



Protocol Appendix A

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RULES OF PROCEDURES FOR THE GENERAL ASSEMBLY

INTRODUCTION

ARTICLE 1 - SCOPE

This document is the Appendix A to the Protocol of the Association and consists of rules and procedures for the General Assembly. The 'Rules of Procedures' are a part of the Protocol and must not contradict the Statutory Base. They apply to all physical, hybrid and online sessions of the GA.

ARTICLE 2 - DEFINITIONS

Quorum: More than half of the total member entities are present or represented.

Simple Majority: More votes in favour than against, among votes cast. Abstentions are not counted.

Absolute Majority: More votes in favour than against and abstentions combined.

2/3 Majority: Two-thirds of the votes cast are in favour. If not a whole number, the next full number after the fraction is the majority.

3/4 Majority: Three-quarters of the votes cast are in favour. If this results in a fraction, it is rounded up to the next whole number.

Procedural Motion: A motion that affects the conduct of the meeting rather than the content of the debate.

Voting Card: A card used to indicate an entity's vote in physical sessions and the intention to speak.

Speaking Right: The right to address the GA during debates, discussions or presentations.

Candidate Entity: An entity recognized as a candidate for full membership but not yet granted full member rights.

Member Entity: An entity with full voting and participation rights within EGEA.

Participant: Any individual physically or virtually present at the GA. This includes entity representatives, Board members, officials, guests and observers.

Entity representative: A person designated by a member entity to represent it at the

GA. Entity representatives have voting rights and automatic speaking rights.

Official: A person elected or appointed to an official position within EGEA, including Board members, Regional Contact Persons, Secretariat Coordinator, Advisory Board members, Financial Control Commission and Team Coordinators members.

Guest: An individual invited by the Board or the General Assembly to attend the meeting and granted speaking rights for specific agenda points.

Proposal: A formal suggestion submitted for GA consideration, decision or action. Proposals include motions, policy documents and suggested changes to governing documents.

Amendment: A formal change proposed to a proposal or to an existing document. An amendment is valid only if it adds to, deletes from or modifies part of the original proposal or document.

GENERAL ISSUES

ARTICLE 3 - COMPETENCIES OF THE GA

The competencies of the General Assembly are determined by the Statutory Base and the Protocol of EGEA. As the highest decision-making body of the Association, the GA holds ultimate authority over all matters not explicitly delegated elsewhere. These include:

- Electing and dismissing EGEA Officials
- Approving budgets and financial reports
- Adopting or amending the Statutory Base and Protocol
- Deciding on membership status
- Setting the strategic direction of the association

ARTICLE 4 - CONVENING THE MEETING

The GA shall meet at least once annually. The GA shall be convened by the Board of EGEA and hosted by a selected EGEA entity or entities. Additional meetings may be convened by decision of the Board or by request of at least one-fifth of the member entities.

ARTICLE 5 - MEETING DOCUMENTS

5.1. Notice to convene the General Assembly must be sent to all members at least 30 days before the GA.

5.2. Proposals, reports and amendments to be voted upon must be circulated to all members at least 15 days before the GA.

5.3. If final versions are not shared at least 8 days prior to the GA, they may not be discussed or voted upon unless the GA agrees by a 2/3 majority.

5.4. All adopted documents shall be uploaded by the Vice President within 60 days of the GA's closure.

ARTICLE 6 - ROLL CALL AND QUORUM

6.1. At the beginning of the GA, the outgoing Board opens the meeting and conducts the first roll call.

6.2. At the beginning of each following session, the Moderation Team shall conduct a roll call.

6.3. A quorum is required for decision-making. If quorum is lost during a session, decisions shall be postponed until quorum is regained.

REPRESENTATION AND PARTICIPATION

ARTICLE 7 - REPRESENTATIVES

7.1. Each member entity has one vote and may designate one representative with speaking rights.

7.2. Entities must confirm their representation during the roll call.

ARTICLE 8 - PROXIES

8.1. Proxies must be submitted in writing to the Moderation Team and the Board of EGEA prior to the beginning of the GA session.

8.2. One member entity may hold a proxy for at most one other member entity.

THE AGENDA

ARTICLE 9 - AGENDA SETTING

9.1. The Board shall circulate a draft agenda 30 days prior to the GA.

9.2. Any member entity may request the inclusion of supplementary items in the agenda. Such requests for additions must be submitted at least 20 days prior to the meeting of the General Assembly.

ARTICLE 10 - APPROVAL OF THE AGENDA

The GA shall vote to adopt the agenda during the opening session.

ARTICLE 11 - MANDATORY AGENDA POINTS

The GA Meeting agenda shall, as a minimum, include the following points in the order below unless a justified change is approved by the GA:

11.1. Opening

11.1.1. Introduction from the President

11.1.2. Announcements (if any)

11.2. Roll call and confirmation of quorum

11.2.1. The Moderation Team will check the validity of the meeting based on the implementation of the preparation procedures and the required number of representatives of member entities present as per SB article 10.4.

11.3. Approval of the agenda

11.3.1. Any subsequent changes of the agenda will require the approval of the General Assembly.

11.4. Election of:

- Moderation Team
- Minute takers (if applicable)
- Vote counters

11.5. Reports:

- Annual Report
- Board of EGEA
 - Individual reports by each Board member, as defined by the Protocol
- Advisory Board Report
- Regional Reports
- Secretariat Coordinator Report
- Implementation Reports of strategies
- Teams Reports
- Projects Reports

11.6. Presentation of Proposals

11.7. Finances:

11.7.1. Presentation of the Financial Report

11.7.2. Comments from the Financial Control Commission (FCC) and the audience

- 11.7.3. Approval of the Financial Report
- 11.7.4. Presentation of the Budget
- 11.7.5. Comments from FCC and the audience
- 11.7.6. Approval of the Budget
- 11.7.7. Presentation and Approval of the Financial Reports of the Annual and Regional Congresses
- 11.8. Elections:
 - 11.8.1. Presentation of Financial Control Commission applicants
 - 11.8.2. Presentation of Advisory Board applicants
 - 11.8.3. Presentation of Annual Congress host applications
 - 11.8.4. Presentation of Theme Year applications
- 11.9. Voting and Approvals:
 - 11.9.1. Voting on Proposals and Motions
 - 11.9.2. Elections of Official Positions and Hosts
 - 11.9.3. Discharge of the-outgoing Official Positions
 - 11.9.3.1. FCC, AB, RCPs, SC, BoE
 - 11.9.4. Approval of the incoming Official Positions
 - 11.9.4.1. FCC, AB, RCPs, SC, BoE
- 11.10. Any Other Business
- 11.11. Closure of the Annual meeting of the General Assembly
 - 11.11.1. Closing statement by the newly elected President

ARTICLE 12 - CLOSED SESSIONS

- 12.1. The GA may decide to enter closed session by procedural motion.
- 12.2. Once a closed session begins, no additional individuals may enter the room, except for members of the Awareness Team if needed. Anyone already present at the start of the closed session may remain. Participants may leave the room during the closed session, but may not return until the session concludes.

THE MODERATION TEAM

ARTICLE 13 - ELECTION AND COMPOSITION

- 13.1. The GA shall elect a Moderation Team of at least one and up to four persons.
- 13.2. The Moderation Team must be neutral and its members shall not hold or run for other positions during the GA.

13.3. The Moderation Team is responsible for chairing the session, managing speakers, ensuring compliance with rules and maintaining order.

13.4. If four moderators are elected, the duties of minute taking shall be fulfilled by the Moderation Team and separate election of minute takers is not required.

ARTICLE 14 - COMPETENCIES OF THE MODERATION TEAM

14.1. The Moderation Team shall:

- Open and close sessions
- Direct discussion
- Take the minutes (or appoint others to do so)
- Ensure compliance with the Appendix A
- Manage the speakers' list and speaking times
- Propose the closure of debates or speaker lists
- Rule on procedural questions
- Interpret these rules where necessary

14.2. The Moderation Team may declare a time-out if needed.

14.3. The Moderation Team may internally organise its work.

14.4. Decisions of the Moderation Team regarding procedure may be overturned by an absolute majority of the GA.

ARTICLE 15 - REMOVAL

The GA may remove members of the Moderation Team through a motion of no confidence supported by a 2/3 majority.

MODERATION SUPPORT ROLES

ARTICLE 16 - MINUTE TAKERS

16.1. The GA shall elect at least two minute takers, unless Article 10.4 delegates the task to the Moderation Team.

16.2. These individuals should not be entity representatives, though this is allowed if necessary.

ARTICLE 17 - VOTE COUNTERS

17.1. The GA shall elect at least three vote counters.

17.2. These individuals must not be Board members, members of the Moderation Team, the Secretariat Coordinator, entity representatives or candidates for any elected position during the GA.

SPEAKING RULES

ARTICLE 18 - SPEAKING RIGHTS

18.1. Only entity representatives, the Board, Secretariat Coordinator, Regional Contact Persons and elects to the positions of Board of EGEA or Regional Contact Person have automatic speaking rights.

18.2. Others may be granted speaking rights by the GA or Moderation Team.

18.3. Every speaker has the right to have three minutes to present their views without interruption.

18.4. The speaking time can be altered by a procedural motion. However, the Moderation Team has the power to interrupt in the case of a misuse of speaking rights.

18.5. During the discussion the Moderation Team shall give the floor to speakers wishing to make:

1. Points of order
2. Rights of response
3. Technical points
4. General interventions

ARTICLE 19 - CLOSING OF THE SPEAKERS LIST

During a discussion, the Moderation Team may announce the list of speakers, the forthcoming closure of the speaker list and declare the list closed, provided that the proposer of the proposal or amendment has the right to speak immediately before the vote.

ARTICLE 20 - PERSONAL PRIVILEGE AND RIGHT OF RESPONSE

20.1. A member may request that their disagreement with a GA decision be recorded in the minutes.

20.2. If any elected EGEA representative, member or candidate member feels that, at any point during any official discussion, they have been accused of something or referred to in a way that solicits a response, the Moderation Team shall grant them a maximum time of 2 minutes to respond. This right of response applies even after the speaker list has been closed. Priority in speaking order shall be given to such members requesting this right.

ARTICLE 21 - STATEMENTS ON THE FLOOR

21.1. Any participant has the right to make a personal statement at any time during the GA meeting through a procedural motion.

21.2. The Moderation Team shall immediately grant this right except during voting procedures.

21.3. Any reaction during and after the personal statement is prohibited.

21.4. Authors wishing to have their statement included in the minutes must submit it in writing to the Moderation Team or Minute Takers before the end of the GA.

VOTING

ARTICLE 22 - VOTING PROCEDURE

22.1. Each entity has one vote.

22.2. Decisions shall be taken by a simple majority unless otherwise specified or except:

- Amendment of the Statutory Base (3/4 majority)
- Amendment of the Protocol (2/3 majority)
- Changes in membership status to become or discharge members (3/4 majority)
- Approval of financial Report and Budget (2/3 majority)
- Dismissal of Board of EGEA members, Regional Contact Persons, or the Secretariat Coordinator by vote of no confidence (2/3 majority)
- Adoption of political documents (policies) (absolute majority)

22.3. In case of a tie in elections, a run-off vote is held. If still tied, lots are drawn.

ARTICLE 23 - VOTING METHODS

23.1. Voting cards or digital equivalents are distributed before sessions.

23.2. Any member may request a secret vote or recorded vote for any issue. The Moderation Team has to agree to the request. When there is a conflicting request for a secret vote or recorded vote on the same issue then the GA will decide which procedure to adopt by simple majority of votes cast between the options secret vote, recorded vote and abstention, and this vote in no case can be recorded or secret.

23.3. Elections of representatives to EGEA bodies must be conducted by secret vote. The elections of the Moderation Team, Minute Takers and Vote Counters are exempt from this requirement unless otherwise decided by the GA. Approval or discharge of member entities shall also be conducted by secret ballot.

23.4. Once voting has commenced, no interruptions shall be allowed except for points of order concerning the procedure. No one can enter the room until the voting has finished.

23.5. Any election must be redone if, at any point during the election process, but before the results are announced, a procedural infringement is identified by an election assistant or observer and acknowledged by the GA. A GA member may motion for a re-vote on these grounds, which shall be decided by simple majority. Results shall not be announced until such matters are resolved.

ARTICLE 24 - NOT ENOUGH VOTES CAST

24.1. If a decision cannot be reached because an insufficient number of valid votes was cast, the matter shall be postponed to the next GA.

24.2. If the same situation occurs at the subsequent GA, the motion shall be considered rejected and the principle of *ne bis in idem* shall apply.

ARTICLE 25 - NE BIS IN IDEM

25.1. A motion accepted or rejected at the GA shall not be reintroduced during the same GA.

25.2. This restriction applies to any part of a motion or policy that was rejected, but not to motions or policies discussed in part or voted on in part without a final decision.

PROPOSALS AND AMENDMENTS

ARTICLE 26 - GENERAL RULES FOR PROPOSALS AND AMENDMENTS

26.1. Proposals and amendments must be submitted to the Board in writing before the deadlines set by the Board or Moderation Team.

26.2. The proposer may withdraw the proposal or amendment at any time prior to the vote.

26.3. Proposals not directly related to the agenda require a 2/3 majority to be added to the agenda.

26.4. A newer document or policy that explicitly supersedes an older one adopted with an equal or lower majority shall automatically replace the previous one.

26.5. The Moderation Team may decide, in consultation with the proposers, that multiple proposals or amendments on the same topic be dealt with together.

26.6. Proposals and amendments may only be submitted by a member entity or an official EGEA body.

26.7. Each proposal or amendment must have at least two proposers (i.e., the original proposer and at least one seconder), each from different EGEA member entities or official bodies.

26.8. The Board is exempt from the requirements outlined in Articles 26.6 and 26.7 and may submit proposals and amendments independently.

ARTICLE 27 - RULES SPECIFIC TO AMENDMENTS

27.1. With the exception of deadlines or any other cases mentioned, the amendments follow the procedures for proposals.

27.2. Amendments to internal documents, strategies, EGEA's budget, or amendments to

the Statutory Base or Protocol may be submitted and voted upon regardless of the proposer's agreement. Amendments to those amendments are also allowed.

27.3. For other motions not listed above, only the proposer may choose to accept or reject the amendment. If rejected, the amendment will be put to a vote.

ARTICLE 28 - PROCEDURAL MOTIONS

28.1. During the discussion, the following procedural motions shall have precedence in the following order over all other proposals or motions before the meeting, without the requirement to be submitted in written form:

1. Challenge decision of the Moderation Team
2. Request a closed meeting
3. Suspend or adjourn the meeting
4. Adjourn the item under discussion (e.g. continuing discussion in an informal session before resuming back to the meeting on the same agenda item)
5. Closure of debate and immediately move to vote
6. Closure the speaker list
7. Refer motion to BoE, WG or next GA meeting
8. Limit speaking time

28.2. All procedural motions require an absolute majority to pass unless otherwise specified.

28.3. Defeated procedural motions cannot be raised again unless circumstances have radically changed.

28.4. After proposing a motion to close debate and to go straight to a vote, if the motion is approved, then the Moderation Team needs to check whether the Board and at least one opposing speaker had the opportunity to speak. If not, the Moderation Team will give them the opportunity to speak.

ARTICLE 29 - VOTING PROCEDURES FOR PROPOSALS AND AMENDMENTS

29.1. One of the proponents of a proposal or amendment may speak for up to three minutes in motivation. Debate then opens, followed by any permissible amendments. The proposer retains a right of reply immediately before the vote.

29.2. Any member may request a split vote to separate and vote on a specific part of a motion or amendment. If approved, the original is modified accordingly.

29.3. Conflicting split-vote requests are handled similarly to conflicting amendments.

29.4. A split vote does not replace the final vote on the motion or amendment.

ARTICLE 30 - SPECIAL PROCEDURES FOR AMENDMENTS

30.1. After the deadline, amendments or amendments to amendments may still be

made orally during discussion. The oral amendments or amendments to amendments can be incorporated if the proposer of the amendment agrees.

30.2. Oral amendments will not be voted upon. Oral amendments to amendments for documents falling under Article 27.2. will be voted upon, irrespective of whether the proposer of the amendments agrees or not.

30.3. When an amendment is proposed to a proposal, the amendment shall be voted on first.

30.4. When two or more amendments are proposed, the GA shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed there from, until all the amendments have been put to the vote.

30.5. An amendment shall be proposed and discussed in accordance with the procedure for proposals.

30.6. An amendment to an amendment shall be proposed and discussed in accordance with the procedure for amendments, unless stated otherwise, with the exception of deadlines.

30.7. An amendment is valid only if it adds, deletes or changes part of the original motion.

30.8. When multiple competing proposals cannot be unified by their proposers, the Moderation Team shall propose a method for deciding how to proceed.

FINAL PROVISIONS

ARTICLE 31 - MINUTES AND PUBLICATION

Minutes shall be finalised and sent to all members by the outgoing Board within 90 days.

ARTICLE 32 - CONFLICT RESOLUTION

Interpretation of these Rules lies with the Moderation Team. The GA may override any interpretation by a 2/3 majority.

ARTICLE 33 - AMENDMENTS TO APPENDIX A

Amendments to this Appendix require a 2/3 majority of the General Assembly.