**Ref: GA DOC N 9.2**

SD/03/2015

**Guidelines on Procedures for the General Assembly/Strategic Congress 2015**

This note on procedures is in line with the requirements of the EAPN Statutes and Standing Orders and adds some useful details. The note is based on the agreement at the last Executive Committee Meeting in **March 2015**.

1. **Notice of the General Assembly:** Notice of the General Assembly and the agenda must be sent out at the latest 30 days before the GA (i.e. by **1 June 2015**).
2. **Proxy:** Full members (National Networks or European Organisations) may be represented at the General Assembly by another full member (National Network or European Organisation). Notice confirming proxy should be given **to the EAPN Secretariat before 18.00 on Friday 3 July**. Members may not act as proxy for more than one other member and the number of votes involved in the proxy will depend on the number of votes available to that National Network or European Organisation. Delegates will hold the voting weight of their organisation as stipulated in the Standing Orders (for example, Italy’s voting weight is 8, Malta’s is 2).
3. **Ratification of Delegates:** As this GA begins the new 3 year mandate of EAPN all the delegates should be ratified at the GA. The delegate list will be used for this purpose.
4. **Election of new Members:** The election of new members is by ordinary majority vote of members present or represented.
5. **Election of Executive Committee Members:** As this is a new mandate all Exco members will need to be ratified. The proposed Exco members should be indicated on the delegates list which will be used for the purpose of ratifying the Exco members.
6. **Amendments to the Statutes:** Resolutions to amend the statutes must issue from the Executive or at least one fifth of the full members of the Network at least **3 months prior** to the General Assembly. Such resolutions, if any, should be sent to the EAPN Secretariat before **27 March** to allow time for the secretariat to issue the resolutions. If resolutions to amend the statutes are proposed then any proposal from EAPN Members (National Networks or European Organisations) to amend the proposed resolutions should be received by the EAPN Secretariat before **2 April 2015**. All voting on amendments will begin with the amendment furthest from the original proposal.
7. **Amendments to the Standing Orders:** Resolutions to amend the Standing Orders must issue from the Executive Committee or from any EAPN member (National Networks or European

Organisation) at least one month before the General Assembly. They should reach the EAPN secretariat no later than the **1 June 2015**.

1. **Final Declaration:** The final declaration allows the opportunity to bring before the General Assembly key policy positions that have been promoted by EAPN during the year or to comment on some key topical issue at the time of the GA. It is also used in relation to the publicity work done in the context of the GA. Amendments to the draft of the final declaration can be presented by delegates during the GA until lunch time. The Bureau will finalize the final declaration which will be approved in the closing session in the afternoon.
2. **Work Programme 2016:** Following discussions with the Executive, the Bureau will draft the Work Programme for 2016, which will be sent to the Members by **20 May 2015**. Members may propose amendments to the draft Work Programme, which should be sent to the EAPN secretariat by **26 June 2015**. Any proposed amendments will be discussed at the Executive Committee meeting prior to the GA and the Executive Committee may choose to advise the General Assembly delegates on the proposed amendments before the amendments are put to a vote at the GA.
3. **Resolutions not related to the Work Programme:** Resolutions not relating to the Work Programme must be sent to the EAPN Secretariat by **5 June 2015**.
4. **Emergency Resolutions:** Emergency resolutions may be tabled at the GA by a vote of two thirds of the members present in favour of tabling the emergency resolution.
5. **Budget 2016:** The draft budget 2016 will be prepared in line with the draft Work Programme 2016 and presented for adoption at the GA.
6. **Language:** The General Assembly will be organized in English, French and Spanish and all the related documents will be sent out in English only.
7. **Mailing of GA documents:** The first set of documents, including Notice of the GA, draft Agenda, will be sent out on **1 June**. The Work Programme will be sent out by 12 June. A final round of mailing will be done close to the General Assembly meeting and it will include documents which need more time for preparation.

**Timeline on procedures (based on all the dates presented in this document):**

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| **Deadline** | **Procedure**  |
| **1 June** | First mailing of GA and Exco documents (Notice, Agendas,)  |
| **27 March** | Amendments to the statutes to be submitted (if any) |
| **1 June** | Amendments to Standing Orders to be submitted  |
| **5 June** | Resolutions not related to the Work Programme  |
| **20 May** | 2nd mailing, including Draft Work Programme, other relevant documents for the GA and Exco meetings |
| **26 June**  | Members submitting amendments to Work Programme draft |
| **Friday 3 July before 18.00** | Members to submit proxies to secretariat  |
| GA | Tabling of emergency resolutions |