



Rule Book of the European Green Party (EGP)

ADOPTED AT THE EGP COUNCIL IN PARIS, 12 NOVEMBER 2011
AS AMENDED AT THE EGP COUNCIL IN LIVERPOOL, 31 MARCH 2017

Rule Book of the European Green Party
Rules and Procedures within the European Green Party

Table of Content

Introduction.....	3
I. Membership	4
Article 1 Membership Categories.....	4
Article 2 Membership Criteria	5
Article 3 Membership Rights.....	7
Article 4 Membership Reporting.....	8
Article 5 Procedure for admitting new Members.....	8
Article 6 Membership Evaluation and Review.....	10
II Council.....	12
Article 7 Composition and powers	12
Article 8 Council meeting proceedings.....	12
Article 9 Quorums and votes	13
Article 10 Allocation of Votes and Delegates.....	14
Article 11 Guidelines for Delegates.....	15
III Congress.....	16
Article 12 Composition and powers	16
Article 13 Allocation of delegates and votes.....	16
IV Committee	17
Article 14 Composition.....	17
Article 15 General tasks and responsibilities	18
Article 16 Secretary-General.....	18
Article 17 Co-Chair	19
Article 18 Treasurer	19
Article 19 Election procedure of the Committee Members	20
Article 20 Allowances for Committee Members	21
V Financial Regulations.....	22
Article 21 Finance Advisory Board	22
VI Conflict Management.....	22
Article 22 Conciliation Panel	22
VII Gender balance	23
Article 23 Gender balance.....	23
VIII Decision making	23
Article 24 Decision-making process	23
Article 25 The Amendments Committee	24
IX Policy making.....	25
Article 26 Policy making	25
Article 27 Resolutions	25
Article 28 Policy Papers.....	26
X Common European Union Election Campaigns.....	27
Article 29 European election campaign	27
Article 30 Common campaigns	27
XI European Green Party Office	28
Article 31 European Green Party organisational support.....	28
Article 32 Tasks and responsibilities.....	28

XII Working Groups and Networks	29
Article 33 Rights and obligations.....	29
Article 34 The European Green Party and individuals.....	30
Article 35 Regional Cooperation	31
Article 36 Broad European perspective	31
XIII External representation	32
Article 37 European Partners.....	32
Article 38 Global Greens (GG)	34
XIV Election Procedures	34
Article 39 Provisions for election procedures.....	34
Article 40 Procedure for election to the General Assembly of the Green European Foundation.....	34
Article 41 Procedure for Election to Global Greens Coordination.....	35
Annex A Format of the membership report.....	36
Annex B Criteria for Membership fees	37
Annex C Overview of the voting procedures.....	37
Annex D List of the Working Groups and Networks.....	38
Annex E Congress Rules	39
Annex F European Green Party Organigramme	41
Annex G European Green Party Office Organigramme	42
Annex H Agreement between the European Green Party and the Federation of Young European Greens	45
Annex I Reimbursement Rules of the European Green Party	48
Annex J Financial Guidelines for Working Groups and Networks	48
Annex K Overview of the Reimbursement Rules	52
Annex L Allowances of the European Green Party Committee	53
Annex M Donation policy.....	54
Annex N Privacy policy	56
Annex O Procedures for the operation of the Conciliation Panel	57

Introduction

The European Green Party, in its mission to work for an ecologically sound, socially and economically sustainable Europe, upholding fundamental human rights, welcomes Green political parties, associates and affiliated organisations which wish to join.

Members of the European Green Party show a commitment towards the development and implementation of Green policies and practices and wherever possible strive for Green representation at all political levels. It is essential that Members of the European Green Party recognise their rights and fulfil their responsibilities as an integral part of the European Green Party.

From the outset the European Greens have recognised that there is great diversity in the traditions, attitudes and policies of its Members, and considers this diversity as a strength.

Political associations do not always define themselves as 'Greens' or even as 'parties' for a variety of reasons, determined by the circumstances of the country or system within which they operate.

The European Green Party is proud of its variety of affiliations and the openness towards all organisations that promote Green policies.

The European Green Party safeguards its reputation by the credibility, accountability and reputation of its Members.

Members acknowledge the right of the European Green Party to question and scrutinize its Members as regards their continued adherence to the Membership criteria and to act when the European Green Party's reputation is at risk.

The European Green Party Rule Book is complementary to the European Green Party Statutes. The Rule Book describes and defines the operating rules of the European Green Party and clarifies the definitions used in the Statutes and the composition of the bodies of the European Green Party. Information that is subject to change due to changes in membership, representation, budget or Council decisions on activities is represented in Annexes that are updated annually.

I. Membership

Article 1 Membership Categories

- 1.1 There are four categories of Membership of the European Green Party: Full Members, Candidate Members, Associate Members and Special Members. The European Green Party includes:
- 1.2 **Full Members**, whose programme and political work is based on an ecological, social, democratic and progressive perspective. Full Members are those Green Parties which are members of the European Green Party, and which meet the criteria for membership as detailed in Section 2.1 below.
- 1.3 **Candidate Members** are those Green Parties, either regional or national, which meet the application criteria for Candidate Members detailed in Section 2.2 below and which aspire to become Full Members of the European Green Party.
- 1.4 **Associate Members** are political organisations which have an active Green agenda and profile and which want to align themselves with the European Green Party but which do not aspire to full membership, or which by reason of national political restrictions or by the nature of their structure or circumstances, are unable to apply for membership of a European political party. Green Parties in regions outside Europe may also apply for associate status as long as there is no Global Green Federation active in their geographical space. Associate Members are welcome contributors to the European Green agenda.
- 1.5 **Special Members** are elected Members of the European Parliament who are part of the GGEP and who belong to an EGP Member. They are automatically granted special category membership in accordance with the regulations governing political parties at European level and the rules regarding their funding.
- Elected Members of the European Parliament who are part of the GGEP but who do not belong to an EGP Member can also be granted special category membership by Council by a three-quarters majority of the Allocated Votes.
- All such MEPs exercise their membership collectively through the GGEP.
- 1.6 In addition to the membership categories listed above, the European Green Party has three European partners:
- the Green Group in the European Parliament (GGEP),
 - the Green European Foundation (GEF) and
 - the Federation of Young European Greens (FYEG),
- which participate in the activities of the European Green Party as defined in Article 37 below.
- 1.7 The overview of the European Green Party membership is to be found in the Annex B of the Statutes.

Article 2 Membership Criteria

2.1 Full Members shall meet the criteria for membership as indicated below:

- be established as a political party in a country, state or politico-geographic region of Europe;
- promote Green politics which are ecological, social, democratic and progressive;
- maintain a democratic political base and a democratic internal structure;
- participate actively in political life and in elections at a credible level;
- endorse the Green Charter of the European Green Party and the Global Greens Charter;
- accept the Statutes and Rule Book of the European Green Party;
- apply gender balance principles in their party structures;
- regularly attend European Green Party Council meetings;
- participate in the political discussion and decisions of the European Green Party;
- send their yearly accounts and election results to the European Green Party if not publicly accessible on their party website;
- conduct their financial organisation in a transparent and accountable manner;
- pay their designated fee as Full Members in a timely manner;
- not be under any legal or other restraint on their activities;
- report every two years to the European Green Party on party and policy developments as detailed in Article 4 below.

2.2 Candidate Members are Green Parties who want to become full members. Candidate Members shall meet the criteria set out below:

- be established as a political party in a country, state or politico-geographic region of Europe;
- promote Green politics which are ecological, social, democratic and progressive;
- maintain a democratic political base and a democratic internal structure;
- participate actively in political life and in elections at a credible level;
- endorse the Green Charter of the European Green Party and the Global Greens Charter;
- accept the Statutes and Rule Book of the European Green Party;
- apply gender balance principles in their party structures;
- demonstrate progress on the implementation of any Action Plan specified by the European Green Party Committee in response to their application by reporting at least annually to the European Green Party;

- besides the information specified in the action plan report every two years to the European Green Party on party and policy developments as detailed in Article 4 below;
- regularly attend European Green Party Council meetings;
- participate in political discussions of the European Green Party;
- send their yearly accounts and election results to the European Green Party if not publicly accessible on their party website;
- conduct their financial organisation in a transparent and accountable manner;
- pay their designated fee as Candidate Members in a timely manner;
- not be under any legal or other restraint on their activities.

2.3 Associate Members are parties and/or organisations which want to be part of the European Green family but do not aspire to full membership or who cannot fulfil the membership criteria. Associate Members shall fulfil the following criteria:

- attend European Green Party Council meetings as often as possible, given their individual circumstances;
- submit reports every two years to inform the European Green Party of their projects, progress and plans as part of their Green Agenda;
- pay their designated fee as Associate Members in a timely manner;
- maintain a democratic internal structure;
- respect the values in the Green Charter of the European Green Party and the Global Greens Charter;
- accept the Statutes and Rule Book of the European Green Party;
- report every two years to the European Green Party on party and policy developments as detailed in Article 4 below.

2.4 Special Members are:

- Elected MEPs from Full, Candidate and/or Associate Members who have joined the GGEP;
- Any MEP who has joined the GGEP and who is not a member of a Full, Candidate or Associate Member and wants to become a Special Member of the European Green Party shall apply in writing to the Committee. This request shall be confirmed by the MEP annually in writing as part of the annual Grant application by the European Green Party to the European Parliament.

2.5 Every such application has to be approved by the Council upon a proposal by the Committee. If there is a Full Member in the country of election of the MEP, the Committee will consult the Full Member concerned.

2.6 Criteria for acceptance as Special Member are:

- The request is made by a Member of the GGEP;

- The MEP respects the values in the Green Charter of the European Green Party and the Global Greens Charter.

Article 3 Membership Rights

3.1 Full Members shall have the following rights within the European Green Party:

- to participate in the political discussions;
- to participate in the development of the political agenda;
- to participate in the decision making process;
- to table resolutions and amendments as well as contribute other items to the agenda of Council meetings;
- to participate in common campaigns;
- to appoint delegates and to vote at Council meetings under procedures detailed in Article 10 below;
- to have access to use of the European Green Party logo and other representational devices;
- to have access to the membership platform, regular information by the Office as well as access to knowledge and network databases and platforms;
- to have access to internal reports of other Full, Candidate and Associate Members with the option of confidentiality;
- to participate in training and knowledge exchange programmes and platforms.

3.2 Candidate Members shall have the following rights:

- to participate in the political discussions;
- to table resolutions and amendments as well as contribute other items to the agenda of Council meetings subject to the endorsement of four other signatures of those who are eligible to table draft Resolutions;
- to participate in common campaigns;
- to apply for Full Membership after a minimum period of two years as Candidate Member or as an Observer party prior to November 2011;
- to have access to and participate in knowledge and network platforms;
- to use the European Green Party logo endorsed with a notice that states clearly "Candidate Member";
- to participate in any special training programme designated for them.

3.3 Associate Members shall have the following rights:

- to participate in the political discussions and are welcome to attend all European Green Party meetings;
- to have access to and participate in knowledge and network platforms;

- to participate in common campaigns;
- to use the European Green Party logo endorsed with a notice that states clearly “Associate Member”.

3.4 Special Members exercise their membership rights exclusively through the GGEP delegation, as stated in the Article 1.4.

Article 4 Membership Reporting

4.1 Full, Candidate and Associate Members shall submit a report every two years, outlining the current situation in their Party. The goal of such a report is to keep all Members updated on the development of other Green Parties and to make better use of developments within the Parties. The report shall include the Party information that is published on the European Green Party website, see Annex A for the format.

4.2 Besides the format with data on the Party the report should reflect on:

- Major developments as regards programme, campaigns, prominent campaign issues as well as election results. Followed by a brief overview of upcoming goals, campaigns and other main developments.
- Further, if relevant, a report on developments in the political landscape of the country, including changes in electoral laws.
- Any significant changes in Party structure, the Statutes (of which an English language copy should be made available to the EGP).
- An overview of the financial situation of the Party.
- Any other information that might be helpful for the development of other Green Parties.

4.3 The European Green Party will keep confidential all such information as Members request or so designate in their bi-annual reports.

Article 5 Procedure for admitting new Members

5.1 The following procedure will be used in response to applications to become Full, Candidate or Associate Member of the European Green Party.

5.2 The European Green Party receives the application, which is distributed to all Committee members and Council delegates.

5.3 The Secretariat sends a letter of acknowledgement of the application to the applicant, as well as the procedure that will be followed as regards its application. At the same time, the Secretariat sends general information on the European Green Party, membership fees, reimbursement rules as well as the Green Charter, the Global Greens Charter and the European Green Party Statutes and Rule Book. The applicant is asked to confirm its consent to the contents of the Green Charter, Global Green Charter, the Statutes and Rule Book. The applicant should translate into English its own political programme and its Statutes. The applicant should further inform the European Green Party of the number of registered members, political representatives as well as the budget and accounts. The European Green Party may request further information.

- 5.4 Having examined the Statutes, the political programme, the budget and any other relevant materials, the Committee decides whether to proceed with the application or not.
- 5.5 If the Committee decides to proceed with the application, a fact-finding visit is organized to the country and meetings are held with the applicant party as well as with relevant NGOs and other organisations or bodies in order to get to know the applicant Party and the environment in which it works.
- 5.6 The visit is conducted by at least 3 people including one Committee member, the Secretary-General plus other relevant actors (such as MEPs and/or representatives from Green Foundations) or neighbouring parties. They report on:
- short history of the party;
 - short overview of the political situation in the country;
 - description of the electoral system in the country (registration, thresholds/funding);
 - statistics on election results, description of electoral chances;
 - key issues/campaigns of the party;
 - main political values in programme;
 - overview of financial situation;
 - media access and media coverage;
 - existence of youth wing;
 - report of meetings with NGOs;
 - conclusions and recommendations.
- 5.7 The fact-finding team writes a report from the visit and sends it to the Committee within one month. The report should state whether the membership criteria are fulfilled and should make a clear recommendation. If it is in favour of eventual membership it should contain an action plan on improvements (if any) to be made by the applicant as a pre-condition of membership.
- 5.8 After consideration of the report, the Committee makes a recommendation on the application. When more information on the activity of the applicant party is required, the Committee is authorised to establish a monitoring period before putting a recommendation to the Council.
- 5.9 The recommendation plus the supporting documentation including the applicant's statutes and programme shall be sent to Council Delegates at least six weeks ahead of the Council meeting where a vote on the application is to take place.
- 5.10 Where there is an existing Full Member in the same country or politico-geographic region as the applicant, that Member shall be consulted on the application and its views included in the supporting documentation.
- 5.11 Candidate Members may apply for Full membership after a minimum two-year period as Candidate, including any time spent as an EGP Observer prior to November 2011.
- 5.12 Where an applicant has MEPs, or is likely to, the Committee shall consult the GGEP

and inform the Council of their views.

Article 6 Membership Evaluation and Review

- 6.1 The Committee is responsible for evaluating and assessing the bi-annual membership reports. The Committee should make the reports available to all Members and furthermore signal to the Council interesting developments for Green policies, campaigns and organisational developments.
- 6.2 Further the Committee is responsible for informing the Council when it assesses developments within parties that can harm the European Green Party and/or its reputation. If the Committee considers a party to be in breach of any of its terms of Membership the Committee shall discuss this with the Member concerned and bring forward its assessment to the Council, accompanied by its recommendations for an action plan to address the problems thus identified and any necessary disciplinary measures. Council shall be asked to approve these recommendations. If a problem persists the Committee may recommend (further) disciplinary action be taken as provided for in Section 6.5.

6.3 Change of Membership Category

Any Member may request the Council to change its membership category by means of a letter addressed to the Council and sent to the European Green Party office, setting out the grounds for the proposed change. The Committee will then make a recommendation to the Council.

6.4 Exclusive representation

The European Green Party sees the positive benefits of exclusive representation of a Green Party in one country, state or politico-geographic region and open electoral competition between Members or their component local parties is not therefore normally accepted within the European Green Party. Where this situation exists or threatens to exist, the Committee shall work with all Members concerned to seek an agreed and equitable solution and shall report as soon as possible to the Council. If no such agreement can be reached the Committee may consult the Conciliation Panel, may propose disciplinary measures when appropriate and will present recommendations to the Council for resolution of the problem.

6.5 Disciplinary Measures

- 6.5.1 Members which fail to meet the specified membership criteria or other obligations or which act in such a way as to bring the European Green Party into disrepute may be subject to disciplinary measures unless or until the situation is resolved.
- 6.5.2 The Committee is responsible for evaluating any such alleged failures or acts and shall inform the Council delegates of the problem and any such disciplinary measures as they consider appropriate. An overview of any disciplinary measures proposed shall be presented at the beginning of each Council meeting.

- 6.5.3 The Committee may propose to the Council the following disciplinary measures to be adopted for a specified period:
- withdrawal of speaking rights in EGP meetings, including Council meetings;
 - withdrawal of voting rights in EGP meetings, including Council meetings;
 - withdrawal of participation in EGP meetings, including Council meetings;
 - withdrawal of access to information;
 - suspension or withdrawal of Membership.
- 6.5.4 The Council shall vote on each such proposal by a two-thirds majority of the Allocated Votes with the exception of the suspension or withdrawal of Membership which requires a three-quarters majority of the Allocated Votes.
- 6.5.5 In the case of non-payment of Membership Fees, the Committee, acting on the advice of the Treasurer, is authorised to withdraw voting rights of that Member prior to the opening of each voting session at the Council.
- 6.5.6 Council delegates are informed on any proposed measures as soon as possible by mail or email. Proposals for withdrawal and suspension of Membership are announced to the Council three months ahead of the Council.
- 6.5.7 At the Council the Committee presents its proposal for the proposed measure. The concerned party has the right of explanation and presentation of its point of view.

6.6 Decision to expel a Member

- 6.6.1 The Council, following a proposal by the Committee or at the request of 1/3 of the Full Members, may decide to withdraw the membership of any Member by a three-quarters majority of the Allocated Votes, after hearing the defence of the concerned Member.
- 6.6.2 The Member must be informed in writing at least three months in advance of the next Council meeting.
- 6.6.3 The proposal by the Committee to the Council to withdraw the membership of a Member can be appealed to the Conciliation Panel in writing at least two months before the Council. No further requests can be submitted to the Conciliation Panel concerning such membership issue.
- 6.6.4 The Council may withdraw Full, Candidate or Associate Membership either temporarily or permanently. Any temporary exclusion may be lifted by a subsequent decision of the Council by a three-quarters majority of the Allocated Votes.
- 6.6.5 Members of the European Green Party may themselves request a restriction or suspension of their membership rights for a temporary period.

II Council

Article 7 Composition and powers

- 7.1 The Council is the highest decision making body of the European Green Party.
- 7.2 Council meetings are normally open to the public unless the Council itself decides otherwise for all or part of its proceedings.
- 7.3 The Council shall consist of delegates representing Full Members, GGEP and FYEG determined according to the Rules for the allocation of delegates and votes as provided for in Article 10. Non-voting representatives of Candidate and Associate members, the Committee, EGP Office staff, and elected members of other EGP bodies can participate as well.
- 7.4 The Council:
- co-ordinates initiatives and activities consistent with the Green Charter and the Global Greens Charter, agreed common policy and the Statutes of the European Green Party;
 - is responsible for the political agenda of the European Green Party and adopts policy papers and resolutions;
 - elects the Committee and other representatives of the European Green Party, such as the Finance Advisory Board; the Conciliation Panel; the European Green Party representatives to the Global Greens Coordination, as described in Article 41; the European Green Party representatives to the GEF General Assembly, as described in Article 40.
 - decides on the application, suspension and exclusion of Full, Candidate, Associate and Special Members;
 - advises the Green Group in the European Parliament on their decisions on the admission of MEPs who do not belong to a Member of the European Green Party, after consultation with the national Green party concerned;
 - supports and evaluates the Committee's activities;
 - approves the annual Activities plan and budget, reports and accounts and financial regulations after hearing the Finance Advisory Board;
 - adopts and changes the Statutes of the European Green Party;
 - adopts and changes this Rule Book.

Article 8 Council meeting proceedings

- 8.1 The Council meets at least once a year in person and normally meets twice a year.
- 8.2 The Council is normally convened by the Committee by regular mail or email.
- 8.3 An extraordinary meeting of the Council may be convened at the request of one third of the Full Members.
- 8.4 Exceptionally, Council meetings and/or votes may be convened and held via

telecommunication means. Rules for such exceptional meetings and/or voting are to be developed by the Committee and appended to the Rule Book after approval by Council.

- 8.5 At each Council the Committee proposes the date and place of the next Council. The Secretariat shall inform the delegates as soon as possible about the venue of the Council. The convocation mail is sent out at least 6 weeks before the Council and includes a draft agenda.
- 8.6 Each plenary session is presided over by a chair and co-chair who are responsible for the orderly conduct of each meeting session. S/he opens and closes the debate, put questions to the vote and announces decisions. S/he allocates speaking rights and can limit the speaking time when necessary.
- 8.7 The Secretariat shall issue, on the first day of each meeting of the Council a list of participants.
- 8.8 The Secretary General or her/his representative attending the Council shall be responsible for taking the minutes of the meetings. The minutes shall be issued and be made available to all delegates within six weeks.
- 8.9 For purpose of clarity of the minutes all plenary Council sessions shall be recorded.
- 8.10 All resolutions and decisions taken by the Council shall be made public on the European Green Party's official website.
- 8.11 English is the working language of the European Green Party. Other languages may be used if so decided by the Committee. All official documents shall be edited for clarity in English.
- 8.12 The European Green Party organigramme is to be found in the Annex F.

Article 9 Quorums and votes

- 9.1 A quorum of a simple majority of the Allocated Votes shall be present before each voting session can take place.
- 9.2 Voting shall be by two-thirds majority vote of the votes cast with the exception of:
 - changes to the Rule Book, which shall require a two-thirds majority of the Allocated Votes;and
 - admission of members;
 - suspension and expulsion of members;
 - changes to the Articles 6.5 and 6.6 of the Rule Book;
 - changes to the EGP Statutes;
 - liquidation of the EGP,which shall require a three-quarters majority of the Allocated Votes.
- 9.3. An overview of the voting procedures and majorities is to be found in Annex C.
- 9.4. For amendments to resolutions and to other documents a simple majority of the votes cast is sufficient.

- 9.5 Where EU provisions for the European political parties require decisions to be made only by Member Parties in the EU countries, the European Green Party will comply by consulting all Members and then taking a decision by vote of those Full Members in the EU countries.

Article 10 Allocation of Votes and Delegates

10.1 Allocation of Votes

- 10.1.1 Each Full Member has a minimum entitlement of one vote.
- 10.1.2 The Full Member is entitled to one additional vote for each of the following thresholds reached during the last National or European elections: 150.000 votes; 400.000 votes; 800.000 votes; 1.200.000 votes; 1.600.000 votes; 2.000.000 votes and every additional million votes.
- 10.1.3 The Full Member is entitled to a supplementary vote for each of the following thresholds reached during the last National or European elections: 4%, 8%, 12%, 16% and 20%.

10.2 Allocation of Delegates

- 10.2.1 Each Full Member has a minimum entitlement of two delegates to achieve gender balanced participation.
- 10.2.2 Full Members are entitled to 2 additional delegates if their total number of votes is 4 or more or to 4 additional delegates if their total number of votes is 8 or more.

10.3 Allocation of votes and delegates for Multiple Full Members

- 10.3.1 For those countries with more than one Full Member in the European Green Party the rules of article 10.1 to 10.2 are applied as follows:
- Election results for regional parliaments are not used for the allocation system in the European Green Party.
 - The additional voting rights based on absolute numbers of votes as allocated under Art.10.1 apply to each Full Member.
- 10.3.2 For the additional voting rights based on National and European % election results, the following system is used to give effect to the provisions of Art. 10.1-10.2:
- the highest national or European % election result of both Members are calculated together and that sum is used for the allocation system. The additional voting rights are distributed to the Full Member with the highest % electoral result.
 - in the case of Full Members which are regional parties these additional voting rights are proportionally distributed among those Members based on the highest % electoral results those Members have in the area where they run respectively.

- 10.4 Where Full Members participate in an electoral alliance or coalition, their votes will be

calculated in proportion to the Green votes in the total votes of the alliance/coalition based on the seats gained respectively by the alliance and the Full Member.

- 10.5 Adjustments to the number of delegates and votes shall be made immediately following elections, whose results change them.
- 10.6 The highest result reached in the last National or European elections is used for calculating the number of votes and delegates.
- 10.7 In addition to Full Members, the Green Group in the European Parliament and the FYEG have the right to four delegates each and to four votes each.

Article 11 Guidelines for Delegates

- 11.1 Delegates are crucial to the proper functioning of the European Green Party, they are the liaison between the Parties and the European Green Party and vice versa. Delegates are the representatives of their Parties and are either elected or appointed by their respective Parties to the European Green Party. All elected/appointed delegates from one Member or from the GGEP and FYEG form a delegation. A delegate who has the right to vote is referred to as a voting delegate. Each Party has to elect/nominate at least two delegates. The delegates shall remain in post for the period in between the Council meetings.
- 11.2 The European Green Party strongly recommends a process whereby Delegates are elected within their Parties. Besides specific rules within the Members this election procedure shall be organized in a democratic way.
- 11.3 Members are encouraged to have an internal discussion within their Party on what the delegation should promote and how.
- 11.4 Delegates shall be mandated for a reasonable period to encourage continuity and experience but with a clear limitation of the consecutive mandates to ensure wider participation.
- 11.5 Each Member appoints a main contact person who liaises with the European Green Party and who is politically responsible for the internal organisation and distribution of responsibilities within the delegation and the communication from the European Green Party level towards the Member.
- 11.6 Delegates are expected:
 - to take an active part in the decision-making process inside the EGP, including the participation in working groups and networks;
 - to participate in the process of strengthening communication and exchange of knowledge between the European Green Party and the Member (or institution) the delegate represents;
 - to report back regularly from the Councils and other meeting of the European Green Party to their respective parties and stimulate and organise discussion on the developments within the EGP at national level;
 - to promote European and cross-border cooperation at national/regional level.
- 11.7 Delegates to Council can only represent one delegation and carry the votes of that

delegation.

III Congress

Article 12 Composition and powers

- 12.1 As stated in the Statutes (Section 6.4) the Congress is an enlarged meeting of the Council, which shall be convened by a decision of the Council and which meets at least once every 5 years.
- 12.2 The purpose of a Congress is to unite in a joint assembly a larger part of the Green family in the deliberations and decision-making process and to allow a greater representation of Members at Congress meetings. A Congress is more than a decision-making meeting. It shows and highlights the development and strengths of the European Green Party and the Green family at large.
- 12.3 The composition of delegations and the allocation of votes for Congress meetings are based on the principle of a minimum of four delegates per Member and voting rights for Full Members based on their size and other criteria as defined below. In addition, GGEP and FYEG have the right to appoint six delegates each to Congress and have the right to six votes each.
- 12.4 The rules regarding the conduct and proceedings of the Congress are to be voted on at the Council preceding the Congress in so-called Congress regulations. Furthermore the preceding Council shall vote on the proposed allocation of delegates. Each Congress the Committee will appoint several experienced party members into a Congress Presidium which will be responsible for the correct proceedings and regulations during the Congress and which will allocate the speaking time in cooperation with the Chair and the Co-Chair. The Committee will propose the Congress Presidium to the Council preceding the Congress.
- 12.5 The European Green Party shall make provisions over a 5 year period in the budget to be able to organise a Congress. The amount of money allocated to the Congress budget shall stay reserved for the purpose of enabling the organisation of a Congress until a Congress is convened by the Council.
- 12.6 If Council decides to call for an extra Congress the Members shall contribute to the extra costs incurred for the Congress.
- 12.7 With regards to voting, the quorum and voting rules are applied in the same way as in Council, the Congress being an enlarged Council.
- 12.8 Congress rules are to be found in the Annex E.

Article 13 Allocation of delegates and votes

- 13.1 Allocation of Congress delegates shall be as follows:
 - The Congress consists of 400 delegates allocated proportionally.

- Each Member shall have at least four delegates.
 - The delegates will be allocated according to two principles:
 - 50% of the 400 delegates are proportionally divided according to the highest number of votes which the Member gained in the last national or last European elections. Votes above 2 million are divided by 4 for this calculation;
 - the other 50% of the 400 delegates are proportionally divided according to the highest percentage reached in the last national or last European elections.
- 13.2 Where members participate in an alliance or coalition their votes will be calculated in proportion to the Green votes in the total votes based on the seats gained respectively by the alliance and the EGP Member.
- 13.3 Members which do not qualify for a minimum of four seats via the proportionally allocated delegates shall be allocated additional seats (above the 400).

IV Committee

Article 14 Composition

- 14.1 The Committee is the executive body of the European Green Party and is responsible for the day to day management of the Party within the budget and the guidelines approved by the Council. The Committee consists of 9 members, 4 members are elected in function: the Secretary-General, the two Co-Chairs and the Treasurer. The Committee is convened by email. The Committee members are elected for a two and a half year term¹. Individual members may not serve more than three consecutive terms.
- 14.2 Only one of the posts of the European Green Party Co-Chairs may be held by a sitting MEP.
- 14.3 On the proposal of one-third of the Full Members any member of the Committee can be suspended or dismissed by the Council by a two thirds majority of the votes cast after debate in Council where the member is given adequate opportunity to present her/his case.
- 14.4 In case of resignation of a member of the Committee, an election to replace the member will take place at the following Council meeting. The person elected will stay in office for the period coinciding with the end of term of all the other Committee members. This period does not count towards the cumulative period of their mandate.
- 14.5 In the case of resignation or incapacity of the Secretary-General, the Committee shall appoint (from its body) a Secretary-General ad interim within one month. This replacement shall continue in place until the election of a new Secretary-General at a subsequent Council meeting or until the Secretary-General is able to resume her/his duties. In the case of resignation, the timetable for election shall be advertised by the Committee within six weeks. The Council must make its decision within six months of

¹ The EGP Committee to be elected in November 2015 will have a four-year mandate under the exception to the rules that was adopted by the Istanbul Council, November 2014 ([link](#)).

the resignation/death/incapacity of the Secretary-General.

- 14.6 The Committee works as a collegial body, deliberations and decisions are reached in a consensual way. The Committee can vote and take decisions by a simple majority. The Committee operates on a principle of collective responsibility in decision-making.

Article 15 General tasks and responsibilities

- 15.1 The Committee is responsible for the permanent political representation of the European Green Party, the execution of the Council's decisions and the activities of the European Green Party office.
- 15.2 It is entitled to make political statements on behalf of the European Green Party based on the Council's decisions and the political agenda of the European Green Party and is politically responsible to the Council.
- 15.3 The Committee is responsible for the management of the European Green Party within the budget and the guidelines approved by the Council.
- 15.4 Every member of the Committee is expected:
- to be present at the Committee and Council meetings during the year, which amounts to a minimum of 20 days per year;
 - to take responsibility for specific projects/party-relations/working groups and networks, which amounts to a minimum of 40 days per year, among which:
 - to visit certain Members on a regular basis and represent the Committee at conferences, seminars etc., within or outside Europe;
 - to liaise with the European Green Party office and report back to the Committee on a regular basis.
- 15.5 Those Committee members who are elected in a specific function have extra duties and responsibilities, as described in Articles 16-18.
- 15.6 Committee members have no voting rights at the Council.

Article 16 Secretary-General

- 16.1 The main focus of this function is to ensure communication and coordination between the European Green Party Members and the other European Partners and to promote cooperation on the European level as well as interparty cooperation. The Secretary-General participates on a regular basis in meetings of these bodies.
- 16.2 The Secretary-General:
- liaises with the Co-Chairs for the day to day political management of the European Green Party and supervises the Secretariat and office organisation. The Secretary-General has a specific responsibility to liaise with the European Green Party Members and its European Partners;
 - engages in and maintains a structural relationship with all Members;
 - is responsible to organise the agenda setting process within the Committee and coordinates afterwards the agenda setting process within European Green Party;

- is responsible for the organisation and convening of Committee and Council meetings;
- is employed by the European Green Party;
- is responsible for the application procedure as well as the monitoring process of European Green Party Membership;
- is responsible for the coordination of the working groups and networks;
- co-ordinates the internal and external communications;
- shall carry out the decisions taken by the bodies of the European Green Party;
- co-ordinates the co-operation of the secretariats of the Members with the bodies of the European Green Party;
- is responsible for the agenda, the minutes and the conduct of the meetings of the European Green Party;
- reports annually to the Council on the Secretariat's activities and on the political and organisational developments and policies of the European Green Party.

Article 17 Co-Chair

17.1 The main focus of this function is political leadership. The Co-chairs are the public representatives of the European Green Party and are to ensure the political and strategic development of the European Green Party.

17.2 The Co-Chairs shall:

- liaise with the Secretary-General and Treasurer regarding day-to-day events;
- represent the European Green Party at meetings and media events, in collaboration with the Secretary-General;
- speak or write on behalf of the European Green Party using as reference the agreed views of the Committee on topical issues, the European Green Party Council on policy issues, and the Green Charter on general issues;
- liaise with the Secretary-General and Treasurer regarding planning and running of Committee meetings, Council meetings and Congress;
- initiate papers on political, strategic or policy issues for discussion within the Committee, Council or regional bodies of the European Green Party;
- in conjunction with the Secretary-General, initiate and conduct diplomatic and working relations with the GGEP, party and parliamentary representations of Members of the European Green Party, and of Green and other Parties outside the European Green Party or outside Europe as well as NGOs and other external societal organisations.

Article 18 Treasurer

18.1 The main focus of this function is to supervise the budget and the accounts and to exercise financial control. Furthermore the Treasurer, together with the Secretary-

General, is responsible for the grant application to the European Parliament and the implementation and execution of the financial rules. The Treasurer will initiate ways to enlarge the financial means of the European Green Party. The Treasurer will initiate and monitor financial protocols to ensure the openness and transparency that characterises a Green Party and that supports Green political goals.

18.2 The Treasurer shall:

- be responsible for the budget and the accounts of the European Green Party. These shall be presented to the Committee, the Finance Advisory Board, the Treasurers' Group and the European Green Party Council;
- determine the yearly membership fees and present this proposal to the Committee, the Finance Advisory Board, the Treasurers' Group and the Council;
- prepare the budget follow-up three times a year and inform the Committee and the Finance Advisory Board;
- supervise joint project budgets with the Green Group in the European Parliament;
- follow-up on financial rules, e.g. reimbursements, criteria for membership fees, to be adopted by the Committee or the Council;
- present expenses to the Committee for decision. Between Committee meetings, decide on expenses together with the Secretary-General and any Committee members concerned;
- monitor the financial developments, protocols and financial transparency in the member parties;
- where possible develop new sources of income.

Article 19 Election procedure of the Committee Members

19.1 Each candidate must be nominated by a Full Member and supported by at least two other Full Members.

19.2 All nominations must specify the particular post for which the candidate is being proposed (i.e. Secretary-General, Co-Chair, Treasurer or a Committee Member). Each Full Member may nominate and support several candidates. Nominations shall be accompanied by a brief introduction of the candidate which will be distributed to the Members with the final list of candidates.

19.3 All nominations, letters of support and any additional material must reach the Secretariat two months prior to the meeting at which the election takes place.

19.4 All posts will be voted on separately.

19.5 If one candidate gains more than 50% of the votes cast in the first round, the person is elected. Should no candidate gain more than 50% of the first round vote, a second round will be run between the two highest scoring candidates. The candidate who receives more than 50% of the votes cast in the second round is elected.

19.6 The order of voting:

- 1) female Co-Chair

- 2) male Co-Chair
 - 3) Secretary General
 - 4) Treasurer
 - 5, 6, 7, 8, 9 further Committee Members
- 19.7 Unsuccessful candidates for the designated posts in rounds 1-4 may present themselves for election as further Committee Members in rounds 5-9. If so, their candidacy must be renewed by their main nominating Full Member, supported by two other Full Members, before voting in round 5 begins. In rounds 6 and subsequently all previously unsuccessful candidates will be automatically entered in the elections for the remaining positions unless withdrawn by the candidate her/himself.
- 19.8 The gender balance will be monitored after each vote, and the Chair will inform the Council on the gender balance requirement in the remaining posts.
- 19.9 Geographical balance of Member Parties in the Committee is recommended.

Article 20 Allowances for Committee Members

- 20.1 The European Green Party Committee members (with the exception of the Secretary-General) are entitled to a per diem allowance up to a maximum of 60 calendar days a year. The European Green Party Committee members are free to decline the per diem allowance. The per diem allowance is subject to taxes in the State where the Committee member resides.
- 20.2 The per diem allowance is meant to cover participation in the following meetings:
- European Green Party Council and Committee meetings and other meetings organised by the European Green Party;
 - Global Greens meetings;
 - Party Congresses and meetings of Members;
 - Fact finding missions;
 - coordination and management of working group and networks;
 - meetings with the Secretary-General and office staff on European Green Party projects;
 - participation in other events authorised by the Committee.
- 20.3 In addition to the per diem allowance, Committee members are entitled to reimbursement for their costs for travel, accommodation and daily subsistence costs when travelling, in accordance with the European Green Party reimbursement rules. Further costs for the use of mobile devices will be reimbursed to a maximum amount per month.
- 20.4 Details of the annual amount of the per diem and other allowances are contained in Annex L. This annex may be amended at the same time as the adoption of the annual budget.

V Financial Regulations

Article 21 Finance Advisory Board

- 21.1 The purpose of the Finance Advisory Board (FAB) is to support the Treasurer of the European Green Party and the Committee as a whole on all matters concerning the budget as well as operational issues. The FAB is elected according to the rules for the election of bodies for a period of three years.
- 21.2 The FAB will consist of three members.
- 21.3 The FAB shall receive all agendas/minutes/documents of the Committee meetings and is invited to the yearly budgetary discussion at the Committee meeting.
- 21.4 The FAB can be asked for advice on all financial matters of the European Green Party and the FAB is invited to advise the Treasurer and the Committee unsolicited. The FAB shall equally be consulted on all matters that influence the budget of the European Green Party, such as finding new ways to enlarge the budget for the European Green Party and to broaden inter-party support mechanisms. Members of the FAB will assist the Treasurer at Council meetings where the budget is discussed.
- 21.5 All executive rules can be found in:
- Annex B - Criteria for Membership fees;
 - Annex I - Reimbursement Rules of the European Green Party;
 - Annex J - Financial Guidelines for Working Groups and Networks;
 - Annex K - Overview of the Reimbursement Rules.

VI Conflict Management

Article 22 Conciliation Panel

- 22.1 The Council shall elect a Conciliation Panel ("the Panel"), which is entitled to settle disputes between Members, persons and bodies of the European Green Party arising from any use or interpretation of the EGP Statutes or this Rule Book or other operational matters.
- 22.2 The Panel shall consist of a minimum of 5 members and a maximum of 9 members, elected for a period of three years. Individual members may not serve more than three consecutive terms. The Chairpersons shall be chosen by the members of the Conciliation Panel. The Panel may co-opt expert advisors. Candidates to the Panel shall be required to demonstrate that they are suitably qualified for such work. Members of the Committee, employees of the European Green Party, Green European Foundation, Green Group in the European Parliament and Federation of Young European Greens, may not serve on the Panel.
- 22.3 Requests for convening the Panel shall be addressed to the Conciliation Panel, with a copy sent to the Secretariat.
- 22.4 The remit of the Panel shall exclude political differences, points of view, or disputes internal to any one Member.

- 22.5 If any member of the Panel is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.
- 22.6 The Panel reports directly to the Council on such disputes referred to it. This report may include a proposal for a vote in Council to resolve the issue.
- 22.7 All Members, persons and bodies of the European Green Party shall be bound by the outcome of the Conciliation Panel process and the consequent decisions of the Council.
- 22.8 The Conciliation Panel may also mediate between Members, persons and bodies of the EGP if invited to do so by those in dispute and in such cases the Panel shall operate to find a consensual agreement.
- 22.9 The Conciliation Panel may also be consulted by the Committee where problems arise in the exercise of its functions.
- 22.10 Deliberations of the Panel shall not normally be open to the public. The Panel may however decide on a public hearing with the consent of all concerned parties.
- 22.11 Full procedures for the operations of the Panel including time limits for the conciliation process can be found in Annex O.

VII Gender balance

Article 23 Gender balance

- 23.1 The European Green Party promotes and encourages female and male participation on all political levels. As long as female participation has not reached 50% the European Green Party will make an extra effort to achieve equal gender balance throughout the Party and the bodies of the Party. This can be achieved by extra reimbursement incentives and/or a special programme to promote participation of women at the European political level.
- 23.2 As a general principle the European Green Party adheres to a 50%+ gender ratio rule in favour of women in all its elected and appointed bodies and representations.
- 23.3 To promote participation of women at the European political level every Member is entitled to a minimum of a 2 person gender balanced delegation. If the party fails to comply with the gender balance rule for delegations the Member is not entitled to any reimbursement.

VIII Decision making

Article 24 Decision-making process

- 24.1 The European Green Party deliberates freely and with respect to the great diversity that exists within the Green family. Decision making processes reflect the objective of reaching a decision in a consensual way. Voting on policies is conducted in a way that allows consensus to be reached, with respect for minority positions. Decisions on policy are adopted with a two third majority of the votes cast. Decisions on membership are taken by a three quarters majority of the Allocated Votes.

- 24.2 To allow a proper deliberation within the Member Parties and to improve the decision-making process at the Council, all documents up for vote have to be sent out to the Member Parties at a minimum of four weeks prior to the Council. Member Parties that would like to put a document up for vote should send it to the European Green Party Office at least six weeks prior to the Council. Unless otherwise specified in the Rule Book, these will be the default deadlines. Documents sent out to the Member Parties later than four weeks prior to the Council will need to be voted upon by the Council at the beginning of the Council meeting to be accepted for the vote. Member Parties and the European Green Party Committee can debate on the acceptance of these documents.
- 24.3 Details concerning the decision making process can be found at the various chapters. An overview of the voting procedures and majorities is to be found in Annex C.

Article 25 The Amendments Committee

- 25.1. The purpose of the Amendments Committee (AMC) is to support the Committee of the European Green Party in the management of Council voting on resolutions and other draft documents including pertinent amendments by proposing a voting order and a voting procedure. Such proposals by the AMC are put to a vote first.
- 25.2. The AMC shall consist of 6 members; three members nominated from the EGP Committee and three members from the Member Parties.
- 25.3. The three AMC members from the Member Parties are to be elected according to the rules for the election of bodies of the European Green Party (Article 39) for a period of three years. In case of an insufficient number of candidates, the Committee may appoint the remaining members.
- 25.4. The EGP office will distribute to the AMC all tabled documents and amendments to be voted on as soon as they are available:
- - Draft resolutions and other draft documents.
 - - Amendments to the draft resolutions and other draft documents.
 - - Draft emergency resolutions.
 - - Amendments to the draft emergency resolutions.
- 25.5. The AMC:
- Can advise the Committee, when they see possible issues of validity of tabled draft documents.
 - Evaluates the tabled amendments following the deadline and proposes compromise amendments to the authors if needed.

- Participates in the Compromise Amendments Sessions (CAS) for the normal and emergency resolutions at the Council and facilitates discussions between all interested parties to seek satisfactory compromise texts to be put to the vote.

25.6. Non-controversial amendments may be proposed to be voted in a block vote.

IX Policy making

26 Policy making

26.1 The European Green Party will develop its policies and viewpoints on political and societal issues through two main instruments: resolutions and policy papers, within the rules as described in this Chapter. In addition, the Committee and the Council can install study groups to develop opinions on certain issues, or ask for research and development without reaching any formal agreement.

Article 27 Resolutions

27.1 Eligibility for tabling

The Committee, Full Members, the GGEP delegation and FYEG are entitled to table draft Resolutions in their own right. Working groups and networks are entitled to table draft Resolutions if they are of relevance to the subject the network/working group is dealing with. Candidate Members need the support of four other signatures of those who are eligible to table draft Resolutions.

27.2 Purpose

A Resolution shall generate a statement on an upcoming topic or articulate a Green European demand on a current issue. It must have European and/or international relevance, include political demands and/or calls for action and should contain recommendations for a follow up.

27.3 Procedure for tabling

Draft Resolutions are to be presented in English to the Secretariat electronically or in written form six weeks before the opening of the Council. They should not exceed ten thousand characters. The Committee is responsible for checking if the draft Resolutions are valid and in compliance with these rules. Immediately after this check, the Secretariat will publish online the list of all valid Resolutions received and will start, if needed, consultation or clarification with the relevant parties and may initiate negotiations or propose compromise texts. At the latest four weeks before the Council, the Secretariat will circulate to the Members and European Partners and publish on the European Green Party internal website, the texts of all finalised draft Resolutions to be voted on.

27.4 Amendments

Proposed amendments may be submitted to the Secretariat at the latest seven days before the opening of the Council. The Secretariat will distribute the amendments at the

earliest possible time following the deadline. At the Council there will be a compromise amendment session. A voting list and the final status of amendments will be distributed at the earliest possible moment after the compromise amendment session. At the Council the draft Resolutions and amendments, if any, will be presented, discussed and voted on. Adequate time will be allocated to this process in the Council agenda.

27.5 Emergency Resolutions

An issue of great urgency arising after the deadline for draft Resolutions may be dealt with by an Emergency Resolution tabled by the Committee or by a minimum of 5 out of Full Members, the GGEP delegation, FYEG, working groups, networks and Candidate Members under the same conditions as for Resolutions, before noon of the day before the opening of the Council. The urgency has to be substantiated, and validated by the Committee. The signatures of the supporting parties can be collected at the Council itself up until 20.00 hours on the opening day of the meeting.

27.6 Amendments to Emergency Resolutions

Amendments to draft Emergency Resolutions have to be submitted by 13.00 hours on the day before the vote. The Secretariat will distribute the amendments at the earliest possible time following the deadline. A voting list and the final status of amendments and texts will be distributed before the vote.

27.7 Oral Amendments

Oral amendments may only be introduced during voting sessions at the discretion of the Chair and provided there is no objection from any delegation. They should normally be restricted to clarifications or simple adjustments to the text.

27.8 Order of voting

The Council decides at the beginning of the voting session on the order of voting on the Resolutions. The procedures for the conduct of voting on Resolutions are detailed in Article 9.

Article 28 Policy Papers

28.1 Policy Papers contain political and policy recommendations. They have a long-term perspective and form the basis of the European Green Party policy agenda.

28.2 Initiating a Policy Paper

The Full and Candidate Members, the GGEP delegation and FYEG are entitled to propose to the Committee a subject for a policy paper as also are working groups and networks if policy papers are of relevance to their work. The Committee itself can also propose a subject for a policy paper. The proposal has to be substantial, show the aims and benefits, and present the scope of the topic that needs research and discussion (mandate). The Committee presents an overview of all requests it has received to the Council, which decides whether to start work on any such policy paper and if necessary agrees to convene an ad hoc Working Group on this subject or allocates the task to an existing working group/network.

28.3 Discussion Period

The respective working group or ad hoc working group produces a draft of the

mandated policy paper which should be discussed at the next Council meeting. In the subsequent six-month consultation period Members are responsible for discussing the paper within their Parties and appointing a representative to the working group when possible with a view to reaching a broad consensus on the content.

28.4 Voting

Normally the draft policy paper will be presented for adoption at the following Council, thus allowing approximately 12 months for its development. The draft shall be sent to the delegates at least eight weeks before the opening of the Council after being validated by the Committee. The deadline for amendments is 14 days before the opening of the Council. The Secretariat will distribute the amendments at the earliest possible time following the deadline. At the Council there will be a meeting dealing with the policy papers and amendments and to negotiate compromises where called for. A voting list and the final status of amendments will be distributed at the earliest possible moment. There will be adequate time given at the Council to present the draft policy papers and amendments before voting. The procedures for the conduct of voting on Policy Papers are detailed in Article 9.

X Common European Union Election Campaigns

Article 29 European election campaign

29.1 The European Green Party is responsible for the preparation and coordination of the Common European Election Campaign in close cooperation with the GGEP and EU Member Parties.

29.2 The European Green Party Committee will propose to the Council a detailed project for the:

- preparation of a common election political agenda (election manifesto);
- preparation and development of a common European election campaign and support for Members as appropriate;
- organisation of and support for any future election process for transnational candidates.

Article 30 Common campaigns

30.1 The European Green Party will seek to develop the instrument of common campaigning building on the strength of cross-border and European-wide cooperation on political policies and issues. However European cooperation in common campaigns must respect specific national realities and cultural diversity.

XI European Green Party Office

Article 31 European Green Party organisational support

- 31.1 The Council and the Committee shall be supported by the European Green Party Office located in Brussels and which functions under the responsibility of the Secretary-General.
- 31.2 Those tasks related to the proper functioning of the European Green Party decision-making process and the support to Council and Committee is executed by a Secretariat.
- 31.3 The Committee shall appoint an Office Director, accountable to the Secretary-General and responsible for the day to day management of the Office, including the financial and staff management.
- 31.4 The European Green Party Office Organigramme is shown in Annex G and may be amended at the same time as the adoption of the annual Activities plan.

Article 32 Tasks and responsibilities

- 32.1 The key tasks of the office can be functionally divided into three main areas of work:
- Organisation and support;
 - Support for communication: internal as well as external;
 - Financial Administration and Staff management according to Green values.
- 32.2 The Office shall carry out decisions taken by the Committee and should guarantee the continuous support of the following core tasks:
- maintain relations with Members;
 - organise Council and other meetings;
 - organise fact finding missions/visits to parties;
 - support the Committee;
 - support specific projects of the Committee;
 - promote European Green politics;
 - support the development of a coherent political agenda;
 - support internal and external communication;
 - regularly update websites, newsletters and social media;
 - support working groups and networks;
 - support and outreach to individual supporters/activists/green minded citizens;
 - support and coordinate the European election campaign;
 - maintain an effective and transparent financial administration, apply for and report on the European Parliament Grant.

XII Working Groups and Networks

Article 33 Rights and obligations

- 33.1 Each working group or network is to be authorised by the Council with a defined and time-limited mandate.
- 33.2 All working groups/networks shall produce a mission statement defining the goals they wish to achieve and the actions needed to achieve these goals as well as a time frame and action plan;
- 33.3 The Council, acting on recommendations from the Committee, shall then decide on the establishment or continuation of each such working group/network and its mandate.
- 33.4 Each mandate will be reviewed every three years by the Council after receiving a status report from the working group/network together with the recommendations of the Committee.
- 33.5 All working groups and networks shall present, by the end of August each year, in preparation of the annual Activities plan of the EGP, a proposal for the next year including the budget requested.
- 33.6 Each working group/network has the right to table resolutions and amendments in Council on subjects of relevance to them, subject to the provisions of Article 27.
- 33.7 Each working group/network:
- should nominate two co-chairs, respecting gender balance, who are responsible for the conduct of the working group/network meetings, for liaison with European Green Party Members;
 - is required to publish an agenda before each meeting, to keep minutes of meetings and to submit a written report after each meeting to the Secretariat. All related documents are to be made available on the European Green Party internal website;
 - offers opportunities for contacts and exchange of knowledge and experiences between experts from different Members. With the support of the European Green Party office, working group/networks should develop new internal web-based meetings and communications platforms, and collect important papers relevant to their issues. The European Green Party will encourage the use of electronic platforms/blogs/newsletters to improve working methods;
 - receives administrative and organisational support from the European Green Party office; financial guidelines for working groups and networks can be found in the Annex I;
 - receives adequate time at Councils to meet at least once a year, face to face;
 - has an obligation to a wider circle which means working in an inclusive way and embracing the expertise from the European Green Party's European and national partners, especially the GGEP and GEF, as well as experts from civil society.
- 33.8 Working groups are policy oriented and their members are nominated by EGP delegations. Individual Green Party members and invited guests are welcome to attend

meetings of Working Groups, though without internal voting rights.

- 33.9 Networks are more informal and membership is not by nomination but meetings are open to individual Green Party members and invited guests. Networks may be organised on a regional basis as appropriate as described in Article 35. The Individual Supporters Network is described in Article 34.
- 33.10 When drafting resolutions or amendments, the co-chairs of the working group/network should liaise closely with Full Member delegates who can speak and vote on the topic in Council.
- 33.11 Lists of the active working groups and networks within the European Green Party are given in Annex D to this Rule Book and shall be updated every two years following the decision of the Council.

Article 34 The European Green Party and individuals

- 34.1 The European Green Party has a delegated structure. Members are represented in the EGP through their delegates. The European Green Party therefore is not open for individual membership. However having outreach to green minded European citizens as one of its main legal objectives, individuals are welcome to participate within the EGP and, if they are members of an EGP Member Party, in the Individual Supporters Network.
- 34.2 Participation in the decision making process is exclusively held for Full Members of the European Green Party. Individuals who wish to participate in the decision making process can do this via the democratic representation of the Full Members in the European Green Party structures.

34.3 Individual Supporters Network (ISN)

The European Green Party unites members of the Parties in its Individual Supporters Network.

The Individual Supporters Network has three main objectives:

- to unite party members who support European cooperation;
- to unite party members who actively support cross border cooperation;
- to represent grassroots greens at the European Green Party level.

The EGP Individual Supporters Network is an open, flexible and non-hierarchical structure linking party members, groups and networks from all Green Parties, in which all initiatives for cross border participation are welcome and will be encouraged, to help to build a common political space for Greens from all over Europe.

Its purposes are: to help bridge the gap between European policies and local political life, to stimulate cooperation between local and thematic groups on different sides of country borders; and to help to build a democratic Europe of citizens. The Network promotes cross-border activity.

The Individual Supporters Network is a network that functions within the EGP structure and works closely together with all partners of the EGP. ISN has the right to table

resolutions and amendments in Council on subjects of relevance to it, subject to the provisions of Article 27. The Individual Supporters Network has no voting rights but limited speaking rights in Council meetings.

The status of a supporter is open for every member that is member of one of the Green Party Member Parties and who wishes to join the European Green Party and connect with other Greens in Europe directly. Supporters are entitled to regular information about the EGP and other Green structures. On application they may attend its meetings, with a limited possibility of participating in discussions.

The EGP sets, in coordination with the Member parties and the Individual Supporters Network, a minimum fee, which may vary per country/region and income category. The fees are earmarked and reserved in the budget for Individual Supporters Network activities.

The Network's purposes and functioning are ensured by a Coordination Team, consisting of twelve members: eight supporters chosen by the Network members, three nominated by the EGP Committee one of whom is a member of that committee, and one nominated by the Greens/EFA in the European Parliament. Team meetings are open. Each year the Team submits a motivated activities' plan and the composition of the new Coordination Team to the EGP Council for approval as well as a report of past activities for evaluation.

Article 35 Regional Cooperation

35.1 The European Green Party welcomes cross border and regional cooperation. In principle the regional networks will organise themselves and act and report as every other network within the European Green Party. Sometimes a specific region is of special interest to the European Green Party. In this case the European Green Party will allocate extra resources towards this network. These resources are to be embedded in a long term development vision and action plan endorsed by the Council.

Article 36 Broad European perspective

36.1 The European Green Party has a wider perspective than the European Union only. Green Parties from outside the EU have been part of our family from the early days of the Federation in the 1980s.

36.2 The European Green Party has the obligation to participate with all its members on an equal footing. Due to the political nature and the wide geographical spread of the European Union it is logical that the European Green Party has a clear focus on European Union developments. The European Green Party, however, has a clear guideline to keep a close watch and reflect on developments outside the European Union as well.

XIII External representation

Article 37 European Partners

- 37.1 The European Green Party acknowledges three partners on the European level: the Green Group in the European Parliament (GGEP), the Green European Foundation (GEF) and the Federation of Young European Greens (FYEG). The European partners are mutually committed to a strong cooperation. They are jointly responsible for regular consultation and coordination to ensure that our combined resources are employed as efficiently as possible and that the Green presence is enhanced. The European Green Party has as its specific responsibility the coordination and consultation on all matters concerning Green Party Members.
- 37.2 The EGP, the GGEP, GEF and the Members are equal partners in the European political space. Their respective roles are largely defined by the applicable European regulations. In general the role of the EGP is to elaborate a longer-term perspective. Where its Members look to the EGP to help them formulate political commentaries or where there are events of major and lasting significance, the EGP may respond as the collective Green voice.
- 37.3 The constituency of the EGP is considerably wider than that of the GGEP, being represented in almost all 27 EU member states, as well as in non-EU countries. This provides a larger sphere of influence and enables the EGP to build on the work of the GGEP.
- 37.4 The EGP, in collaboration with FYEG, should encourage capacity building and strategic human resources development of political talent at European level in co-operation with GEF and the GGEP.

37.5 The Green Group in the European Parliament (GGEP)

GGEP holds the exclusive political representation of European Green Party members at the European Union political level. The coordination between the two bodies is guaranteed at executive level by mutual representation of their Secretaries-General at respectively the European Green Party Committee and the Green Group's Bureau.

The GGEP participates in the decision making process of the European Green Party by its representation in the Council of its four delegates and by its four votes. All members of the Green Group (MEPs) are exclusively represented in the EGP by the Green Group's delegation to the EGP Council.

The GGEP is welcome to nominate representatives to and participate in the Working Groups and Networks of the European Green Party.

In all matters concerning the European elections the European Green Party and the Green Group in the European Parliament shall consult each other on a regular basis and shall contribute within the limits of each other's responsibilities.

37.6 The Green European Foundation (GEF)

GEF is the exclusive partner at the European level as regards European Foundations. The European Green Party and the Green European Foundation are bound by

European regulations and carry different responsibilities, whereby the GEF is responsible for the promotion of the European-wide political debate and the European Green Party for the promotion of Green policies.

The EGP recognises that GEF should safeguard its independence. The two partners should work closely together to make sure that programmes are mutually supportive and that functions are assumed by the more appropriate and effective partner, given the mutual interest in green activities.

This being acknowledged, the European Green Party aims at cooperating as much as possible with the Green European Foundation by the use of the Foundation's work on the promotion of European political debate and profits from its activities of research and training.

The coordination between the bodies is guaranteed at executive level by mutual representation of the Secretaries-General at respectively the European Green Party Committee and the Green European Foundation's Board.

The Green European Foundation may nominate representatives to and participate in the working groups and networks of the European Green Party.

The European Green Party has the right to a delegation of five members to the General Assembly of the Green European Foundation, under procedure detailed in Article 40.

37.7 The Federation of Young European Greens (FYEG)

FYEG is the exclusive and independent youth organisation of the European Green Party with the objective of bringing together young environmental and Green political groups from all over Europe and to encourage both mutual understanding and mutual action to promote a greener Europe.

The European Green Party values the opportunity that the FYEG organisation offers to a wide variety of Green groups and organisations to express the Green young voice all over Europe. In particular in those areas of Europe where the European Green Party is less strong the member organisations of FYEG are a valuable tool to reach out to the green-minded youth.

The European Green Party reaches a common agreement with the FYEG every two years which specifies the specific political, organisational and financial relations and cooperation. The current agreement is to be found in Annex H.

The European Green Party supports the concept of independent funding of its youth organisation by the European Parliament. As long as this independent funding is not in place the European Green Party will provide funds to FYEG under conditions negotiated with the EGP Committee and endorsed by the EGP Council in the annual budget and Activities plan.

The FYEG participates in the decision making process of the European Green Party by its representation to the Council of four delegates and by its four votes.

The FYEG may nominate representatives to and participate in the working groups and networks of the European Green Party.

The FYEG is represented at the executive level by one of its Co-Spokespersons at the

Committee level. ²

Article 38 Global Greens (GG)

- 38.1 At a global level, Green Parties and Associates are organised under the umbrella of the Global Greens with the aim of spreading green ideas worldwide. The Global Greens organisation is composed of Federations representing, respectively, Africa, the Americas, Asia Pacific and Europe. The EGP acts as the European Federation. There is a small Secretariat of the Global Greens based in Australia.
- 38.2 Each Federation nominates delegates to the Global Greens Co-ordination (GGC) which forms the Executive Committee. The EGP has the right to three members and three alternates in this Team.
- 38.3 Procedures for the selection of the EGP delegates are in Article 41.

XIV Election Procedures

Article 39 Provisions for election procedures

- 39.1 The European Green Party strives for a non cumulation of mandates.
- 39.2 The European Green Party office will send out a call for candidates for election to the European Green Party Committee 3 months ahead of the Council meeting. Deadline for presentation of candidates is 2 months before the Council meeting. Candidates will be able to present themselves by internet and if the agenda allows to make personal presentations to the Council.
- 39.3 The European Green Party office will send out a call for candidates for election to other bodies of the European Green Party 6 weeks ahead of the Council meeting. Deadline for presentation of candidates is 3 weeks before the Council meeting. Candidates will be able to present themselves by internet and if the agenda allows to make personal presentations to the Council.
- 39.4 Each candidate must be nominated by a Full Member and supported by at least two other Full Members. Each Full Member may nominate and support several candidates.
- 39.5 All elections shall be held by secret ballot unless otherwise unanimously decided by the Council. Voting cards shall be provided by the European Green Party office.

Article 40 Procedure for election to the General Assembly of the Green European Foundation

- 40.1 Three of the five members of the EGP delegation to the General Assembly of GEF shall be elected by Council.
- 40.2 Two members shall be nominated by the Committee.
- 40.3 If the composition of the General Assembly should change, the same principle shall apply and the Committee shall retain the right to nominate a similar proportion of members.

² EGP is exploring the possibility of implementing the principle of vice versa representation through EGP Committee member responsible for FYEG in FYEG board.

Article 41 Procedure for Election to Global Greens Coordination

- 41.1 Four of the six members of the European Green Party delegation to the Global Greens Co-ordination (GGC), which consists of three main members and three alternate members, shall be elected by the Council. One main member and one alternate member shall be nominated by the Committee.
- 41.2 If the GGC changes its composition or structure, the same principle shall apply and the Committee shall retain the right to nominate a similar proportion of members.
- 41.3 The first two candidates to be elected should fill the main seats and the next two be elected as alternates.
- 41.4 In case of an insufficient number of candidates, the Committee may appoint the remaining members.

Annex A

Format of the membership report

1. Party Name
2. Territory
3. Web address
4. Email address
5. Postal address
6. Phone number
7. Fax number
8. MEP group/delegation Web link
9. Logo
10. Leader(s)
11. MPs
12. Senators (or equivalent)
13. Ministers
14. Local Councillors (number of)
15. Existence of youth organisation
16. Number of registered members
17. Party officers
18. Leader(s) biography
19. Party biography

Annex B
Criteria for Membership fees

1. Full Members not receiving state-funding from countries with an average GDP/inhabitant lower than 15 000 € a year:

a. without parliamentary representation:

- from a country with less than 6 million inhabitants: 460 €
- from a country with more than 6 million inhabitants: 920 €

b. with parliamentary representation:

- from a country with less than 6 million inhabitants: 1.380 €
- from a country with more than 6 million inhabitants: 1.840 €

2. Full Members not receiving state-funding from countries with an average GDP/inhabitant higher than 15000 € a year:

a. without parliamentary representation:

- from a country with less than 6 million inhabitants: 575 €
- from a country with more than 6 million inhabitants: 1.150 €

b. with parliamentary representation:

- from a country with less than 6 million inhabitants: 1.725 €
- from a country with more than 6 million inhabitants: 2.300 €

3.a Full Members receiving state-funding from countries with an average GDP/inhabitant higher than 15000 € a year:

- from a country with less than 5 million inhabitants: 4.600 €
- from a country with more than 5 million inhabitants: 17.250 €
- from a country with more than 8 million inhabitants: 20.700 €
- from a country with more than 15 million inhabitants: 23.000 €
- from a country with more than 40 million inhabitants: 34.500 €
- from a country with more than 65 million inhabitants: 40.250 €

3.b Full Members receiving state-funding from countries with an average GDP/inhabitant lower than 15000 € a year:

- independent on the number of inhabitants: 4.600 €
4. Candidates pay a fee of 920 € for parties from countries with an average GDP/inhabitant higher than 15.000 € a year (230 € for other candidate parties)
 5. Associate Members pay 50% of the fee it should pay as a Full Member
 6. Each Member (Full Members, Candidates and Associates) with representation in the European Parliament shall contribute 1.380 € per elected MEP per year.
 7. Each Member, part of their national government, and with a GDP higher than 15.000 € shall pay a special additional fee of 2.875 € under condition that state-funding is not lowered due to government participation.
 8. For Members from the same country, the number of inhabitants will be the national number, except if the Members do not compete and they cover less than 20% of the inhabitants. In that case the regional number of inhabitants is used.
 9. When a Member changes its membership category because of the increase of the population of its country, the increase of the GDP per capita of its country, by establishing parliamentary representation or by becoming eligible for state-funding, the membership fee can in special cases be increased gradually by a decision of the Committee, taking into account the special circumstances of the Member Party in question.

Annex C

Overview of the voting procedures

Decision to be made	Article in the Statutes	Article in the Rule Book	Rule
Quorum		9.1	a simple majority of the Allocated Votes
General Voting	6.3.5	9.2, 24	2/3 majority of the votes cast
Amendments for resolutions and other documents		9.4	a simple majority of the votes cast
To accept a Member		9.4	3/4 majority of the Allocated Votes
To withdraw certain rights of the Members		6.5.3.- 6.5.4.	a 2/3 majority of the Allocated votes
To suspend or expel a Member		6.5.3.- 6.5.4.	3/4 majority of the Allocated Votes
To elect a committee member		19.5	a simple majority of the votes cast
To suspend or dismiss a committee member	6.5.5.	14.2	2/3 majority of the votes cast
To change the Statutes	11.2	9.4	3/4 majority of the Allocated Votes
To change the Rule Book	11.2		2/3 majority of the Allocated Votes
To change the Green Charter	6.3.3.8		2/3 majority of the votes cast
To liquidate the EGP	10.1		3/4 majority of the Allocated Votes
Special procedure for proposals to the Council			
To convene an extraordinary Council meeting	6.3.2	8.3	1/3 of the Full Members
To propose to the Council to dissolve the European Green Party	10.1		1/3 of the Full Members or the Committee
To propose to the Council to expel a Member from the European Green Party		6.6	1/3 of the Full Members or a Committee
To suspend or dismiss a committee member		14.2	1/3 of the Full Members

Note: Calculation of the voting threshold shall be rounded upwards.

For example, the number of Allocated Votes for the Council is 103. In order to accept a new Member the Council should have at least 78 votes in favour ($\frac{3}{4} * 103 = 77.25$).

The number of votes needed for quorum for general voting would be equal to 52 votes ($0.5 * 103 = 51.5$).

Annex D

List of the Working Groups and Networks, November 2015

List of the working groups:

- Foreign and Security Policy
- Future of Europe
- Trade

List of the networks

- Balkan Green Network
- European Network of Green Seniors (ENGs)
- Gender
- Individual Supporters Network (ISN) - ACT
- LGBTIQ
- Local Councillors

Annex E

Congress Regulations

EGP CONGRESS, Liverpool, 30 March – 2 April 2017

The Congress Regulations were adopted at the 4th EFGP Council Meeting (Turin, 9-11 February 1996) and were changed by the adoption of the Standing Orders at the 6th Council Meeting (Helsinki, 27-29 March 1998), amended by the Helsinki council of the EGP on 5-7 May 2006, amended by the Paris council of the EGP on 12 October 2008, amended by the Budapest Council on 3 April 2011 and amended by the Glasgow Council on 4 December 2016.

ARTICLE 1

In addition to the Statutes and the Rule Book, this annex contains all necessary rules for the preparation and organisation of the Congress of the European Green Party, which will take place in Liverpool on 30 March – 2 April 2017.

ARTICLE 2

All proposals for policy and strategic papers will be prepared by the Committee.

ARTICLE 3

The allocation of the delegates per Member Party is done in line with the rules stipulated in the Statutes. The Secretary General submits a calculation to the Council, based on the elections that have taken place up to 4 November 2016. The Council approves the allocation. In event of any disagreement, the matter is submitted to the Finance Advisory Board, in lieu of the Conciliation Panel, which takes a decision after consultation with the concerned Party.

The Member Parties are requested to present by 16 February 2017 the names and contact information of their delegates to the EGP office. The voting right is given to the delegates of the Member Parties, duly registered by the office of the EGP before 16 February 2017.

ARTICLE 4

The Congress Chair decides about the validity of points of order. Points of order have to be presented at the registration table.

ARTICLE 5

Guests and other persons, who do not belong to the official delegations of the Member Parties, are entitled to speak within the scope of the opportunities offered to them by the Chair of the Congress and/or the Chair of the Parallel sessions.

ARTICLE 6

According to the Art 12.5 of the EGP Rule Book, the EGP has made provisions for the Congress in a special Congress fund.

ARTICLE 7

For those parties entitled to reimbursement, a maximum of 4 delegates will be reimbursed to come to the Joint Congress. These parties are invited to appoint their delegates to the Global Greens Congress among the delegates to the EGP Congress. If the party chooses to bring more delegates to the Joint Congress, it is responsible for their expenses. The criteria established in the reimbursement rules for Council meetings apply (Annex I, J, and K of the EGP Rule Book).

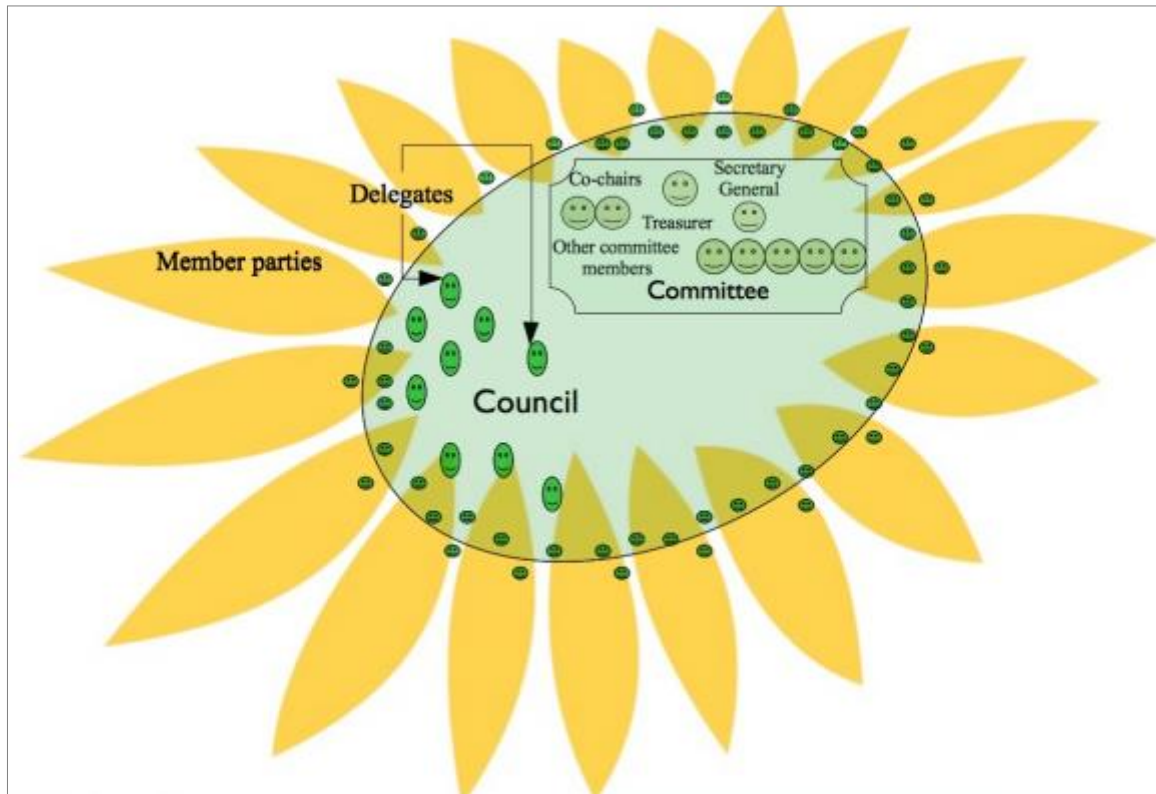
ARTICLE 8

All draft documents must comply with the rules specified in the Chapter IX of the Rule Book of the European Green Party

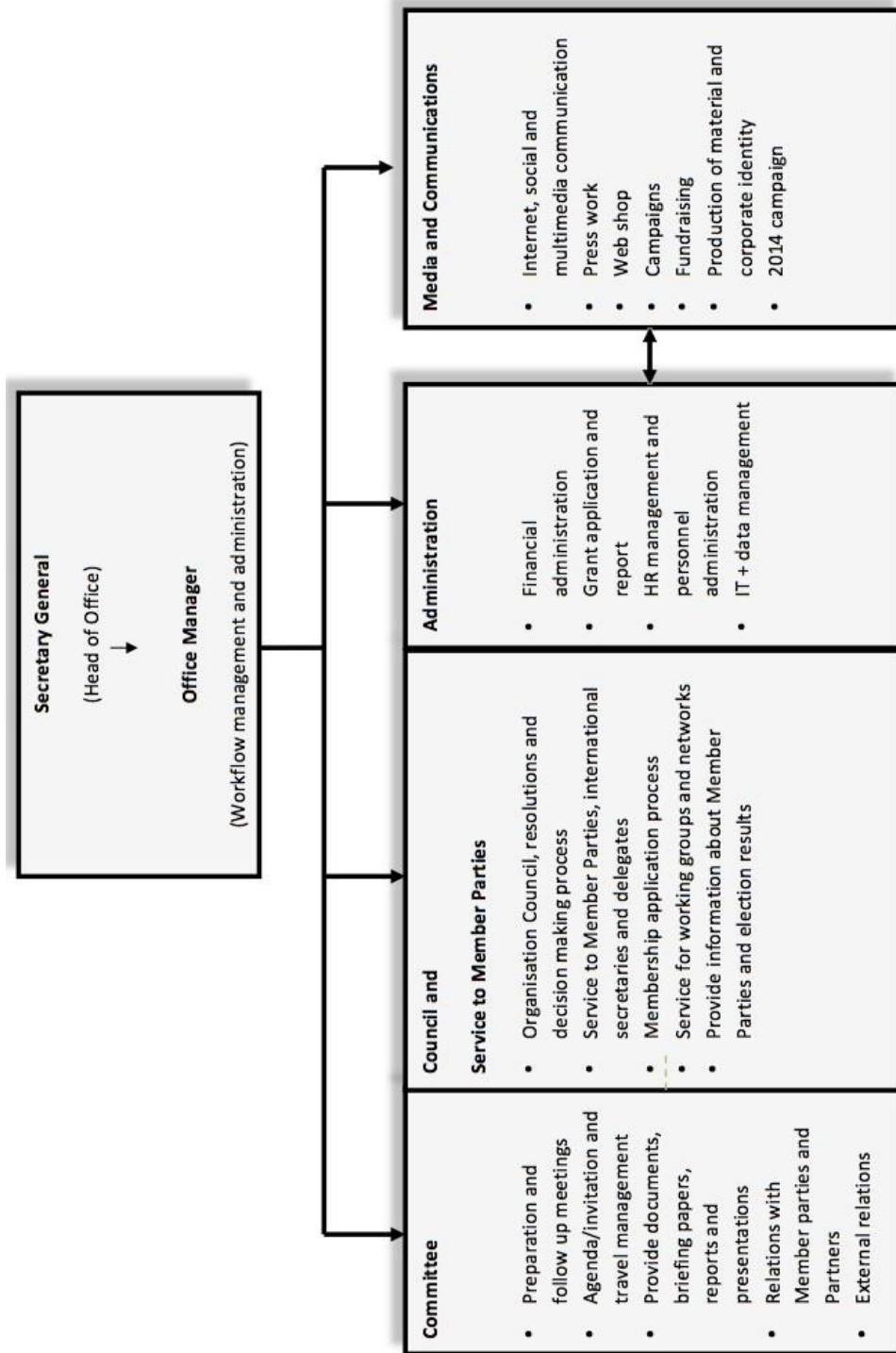
ARTICLE 9

Compromise amendments sessions (CAS) will be organised at the Congress to discuss the amendments to all draft documents. All amendments where a compromise is reached during the CAS sessions will be presented to be voted “en block”. Amendments where no compromise was reached will be voted individually. In this case, one person speaking “in favour” of the amendment and one person speaking “against” may be appointed during the CAS.

Annex F
European Green Party Organigramme



Annex G
European Green Party Office Organigramme



Annex H

As adopted at the EGP Council, Berlin, 16-18 March 2007

As amended at the EGP Council, Copenhagen, 11-13 May 2012

Agreement between the European Green Party and the Federation of Young European Greens

The EGP recognizes and appreciates the FYEG as its sole youth wing and FYEG endorses this position.

I Political Cooperation

The relationship of FYEG and EGP should aim to strengthen the green movement in Europe. FYEG and EGP will work together on a common Green project for Europe. They will do so with the other green actors, cooperating in campaigns, projects, meetings, actions and institutional work based on mutually agreed common priorities. One of which will be the strengthening of EGP and FYEG.

The political and organisational presence of the European Green Party among young people will be through the Federation of the Young European Greens. Making the green voice heard among young people is a responsibility of all green actors. FYEG will be the leading and coordinating organisation in reaching out. FYEG will as well be the voice of young greens on European level and establish the policy of the European greens related to youth issues.

FYEG's main task is to promote and lobby for their members point of view on politics in general and on green politics specifically. Furthermore it works to defend and promote youth's rights within the Green Parties and the EGP and in Europe and to involve young people in the green project. It is also a tool for education and political learning and development. FYEG will strive to unite young green organisations all over Europe and advance and inspire the creation of green organisations where they do not exist, in Europe and beyond in agreement and cooperation with EGP. FYEG as well as EGP engages itself to oppose any kind of social, ethnic, religious, sex oriented, age based, or birth place linked discrimination. FYEG is committed to fight against homophobia and xenophobia and in favour of equality.

FYEG and EGP will inform each other about their activities and contacts in order to achieve a greater level of synergy.

FYEG aspires to be fully involved in the EGP policy making process. It sees its role as a catalyst to advance the green agenda.

The EGP ensures that political contributions and statements of the FYEG are circulated among its members and regularly discussed in its meetings. Vice versa, FYEG will circulate relevant position papers and statements of the EGP among its members.

Independence

FYEG is a separate political organisation. With the purpose of bringing together young environmental and Green political groups from all over Europe, and act as an actor at European level, FYEG strives for environmental and human rights as well as for social justice. FYEG recognises as its parent party the European Green Party. The FYEG endorses the Charter of the EGP. FYEG remains an independent organisation, which can take its own political standpoints, has its own political platform, and does its own activities and has the freedom to cooperate with like-minded organisations and institutions and will share its contacts with EGP.

FYEG cooperates with EGP at European level and in principle with the EGP member parties and the Global Greens.

FYEG will stay independent in the meaning that it will follow its own political agenda and has the right to publicly take different standpoints than the party.

FYEG will if possible campaign with EGP and in elections strongly support EGP.

II Organisational relation

Committee of EGP

One representative of FYEG will be a co-opted member of the Committee. This representative will be nominated by FYEG and will be the responsible for the coordination of the work between FYEG and EGP.

Council of EGP

FYEG has the right to four votes in the Council, four delegates will be representing the Federation towards the Council, to be nominated by the FYEG (as explained in the EGP Rule Book, art.10.7).

Congress of EGP

FYEG has the right to 6 delegates with six votes. The 6 delegates should be nominated by FYEG, and will represent the Federation towards the Congress (as explained in the EGP Rule Book, art.12.3).

European Green Foundation

The EGP will support that FYEG obtains a seat in the General Assembly of the Green European Foundation.

Other meetings

FYEG will have right to take part as full members in other meetings of the EGP, not necessarily funded by the EGP.

The FYEG agrees to respect a basic reciprocity and makes sure that EGP representatives are invited to the main political meetings of the FYEG.

III Financial relation

Costs efficiency

EGP and FYEG will work together to minimise each other's costs, including common communication and administration. EGP and FYEG discuss joint projects, priority regions, priority themes etc.

Financial arrangements

EGP provides FYEG with a fixed percentage of its yearly expenditure budget as a basic grant for the functioning of FYEG. After every European election FYEG and EGP will negotiate on a financial agreement for that legislation period.

The percentage of the EGP budget allocated yearly to FYEG shall not be less than 3,5% of EGP's budget (total eligible expenditure). At least as long as there is no structural funding for political youth wings provided by the EU. EGP will strongly support FYEG in its efforts to increase its funds available. For that the EGP will assist the FYEG in its financial talks with other green groups such as the Green Foundations.

FYEG is obviously entitled to apply – as is every other EGP body – for additional funding for projects, campaigns, political initiatives, special working groups, etc. These applications will be handled on an equal footing with all other requests.

FYEG has initiated the process of trying to get political youth organisations supported by the European Parliament in the framework of European Party financing. The EGP will take a proactive role supporting this option as well as in supporting all other provisional steps that can contribute to generate funds or access to appropriations in the frame of the EU institutions that can help to enhance the work of the FYEG and to allow FYEG to function independently from funding by the EGP.

When financial difficulties occur within FYEG, EGP will, according to its possibilities, assist FYEG to solve them.

IV Final dispositions

In case of strong disagreements concerning the implementation of this agreement both FYEG and EGP can start a mediation procedure. The mediation procedure foresees the creation of a 6 person mediation commission (3 from each organisation) and a time frame for the mediation commission to present proposals to the EGP and the FYEG to solve the strong disagreement.

Annex I

Reimbursement Rules of the European Green Party

Preamble

The European Green Party is an international organisation. It organizes international meetings and values the opportunity that face to face meeting gives for the functioning of the Green family at large, the networking and exchange of knowledge and experience. As a consequence travel forms an integral part of the activities. Wherever possible the European Green Party will try to diminish travel and will try to maximize resource efficiency and minimize environmental footprints. All of its travel activities shall be compensated by carbon offset programme payments.

The Committee shall designate the carbon offset programme, reviewing the carbon offset programmes from time to time.

European Greens' Member Parties are encouraged to organize carbon offset for travel to or on European Green Party matters, as well.

General information

The European Green Party is an international not for profit organisation that is subject to Belgian law and operates according to the regulation on the financing of political parties of the European Parliament.

Everyone who undertakes travel approved by the European Greens Committee and the Treasurer or the Secretary General will be reimbursed costs (fully or partially).

Reimbursement for participation in EGP meetings, including Council meetings, will only be payable after prior approval by the EGP office of the amount; efforts must be made to guarantee the cheapest fare (by example of early booking)

1. All reimbursement requests shall be submitted to the European Green Party-office within one month of the activity.
2. The reimbursement form shall be sent to the EGP office by post with the original receipts and flight boarding passes attached.
3. Reimbursement shall only be made for those qualifying expenses for which receipts have been submitted.
4. It is recommended that copies of receipts submitted with the Reimbursement Form, be retained, until payment is received.
5. The European Green Party Reimbursement Form shall be used for all reimbursements. The form can be requested from the EGP office either by email [reimbursement@europeangreens.eu] or by telephone +32 2 626 07 20.
6. Reimbursement will be made by Bank transfer.
7. To ensure prompt reimbursement, please supply all bank details required as indicated on the official European Green Party Reimbursement Form.

8. Within two weeks after receipt of a reimbursement request the EGP office replies to the sender by either paying the requested amount, giving reason for the delay or denial of the request, or by specifying how the request can be completed.

9. EGP provides reimbursement of 85% of the participation fees in EGP meetings for parties eligible for reimbursement.

Travel

The European Green Party recommends using the travel mode that creates the least carbon footprint, e.g. train/boat/bus/bicycle/foot.

Reimbursement for travel distance less than 500 km is only provided for the 2nd class train return tickets and for travel distance of more than 500 km – for the 2nd class train or plane return ticket.

For those parties entitled to reimbursement for travel costs, after two years of becoming eligible for reimbursement:

1. An own contribution of 10% of the travel costs incurred will be asked.
2. As soon as a party receives state funding or has parliamentary representation an own contribution of 25% of the travel costs incurred will be asked.

If travels benefit a frequent travel programme the travel points accumulated through EGP shall be used for EGP.

Accommodation

When choosing accommodation the European Green Party recommends hotel/lodging that is mindful of its environmental and social and economic responsibility.

If accompanied by a spouse, partner, family member or friend who is not otherwise eligible for reimbursement, that person shall pay the extra costs for the double or twin room.

Other Costs

All other costs are subject to reimbursement after approval by the Treasurer or Secretary-General.

Annex J

Financial Guidelines for Working Groups and Networks

The following shall be guidelines for the financial management of working groups and networks of the European Green Party (EGP):

BUDGET AND PROPOSED PROGRAMME OF ACTIVITIES

An outline of the proposed activities of working groups and networks shall be submitted to the Treasurer and the EGP Committee for approval in advance and shall be endorsed by the Council in the European Green Party Activities plan.

Working groups and networks shall submit an annual estimated budget to the Treasurer in September for the following calendar year.

The activities in the draft budget:

- ⤴ shall contain the draft details of the event(s) for the year;
- ⤴ shall have a clear European outreach, although the event may address an issue of local impact it has to hold implications for the European Union and Europe as a whole;
- ⤴ shall focus on any issue which is relevant to members of the network or to the remit of the working group;
- ⤴ shall not be in support of funding national Member Parties;
- ⤴ shall have as their focus, public and/or party education in a specific area of Green policy;
- ⤴ shall include draft details of the costing of each event;
- ⤴ shall indicate the target population and details of target population and projected number of attendees.

Such items as travel costs; speaker costs, including accommodation, food/meals, administration, venue rental, publicity are eligible for reimbursement.

Changes in the draft programme that have a considerable impact on the budget must have the approval of the Treasurer and the EGP Committee no less than one month prior to the event.

Working group and Network funding is primarily for the organisation of meetings. Other projects, such as publications or research, shall be submitted in detail in September of the year prior to commencement of the project, for consideration by the Treasurer, the Secretary General and the EGP Committee.

REIMBURSEMENT

Reimbursement shall be in accordance with the "Reimbursement Rules for the European Green Party".

Specific to reimbursement for working groups and networks:

- ⤴ The travel and accommodation costs of one delegate shall be reimbursed for Full Member parties eligible for reimbursement under EGP reimbursement rules (Annex I

and K)

- ⤴ The official European Greens Reimbursement form shall be the only means of reimbursement request;
- ⤴ Reimbursement requests shall be reasonably in line with the approved draft budget or the revised, approved budget;
- ⤴ Reimbursement Forms shall include at least one copy of the programme for the event, noting that the event is presented “with the financial support of the European Parliament”;
- ⤴ A short report of the event shall be sent to the Secretary-General and the EGP Committee member responsible for said working group or network;
- ⤴ Reimbursement forms shall be completed, accompanied by the relevant original invoices and sent, as indicated in the Reimbursement Rules to the European Green Party office in Brussels;
- ⤴ Reimbursement Forms shall include, but not be limited to, the speakers’ expenses (with the exception of MEPs, who shall assume responsibility for their own costs); suppliers or vendors; supplies and printing and advertisement which may have been paid by the organiser(s) of the event;
- ⤴ Reimbursement Forms shall be sent within one month of the event, unless specifically agreed otherwise with the EGP Treasurer;
- ⤴ Reimbursement Forms not submitted within three months of the activity shall be in danger of non-reimbursement.

PUBLIC MATERIALS MUST MENTION “With the financial support of the European Parliament”

All programmes, agendas, announcements, invitations, advertisement – flyers, posters, etc., shall contain the phrase “with the financial support of the European Parliament”.

Annex K
Overview of the Reimbursement Rules ³

<u>Fee Category</u>	<u>Full Member delegates</u>	<u>Candidate Member delegates</u>	<u>Associate Member delegates</u>
a) 230/460/575€	90% of the travel costs are covered by EGP for two delegates (four – for Congress) 75% in case a party has a state funding or parliamentary representation *	90% of the travel costs are covered by EGP for two delegates 75% in case a party has a state funding or parliamentary representation *	No reimbursement
b) 920/1150/1380€			
c) 1725/1840€			
d) 2300€ +	No reimbursement	No reimbursement	
ACCOMMODATION			
Fee category (a, b)	Accommodation in a twin room (extra fee for accommodation in a single room)		No reimbursement
Fee category (c, d)	Accommodation in a twin room for EGP Council meetings (extra fee for accommodation in a single room)		
REGISTRATION FEE			
Fee category (a)	Yes, 85%	Yes, 85%	No reimbursement
Fee category (b, c, d)	No	No	

* Own contribution to travel costs is applied after two years of becoming eligible for reimbursement.

³ Own contribution to travel costs and participation fees as well as reimbursement for accommodation in a twin room for EGP Council meetings for Full and Candidate members in fee category “c, d” will be applied as of 2016.
 Rule Book of the European Green Party / adopted at the EGP Council in Paris, 12 November 2011
 As last amended in Liverpool (31 March 2017)

Annex L

Allowances of the European Green Party Committee

According to the Art.20 of this Rule Book in order to perform their functions the EGP Committee members are entitled to:

- apply for a per diem allowance, that is set to 200 EUR and is only applicable in cases specified by point 20.2 of the Rule Book for days when the meeting takes place (i.e. excluding travel days);
- an allowance to cover telecommunication costs of 70 EUR per month; the co-chairs and treasurer are entitled for extra 30 EUR per month.

According to the EGP office reimbursement rules the EGP Committee members are entitled to apply for:

- a reimbursement of the costs for travel and accommodation;
- a daily subsistence allowance.

This annex may be amended at the same time as the adoption of the annual budget.

Annex M

Donation policy

European Green Party donation policy

The European Green Party's donations policy is based on the following principles.

Donations to the European Green Party will be used to support the work of the European Green Party.

The European Green Party adheres to the following principles in relation to donations:

1. Donations shall be used to support the implementation of EGP aims and activities.
2. Donations will not be accepted from an individual, organisation or company whose actions and values are inconsistent with the principles of the European Greens Charter and Global Greens Charter.
3. Donation from influential companies such as banks or large multinational corporations will be considered only after evaluation of political and business interest of major owners and decision makers on the basis of green principles.
4. The EGP remains an independent organisation; donations of any kind cannot affect this independence in any way, in particular the political activities and principles of the EGP.
5. The EGP Committee is responsible for determining how donations are spent.
6. Donors may express their preference of how a donation is spent. The EGP Committee will try to abide by this wish. Should this be impossible, the Committee can take the final decision in these situations.
7. The Committee is responsible for not infringing on national fund raising efforts.
8. The EGP Committee is further responsible for implementing mechanisms that guarantee that donations to the EGP are not in conflict with national legislation regarding donation to political parties in countries where the donations are being made. Where more stringent national transparency regulations apply, they will be followed strictly.
9. The European Green Party is allowed to enter into mutually beneficial arrangements with third parties. Any such arrangements must be relevant and not infringe upon the independence of the EGP. These principles apply to donations, in-kind contributions, sponsorship, gifts, payments for advertising, revenue from mutual partnership schemes and the like.
10. The EGP will publish a list annually, specifying both donor and donation, for all donations exceeding 1.000 EUR per donor or per online donation, except during election campaigns to the European Parliament or for donations exceeding 3.500 EUR, where publication will take place immediately on the EGP website.
11. European Green Party does not accept:
 - Anonymous donations or contributions including from companies without transparent

ownership.

- Donations exceeding 25.000 EUR per donor per annum.
- Donations from the budgets of political groups in the European Parliament.
- Donations from any undertaking over which the public authorities may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it.
- Donations from any public authority from a third country, including any undertaking over which the public authorities may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it.

12. Any donation that is not permitted under Regulation of the European Parliament and of the Council on the statute and funding of European political parties and European political foundations will, within 30 days following the date it is received by the European political party or the European political foundation:

- Be returned to the donor or any person acting on the donor's behalf, or,
- Be reported to the European Parliament and entered as general revenue in the European Parliament section of the Budget, when it is not possible to return it.

Annex N
Privacy policy

To be developed

Procedures for the operation of the Conciliation Panel

Preamble

Conflicts can and do arise within an organisation and between individuals, and the European Green Party is not immune from this. The European Green Party encourages conflict resolution at the level where it occurs and by the parties directly concerned. In general conflicts can and should be resolved in a timely manner by the regular decision-making bodies within the EGP. In cases when a conflict cannot be resolved within the normal functioning of these bodies, a petition is filed with the EGP Conciliation Panel (Article 2.2). Two conflict resolution methods are defined: mediation and conciliation (Article III).

I Conciliation Panel

1.1 The Conciliation Panel is an independent body of the European Green Party, which is entitled to settle disputes arising from the application or interpretation of the EGP Statutes, the EGP Rule Book or other operational matters related to EGP.

1.2 The remit of the Panel shall exclude:

- a. political differences, differences in points of view or disputes of a political nature, which are within the competences of the national Conciliation Panel (or similar body for conflict resolution);
- b. appeals relating to the decisions taken by the national Conciliation Panel (or similar body for conflict resolution);
- c. any cases of political disagreement between the Members and/or Partners should be referred to the Council directly, unless there is an issue of interpretation of the EGP statutory documents, including membership issues, except the proposals by the Committee to the Council to expel a member (Article 2.2.d).
- d. budgetary issues.

1.3 The members of the Conciliation panel are independent and not bound by instructions other than those in the EGP Statutes, the EGP Rule Book and the procedures contained herein for the operation of the Panel.

1.4 The Conciliation Panel operates in public to the members of the EGP, hearings are open to representatives of the members, but members may be excluded if it is in the interest of the concerned parties.

1.5 The Panel respects the principle of “hear and heard”; all parties involved should be allocated equal time while presenting their point of view.

1.6 Composition

- a. The Conciliation panel consists of a minimum of 5 and a maximum of 9 members, elected by the Council.
- b. The Conciliation Panel chooses its two Chairpersons among the Panel. The Panel may decide on a rotating chairpersonship. At least one chairperson has to be a woman.
- c. The Panel is elected for 3 years.
- d. Individual members may not serve more than 3 consecutive terms.
- e. Election procedures are specified in the Rule Book (Art. 38).

II Eligibility for submitting a petition to the Conciliation Panel

2.1 Those eligible to submit petitions to the Panel are:

- a. Any member as identified in 4.3.1, 4.3.2, 4.3.3 or 4.3.4 of the EGP Statutes, bodies, networks, and working groups, whose interest is harmed by a decision of the Council or Committee can apply to the Conciliation Panel within 30 days of the decision.
- b. Any Members, bodies, networks, working groups, members of the Committee, employees of the EGP and representatives of partner organisations (FYEG, GGEP and GEF) can ask the Conciliation Panel to mediate or conciliate for a dispute between them.

2.2 A petition is eligible for consideration by the Conciliation panel if:

- a. the disputed issue is within the remit of the Conciliation Panel (Article 1);
- b. the petition is motivated and submitted by an individual or a party as described in Article 2.1;
- c. in cases where the disputed issue is a decision of the Council, the petition to the Conciliation Panel shall be submitted within one month after the decision has been taken;
- d. it concerns the proposal by the Committee to the Council to expel a Member, this petition has to be submitted to the Conciliation Panel in writing at least two months before the Council. The Conciliation Panel will try it utmost best to reach a conclusion before the upcoming Council. A decision by the Conciliation Panel is needed before proceeding with the decision at the Council. No further petitions can be submitted to the Conciliation Panel concerning the expulsion after the decision has been taken by the Council.

III Conflict resolution mechanisms

3.1. Mediation

3.1.1 Mediation can be used for cases when the Council decision has not yet been taken.

3.1.2 In cases where all involved parties have agreed to mediation, the Conciliation Panel shall select a mediator(s) amongst themselves. The parties involved can request another mediator(s) from the Conciliation Panel in case they consider that a selected person may be biased. When relevant, the Conciliation panel can choose to involve an advisor from one of the member parties.

3.1.3 The mediator may request any information relevant to the case from involved parties and relevant experts.

3.1.4 All written material shall be distributed among those who file the petition and the mediator(s).

3.1.5 In order to reach an agreement a mediator can propose several scenarios for dispute resolution.

3.1.6 Either party can withdraw from the mediation process at any time.

3.1.7 As a result of the mediation the parties are expected to reach an agreement within two months. This agreement is to be documented in writing and communicated to the Panel and the Committee.

3.1.8 In case the agreement is not reached within two months the mediator shall prepare a report indicating the reasons.

3.2 Conciliation

3.2.1 Conciliation shall be used in cases when the petition concerns a Council decision that has been made not earlier than one month before the date of submission of the petition and in cases when involved parties have refused to proceed via mediation.

3.2.2 In cases where the Chairpersons after consultation with the other members of the panel have decided to accept the petition for Conciliation, the Conciliation Panel shall select a group composed of an odd number, with a minimum of 3 persons, and including one of the Chairpersons, to proceed with deliberations. The parties involved can request any member of the Conciliation Panel be withdrawn from deliberations should they consider that this person to be biased.

3.2.3 If any member of the Panel is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.

3.2.4 The Conciliation Panel may request any information relevant to the case from the parties involved and relevant experts.

3.2.5 Neither party can withdraw from the conciliation proceedings until the decision is taken by the Conciliation Panel.

3.2.6 The Panel shall take a decision as quickly as possible, normally within six months.

3.2.7 As a result of the Conciliation process the Panel is expected to provide a report to the Council, including recommendations for the resolution of the conflict. These recommendations may include disciplinary measures defined in the EGP Statutory documents if necessary. In

case the disputed issue is a Council decision and the Panel decides in favour of a petitioner, the Council must re-vote on the issue, taking into account the report of the Conciliation Panel.

3.2.8 All Members, persons and bodies of the European Green Party shall be bound by the outcome of the Conciliation Panel process and the consequent decisions of the Council.

3.3 The Conciliation Panel proceeds in a structured way, however it's free to choose its procedure. Possible steps within the conciliation procedure are:

- a. Collecting written material;
- b. Requesting research relevant in the case;
- c. Checking if proper procedure has been followed to arrive at the contested decision;
- d. Phone / skype conference;
- e. Visit/mission;
- f. Hearing of parties involved/experts;
- g. Consultation with the Committee where problems arise in the exercise of its functions.

3.4 Confidentiality

The information is kept confidential, with the exception of the report to the Committee and Council.

All written material will be distributed among those who file the petition and the members of the Conciliation Panel. The EGP Secretary General receives a copy of the petition, an update of relevant information during the conciliation or mediation process and a full report afterwards. The Secretary General may inform the Committee, but has to abide within the limits of confidentiality.

The Committee and the Council are informed about the number of cases at hand, the interested persons/parties, the nature of the conflict and the procedure to be followed.

IV Decision-making process

4.1 The quorum for a decision is 3 members, if the conciliation panel has a total of 5 members, 4 if 6 or 7 members, 5 if 8 or 9 members. Decision has to be taken with a two-thirds majority of the expressed votes.

4.2 All decisions of the Panel shall be taken in accordance with the Statutes and the Rule Book as well as the Charter of the European Green Party. Decisions of the Conciliation Panel are public to the Members and the Committee.

V Administrative and financial resources

5.1 The Conciliation Panel is not restricted by a budget, but has no exclusive budget at its disposal. An indicative budget for each petition filed shall be sent to the treasurer as soon as possible. The parties involved may be asked to contribute in cases of significant financial costs during the mediation or conciliation procedure.

5.2 The EGP Office will provide administrative and organisational support to the Conciliation Panel.

5.3 The EGP Office is responsible to maintain the register of the petitions to the Conciliation Panel.

VI Internal procedure upon receipt of a petition to the Conciliation Panel

6.1 An interested party (petitioner) eligible to submit a petition for conciliation or mediation (art. III) shall submit the request via email to petitiontoconciliationpanel@europangreens.eu. The access to this account is reserved to members of the Conciliation Panel.

6.2 Within one week after submission, the Chairpersons shall examine the petition in view of its eligibility and answer by means of the EGP office to a submitter. Their response shall include the following:

- a. acknowledgement of the receipt of the petition;
- b. proposal to conduct a mediation if applicable;
- c. a time-frame for the deliberations process in cases where the petition is eligible, or justification for refusal of the petition in cases where the request has been considered as ineligible.

6.3 If a submission is rejected by the Chairpersons, the submitter has 30 days to reintroduce the submission to the whole Conciliation Panel, which then has to take a decision if the submission is eligible.

VII Profile for members of the European Green Party Conciliation Panel

7.1 Candidates for the Conciliation Panel shall:

- a. be a member of one of the EGP Full Members;
- b. be available and willing to act as a member of the Conciliation Panel in accordance with the Rules regarding the Conciliation Panel;
- c. be nominated by an EGP Member with voting rights;
- d. have knowledge of and interest in the European Green Party;
- e. have experience of working in a multi-cultural environment on an international level;
- f. not be an employee of one of the four European Partners or a member of the Committee.

7.2 The Conciliation Panel shall be balanced in order to avoid bias, which can be achieved through a proper representation of different points of view, i.e. members of the Conciliation Panel shall be elected taking into account:

- a. geographical balance;
- b. gender balance;
- c. age balance;
- d. balance as regards the level of development of a party (small / big and many / few elected representatives);
- e. juridical knowledge and/or background is preferred for at least one member of the Conciliation Panel.

7.3 Election procedure for the members of the Conciliation Panel is specified in the EGP Rule Book (Art.39.4).

This Rule Book was adopted at the EGP Council in Paris, 12 November 2011

Amended at the EGP Council in Copenhagen, 13 May 2012

Amended at the EGP Council in Athens, 11 November 2012

Amended at the EGP Council in Madrid, 12 May 2013

Amended at the EGP Council in Istanbul, 9 November 2014

Amended at the EGP Council in Zagreb, 17 May 2015

Amended at the EGP Council in Lyon, 15 November 2015

Amended at the EGP Council in Utrecht, 22 May 2016

Amended at the EGP Council in Glasgow, 4 December 2016

Amended at the EGP Council in Liverpool, 31 March 2017