

# **STANDING ORDERS**

Complementing the Statutes of the EGP of European Greens, these Standing Orders shall be followed by the Bodies of the EGP in the conduct of their work.

## **ARTICLE 1**

- (a) The Secretariat shall issue, on the first day of each meeting of Council and Congress, a list of participants.
- (b) If a Member Party has a Council delegation of two persons one must be female, the other can be male or female. Delegations shall be accredited. The practice of accreditation means that every Member Party announces who their delegates are at the start of the meeting. If a Member Party is in violation of the statutory rule regarding gender balance, their delegation shall be reduced to one person (without prejudice to the number of votes of the Member Party). If the Member Party continues to send two men to Council meetings, after one year, half of their votes shall be suspended until gender balance is restored.

## **ARTICLE 2 Minutes**

The Secretary General or his/her representative attending the meetings of the Bodies of the EGP shall be responsible for taking the minutes of the meetings. The minutes shall be issued and be made available to all delegates within six weeks.

## **ARTICLE 3 Chair**

- (a) The Committee is responsible for organising the chairing of meetings. Before each session a Chair and Co-Chair shall be appointed. The Chair shall declare the opening and closing of each meeting, direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote, and announce decisions. The Chair may rule on points of order or consult the Standing Orders Committee.
- (b) The Chair is responsible for controlling the proceedings and maintenance of order. The Chair may propose to the Body the closure of the list of speakers, a limitation on the time allowed to speakers and on the number of times each Delegate may speak on a question, the adjournment or closure of the debate and the suspension or the adjournment of the meeting. In the exercise of these functions the Chair remains under the authority of the Body.
- (c) The Chair may accord the right of reply may to any delegate, if the clarity of the debate calls for it. The reply must be short.
- (d) The Chair may limit the time allowed to each speaker and the number of times each delegate may speak. If a speaker exceeds the allotted time, the Chair shall call the speaker to order without delay. Where there is opposition to a proposal, the Chair shall ensure that there is opportunity for opposition to be expressed.
- (e) During the discussion of any matter a delegate may at any time raise a point of order which shall be decided upon immediately by the delegates in accordance with these Standing Orders.

## **ARTICLE 4 Motions**

The committee, the member parties, the GGEP and FYEG are entitled to table motions.

A motion shall present background information and a declaration of principle on a specific issue, declare a point of view, and propose that the EGP takes a position on that issue. Such motions shall not exceed two A4 pages equivalent to a maximum of 10,000 characters. Motions must be submitted to the Secretariat no later than one month prior to the Council or Congress meeting. They shall be circulated with the agenda documents. Amendments to these motions must be received by the Secretariat no later than three days before the meeting and they shall be circulated at the meeting. These motions shall have priority over subsequent matters brought up in the meeting unless Council votes unanimously to alter the agenda.

## **ARTICLE 5 Topical and Emergency Motions**

- Motions concerning issues arising within one month between submission of resolutions and the Council or Congress meeting shall be deemed topical. Topical motions shall be submitted to the Secretariat no later than five days prior to the Council or Congress meeting. They shall be evaluated by the Committee to determine if they fulfill the criteria (time wise and content wise) of topical motions.
- Issues of great urgency arising within five days of the Council or Congress meeting shall be deemed eligible as Emergency motions. The urgency of the emergency motions should be substantiated. Emergency motions **can be presented at the meeting at the time allocated in the agenda**. They shall be evaluated by the Committee to determine if they fulfill the criteria (time wise and content wise) of Emergency motions
- Topical and emergency motions must have the written support of a representative of at least five delegations **and be presented to the secretariat by a deadline set in the agenda for the meeting**. Amendments to Topical and Emergency motions can be supported by one delegation.
- The committee can present emergency motions to the council up to the evening of the first day of the council meeting.
- For motions or parts thereof which intend to amend the action plan of the EGP or to launch a new working group, the committee has to give a statement on it before the vote.”
- A proposal, an amendment or a motion may be withdrawn by the proposer with the agreement of the Body at any time before voting on it has commenced, provided that it has not been amended.

## **ARTICLE 6 Definition of Delegates Present and Voting**

For the purpose of these Standing Orders the expression "delegates present and voting" means delegates present and casting an affirmative or negative vote. Dissent may be registered at request of a delegate.

## **ARTICLE 7 Elections**

All elections shall be held by secret ballot unless otherwise unanimously decided by the meeting. Voting cards shall be provided by the Secretariat.

## **ARTICLE 8 Election Procedure of the Committee Members**

- (a) Each candidate must be nominated by a Member Party and supported by at least two other Member Parties.
- (b) All nominations must specify the particular post for which the candidate is being proposed (i.e. Secretary-General, Spokesperson, Treasurer or a Committee Member). Each Member Party may nominate and support several candidates. Nominations shall be accompanied by a brief introduction of the candidate which will be distributed to the Member Parties with the final list of candidates.  
All nominations, letters of support and any additional material must reach the Secretary General two months prior to the meeting at which the election takes place. Late arrivals will not be considered.
- (c) All posts will be voted on separately
- (d) If one candidate gains more than 50 % of the votes in the first round, the person is elected. Should no candidate gain at least 51 % of the first round vote, a second round will be run between the two highest scoring candidates. The candidate who receives more than 50 % of the votes in the second round is elected.  
The order of voting:  
  1. Secretary General
  2. female Spokesperson
  3. male Spokesperson
  4. Treasurer
  - 5, 6, 7, 8, 9 further Committee Members

Unsuccessful candidates in rounds 1 - 4 may stand as candidates in rounds 5 - 8. In this case, their candidacy must be renewed by the nominating parties before voting, i.e. the election of the first regular member without specific duties. After this vote, however, all previously unsuccessful candidates will be automatically entered in the elections for the remaining regular members unless withdrawn by the nominating party or the candidate him/herself.
- (e) The gender balance will be monitored after each vote, and the Chair will inform the Council on the gender balance requirement in the remaining posts.
- (f) Following the completion of the voting procedure the new Committee must gain a two-thirds majority in an acceptance vote.

## **ARTICLE 9 Duties and Responsibilities of Committee Members**

### **A. The Secretary General**

The Secretary General is a functionary of the EGP and is in charge of the secretariat.

The Secretary General shall

1. carry out the decisions taken by the bodies of the EGP
2. co-ordinate the co-operation of the secretariats of the Member parties with the bodies of the EGP
3. liaise with the Spokespersons and the Treasurer
4. draft press releases
5. be responsible for the agenda, the preparations of the agenda, the minutes and the conduct of the meetings of the EGP
6. report annually to the Council on the Secretariat's activities and on the political and organisational developments and views of the EGP.

### **B. The Spokespersons shall**

1. liaise with the Secretary General and Treasurer regarding day-to-day events,
2. represent the EGP at meetings and events to the media, in collaboration with the Secretary General.
3. speak or write on behalf of the EGP using as reference the agreed views of the Committee on topical issues, the EGP Council on policy issues, and the Guiding Principles on general issues.
4. liaise with the Secretary General and Treasurer regarding planning and running of Committee meetings, Council meetings and Congress.
5. initiate discussion papers on strategic, tactical or policy issues for discussion within the Committee, Council or regional bodies of the EGP.
6. in conjunction with the Secretary-General, initiate and conduct diplomatic and working relations with the Green Group, party and parliamentary representations of Member Parties of the EGP, and of Green and other Parties outside the EGP or outside Europe.
7. be available to chair meetings at any EGP event.

### **C. The Treasurer shall**

1. prepare the budget for the EGP in liaison with the Secretary-General, and the accounts in liaison with the accountant. These shall be presented to the Committee, the Finance Monitoring Group, the Treasurers' Group and the EGP Council.
2. determine the yearly membership fees and present this proposal to the Finance Monitoring Group, the Treasurers' Group and the Council.
3. prepare the budget follow-up three times a year and inform the Committee and the Finance Monitoring Group.
4. liaise with the Green Group on joint project budgets.
5. follow-up on financial rules, e.g. reimbursements, criteria for membership fees, etc, to be adopted by the Committee or the Council.
6. present expenses to the Committee for decision. Between Committee meetings, decide on expenses together with the Secretary General and any Committee members concerned.

### **D. Committee Members shall**

1. actively take part in Committee meetings or occasionally phone conferences or email conferences, and in the preparation of Council meetings and Congresses as well as any other meetings organised by the EGP.

2. be active in Committee work between meetings, such as monitoring certain topics or issues, co-ordinating working groups on behalf of the Committee, and be able to represent the Committee at conferences, seminars etc, within or outside Europe.
3. take on a specific task within the Committee, such as co-ordinating work in a political field, or concerning a geographic area.
4. be able to work via email with the other Committee members and the Secretariat.
5. write discussion papers if needed in areas of interest or concern to the Committee.
6. take an active part in forwarding relevant information to the Secretariat or other Committee members, and contribute to the Update newsletter.
7. liaise with the Secretariat on a regular basis

## **ARTICLE 10**

In the case of resignation or incapacity of the Secretary General, the Committee shall interview and appoint a temporary Office Manager within one month. The contract of the Office Manager shall extend till the election of a new Secretary General or until the Secretary General is able to resume his/her duties. In the case of resignation, the timetable for election shall be advertised by the Committee within six weeks. Council must make its decision within six months of the resignation/death/incapacity of the Secretary General.

## **ARTICLE 11 Languages**

English is the working language of the Bodies of the EGP. At Congress, other languages may be used if so decided by the Committee. All documents, including motions, shall be edited for clarity in English prior to distribution.

## **ARTICLE 12 Sound Recordings of Meetings**

For purposes of clarity of the minutes the Secretariat may make sound recordings of the meetings of the Congress and the Council. Such recordings may also be made in the Committee and other Bodies if the Body concerned so decides. Such recordings shall remain the property of the EGP.

## **ARTICLE 13 Public and Private Meetings**

As a general rule the meetings of the Congress, the Council, the Committee and other Bodies shall be held in public, with the option of closing the meeting by a 2/3 majority decision. Meetings of Finance Bodies shall be held in private (Members only).

## **ARTICLE 14 Amending Standing Orders**

These Standing Orders may be amended by a decision of the Council taken by a two-thirds majority of the Delegates present and voting.

## **ARTICLE 15 Registration and fees of supporters**

Persons living in Europe can opt for the status of supporter and pay the supporters' fee to any Member Party.

The supply of material to the supporters is in the responsibility of the secretariat of the EGP. The fees are determined annually by the Council.

Appendix I: Guidelines for membership

Appendix II: Procedure for admitting new members and observers

Appendix III: Rules for the reimbursement of expenses of Delegates attending Council Meetings and Congress

Appendix IV: Internal rules for the committee & the secretariat