

# New Rules of Procedure:

## Chapter 1: General

### Article 1 - General - Introduction

1. These Rules of Procedure further specify the LYMEC Statutes. These Rules of Procedure replace the following documents:
  1. Congress rules
  2. Financial protocol
  3. Motion 10.22: Code of Conduct
  4. Motion 10.24: Equality & diversity plan
  5. IMS internal rules

### Article 2 - General - Amendments and deviations

1. These Rules of Procedure can be amended or withdrawn by a simple majority at the Congress according to the deadlines in Article 9. Textual amendments that do not change the meaning of the Rules of Procedure can be enforced by the Bureau. The Bureau should report such corrections to the Congress, which can reject the corrections by a simple majority.
2. Deviations from these Rules of Procedure can be decided in special cases by an absolute majority vote of those present at the Congress.
3. Only an IMS General Meeting may draft amended articles on the internal functioning of the individual members' section. These amendments are ratified by the Bureau.

## Chapter 2: Congress

### Article 3 - Congress - Power

1. In addition to the powers listed in article 12 of the Statutes, the Congress has the power to:
  - a. approve and modify policy statements, such as the electoral manifesto;
  - b. adopt motions or resolutions;
  - c. adopt the programme of action;
  - d. amend the rules of procedure

### Article 4 - Congress - Call

1. A Congress meeting can be called in accordance with Article 13 of the Statutes.

2. The Bureau shall decide the date and location of the Congress if it has not been decided at the previous Congress.
3. The Bureau shall send out information concerning the date and location of the Congress at least eight weeks before the Congress takes place.
4. The agenda of the Congress shall be proposed by the Bureau and shall be sent out to all members at least eight weeks before the Congress takes place.
5. In extraordinary circumstances, the Bureau can decide to hold the Congress via digital means and shall inform the member organisations and individual members' sections of this decision immediately. Should at least one third of all full member organisations object, this decision shall be overruled.

## Article 5 - Congress - Functioning

1. The Congress, in principle, functions in public.
2. The Congress can decide, in accordance with Article 12 of these Rules of Procedure, that a specific agenda point be dealt with in closed session.
3. The internal discussion on membership applications is dealt with in closed session. Participants from the Congress who do not represent a full member organisation or who are not a Bureau Member, a member of the Secretariat, an Internal Auditor, the IFLRY representative, a member of the Chairing Panel or an Individual Member Delegate are required to leave the room.

## Article 6 - Congress - Composition

1. Participants to the Congress are, with voting rights:
  - a. Delegates from full member organisations;
  - b. Delegates from the Individual Members Section
2. Participants to the Congress are, without voting rights:
  - a. delegates from associate member organisations;
  - b. the Bureau;
  - c. the Secretary General;
  - d. the internal auditors
  - e. the IFLRY representative
3. Upon discretion by the Bureau, participants in the Congress are, without voting rights:
  - a. Members of the LYMEC Secretariat other than the Secretary General;
  - b. Individual members other than individual member delegates;
  - c. Guests, including applicant organisation representatives and the Chairing Panel.
4. Suspended member organisations and individual members shall, in principle, not be invited to the Congress.
5. Members of the Bureau, members of the Secretariat, the IFLRY representative and Internal Auditors cannot represent a member organisation at the Congress.

6. As a general principle, delegations shall consist of three delegates for a full member organisation and two delegates for an associate or applicant member organisation. This number can be adjusted by the LYMEC Bureau for logistical and financial reasons.

## Article 7 - Congress - Roll call and voting rights

1. At the beginning of a Congress, a roll call shall be undertaken by the Secretary General in order to distribute votes and determine the required quorum, which consists of one-third of the votes at the Congress according to Congress registration. Questions concerning the quorum or majorities shall be directed to the Chair. It is the responsibility of the Chairing Panel to ensure that a quorum is established at all times.
2. Full member organisations shall have a minimum of 3 votes
3. Full member organisations shall be granted additional votes according to the following table:

Amount of members	Number of additional votes
500-999	1
1.000-1.999	2
2.000-3.999	3
4.000-5.999	4
4.000-5.999	5
8.000-9.999	6
10.000+	7

4. Individual members shall be granted votes according to the following table

Amount of members	Number of additional votes
1-499	3 delegates receive 1 vote each
500-999	4 delegates receive 1 vote each
1.000-1.999	5 delegates receive 1 vote each
2.000-3.999	6 delegates receive 1 vote each
4.000-5.999	7 delegates receive 1 vote each
4.000-5.999	8 delegates receive 1 vote each

8.000-9.999	9 delegates receive 1 vote each
10.000+	10 delegates receive 1 vote each

5. Full Member Organisations shall appoint, before a deadline established by the Bureau, a Head of Delegation who will cast votes on behalf of the organisation. The Member Organisation may request a change in the Head of Delegation.
6. No delegate may exercise votes for multiple delegations at the same Congress.
7. A delegation may only cast a vote if present at the last roll call.

## Article 8 - Congress - Voting

1. In case of voting, a simple majority of those present at the Congress is required unless otherwise stipulated in the Statutes or these Rules of Procedure.
2. The vote count is based on the most recent roll call at Congress.
  - a. In deviation from this article, the vote count when voting on amending the Statutes or Rules of Procedure will be equal to the votes of all those registered to the Congress.
3. A simple majority means that:
  - a. the number of votes in favour of a proposal is greater than the number of votes against the proposal.
  - b. the number of votes in favour of one candidate is greater than the number of votes in favour of the other candidate(s).
4. An absolute majority means that the number of votes in favour of a proposal or of a candidate exceeds half of the vote count.
5. A two-thirds majority means that the number of votes in favour exceeds the number of votes against by at least a factor of two.
6. The voting result, including the number of abstentions and invalid votes, shall be noted in the Congress minutes.
7. Voting by proxy is not allowed.

## Article 9 - Congress - Reporting

1. The Congress shall receive, according to the deadlines in Article 9 of these Rules of Procedure:
  - a. from the Bureau:
    - i. a Programme of Action, detailing the plans of the incoming Bureau for the upcoming mandate;
    - ii. a draft budget for the following year at the Autumn Congress;
    - iii. an updated budget of the ongoing year at the Spring Congress;
    - iv. an annual financial report of the preceding year at the Spring Congress;
    - v. an interim financial report of the ongoing year at the Autumn Congress;

- b. from each individual Bureau Member, a report for the period since the preceding Congress;
- c. from the Secretary General, a report for the period since the preceding Congress;
- d. from the Internal Auditors, a report for the period since the preceding Congress.

## Article 10 - Congress - Deadlines

1. For Congresses, the following deadlines apply to provide the Secretariat with the relevant documentation:
  - a. 8 weeks before the Congress:
    - i. Date and location of the Congress;
    - ii. Proposed agenda of the Congress;
    - iii. Proposal of Statutory changes;
    - iv. Proposal of changes of Rules of Procedure;
    - v. Applications for full membership;
    - vi. Application for associate membership;
    - vii. Changes in member organisations;
    - viii. Membership fee invoices;
    - ix. Proposal to disaffiliate or suspend membership;
    - x. List of resolutions to be archived.
  - b. 4 weeks before the Congress:
    - i. Annual Financial Report with the external Auditors' report;
    - ii. Annual Budget;
    - iii. Approval of new external Auditor;
    - iv. Bureau reports;
    - v. Secretary General's report
    - vi. IMS report;
    - vii. Programme of Action;
    - viii. Motions and resolutions;
    - ix. Proposal for prolonging the validity of resolutions;
    - x. Applications for reduced membership fees and payment arrangements;
    - xi. Proposal of the new Secretary General.
  - c. 2 weeks before the Congress:
    - i. Internal auditors' report.
  - d. 1 week before the Congress:
    - i. Amendments to motions and resolutions;
    - ii. Mergers of Proposed Motions & Resolutions.
  - e. Before the start of the Congress
    - i. Amendments to amendments of motions and resolutions;
    - ii. Amendments to Merged Proposed Motions & Resolutions;
    - iii. Urgent resolutions.

## Article 11 - Congress - Chairing Panel

1. The Congress Chairing Panel, in principle, consists of three persons. It is proposed by the Bureau, and confirmed by an absolute majority. The confirmation takes place immediately following the determination of the quorum and the distribution of the votes.
  - a. Under special circumstances, the Bureau can decide to propose a different number of chairpersons to the Chairing Panel.
2. The Chairing Panel acts as the presiding office of the Congress.
3. The Chairing Panel ensures the orderly progression of the Congress, in accordance with the Statutes and the Rules of Procedure.
4. The Chairing Panel must act as an impartial party. If a member of the Chairing Panel wishes to voice a personal opinion, they should recuse themselves from chairing the Congress any further.
5. Should the confirmation of the Congress Chairing Panel fail, delegates of Member Organisations or Individual Members can propose candidates for the Chairing Panel. They are then elected according to Article 16 (2) of these Rules of Procedure.
6. The Chairing Panel may call to order speakers who deviate from the essence of the debate. If someone has been called to order twice, the Chairing Panel may ban the speaker from speaking again for the remainder of the agenda point.
7. Immediately after the confirmation of the Chairing Panel, the Congress shall appoint Congress Secretaries charged with producing a written record of the Congress, referred to as the Congress minutes, and submitting them to the register.
8. The President presides over the Congress from the convening of the Congress until the Chairing Panel has been confirmed, and in the case of the removal of the entire Chairing Panel, between the moment of such removal and the election of the new Chairing Panel.

## Article 12 - Congress - agenda

1. Adoption of the Congress agenda shall be the first point discussed after the confirmation of the Congress Chair.
2. The Congress agenda, as proposed by the Bureau, shall be adopted by a simple majority.
3. Congress can propose amendments to the agenda by a simple majority.
4. Any further change to the agenda after its adoption may be introduced in the form of a point of order.
5. Proposals of organisational nature shall be discussed first, in the order proposed by the Bureau. A change to this order can be proposed through a point of order.
6. Resolutions shall be discussed in an order to be decided immediately following the adoption of the agenda by a ballot, which allows delegates to rank choices in order of priority. Proposals to prolong the validity of resolutions to be archived shall be discussed before other resolutions.
7. Motions and resolutions not submitted by the deadline, as in article 9, shall be included, if declared urgent by a two-thirds majority vote.

## Article 13 - Congress - order

1. The Chairing Panel gives the floor to speakers in the order in which they signify their desire to speak.
2. The Chairing Panel may decide to interrupt the Speakers' list to give the floor to another participant of the Congress, for example, when clarification or an immediate response is desired.
3. A point of order is a motion concerning the order of the Congress. A point of order can be raised by any participant of the Congress, as in articles 6(1) and 6(2). A point of order shall be dealt with immediately. A non-exclusive list of possible points of order can be found in Annex II.
4. If a point of order is being raised, the Chairing Panel shall immediately state whether the point of order is accepted, not accepted or be put to a vote.
5. The Chairing Panel may allow debate on a point of order.
6. Any decision by the Chairing Panel may be challenged by any participant of the Congress as in article 6(1) and 6(2) of these Rules of Procedure. In this case, the Chairing Panel shall immediately submit the point of order to the Congress for a vote by a simple majority.
7. A vote of no confidence, as in Article 19 of these Rules of Procedure, shall be dealt with in the same fashion as a Point of Order. A vote of no confidence shall be supported by at least 5 full member organisations or individual member delegates.
8. In deviation from paragraph 3 of this article, points of order calling for a revote, a private vote, a roll call vote, a closed session or a vote to limit a participant's speaking rights shall be supported by at least 5 full member organisations or individual member delegates.
  - a. If a vote by roll call is taken, full member organisations and individual member delegates shall be called on to vote by the Chair in alphabetical order.
  - b. The result of a vote by roll call must be noted in the Congress minutes.
  - c. In case of a private vote, delegates will be enabled to vote anonymously. Only the result of the vote may be noted in the minutes.
  - d. A point of order challenging a vote can only be made immediately following the vote.
9. A vote can only be interrupted by a point of order concerning the ongoing vote.
10. The Chair may propose to limit the number of speakers or the time per speaker.
11. The Congress adjourns either once the full agenda has been dealt with, at a time set by the Bureau in the agenda, or upon a point of order requesting that the Congress adjourn, whichever comes earlier.
12. Anybody may address the Congress in a language other than English, as long as they themselves provide for interpretation into English.

## Article 14 - Congress - proposals

1. Participants of the Congress, as in articles 6(1) and 6(2) of these Rules of Procedure, can table resolutions and motions at the Congress.
2. All proposals in this article are subject to the deadlines stated in Article 9.

3. Resolutions are policy proposals.
4. Motions are proposals of an internal, statutory, or organisational nature.
5. Eligible proposals of resolutions shall specify the chapter of the Policy Book to which the resolution pertains and shall specify which resolutions will be archived by passing the proposed resolution. If no resolutions will be archived, this shall also be specified.
6. Resolutions approved at the Congress are added to the LYMEC Policy Book, which is in its updated form to be distributed electronically to members no later than four weeks after each Congress.
7. There are three ways to achieve resolutions:
  - a. A resolution proposed for adoption may, in its text, call for archiving one or more resolutions in the LYMEC Policy Book on the same topic.
  - b. A motion may be proposed to archive a resolution, accompanied by an explanation for the motivation behind the proposed archiving.
  - c. Resolutions are archived automatically after the Congress taking place 6 years after the passing of the resolution.
8. The LYMEC Bureau shall provide the Congress with a list of resolutions to be archived at the upcoming Congress.
9. A member organisation, an IMS delegate or the LYMEC Bureau may table a motion for prolonging the validity of one or several resolutions up for automatic archiving.
10. Where two or more proposals are submitted to the same Congress and cover the same or similar topics, a merged proposal may be submitted:
  - a. The Bureau shall ask Member Organisations and/or Individual Members who have submitted proposals on the same or similar topics to consider a merged proposal.
  - b. Submission of a merged proposal automatically results in the withdrawal of the original proposals that were merged.

## Article 15 - Congress - Proposal deliberation

1. Motions and resolutions are discussed according to the following procedure:
  - a. Introduction: Before the start of the debate, the mover shall be given the possibility to introduce the motion or resolution.
  - b. First reading: Any amendments are debated during the first reading, according to the following procedures:
    - i. If two or more amendments to a motion or resolution are proposed, the Chair shall decide on the order in which they are to be discussed and voted upon.
    - ii. If two or more amendments concern the same part of a text, the Chair shall decide on the order in which they are to be discussed and voted upon, beginning with the proposal furthest removed in substance from the original text, which can typically encompass proposals to delete or add large portions of text; subsequently continuing with the proposal next furthest removed, until all amendments have been put to a vote.
    - iii. Amendments to amendments shall be discussed in the same way, prior to the amendment in question.

- iv. If all movers of a resolution or motion agree, they can accept any proposed amendment, but only prior to its discussion.
- v. Amendments or amendments to amendments pertaining to a resolution deemed urgent, and amendments to amendments to merged proposals, may be proposed at any time before or during the first reading.
- c. Second and final reading: The motion or resolution, as amended, is discussed. The mover of the proposal shall be given the possibility to make a closing argument at the end of the second reading.
- 2. The speaking time when discussing proposals during Congress is, in principle, limited to two minutes per introductory or closing speech, and one minute for those speaking in favour or against a proposal or an amendment, unless decided otherwise by the Congress.

## Article 16 - Congress - Election order

1. The deadline for proposing a candidate for an election is the start of the agenda point on the election
2. Each candidate has the opportunity to present his/herself to the Congress. Different candidates for the same position present themselves in alphabetical order by first name in the Latin alphabet, unless candidates for the same position themselves unanimously agree on a different order. They are each allocated the same time (to be decided by the Congress Chair) for presenting themselves.
  - a. Congress participants shall be given the opportunity to ask the candidates questions. The Chair of the Congress shall act as moderator.
3. When several elections are due to take place, the following order of elections shall be observed during the Congress:
  - a. The President (1)
  - b. The Vice President (1)
  - c. The Treasurer (1)
  - d. The General Bureau Members (4)
  - e. The Auditors and their substitutes (2+2)
  - f. The LYMEC delegates to the ALDE Party Congress and approval of the LYMEC Policy officer as delegation leader (9)
  - g. The LYMEC Representative to the IFLRY Bureau (1)
4. The elections will take place consecutively and as separate agenda points.

## Article 17 - Congress - Election procedure

1. Elections for a position with only 1 seat shall take place in the following way:
  - a. Votes are cast for one candidate. The candidate receiving the absolute majority of cast votes is elected.
  - b. In the event that there is only one candidate for a position, and they do not receive the required absolute majority of cast votes, the Chair shall ask the Congress again if there are further candidates who wish to declare their

- candidacy, and then immediately repeat the election. The candidate who receives a simple majority of cast votes is then elected.
- c. If an election is held with two or more candidates, and no candidate receives the required absolute majority of votes cast in the first ballot, a second ballot will take place between the two candidates receiving the most votes cast. The candidate who receives a simple majority of cast votes is then elected.
2. Elections for a position with multiple seats shall take place in the following way:
    - a. Votes are cast for N candidates, whereby N represents the number of seats to be filled. The N candidates with the highest number of votes are elected.
    - b. Ballots with votes cast for fewer or more than N candidates shall be invalid.
    - c. In the event of a tie between 2 or more candidates for place number N, a second ballot shall be organised between these candidates, with the candidate receiving a simple majority being elected. In the event of another tie, the election will be decided by casting lots taken from the Chair.
    - d. In the case of the internal auditors' election, in deviation from paragraph 2(a) in this article, it is possible to vote for anywhere up to 4 candidates. The two candidates with the highest number of votes cast shall be elected internal auditors, and the two candidates with the third and fourth highest number of votes cast will be elected first and second substitute internal auditors according to their vote count.
  3. For the election for the ALDE delegation, in compliance with regulations imposed on the ALDE Party by the European Parliament, a maximum of one out of three delegates (33.3%), including the delegation leader, can be non-EU. In principle, those with the most votes will get elected to the delegation. However, when necessary, non-EU candidates will be pushed down on the list until the ratio allows for another non-EU candidate to be elected.
    - a. *Non-EU*, as meant in this provision, shall be considered a person who is not a citizen of one of the European Union member states.

## Article 18 - Congress - Secretary General Approval

1. The Bureau shall publish an open call for candidates for the position of Secretary General no later than two months before the start of the Congress at which the approval should take place.
2. The Bureau proposes the candidate it deems to best meet the published criteria to Congress no later than four weeks before the Congress at which approval should take place.
3. Approval of the Secretary General, or the renewal of his mandate, requires an absolute majority.
4. Should the approval fail, then the position will remain vacant until a Secretary General is elected at the next Congress.
5. In case of a failed approval or the Secretary General stepping down between two congresses, the Bureau can appoint an interim Secretary General for the period until the next Congress

## Chapter 3 - Officials

### Article 19 - Officials - General provisions

1. The Bureau and the Secretary General represent LYMEC externally.
2. The IFLRY representative may represent LYMEC towards IFLRY.
3. Others may only represent LYMEC or speak on behalf of LYMEC after written approval from the Bureau.
4. Bureau members, the Secretariat and the IFLRY representative should refrain from intervening in internal affairs of Member Organisations or their mother parties, such as internal elections.

### Article 20 - Officials - Bureau

1. The LYMEC Bureau, whose responsibilities are described in articles 18 to 20 of the Statutes, is elected by the Congress, in accordance with article 16 of the Rules of Procedure.
2. In accordance with Article 18 of the Statutes, the Congress can terminate at any time the mandate of a Bureau Member through a vote of no confidence. This vote of no confidence has to be approved by a two-thirds majority.
3. LYMEC Bureau members are given specific responsibilities as specified in Article 27 of the Statutes or, where not specified, as decided by the Bureau. The Bureau always remains collectively responsible for any actions undertaken by any of its members in its capacity as a Bureau Member. The LYMEC Bureau, therefore, speaks with one voice.
4. In the case of a resignation or a dismissal of a Bureau Member, the Bureau can appoint an interim Bureau Member until the next Congress. Only elected Bureau Members shall have voting rights on the Bureau.
5. Bureau Members shall be reimbursed for expenses made in their capacity as a Bureau Member according to these Rules of Procedure. Bureau Members shall not be remunerated for their position.
6. The LYMEC Bureau may commence disciplinary procedures against Individual Members and take disciplinary measures such as the suspension or disaffiliation of an individual member in accordance with Article 47 of these Rules of Procedure.
7. The LYMEC Bureau may, in extraordinary cases, suspend the membership of an individual member with immediate effect.

### Article 21 - Officials - the Secretariat

1. The LYMEC Secretariat consists of the Secretary General and other staff members.
2. The Secretary General leads the Secretariat.
3. The Secretary General, in accordance with Article 27 of the Statutes, is mandated by the Bureau to be in charge of the daily management of LYMEC.

- a. The workload may be divided between the different staff members in consultation with the Bureau.
4. Rules concerning the relationship between the members of the Secretariat and the Bureau as an employer shall be defined in the Work Regulation. This document is decided on by the Bureau and shall be published.
5. Members of the Secretariat shall be reimbursed for expenses made in their capacity as members of the Secretariat according to these Rules of Procedure. Remuneration of members of the Secretariat is decided by the Bureau.

## Article 22 - Officials - Internal Auditors

1. The responsibilities of the Internal Auditors are described in Article 29 of the Statutes.
2. Internal Auditors shall be reimbursed for expenses made in their capacity as Internal Auditors according to these Rules of Procedure. Internal Auditors shall not be remunerated for their position.
3. The internal auditors are only accountable to Congress.

## Article 23 - Officials - IFLRY Representative

1. The IFLRY Representative represents LYMEC to IFLRY as described in Article 3 of the Statutes.
2. The LYMEC Bureau shall launch an open call for candidates
3. The IFLRY Representative shall be proposed by the LYMEC Bureau to the Congress at the first Congress after the start of the Bureau mandate.
4. The LYMEC Bureau can decide to appoint an interim IFLRY representative for the period until the next Congress. The interim IFLRY representative must be proposed to the first upcoming Congress for the remainder of the term.
5. The IFLRY Representative shall be reimbursed for expenses made in their capacity as IFLRY Representative according to these Rules of Procedure. The IFLRY Representative will not be remunerated for their position.
6. The IFLRY representative is accountable to and can be dismissed by the LYMEC Bureau.
7. The IFLRY representative may serve for a maximum of two terms of two years, not including an eventual interim period.

## Article 24 - Officials - ALDE Delegation

1. The 9 ALDE Delegates are elected by Congress for a one-year mandate.
2. A Bureau member selected by the LYMEC Bureau will be the delegation leader and the 10th delegate.
3. The ALDE Delegates shall be partially reimbursed for expenses made in their capacity as ALDE Delegates in a way decided by the Bureau. The ALDE Delegates will not be remunerated for their position.

4. As described in Article 16 of these Rules of Procedure, a maximum of one out of three delegates shall not be citizens of an EU member state.

#### Article 25 - Officials - Committee of Discipline and Arbitrage

1. The Committee functions in accordance with Article 30 of the Statutes.
2. Members of the Committee will not be remunerated for their position.

#### Article 26 - Officials - Ombudspersons

1. There shall be both permanent and temporary ombudspersons.
2. The Secretary General shall, in principle, function as the permanent ombudsperson. The Bureau can make a reasoned deviation from this principle.
3. Ombudspersons will be responsible for the reporting procedure as described in Article 31 of these Rules of Procedure.
4. Per event, the Bureau shall appoint 2 additional Ombudspersons, one being a LYMEC Bureau member and one from outside the LYMEC Bureau.
5. Ombudspersons will not be remunerated for their position.

#### Article 27 - Officials - Libertas Editor-in-Chief

1. The LYMEC Bureau shall appoint an Editor-in-Chief for Libertas, LYMEC's publication.
2. The LYMEC Bureau can dismiss the Editor-in-Chief.
3. The Editor-in-Chief shall be in charge of the editorial team of Libertas.
4. The Editor-in-Chief shall ensure all content produced is approved by the Bureau before publishing.
5. The Editor-in-Chief will not be remunerated for their position.

#### Article 28 - Officials - Data Protection Officer

1. The LYMEC Bureau shall, in accordance with the General Data Protection Regulation, appoint a Data Protection Officer.
2. The Data Protection Officer will be in charge of advising on the proper use of personal data.
3. The Data Protection Officer will not be remunerated for their position.

#### Article 29 - Officials - IMS Steering Committee

1. The IMS Steering Committee functions in accordance with Article 7 of the Statutes.
2. In addition to that described in the Statutes, the IMS Steering Committee shall:
  - a. Organise General Meeting at least once per year;
  - b. inform the IMs regularly about opportunities in the IMS;

- c. be the primary point of contact for current or potential individual members and answer their questions;
  - d. coordinate with the IMS Delegates on all relevant matters;
  - e. initiate disciplinary procedures against IMs who fail to comply with these Rules of Procedure;
  - f. send a written report to the congress and to the individual members at least once a year at the LYMEC Spring congress in accordance with the deadlines in article 9 of these Rules of Procedure.
3. The IMS Steering Committee may:
- a. form an IMS working group on a specific task or topic;
  - b. appoint regional IMS coordinators to increase IMS activity in a specific region;
  - c. organise events, in cooperation with the LYMEC Bureau, aimed specifically at IMs;
  - d. open a disciplinary procedure against one or more of the individual members and take disciplinary measures such as the suspension or put forward to the Congress the disaffiliation of the individual member.

## Article 30 - Officials - IMS Delegates

1. The IMS Delegates shall function in accordance with Article 7 of the Statutes.
2. In addition to that described in the Statutes, the IMS Delegates shall:
  - a. represent the Individual Members at LYMEC congresses by holding individual voting rights;
  - b. involve the individual members in the preparation of the congress and organising pre-congress meetings;
  - c. represent and involve the Individual Members in the policy-making process of LYMEC along the year;
  - d. coordinate with the Steering Committee on relevant matters;
  - e. be a secondary point of contact for individual members;
  - f. report to the individual members after each congress.
3. The IMS Delegates may:
  - a. divide responsibilities amongst each other;
  - b. delegate their vote at the Congress to another IMS delegate if a delegate cannot attend Congress.

## Chapter 4: Discipline and Arbitrage

### Article 31 - Discipline and Arbitrage - General statements

1. This chapter shall apply to anyone involved in LYMEC, be it an official, a participant, a delegate, a guest or a person in any other capacity.

2. Anyone shall behave in line with LYMEC's values. Discrimination, abuse or transgressive behaviour will not be tolerated. LYMEC's events are to be safe for everyone.
3. The Bureau shall be primarily responsible for ensuring a safe environment at any LYMEC event.

## Article 32 - Discipline and Arbitrage - Reporting procedure

1. Anyone can bring a report to an Ombudsperson of transgressive behaviour. The person reporting does not have to be the person adversely affected by the behaviour.
2. The Ombudsperson receiving the report shall discuss with the person adversely affected the extent to which they allow the Ombudspersons to investigate and whether the identity of the person adversely affected may be known to the reported person.
3. If the person adversely affected allows for investigation:
  - a. The Ombudsperson receiving the report, if not the permanent Ombudsperson, shall discuss the report with the permanent Ombudsperson at their earliest convenience. When not immediately available, the Ombudsperson shall discuss the report with the other Ombudsperson at the event.
  - b. The Ombudspersons shall engage in a conversation with the reported person to hear their side of the story
4. The Ombudspersons, acting only after deliberation amongst each other and the person adversely affected, can take any of the following actions, depending on the severity of the report:
  - a. Remind the reported person of their responsibility to behave appropriately and in line with LYMEC's values.
  - b. Propose a meeting with the reported person, the person adversely affected and/or the reporting person to clarify misunderstandings.
  - c. Ask the reported person to offer an apology.
  - d. After consultation with the President or Vice President, suspend the event and/or ask the reported person to leave for the remainder of the event or until the situation is deemed by the Ombudspersons to be resolved.
5. The permanent ombudsperson can, in especially serious cases, decide to involve the Bureau, primarily by the person of the President or the Vice President. If any Bureau Member was involved in the report, they should not be a part of the decision-making on the report.
6. The Bureau can decide on other disciplinary measures, such as a temporary or permanent ban on attending LYMEC events.
7. Any of the people involved in the process will be subject to secrecy on the process unless agreed with all parties involved in the report.
8. Reports concerning staff members do not fall under this procedure and shall be brought directly to the Vice President.
9. When an investigation is being done by law enforcement authorities, the internal procedure will be paused until a conclusion is reached by the authorities or the investigation has been halted.

## Article 33 - Discipline and Arbitrage - Appeals and Arbitrage Procedure

1. For any disciplinary measure, the parties involved can request to appeal this measure at the Committee of Discipline and Arbitrage within 14 days of the measure having been communicated.
2. The Committee, after giving all parties a chance to be heard, shall decide on granting the appeal, therefore annulling the measure, or keeping the measure in place. The Committee can also decide it is not competent to decide on the case. In this case, the measure stays in place.
3. The Committee shall communicate the decision only to the Parties involved and the Bureau.
4. When requested by the person adversely affected or the reporting person, the Committee shall not disclose their identities to the reported person. This might however, prohibit the Committee from being able to take further action.
5. The decision made by the Committee shall be final and can not be appealed.
6. The Committee can be asked to arbitrate conflicts that have taken place within LYMEC. The Committee decides whether it is competent to rule on the case. An arbitration ruling by the Committee can not be appealed.

## Chapter 5: Finances

### Article 34 - Finances - Bookkeeping

1. LYMEC uses the accrual method of bookkeeping, meaning:
  - a. revenues are reported on the profit and loss statement when they are earned (not when they are received).
  - b. expenses are reported on the profit and loss statement when they are incurred (not when they are paid).
2. The day-to-day bookkeeping is primarily managed by the Secretary General, under supervision by the Treasurer. The Secretary General may decide, with approval from the Bureau, to delegate administrative tasks concerning the bookkeeping to other staff members, while ensuring the correct performance of the tasks.
3. The Bureau can decide that the Secretary General cannot properly perform their task with relation to day-to-day bookkeeping. In this case, the Treasurer takes over the tasks.
4. The Treasurer approves all bank statements. If the Treasurer cannot approve one of the bank statements, for example, because of a lack of proper documentation or justification of an expense, the Treasurer will immediately inform the Bureau and the Internal Auditors.
5. Purchases with a price of more than €1000 that keep some value over time (excluding, for example, LYMEC-branded merchandise) shall be added to the list of fixed assets and written off over the expected lifetime of the purchase. Purchases with a price of less than €1000 shall be considered running costs under the

appropriate line. In special cases, the Treasurer can decide to add assets of under €1000 to the fixed assets.

### Article 35 - Finances - Payment methods

1. The President, the Secretary General and the Treasurer jointly hold access rights to the LYMEC bank accounts and payment methods. They are allowed to make payments in accordance with these Rules of Procedure.
2. Only with the written approval of the Treasurer and the President, other Bureau or staff members may make payments using LYMEC payment methods.

### Article 36 - Finances - Expenses

3. The Secretary General or Treasurer may authorise expenses of up to €2.500.
4. The Treasurer and the Secretary General may, jointly, authorise expenses of up to €5.000
5. The Bureau shall authorise expenses higher than €5.000 by silent approval.
6. An expense as meant in this article is also a combination of expenses that are reasonably related.
7. The authorisations as meant in this article shall be in written form and shall be recorded in the bookkeeping.
8. Any contract that binds LYMEC to periodical expenditure needs the silent approval of the Bureau.

### Article 37 - Finances - Budget

1. The Bureau shall, in accordance with Article 29 of the Statutes, submit for approval the annual budget for the following year to the Secretariat according to the deadlines in Article X.
2. If Congress fails to adopt the budget for the coming year, the last approved budget will be followed until the next Congress.
3. The Bureau can decide, when circumstances change, such as increased or decreased funding, after informing the Internal Auditors, to adjust expenses accordingly. The Bureau should inform Congress following this decision.
4. The Treasurer shall report significant overspending on any budget line (more than 10% and at least €500, whichever comes first) must be reported in the yearly financial report as well as in the Interim Financial Report. If overspending on one budget line is not compensated by underspending on another line, the Treasurer must propose a new budget at the first Congress after the overspending took place.

### Article 38 - Finances - Reports

1. The Treasurer, in accordance with Article 35 of the Statutes, shall present an annual Financial Report of the preceding year to the Spring Congress.

2. The Treasurer shall also present an “Interim Financial Report” to the Autumn Congress.
3. In addition to the items in Article 35 of the Statutes, both reports shall include:
  - a. The Profit & Loss Statement, compared to the approved budget;
  - b. the Balance Sheet from the end of the reporting period, compared to 31 december of the preceding year;
  - c. a written statement on the states of LYMEC finances in general;
  - d. a written statement on LYMEC fundraising activities and their results;
  - e. an overview of bad debt;
  - f. an overview of extraordinary refunds;
4. In addition, the Annual Financial Report shall include:
  - a. a list of member organisations that are in debt towards LYMEC as the end of the reporting period, including a short note on the efforts the Bureau has taken to contact the organisation and settle the debt;
5. In addition, the Interim Financial Report shall include:
  - a. an overview of the membership fees that were invoiced, that were paid and that remain outstanding as of the reporting date.
6. The Treasurer shall give a report on the status of the finances at the start of the Bureau meeting.

## Article 39 - Finances - Audits

1. The Internal Audits shall verify:
  - a. that the bookkeeping of LYMEC correctly presents LYMEC’s financial situation;
  - b. that expenses of LYMEC have been effective and efficient;
  - c. that the Statutes and Rules of Procedure have been complied with with regards to finances.
2. The Internal Audit shall take place twice per year, with the Annual Internal Audit to take place at least 4 weeks before the Spring Congress, preferably in January or February, and the Interim Internal Audit to take place no later than 4 weeks before the Autumn Congress, preferably in July, August or September.
  - a. The exact date of the internal audits shall be agreed on with the Secretary General, the Bureau and the Internal Auditors. If a suitable date can not be found, it can be agreed that a substitute Internal Auditor takes the place of one of the Internal Auditors. This is also the case when an Internal Auditor becomes unavailable after the date was set.
3. Both the Internal Auditors and the Bureau can request an extraordinary internal audit. The Bureau and the Secretary General shall facilitate such a request to the maximum of their ability. A date shall be set no more than six weeks after the request was done.
4. The Bureau shall provide the Internal Auditors with all information they need to fulfill their tasks. This shall include at least:
  - a. access to the bookkeeping, including the receipts;
  - b. insight into running contracts;
  - c. insight into the Balance Sheet;
  - d. insight into the Profit & Loss Statement.

5. The Bureau shall respond to requests for information from the Internal Auditors within 10 working days.
6. The Internal Auditors shall provide a report with their findings and recommendations according to the deadlines in Article 9 of these Rules of Procedure.
7. The Bureau shall respond to the audit report to Congress.
8. Once per year, if possible before the Spring Congress, there shall be an external audit.
9. The external auditors shall be selected by the Bureau and approved by the Congress for 3 years.

## Article 40 - Finances - Event fees

1. The Bureau may charge participation fees for events, including Congresses.
2. Bureau and staff members are excluded from these participation fees. The Bureau may decide to waive or reduce participation fees for other officials or participants.
3. For Congresses, potential participants can make a motivated request for a reduced fee with their registration. Should the Bureau decline the individual's request, the individual can cancel their Congress registration within seventy-two (72) hours after being informed of the refusal. In this case, the individual is not charged a cancellation fee.
4. A participant of a LYMEC event can cancel participation free-of-charge if the cancellation is received by the Secretariat at least three weeks prior to the event. The participant can request to have their participation refunded.
5. If a participant cancels participation within three weeks before the starting date of the event, the participant will be charged a cancellation fee, on top of the participation fee that may have been charged:
  - a. €50, if participation is cancelled between two and three weeks prior to the start of the event;
  - b. €75, if participation is cancelled between two weeks and forty-eight hours prior to the start of the event;
  - c. €100, if participation is cancelled after forty-eight hours prior to the start of the event.
6. If a registered participant does not show up to the event, the participant shall pay a no-show fee of €100.
7. The Bureau may decide to waive the cancellation/no-show fee when the participant can demonstrate that the cancellation/no-show was due to a *force majeure* event.
8. The Bureau may decide to deviate from the fees mentioned in paragraph 5 of this article under special circumstances.
9. The Bureau shall communicate the cancellation policy during the registration procedure.

## Article 41 - Finances - Refunds

1. Refunds shall be paid out if they comply with the instructions and deadlines given for the specific refund and with the rules set out in these Rules of Procedure.
2. Any LYMEC official who has made expenses for LYMEC purposes may submit a refund request to the Treasurer and the Secretary General in a form decided by the Bureau. Any request shall be made no later than eight weeks after the expense, or an earlier deadline communicated by the Treasurer or the Secretary General. Any request will only be considered if provided with all relevant receipts and other required documentation.
3. Eligible amounts for travel expenses can be found in Annex I.
4. LYMEC officials who will have their full travel refunded shall only book travel options after approval of the Treasurer or the Secretary General.
5. If the desired travel option by the official is more expensive than the cheapest reasonable option, the official shall cover the difference.
6. When a request is made by the Treasurer or the Secretary General, their request shall be considered by the other.
7. LYMEC shall not grant requests for costs that it deems unreasonable, such as hard liquor.
8. The Bureau may provide travel refunds of a predetermined maximum amount to participants and other contributors for an event. The maximum amount and the procedure shall be communicated to the participants and other contributors.
9. The Bureau may decide to grant extraordinary refund requests. Such granted requests should be notified to the internal auditors and to Congress.

## Article 42 - Finances - Membership fees

1. Member Organisations and individual members shall pay a membership fee in accordance with Article 10 of the Statutes.
2. Organisations becoming Associate Member Organisations at Spring Congress shall pay the Associate Membership Fee for the months between the Congress and the end of the year.
3. Organisations becoming Associate Member Organisations at Autumn Congress shall not be invoiced for the current year.
4. Organisations becoming Full Member Organisations at Spring Congress shall pay the difference between the Associate Membership Fee and the Full Membership Fee for the months between the Congress and the end of the year.
5. Organisations becoming Full Member Organisations at Autumn Congress shall not be invoiced for the difference in fees for the current year.

## Article 43 - Finances - Debt management

1. The Treasurer shall remind debtors at least three times in the first six months after the original invoice due date.
2. LYMEC shall keep an allowance for doubtful accounts for outstanding 'bad debt' from previous years.
3. When collection of the debt is no longer feasible, for example, because of severe financial problems or because a member has been disaffiliated, the Bureau can decide to write off the bad debt.

## Chapter 6 - Individual Members Section

### Article 44 - Individual Members Section - General

1. The IMS shall:
  - a. provide a forum for European liberal youth.
  - b. promote liberalism, in particular in countries where no liberal youth organisations exist.
  - c. assist in setting up liberal youth organisations in countries where they do not yet exist.
  - d. provide support to LYMEC in its various activities, in Europe and throughout the world.
  - e. assist Individual Members of LYMEC in being active within LYMEC.

### Article 45 - Individual Members Section - Rights & responsibilities

1. In addition to the rights mentioned in Article 5 of the statutes, Individual Members may:
  - a. take part in IMS activities, such as seminars and campaigns;
  - b. take part in developing LYMEC's policies and political positions;
  - c. vote for, and be elected as, IMS Delegates and Steering Committee members;
  - d. attend IMS General Meetings.
2. Individual Members shall:
  - a. adhere to the rules laid out in the Statutes and these Rules of Procedure;
  - b. pay their membership fee in due time;
  - c. help promote LYMEC's official policies and political position;

### Article 46 - Individual Members Section - General Meetings & other events

1. The IMS Steering Committee shall organise at least one IMS General Meeting per year, to which all Individual Members shall be invited. Decisions on the IMS may be taken at these IMS General Meetings.
2. IMS General Meetings can be called for by the Steering Committee or by five IMs.
3. The IMS may organise additional general meetings.
4. The IMS shall organise the following events
  - a. a debate between the candidates during the electoral campaign for the Delegate positions;
  - b. a debate between the candidates during the electoral campaign for the Steering Committee positions.

## Article 47 - Individual Members Section - Disciplinary Procedure

1. When a disciplinary procedure is opened by either the Steering Committee of the Bureau, those who opened it shall:
  - a. report the rationale for the disciplinary procedure and the proposed sanction, including a careful review of the facts of the case;
  - b. in case of the Bureau, inform the Steering Committee of the proposed sanction;
  - c. in case of the Steering Committee, bring the proposed sanction to the Bureau for approval;
  - d. inform the individual member in question that a disciplinary procedure has been opened and share the proposed sanction; The IM may request a meeting with (a delegation of) the Bureau to defend their case.
2. The Bureau decides on the given sanction.
3. If the individual member does not agree with the proposed sanction, they can appeal the decision with the CDA within fourteen days. The decision of the CDA shall be final. The LYMEC Bureau and the Steering Committee shall be made aware of the final decision.

## Annex I: Refund policy

Means of travel	Amount eligible	Proof needed
Train (second or lower class)	Full amount	1. Original ticket
Train (first class)	Amount up to the price of a second class ticket	1. Original ticket 2. Proof of the price of a second class ticket
Car	1. 0.30€ per kilometre 2. Parking costs related to the travel	1. Calculation from Google Maps or comparable website showing the distance travelled 2. Parking receipts 3. Justification for the parking costs
Airplane (economy class)	Full amount, no business class, no luggage unless proven necessary.	1. Booking confirmation 2. Boarding passes
Metro, bus, tram and ferry	Full amount	1. Original ticket
Taxi	Full amount (only if public transport was not a reasonable option)	1. Original receipt

## Annex II: Points of Order (non-exclusive)

- Motions to interrupt the Congress;
- Motions to adjourn the Congress;
- Motions to close the speakers list;
- Motions to close the debate and vote directly;
- Motions to limit or extend speaking time;
- Motions not to discuss a motion;
- Motions to close the debate and to continue with the next point of the Agenda;
- Motions to vote a proposal in sections
- Motions to change the order of the Agenda;
- Motions to reopen a point of the Agenda;
- Motions to ask for a revote;
- Motions to ask for a private vote;
- Motions to call for a roll call;
- Motions to remove a member of the Chairing Panel or the whole Chairing Panel;
- Motions to refer any matter to a rapporteur, chair of a working group or the Bureau;
- Motions to deviate from these Rules of Procedure.
- Motions to request a part of a discussion to be included in the minutes verbatim.