

## REGIONAL TEAMS POLICY

### Acronyms

RCP - Regional Contact Person  
RA - Regional Assistant  
RT - Regional Team  
MOs - Member Organisations  
MO Officer - Member Organisations Officer

A Regional Team consists of a Regional Contact Person and their Regional Assistant(s).

### 1. REGIONAL CONTACT PERSONS

The Regional Contact Persons are the representatives of the regions, and the link between the Board and the Members of YEE. YEE MOs elect four Regional Contact Persons on the annual basis.

#### A. The duties of Regional Contact Persons are:

A.1. To establish connections and develop relationships with the MOs and the Regional Team in their respective region.

A.2. To organise and chair regional e-meetings with MOs located in their respective region at least four times a year: in February-March, May-June, September-October, November-December.

A.3. To organise an in-person Regional meeting once per year at the YEE Annual Meeting. If the in-person meeting is not possible, to organise an online meeting aligned with the Annual Meeting of YEE.

A.4. To inform the Member Organisations Officer about the situation in their region on a regular basis, or whenever requested by the Member Organisations Officer.

A.5. To keep the MOs database updated.

A.6. To prepare and send out the MO Survey in cooperation with the YEE Member Organisations Officer and the Secretariat.

A.7. To prepare a written Annual Regional Report about the status of their region (including for example, but not limited to, an overview of MOs, their activities, the results of the MO Survey).

A.8. To represent and promote YEE in their region to expand the network.

A.9. To guide candidate MOs of their respective regions through the application process.

A.10. To propose MOs to be discharged and candidate MOs to be approved to the Member Organisations Office, who will make the final proposal to the General Assembly.

A.11. To connect MOs with the YEE working groups of YEE.

A.12. To facilitate MOs among synergy in the respective region - for joint statement, actions, campaign regarding regional environmental issues.

A.13. To carry out a well-structured handover with the elected RCP regarding the situation of the region and the progress of the RT during its term.

## **B. Procedure for electing Regional Contact Persons**

1. The call for the Regional Contact Persons and the election is organised by the Board of YEE, led by the Member Organisations Officer and the Chairperson.

2. The open call for candidates for Regional Contact Persons shall start on the 1st of May and last for at least 30 days.

3. After the deadline, MOs shall vote on the candidates of their region by e-voting or during e-meetings.

4. Elections shall be done by secret ballot. To be elected, the candidate shall achieve a simple majority of the votes cast, abstentions not counted.

5. If positions are not filled in the first round of elections, the Board shall open the second call for candidates.

6. Candidates for Regional Contact Persons cannot apply for Board functions in the same year when they apply for Regional Contact Person.

7. After announcing the results, the selected candidates are proposed to become the new Regional Contact Persons to the General Assembly. A voting by the whole General Assembly shall take place in line with the Rules of Procedure, part C.6. At the General Assembly, Regional Contact Persons are voted upon as a collective by all present MOs.

8. After the voting procedure, the current Regional Contact Persons introduce the elected Regional Contact Persons to the tasks and responsibilities of Regional Contact Persons in order to facilitate an efficient knowledge transfer.

9. The elected Regional Contact Persons take over full responsibility as the new Regional Contact Persons after being approved by the General Assembly.

10. Regional Contact Persons can be suspended or discharged by the General Assembly at any time.

11. Each Regional Contact Person can appoint at least one Regional Assistant.

## **2. REGIONAL ASSISTANTS**

The Regional Assistants are appointed by the Regional Contact Persons and together with the Regional Contact Person they form a Regional Team. Regional Assistants, together with the Regional Contact Persons act as a link between Member Organisations of their respective region and the Board.

**A. The duties of the Regional Assistants are:**

A.1. To provide assistance to the Regional Contact Person in fulfilling his/her duties.

A.2. To act as a link between Member Organisations of their respective region and the Board, together with the Regional Contact Person of their respective region.

A.3. To act on behalf of their Regional Contact Person in case of his/her absence.