



## Internal Rules of Procedure

*As decided by delegates of CDN General Assembly, February 2015, Chisinau, Moldova*

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### 1. Introduction:

1.1 These rules of procedure are supplementary and subordinate to the Statutes of Cooperation and Development Network Eastern Europe, hereinafter referred to as CDN.

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

1.3 In case of contradiction between the Statute and the Rules of Procedure, the former shall prevail.

### 2. General Assembly Rules of Procedure:

2.1 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.

#### 2.2 GA announcement and preparation:

2.2.1 The location of the General Assembly is to be decided by the Executive Committee based on an open call for the host organization of the CDN General Assembly.

2.2.2 The Open Call for the host organization has to be sent at least 90 days before the General Assembly by the Secretariat.

2.2.3 The study visit for potential host organization should be organized at least 30 days before General Assembly.

2.2.4 The open call for amendments on the documents of CDN, open call for new Member/Partner organizations and the open call for new Executive Committee members have to be sent at least 30 days before the General Assembly by the Secretariat.

2.2.5 These open calls are to be sent together with relevant applications and other relevant information included.



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2.2.6 The collection of all open calls, applications, working group reports and other internal documents needed during the preparation of the General Assembly is included in the file called CDN General Assembly preparation - internal documents, available in the Secretariat.

2.2.7 Changes of these internal documents from 2.2.6 are subject to the EC decision and all of these changes should be presented to the following General Assembly.

2.2.8 Application procedures for membership, partnership and observership:

- The Executive Committee has to formulate a report on the membership application. This report must be written along the membership criteria.
- The membership application has to be put on the agenda of the General Assembly. One EC member has to present the application for membership together with the report from the Executive Committee on the application membership to the General Assembly.
- Representative of a candidate which is running for membership, partnership or observation has to present the application. If no one to represent the organization is present on the GA, someone from EC has mandate to do it.

2.2.9 The draft agenda has to be decided by the Executive Committee.

2.2.10 The announcement of the date and venue of the General Assembly has to be sent out by the Secretariat to all member and partner organizations 60 days in advance of the General Assembly. The official invitation to the General Assembly including a draft agenda has to be sent out 45 days in advance.

2.2.11 Each member and partner organization shall inform the Secretariat of the names of their representatives at least one week before the General Assembly. Each Member and Partner organization can send as many representatives as it can afford.

2.2.12 Any member and partner organization may propose changes on the agenda. If the proposal is sent five days before GA it has to be circulated through the Network.

2.2.13 Amendments on the documents of CDN can be suggested only in written form by any Member and Partner Organization until the voting on that certain motion.

2.2.14. Applications for new Member, Partner and Observer organizations and Applications for new Executive Committee members have to be submitted according to the Open call latest 15 days prior to the GA.

2.2.15. If the minimum number and gender regulative are not met, the Open call will be extended till the first day of the GA.

2.2.16 Amendments on the documents of CDN, applications for new Member and Partner organizations 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.

2.2.17 The legal fulfillment of all obligations of the General Assembly described in Statutes and the IRPs has to be validated by 2/3 majority of the present organizations 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.



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2.2.18 At the beginning of the General Assembly Presidency, consisting of at least two persons, is to be elected to chair the meeting and to conduct the proceedings.

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

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

2.2.21 EC recommends the number of members to be elected for the new EC. The General Assembly confirms the decisions by 2/3 majority.

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

2.3.1. Every Member organization has two votes on the General Assembly. Votes can be distributed between one or two delegates attending General Assembly.

2.3.2 Before the voting starts, 2 representatives are to be elected by a simple majority of all present votes, to form Electoral Committee.

2.3.3. The role of electoral committee is to:

- count votes after each voting
- make sure that voting and elections are taken according to the IRP and Statutes

2.3.4 If a member from Electoral Committee is subject to an election, he/she has to be replaced by another representative by simple majority only for that election.

2.3.5 Unless otherwise determined, votes are taken by showing voting card. If requested by one member organization, a secret voting must take place.

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

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

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

2.3.9 Definition of voting majorities

- Present votes at the General Assembly: all registered votes at the beginning of a General Assembly
- 2/3 majority: At least 2/3 of the given votes
- Simple majority: 50% plus one vote of given votes
- Highest number of votes: highest number of all given votes

2.3.10 Majorities needed for decisions:

- Activity Report of present year: 2/3 majority in favour of present votes at the General Assembly is required.



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

2.3.11 For the membership in CDN as a MO/PO a 2/3 majority in favor of the present votes at the General Assembly is required.

2.3.12 For becoming member in the CDN Executive Committee a 2/3 majority in favour of all present votes at the General Assembly is required.

2.3.13 If several candidates get more then two third majority in favor of all present votes than the highest number of votes in favor will decide

2.3.14 If several candidates get less then 2/3 majority in favour of all present votes at the General Assembly, then in case of:

- 1 candidate the place in the executive committee remains empty.
- 2 candidates: a simple majority in favour of present votes at the General Assembly in a second round is required. If more than 2 candidates get more than a simple majority than the highest number votes in favor will decide.
- 3 or more candidates: the highest number of votes in favour in a second round will decide.

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

2.3.16 IRP voting procedure:

- Simple amendments require simple 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

2.3.17 Political Platform voting procedure:

- Simple amendments require simple 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

2.3.18 The Strategy statement, resolutions and any other documents of CDN requires a simple majority in favor of all present votes at the General Assembly.



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2.3.19 The financial plan of CDN requires a 2/3 majority in favor of all present votes at the General Assembly. The financial plan has to be approved before closing the General Assembly.

2.3.20 The activity plan of CDN requires a 2/3 majority in favor of all present votes at the General Assembly.

2.3.21 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 Organizations within 2 months for voting by email. A 2/3 majority in favour of all Member Organizations is required within 30 days.

2.3.22. 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.

### **2.4 Minutes:**

2.4.1 The Minutes are to be written by member of the Secretariat chosen at the start of the General Assembly. The Minutes are to be passed on from the Secretariat within 21 days after the end of the General Assembly to all Member and Partner organizations.

2.4.2 The Minutes of the General Assembly s have to include all resolutions, decisions, motions and votes together with the necessary explanatory information.

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

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

3.1.1 After the end of the General Assembly, the new Executive Committee shall have it's first meeting together with the members of the former Executive Committee.

3.1.2 Minutes from the meetings shall be sent to the EC list latest 2 weeks after that meeting. The sending can be delayed by one week due to justified circumstances and accompanied by an explanation by the Secretariat. The summary of the minutes have to be published latest 30 days after the EC meeting, unless there are justified circumstances and accompanied by an explanation by the Secretariat.

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

3.1.4 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

3.1.5 Comments, suggestions and proposals can be sent by any MO or PO and these motions have to be discussed during the meeting.

3.1.6 Each Executive Committee Meeting has a standard form for the Agenda of the Meeting. This form should be completed, sent to the EC list and published at least five days prior to the meeting.

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



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

3.1.9 The Executive Committee can make decisions on a non-objection basis between the meetings, unless requested otherwise by one of the EC members or by the NC and in that case this issue has to be on the Agenda on the following Executive Committee Meeting.

3.1.10 The procedure for decisions on non-objection basis:

- A deadline shall be set by the Network Coordinator for the EC members to give their vote on the issue concerned.

- In case one of the EC members does not give his/her vote in due time, his/her 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 he/she 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 he/she specifies in his/her note of absence.

3.1.11 The Executive Committee can establish financial regulations, within the Financial plan, concerning travel expenses at any CDN activity or meeting of CDN bodies.

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

3.1.13 The Executive Committee should comprise:

- Chairperson
- Treasurer
- Secretary
- eventually Vice-Chairpersons

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

3.1.15 The Executive Committee has the right to delegate a person to represent CDN. A written report has to be presented to the Executive Committee

3.1.16 All Executive Committee Members are obliged to respect and represent the wider interests of CDN and not solely represent the interests of their organization.

### **3.2 Study visits**

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

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

3.2.3 Project study visit is obligatory for every project and activity of CDN and it must gather all necessary information concerning the activity, capability and ability of an organization especially



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concerning their obligations as a host organization (including the preparation, facilities, local circumstances and hosting environment of the activity).

3.2.4 At the end of the study visit, the appointed persons have to send the report on the study visit to the members of the EC. 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.

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

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

4.2 Observer organizations have the right to fully participate in CDN's events and working groups. Furthermore, observer organizations have the right be present at the General Assembly. Reimbursement of travel costs to statutory meetings will be done according to CDN's financial possibilities.

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

4.3.1 General criteria:

4.3.1.1 Youth organization (NGO, Youth wing of Green party, youth movements, youth of organizations that are dealing with issues applicable with CDN aims)

4.3.1.2 Do not need to be registered, but statutes needed

4.3.2 Sustainability criteria:

4.3.2.1 Not one project based organization

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

4.3.3 Value and issue criteria:

4.3.3.1 Compatible with CDN political platform

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

4.4 All Member, Partner and Observer Organizations must name one contact person from their organisation and provide contact details to the Secretariat.

4.5 Member, Partner and Observer organizations 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.

4.6 Dismissal and suspension of Member, Partner or Observer Organizations is explained in detail in the Statutes.

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

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

- The initiative working group is active one year and had at least two meetings
- Working on a specific topic or goal to achieve that is according to the Political Platform of CDN and its objectives.
- It has its own aims, goals and has activity plan for the following year
- It consists of at least 3 members from different MO's, PO's, OO's or other organizations or interested individuals from different countries.



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- The Executive Committee is keeping the right not to set up the Working group even if the conditions above are fulfilled. In that case is EC has to formulate and published the reasons for that.
- It is recommended that one EC member is a member of the working group. If there is no EC member in the working group EC has to chose one of its members to follow the work of it.

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

5.3 Working groups are obliged to send a report on their activities and plans to the General Assembly.

5.4 Executive Committee can terminate the Working group if there is violation of CDN Statutes, IRPs, or Political Platform, if there is no activity for a year and no initiative for the following year, or on the wish of the Working group it self.

### **6. Secretariat Rules and procedures**

6.1 The daily work of the Network is carried out by the Secretariat under the responsibility of the Network Coordinator.

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

6.3 All members of the Secretariat are appointed by the Executive Committee based on the proposal by the Network Coordinator. EC can not dismiss any member of the Secretariat without the consultation of the Network Coordinator.

6.4 The Secretariat is responsible for:

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

6.5 The detailed explanation of the work and responsibilities of the members of the Secretariat are written and described their contracts.

6.6 The Executive Committee has to publish an open call for candidates for any paid position longer than 3 months

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

6.8 The selection criteria for an employee will be decided by the Executive Committee.

**END**