



Policy Document

Structure of EYP LU, Working Procedures, Selection and Election Processes

Version 2018

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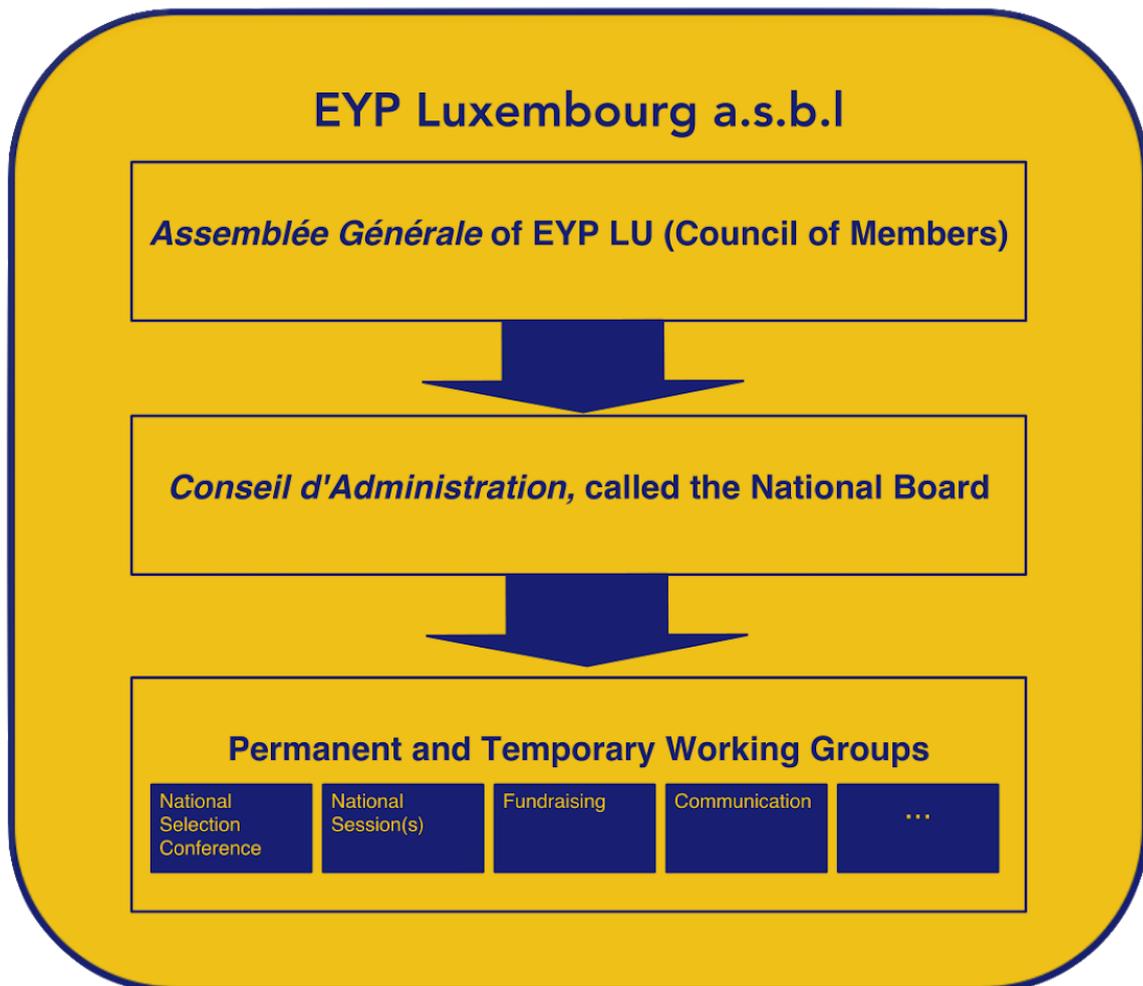


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I. Structure

1. Organogram





2. The different bodies in EYP Luxembourg (called EYP LU hereafter)

a. Definition of a Member of EYP LU

Every young person living or studying in Luxembourg aged between 15 and 30, who has either participated for the first time in a session organised by EYP LU or has paid their annual membership fee is considered a member of the European Youth Parliament Luxembourg a.s.b.l.

The board of EYP Luxembourg may allow exceptions to these conditions, when this decision is supported by 75% of the members on the National Board (i.e. rounded down to the next integer excluding abstentions) and is duly motivated. Exceptions cannot be made on grounds of personal or friendly relationships between the applicant in question and a board member.

Members that fail to pay their membership fee for 12 consecutive months are automatically excluded from the member's database and cannot participate in the activities organised by EYP LU, any longer. However they can join EYP LU at any time again by paying the fee. The board of EYP Luxembourg may allow exceptions, in case of socio-economical reasons.

b. Assemblée Générale of EYP LU, aka Council of Members (CoM)

Every member is invited to the Council of Members, also called the Assemblée Générale (AG). The member is allowed to talk, to vote and to run for any position available if he/she fulfils the requirements and respects the voting process. The Council of Members of EYP LU decides upon the main lines of the organisation, adopts policies, votes through its finances and elects the National Board once a year (if no interim elections are needed). The AG must take place at least once a year. In case of urgent matters the board can call for an extraordinary council of Members (Ex-CoM). The invitation for the CoM must go out the latest one month before the meeting, via electronic mail. If members are not able to join the meeting, they will be able to hand another member their proxy by written consent. Every member is allowed to hold two proxies in addition to their own voting rights.

c. Conseil d'Administration, called National Board

The Conseil d'Administration called the National Board (hereafter referred to as NB), has as mission to guarantee the good governance of the organisation and to represent the organisation to the outside. It is also EYP LU's legal representation. It is elected once a year (if no interim elections are needed) by the Council of Members and is composed by 1 President, 1 or 2



Vice-Presidents, 1 Treasurer, 1 Secretary and 1 or 2 members¹. The NB can always add a new portfolio and position to the board, if it deems necessary. The President is elected directly by the AG, the other tasks and portfolios are divided upon the different members during the first meeting. The tasks and portfolios to be distributed among the members are listed later in this document.

d. Working Groups

In order to support the board, we have various working groups that are either dedicated to a certain project such as sessions or a portfolio. Those working groups are always chaired by a member of the board, who is responsible for the well-functioning of the group and also to report every important update to the board. The only exception is made for working groups that are dedicated to sessions, aka Organiser-teams, in this particular case the team is led by the HO(s) of the event and is supported by a member of the National Board. The National Board is free to decide which and how many working groups it will have and also upon the status of permanent or temporary. The board is also free to choose if it appoints someone for a working group or if it fills its vacancies with an open call. Every member of EYP LU can become member of a working group.

e. Permanent Working Groups

1. National Selection Conference

This working group has as a mission to organise the NSC that happens once a year. It is chaired by the HO(s) of the event. The spots in this working group are usually filled with an open call for organisers.

2. National Session (National Forum)

Like the first working group dedicated to the NSC, this event is an organiser team led by its HO(s).

3. Fundraising

In order to assure a proper and coherent fundraising for our several events and projects, the board of 2015-2016 decided to create a permanent working group to coordinate the fundraising activities. A member of the board, responsible for that portfolio, leads this working group. Its members are the different HO(s) of our events, as well as the Board member responsible for partnerships and 2-3 members of EYP LU that support the working group in their mission.

¹ The number of Members depends on the number of VPs, in case there are 2 VP, the board will only have 1 member.



4. Communication

The board member responsible for the internal and external communication of EYP LU leads this working group. This WG is responsible for the EYP LU Newsletter, the website and the Facebook page, as well as all the other aspects regarding the communication in- and outside our organisation.

I. Working Procedures

1. Policy Documents

Policy documents are those documents that define our policies. Those can be proposed either by the board or by members, however Policy documents need to be voted during the Council of Members by a simple majority in order to become effective. Any amendments that have to be done afterwards, also need to be voted upon during a CoM by a simple majority. This allows members to set the big directions and lines for EYP LU and create a framework for the organisation. Policy documents cannot contradict prior policies on national and international level.

2. Working Documents

Unlike policy papers, working documents are meant for more flexible working procedures. Therefore they do not need to be accepted by the membership but simple need a simple majority of the NB to become effective. This helps the board to work in a more flexible frame. However the working documents are subject to EYP LU Policies, so they cannot contradict policies.

3. Selection and Election Processes

a. Selection for Working Groups

The National Board selects all the chairs of the permanent and temporary working groups, either by opening a call and selecting the best-suited applicant or by directly inviting a member of EYP LU to become chair of a working group. The only requirement to become a member of a working group is to be an official member of the organisation. Their chairs select the Members of the different Working Groups themselves, however the board has always the right to veto a member.



b. Selection into the Pool of Delegates

The participants of our National Selection Conferences are observed and evaluated by a Jury, composed by national and international experienced EYPers and lead by the Head of Jury.

The Jury recommends to the Board of EYP LU a list of candidates for International Sessions, International Forums or other EYP Events.

However this is a mere recommendation, as the board is the final instance to select people into the different pools. Members can also according to their performance in the organisation be either upgraded or downgraded by the board at any time. The board member responsible for the selection of delegates pool is the International Coordinator.

c. Selection into the Pool of Trainers

The Members of the Pool of Trainers of EYP LU are selected and nominated by the board.

d. Elections for Board

The members of EYP LU elect the National Board (NB) during the Council of Members. Every member is eligible to run as a candidate for the board of EYP LU. The mandates last for one year and Board Members are free to run as often as they wish. The members elect during the CoM one President and five Board Members (if no position is created by a prior board). The Candidates with the most votes are automatically elected. If a Board Member has to give up their mandate during their term, new interim elections are held in order to fill the vacancy and the term starts anew.