

Federal Union of European Nationalities

RULES OF PROCEDURE

... adopted by the Presidium in Berlin on 7 October 2016

RULES OF PROCEDURE OF FUEN

... ADOPTED BY THE PRESIDIUUM IN BERLIN ON 7 OCTOBER 2016

§ 1 Ordinary Membership

- a. Only organisations can be admitted as ordinary member,
- that advocate the interests of their autochthonous, national minority/ethnic group in a representative manner,
 - that are democratically constituted,
 - that fulfil the requirements of Article 2 of the Statutes and
 - that have a substantial part of the autochthonous, national minority/ethnic group as their members.
- (Definition Article 5 Statutes)*

From this definition follows that only organisations can be admitted,

- that are working in the field of minorities/ethnic groups, which is appreciated by an significant part of their minority/ethnic group,
 - that have an adequate number of members and/or representatives in relation to the size of the minority/ethnic group.
- b. The application for admission as an ordinary member, which has to be submitted to the Presidium not later than six months before the Assembly of Delegates, has to include the following documents:
- the relevant decision of the highest representative body of the organisation that applies for membership;
 - the statutes of the organisation that applies for membership;
 - annual reports at least for the past three years of activity of the organisation that applies for membership (including information on elections, financial situation and similar).
- c. Before a new ordinary member can be admitted, a member of the Presidium (in special situations a delegation) shall visit the organisation that applies for membership and the minorit(y)(ies)/ethnic group(s) it represents. The costs for this visit shall be borne by the organisation applying for membership. The report written about this will be the basis for the Presidium to take a decision. The Presidium is also allowed to collect further information.
- d. Subsequently, the application for membership (including all necessary documents) can be dealt with by the Assembly of Delegates. The decision of the Assembly of Delegates will be taken based on a proposal by the Presidium. *(Article 7 Statutes)*
- e. In case the organisation applying for membership belongs to a minority/ethnic group that already is represented by (an) ordinary member organisation(s), then the distribution of the votes should, if possible, already be arranged before the admission as ordinary member in accordance with Article 15 of the Statutes.
- f. The Presidium determines the membership fee, taking into account the financial abilities of the organisation that is applying for membership, based on the rules adopted in Eisenstadt/Željezno in 2011.

§ 2 Associated Membership

- a. Organisations of autochthonous, national minorities/ethnic groups can be admitted as associated members, if they are not represented by ordinary members.

Also EBLUL-Member State Committees, which continue to work independently on the national level after the dissolution of EBLUL-Europe, may be admitted as associated members (EBLUL-Member State Committees in FUEN). (*Article 6 Statutes*)

- b. The proposal of the Presidium for associated membership may be based on the situation that the applying organisation only partially fulfils the criteria for ordinary membership.
- c. The applications for membership have to be submitted to the Presidium not less than six months before the Assembly of Delegates. If this deadline is not met, admission shall be postponed to the following Assembly of Delegates.
- d. The application for membership from the highest representative body has to include documents about the statutes and the annual reports of the past three years.

The Presidium reserves the right to collect further complementary information.

In general, they will have to submit the same documents as those organisations that are applying for ordinary membership.

- e. The Assembly of Delegates decides about admission based on a proposal by the Presidium.
- f. The Presidium determines the membership fee, taking into account the financial abilities of the organisation that is applying for membership, based on the rules adopted in Eisenstadt/Željezno in 2011.

§ 3 Supporting Membership

- a. The Presidium may admit individual persons who are interested in the work of FUEN as supporting members.

Establishments, institutions, foundations and associations can also be admitted as supporting members, provided that they support the work of FUEN.

Supporting members do not have the right to vote, but they are invited to attend congresses organised by FUEN and receive FUEN publications.

(*Definition Article 8 Statutes*)

- b. The Presidium determines a minimum contribution for supporting members.

§ 4 Change in the status of membership

- a. According to Article 10 of the Statutes, Members, who have not met their obligations towards FUEN for more than two years may have their membership withdrawn by the Presidium.
(*Article 10 of the Statutes*)

- b. The Presidium has the possibility instead to offer that the member is downgraded to the status of associated or supporting membership. If, besides the member concerned, there is already an ordinary member from the same minority, then downgrading to associated membership is not possible.
(this follows from Article 6 of the Statutes)
- c. In case the supporting or associated member would like to be upgraded to the status of associated or ordinary membership, then it shall submit an application for membership. In accordance with Article 7 of the Statutes the member is admitted by the Assembly of Delegates deciding with a simple majority on a proposal by the Presidium.
(Article 7 paragraph 2 of the Statutes)
- d. In the case that a member had a membership status at FUEN already earlier, the Presidium can decide that the requirements of § 1 under b) and c) (for ordinary membership) or § 2 under d) (for associated membership) do not or only partially have to be fulfilled, insofar as the member already fulfilled these requirements in the past and the Presidium is convinced that the existing information suffices as a basis for taking a decision.

If all these requirements are fulfilled, the Presidium may decide that such a member may submit its application not later than the time set for submitting proposals for the agenda. *(12 weeks)*

§ 5 Rules on the Membership Fees (system Eisenstadt 2011)

- a. The annual membership fee to be paid by the Member depends on the country where the organisation is legally based and on the size of the minority.
- b. The annual membership fee to be paid by the Member depends also on the category of membership (ordinary, associated or supporting Member)
- c. For the determination of the contributions, Europe has been categorised into three zones:
 - i. Group A: Old EU countries + Switzerland, Norway;
 - ii. Group B: New EU countries (accession of 2004 and later);
 - iii. Group C: Commonwealth of Independent States (CIS) and other non-EU countries.
- d. For the determination of the contribution, the thresholds in terms of size are:
 - i. a: < 1000 persons belonging to the minority;
 - ii. b: 1000 – 5000 persons belonging to the minority;
 - iii. c: 5000 – 10 000 persons belonging to the minority;
- iv. d: > 10 000 persons belonging to the minority.

e. Table with the annual FUEN membership fees for ordinary and associated members

		< 1000	1 000 – 5 000	5 000 – 10 000	> 10 000
Group A		a	b	c	d
	Ordinary members	350 €	875 €	1 750 €	3 500 €
	Associated members	350 €	500 €	875 €	1 750 €
Group B					
	Ordinary members	350 €	500 €	875 €	1 750 €
	Associated members	250 €	350 €	500 €	875 €
Group C					
	Ordinary members	350 €	400 €	500 €	1 000 €
	Associated members	200 €	250 €	350 €	500 €

- f. Supporting members pay a minimum contribution of 100 € for individuals and 200 € for institutions, associations and foundations
- g. The size of the minority is determined based on data from openly accessible sources. If the Member Organisation concerned is able to provide plausible evidence that the size of the minority is different, the Presidium will accept this and change the Membership category of that Member Organisation.
- h. Associated Members that represent several different minorities are categorised according to the combined size of these minorities.
- i. If the membership contribution amounts to more than 1 % of the budget of the member organisation, the Member has the possibility to apply for a reduction of up to maximum 50 % of the normal membership fee. The Presidium decides on the reduction, based on a substantiated application submitted by the Member within the first 3 months of the calendar year.

§ 6 Congresses and other events

- a. Once a year, FUEN organises the FUEN Congress, in connection with the Assembly of Delegates. The FUEN Congress is normally organised in cooperation with one or more Member Organisations of FUEN.
- b. The Members of FUEN have the possibility to apply for organising the Congress. The decision will be taken by the Presidium and affirmed by the Assembly of Delegates at least 2 years in advance.
- c. Every four years, FUEN organises the EUROPEADA, the European Football Championship of the autochthonous national minorities. EUROPEADA is a registered trademark of FUEN.

- d. The Members of FUEN have the possibility to apply for participation in the EUROPEADA, the European Football Championship of the autochthonous national minorities. The venue of the EUROPEADA is determined by the Presidium and affirmed by the Assembly of Delegates at least three years in advance.
- e. The Presidium can initiate further one-off of regular events.

§ 7 Procedures at the Assembly of Delegates

- a. The Assembly of Delegates shall meet at least once a year (*Article 17 Statutes*), normally in connection with the annual FUEN Congress.

The place of the Assembly of Delegates is determined by the Presidium.

- b. The Assembly of Delegates is open to the public (*Article 13 Statutes*). Only Delegates have the right to speak and to table motions.
- c. The Assembly of Delegates shall be convened in writing not less than eighteen weeks before the designated date (*Article 17 Statutes*). The agenda is determined by the Presidium. Proposals for the agenda, draft resolutions and similar shall be received by the Secretariat not less than twelve weeks before the date of the Assembly. (*Article 18 Statutes*)
- d. In urgent situations , which have to be substantiated and must be agreed with the Presidium, the Assembly of Delegates can also be convened at a shorter notice. (*Article 17 Statutes*)
- e. The final agenda will be sent to the Member Organisations of FUEN not later than six weeks prior to the the Assembly (*Article 18 Statutes*). This remains so in urgent situations.
- f. The resolutions have to be attached to the final agenda. These have to be submitted by the organisation that tables them in one official FUEN-language and in any case in English and shall not be longer than two pages. (*see also § 5*)
- g. Urgent draft resolutions shall be submitted to the Presidium not later than just before the Assembly of Delegates, and the Presidium will decide if, or in which form these drafts shall be tabled during the Assembly of Delegates. (*see also § 5*)
- h. The Presidium decides at which items on the agenda experts will be invited. Deviating from § 4 b. , experts will have the right to speak at these items.
- i. The admission of new members shall be dealt with as the second last item of the agenda.
- j. The agenda will have “miscellaneous” as its last item. The other agenda items have to be concluded, before “miscellaneous” can be dealt with. Under “miscellaneous” no decisions can be taken.
- k. The Assembly of Delegates elects, on the proposal of the Presidium, a leader of the Assembly. The Assembly of Delegates elects, on the proposal of the Presidium, a writer of the minutes. The Assembly of Delegates elects two counters of the votes.

- l. The distribution of the votes takes place according to Articles 12, 14 and 15 of the Statutes.

Members, who have not paid their fee, do not have the right to vote in the Assembly of Delegates. (*Article 12 Statutes*)

- m. Each autochthonous, national minority/ethnic group, which is represented in FUEN by at least one ordinary member, shall have 6 votes (*Article 14 Statutes*). In cases where one autochthonous, national minority/ethnic group is represented in FUEN by more than one ordinary member organisation, these organisations shall agree the allocation of the six votes amongst themselves. Should they fail to reach agreement on the allocation, the Presidium shall decide (*Article 15 Statutes*). Votes can only be transferred inside a minority.
- n. The Youth of European Nationalities also shall have six votes. (*Article 14 Statutes*)
- o. Associated Members shall have one vote. (*Article 14 Statutes*)
- p. Members of the Presidium have a personal, non-transferable right to vote.
- q. The decisions taken by the Assembly of Delegates have to be entered in the minutes. The minutes have to be signed by the leader of the Assembly and the writer of the minutes and shall be deposited at the Secretariat of FUEN.

§ 8 Rules on how to deal with resolutions

- a. Draft resolutions shall be submitted by the Member Organisations in due time and shall subsequently be examined and eventually (in consultation with the Member Organisation) be edited.
- b. Every resolution that is tabled for adoption or for information/approval by the Assembly of Delegates must be discussed and accepted by the Presidium beforehand.
- c. Also for urgent draft resolutions it shall be guaranteed that the text is properly worded and both the Presidium and the Delegates shall have the opportunity to form their opinion.
- d. Drafts that have not been submitted in due time can only be tabled by the Presidium at the Assembly of Delegates as “urgent draft resolutions”, if the content shows a clear topicality and urgency, which make it clear why the deadline could not have been met.
- e. If this is not the case, then the draft can be disseminated as a declaration/statement and eventually approval can be given by acclamation.
- f. After adoption, resolutions are official documents of FUEN. Declarations/statements as written before are not. Nonetheless also declarations shall be properly edited.
- g. The difference in status shall be taken into due account in internal communication and by all means in external communication (press statements, publications in the internet or social networks et cetera).
- h. In case of draft resolutions submitted by Member Organisations, changes in the content will take place in consultation with the Member Organisation(s); linguistic and textual changes that do not significantly impact on the content can also be made without such consultation. The last version is the responsibility of the Presidium.

In translations of the adopted resolution or statements no significant changes in the content are permitted.

Resolutions shall be properly edited, just like in principle all the documents of FUEN that are published (press releases, position papers, et cetera).

- i. For each resolution it should be indicated which language version is the original one, that will prevail in cases of doubt.

§ 9 Working Groups inside FUEN

§ 9.1 Working Group of the German Minorities inside FUEN

- a. The Working Group of the German Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).
- b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.
- c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the German communities. The support for the German language and culture is a fundamental objective of the common work.
- d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the German minorities in Europe on a high level.
- e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the German language and culture.

Non-Members of FUEN can, based on a decision by the Presidium and the Working Group, also participate in the Working Group and its annual meeting, if they represent the interests of their German national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

The non-Members of FUEN in the Working Group do not have the right to vote in the Working Group.

- f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.
- g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.
- h. The Working Group chooses a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

The Presidium member who is responsible shall work closely together with the Working Group and with the Office of the Working Group.

The speaker will be invited to the Presidium meetings, to join the discussions about the activity of the Working Group.

The arrangements for reimbursement of Presidium members apply equally to that of the speaker of the Working Group.

The speaker is elected by the Members of FUEN in the Working Group with a simple majority of those who are present.

Each Member Organisation of the Working Group has one vote.

The speaker is elected for a period of three years.

The speaker can be re-elected not more than two times.

- i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.

The speaker represents the Working Group in accordance with the objectives confirmed by the Working Group, within the framework of a precisely defined mandate as agreed with the Presidium.

The speaker chairs the meetings of the Working Group.

The speaker takes responsibility, together with the Office of the Working Group, for the annual programme of the Working Group.

The speaker regularly informs the Presidium about the activity of the Working Group and the Member Organisations about its activity.

The speaker can perform additional tasks, given to him by the Presidium.

- j. The Working Group reports to the Assembly of Delegates.
- k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 9.2 Working Group of the Slavic Minorities inside FUEN

- a. The Working Group of the Slavic Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).
- b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.
- c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the Slavic communities. The support for the Slavic languages and cultures is therefore one of the most important aims of the work together.
- d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the Slavic minorities in Europe on a high level.

- e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the various Slavic languages and cultures.

Non-Members of FUEN can also participate in the Working Group and its annual meeting, if they represent the interests of their Slavic national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

- f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.
- g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.
- h. The Working Group has the possibility to choose a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

It is desirable that the speaker and the responsible Presidium member are one single person. If this is not possible or is not the case, the speaker can, where appropriate, be invited to Presidium meetings in order to discuss about the activities of the Working Group.

- i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.
- j. The Working Group reports to the Assembly of Delegates.
- k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 9.3 Working Group of the Turkic Minorities inside FUEN

- a. The Working Group of the Turkic Minorities is a Working Group established under the roof of the Federal Union of European Nationalities (FUEN).
- b. The Working Group pursues the purpose of FUEN as defined in Articles 1-4 of the statutes, and takes the common interests of FUEN as a community based on solidarity into account.
- c. The Working Group pursues the aim of having an exchange of experiences and dialogue to guarantee the rights and future perspective of the Turkic communities. The support for the Turkic languages and cultures is therefore one of the most important aims of the work together.
- d. In cooperation with the Presidium, the Secretary General/Secretariat General and other bodies, and by active joint action of its participating members, the Working Group wants to work towards providing political representation and visibility of the persons belonging to the Turkic minorities in Europe on a high level.

- e. Members of the Working Group are those members of FUEN, which consider that they are a national minority community / ethnic group belonging to the various Turkic languages and cultures.

Non-Members of FUEN can also participate in the Working Group and its annual meeting, if they represent the interests of their Turkic national minority / ethnic group and are able to prove that they have democratic structures.

Active participation within the Working Group constitutes a first step towards membership of FUEN.

- f. Each year, the Working Group organises an annual meeting. The members of the Working Group, representatives of the FUEN Presidium and Secretariat General take part in this meeting. Other FUEN members and guests can be invited.
- g. The purpose of the annual meeting of the Working Group is to have an exchange between the members of the Working Group and to enter into a dialogue with decision-makers. The annual meeting determines the goals of the Working Group in the form of an updated strategic concept and annual working programmes.
- h. The Working Group has the possibility to choose a speaker from its own ranks. In order to guarantee permanent coordination and contact with the Presidium, the Presidium appoints a Presidium member who is responsible for the Working Group.

It is desirable that the speaker and the responsible Presidium member are one single person. If this is not possible or is not the case, the speaker can, where appropriate, be invited to Presidium meetings in order to discuss about the activities of the Working Group.

- i. The responsible member of the Presidium or the speaker of the Working Group has the task to report continuously to the Working Group about its own actions. He regularly informs the Presidium about the activities of the Working Group.
- j. The Working Group reports to the Assembly of Delegates.
- k. In order to implement its goals, the Working Group can determine and undertake additional measures, activities or projects.

All material and financial expenses and use of administrative resources have to be coordinated with the Secretariat General before the start of the measure or project.

§ 9.4 European Dialogue Forum

- a. The European Dialogue Forum is a body that seeks formalised, political dialogue with the European Parliament.
The European Dialogue Forum is a Working Group within the meaning of Chapter 5a of the Statutes.
- b. The European Dialogue Forum is a body composed of eight representatives of FUEN and two representatives of YEN.
- c. The FUEN representatives in the European Dialogue Forum are elected every three years. The FUEN President is member of the Dialogue Forum ex officio. The seven FUEN Forum Members are elected by the Assembly of Delegates.
- d. For the elections of the Members of the Dialogue Forum, the rules in the Election Regulation apply.



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