



## Short Guide for LYMEC delegates at ALDE Party Congress

*LYMEC holds ten votes at the ALDE Congress and correspondingly send a delegation of ten people to represent LYMEC. The delegation is elected at the LYMEC Spring Congress. To ensure that all potential candidates know what they are signing up for, the Bureau in the spring of 2016 compiled a brief overview of the tasks, responsibilities and rights associated with being a part of the delegation.*

### Election Procedure

All members of LYMEC's member organisations and individual members can be nominated or nominate themselves for the delegation up until the end of the first day of the Spring Congress.

The candidates will be given the opportunity to present themselves briefly at the congress before the elections. Each delegation must vote for ten persons (no less, no more: if you vote for less than 10 your vote will not be valid), and the 10 candidates with the most votes gets elected to the delegation. The candidates who are not elected are substitutes in case someone from the elected delegation cannot attend.

### Financial and Logistic support

LYMEC will organise and pay for accommodation for the delegates during the ALDE Party congress, either in a hostel or shared apartments. Depending upon the financial situation of LYMEC the delegates might also receive a partial travel reimbursement.

### Preparations

The delegation will stay in touch by email as well as by Skype meetings from the LYMEC Spring congress up until the ALDE Party Congress, which will be held on 1-3 December in the

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Netherlands. The delegates are required to participate in the preparations and Skype meetings and fulfil the tasks they are given. Tasks will be distributed during the Skype meetings.

The delegation will decide upon the resolutions that LYMEC will present to ALDE Party Congress. The delegates are also responsible for reading through all the submitted resolutions to ALDE Party Congress and suggesting amendments. The amendments should be in line with LYMEC policy. Usually the resolutions will be distributed within the delegation so that each delegate will concentrate on amending some, but not all, resolutions.

When all the submitted amendments are available, the delegates will go through these and make up voting lists for the delegation, so that everyone knows which amendments to vote in favour for and which to vote against. Preferably there should also be a short explanation to the suggested vote.

### **During ALDE Party Congress**

The delegation will meet with all candidates for the Alde Bureau during the congress, and the delegates are expected to attend these interviews. The delegates may also be asked to come up with or ask questions to the candidates.

The delegates are expected to attend the LYMEC fringe at the Congress, if LYMEC is organising one. It is also advisable to attend other fringe meetings during the congress.

The delegates are expected to attend the Congress sessions and the working groups on the resolutions. The delegates should be prepared to present and defend LYMECs resolutions and amendments both in the working groups and in the plenary.

Delegates are encouraged to help promote LYMEC's work and positions through social media (Twitter, Facebook, Instagram) during ALDE Party congress.

During all of the congress the delegates should keep in mind that they are not representing themselves, their MO's or mother parties but are attending ALDE Party Congress as LYMEC delegates representing LYMEC. This means that the LYMEC policy sets the guidelines for the voting. The delegation should also sit together during the congress.

### **After the Congress**

The delegation should report back to the following LYMEC congress on its activities.

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