**Ref: GA/13/02**

**Guidelines on Procedures for the General Assembly 2013**

This note on procedures is in line with the requirements of our Statutes and Standing orders and adds some additional details. This note was agreed at the March 2013 Executive Committee Meeting.

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.
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 14 June. 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. Under the new arrangements it is unlikely that National Networks will require proxies, it would just arise in a case such as an air traffic action preventing the three delegates from the Network to be present.
3. **Ratification of Delegates:** The delegate list will be used for this purpose.
4. **Election of new Members:** There will be no new members presented at the 2013 GA as we would need to have the application for the Mach Executive meeting
5. **Election of Executive Committee Members:** Only changes from the Executive Members agreed at the 2012 GA need to be ratified.
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 the 3 month date 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 end of April. All voting on amendments will begin with the amendment furthest from the original proposal. It is not expected to have proposals for amendments to the Statutes at the 2013 GA.
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 (12 May). Such resolutions if any should be sent to the EAPN Secretariat before 1 May. Other than voting on the amendment submitted by FEANTSA to the 2012 GA it is not expected to have other proposals for amendments to the Standing Orders at the 2013 GA.
8. **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. The draft final declaration will be agreed by a written procedure with the Exco before 14 May and will be sent to delegates to the GA. Amendments must be proposed by not less than 2 EAPN members (NN or EOs) who make a maximum of two amendments which should be sent to the EAPN secretariat before 3 June.
9. **Work Programme 2014:** Following discussions with the Executive, the Bureau will draft work programme for 2014 which will be sent to the Members before 1st May 2013. Members may propose amendments to the draft of the work programme which should be sent to the EAPN secretariat prior to 31 May. Any proposed amendments will be discussed at the Exco meeting prior to the GA and the Exco may choose to offer an advice to the GA delegates on the proposed amendments before the amendments are put to a vote at the GA.
10. **Resolutions not related to the work programme:** Resolutions not relating to the work programme must be sent to the EAPN Secretariat by 30 April. Members may submit amendments to the resolutions not related to the work programme to the EAPN Secretariat prior to 31 May.
11. **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.
12. **Budget 2014:** The budget 2014 will be prepared in line with the draft work programme 2014.
13. **A Procedures Committee**, appointed by the Executive Committee, will meet to make recommendations on any of the amendments received. The procedures committee will also attempt to integrate the proposals for the final declaration into the draft text. In doing this they will attempt to confer with the proposers of amendments. The revised draft text of the Final Declaration will be presented to the GA. The delegates will be asked to approve this final draft in its totality.