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## YEE ANNUAL MEETING - WELCOME PACK

Dear Delegates of Youth and Environment Europe Annual Meeting,

This is a brief document designed to help you better understand the procedures during the Annual Meeting (AM) of Youth and Environment Europe (YEE). In this document you will find information about YEE, its structure and functioning and the rules and procedures to follow during the Annual Meeting.

### What will you find in this document?

1. Youth and Environment Europe (YEE) – Description
2. YEE Member Organisations (MOs)
3. Annual Meeting (AM) – Rules and procedures
4. Executive Board elections
5. Executive Board positions
6. Internal Audit elections
7. Official documents
8. YEE structure

### 1. Youth and Environment Europe (YEE)

Youth and Environment Europe (YEE) is a network of youth non-governmental organisations coming from many different European countries. YEE's activities aim to promote sustainable development, environmental protection, nature conservation, and to educate and raise awareness about environmental issues among young people. All activities are organised and carried out by and with the involvement of young people under the age of 30.

YEE encourages all activities that can increase the knowledge, understanding and appreciation of nature and the awareness of environmental problems in order to strengthen participation of youth in environmental decision-making processes in Europe.

### 2. YEE Member Organisations (MOs)

YEE has two types of membership: full and associate.

**Full members** are those non-governmental organisations which have the same objectives as YEE, are self-governing youth organisations or autonomous youth sections of organisations; are democratically organised on national or regional level and are from Europe. Full members have the right to vote at YEE Annual Meeting and their representatives are part of the General Assembly. Full members pay full annual membership fees.

**Associated members** are those non-governmental organisations which are interested in objectives and activities of YEE, but do not fulfil the criteria for full membership or do not want to become full members. Associate members can participate in YEE Annual Meeting, but cannot vote. Associate members pay half of the annual membership fee.

All member organisations and their representatives have the right and are encouraged to take active part in discussions and express their opinion.

### **3. Annual Meeting (AM) – Rules and procedures**

**Registration desk** – At your arrival to YEE Annual Meeting find the “registration desk”.

There you will need to:

- Sign the participants’ list;
- Hand over the original official letter from your organisation stating that you are allowed to vote (only for full MOs);
- Sign MO fee document (if agreed among Secretary General, your MO and you in advance);
- Create your name tag.

**What type of name tags are in the AM?** Depending on the role of the participants in the AM, there are four types of name tags:

- **Red name tags** - Delegates from full MOs and WITH the right to vote in the General Assembly.
- **White name tags** - Delegates from associate or full MOs with NO voting rights.
- **Yellow name tags** - Members of the Executive Board.
- **Blue name tags** - Members of the Secretariat (YEE office).

**Who can vote at YEE Annual Meeting?** The members of the General Assembly.

**Who is part of the General Assembly?** The delegates of the full member organisations (MO) that are present at YEE Annual Meeting. Each full member is entitled to one voting right. If there are two delegates from a full MO, the organisation has to choose which of them will have the voting rights and therefore, be part of the General Assembly.

**How to ensure your voting right as a delegate of a full MO?** The MO must pay the annual membership fee by the official opening of the Annual Meeting and must provide a signed letter stating that the delegate is allowed to vote on behalf of the organisation.

**What is the quorum and when is it reached?** The quorum is the minimum number of full members that need to be present in order to make valid decisions. The quorum in YEE Annual Meeting is reached if, at least, one fourth of the full MOs are officially represented by voting delegates.

**Voting - How are decisions made?** In most of the cases, the General Assembly makes decisions by a simple majority of the votes, not counting abstentions. Voting is conducted by the Chair of the AM.

When required by the Statutes or Rules of Procedure decisions are made by two thirds majority of votes, not counting abstentions.

Votes are taken by raising hands. If requested by any member organisation or participant present at the Annual Meeting a secret ballot shall take place. Electoral Committee conducts this type of voting.

Secret ballot is the voting method when the delegates’ votes are anonymous, usually by inserting a ballot paper in a ballot box.

### **4. Executive Board elections**

The Executive Board of YEE is the governing body of the federation composed of elected members coming from Member Organisations. There are six Board positions: Chairperson, Treasurer, Project Officer, Promotion and Publications Officer, Member Organisations Officer and External Relations Officer.

The elections for the six Board positions take place during YEE Annual Meeting. Delegates from both full and associate MOs can candidate for any Board position. Members of the Secretariat cannot candidate for the Board. All participants present at the Annual Meeting can nominate other delegates for any Board

position. Delegates can also nominate themselves. Nominees can candidate for more than one Board position but can be elected only for one position.

If the positions are not filled in the first round, there can be a second call for candidates. At the time of their election, the Board members shall be under 30 years of age.

The newly elected Board should propose the Vice-Chairperson from among the Board members and the General Assembly shall ratify the proposal by voting.

## **5. Executive Board positions**

**Chairperson:** shall, next to the Secretary General, be the legal representative of the Federation, coordinate the work among the Executive Board and the Secretariat, shall convene the Board meetings, prepare and forward a draft agenda to the Board members, the Secretariat and the Member Organisations, shall chair the Board Meetings and shall proofread the minutes of the Board Meetings, shall coordinate the creation of the Annual Report.

**Treasurer:** shall maintain the overview over YEE's financial situation, shall assist each working group with regard to financial issues, shall cooperate closely with the Secretary General in the creation of the budget and the financial part of the Annual Report, shall search for fundraising possibilities.

**Project Officer:** shall keep in touch with the project teams and provide an overview of the implementation of the work plan regularly, shall assist project teams in project management.

**Publications and Promotion Officer:** shall coordinate and cooperate with the Secretariat regarding the Newsletter and other special publications, shall coordinate the work on promotional materials and search for diverse means of promoting YEE.

**Member Organisations Officer:** shall keep the contact with the Member Organisations, initiate contacts among Member Organisations, inform them about their opportunities, responsibilities and rights in YEE, shall deal with and coordinate the application, admission, review and dismissal of membership, shall search for and initiate contact with potential Member Organisations.

**External Relations Officer:** shall represent YEE on international meetings, keep in touch with organisations YEE is a member of and report on their activities, shall encourage international cooperation with other international organisations, shall coordinate a pool of representatives of YEE.

## **6. Internal Audit elections**

Two internal auditors shall be elected during the Annual Meeting.

Delegates from both full and associate MOs can candidate for the internal auditors positions. Members of the newly elected Board or members of the Secretariat cannot candidate for internal auditors positions.

Internal Auditors shall conduct the audit at the end of the business year. They shall check the work of the Executive Board and Secretariat, the execution of projects of the Work Plan and accounts. They shall assess if Statutes, Rules of Procedure and Policies were followed.

## **7. Official documents**

**YEE Statutes** - formal document that defines the functioning of the organisation.

You can find information useful for the Annual Meeting in the following articles of the Statutes:

- Article 4. Membership (types of membership, rights and responsibilities of members, membership review and end of membership)

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- Article 5. The Annual Meeting and the General Assembly (composition, functions, quorum, voting)
  - Article 6. The Executive Board (composition, functions, end of mandate, elections)

**Rules of Procedure** - supplementary to the Statutes and regulate the implementation of the Statutes. Find relevant information about the Annual Meeting functioning in the section “C. Annual Meeting”.

**YEE Values** - the guiding principles that the organisation stands for and believes in.

**Policies** - principles to guide decisions in different areas or issues of the organisation. YEE currently has nine different policies:

- Financial Policy
- Volunteers Policy
- Project Policy
- Sustainability Policy
- Travel Policy
- Member Organisations Policy
- Board Member Policy
- Secretariat Policy
- Human Resources Policy

**Strategic Plan** - defines the direction that YEE will take in the coming three years. The current Strategic Plan was approved in August 2016 and it covers the years 2017-2019. Next Strategic Plan will be brainstormed on during the AM 2018, developed through 2018-2019 and adopted at the Am 2019, it will cover the years 2020-2022.

**Work Plan** - contains the main projects and activities that YEE will work on during the year. During the Annual Meeting 2018, MOs will propose activities and the General Assembly will vote for the ones that will be part of the Work Plan 2019.

## 8. YEE structure

