

Rules of Procedure of the Association

Volt Belgium ASBL/VZW

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[Introduction](#)

[Definitions](#)

[Amending the Rule of Procedures](#)

[Part I. General Rules](#)

[Article 1 - Working languages](#)

[Article 2 - Use of language in meetings](#)

[Part II. Membership](#)

[Article 3 - Application Procedure](#)

[Article 4 - Establishment of new membership category](#)

[Article 5 - Resignation Procedure membership](#)

[Article 6 - Exclusion of a Member](#)

[Part III. The General Assembly](#)

[Article 7 - Conduct of an Ordinary General Assembly](#)

[Part IV. Arbitration Commission](#)

[Article 8 - Powers and Sanctions granted to Chambers of the Arbitration Commission](#)

[Article 9 - Rotation of the Arbitration Commission](#)

[Article 10 - Safeguarding impartiality of the mediation and disciplinary processes](#)

[Article 11 - Amendments recommended by the Arbitration Commission or a temporary Governance Committee](#)

[Article 12 - Grievances against a member of the Arbitration Commission](#)

[Part VI. Local Assemblies](#)

[Article 13 - Local Assemblies](#)

[Article 14 - Minutes of the Local Assemblies](#)

[Article 15 - City Functional Leads and Teams](#)

[Article 16 - University Chapters](#)

[Article 17 - Request by a Local Assembly for Electoral Commission oversight of a local vote](#)

[Part VII. Other Organs](#)

[Article 18 - Conduct of an Official Meeting of an Organ of the Association](#)

[Article 19 - Accountability of Organs mandate holders](#)

[Article 20 - Validity of decision of organs with vacancies](#)

[Article 21 - By-election for organs with vacancies](#)

[Article 22 - Decision-making procedures](#)

[Article 23 - Creation of a Commission or Committee](#)

[Part IV. Integrity & Conflict Resolution](#)

[Article 24 - Complaints, Mediation, and Disciplinary Procedure](#)

[Article 25 - Expedited Disciplinary procedure](#)

[Article 26 - Submission of a complaint to the Arbitration Commission](#)

[Article 27 - Escalation to the Disciplinary Chamber](#)

[Article 28 - Objection by an Organ to the creation of a Commission or Committee](#)

[Part VIII. Voting Procedures](#)

[Article 29 - Election and voting procedures](#)

[Article 30 - Fair and timely elections and voting processes](#)

[Article 31 - Proxy Procedure](#)

[Article 32 - Selection procedure of volunteers and staff to appointed mandates](#)

[Article 33 - Candidates presenting an alternative lead or co-lead ticket for election and/or appointment](#)

[Article 34 - Election procedure for elected mandates](#)

[Part IX. Mandates](#)

[Article 35 - Cumulation of mandates](#)

[Article 36 - Responsibility of individuals holding an appointed or elected mandate](#)

Introduction

The General Assembly of the Association, having regard to its powers as foreseen in Articles of Association hereby adopts, in accordance with the Articles of Association, the following Rules of Procedures of the Association which are enforceable upon all Acts and Decisions of Organs, Effective Members, and Association Members of the Association.

Definitions

The following definitions shall apply within the Association:

- 1) Body refers to a general encompassing term for an Organ or composition of Members within the structure;
- 2) Assembly refers to a body with the ultimate Association authority over a defined geographic jurisdiction;
- 3) Organ of Administration refers to the permanent executive body having specific powers established by the Articles of Association or mandated by Belgian legal provisions;
- 4) Commission refers to a permanent body mandated by an Assembly within its own limitations set forth in the Articles of Association. Commissions perform to the specifications of their mandates;
- 5) Committee refers to a permanent temporary sub-division of a body mandated by an Assembly or a statutory Organ within its own limitations set forth in the Articles of Association. Committees perform to the specifications of their mandates.

Amending the Rule of Procedures

In accordance with Articles of Association, any effective member may propose new rules or amendments to the Rules of Procedure to the General Assembly.

Effective Members may propose amendments individually, grouped. When proposing changes individually, such proposals must be supported by another Effective Member.

Part I. General Rules

Article 1 - Working languages

The Association has the four working languages of English, Dutch, French, and German. It operates in a spirit of language inclusivity. Members and Organs may validly deliberate in any of the working languages during meetings of the Association.

Whilst the Articles of Association may be published in all four working languages, in case of doubt, contradiction or interpretation problems between versions, the version submitted to the Belgian authorities shall prevail.

All instruments and documents of the Association required by Belgian legal provisions must be drawn up at least in the language of the judicial district in which the Association has its registered office. This includes, among others, when requested by these legal provisions and regulations, the minutes of the meetings of the General Assembly and the Organ of Administration, as well as any instrument subject to be made public through a legal publicity or to file requirements with the clerk's office of the tribunal of commerce. All these instruments must imperatively be drafted at least in the judicial district's official language. Versions in other working languages may also be prepared.

Article 2 - Use of language in meetings

Organs of the Association must make the best effort to ensure the Association is inclusive particularly as regards enabling individuals to speak in their own language.

Part II. Membership

Article 3 - Application Procedure

An Effective or Associate Member must complete an application procedure to benefit from the rights and privileges foreseen for them. The applicant signals their interest to join by filling out the appropriate forms to be found on the appropriate Volt Belgium website. The applicant will then be invited to an onboarding interview conducted by an authorised Effective Member having the necessary functional responsibilities, clearance, and training to do so.

During the screening interview, the on-boarder provides brief details about Volt, confirms that the information provided by the applicant and contained in the Volt database is accurate and up-to-date, and then proceeds to conduct an interview to confirm motivations and interests, aspirations, and alignment with Volt values and reviews eligibility of the individual to join Volt.

If the applicant meets the eligibility criteria to join Volt Europa and consequently Volt Belgium, the individual is reputed as benefitting from Associate Membership status until such time as the payment for Effective Membership is confirmed by an individual who benefits from access to the bank account and a cool-off period not exceeding one (1) month has been observed for voting purposes, except where Associate Members are entitled to also vote alongside Effective Members

The applicant is assigned to one of the City Teams and, if applicable, the appropriate National Teams and the on-boarder may connect all of the leads (Leadership of the Local Assembly, National and Local Community Leads, and National Functional Leads) concerned. The applicant member should also be further explained how to use the existing Volt work platforms and channels.

Article 4 - Establishment of new membership category

New membership categories may be created by the Organ of Administration subject to the approval of the Provincial Council. In its proposal to the Provincial Council, the Organ of Administration must demonstrate why such a need exists and how the existing membership tiers do not match the need as well as the proposed rights, obligations of the membership category. The proposed membership category may never exceed the rights and powers afforded to Effective Members. Once adopted by the Organ of Administration, a notification should be sent to all Effective and Associate Members regarding the new membership category, as well as a statutory proposal should the new membership category be intended to be a permanent addition to the structures of the Association.

Article 5 - Resignation Procedure membership

Effective members may cancel their resignation by written notice, it shall automatically take effect within one (1) week of the initial resignation date issued in the correspondence. If an individual so requests, they may indicate in their resignation letter a later date upon which they wish their resignation to take effect.

If an Effective Member notifies within one (1) month of their resignation their decision to rescind, the Association may consider the resignation as never having been tendered, the Effective Member therefore does not have to complete the full application procedure again.

Article 6 - Exclusion of a Member

A member may be excluded by the General Assembly, on the basis of a motivated recommendation to do so by the Arbitration Commission, following a decision supported by 2/3 of the sitting disciplinary chamber. The decision shall be provided in summary form and appended to the Agenda of the General Assembly which shall make the decision.

At the General Assembly, both a spokesperson from the Arbitration Commission which shall present the case and the motivation to the General Assembly, and the concerned Member are allowed to speak in that order. Effective Members at the General Assembly may ask clarification questions at the conclusion of both presentations.

Should 2/3 of the votes of the General Assembly support the Arbitration Commission, the exclusion has immediate effect and must be notified in the register.

Part III. The General Assembly

Article 7 - Conduct of a General Assembly

The Organ of Administration drafts the agenda of a General Assembly. The Secretary of the Organ of Administration is responsible for the circulation of Agenda drafts.

Any additional Points must be requested by at least one-twentieth (1/20) of the Effective Members in accordance with the Articles of Association. The Organ of Administration must notify the authors of the request in a timely fashion should the request fail to meet the necessary threshold.

Any items not on the agenda may be spontaneously deliberated upon but no vote may take place.

The Organ of Administration must also appoint a Session Chair (and substitute) who will chair the proceedings on the basis of the agenda and has a deciding casting vote.

Copies of all relevant documents to the General Assembly, such as financial accounts, annual reports, proposed budgets and annual plans, must be circulated to all Effective and Association Members by at least electronic means by the Secretary of the Organ of Administration no less than 15 days to the holding of a General Assembly.

The Electoral Commission is responsible for drafting and presenting the text of motions and the conduct of votes at the General Assembly, in close cooperation with Session Chair and the Organs requesting the votes. Texts of motions should not be modified during the General Assembly. The Electoral Commission together with the Organ of Administration (and relevant functional leads) should explore all appropriate and feasible means available to enable digital participation of all legal members in votes.

Part IV. Arbitration Commission

Article 8 - Powers and Sanctions granted to Chambers of the Arbitration Commission

The Arbitration Commission has been granted sanctioning powers, in order to fulfil its mandated role.

The Mediation Chamber seeks to amicably resolve complaints put before it in the spirit of Volt values as captured by its adopted Governance Documents. The Mediation Chamber has the following limited sanctioning powers:

- a) Issuing advice on the interpretation of the Articles of Association, Code of Conduct, Internal Rule of Procedure , or other adopted Governance Documents;
- b) Issuing a private, non-binding, recommendation to the contravening Party or Parties;
- c) Issuing a private, binding, recommendation to the contravening Party or Parties;
- d) Rescinding a decision of an Organ of Association on the basis of non-compliance to the Articles of Association, Code of Conduct, Internal Rule of Procedure , or other adopted Governance Documents, including the Governance Documents of Volt Europa;
- e) Escalating a case to the Disciplinary Chamber in accordance with the Internal Rules of Procedure.

The Disciplinary Chamber seeks to bring justice by deciding on disciplinary measures to stop unsanctioned behaviour. The Disciplinary Chamber has the following limited sanctioning powers:

- a) Reject the findings of the Mediation Chamber, with the possibility of referring the case back to a Mediation Chamber;
- b) Issue a public warning to the contravening Party or Parties;
- c) Issue a public reprimand to the contravening Party or Parties;
- d) Suspend the voting rights or mandates of the contravening Party or Parties;
- e) Recommend exclusion of the contravening Party or Parties as further defined in the present Rules of Procedure of the Association.

Article 9 - Rotation of the Arbitration Commission

The Arbitration Commission when conducting mediation or disciplinary review of a case rotates its chamber membership so that no same individual sits in both the mediation and the disciplinary proceedings of a case. It further compensates any potential bias with a random selection of jurors from the Effective Membership.

To achieve this, for each case submitted to the Arbitration Commission, one of the two Co-Chairs of the Arbitration Commission will supervise the work the Mediation Chamber composed of one (1) full Member of the Arbitration Commission and one (1) Effective Member randomly selected from the Register to serve a temporary mandate which they may refuse, when this occurs, the next Effective Member randomly selected is invited to sit. The chamber may elect within its midst who represents the findings of the mediation proceedings to the Disciplinary Chamber.

The other Co-Chair, and any other full Members of the Arbitration Commission do not participate in the mediation proceedings and are not privy to the content of the proceedings. It is only in the event of an escalation to the disciplinary chamber that a new chamber composed of the remaining co-chair, one (1) full Member of the Arbitration Commission and one (1) additional Effective Member are invited to sit in the Disciplinary hearing to review the case.

Article 10 - Safeguarding impartiality of the mediation and disciplinary processes

Arbitration Commission members with a personal conflict of interest must declare them to the Arbitration Commission and as such excuse themselves from the proceedings. When in doubt, the Chairs of the Arbitration Commission makes the determination as to whether a conflict of interest exists. Failure to declare the conflict of interest may be deemed a procedural breach.

Article 11 - Amendments recommended by the Arbitration Commission or a temporary Governance Committee

The Arbitration Commission, and/or a temporary Governance Committee in corroboration with the Arbitration Commission, may draft and propose editorial adjustments to the Code of Conduct as well as annexes to the Code of Conduct. The proposal must specify which clauses or parts of clauses are to be annexed, which has the effect of making them grounds for disciplinary action. A consensus decision of the Arbitration Commission is sufficient to bring the attached document into effect, subject to ratification by the General Assembly (ordinary or digital).

The Arbitration Commission may propose revisions to this document on which it has reached consensus. These must be formalised in the form of a report to the General Assembly. The Arbitration Commission may, at its own initiative, provoke a General Assembly to ratify revisions under the supervision of the Electoral Commission.

Article 12 - Grievances against a member of the Arbitration Commission

Complaints lodged against a member of the Arbitration Commission must be addressed with the specific individual excused. The Arbitration Commission may appoint a temporary member to fill the vacant position for the duration of the case. If the case involves a Co-Chair, an existing Arbitration Commission member temporarily is responsible for their portfolio.

Part VI. Local Assemblies

Article 13 - Local Assemblies

Established by virtue of the presence of at least six (6) Effective Members in the Register of Members inside a defined commune and/or a group of communes in Belgium on the basis of a decision by the Provincial Council. It ceases to exist by common agreement or when the commune or group of communes drops below six (6) Effective Members in the Register of Members.

The Local Assembly is composed of all Effective Members inside the defined commune or groups of communes. It is presided over by a Session Chairman (or their Substitute) appointed by the Local Assembly. Associate Members may be invited to attend the Local Assembly which may grant the Associate Members voting rights on Local Assembly proceedings by virtue of Article 11.

The Local Assembly meets at least annually, within 6 months of the Annual General Assembly, and more if the interests of the Association so require. The Local Assembly meets in a physical location within the commune or groups of communes of its jurisdiction but may, should the need be felt and as determined by the City Lead or City Co-Leads, also be exceptionally held virtually on a platform which can be accessed by all Effective Members.

The exact date and time of a Local Assembly is communicated by the City Lead or City Co-Leads and must be included in the formal convocation addressed to concerned Effective Members and at minimum also to the Organ of Administration and the Electoral Commission. A local Assembly may be provoked by a written request submitted to the City Lead or City Co-Lead representing one-fifths (1/5) of the Effective Members of the commune and/or group of communes.

Article 14 - Minutes of the Local Assemblies

They are kept in a register at the social seat of the Association in their original material form, as well as in electronic form or similar support and in conditions guaranteeing sustainability, readability, integrity, reliability and sustainable reproducibility. Each Effective Member in the jurisdiction receives a copy of all Local Assembly minutes at least in electronic form. The minutes are to be uploaded publicly on the Volt Drive. Unless otherwise provided for by Belgian legal provisions or in the case of a special delegation by the Organ of Administration, copies or excerpts of these copies or excerpts of these minutes to be delivered to Third Parties or used in Courts or elsewhere, are signed by the Secretary of the Organ of Administration or in their absence one other Administrator.

Article 15 - City Functional Leads and Teams

Local Assemblies may elect and/or appoint individuals to represent the functions deemed essential for our parties internal operations and growth at the local level and reflect the areas listed in the National Functional Lead section. These roles are elected directly from their respective Local Assemblies by the Effective and Associate Members for a renewable term length of 1 year. The City Functional Leads are free to enlist the support of and/or appoint members to aid in the operations of their function.

Article 16 - University Chapters

Subject to the approval of the Organ of Administration, Volt volunteers and members associated or attending a University may establish official University Chapters to create a bridge between Volt Belgium and the academic world.

Whilst they are not official Local Assemblies as understood by the present Article of Association, they shall nonetheless be reputed, by decision of the Organ of Administration, as benefiting from the rights, obligations and privileges afforded to Local Assemblies so long as they subscribe to the Volt values as enshrined by the Code of Conduct and governance documents. Effective members may be both members of these University Chapters and still participate fully in all other activities and Organs of Volt Belgium.

University Chapters shall be afforded facilities (i.e. email platforms, etc.) to perform in accordance with Volt Belgium operational guidelines. Activities and communications shall be coordinated, as appropriate, with the relevant functional teams.

Article 17 - Request by a Local Assembly for Electoral Commission oversight of a local vote

A Local Assembly wishing to request Electoral Commission oversight or execution of a local vote in accordance with the Article of Association must inform the Electoral Commission at least one (1) week of the vote taking place. The Electoral Commission may within 24 hours reject the request if it has no capacity to carry out the election but must still provide technical and advisory support to the Local Assembly when it does so.

Part VII. Other Organs

Article 18 - Conduct of an Official Meeting of an Organ of the Association

Without prejudice to Article of Association or other Rules, official meetings of any Organ of the Association must be notified to the required participants within one (1) week of the meeting taking place if virtual and two (2) weeks if physical. A draft agenda with minutes of the preceding meeting, and accompanying minutes should be included in the invitation. Ideally this draft agenda can also be published publicly to Members in the event they wish the Organ to deliberate (within the scope of its competences) on matters of interest.

At minimum, the minutes should capture:

- those in attendance and excused;
- any external guests invited and for which purpose;
- and any decisions should be motivated appropriately and in reference to the Organ's powers.

Minutes produced should be promptly published and communicated to the Membership using appropriate digital means.

Circumstances may not always permit for an official meeting to be organised in time for a time-sensitive decision to be made. In such circumstances and should conditions for an official meeting not be met, the Organ's Chair or Co-Chair may jointly exercise limited executive authority to represent their Organ and take a decision on their behalf within the limits of their Powers. Alternatively, the Organ may validly deliberate, if a quorum of more than 50% of the Organ's members are assembled at shorter notice, to adopt a provisional decision which can be enforced until such time as it can be retroactively adopted at a subsequent official meeting of the Organ.

Article 19 - Accountability of Organs mandate holders

Organs and holders of mandate and leadership positions within the Association whether elected or appointed, should produce in an appropriate format and frequency, regular activity reports at least to their supervising authority which summarise activity undertaken and accomplished, and activities planned and foreseen within the remit of their mandate or position and enabling the Association to maintain accountability for mandate holders.

Article 20 - Validity of decision of organs with vacancies

In the event that an Organ fails to secure the minimum number of mandate holders for the available mandates, the Organ shall still be reputed as being operational and its decisions valid so long as it is able to meet the minimum quorum that would have existed when all the mandate holders are elected.

Article 21 - By-election for organs with vacancies

At any point, an Effective Member can nominate themselves as a candidate for a vacant post in one of the Organs of the Association. The Electoral Commission shall run within an appropriate time frame, an election process and invite any other Effective Member that may wish to nominate themselves. The Organ of Administration or the Organ itself may also propose to the Electoral Commission to open an election for the vacant position at their leisure.

Article 22 - Decision-making procedures

The respective levels deliberate internally and decide autonomously an appropriate frequency for meetings, within the scope of the Articles of Association. Chairs for meetings are the highest authority of level, or delegated individually. A meeting should have an agenda and minutes must be taken capturing any decisions/ votes taken. The Volt Google drive will host a minute folder for each level and constituent to house these records and complete access permitted for all Effective members

Meeting minutes should be stored in an indexed folder on the Volt Google drive, to centralise, and members are permitted to translate minutes into a duplicate doc if desired. This applies to all National functional teams, Electoral & Values Boards with language inclusion.

A regular Q&A is recommended to be organised by the co-presidents.

Article 23 - Creation of a Commission or Committee

The General Assembly and Local Assemblies may create, should the interests of the Association require it, new Commissions within the limit of their powers and competences as defined by these Articles of Association and without opposition to the competence and Powers of other Organs.

Any administrator of the Association or a chair of an organ described in the Articles of Association may create, should the interests of the Association require it, new Committees within the limit of their powers and competences as defined by these Articles of Association and without opposition to the competence and Powers of other Organs.

Part IV. Integrity & Conflict Resolution

Article 24 - Complaints, Mediation, and Disciplinary Procedure

A Member, Members, or an Organ that is unable to resolve a conflict or witnesses a situation they believe breaches the spirit or letter of the adopted governance documents may submit a complaint to the Co-Chairs of the Arbitration Commission. The Co-Chairs shall determine whether the complaint should follow:

- (a) An expedited Disciplinary procedure
- (b) A referral to a Mediation Chamber in the event the conflict may be resolved by such a procedure. The Mediation Chamber may escalate to a Disciplinary Chamber should its findings determine that a serious breach has been observed by either involved parties.
- (c) An immediate referral to a Disciplinary Chamber for complaints which involve alleged grave breaches but do not concern the vital interest of Volt. In the event the procedure is activated following an escalation by the Mediation Chamber, the members of the Disciplinary Chamber may not be the same mandate holders that served on the escalating Mediation Chamber.

Article 25 - Expedited Disciplinary procedure

Upon reception of a case the Co-Chairs may deem that a violation is sufficiently grave as to warrant an expedited procedure, the Arbitration Commission will be required to convene in full plenary in order to deliberate and execute their decision(s) with immediate effect. The subsequent General Assembly will be called upon to ratify the decisions of the Arbitration Commission in the case of an exclusion of a Member.

In the event of a manifest breach of the spirit or the letter of the Article of Association or the Code of Conduct by Effective or Associate members which causes bodily or mental harm to another individual or which contravenes the Code of Conduct such that the reputation of the Association are damaged, the Arbitration Commission may initiate itself an Expedited Disciplinary Procedure. In such circumstances, the Arbitration Commission sitting in plenary may conduct any hearings it deems appropriate and issue a sanction in accordance with the Rules of Procedure of the Association.

Article 26 - Submission of a complaint to the Arbitration Commission

Respectful and robust debate is welcome and encouraged but should always be conducted in accordance with the inclusive spirit of the Volt movement. Members should firstly seek

to resolve conflicts in private, and failing that with their responsible Leads, and with respect to the dignity of the other party and in accordance with the Code of Conduct.

However, should a Member, Members, or an Organ be unable to resolve a conflict themselves, any of them (an individual Member or an Organ of the Association) may submit a complaint to the Arbitration Commission if they believe the Acts of another Member or a decision of an Organ of the Association breach the spirit or letter of the Article of Association, Code of Conduct, or Rules of Procedure of the Association. The Arbitration Commission may establish on its own accords the methods by which complaints may be submitted. Cooperation with the proceedings is an essential requirement for membership within Volt and failure to cooperate for example, by providing a timely response to the requests of the Arbitration Commission, failure to provide requested documents, or efforts to undermine the procedures may be considered a breach subject to appropriate disciplinary actions.

The Arbitration Commission is invited to react to complaints as quickly as possible but without harming the quality of its due process. As such, it shall have up to seven (7) days to confirm receipt of a complaint and must render a decision as quickly as is practicable. Should the Chair of the Proceedings believe that a case may require more than two months to resolve due to the complexity of the case, it shall inform the need for such extension that must be notified to all parties in a timely basis. The Arbitration Commission shall examine the evidence provided by both parties and evaluate the merit of the case on the basis of the spirit and the text of the Article of Association, the Code of Conduct and any applicable Rules of Procedure of the Association.

All parties involved must maintain the confidentiality of proceedings in order to safeguard the mediation procedure and agree to abide by the decisions of the Arbitration Commission. Any failure to maintain the confidentiality of the proceedings by either involved parties shall be deemed a serious breach in and of itself of the Article of Association and Code of Conduct and subject to the full disciplinary powers of the Arbitration Commission. The Arbitration Commission must at the conclusion of its proceedings publish a motivated finding which also balances the respect of the privacy of the parties involved.

Article 27 - Escalation to the Disciplinary Chamber

The Mediation Chamber may deem that a violation is sufficiently grave as to warrant a sanction beyond its powers such as a public reprimand, suspension, or exclusion of the Member. In such circumstances, the Mediation Chamber may escalate complaints lodged to it to the Disciplinary Chamber which must review the case anew noting it is invited to react to complaints as quickly as possible without harming the quality of the due process. The Disciplinary Chamber must consider whether additional disciplinary action is necessary beyond the powers of the Mediation Chamber and on the basis of the Mediation Chamber's findings and those subject to a complaint.

The Mediation Chamber represents the plaintiff in these proceedings. Any party of the proceedings may appeal a decision of the Disciplinary Chamber to the full Arbitration

Commission which may choose to accept or reject the appeal only on the basis of a procedural error on the part of the Disciplinary Chamber. In the circumstance that a two-third (2/3) majority of the sitting Disciplinary Chamber determines the conditions are united to foresee an exclusion by the General Assembly, an appeal to the full Arbitration Commission on procedural grounds is not possible.

All parties involved must maintain the confidentiality of proceedings in order to safeguard the disciplinary review and agree to abide by the decisions of the Disciplinary Chamber or the Arbitration Commission in the event of an appeal. Any failure to maintain the confidentiality of the proceedings by either involved parties shall be deemed in and of itself a serious breach of the Article of Association and Code of Conduct and subject to the full disciplinary powers of the Disciplinary Chamber. The Disciplinary Chamber must at the conclusion of its proceedings publish a motivated finding which also balances the respect of the privacy of the parties involved.

Article 28 - Objection by an Organ to the creation of a Commission or Committee

Should an Organ contest the creation of a Commission or temporary Committee due to conflicts of competence and Powers with another pre-existing Organ, they may submit a complaint to the Arbitration Commission which may rescind the decision to create said Commission or Committee solely on this basis.

Part VIII. Voting Procedures

Article 29 - Election and voting procedures

The Electoral Commission should clearly communicate about the timings of elections, the Electoral Commission taking into account potential requirements of the GA. The Electoral Commission should always clearly communicate the form and rules of voting, including how the results will be calculated before the election is opened. The Electoral Commission should be neutral in their communication and organisation of votes, refrain from introducing bias in the formulation and process, and safeguard the confidentiality of participants as appropriate.

The Electoral Commission should always communicate the vote results within 24 hours of the vote, which can be extended to 48 hours if a detailed explanation for this is provided within 24 hours.

The Electoral Commission can also assess whether the candidates fulfil the requirements to be a candidate for a condition and intervene if necessary. As part of the due diligence process, the Electoral Commission may request from the Arbitration Commission a confirmation that a candidate is not facing a Disciplinary procedure. Any applicant which faces a Disciplinary procedure is not eligible for an appointed mandate until such time as the Disciplinary procedure is concluded. Such information is considered privileged and may not be divulged by members of the Electoral Commission except to the Candidate to motivate the exclusion of the candidate from the election procedure.

The Electoral Commission can also communicate rules regarding the campaigning that is allowed (e.g. use of Volt-channels) if they want to impose certain regulations or restrictions on the amount of campaigning.

Article 30 - Fair and timely elections and voting processes

The Electoral Commission has a duty to conduct a fair and timely election or voting process upon request by the appropriate body. The appropriate body may request the Electoral Commission to conduct the election on a specific date, with the exception of General or Local Assemblies. If the Electoral Commission cannot grant the request, they must notify the body and provide an alternative date within eight (8) days of the request. If a vote triggers additional votes, the Electoral Commission has to initiate them within an additional eight (8) days of the vote having been concluded. In the case of inaction within this timeframe, the Organ of Administration may request permission from the Arbitration Commission to delegate the vote to a temporary Electoral Commission.

Article 31 - Proxy Procedure

The Electoral Commission is responsible for providing a form to the organisers of a General Assembly and/or a Local Assembly which enables the Electoral Commission to verify the identity of the Member being represented by another member for voting purposes (a proxy). The form shall be provided at the same time as the general convocation by the organisers.

Article 32 - Selection procedure of volunteers and staff to appointed mandates

Volunteers and staff must be appointed to mandates on the basis of a clear selection procedure that encourages participation and affords sufficient time for candidates to put themselves forward. That procedure may be conducted by the responsible Organ represented through its Chairs or Leads, within the limits foreseen either by the governance documents of the Association or the scope of the Organ's mandate.

A custom procedure may be defined by the responsible Organs but always in collaboration with the Organ of Administration or a designated officer responsible for recruitment, which may impose a standardised process that applies for the whole movement. The Electoral Commission will also be involved in such cases as required by the Article of Association or by decision of a Local Assembly or the General Assembly.

The national Community Team establishes templates that must be used for job descriptions, the publication of which shall form a part of any selection procedure. Job descriptions shall at minimum include the title of the mandate, the context of the mandate including reporting lines, scope of the mandate, limitations, and skills, competences and profile of individuals sought for the mandate.

As part of the due diligence process, the responsible Organ may request from the Arbitration Commission a confirmation that a candidate is not facing a Disciplinary procedure. Any applicant which faces a Disciplinary procedure is not eligible for an appointed mandate until such time as the Disciplinary procedure is concluded. Such information is considered privileged and may not be divulged by members of the responsible Organ except to the Candidate to motivate the exclusion of the candidate from the selection and/or appointment procedure.

Article 33 - Candidates presenting an alternative lead or co-lead ticket for election and/or appointment

Subject to prior authorisation by the Organ of Administration, the Electoral Commission may be authorised to allow for executive mandates foreseen for an individual to be opened up to proposed joint tickets (with the possibility of the individuals proposing different sharing arrangements for the responsibilities of the mandate). In all circumstances, the eventual voting rights related to one position, is limited to 1 vote for one position, regardless of the number of people accumulating powers in one position.

Article 34 - Election procedure for elected mandates

Where required by the adopted Governance Documents, the Electoral Commission has exclusive competence to conduct elections and the processes of confirmation votes. To do so, it is required to conduct elections on the basis of a declared and defined procedure that it communicates in advance of the elections taking place. It may select the election infrastructure it deems necessary to conduct. It may also establish any additional rules that it may deem required to safeguard the fairness of election procedures and may impose sanctions within the limits of its mandate and so long as they relate to the election procedures.

The Electoral Commission has the exclusive competence to manage, coordinate, and execute all national, regional and provincial elections including the processes of confirmation votes. It may also, on request of a Local Assembly, supervise processes of local elections and confirmation votes.

Part IX. Mandates

Article 35 - Responsibility of individuals holding mandate

The functional areas are subject to change, subtraction or addition by the Organ of Administration. National leads are appointed by the Organ of Administration, whilst local leads are appointed by the Leadership of the Local Assembly with a confirmation vote of the Local Assembly. If not otherwise mentioned, these positions are appointed for renewable terms lasting 1 year.

National Functional Teams consist of volunteer Effective Members, volunteer City Functional Leads respective to their function, and paid staff. National Functional Leads have decision-making competence, supervised by the Organ of Administration and subject to the scope of the General and Political Assemblies and Organ of Administration.

For each volunteer, staff, appointed or elected mandate of the movement, the mandate holder shall be provided by the responsible Organ a job description which outlines the duration of the mandate, responsibilities, reporting lines, powers and authorities which shall form part of the election, appointment or selection, and onboarding processes.

The scope, powers, reporting lines of a responsible position may only be expanded or restricted in agreement between the mandate holder and the appropriate body of authority (see Articles of Association). The mandate holder is responsible for reporting and presenting fairly and honestly the scope of their authority to others and not to mislead them when doing so.

Should the mandate holder require, on the basis of their functions, to benefit from access to databases containing personal data, they shall only be allowed to take up their functions upon the signature of non-disclosure and a data processing agreements which outlines the conditions by which they may access and use these databases exclusively for the execution of the mandate. It shall be a prerequisite prior to the individual taking up the mandate.

A mandate holder may seek to terminate the mandate. The mandate holder may do so by addressing a written letter of resignation either to their responsible reporting line (i.e. a Function or Leadership of the Local Assembly), or the Organ of Administration. The parties together shall resolve an appropriate and practical date for the entrance into effect of the resignation, taking into account the personal wellbeing of the resigning individual, the context and the wellbeing of any direct reports. The mandate holder may be requested to provide support to facilitate the hand-over to their successor.

When a mandate holder takes up another mandate which cannot be cumulated with the existing mandate, the mandate holder is deemed to have stepped down from the first mandate. The mandate holder will hold the old mandate ad interim until such due time when a successor for the mandate is found, unless the responsible reporting line declares the old mandate immediately vacant on the basis of breach of cumulation bans.

Article 36 - Cumulation of mandates

As Volt seeks to empower and encourage every individual, the cumulation of mandates is strongly discouraged in order to allow opportunities for every individual to take up a role of responsibility and accountability and to prevent accumulation of power.

Members having a mandate in one of the statutory Organs of the Association may not hold any other mandate within the Association. Additional mandates in the broader Volt movement are strongly discouraged and subject to approval from the Arbitration Commission.

Members having other mandates in the Association, such as functional leads or city leads, may hold ad-interim responsibilities for additional mandates of the Association and the broader Volt movement. Until such a time as an individual can be found to fill the role, this role should be indicated as vacant on organograms to make it clear to prospective candidates that Volt seeks to fill the role with an interested, competent individual.

Without prejudice to the Article of Association which defines certain roles which explicitly may not be combined with any other mandates or functions in the movement, an individual may only be in the Leadership of the Local Assembly for one (1) Local Assembly or chapter at a time, even in an ad-interim function.

Article 37 - Mandates in other political movements

A Member may not simultaneously hold mandates or other responsibilities within the Association and in other political movements with elected officials or electoral candidates.

Unless otherwise specified by the Political Assembly of the Association, a Member may not simultaneously be a candidate for Volt in Belgium while holding mandates or other responsibilities in other political movements with elected officials or electoral candidates. Similarly, a member may not be a candidate for any other political movement while holding mandates or responsibilities within Volt Belgium.