the efficient realization of the General Assembly  
26 (GA) shall be

27 shown and explained at the beginning of every General Assembly.

##### 28 **2.2 GA announcement and preparation:**

- 29 2.2.1 The location of the General Assembly is to be decided by the Executive  
30 Committee based on
- 31 an open call for the host organization of the CDN General Assembly.
- 32 2.2.2 The Open Call for the host organization has to be sent at least 90 days  
33 before the General  
34 Assembly by the Secretariat.
- 35 2.2.3 If the capacity allows, the study visit for potential host organization  
36 should be organized at  
37 least 30 days before General Assembly.
- 38 2.2.4 The open call for amendments on the documents of CDN, open call for new  
39 Member/Partner  
40 organizations and the open call for new Executive Committee members have to be  
41 sent at least  
42 30 days before the General Assembly by the Secretariat.
- 43 2.2.5 These open calls are to be sent together with relevant applications and  
44 other relevant  
45 information included.
- 46 2.2.6 The collection of all open calls, applications, working group reports and  
47 other internal  
48 documents needed during the preparation of the General Assembly is included in  
49 the file called  
50 CDN General Assembly preparation - internal documents, available in the  
51 Secretariat.
- 52 2.2.7 Changes of these internal documents from 2.2.6 are subject to the EC  
53 decision and all of  
54 these changes should be presented to the following General Assembly.
- 55 2.2.8 Application procedures for membership, partnership and observership:
- 56 • The Executive Committee has to formulate a report on the membership  
57 application.
- 58 This report must be written along the membership criteria.
- 59 • The membership application has to be put on the agenda of the General  
60 Assembly.
  - 61 • Representative of a candidate which is running for membership, partnership or  
62 observership has to present the application. If no one to present the  
63 organisation is  
64 present on the GA, someone from the EC has a mandate to do it.
  - 65 • After the presentation of the application, one EC member has to report from  
66 the  
67 Executive Committee on the application membership to the General Assembly.

- 68 2.2.9 The draft agenda has to be decided by the Executive Committee.
- 69 2.2.10 The announcement of the date and location of the General Assembly has to  
70 be sent out by  
71 the Secretariat to all member and partner organizations 60 days in advance of  
72 the General  
73 Assembly. The official invitation to the General Assembly including a draft  
74 agenda has to be sent  
75 out 45 days in advance.
- 76 2.2.11 Each member and partner organization shall inform the Secretariat of the  
77 names of their  
78 representatives at least three weeks before the General Assembly. Each Member  
79 and Partner  
80 organization can send as many representatives as it can afford.
- 81 2.2.12. Every second delegate of MOs and POs has to pay participation fee of 10  
82 EUR, unless they  
83 are younger than 25.
- 84 2.2.13 Any member and partner organization may propose changes on the agenda. If  
85 the proposal  
86 is sent five days before GA it has to be circulated through the Network.
- 87 2.2.14 Amendments on the documents of CDN can be suggested only in written form  
88 by any  
89 Member and Partner Organization or Working Group until the voting on that  
90 certain motion.
- 91 2.2.15 Applications for new Member, Partner and Observer organizations and  
92 applications for  
93 new Executive Committee members have to be submitted according to the Open call  
94 latest 15  
95 days prior to the GA.
- 96 2.2.16 If the minimum number and gender regulative are not met, the Open call  
97 will be  
98 extended till the first day of the GA.
- 99 2.2.17 Amendments on the documents of CDN, applications for new Member and  
100 Partner  
101 organizations and Applications for new Executive Committee members (together  
102 with other  
103 necessary documents requested in the call) will be sent to the Network at least  
104 10 days before the  
105 General Assembly if sent to the Secretariat until that point.
- 106 2.2.18 The legal fulfillment of all obligations of the General Assembly  
107 described in Statutes and

108 the IRPs has to be validated by 2/3 majority of the present organizations before  
109 the start General

110 Assembly. This is verification that GA is entitled to make valid decisions  
111 according to the quorum

112 prescribed by the Statutes and IRPs.

113 2.2.19 At the beginning of the General Assembly Presidency, consisting of at  
114 least two persons, is

115 to be elected to chair the meeting and to conduct the proceedings.

116 2.2.20 The General Assembly has to approve the final agenda before any further  
117 proceedings can

118 take place.

119 2.2.21 Once approved, the agenda can be modified during the General Assembly by  
120 2/3 majority.

121 2.2.22 EC recommends the number of members to be elected for the new EC. The  
122 General

123 Assembly confirms the decisions by 2/3 majority.

## 124 **2.3 Voting and elections:**

125 2.3.1. Every Member organization has two votes on the General Assembly. Votes  
126 can be

127 distributed between one or two delegates attending General Assembly.

128 2.3.2 Before the voting starts, 2 representatives are to be elected by an  
129 absolute majority of all

130 present votes, to form Electoral Committee.

131 2.3.3. The role of Electoral Committee is to:

- 132 • count votes after each voting;
- 133 • make sure that voting and elections are taken according to the IRP and  
134 Statutes.

135 2.3.4 If a member from Electoral Committee is subject to an election, they have  
136 to be replaced by

137 another representative by absolute majority only for that election.

138 2.3.5 Unless otherwise determined, votes are taken by showing voting card. If  
139 requested by one

140 member organization, a secret voting must take place.

141 2.3.6 Each delegate entitled to a vote shall have a voting card.

142 2.3.7 Elections for EC and candidate MOs, POs and OOs must be by secret voting.

143 2.3.8 The quorum can be questioned at any time by any delegate.

144 2.3.9 Definition of voting majorities:

- 145 • Present votes at the General Assembly: all registered votes at the  
146 beginning of a General Assembly;
- 147 • 2/3 majority: At least 2/3 of present votes;
- 148 • Absolute majority: 50% plus one vote of present votes;
- 149 • Highest number of votes: highest number of all present votes.

150 2.3.10 Majorities needed for decisions:

- 151 • Activity Report of present year: 2/3 majority in favour of present votes  
152 at the General Assembly is required.
- 153 • Financial Report of present year: 2/3 majority in favour of present votes  
154 at the General Assembly is required.
- 155 • In case of disapproval by the General Assembly, the Activity and the  
156 Financial Report for the previous year has to be redone by the new  
157 Executive Committee based on the comments of the GA within the next 2  
158 months and distributed to the MOs. For approval a 2/3 majority in favor of  
159 all MOs by email is needed within 30 days.

160 2.3.11 For the membership in CDN as a MO/PO a 2/3 majority in favor of the  
161 present votes at the

162 General Assembly is required.

163 2.3.12 For becoming member in the CDN Executive Committee a 2/3 majority in  
164 favour of

165 all present votes at the General Assembly is required.

166 2.3.13 If several candidates get more then two third majority in favour of all  
167 present votes

168 than the highest number of votes in favor will decide.

169 2.3.14 If one or more candidates get less than 2/3 majority in favour of all  
170 present votes at

171 the General Assembly, then in case of:

- 172 • 1 candidate: the place in the Executive Committee remains empty
- 173 • 2 candidates: an absolute majority of present votes in favour at the  
174 General Assembly in a second round is required. If both candidates get  
175 more than an absolute majority than the candidate with the highest number  
176 of votes in favor will pass. In case there is a draw among the candidates,  
177 the next round of voting should be done among those two. The candidate  
178 with a higher number of votes and absolute majority will become the next  
179 member of EC. In case there is a draw again or none of the candidates  
180 reach absolute majority, the spot in the EC will be left vacant.

- 181 • 3 or more candidates: The candidate with the highest number of votes  
182 considering they have absolute majority in favour in the second round will  
183 pass. In case there is a draw among two or more candidates, the next round  
184 of the voting should be done among those candidates. The candidate with a  
185 higher number of votes and absolute majority will become the next member  
186 of EC. In case there is a draw again a third round of election should take  
187 place. In case there is a draw again or none of the candidates reach  
188 absolute majority, the spot in the EC will be left vacant.

189 2.3.15 Statute voting procedure is explained in detail in the Statutes.

190 2.3.16 IRP voting procedure:

- 191 • Simple amendments require absolute majority in favour of all present votes  
192 at the General Assembly;
- 193 • Whole Chapters require 2/3 majority in favour of present votes at the  
194 General Assembly;
- 195 • Whole document requires 2/3 majority in favour of all present votes at the  
196 General Assembly.

197 2.3.17 Political Platform voting procedure:

- 198 • Simple amendments require absolute majority in favour of all present votes  
199 at the General Assembly;
- 200 • Whole Chapters require 2/3 majority in favour of present votes at the  
201 General Assembly;
- 202 • Whole document requires 2/3 majority in favour of all present votes at the  
203 General Assembly.

204 2.3.18 The Strategy statement, resolutions and any other documents of CDN  
205 requires a simple

206 majority in favor of all present votes at the General Assembly.

207 2.3.19 The Financial Plan of CDN requires a 2/3 majority in favor of all present  
208 votes at the General

209 Assembly. The Financial Plan has to be approved before closing the General  
210 Assembly.

211 2.3.20 The Activity Plan of CDN requires a 2/3 majority in favor of all present  
212 votes at the General

213 Assembly.

214 2.3.21 In case of disapproval, changes can be done during the meeting to put the  
215 Activity Plan of

216 CDN for the present year to vote again. In case of further disapproval a new  
217 Activity Plan for the

218 present year based on the comments of the General Assembly has to be done by the  
219 new elected

220 Executive Committee and distributed to the Member Organizations within 2 months  
221 for voting by

222 email. A 2/3 majority in favour of all Member Organizations is required within  
223 30 days.

224 2.3.22. Activity and Financial Report should be presented in comparison with  
225 respective Activity

226 and Financial Plan for the same year (adopted on previous GA), including  
227 deviations and

228 reasons for the same.

## 229 **2.4 Minutes:**

230 2.4.1 The Minutes are to be written by member of the Secretariat chosen at the  
231 start of the

232 General Assembly. The Minutes are to be passed on from the Secretariat within 21  
233 days after the

234 end of the General Assembly to all Member and Partner organizations.

235 2.4.2 The Minutes of the General Assembly has to include all resolutions,  
236 decisions, motions and

237 votes together with the necessary explanatory information.

238 2.4.3 The list of the delegates is annexed to the minutes of the session.

## 239 **3. Executive Committee rules and procedures:**

240 3.1.1 After the end of the General Assembly, the new Executive Committee shall  
241 have it's first

242 meeting together with the members of the former Executive Committee.

243 3.1.2 The summary of the minutes of the live EC meetings have to be published  
244 latest 30 days

245 after the EC meeting, unless there are justified circumstances and accompanied  
246 by an explanation

247 by the Secretariat.

248 3.1.3 On every Executive Committee Meeting the last meeting's minutes should be  
249 checked and

250 approved.

251 3.1.4 Each physical meeting should be announced to the Network at least 15 days  
252 prior to the

253 meeting and regular e-meeting time should be published at website

254 3.1.5 Comments, suggestions and proposals can be sent by any MO or PO and these  
255 motions have

256 to be discussed during the meeting.

257 3.1.6 Each Executive Committee Meeting has a standard form for the Agenda of the  
258 Meeting. This

259 form should be completed, sent to the EC list and published at least five days  
260 prior to the  
261 meeting.

262 3.1.7 The Agenda should be annexed by documents and information needed to  
263 further explain  
264 points of the Agenda.

265 3.1.8 The List of issued calls and report of official correspondence should be  
266 prepared for every  
267 Executive Committee Meeting.

268 3.1.9 The Executive Committee can make decisions on a non-objection basis  
269 between the  
270 meetings, unless requested otherwise by one of the EC members or by the NC and  
271 in that case

272 this issue has to be on the Agenda on the following Executive Committee Meeting.

273 3.1.10 In case of EC member's unnotified absence for over 30 days, the rest of  
274 the EC has a right

275 to co-opt a new person until the end of their mandate upon:

- 276 1. exhausting the means of reaching out to the missing EC member;
- 277 2. informing the Member Organisations about it.

278 The new EC member should be co-opted by consensus of all the remaining EC  
279 members after a

280 dedicated discussion. This person should be satisfying the EC candidate criteria  
281 stated in the  
282 previous GA calls.

283 3.1.11 The procedure for decisions on non-objection basis:

- 284 • A deadline shall be set by the Network Coordinator for the EC members to  
285 give their vote on the issue concerned.
- 286 • In case one of the EC member does not give their vote in due time, their  
287 vote will be automatically counted as positive (approval).
- 288 • Derogation from this is accepted only if the respective EC member has  
289 announced in advance to the rest of the EC and Secretariat that they will  
290 not be available for communication for a certain period of time that  
291 coincides with the decision making period.
- 292 • In this case the decision is either postponed until all EC members are  
293 available or the vote of the absent EC member will be counted as they  
294 specify in their note of absence.



295 3.1.12 The Executive Committee can establish financial regulations concerning  
296 travel expenses for  
297 participants at any CDN activity or meeting of CDN bodies within the confines of  
298 the Financial  
299 Plan. Unless other financial regulations are decided upon by the EC the general  
300 rule for all CDN events  
301 is that participants who are subject to reimbursement can only get reimbursed  
302 for their travel  
303 costs only in the case of 85% of their attendance of official programme  
304 (exceptions can be made  
305 under adequately justified circumstances).

306 3.1.13 These financial regulations have to be transparent to all which are  
307 subject to that.

308 3.1.14 The Executive Committee should comprise:

- 309 • Chairperson
- 310 • Treasurer
- 311 • Secretary
- 312 • eventually Vice-Chairpersons

313 The Treasurer is obliged to make a financial update to the EC at every physical  
314 meeting  
315 (including general expenditures and incomes). The treasurer also presents a  
316 detailed annual

317 financial report to the MOs and POs at the General Assembly at the end of their  
318 mandate.

319 3.1.15 These Executive Committee positions are to be chosen by Executive  
320 Committee members

321 from amongst themselves and this decision has to be published.

322 3.1.16 The Executive Committee has the right to delegate a person to represent  
323 CDN. A written

324 report has to be presented to the Executive Committee during 10 days after the  
325 end of the event.

326 3.1.17 All Executive Committee Members are obliged to respect and represent the  
327 wider interests

328 of CDN and not solely represent the interests of their organization.

## 329 **3.2 Study visits**

330 3.2.1 The study visit is the tool to get an overview of an organization.

331 3.2.2 The EC mandates one or several persons to perform the study visit.

332 3.2.3 Project study visit is obligatory for every international project and  
333 activity of CDN and it must

334 gather all necessary information concerning the activity, capability and ability  
335 of an organization

336 especially concerning their obligations as a host organization (including the  
337 preparation, facilities,

338 local circumstances and hosting environment of the activity).

339 3.2.4 At the end of the study visit, the appointed persons have to send the  
340 report on the study

341 visit to the members of the EC, not later than 45 days after the study visit.  
342 The report has to

343 provide clear and objective picture of the situation so that, based on that  
344 Report, the EC members

345 can make relevant decisions.

#### 346 **4. Member, Partner and Observer Organizations:**

347 4.1 The definition of Member and Partner organization is explained in detail in  
348 the Statutes.

349 4.2 Observer organizations have the right to fully participate in CDN's events  
350 and Working Groups.

351 Furthermore, observer organizations have the right be present at the General  
352 Assembly.

353 Reimbursement of travel costs to statutory meetings will be done according to  
354 CDN's financial

355 possibilities. Observer organisations are not necessarily bound to Eastern  
356 Europe geographically but express interest in the political and topical issues  
357 of the region and want to get involved and contribute to CDN.

358 4.3 Criteria for becoming a Member, Partner or Observer organization:

359 4.3.1 General criteria:

360 4.3.1.1 Youth organization (NGO, Youth wing of Green party, youth movements,  
361 youth of

362 organizations that are dealing with issues applicable with CDN aims)

363 4.3.1.2 Do not need to be registered, but statutes needed

364 4.3.2 Sustainability criteria:

365 4.3.2.1 Not one project based organization

366 4.3.2.2 Democratic structure (as understood by the GA on an ad hoc basis)

367 4.3.3 Value and issue criteria:

368 4.3.3.1 Compatible with CDN Political Platform

369 4.3.3.2 Open for Green values as a whole, even if actions are streamed towards  
370 specific issues

371 4.4. All Member, Partner and Observer Organizations must name one contact person  
372 from their

373 organisation and provide contact details to the Secretariat.

374 4.5 Member, Partner and Observer organizations can send comments, suggestions  
375 and proposals

376 to the EC or Secretariat at any time. EC or Secretariat has to reflect to this  
377 motion latest 7 days

378 after receiving.

379 4.6 Dismissal and suspension of Member, Partner or Observer Organizations is  
380 explained in detail

381 in the Statutes.

## 382 **5. Working groups:**

383 5.1 The Executive Committee may set up a Working Group if the following  
384 conditions are fulfilled:

- 385 • The initiative working group is active for one year and had at least two  
386 meetings;
- 387 • Working on a specific topic or goal to achieve that is according to the  
388 Political Platform of CDN and its objectives;
- 389 • It has its own aims, goals and has activity plan for the following year;
- 390 • It consists of at least 3 members from different MOs, POs, OOs or other  
391 organizations or interested individuals from different countries;
- 392 • The Executive Committee is keeping the right not to set up the Working  
393 Group even if the conditions above are fulfilled. In that case is EC has  
394 to formulate and published the reasons for that;
- 395 • It is recommended that one EC member is a member of the Working Group. If  
396 there is no EC member in the Working Group EC has to chose one of its  
397 members to follow its work. The EC has to follow the main developments in  
398 the WG and be always able to update the rest of EC regarding changes in  
399 the WG.

400 5.2 The Working Group should have at least one meeting per year.

401 5.3 Working Groups are obliged to send a report on their activities and plans to  
402 the General

403 Assembly.

404 5.4 Executive Committee can terminate the Working Group if there is violation of  
405 CDN Statutes,

406 IRPs, or Political Platform, if there is no activity for a year and no  
407 initiative for the following year,

408 or on the wish of the Working Group it self.

## 409 **6. Prepteams**

410 6.1. Prepteams are temporary bodies for the planning, organisation and follow-up  
411 of specific

412 projects.

413 6.2. Prep team members are selected by the EC via an open call. In case of prep  
414 team member

415 opting out, EC can co-opt a new prepteam member.

416 6.3. At least one EC member should be part of the prepteam and be a  
417 communication person

418 between prepteam and EC.

419 6.4. Prepteam can take decisions regarding the project independently and can  
420 consult EC for a

421 support or in case of internal problems.

## 422 **7. Secretariat rules and procedures**

423 7.1 The daily work of the Network is carried out by the Secretariat under the  
424 responsibility of the

425 Network Coordinator.

426 7.2 The Network Coordinator has to be selected by the 2/3 majority of the  
427 Executive Committee.

428 7.3 All members of the Secretariat are appointed by the Executive Committee  
429 based on the

430 proposal by the Network Coordinator. EC can not dismiss any member of the  
431 Secretariat without

432 the consultation of the Network Coordinator.

433 7.4 The Secretariat is responsible for:

- 434 • Management of the organization;
- 435 • Supervising of development and responsibility of all formal contracted  
436 obligations of projects towards funders;
- 437 • External communications with 3rd parties (administrative responsible contacts)  
438 i.e. fundraiser, partner organizations;
- 439 • Coordination and facilitation of the CDN Activity Plan and Strategy Statement;
- 440 • Support of the EC work and facilitation of EC meetings;
- 441 • Reporting of all of its responsibilities to the EC;
- 442 • Other duties and responsibilities of the Secretariat are explained in the  
443 internal documents of CDN (Project management, Project contract, Network  
444 Coordinator contract, Office Coordinator contract and other).

445 7.5 The detailed explanation of the work and responsibilities of the members of  
446 the Secretariat are

447 written and described their contracts.

448 7.6 The Executive Committee has to publish an open call for candidates for any  
449 paid position

450 longer than 3 months.

451 7.7 Short term employees up to 3 months can be excluded from the open call.

452 7.8 The selection criteria for an employee will be decided by the Executive  
453 Committee.

454 **END**