

IRP-NEW New Internal Rules of Procedure

Organization: Executive Committee
Resolution date: 24.02.2026
Agenda item: 3. Organisational and Internal Documents

Resolution text

1 Preamble

2 Cooperation and Development Network Eastern Europe, abbreviated CDN, is the
3 organisation that empowers green and progressive youth from the countries of
4 Eastern Europe.

5 Eastern Europe, for the purposes of work of the network, is the region of the
6 European continent comprising the following countries: Albania, Armenia,
7 Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czechia,
8 Estonia, Georgia, Greece, Hungary, Kosovo, Latvia, Lithuania, Moldova,
9 Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia,
10 Türkiye, Ukraine.

11 For the purposes of the network's work, CDN operates across the time zones of
12 the countries listed in the Preamble, namely CET/CEST, EET/EEST, and
13 GET/AZT/AMT, and schedules meetings and deadlines accordingly.

14 CDN has minimal statutes that only contain what legally matters, and they will
15 be revised in case the Belgian law changes. IRP is a supplementary document to
16 Statutes. In case of contradiction between the Statute and IRPs, the former
17 shall prevail. CDN Executive Committee (EC) can adopt internal documents, such
18 as Office Guidelines, EC Guidelines, etc., that further define and are adopted
19 by the EC.

20 For the purposes of this document, the following abbreviations are used:

- 21 • CDN – Cooperation and Development Network Eastern Europe
- 22 • MO – Member Organisation
- 23 • OO – Observer Organisation
- 24 • GA – General Assembly
- 25 • CoM – Council of Members
- 26 • EC – Executive Committee
- 27 • OC – Oversight Committee
- 28 • Office – the Secretariat of CDN
- 29 • PT – Prep Teams
- 30 • AT – Action Teams
- 31 • CET – Central European Time
- 32 • CEST – Central European Summer Time
- 33 • EET – Eastern European Time
- 34 • EEST – Eastern European Summer Time
- 35 • GET – Georgia Standard Time
- 36 • AZT – Azerbaijan Time
- 37 • AMT – Armenia Time
- 38 • Definition of voting majorities:
 - 39 ◦ Present votes at the General Assembly: all registered votes at the
 - 40 ◦ beginning of a General Assembly;
 - 41 ◦ Supermajority: At least 2/3 of present votes;
 - 42 ◦ Absolute majority: 50% plus one vote of present votes;
 - 43 ◦ Simple majority: the highest number of all present votes.

44 1. Member Organisations

- 45 1. The definition of Member Organisations is explained in detail in the
- 46 Statutes.
- 47 2. Observer Organisations express interest in the political and topical
- 48 issues of the region and want to get involved and contribute to CDN, while
- 49 not necessarily being bound to Eastern Europe geographically. They have

- 50 the right to participate in CDN's events and structures, if the specific
51 project allows. Reimbursement of travel costs to statutory meetings will
52 be done according to CDN's financial possibilities.
- 53 3. Criteria for becoming a Member organisation:
- 54 1. Organisation has a democratic structure, is youth-led, has statutes
55 or other guiding documents and continuously conducts its activities.
- 56 2. Organisation's political values must be compatible with the CDN
57 Political Platform and open to Green values as a whole, even if
58 their actions focus on specific issues.
- 59 3. The representatives of the organisation need to participate in at
60 least two CDN events in the two years before the application, and/or
61 be active in CDN digital spaces.
- 62 4. Organisation has a status of a candidate for at least one year.
- 63 4. Candidate member organisations are the organisations with ambition to
64 apply for full membership. They need to fulfil all the criteria for
65 becoming MO. If organisation does not apply for membership during next two
66 years, the candidate member organisation status is revoked.
- 67 5. The membership and observership candidates are presented at the General
68 Assembly (GA). After receiving the application, EC has to formulate and
69 present a report on the membership application.
- 70 6. Member organisations can send comments, suggestions and proposals to the
71 EC or Office, as well as ask CDN to promote activities, actions and
72 developments of MOs in its channels of communication at any time. EC or
73 Office should address this motion within 14 days after receiving it.
- 74 7. The EC can propose to the GA expulsion of MO/OO based on inactivity for
75 more than a year (which means lack of presence at the GA or other CDN
76 events and/or lack of contact with EC) or departure from the principles of
77 internal democracy or green values.

78 2. General Assembly Rules of Procedure:

- 79 1. General Assembly is the highest decision-making body of CDN and consists
80 of delegates from every Member Organisation.
- 81 2. Every Member Organisation can have up to two delegates. The second
82 delegate needs to pay a fee. Representatives of Observer Organisations and
83 guests can be registered if there is logistical possibility, and upon a
84 fee. The fee amounts are decided by the EC every year based on approved
85 budget.
- 86 3. The deadlines for the announcement and preparations of GA are following:
- 87 1. at least 3 months before the GA: announcement of the date and
88 location of GA,

- 89 2. at least 2 months before the GA: publication of the official
 90 invitation, including registration form, provisional agenda and the
 91 link to online platforms, and all open calls.
- 92 3. 45 days before the GA: deadline for the registration of MOs
 93 delegates, submission of candidacies for the Secretary-General (if
 94 applicable).
- 95 4. 28 days before the GA: deadline for submission of candidacies for
 96 new Member Organisations and EC Members (can be prolonged once by
 97 outgoing EC),
- 98 5. 15 days before the GA: deadline for the submission of resolutions,
 99 motions and amendments to the CDN documents,
- 100 6. 5 days before the GA: deadline for the submission of amendments to
 101 resolutions
- 102 1. In case of amendments to amendments as well as amendments to
 103 the resolutions, the compromise can be reached between the
 104 proposers during the GA, and a new alternative version can be
 105 suggested.
- 106 2. Emergency resolutions can be submitted after the deadline, but
 107 no later than the opening of the GA. The EC should decide if
 108 the resolution is to be discussed and voted on.
- 109 4. Resolutions express the political stance of CDN. Directives express the
 110 recommendations to CDN or provide the interpretation of the other
 111 documents. Both are binding and valid indefinitely, unless stated
 112 otherwise in the text of the resolution. The EC may repeal a resolution if
 113 it deems it out of date and must announce this at the next GA.
- 114 5. Any member organisation may propose changes to the agenda before and
 115 during the GA.
- 116 6. GA is chaired by the Presidency, consisting of 3-5 people, and is to be
 117 selected by the EC. The Presidency can be selected via an open call. The
 118 main responsibilities of the Presidency are to:
- 119 1. Ensure that the Statutes and the IRPs are being respected before and
 120 during the General Assembly.
- 121 2. chair the meeting,
- 122 3. moderate the discussion,
- 123 4. manage and present the voting,
- 124 5. make sure that voting and elections are taken according to the IRPs
 125 and Statutes,

- 126 6. take down the minutes of the GA.
- 127 7. The presidency members cannot run for any positions or be members of
128 candidate organisations, they cannot express their opinions regarding any
129 of the candidates or motions.
- 130 8. The rules of procedure for the efficient realisation of the GA shall be
131 shown and explained at the beginning of every GA. The legal fulfilment of
132 all obligations must be validated by supermajority of the present
133 organisations before the start of the GA. Approval of the agenda by
134 supermajority follows.
- 135 9. Only the delegates of Member Organisations, EC, co-presidents of the CoM,
136 OC, candidates and Office have speaking rights at the formal sessions of
137 GA.
- 138 10. The Minutes of the GA include decisions and votes together with the
139 explanatory information and are published within 30 days after the end of
140 the GA.
- 141 11. Voting and elections:
- 142 1. All the MOs have two votes.
- 143 2. In case of justified absence of delegation to the GA (due to the
144 visa problems, sickness, etc.) or on its parts, GA may approve
145 delegation of voting rights to another MO present at the GA. One MO
146 can only be delegated the vote of another MO. The request for voting
147 delegation needs to be sent to the Presidency before the start of GA
148 and contain the voting recommendations.
- 149 3. All elections must be held by secret voting.
- 150 4. The quorum can be questioned by any present MO or the EC, at the
151 approval of the Presidency.
- 152 5. In principle, all decisions must be made with an absolute majority
153 of votes, unless determined otherwise.
- 154 6. Final adoption of the organisational documents (IRPs, Political
155 Platform, Statutes) requires supermajority.
- 156 7. For the acceptance or dismissal of membership in CDN as an MO/OO, a
157 supermajority at the GA is required.
- 158 8. For the election of the Secretary-General, a candidate must secure
159 an absolute majority at the GA. If no candidate achieves an absolute
160 majority in the first round, a second round of voting will be
161 conducted with up to two candidates. The candidate that secures
162 simple majority of votes will be selected for the position of
163 Secretary-General.

- 164 9. Secretary-General recommends to the GA the number of members to be
165 elected for the new EC.
- 166 10. For becoming member in the CDN EC, a supermajority in favour of all
167 present votes at the GA is required.
- 168 11. If more candidates secure a supermajority of votes in favor than
169 available seats, the candidate(s) with the highest number of votes
170 in favour will be elected.
- 171 12. If one or more candidates get less than supermajority in favour of
172 all present votes at the GA, an absolute majority of present votes
173 in favour at the GA in a second round is required. Then, in case
174 of:
- 175 1. 1 Candidate: a second round of voting is conducted. If, after
176 this round candidate does not reach an absolute majority, the
177 seat remains vacant.
- 178 2. 2 or more candidates: The candidate with the highest number of
179 votes is elected, considering that they have secured absolute
180 majority.

181 3. Executive Committee rules and procedures

- 182 1. Executive Committee tasks include the following:
- 183 1. Making strategic and political decisions concerning the organisation
184 - based on the strategy and CDN's best interest,
- 185 2. Contribute to the implementation of Activity Plan, shaping and
186 adhering to the political direction while ensuring alignment with
187 the strategy,
- 188 3. Maintaining close and continuous communication with Member
189 organisations,
- 190 4. Monitoring the workflow of CDN structures,
- 191 5. Representing and promoting CDN during its and partners' activities,
- 192 6. Actively participating in the regular bi-weekly online and in-person
193 EC meetings,
- 194 7. Keeping track of the well-being of CDN's Office

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- 195 8. Preparation of activity and financial plans for the next year, as
196 well as presenting activity and financial reports covering their
197 mandate.
- 198 2. The EC should comprise of 5-7 people.
- 199 3. The Treasurer is selected from EC and is obliged to make a financial
200 update to the EC at every physical meeting (including general expenditures
201 and incomes). The treasurer also presents a detailed annual financial
202 report to the GA.
- 203 4. Further responsibilities and tasks are defined by Internal Delegation
204 Order, which outlines the authority granted to one or more individuals to
205 make decisions on behalf of CDN, as well as the procedures involved, where
206 applicable. It is adopted by the EC on an annual basis, detailed
207 procedures are defined within the document. Delegation order and task
208 division have to be published at latest 4 weeks after the election.
- 209 1. The time of regular online meetings, dates and places of in-person
210 meetings should be announced on the website in advance, and the
211 minutes of in-person meetings should be published latest 30 days
212 after the meeting.
- 213 5. In case of EC member's unjustified absence from the meetings for over 30
214 days, the rest of the EC has a right to terminate their mandate and/or co-
215 opt a new person until the end of their mandate. The decision should be
216 made by supermajority of all the remaining EC members. When possible, the
217 new EC member is elected via by-elections.
- 218 6. In case of Safe Space violation or harm to the organisation by an EC
219 member, their continuation or termination of mandate can be decided by a
220 supermajority vote of all other members of the EC. The person who is
221 subject to vote does not participate in the voting.
- 222 7. In case of the lack of capacities, the EC has the right to delegate a
223 person outside of the EC to represent CDN on certain occasions, with
224 obligation to present a report.
- 225 8. Executive Committee members must have their residence in one of the
226 Eastern European countries listed in the Preamble. If a member's residence
227 is outside those countries, they may serve only if they can assure the
228 General Assembly that they can regularly participate in meetings scheduled
229 to respect the time zones listed in the Preamble. Any travel cost
230 reimbursement for members whose residence is outside the Preamble
231 countries requires prior written approval from both the Treasurer and the
232 Secretary-General, in line with the organisation's travel and budget
233 rules.

234 4. Oversight Committee rules and procedures

- 235 1. The Oversight Committee is an independent supervisory and interpretative
236 body of CDN. It acts as a safeguard of compliance with the Statutes,
237 Internal Rules of Procedure, and other internal acts of the organisation.
- 238 2. The Oversight Committee consists of 3 people, selected for a one-year term
239 by the EC and approved by the GA. Members of the Oversight Committee must
240 be independent, impartial, and act in the best interest of the
241 organisation. They cannot simultaneously hold a mandate in the EC, Office,
242 or Council of Members.
- 243 3. The Oversight Committee meets upon request of the EC, Council of Members,
244 Secretary-General, or at least one Member Organisation, or on its own
245 initiative when necessary. Decisions are taken by a simple majority of all
246 members, unless specified otherwise...
- 247 4. The Advisory Council tasks include the following:
- 248 1. Decision on the compliance of internal acts and decisions with the
249 Statutes and IRPs,
 - 250 2. Providing binding interpretation of the Statutes, IRPs and other
251 internal acts of CDN
 - 252 3. Deciding on the compliance of internal acts and decisions with the
253 Statutes,
 - 254 4. Resolving competence conflicts between CDN bodies,
 - 255 5. Acting as a second-instance body in Safe Space procedures.

256 5. Council of Members rules and procedures:

- 257 1. The Council of Members (CoM) is the second-highest political body of CDN
258 and ensures continuity of political action and decision-making between
259 sessions of the GA.
- 260 2. The Council of Members is composed of:
- 261 1. One representative of each Member Organisation (referred hereinafter
262 as MO Reps),
 - 263 2. All members of the EC,
 - 264 3. Two co-chairpersons of CoM selected by the GA.

- 265 4. Secretary General (who doesn't have voting rights).
- 266 3. Each Member Organisation communicates the name of its Representative to
267 the Office. The person can be changed anytime by the MO.
- 268 4. The responsibilities of the CoM include:
- 269 1. Adopting resolutions, declarations, positions, and other advocacy or
270 strategic documents,
- 271 2. Providing political guidance to the EC between GAs,
- 272 3. Convening the GA upon a justified proposal of the EC,
- 273 4. Submitting an annual report on its work to the GA.
- 274 5. The CoM is presided by one Member Organisation for a one-year term. The
275 presiding MO is elected by the GA. The presiding Member Organisation is
276 responsible for setting political agenda for the work of the CoM and
277 defining its priorities during its one-term mandate.
- 278 6. The Co-Chairpersons of CoM are elected by the GA. They are responsible for
279 convening and moderating meetings of the CoM and ensuring proper
280 documentation and follow-up of decisions. Co-Chairpersons of CoM must be
281 gender balanced.
- 282 7. CoM meets at least quarterly, online or in the country of presiding
283 organisation. The meeting agenda is set up by the Chairpersons of CoM,
284 with the political input of MOs and the EC.

285 6. Office rules and procedures:

- 286 1. The daily work of the Network is carried out by the Office under the
287 responsibility of the Secretary General. The working conditions are
288 defined in the Office Guidelines.
- 289 2. The Secretary General is elected for a two-year term by the GA in the
290 procedure stated above. Pre-selection of candidates is carried out by EC
291 in accordance with the delegation order. Candidates not elected by the EC
292 can still run for the position and present themselves at the GA. The term
293 of the Secretary General may be extended once but cannot exceed two terms
294 in total.
- 295 3. The Secretary General is responsible for the legal representation of the
296 organisation; managing the Office; coordinating the work of the EC;
297 supervising the HR; supervising statutory activities; overseeing finances
298 with the relevant employee and the treasurer; overseeing external
299 communication; structural fundraising, ensuring and monitoring the
300 strategy implementation, representing the organisation.
- 301 4. All members of the office are appointed by the EC based on the proposal by
302 the Secretary General. EC cannot dismiss any member of the office without

- 303 the consultation of the Secretary General. The selection criteria for an
304 employee will be decided by the EC.
- 305 5. In case of Safe Space violation from the Office member, the violator's
306 contract may be terminated by a supermajority vote from EC. First instance
307 body in arbitration is the EC Office Responsible, and the second instance
308 is the Oversight Committee.
- 309 6. The office is responsible for:
- 310 1. Daily Management of the organisation,
 - 311 2. Supervising the development and responsibility for all formal
312 contract obligations of projects towards funders,
 - 313 3. Coordination and facilitation of the CDN Activity Plan and Strategy.
 - 314 4. Support of the EC work and facilitation of EC meetings,
 - 315 5. Reporting of all its responsibilities to the EC,
 - 316 6. Other duties and responsibilities of the office that are explained
317 in the internal documents of CDN and Office contracts.
- 318 7. The work of the office is more closely defined in the Office Guidelines.
- 319 8. The EC must publish an open call for candidates for any paid position
320 longer than 3 months. Specific project-based positions can be excluded
321 from the open call.

322 7. Temporary bodies

- 323 1. Prep-Teams are temporary bodies for the planning, organisation and follow-
324 up of specific projects. They can take decisions regarding the project
325 independently and can consult EC for support or in case of internal
326 problems.
 - 327 1. Prep team members are selected by the EC, preferably via an open
328 call.
 - 329 2. The leader of the Prep-Team is the Programme Director, usually the
330 Office member responsible for the project.
 - 331 3. If EC Member is part of the Prep-Team, they are responsible for
332 political direction of the event and for communication between Prep-
333 Team and the EC.
 - 334 4. Prep Team Members can be dismissed by the Programme Director and EC
335 responsible during preparation or activity in the event of non-
336 fulfilment of duties, prolonged and unexcused absences from PT
337 responsibilities, or violations of the Safe Space. The decision will
338 be effective immediately and, if possible, a replacement member will

- 339 be found. The PT member excluded can appeal to the Oversight
340 Committee, which will decide on the righteousness of the decision.
- 341 2. Action Teams are comprised of three or more people who collaborate to
342 accomplish specific aims or objectives within the organisation. These
343 teams are formed to initiate and execute projects, actions, or campaigns
344 aimed at advancing CDN's mission and goals. Action Teams
- 345 3. operate under the guidance and approval of the EC, ensuring alignment with
346 the organisation's Political Platform.
- 347 4. Members of any CDN structure or participants of the events cannot be older
348 than 35 at the end of their mandate. The further limitations are defined
349 in adopted documents or in specific project requirements.

350 8. Event & Financial Management

- 351 1. Participants who are subject to reimbursement can only get reimbursed for
352 their travel costs only in the case of 85% of their attendance of official
353 programme (exceptions can be made under adequately justified
354 circumstances).
- 355 2. The Office sets the financial and reimbursement rules based on the
356 guidelines from the EC. These rules become binding once they are sent to
357 participants before the event.
- 358 3. The host organisations of CDN events are selected based on the project
359 requirements and the previous open call for host organisations. The call
360 needs to be issued at least once every two years.
- 361 4. CDN promotes environmentally friendly approach during its events:
- 362 1. Only travel by land to CDN events is subject to reimbursement, in
363 case the trip lasts less than 15 hours. An exception can be made for
364 people who have health-related issues or urgent obligations.
- 365 2. Only a sustainable and nutritionally balanced vegan or vegetarian
366 diet is provided, with the preference to vegan options whenever
367 possible.
- 368 3. Special attention is put on recycling during the event, using tap
369 water or reducing digital footprint.

Reason

The new Internal Rules of Procedure are simplifying the procedures, reducing not needed beaurocracy, and making them more relating with reality. The document includes changes consulted with representatives of MOs during December's consultation calls. The detailed presentation of the document will take place at the GA.