[DRAFT] EUSAIR Youth Council - Rules of Procedure (RoP)

— - highlighted for readers to pay special attention whether they agree with the phrasing/what is being proposed

# **Introduction to the Rules of Procedure (RoP)**

The Rules of Procedures (RoP) were created during 11/2024 - 02/2025 by the EUSAIR Youth Council Members with a mandate in 2024/2025. However this RoP are set for the following EUSAIR Youth Councils, with possibility to amend the Rules.

## **Main goal of the Rules of Procedure**

The main goal of the Rule of Procedure is to set the modus operandi within the EUSAIR Youth Council and its relationship with other EUSAIR governance bodies, thus ensuring the sustainability of EUSAIR Youth Council as a united and single entity of EUSAIR.

## **Structure of the Rules of Procedure**

Chapter 1: Constitution: Establishes main principles, vision, and values of the EUSAIR Youth Council.

Chapter 2 and 3: Compendium: Regulates the election and selection procedures, membership, and activity of the organisation.

# **1. Constitution of the EUSAIR Youth Council**

## **1.1. Definition**

EUSAIR Youth Council (EYC) is an independent advisory body representing the perspective of youth from the Adriatic-Ionian region. EYC interacts with the EUSAIR Governing Board (GB) and the Thematic Steering Groups (TSGs) in a consultative role. The youth representatives would voice opinions and recommendations to EUSAIR GB and TSGs regarding EUSAIR topics, especially when dealing with youth themes. In return, the EUSAIR governance structures would provide their feedback and clear follow up.

## **1.2. Creation**

The EUSAIR Youth Council has been officially established as of October 2024 and is composed of 20 members, 2 members from each of the 10 EUSAIR participating countries (Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Montenegro, North Macedonia, San Marino, Serbia, and Slovenia).

## **1.3. EUSAIR Youth Council Role and Mission**

The EUSAIR Youth Council shall in its role as an advisory body contribute to addressing youth-related issues within the EUSAIR and represent the perspective of youth on EUSAIR thematic issues by:

* providing a discussion platform for the exchange of expertise and advice in areas related to youth issues and policies,
* providing information & opinions to EUSAIR National Coordinators, Pillar Coordinators and/or Thematic Steering Group Members in areas related to EUSAIR topics from a Youth perspective,
* recommending how best to plan and implement the embedding of youth policies and perspectives in the governance of the EUSAIR,
* providing youth perspective to the EUSAIR Presidency and Governing Board upon their request,
* promoting and interlinking trans-sectoral issues,
* observing and participating in GB, TSG, and other EUSAIR-related meetings,
* helping to raise support and funds for youth-related projects in the EUSAIR,
* providing a youth-focused link to cohesion, EU enlargement, EU neighbourhood, and other EUSAIR-relevant policies on transnational, macro-regional, national, regional, and local levels,
* connecting EUSAIR youth policies to EU and European organisations and structures as well as other macro-regional strategies,
* connecting with other Macro-regional Strategies Youth Councils, to exchange good practices and find synergies,
* supporting the visibility of the EUSAIR and its aims “on the ground” and online (e.g. via social media), gathering input from/serving as a link to other relevant institutions and organisations,

## **1.4. Official language**

English is the sole official language of the EUSAIR Youth Council.

## **1.5. Non-commitment clause**

All members of the EYC have signed a letter of commitment upon accepting their membership in the council. All members of the EYC automatically commit to fulfilling all the additional obligations of the specific roles they have taken, upon ratifying this Rules of Procedure. In addition, as part of an EUSAIR-affiliated structure, the members are also responsible for upholding an image of the EUSAIR, EU and other European Organisations.

In the case of lack of fulfilment of obligations by members or behaviour that breaks the image of any abovementioned structure, this clause can be invoked by any member of the EYC or an EUSAIR GB. Should it be found that the member was not fulfilling their obligations as agreed, their position or membership in the council can be terminated before the end of the mandate.

## **1.6. Green Clause**

Although EYC is not strictly working on environmental & climate issues, all our countries have pledged for a carbon neutral Europe (yes, even the WB countries) by 2050. As we are currently living in a climate crisis, it is our generation's duty to implement practices that can mitigate it whenever we can.

With this clause, the EYC pledges to make more conscious decisions regarding its impact on the climate and the environment, especially during the in-person meetings. This commitment involves, but is not limited to:

* opting for less carbon-intense transportation when traveling for the in-person meetings (train,bus>plane)
* whenever applicable, giving priority to people from the country where the meeting is being held (if it’s not a thematic meeting irrelevant to the person) for sake of less travel hence less carbon emission
* urging the EUSAIR GB and the respective EUSAIR Facility Point Project Partners to be more mindful when organising events (less single-use plastic and waste, organising it in an accessible and well-connected location, etc.

# **2. EUSAIR Youth Council Structure Bodies**

The following positions exist within the EUSAIR Youth Council:

* Member of the EUSAIR Youth Council
* Chairs of the EUSAIR Youth Council
* Pillar groups
* Secretaries of the EUSAIR Youth Council
* Awareness team of the EUSAIR Youth Council
* Communication team of the EUSAIR Youth Council

One person can hold multiple positions.

## **2.1. Member of EUSAIR Youth Council**

Members are selected according to the selection criteria outlined in the EUSAIR Youth Council Concept Paper. For each of the 10 EUSAIR participating countries, two Youth Council members are selected, making a total of 20 members.

Members must be between 18 and 29 years of age at the beginning of their EUSAIR Youth Council mandate. The mandate lasts for one year, with a possibility of two extensions.

It is not possible to apply for a EUSAIR Youth Council member or extend the mandate to another year if the member would reach the age of 30 during the mandate.

*Obligations of the Members of EUSAIR Youth Council:*

* Members commit to a one-year mandate, with the possibility of 2 extensions.
* Members agree to undergo capacity-building training before the start of their mandate to ensure effective participation in the EYC.
* Members will actively participate in meetings, events and activities of the EYC, both online and in-person.
* Members actively participate in meetings, events and activities of other EUSAIR governance bodies throughout the year, both online and in-person, contributing to discussions.
* Members pledge to actively engage with young people, youth groups, and civil society organizations within the region to represent their interests and concerns effectively in the EYC.
* Members will promote EUSAIR initiatives within the region with the support of the EUSAIR governance bodies.
* Members commit to fostering exchanges and interactions with young people from other macro-regions to build stronger inter-regional relationships.
* Members will participate in defining the operational procedures of the EYC and in shaping the interaction between the EYC, existing governance bodies and youth organizations in the region.
* Members are obligated to join (at least) one Pillar group of their choice.
* Мembers are obligated to follow and respect the Rules of Procedures of the EUSAIR Youth Council.
* Мembers are expected to respect the RoP of other EUSAIR bodies when in communication with them.

*Leaving the EUSAIR Youth Council Membership:*

* Members can leave the membership at any time.
* Members need to announce their leaving in written form to the Chairs and the EUSAIR Facility Point at least one month before leaving.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the membership.

## **2.2. Chairs of the EUSAIR Youth Council**

The Chair is the delegated person of the Youth Council who coordinates the Council, facilitates the work done by the Youth Council and ensures all the work is done within the defined timeline.

The EYC has two Chairs, who are equal. A gender balance must be respected during every mandate.

*Obligations of the Chairs of EUSAIR Youth Council:*

* The Chair coordinates the EYC.
* The Chair facilitates the work of the EYC and ensures all timelines are respected.
* The Chair represents the EUSAIR Youth and its positions at the EUSAIR Governing Board meetings.
* The Chair conveys the positions of the council and not the country it represents.
* The Chair is responsible for drafting the Agenda and Conclusion with the Secretaries.
* The Chair is obligated to attend mandatory Coordination meetings before the Governing Board with all Members of the EYC.
* The Chair prepares the Report on the Work of the Youth Council for the Governing Board meetings

*Leaving the Position:*

* The Chair of EUSAIR Youth Council finishes their mandate after 6 months but can be re-elected for one more mandate.
* The Chair can leave the position at any time. The Chair needs to announce their leaving in written form to the other Chair, the Secretaries, and the EUSAIR Facility Point at least one month before leaving.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the position.

After handing the role of EUSAIR Youth Council chair over to the next EUSAIR Youth Council member, the former EUSAIR Youth Council Chair could still assist the new one and share the knowledge gained, to assure continuity.

## **2.3. Pillar groups**

The Pillar groups consist of those Members of EUSAIR Youth Councils who decided to work with a certain Pillar and has the role of an advisory body that represents the interest of Youth within EUSAIR implementation. Each Pillar group has one Pillar Leader[[1]](#footnote-1), responsible for the main communication between the Pillar Group and the TSG Members, through Pillar Coordinators. In case the Pillar Leader is not available, their co-leader shall take on the communication.

The Pillar Leader is chosen internally in the Pillar group by simple majority.

There are five Pillar groups, corresponding to the five thematic Pillars of the EUSAIR:

* Pillar 1: Blue Growth
* Pillar 2: Connecting the Region
  + TSG Energy
  + TSG Transport
* Pillar 3: Environmental quality
* Pillar 4: Sustainable tourism
* Pillar 5: Improved Social Cohesion

Each Pillar group shall consist of a minimum of two members from the EUSAIR Youth Council.

*Obligations of the Pillar group:*

* Represent the interests of young people and **not** the country they come from when performing advisory work.
* Report to the EUSAIR Youth Council on the activities of the Thematic Strategic Group and how has the EYC Pillar group contributed to those activities every 3 months via a document shared on the official communication platform, MS Teams.
* Before each TSG Meeting, meet to discuss the topics of Agenda for that specific meeting and positions of the EYC to be presented at the TSG Meetings by the EYC Pillar Group Leader. Attendance to these meetings is mandatory for the Pillar group members. These meetings are scheduled a week prior to the TGS Meeting, by the Pillar Group Leader.
* When there is a dilemma about the opinion to be given, the Pillar group may propose a meeting to discuss and vote at the EUSAIR Youth Council meeting, to obtain the official position of the EUSAIR Youth Council.

*Leaving the EYC Pillar Group:*

* Members can leave the Pillar Group at any time.
* Members need to announce their leaving in written form to members of the same Pillar group and the Chair of EUSAIR Youth Council at least 2 weeks before leaving.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the position in the Pillar Group..

## **2.4. Secretaries of the EUSAIR Youth Council**

The Secretary is the delegated person of the Youth Council who ensures communication between all EUSAIR GB and the EUSAIR Youth Council.

The EYC has two Secretaires, who are equal. A gender balance must be respected during every mandate. The mandate of the Secretaries lasts for a year.

The role of the EYC Secretary is to provide emails, communicate with EUSAIR Youth Council members, Pillar groups, and all EUSAIR GB, and take notes during EUSAIR Youth Council meetings. The communication shall be done via the official email address of the EYC.

*Obligations of the Secretaries:*

* Send a reminder about an upcoming EUSAIR Youth Council meeting one week in advance by email.
* Compile the agenda between meetings via MS Teams, in agreement with the Chairs
* Collect points on the agenda sending it one week before the meeting with a reminder about the meeting via email
* Managing sharepoint – keeping the EYC archives
* Creating and sending the link for the meeting via MS Teams
* Keeping the Attendance list, as well as other relevant documents.
* Create a short report with conclusions and decisions of the meeting and display it on the EYC MS Teams channel
* Add conclusions and decisions which need to be approved by the Council.
* Send the Agenda, reminder, Conclusions, minutes, attendance list to the EUSAIR Facility Point.

*Leaving the position:*

* The Secretary finishes their mandate after a year, but can be proposed or delegated for one more mandate, should they extend their membership.
* The Secretary can leave the position at any time. In such a case, they need to announce their leaving in written form to the other Secretary, the Chairs, and the EUSAIR Facility Point at least one month before leaving.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the position.

After handing the role of Secretary over to the next EUSAIR Youth Council member, the former member could still assist the new one and share the knowledge gained, to assure continuity.

## **2.5. Communication Team of the EUSAIR Youth Council**

The Communication Team consists of delegated EUSAIR Youth Council members who ensure external communication for the council.

The Communication Team is represented by 1 Communication Officer, chosen internally amongst the team members.

All external communication is worked out in synergy with EUSAIR communication strategies.

*Obligations of the Communication Team:*

* Develop the External Communication Strategy of the EYC.
* The role of the Communication Team is to maintain external communication for the council on social media (Facebook, Instagram, TikTok, and others).
* The Communication Team of EUSAIR Youth Council will respect the communication strategy of the EUSAIR.

*Leaving the team:*

* The members of the Communication Team finish their mandate after 6 months but can be proposed or delegated for one more mandate.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the position.

After handing the role of members of the Communication Team over to the next EUSAIR Youth Council member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

## **2.6. Awareness Team of the EUSAIR Youth Council**

The Awareness Team consists of delegated EUSAIR Youth Council members who ensure harmony and respect throughout the council. The Awareness Team consists of three members.

In case the Awareness team notices a member is disproportionately taking over the space, be it during online or in-person meetings, they need to reach out to the member in question to bring awareness to the situation.

In case a member is not feeling comfortable due to a certain reason, or there is a conflict between members, the member(s) can bring this issue to the Awareness team, so it can be resolved internally, prior to bringing more formal forms of conflict resolution.

*Obligations of the Awareness Team:*

* To ensure everyone feels welcome and heard during meetings.
* To ensure every member feels comfortable while fulfilling their duties as a member of the EYC.
* To help resolve minor conflicts within the Council.

*Leaving the team:*

* The members of the Awareness Team finish their mandate after 6 months but can be proposed or delegated for one more mandate.
* In case of unfulfillment of obligations, the **non-commitment clause** can be invoked, to terminate the position.

After handing the role of members of the Awareness Team over to the next EUSAIR Youth Council member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

## **2.7. Role of the Facility Point and the Presidency**

The Facility Point and Presidency support and observe the work of the EUSAIR Youth Council

# **3. The standing orders of the EUSAIR Youth Council**

## **3.1. Voting in the EUSAIR Youth Council**

The Voting can take place during an online EUSAIR Youth Council Meetings of Members, in-person meeting, or on the designated MS Teams EYC channel, depending on the subject that is being voted.

Decisions affecting the whole council must be made during a meeting (online/in-person). Minor decisions, like specific time/date for a meeting or decisions affecting a specific Pillar group or Team can be made on a poll in MS Teams.

For a decision to be valid, the quorum must be met. **The quorum is 2⁄3 of all EUSAIR Youth Council members (13/20 members).**

Decisions are made by *a* ***simple majority*** (50% + 1) of the present EUSAIR Youth Council members.

Votes cannot be delegated to other EUSAIR Youth Council. It is possible to abstain from voting.

Additionally, the council agrees to adopt the Silent Agreement approach for certain minor or routine decisions. If no objections are raised within a specified timeframe (as determined by the context of the decision), the proposal will be considered approved.

The following three points describe decision-making in the EYC for specific cases.

**3.1.1. Electing procedure for different positions in the EUSAIR Youth Council**

The following procedure applies to the election of Chairs, Secretaries, Communication and Awareness team of the EYC. These roles will be addressed as simply **the position** in the following text. Members and positions within the Pillar groups, the Communication Team, and Awareness Team are chosen internally in the respective groups/teams.

*The electing procedure:*

Voting for the position is made by secret voting ballots. Any member can be nominated for the position, by themselves or any other member of the Youth Council. Candidates can accept or decline if they want to be nominated. Nominated candidates can vote for themselves.

When there are more than one or two candidates (depending on the position) for a position, the EUSAIR Youth Council members vote by indicating the (two) candidate(s) of their choice. The (two) candidate(s) with the most votes assume(s) the position.

If there are multiple candidates with the same amount of votes, a second round of voting is called, with only the nominated candidates, who are tied, on the voting ballot.

**3.1.2. Revoking a mandate in the EUSAIR Youth Council**

The mandate can be taken from a member, in case the non-commitment clause is observed and confirmed.

*Revoking a mandate:*

Revoking a mandate is done via anonymous voting of the 50% + 1 of the present EUSAIR Youth Council members, with the condition that the quorum is met.

**3.1.3. Modifications of the Rules of Procedure**

The Rules of Procedure can be reviewed and modified through voting by the EUSAIR Youth Council members in the EUSAIR Youth Council at EUSAIR Youth Council Meetings of Members.

The amendment can be requested at least 1 month prior to the meeting, in such a way that it becomes a point in the agenda of the next meeting.

Meeting at the request of any member at least 10 days prior to the meeting, in such a way that it becomes a point in the agenda of the next meeting. Also, the member that initiates the change needs to send an informational note with the request so all members can be familiarized with it before the meeting. This request also needs to be sent to the EUSAIR Facility Point.

The change is accepted with the vote of 50% + 1 of the present EUSAIR Youth Council members, with the condition that the quorum is met.

After the approval of the modifications, they should be written in the Compendium no later than 2 weeks after the change is voted. The final responsibility for modifying the Compendium lies with the current Chairs.

## **3.2. EUSAIR Youth Council Meetings**

*Frequency of EUSAIR Youth Council meetings:*

* Regular EYC meetings are held at least *once every three months*.
* In case of need or urgent issue, additional meetings can be called by the Secretary on behalf of the Chairs.
* At the start of the EUSAIR Youth Council Mandate the ECY decided on the meeting – provisory time table.
* Additionally, any member can propose an extraordinary meeting that will take place if 1/3 of the Council agrees on voting on MS Teams. The proposal must be made at least one week ahead of the envisaged meeting date.

*EUSAIR Youth Council Meetings agenda:*

* The agenda of the meeting is composed by the Secretaries in agreement with the Chair and sent over email. The agenda is sent *15 days* prior to the meeting.
* Meeting materials are sent *15 days* after the meeting, at the latest.

*Calling of EUSAIR Youth Council Meetings:*

* The reminder for a meeting is sent by the Secretary on behalf of the Chair(s) *a week* in advance by email.
* The date, time and reminder need to be sent to the Facility Point Lead Partner and EUSAIR Youth Council Coordinator.
* The invitation (Save-the-date) needs to be sent *45 days prior* to the meeting.
* In case of in-person meetings the Chairs and Secretaries need to contact the Presidency to arrange the venue and details of the meeting.
* In case of in-person meeting the EYC Members need to contact the EUSAIR Facility Point Project Partners and comply with their procedures.
* The Secretaries keep track of meeting material, attendance and prepare short reports with conclusions and decisions.
* Two weeks after the meeting a short Report of the Meeting will be shared via email and available on the sharepoint. The meeting report will be shared with the EUSAIR Presidency and Facility Point.
* Before the meeting the EYC Members need to confirm participation to the meeting via email.

*Chairing of EUSAIR Youth Council Meetings:*

* Chairs are responsible to chair the meetings.

*Technical organisation of the online EUSAIR Youth Council Meetings:*

* The meetings will take place on the designated EYC MS Teams channel.

## **3.3. EUSAIR Youth Council Attendance in EUSAIR Governing Board Meetings**

For each EUSAIR Governing Board Meeting meeting, it is foreseen that 1 of the EUSAIR Youth Council Chairs is present at the GB meeting in person, while others participate online. They are representing the perspective of the whole EUSAIR Youth Council, except for the Annual Forum, where presence of all EYC is required.

* The Chairs commit to represent the position and work to the EUSAIR Youth Council in front of the EUSAIR Governing Board.
* After each meeting, the EUSAIR Youth Council members who attended EUSAIR GB meetings inform the other members of the EUSAIR Youth Council by relevant points in written form, at the latest 10 business days after the meeting they attended.
* The Chairs prepare the Report for the GB meeting on the work of the EYC.

## **3.4. EUSAIR Youth Council Internal Communication**

*EUSAIR Youth Council internal communication:*

* The EUSAIR Youth Council members commit to efficient internal communication by using **MS Teams & Sharepoint** for all internal communication, a **WhatsApp group** for fast necessary communication, and **emails** for all official correspondence.

## **3.5. EUSAIR Youth Council External Communication**

*EUSAIR Youth Council external communication:*

* All external communication follows the External Communication strategy, developed by the EYC Communication team.
* All external communication is worked out in synergy with EUSAIR communication strategies.

YOUTH COUNCIL AT THE FORUM:

Their contribution

## **3.6. Peer Learning after the appointment of new EUSAIR Youth Council members**

Peer Learning can be done by two EUSAIR Youth Council members, chosen by EUSAIR Youth Council or by interest, with a mandate for one year.

*Obligations of the Peer Learning team:*

* To support newly appointed EUSAIR Youth Council members by:
  + Explaining and guiding new members to understand the responsibilities of new members.
  + In case a EUSAIR Youth Council Member was not present at the EUSAIR Youth Council Meetings, the Peer Learning team will be responsible for ensuring the knowledge transfer to the member.

*The procedure of Peer Learning:*

After receiving the basic information on a newly appointed EUSAIR Youth Council member, the Peer Learning Team will have the responsibility to:

* Contact the newly appointed EUSAIR Youth Council member, suggest a first online meeting, ask for their interests/opinions, decide what the appropriate channel will be used for meetings.
* Inform the new member(s) of EUSAIR Youth Council activities, EUSAIR Youth Council involvement in EUSAIR Priority Areas and what is expected of them.
* Create google drive with documents, send relevant documents to the new member(s).
* Organise online meetings, final schedule (depending on the volume of material).
* Inform the other EUSAIR Youth Council members about the results of the learning process and provide the contacts of the new member (keep the contact with the other member for the same country, be added to WhatsApp group). If necessary - to resolve other issues regarding the newly appointed member.

## **3.7. EYC Alumni Network**

All members whose mandate has concluded become part of EYC Alumni Network.

1. Except Pillar 2, which has 2, one for Energy and one for Transport [↑](#footnote-ref-1)