

# Rules of Procedure of the International Federation of Liberal Youth

As adopted by the 54th General Assembly in Tallinn, Estonia, 15th-17th of November 2024

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## 1 GENERAL

### 1.1 LANGUAGES

The official languages of the association shall be English, French, and Spanish. In the case that no translation facilities are available the working language will be English. The mandatory language of the Statutes is German.

1.1-1

## 2 MEMBERSHIP

### 2.1 MEMBERSHIP RIGHTS

Voting rights to a General Assembly (GA) are stipulated under [Article 3.4: Voting Rights and Procedure](#). Full members have the right to vote, the right to nominate candidates to the Bureau and auditor positions, the right to nominate officers, the right to put forward proposals and the right to submit amendments to all proposals.

2.1-1

Associate members have the right to vote, nominate officers, the right to put forward proposals and the right to submit amendments to all proposals except when it concerns the Manifesto, Statutes, the Rules of Procedure or financial documents.

2.1-2

Regional members have the right to put forward resolutions and the right to submit amendments to all proposals except when it concerns the Manifesto, Statutes or the Rules of Procedure or financial documents.

2.1-3

Observer members have the right to observe, co-sign political proposals and their amendments and contribute to discussions on political proposals, but no right to vote, nominate candidates or put forward organizational proposals. Observer members are treated as non-voting members and therefore only have the right to observe the proceedings of the Federation and its General Assembly.

2.1-4

The Bureau wields the same rights as Full Members, except for voting rights at the General Assembly and the right to run candidates.

2.1-5

The Individual Members' Group has the right to vote, the right to put forward proposals, and the right to submit amendments to all proposals except where it concerns the Manifesto, Statutes, the Rules of Procedure, or financial documents. For the purpose of defining rights and obligations elsewhere in the rules of procedure, individual members are considered to be members, but not member organizations.

2.1-6

## 2.2 MEMBERSHIP APPLICATION

The admission of new members is subject to the following conditions: Full membership and Regional membership can only be granted by a two-thirds majority of those present and voting at the General Assembly, including abstentions. Associate membership can be granted by a simple majority vote of the General Assembly. Observer status can be granted by a simple majority vote of the General Assembly and needs to be renewed each year.

2.2-1

All membership applications must be received by the IFLRY office at least two weeks prior to the start of the General Assembly at which the applicant organization wishes their application to be considered. The IFLRY Office will make sure that all submitted documents will be available to the members at least one week before the start of the General Assembly.

2.2-2

Successful applicants are able to execute their rights after the meeting has closed all membership issues. All changes to the membership will be added to a Membership Register, which is under the responsibility of the Bureau.

2.2-3

## 2.3 SUSPENSION

Members of the Federation may be temporarily suspended if the targeted member organization is suspected of breaching any of the membership obligations. A motion to suspend a member can be submitted by the Bureau or two full members and needs to be submitted four weeks prior to the start of the General Assembly. Members need to be informed about this motion three weeks prior to the start of the statutory event.

2.3-1

The suspension from the Federation is to be decided by a two-thirds majority. Each suspension is valid for a maximum of one year and may be revoked at any time by the relevant statutory body.

2.3-2

## 2.4 TERMINATION

The members can leave the Federation on the following conditions:

2.4-1

- (a) The members of the Federation can resign by themselves.
- (b) The members of the Federation can be expelled.

2.4-2

A request for voluntary resignation by a member organization needs to be filed with the Bureau through an official representative of the member organization. The General Assembly validates this request before the member organization is deregistered. In a case of the General Assembly not confirming the termination request, the membership will terminate at the end of the calendar year. A motion to expel a member can be submitted by the Bureau or two full members and needs to be submitted four weeks prior to the start of the General Assembly. Such a motion can be submitted if the targeted member organization is suspected

2.4-3

of breaching any of the membership obligations.

Members need to be informed about this motion three weeks prior to the start of the statutory event. The Bureau is required to put forward a motion for the expulsion of any member which has retained candidate membership status for four years.

2.4-4

The expulsion from the association is to be decided by a two-thirds majority of those present and voting at the General Assembly. Members that are no longer part of the association have no rights to the financial assets.

2.4-5

## 2.5 MEMBERSHIP CHANGES

If a member organization changes its name, or has merged with another organization which is not a member, the membership is not automatically transferred to the new or differently named entity. Member organizations need to inform the Bureau of any merger with a different organization. The Bureau will decide on the membership status transfer, subject to confirmation by the General Assembly. Member organizations need to inform the Bureau of any name change. The Bureau will decide on the membership name change, subject to confirmation by the General Assembly.

2.5-1

## 3 GENERAL ASSEMBLY

The General Assembly is the highest decision-making body of the Federation. At the beginning of each General Assembly, the draft agenda will be decided on, the minutes of the previous meeting will be put forward for adoption and the relevant officers are proposed for appointment. This part is always chaired by the Bureau. The draft Agenda shall be made available for the membership at least four weeks prior to the General Assembly, by the Bureau or, in the case of an Extraordinary General Assembly, by those who call the meeting. An invitation for the General Assembly must be circulated eight weeks prior to the General Assembly to the members via E-Mail.

3-1

### 3.1 QUORUM & VOTING

A quorum of 33% of the votes of organizations in good standing shall be required to begin any meeting of a General Assembly.

3.1-1

Decisions are taken by a simple majority of those present and voting, with abstentions being counted as not voting, unless otherwise stated. In the event of a tie vote a recount shall be taken. If there is still a tie vote, the status quo shall persist.

3.1-2

Decisions are only valid where half of the total votes present at the opening of the meeting are cast. Abstentions shall be included for this purpose.

3.1-3

### 3.2 AUTHORITY

The General Assembly has the exclusive authority to decide on:

3.2-1

- (a) Membership Applications;
- (b) Amendments to the Statutes, Rules of Procedure and Manifesto;
- (c) Expulsion of member organizations.

3.2-2

Depending on the nature of the event, the officers for appointment may be Chairs, Secretaries and Returning Officers.

3.2-3

### 3.3 DELEGATIONS

Voting rights and procedure are stipulated in [Article 3.4: Voting Rights and Procedure](#). Each member organization shall be responsible for appointing their representatives to meetings of the General Assembly, provided that the representative is a member in good standing of the organization represented. A member organization may specify in writing to the Secretary General which of its representatives control voting rights for the organization. If no representative is specified in writing, any representative present that was nominated by the member organization shall be entitled to vote on its behalf.

3.3-1

There shall be no limit to the number of delegates from member organizations attending the statutory meeting. Delegates are required to be nominated by their member organization and other attendees are required to register for attending the statutory meeting. However, the Bureau will only guarantee a full General Assembly arrangement for the number of votes per organization, unless otherwise stated.

3.3-2

No employee or auditor of the Federation is allowed to hold the voting rights of a member organization at a statutory meeting.

3.3-3

After the opening of the General Assembly no delegations or members of those delegations nominated to the General Assembly may exercise votes for another delegation. Voting by proxy is not possible.

3.3-4

### 3.4 VOTING RIGHTS AND PROCEDURE

Voting rights at the General Assembly shall be exercised by full member organizations according to the following scale:

3.4-1

Number of Members	Votes
1 to 500	3
501 to 1000	4

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Number of Members	Votes
1001 to 2500	5
2501 to 5000	6
5001 to 10000	7
more than 10000	8

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Associate members and the Individual Members Group will receive one vote.

3.4-2

All elections shall take place by secret ballot. All non-election voting shall take place by secret ballot if requested by at least one-third of the votes present.

3.4-3

### 3.5 CHAIRS AND RETURNING OFFICERS

The General Assembly shall elect four chairpersons to chair the sessions. The Chairs shall not be running for other elections. The Chairs will also chair the four Standing Committees, unless otherwise agreed by the GA.

3.5-1

The chair shall appoint three returning officers to administer elections and conduct the ballot. The returning officers shall be persons not standing for elections.

3.5-2

The returning officers shall announce the deadline for nominations for auditors.

3.5-3

### 3.6 ELECTIONS

For the Bureau elections and appointments to the Advisory Council, those candidacies are valid that were received in writing by the IFLRY office four weeks before the start of the General Assembly.

3.6-1

#### 3.6.1 *President, Secretary General and Treasurer elections*

The President, the Secretary General and the Treasurer shall be elected by simple majority vote. In the event none of the candidates to each of these positions receives more than 50% of the votes, there will be additional rounds of voting until the required majority is achieved.

3.6.1-1

In each of the additional rounds, those who receive the least number of votes, in such a way that even if the votes of those who received less than them could be added to their votes would not change their position, will not participate in the next round.

3.6.1-2

#### 3.6.2 *Vice President Elections*

The Vice Presidents of the organization shall be elected as follows: On each ballot paper the member organizations select the candidates that should be elected as Vice Presidents

3.6.2-1

in such a way that they mark the names of their choice. Each marked candidate will receive one vote. Each member organization must vote on the same number of candidates as the number of positions that must be filled. Voting ballots that do not have the full number of candidates as positions that must be filled will be counted as invalid. The 4 candidates with the most votes are elected in the order of the amount of votes. Only candidates reaching the quorum defined by the following formula are elected:  $\frac{1}{\text{the positions available for election}+1}$  will be eligible for election, meaning i.e. that for four Vice President positions the quorum will be  $\frac{1}{4+1} = 20\%$  of the total votes possible. For three positions the formula will be  $\frac{1}{3+1} = 25\%$  of the total votes possible. For two positions the quorum will be  $\frac{1}{2+1} = 33.33\%$  of the total votes possible. In case of only one vacant position for a round of election, the principle of simple majority shall be used, as is the case with the positions of President, Secretary General and Treasurer as well.

In case that there are not enough candidates reaching the quorum of the votes, a new round of voting will be held for the remaining place(s). If there are not enough candidates reaching the quorum in the second round of voting, the position will remain vacant until a new call for elections is issued at the next General Assembly. If there are more selections on the ballot paper than the number of the Vice President positions to be elected, the ballot paper is considered invalid. The ballot will also be invalid if it is not possible to identify the names on the ballot. If candidates receive an equal number of votes and it remains unclear which candidates shall be elected, then a second round of voting between these candidates is to be conducted using the above mentioned procedure. Should in this second round of voting, an equal number of votes remain, then lots will be drawn to determine the winner.

3.6.2-2

### 3.6.3 Auditor Elections

For the election of auditors, the ballot can be filled with one or two names. Each name will count as one vote. It is not possible to give more than one vote to one candidate on each ballot. The two candidates who received the highest number of votes shall be elected Auditors. In case of resignation of an Auditor, the next person on the last Auditor election results list sorted on highest number of votes will replace the vacancy.

3.6.3-1

### 3.6.4 Advisory Council Appointments

For the appointment of the first Advisory Council, Advisory Council members will be proposed by the Bureau to the General Assembly. After that, the Advisory council will propose new members to the General Assembly whenever an Advisory Council position becomes vacant. In both cases, they will be appointed by the General Assembly through a simple majority vote.

3.6.4-1



### 3.6.5 *Expulsion and Replacement*

It is the right of a General Assembly, both ordinary and extraordinary, to put the mandate of an elected person in question and to terminate that mandate following a motion of no-confidence with a two-thirds majority.

3.6.5-1

Following an expulsion of an elected person it is the right of the General Assembly to immediately elect a replacement. The newly elected Bureau member or auditor will have a period of mandate that expires at the next General Assembly.

3.6.5-2

In case of a resignation of a Bureau member, the Bureau has the power to appoint a replacement in a non-voting capacity until the next General Assembly, provided there is no meeting of the General Assembly in the following 30 days.

3.6.5-3

### 3.6.6 *Timing*

Elections shall be held at the first General Assembly of the calendar year corresponding with the end of the Bureau members' term. Notice of elections shall be given concurrently with notice of the GA.

3.6.6-1

The incoming Bureau members shall be installed in their roles at the close of the GA.

3.6.6-2

In elections where multiple rounds of voting are required, successive rounds shall be held immediately.

3.6.6-3

## 3.7 AGENDA

The agenda of the statutory event may include proposals and reports. The agenda will be proposed to the membership four weeks before the General Assembly.

3.7-1

### 3.7.1 *Organizational Proposals*

Items which propose a change from the status quo. This can include, but is not limited to, organizational motions, the budget proposal, and amendments to the statutes and rules of procedure. The deadline for submitting organizational proposals is four weeks before the Statutory Meeting.

3.7.1-1

### 3.7.2 *Political Proposals*

Items which propose a change from the status quo. This can include, but is not limited to, resolutions and amendments to Manifesto. Except for the Manifesto proposals, the deadline for submitting proposals is two weeks before the General Assembly, and shall be made available to the member organizations no later than one week before the General Assembly.

3.7.2-1

Manifesto proposals must be submitted four weeks before the General Assembly, and shall be made available to the member organizations no later than one week before the General Assembly.

At the opening of the General Assembly, while adopting the agenda, the membership will vote on the prioritisation of the political proposals that have been submitted. Resolutions will be discussed following the list based on the number of votes, from highest number of votes, to lowest number of votes last.

3.7.2-2

### 3.7.3 Urgency Proposals

Those resolutions shall be dealt with, which, in the opinion of the General Assembly, could not have been proposed before the official deadline due to their urgent nature. Such resolutions should be submitted to the IFLRY Office before the beginning of the General Assembly, unless a two-thirds majority of those present and voting accept a later resolution as urgent.

3.7.3-1

### 3.7.4 Reports

Items which report on the status quo. This includes Bureau reports, annual reports, financial reports and auditor reports. The deadline for submitting reports is two weeks before the Statutory Meeting.

3.7.4-1

### 3.7.5 Amendments

Only proposals may be amended by the statutory event.

3.7.5-1

Only amendments that are submitted 24 hours prior to the opening of the meeting will be formally discussed, unless otherwise stated.

3.7.5-2

Secondary amendments can be dealt with on the spot, if the respective Standing Committee agrees by simple majority.

3.7.5-3

## 3.8 STANDING COMMITTEES

There are four Standing Committees which shall convene at each General Assembly, provided there are issues to discuss: Finances; Membership; Resolutions and Manifesto; and Statutes and Rules of Procedure. The role of the Standing Committees is to deliberate the issues in depth and to deliver a recommendation to the General Assembly.

3.8-1

In each Standing Committee, the member organizations have one vote each, and only one delegate per member organization may contribute to the discussion and vote of each Standing Committee. The Bureau shall, and observer members may, be represented at each Standing Committee in a non-voting capacity.

3.8-2

The Bureau shall appoint, subject to confirmation by the General Assembly, a Chair (the congress Chairs, unless otherwise stated) and Secretary for each Standing Committee.

3.8-3

### 3.8.1 *Standing Committee on Finances*

The Standing Committee on Finances shall discuss and review any proposed documents and amendments dealing with the finances of the Federation prior to their consideration by the GA.

3.8.1-1

The Membership Fee Statute for each upcoming year shall be proposed by the Bureau and disseminated among the member organizations four weeks prior to the General Assembly. It shall include the calculation method for the membership fees, rules regarding reduced membership fee applications and other membership fee related issues.

3.8.1-2

### 3.8.2 *Standing Committee on Membership*

The Standing Committee on Membership shall deal with the relevant membership issues prior to their consideration by the GA. This may be membership applications, membership suspensions, membership expulsion, or other relevant issues.

3.8.2-1

Any issues relating to the reported organization size, budget or voting rights shall be first reviewed by this committee before being considered by the GA.

3.8.2-2

### 3.8.3 *Standing Committee on Resolutions and Manifesto*

The Standing Committee on Resolutions and Manifesto shall deal with amendments to the Manifesto as well as Resolutions and Urgency Resolutions, prior to their consideration by the GA. In addition, the Committee shall on an ongoing basis provide a process for reviewing and if necessary, amending the Manifesto.

3.8.3-1

The Chairs may decide upon a deadline for secondary amendments to the political proposals. Resolutions, urgency resolutions and amendments to those political proposals will be accepted by a simple majority. Amendments to the Manifesto will be adopted if accepted by a two-thirds majority of those present and voting.

3.8.3-2

In the situation where the Standing Committee is not able to discuss all resolutions, they will discuss as many as possible following the order of the prioritised list, as decided by the GA.

3.8.3-3

In voting on amendments, the chair shall normally first hold a vote on the amendment furthest removed in substance from the original motion, then on the amendment next furthest and so on until all amendments have been voted on or one has been accepted.

3.8.3-4

The proposer of a resolution may withdraw the resolution at any time before the vote takes place.

3.8.3-5

### 3.8.4 *Standing Committee on Statutes and Rules of Procedure*

The Standing Committee on Statutes and Rules of Procedure shall review any proposed amendments to the Statutes or Rules of Procedure prior to their consideration by the GA. In addition, the Committee on Rules shall propose additional rules as necessary covering each GA which shall be adopted immediately following the determination of a quorum at each GA.

3.8.4-1

## 3.9 STANDING ORDERS

### 3.9.1 *Roll Call*

A roll call shall be taken at the opening of each GA session and if requested. It shall be taken in the English alphabetical order of countries in connection with the vote being undertaken.

3.9.1-1

### 3.9.2 *List of Speakers*

The chairperson may announce a list of speakers and with the consent of the General Assembly declare a list closed. The chairperson may announce a maximum time limit for contributions to the debate.

3.9.2-1

### 3.9.3 *Procedural Points*

The following is a limitative list of Procedural Points that can be made during the General Assembly or its standing procedures committees. These points can interrupt a speaker, are not required to be seconded, are not brought up for debate, and are not put to a vote.

3.9.3-1

These points shall be limited to:

3.9.3-2

- (a) points of order, which is a request from the floor that seeks to remind or correct the Chair on the issue of the standing orders, and shall be decided upon immediately by the Chair when raised;
- (b) points of privilege, which is a request to address a discomfort or issue that hinders the proper participation of someone from the floor.

3.9.3-3

If the Chair deems an individual to be abusing their right to raise Procedural Points, the Chair should ask the individual to refrain from raising them until proceedings have moved on.

3.9.3-4

### 3.9.4 Procedural Motions

Procedural Motions are required to be seconded unless otherwise stated, cannot interrupt speakers unless otherwise stated, will not be debated on unless otherwise stated, and shall require a simple majority to pass unless otherwise stated.

3.9.4-1

The order of Procedural Motions shall be limited to:

3.9.4-2

- (a) Motion to remove the Chair, which seeks to permanently remove one or multiple chairpeople from their position. This motion may interrupt a speaker and, when raised to remove all currently available chairpeople, must include a call for a new chair who shall preside over debate on this motion. Should the motion be passed, the temporary chairperson may continue to preside over the meeting until another chairperson is available.
- (b) Motion to suspend the Chair, which seeks to temporarily remove one or multiple chairpeople from their position. This motion may interrupt a speaker, must include the duration for which the Chair is suspended and, when raised to suspend all currently available chairpeople, must include a call for a new Chair who shall preside over debate on this motion. Should the motion be passed, the temporary chairperson may continue to preside over the meeting until another chairperson is available.
- (c) Motion to reverse the decision of the Chair, which seeks to appeal the decision of the Chair, and shall be debated before being put to a vote.
- (d) Motion for the suspension or adjournment of the session.
- (e) Motion to introduce, which seeks to put a decision before the meeting, shall be debated before being put to a vote. Should the decision in any way limit the rights of a potential minority in the meeting, it shall require a two-thirds majority to pass.
- (f) Motion to adjourn the item under discussion, which seeks to table the item currently under discussion until a specified later time.
- (g) Motion that the question be now put to a vote, shall require a two-thirds majority.
- (h) Motion for reference back, which seeks to refer the item being discussed to an existing or directly created body, and which calls for a specific time when said body must refer back, shall be debated before being put to a vote.

3.9.4-3

In debate on a Procedural Motion, the only speakers allowed shall be the mover of the motion and the mover of the resolution or amendment, who shall have the right to reply; if the motion is not raised during a resolution or an amendment, there shall be no right to reply. Should any of these motions passed during a Standing Committee have an effect external to the Standing Committee itself, it shall be brought as a recommendation to the General Assembly.

3.9.4-4

### 3.9.5 Minutes

The decisions of the General Assembly shall be entered in the minutes and will be made available to the members no later than 30 days following the adjournment of the General

3.9.5-1

Assembly and shall be signed by one of the auditors. This falls under the responsibility of the two auditors.

In the case of an Extraordinary General Assembly, no decisions on items not mentioned on the agenda can be taken.

3.9.5-2

The minutes will be approved by the next General Assembly.

3.9.5-3

## 4 BUREAU

The Bureau members will be mutually responsible for all its activities. The President, Secretary General and Treasurer function as the core-three responsible for the day-to-day activities of the Federation. Newly elected Vice Presidents need to communicate their areas of responsibility to the IFLRY Member Organizations after the first Bureau meeting of their terms in office.

4-1

A quorum of more than 50% of the Bureau members with voting rights is needed in order for a decision to be valid.

4-2

If a Bureau member fails to attend more than three Bureau Meetings in a row, without explaining the reason for not attending, their position will be discussed by the Bureau. The Bureau may suspend the Bureau member in question, by a two-thirds majority vote.

4-3

Moreover, the Bureau can also call a vote to suspend a Bureau member if that member has become a serious liability to IFLRY's reputation, is suspected of some serious misconduct, or is suspected of fraudulent behaviour. Such a vote has to be called for by at least three Bureau members, and announced to the Bureau and MOs at least two weeks before the Bureau vote for suspension. The announcement has to include the grounds on which the three Bureau members believe this paragraph to be applicable. For this vote the member who is proposed to be suspended has no vote, and the vote is carried if and only if no present Bureau member votes against it, and a majority of Bureau votes cast being in favour (counting present abstentions as votes cast).

4-4

A suspension removes a Bureau member from his or her position up to and including the next GA, unless a simple majority of the Bureau vote to remove the suspension. In a case where the suspension still stands, there will be a vote of no confidence against the suspended member organized as per the procedure in [Article 3.6.5: Expulsion and Replacement](#) at the next General Assembly. If the motion of no-confidence fails the member is reinstated. If a motion of no-confidence is carried, elections are organized as per the procedure in [Article 3.6.5: Expulsion and Replacement](#).

4-5

If a Bureau member is suspended, the subsequent vacant position can be filled by the re-

4-6

maintaining bureau, under the same regulations as that for resigning Bureau members under [Article 3.6.5: Expulsion and Replacement](#).

#### 4.1 TERM

The President, the Secretary General and Treasurer are elected for the period of two years until the next General Assembly. The four Vice Presidents are elected for the period of one year until the next General Assembly. Notwithstanding the right of the General Assembly to put the Bureau on question and to force Bureau Members to resign.

4.1-1

#### 4.2 BUREAU OBLIGATIONS

##### 4.2.1 Action Plan

Every newly elected Bureau shall draft an Action Plan for the whole mandate within the next two months after its election. This Plan of Action will be sent to the member organizations no later than these two months after the General Assembly. The Action Plan will be adopted at the first General Assembly after the General Assembly in which the Bureau is elected.

4.2.1-1

##### 4.2.2 Annual and Interim Report

The Bureau will have to submit for adoption once a year an Annual Report at least four weeks before the start of the General Assembly. The Annual Report outlines the achievements of the organization in relation to the objectives laid down in the Action Plan. The Annual Report will be presented by the President.

4.2.2-1

If there is more than one statutory meeting every year, the Bureau will present an interim report to show what the current status of the realisation of the Action Plan is.

4.2.2-2

##### 4.2.3 Bureau Reports

The Bureau is required to submit a written report to the member organizations on its activities four weeks before the start of the General Assembly. This report will reflect the work carried out by each individual Bureau member and will be presented at the General Assembly.

4.2.3-1

### 5 ADVISORY COUNCIL

The Advisory Council (AC) members will be mutually responsible for all its activities. If an AC member fails to attend more than three AC meetings in a row, without explaining the reason for not attending, their position will be discussed by the AC. The AC may suspend the AC member in question, by a two-thirds majority vote.

5-1

Moreover, the AC can also call a vote to suspend an AC member if that member has become a serious liability to IFLRY's reputation, is suspected of some serious misconduct, or is suspected of fraudulent behaviour. Such a vote can be called for by any AC member and has to be announced to the Bureau and MOs at least two weeks before the AC vote for suspension. The announcement has to include the grounds on which the AC member(s) believe this paragraph to be applicable. For this vote, the member who is proposed to be suspended has no vote, and the vote is carried if and only if no present AC member votes against it, and a majority of AC members' votes cast being in favour (counting present abstentions as votes cast).

5-2

A suspension removes an AC member from his or her position up to and including the next GA unless a simple majority of the AC votes to lift the suspension. In a case where the suspension still stands, there will be a vote of no confidence against the suspended member organised as per the procedure in [Article 3.6.5: Expulsion and Replacement](#) at the next General Assembly. If the motion of no-confidence fails the member is reinstated. If a motion of no-confidence is carried out, a replacement will be appointed by the GA as per the procedure in [Article 3.6.4: Advisory Council Appointments](#).

5-3

## 5.1 CHAIR

The AC will elect a chair after every change in its membership, or whenever it sees fit. The chair will be elected by a simple majority. The AC will see to it that the result of this election is related to the Bureau, the Office and the Member Organisations.

5.1-1

## 5.2 TERM

A member of the AC is elected for a period of two years until the next General Assembly. A member can then decide on their own to serve another term. This decision has to be confirmed by the General Assembly. They can however serve no more than two consecutive terms.

5.2-1

## 5.3 AC RESPONSIBILITIES AND OBLIGATIONS

### 5.3.1 Action Plan

As specified in [Article 4.2.1: Action Plan](#), the AC will provide feedback and advice to the Bureau about its draft Action Plan before it is sent to the member organisations.

5.3.1-1

### 5.3.2 Guidance and support with individual projects

At the request of the Bureau, the AC can be called upon to provide guidance and support on specific topics. This could be the development of a project the Bureau wants to implement, guiding meetings, and providing the Bureau with support when communicating with external

5.3.2-1



parties. The AC will offer support whenever appropriate. The Bureau can approach the AC for support at any time.

### 5.3.3 *Relations with the Bureau*

The Secretary-General will keep the AC informed on issues within the Bureau, even when they can be resolved without the AC's involvement. However it is not the job of the AC to manage the Bureau, but merely to observe, give advice and offer help when appropriate.

5.3.3-1

### 5.3.4 *Regular meeting AC and SG/G3*

In order to facilitate the AC in the execution of the above-named tasks, the Secretary-General will have a meeting with the AC at least once every three months. The President and Treasurer are also entitled to join this meeting. In addition, a meeting will be held with the outgoing SG after the handover to a new Bureau. The outgoing President and Treasurer are also entitled to attend this meeting. The exact moments these meetings occur will be decided jointly by the AC and SG/G3 (i.e. President, SG and Treasurer), but they should be held within this timeframe:

5.3.4-1

- In the first quarter after the election of the Bureau: finalise the Action Plan
- In the second quarter: general progress
- In the third: general progress
- In the fourth: evaluate year one
- In the fifth: finalise the updated Action Plan
- In the sixth: general progress
- In the seventh: general progress
- In the eighth: evaluate term of the Bureau

5.3.4-2

### 5.3.5 *Relationship to the GA*

No later than four weeks before every General Assembly, the AC and the Bureau will submit joint reports on the overall performance of the Federation, which includes the progress on the Action Plan and reports by every Bureau member on their work since the last General Assembly. For a more detailed description of the process, see [Article 4.2.2: Annual and Interim Report](#) and [Article 4.2.3: Bureau Reports](#).

5.3.5-1

### 5.3.6 *Recommending new members*

If there are vacancies on the AC, the AC has a duty to recommend new members to the General Assembly.

5.3.6-1

### 5.3.7 Eligibility

To ensure an adequate understanding of the workings of an organisation like IFLRY, a candidate for AC membership must have at least two years of experience in an elected or managerial position in the liberal network.

5.3.7-1

### 5.3.8 Conflict of Interest

To avoid any conflict of interest, AC members are not allowed to be active in IFLRY in any other capacity. Furthermore, they are only allowed to attend General Assemblies, and do so in an observatory capacity.

5.3.8-1

## 6 AUDITORS

It is the responsibility of the auditors to make their annual report available once a year to the member organizations two weeks before the General Assembly takes place.

6-1

## 7 OMBUDSPERSON

It is the responsibility of the ombudsperson to make their annual report available once a year to the member organizations two weeks before the General Assembly takes place.

7-1

## 8 OFFICE

The Office shall submit a written report to the member organizations on its activities two weeks before the start of the General Assembly. This report will reflect the work carried out by the Office, including the Executive Director and other staff and will be presented at the General Assembly.

8-1

## 9 RULES OF PROCEDURE

The interpretation of these Rules of Procedure shall be subject to the ruling of the General Assembly. Where the Statutes or the Rules of Procedure cannot be applied, the General Assembly decides. In cases of contradiction between the Rules of Procedure and the Statutes of the association, the Statutes take precedence.

9-1

Every proposal that aims to change these Rules of Procedure must be submitted to the Office at least four weeks prior to the General Assembly, or one week after the announcement of an Extraordinary General Assembly. The proposal is adopted if decided by a two-thirds majority.

9-2

All changes to the Rules of Procedure take effect immediately after the end of the General Assembly in which they are adopted.