



YOUNG
EUROPEAN
FEDERALISTS

RULES OF PROCEDURE

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I. RULES OF PROCEDURE FOR JEF

1. Quorum
2. Voting
3. Minutes
4. Notice on resolutions
5. Application of substantive motions and amendments, procedural motions, points of order and points of information
6. Substantive motions and amendments
7. Procedural motions
8. Points of order
9. Points of information
10. Amendments to the Rules of Procedure

II. RULES OF PROCEDURE FOR MEETINGS OF THE FEDERAL COMMITTEE

1. Meetings
2. Monitoring Process

III. RULES OF PROCEDURE FOR OTHER STATUTORY BODIES OF JEF

1. Arbitration Board
2. Member consultancy

ANNEX TO THE RULES OF PROCEDURE

1. Pre-allocation of delegates to eligible sections
2. Allocation of additional delegates to eligible sections

I. Rules of Procedure for JEF

These Rules of Procedure are supplementary and subordinate to the Statutes of the Young European Federalists (JEF or JEF Europe) and regulate the implementation of the Statutes.

By 'delegate' shall be meant delegate to the European Congress as well as member of the Federal Committee and of the Executive Board By 'observer' shall be meant any other member of JEF present at statutory meetings. By 'section' shall be meant national section, unless specified otherwise.

1. Quorum

Unless otherwise determined by the Statutes, at all meetings of the statutory bodies of JEF, more than half of the delegates present or represented shall constitute the quorum.

2. Voting

a. Unless otherwise determined by the Statutes and the Rules of Procedure, voting is by simple majority.

b. By simple majority shall be understood more than half of the votes cast, abstentions not counted.

c. By qualified majority shall be understood more than $\frac{2}{3}$ of the votes cast, abstentions not counted.

d. By extended qualified majority shall be understood more than $\frac{2}{3}$ of the votes cast, abstentions counted.

e. By double majority shall be understood the simple majority of the delegates AND the simple majority of the national sections.

f. Each delegate shall have one vote and, in addition, the right to exercise the proxy vote of another delegate who has given his/her authorisation in writing. The chair of the session shall announce the proxies at the start of the meeting.

g. By 'chair' shall be meant the Presidium of the European Congress, the Presidium of the Federal Committee, the President of JEF or any other duly appointed person presiding over a statutory body of JEF.

h. Voting shall happen by showing of the delegates' cards or, in the absence of these, by showing of hands. The result shall be announced by the chair. When a delegate entitled to vote requests it, there shall be a formal count of the votes.

i. Whenever a delegate requests it, there shall be a secret ballot.

j. The person(s) who sit(s) in the chair at meetings shall not have a casting vote.

3. Minutes

Written minutes of all meetings shall record resolutions, decisions, motions and votes with all necessary explanatory information. In addition to this, the deliberations of the European Congress shall be recorded. Minutes and decisions of the European Congress, Federal Committee and Executive Board shall be made available to all delegates and sections not later than one month after the meeting. The documents shall be voted upon at the next ordinary meeting.

4. Notice on resolutions

- a. Resolutions can be submitted by delegates or national sections as well as observers. They shall be submitted to the Secretariat at least two weeks before the start of the European Congress or Federal Committee so that they can be sent to all Congress delegates or members of the FC in advance.
- b. Resolutions submitted to the Congress and FC after the two-week deadline or resolutions submitted by observers must be endorsed by a recognised commission or working group of the Congress and FC, unless the provisions of point c) below are valid.
- c. The two-week deadline can be waived if two thirds of the European Congress or FC agree.
- d. Lapsing resolutions are automatically submitted to the relevant statutory body during the last statutory meeting before the resolutions lapse.
- e. Lapsing resolutions are subject to direct re-approval by the European Congress or the Federal Committee unless modifications to the text other than changes of dates and language washing are suggested in which case lapsing resolutions shall be considered as any other resolution under points 4.a) to 4.c) above.

5. Application of substantive motions and amendments, procedural motions, points of order and points of information

The following rules apply to the European Congress and the Federal Committee. The Executive Board, Auditors Board and Arbitration Board may use them also if they chose to do so.

6. Substantive motions and amendments

- a. Unless otherwise specified in the Statutes and the Rules of Procedure, all motions shall require a simple majority of the votes cast in order to be passed. In case of a tie, the motion is not passed.
- b. Any delegate or observer shall have the right to propose motions and amendments to motions, and these shall be put to a vote, unless: a procedural motion to move to the next business is passed, or a procedural motion to postpone the decision is passed, or a contradictory motion or amendment has already been passed at the same meeting, or the proposer withdraws the motion, or in the case of an amendment, it is accepted by the proposer of the substantive motion.

- c. If the proposer of a motion or amendment withdraws it, this can be proposed by any other delegate or observer in his/her place.
- d. Where there are two or more mutually contradictory amendments to a proposal, a vote shall be taken on the amendment which differs the most from the original proposal according to the opinion of the Presidium. If this amendment is passed, the other mutually contradictory amendment will fall without a vote.
- e. The decision to accept or reject an amendment must be made before the main motion which it seeks to amend is put to a vote. If the amendment is accepted by the proposer of the main motion or by the vote, it shall be incorporated into the motion.
- f. Any delegate or observer of JEF shall have the right to speak once and once only on each motion and amendment, unless a motion to close the list of speakers has been passed.
- g. A delegate or observer shall have the right to reply to a personal attack on him/herself immediately.
- h. The proposer of a motion shall have the right to reply to the debate.
- i. All motions and amendments shall be submitted in writing to the Presidium before being put to the vote.

7. Procedural motions

- a. Any delegate or observer of JEF shall have the right to propose any of the following procedural motions. A procedural motion shall be adopted by consensus or put to a vote immediately with a discussion of two one-minute speeches, by one speaker in favour and one against.
 - i. A motion to change the membership of the Presidium.
 - ii. A motion to overrule a decision of the Presidium.
 - iii. A motion to close the list of speakers on a specific motion or amendment.
 - iv. A motion to move to the next business.
 - v. A motion to restrict the time available to each speaker.
 - vi. A motion to exclude from the meeting person(s) causing a disturbance.
 - vii. A motion to adopt or to amend the agenda or timetable.
 - viii. A motion to change the persons counting the votes.
 - ix. A motion to postpone the decision.
 - x. A motion to move to an immediate vote.
 - xi. A motion to waive the 2-week resolution deadline.
- b. No other procedural motion shall be eligible for consideration.

8. Points of order

A delegate or observer of JEF shall have the right to raise a point of order, that is, to draw the attention of the Presidium to the fact that the procedure or discussion is not in accordance with the Rules of Procedure or the Statutes or previously agreed procedural motions.

9. Points of information

The Presidium may at their discretion allow points of information to be made. Points of information are to be brief and must relate to facts and not opinion. The Presidium may choose not to accept such points if a member or members of JEF are abusing the procedure to gain additional speaking rights or if time for debate is limited.

10. Amendments to the Rules of Procedure

- a. Sections I of the Rules of Procedure may only be amended by the European Congress.
- b. Section II may be amended by the Federal Committee.
- c. Other statutory bodies of JEF Europe may establish their own Rules of Procedure.
- d. Proposed amendments to the rules of procedure require an absolute majority in the relevant statutory body and must be sent to delegates and observers with the agenda of the meeting.

II. Rules of Procedure for Meetings of the Federal Committee

1. Meetings

- a. The Executive Board of JEF shall call for the meeting of the Federal Committee. Notice of the session and a draft agenda of the meeting shall be circulated to the delegates of the Federal Committee at the latest 30 days in advance.
- b. The Federal Committee shall meet in extraordinary session with a notice of 20 days, not later than 60 days after the receipt of the request by one third of the members of the Federal Committee. The agenda shall be circulated ten days before the meeting and shall include only the items proposed in connection with the calling of the extraordinary meeting.
- c. At the beginning of the first meeting after the election of a new Federal Committee, the President will take the chair and proceed with the opening formalities of the meeting in line with articles (d) and (e) in place of the Presidium. The Federal Committee will then elect three members to serve as its Presidium until the next full European Congress. The FC will also elect the chairs and co-chairs of the recognised Political Commissions and Task Forces.
- d. At the start of each meeting the Presidium will check which members of the Federal Committee are present and entitled to vote as well as the number of proxy votes.
- e. The Federal Committee will then be asked to elect at least two tellers to count votes.
- f. The meetings of the Federal Committee are open. By simple majority, the Federal Committee may decide that part of the meeting shall be closed.
- g. Co-opted members of the Federal Committee may be proposed by any member of the statutory organs of JEF. Before the Federal Committee decides upon the proposal, the proposed person must have given his/her written consent. Co-opted members have all the rights of full members but are non-voting.

- h. Any member has the right to add a declaration of vote to the minutes before the meeting is ended.
- i. The Federal Committee may, with a qualified majority of the votes of the members, add new items to the agenda of the meeting.

2. Monitoring Process

- a. A monitoring process on the situation of a section can be initiated by the Federal Committee with an absolute majority of delegates upon a motivated request of the Executive Board, a national section or an individual member of the organisation.
- b. The motivated request shall be submitted to the Secretariat at the latest three weeks before a meeting of the Federal Committee. Within a week, the Secretariat shall notify the reception of the request to the Executive Board, the Presidium of the Federal Committee as well as to the concerned section that is entitled to react in written form to the claims expressed in the request.
- c. The monitoring process should be led by a task-force consisting of one FC member, one presidium member and one EB member,, with the mandate of submitting a report on the facts raised in the submitted request to the Federal Committee six weeks before the next ordinary meeting.
- d. The report shall expose the facts and the current situation of the concerned section in a neutral way based on hearings of concerned members with different points of view and on relevant legal, statutory and other organisational documents. The report can possibly include recommendations to the relevant section and the Federal Committee for a consensual solution of the issue and/or on the suspension/exclusion of the section.
- e. The concerned section has the possibility to react in written form to the report submitted by the taskforce latest three weeks before the meeting of the Federal Committee.
- f. After taking knowledge of the report, the Federal Committee can vote the discharge of the monitoring task-force or renew its mandate for future explorations.
- g. On the basis of the submitted report, the Federal Committee has the following options:
 - 1) End the monitoring process without consequences for the involved section;
 - 2) Elaborate an internal policy resolution containing a series of mandatory requirements and recommendations for the section.

III. Rules of Procedure for Other Statutory Bodies of JEF

1. Arbitration Board

- a. The office of the member of the Arbitration Board is incompatible with any other elected office in JEF Europe.
- b. A complaint to the Arbitration Board may be lodged through the Secretariat by: any individual member of JEF, any section, any statutory body of JEF.
- c. The Arbitration Board may establish its own Rules of Procedure, nominate a chair and elect a rapporteur for each case.

d. Members of the Arbitration Board may attend the meetings of the Federal Committee.

2. Member consultancy

The Executive Board and all bodies of the Federal Committee may launch initiatives to consult with members of JEF on specific issues at all times. The outcomes of such initiatives shall be unbinding, not infringing the powers of the European Congress, the Federal Committee or the Executive Board as specified in the Statutes and the Rules of Procedure.

ANNEX to the Rules of Procedure

Aimed at clarifying the existing provisions on the ALLOCATION OF EUROPEAN CONGRESS DELEGATES, according to the CORRECTED SAINT-LAGUÉ SYSTEM.

The allocation of delegates for the European Congress consists of two stages:

1. Pre-allocation of delegates to eligible sections

According to the Statutes of JEF, each section is entitled to a pre-allocation of two delegates if it has paid membership fees to JEF for both years preceding the European Congress year, and if their average membership in these years has been at least 50.

Each section whose average membership for these two years was lower than 50, as well as sections which failed to pay for one of the two years (regardless of the average membership), are entitled only to one delegate and CANNOT take part in further allocation of delegates.

2. Allocation of additional delegates to eligible sections

The number of additional delegates to be allocated is obtained by deducting the total number of preallocated delegates from the total size of the European Congress. The number of additional delegates thus obtained is assigned according to the corrected Sainte-Laguë method, which has four steps:

i) Calculate memberships eligible for further allocation of delegates: for each section calculate the average membership over the two relevant years and reduce it by 50, in order to avoid double assigning of delegates. Then put them all in a column in diminishing order (placing the highest values on the top).

ii) Divide each so calculated membership by 1.4 and then continue dividing the original number by following integer odd numbers, i.e. 3, 5, 7, etc. placing the results of each division in subsequent columns. One should thus obtain a table of numbers.

iii) In the entire table, mark the amount of highest numbers which is equal to the number of delegates to be additionally assigned, i.e. if one needs to allocate 30 delegates one should select the 30 highest numbers in the table. One should omit the columns containing membership figures before they have been divided. If the table contains more equal integer numbers one should check their decimals in order to see which number is actually greater.

iv) In each line, sum up the amount of numbers that were selected (do not add together the selected numbers!). The amount of picked numbers indicates the number of additional delegates eligible to each section.

In order to check if the Sainte-Laguë method has been used correctly, sum up the number of pre-allocated delegates and the obtained additional delegates for each section. Their sum should be equal to the size of the European Congress in total.