

# Volt Belgium

# Internal Rules of Procedure of Volt Belgium ASBL

**Adopted on 26/11/2022**

**Up to date as of 04/01/2023**

## Introduction

The General Assembly, having regard to its powers as foreseen in Article 21 of the Association Statutes hereby adopts, in accordance with Article 62 of the Association Statutes, the following Rules and Procedures 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) Board refers to a permanent executive body having specific powers established by these present Statutes or mandated by Belgian legal provisions;
- 4) Committee refers to a sub-division of any Board or Commission whether an appointed body by a Board or Commission, or elected via other means. Committees perform to the specifications of their mandate and may be permanent or temporary in nature;
- 5) Commission refers to a temporary body mandated by an Assembly and in accordance with its competence as defined by Article 21 of the Association Statutes.

## New rules and procedures

In accordance with Article 62 of the Statutes, Any Board, or Commission granted the power to do so may propose new rules or amendments to the Internal 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. Membership

### Rule 1. Membership Dues (Art 7 of the Statutes)

Membership dues are paid on an annual basis.

The applicable membership due for the calendar year 2023 are as follows:

- Lower income: 1€/month or 12€/year, recommended for individuals with a total net income below 2000€/month (e.g. students, unemployed, pensioners).
- Medium income: 5€/month or 60€/year, recommended for individuals with a total net income between 2000€/month and 4000€/month.
- Higher income: minimum 10€/month or 120€/year or higher, recommended for individuals with a total net income above 4000€/month.

Members place themselves in one of the categories, based on their own assessment of their income situation.

Members may always contribute more than their membership due, these shall be registered as donations to the Association and kept in the register of donations and marked accordingly in the accounts of the Association.

In accordance with the Statutes, an Effective Member may write to the Secretary General requesting support from the Membership Support Fund who must present the request to the Board. The Association may, on the basis of available funds and selection criteria established by the Board and subject to Board approval, offer to provide a scholarship covering the membership due for a calendar year. Such support is always discretionary.

In accordance with the Statutes, an Effective Member may write to the Secretary General requesting an alternative form of payment who must present the request to the Board. The Association may, on the basis of selection criteria established by the Board and subject to Board approval, agree to an alternative form of payment (for example volunteering time above and beyond that expected of a normal volunteer). Such support is always discretionary.

### Rule 2. Application Procedure (Art 8 and 10 of the Statutes)

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-border 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 onborder may connect all of the leads (Local City Lead or City Co-Leads, National and Local HR Leads, and National Functional Leads) concerned. The applicant member should also be further explained how to use the existing Volt work platforms and channels.

### **Rule 3. Payment Procedure (Arts 8, 14 of the Statutes)**

A request for payment of membership dues must be issued by a representative of the Executive Committee or the Secretary General at least by electronic means. The request for payment shall contain all necessary banking information for the Member to make the transfer and shall recall the amounts agreed by the General Assembly never exceeding Rule 1.

The request for payment shall also notify the due date and include all other information required by Belgian legal provisions. A representative of the Executive Committee or the Secretary General must send a reminder in the event of non-payment by the due date.

Payment must be received within the month of the dispatch date of the second notification and an additional grace period of seven (7) working days shall apply before the Organs of the Association are authorised to consider the individual concerned as resigning.

### **Rule 4. Proxy Procedure (Art 9 of the Statutes)**

The Electoral Board is responsible for providing a form to the organisers of a General Assembly and/or a Local Assembly which enables the Electoral Board 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.

## **Rule 5. Establishment of new membership category (Art 12 of the Statutes)**

New membership categories may be created by the Executive Committee subject to the approval of the Provincial Committee. In its proposal to the Provincial Committee, the Executive Committee 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 Board, 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.

## **Rule 6. Resignation Procedure membership (Art 14 of the Statutes)**

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. A letter of resignation submitted by post or by email to the appropriate party official is submitted, triggering a new election/appointment process. 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.

# **Part II. Conflict resolution**

## **Rule 7. Exclusion of a Member (Art 15 of the Statutes)**

A member may be excluded by the General Assembly, on the basis of a motivated recommendation to do so by the Disciplinary Committee, following a decision supported by 2/3 of the sitting 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 Disciplinary Committee 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 Disciplinary Committee, the exclusion has immediate effect and must be notified in the register.

## **Rule 8. Submission of a complaint to the Mediation Board (Art 18 of the Statutes)**

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 Mediation Committee of the Volt Values Board if they believe the Acts of another Member or a decision of an Organ of the Association breach the spirit or letter of the Statutes, Code of Conduct, or Internal Rules of Procedure. The Mediation Committee 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 Volt Values Board, failure to provide requested documents, or efforts to undermine the procedures may be considered a breach subject to appropriate disciplinary actions.

The Volt Values Board 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 Mediation Committee 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 Statutes, the Code of Conduct and any applicable Internal Rules of Procedure.

All parties involved must maintain the confidentiality of proceedings in order to safeguard the mediation and agree to abide by the decisions of the Mediation Committee. 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 Statutes and Code of Conduct and subject to the full disciplinary powers of the Disciplinary Committee. The Mediation Committee must at the conclusion of its proceedings publish a motivated finding which also balances the respect of the privacy of the parties involved.

## **Rule 9. Escalation to the Disciplinary Committee (Art 19 of the Statutes)**

The Mediation Committee 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 Committee may escalate complaints lodged to it to the Disciplinary Committee 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 Committee must consider whether additional disciplinary action is necessary beyond the powers of the Mediation Committee and on the basis of the Mediation Committee's findings and those subject to a complaint.

The Mediation Committee represents the plaintiff in these proceedings. Any party of the proceedings may appeal a decision of the Disciplinary Committee to the full Volt Values Board which may choose to accept or reject the appeal only on the basis of a procedural error on the part of the Disciplinary Committee. In the circumstance that a two-third (2/3) majority of the sitting Disciplinary Committee determines the conditions are united to foresee an Article 15 exclusion by the General Assembly, an appeal to the full Volt Values Board 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 Committee or the Volt Values Board 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 Statutes and Code of Conduct and subject to the full disciplinary powers of the Disciplinary Committee. The Disciplinary Committee must at the conclusion of its proceedings publish a motivated finding which also balances the respect of the privacy of the parties involved.

## **Part III. Association Structure, Operations and relations**

### **Rule 10. Request by a Local Assembly for Electoral Board oversight of a local vote (Art 29 of the Statutes)**

A Local Assembly wishing to request Electoral Board oversight or execution of a local vote in accordance with Article 29 of the Statutes must inform the Electoral Board at least one (1) week of the vote taking place. The Electoral Board 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.

## **Rule 11. Cumulation of mandates (Art 38, 43 of the Statutes)**

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.

Volt Belgium members may not hold more than one (1) mandated Lead role at any given moment, though they may hold ad-interim responsibilities for additional roles 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 Statutes which define certain roles which explicitly may not be combined with any other mandates or function in the movement, an individual may only be a City Lead or Co-City Lead for one (1) Local Assembly or chapter at a time, even in an ad-interim function.

## **Rule 12. Responsibility of individuals holding an appointed or elected mandate**

The functional areas are subject to change, subtraction or addition by the Executive Committee or the Secretary General with Executive Committee confirmation. National leads are appointed by the Secretary General, with the approval of the Executive Committee, whilst local Leads are appointed by the City Leads with a confirmation vote of the Local Assembly 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 Secretary General and subject to the scope of the General and Political Assemblies and Executive Committee.

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 statutes). 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 City Lead or City Co-Lead), the Secretary General, or an Officer of the Board. 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.

### **Rule 13. Rotation of the Volt Values Board (Art 46 of the Statutes)**

The Volt Values Board when conducting mediation or disciplinary review of a case rotates its chamber membership so that no same individual sits in both the mediation phase and the disciplinary phase of a conflict 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 Volt Values Board, One of the two Co-Chairs of the Volt Values Board will supervise the work of the Committee composed of two (2) full Members of the Volt Values Board and two (2) Effective Members 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 Committee to the Disciplinary Committee.

The other Co-Chair, and two (2) full Members 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 committee that a new chamber composed of the remaining co-chair, two (2) full Members of the Volt Values of the Board and an additional two (2) Effective Members are invited to sit in the Disciplinary hearing to review the case.

### **Rule 14. Safeguarding impartiality of the mediation and disciplinary processes**

Volt Values Board members with a personal conflict of interest must declare them to the Volt Values Board and as such excuse themselves from an Article 18 or 19 Procedure hearing. When in doubt, the Chair of the Mediation Committee makes the determination as to whether a conflict of interest exists. Failure to declare the conflict of interest may be deemed a procedural breach.

## **Rule 15. 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 standard procedure may be defined by the responsible Organs but always in collaboration with the national Community Team which may impose a standardised process that applies for the whole movement and the Secretary Generals. The Electoral Board must also be involved as required by the Statutes 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 Volt Values Board a confirmation that a candidate is not facing an Article 49 Disciplinary procedure. Any applicant which faces an Article 49 Disciplinary procedure is not eligible for an appointed mandate until such time as the Article 49 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.

## **Rule 16. Election procedure for elected mandates (Art 51 of the Statutes)**

Where required, the Electoral Board 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 Board 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.

## **Rule 17. Candidates presenting an alternative lead or co-lead ticket for election and/or appointment**

Subject to prior authorisation by the Board, the Electoral Board 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.

## **Rule 18. Conduct of an Ordinary General Assembly**

An Ordinary General Assembly must be held within 6 months of the financial year before June of the running financial year).

The Executive Committee, in agreement with the Provincial Committee, drafts the Agenda and adds any additional Points that have been requested by 1/20th of the Effective Members (on the date which the request is made and on the basis of the members in the Register). Any items not on the agenda may be spontaneously deliberated upon but no vote may take.

The Executive Committee 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.

The Executive Committee must notify the authors of the motion to amend the agenda of the General Assembly in a timely fashion should their request fail to meet the necessary threshold. The Secretary of the Executive Committee and/or the Secretary General if mandated to do so by the Executive Committee are responsible for the circulation of Agenda drafts.

Two weeks prior to the holding of an Ordinary General Assembly, copies of all financial accounts, annual reports, proposed budgets and annual plans should be circulated to all Effective and Association Members by electronic means by the Secretary of the Executive Committee and/or the Secretary General if mandated to do so by the Executive Committee.

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

## **Rule 19. Conduct of an Official Meeting of an Organ of the Association**

Without prejudice to Statutes 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.

## **Rule 20. 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.

## **Rule 21 - Representation of the Provinces**

For a Province to qualify for representation on the Provincial Committee, the Province is required to host at least one (1) Local Assembly consisting of a minimum of six (6) Effective Members. The provinces represented on the Provincial Committee are the ten

(10) provinces of Belgium namely (Antwerp, East-Flanders, Flemish-Brabant, Hainaut, Liege, Limburg, Luxembourg, Namur, West-Flanders, Walloon-Brabant), and an additional provincial seat for the Brussels Capital region.

## **Rule 22 - Election and voting procedures**

The Electoral Board should clearly communicate about the timings of elections, the Electoral Board taking into account potential requirements of the GA. The Electoral Board should always clearly communicate the form and rules of voting, including how the results will be calculated before the election is opened. The Electoral Board 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 Board 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 Board 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 Board may request from the Volt Values Board a confirmation that a candidate is not facing an Article 49 Disciplinary procedure. Any applicant which faces an Article 49 Disciplinary procedure is not eligible for an appointed mandate until such time as the Article 49 Disciplinary procedure is concluded. Such information is considered privileged and may not be divulged by members of the Electoral Board except to the Candidate to motivate the exclusion of the candidate from the election procedure.

The Electoral Board 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.

## **Rule 23 - Fair and timely elections and voting processes**

The Electoral Board 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 Board to conduct the election on a specific date, with the exception of General or Local Assemblies. If the Electoral Board 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 Board 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 Executive Committee may request permission to the Volt Values Board to delegate the vote to a temporary Electoral Committee.

## **Rule 24 - Governance Committee advisory to the Association**

The Governance Committee (= a sub-committee of the Volt Values board) may prepare advisory documents for the Organs of the Association to improve governance of the Association. The Governance Committee is empowered to consult the Association membership in the drafting of its proposals and may solicit the support of the Electoral Board to do so.

## **Rule 25 - Amendments recommended by the Volt Values Board or a mandated Governance Commission**

The Volt Values Board, and/or a Governance Commission if mandated in corroboration with the Volt Values Board, 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 Volt Values Board is sufficient to bring the attached document into effect, subject to ratification by the General Assembly (ordinary or digital).

The Volt Values Board 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 Volt Values Board may, at its own initiative, provoke a virtual Article 23 Assembly to ratify revisions under the supervision of the Electoral Board.

## **Rule 26 - Objection to the creation of a Committee or Commission by an Organ**

Should an Organ contest the creation of a Committee or Commission due to conflicts of competence and Powers with another pre-existing Organ, they may submit a complaint to the Volt Values Board which may rescind the decision to create said Committee or Commission in accordance with Article 47 solely on this basis.

## **Rule 27 - Grievances against a member of the Volt Values Board**

Complaints lodged against a member of the Volt Values Board must be addressed with the specific individual excused. The Volt Values Board 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 Volt Values Board member temporarily is responsible for their portfolio.

## **Rule 28 - 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 Committee. 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 Board of Administrators, the Electoral Board, and the Secretary General. 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.

## **Rule 29 - 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 Executive Committee, 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 Board or in their absence one other Administrator.

## **Rule 30 - 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.

## Rule 39 - Empty chairs

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.

At any point, an Effective Member can nominate themselves for the position, the Electoral Board shall run within an appropriate time frame, an election process and invite any other Effective Member that may wish to nominate themselves. The Executive Committee or the Organ itself may also propose to the Electoral Board to open an election for the vacant position at their leisure.

## Rule 40 - University Chapters

Subject to the approval of the Board, 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 Statutes, they shall nonetheless be reputed, by decision of the Board, 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.

# Part V. Financial Management

## Rule 31 - Process for Establishing a national and local budgets

The Treasurer, together with the Secretary General, works with all Organs of the Association to establish a national and local budget for each Local Assembly. The Budget ensures a fair and proportionate distribution of resources between the national and local Organs. To achieve this, Local Assemblies must provide a proposed budget to the Treasurer approximately 3 months before the General Assembly. The Secretary General works with the national leads to establish a corresponding national budget capturing national-level actions. The Treasurer together with the Board then develops and drafts the national budget, subject to Board approval, to be put forward to the General Assembly.

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Once the General Assembly adopts the Budget, it is binding on all Organs of the Association which must make any expenditures in accordance with the Budget.

### **Rule 32 - Financial oversight by the Secretary General and the Treasurer**

The Secretary General has the delegated power to make financial acquisitions within the determined scope issued by the Executive Committee for the day-to-day operations of the party, in reference to article 56 of the ASBL statutes. The Treasurer must account that expenditures are made in accordance with the Budget at national and local level, and that together with the Secretary General appropriate record keeping of all financial transactions including receipts, invoices, purchase requests and orders, are accomplished within the aforementioned scope and in accordance with Belgian legal and fiscal provisions and laws.

### **Rule 33 - Access of Members to the financial accounts**

The current working revenues/expenditure sheet has to be accessible to view at any time for any Effective member, alongside all past budget reports. The Treasury Folder on the Volt Google Drive should be correctly indexed for ease of use and is the responsibility of the Treasurer supported by the Secretary General and budget holders.

### **Rule 34 - Procedure for requesting financial resources from Volt Belgium**

When Functional Leads and City Leads require financial resources they can submit a request to the Secretary General or Executive Committee depending on the amount requested. The amount (or projection of costs) and purpose of the funds must be detailed within the request in the form of a purchase request. The Secretary General or Executive Committee will then deliberate and if accepted, allocate the financial resources expected to meet the requests purpose, this may or may not be equivalent to the sum initially requested. Functional Leads and City Leads may make appeals against rejection of financial resources to the National Board.

### **Rule 35 - Use by Local Assemblies of Volt Belgium funds**

In accordance with Rule 31, local Assemblies have financial competence for their jurisdiction within the means and medium set forth by the Treasurer, Secretary General and Provincial Committee. Local Assemblies and their City teams receive a proportion of the membership fee of an Effective Member in their jurisdiction which shall not be under forty percent (40%) of the collected fee, or as otherwise defined by the General Assembly on the basis of a proposal from the Board. This proportion from the national treasury may be allocated to the Local Assembly Budget for that year.

## **Rule 36 - Affectionation of local fundraising results and proceeds**

Local Assemblies are authorised to seek fundraising to boost their local operating capacities. Local fundraising shall be allocated to the appropriate budget lines on an established ratio of sixty percent (60%) for the Local Assembly and forty (40%) for the national budget, a ratio which can be modified by the General Assembly on the basis of a proposal by the Board of Administrators. The Local Assembly must always respect Belgian legal provisions particularly as regards campaigning financing when doing so.

The Treasurer and Secretary General together with the Provincial Committee establish standard operating principles, banking and accounting infrastructures to facilitate a practical and speedy disbursement of funds in compliance with Belgian legal provisions, national and local budget limitations set by the General Assembly, financial accountability and transparency.

## **Part VI. General Provisions**

### **Rule 37 - 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.

### **Rule 38 Decision-making procedures**

The respective levels deliberate internally and decide autonomously an appropriate frequency for meetings, within the scope of the party's statutes. 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.

# Volt Belgium

# Internal Rule of Procedure of the Party of Volt Belgium

**Adopted on 20/11/2021**

**Up to date as of 14/01/2022**

## **Introduction**

The Political Assembly, having regard to its powers as foreseen in Article 7 of the Party Statutes hereby adopts, in accordance with Article 27 of the Association Statutes, the following Rules and Procedures which are enforceable upon all Acts and Decisions of Organs, Effective Members, and Association Members of the Association.

### **Rule 1 - Political Assembly Documentation**

Two (2) weeks prior to this Annual Political Assembly, Members must receive the proposed annual work plans and political orientation for the coming year, as well as any activity reports for the current year.

### **Rule 2 - Campaign Processes**

As a newcomer in the political landscape numerous obstacles have to be overcome to be able to participate in elections. For federal, regional and European elections, the Board propose, on the basis of proposals by local and national policy teams, the strategy to overcome those thresholds, such as whether to focus on individual signature collection from citizens (of which in general the chances are extremely slim to succeed, no party ever did meet those gigantic thresholds) or on gathering signatures from existing political parties.

### **Rule 3 - Selection of political candidates**

Candidates are chosen and ranked by an internal election procedure set up in cooperation with the Electoral Board and in accordance with Rule 15, 16, and 17 of the Rules and Procedures applicable to Volt Belgium ASBL/vzw/VoE. The results of the internal elections are edited in accordance with this requirement. Volt lists are gender-alternating. In addition, the board (Executive Committee & Provincial Committee) and Electoral Board can together require additional criteria for the inclusion of other minorities.

### **Rule 4 - Use of language in meetings**

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

### **Rule 5 - Decision-making procedures**

The respective levels deliberate internally and decide autonomously an appropriate frequency for meetings, within the scope of the party's statutes. 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 minutes folder for each level and constituent to house these records and complete access permitted for all Effective members

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