

RULES OF PROCEDURE OF THE INTERNATIONAL YCS WORLD COUNCIL

Rule 1: ADOPTION OF AGENDA

- 1.1 At each session of the World Council, the provisional agenda shall be submitted for approval as soon as possible after the opening of the session.
- 1.2 Items on the agenda may be amended or deleted by the World Council by a majority of the members present and voting.

Rule 2: RIGHT TO SPEAK

- 2.1 All participants in the World Council, including observers, have the right to speak.
- 2.2 The members of the International Team can always have priority as far as the right to speak is concerned. However, the motions of the International Team have no special priority.
- 2.3 Precedence: The Chairperson and the Rapporteur of the World Council may be accorded precedence for the purpose of explaining the conclusions arrived at by their committee or subcommittee.
- 2.4 Statement by the International Team: The Secretary General or a member of the International Team designated by the Secretary General may at any time make either oral or written statements to any members, commissions or committees concerning any question under consideration by it.
- 2.5 Speeches: No representative may address the World Council without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.
- 2.6 Closing of the list of speakers, right to reply: During the course of a debate, the Chairman, may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. He may, however accord the right to reply to any member if a speech delivered after he declared the list closed makes this desirable.
- 2.7 Time limit of speeches: The World Council may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. Before a decision is taken, two representatives may speak in favour of, and two against, a proposal to set such limits. When the debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

Rule 3: VOTING

3.1 Majority vote

Decisions of the World Council on the following issues shall be made by a two-thirds majority of the member present and voting:

- I. The Orientations and Strategic Framework of the International YCS;
- II. The Statutes and the International YCS Declaration of Identity;
- III. Affiliation and Disaffiliation of members;
- IV. The suspension of rights and privileges of membership;
- V. Election of the Secretary General and International Coordinator;
- VI. Election of the Commissions;
- VII. Election of the Advisory;
- VIII. Dissolution;

IX. Operations of the International Secretariat and budgetary questions.

All other issues shall be decided by a simple majority of the members present and voting.

3.2 Meaning of the phrase 'members present voting'

For the purposes of these rules, the phrase 'members present and voting' means:

- a. all members with voting rights, including those who have delegated their vote;
- b. members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

3.3 Equally divided vote

If a vote is equally divided on matters other than elections, a second vote shall be taken at a subsequent meeting which shall be held within one hour of the first vote; and it shall be expressly mentioned in the agenda that a second vote will be taken on the matter in question. If this vote is also equally divided, the proposal can be declared rejected.

3.4 Postal vote

The vote is closed twelve weeks after the date of the mailing of documents by the International Secretariat. Lack of response from the movements is interpreted as approval. Amendments to the Statutes, to the Rules of Procedure and to the International YCS Deceleration of Identity, as well as to the orientations laid down by the previous World Council, cannot be dealt with through the consent by latter.

Rule 4: VOTING PROCEDURE

- 4.1 The number of votes will be counted at the start of each session.
- 4.2 For each vote, first are taken the votes against, then the abstentions, the remaining ones are considered as votes in favour.
- 4.3 The World Council shall normally vote by showing of hands or roll-card. However, upon request by two people with voting rights, the Presidium or two members of the International Team, the vote will be taken by secret ballot.
- 4.4 The Presidium may decide to take an opinion poll instead of a vote. When the results are known, the Presidium may adjourn the discussion on the point in question.
- 4.5 Any representative may request a vote by roll call. The roll-call shall be taken in the English alphabetical orders of the names of the members, beginning with the member whose name is drawn by a lot of the Chairperson. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.
- 4.6 After the Chairperson has announced the beginning of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

Rule 5: ELECTIONS

- 5.1 Candidates must be presented to the World Council at least 72 hours before the time fixed for the election with the motivation letter, and support from the individual's movement.

- 5.2 The candidates must be prepared, as far as possible, to commit themselves to the International Secretariat for four years.
- 5.3 All elections shall be held by secret ballot.
- 5.4 The Council elects three "scrutineers" – people who will be entrusted with counting the votes.
- 5.5 Each nominating movement presents its candidate. The candidate is then given time to present his/her motivation and declares which post they are nominating for. Delegates may put questions to each one.
- 5.6 All candidates are then asked to leave the room, and a general discussion about them takes place.
- 5.7 If asked for, candidates can be called in again to answer further questions.
- 5.8 If an accusation is levelled against a candidate, during the discussion, the Chairperson must inform him/her and the candidate has the right of reply.
- 5.9 They will then leave the room for the voting process to start.
- 5.10 Each delegate with voting rights will be given a voting paper which bears the names of all the candidates and the post they are nominating for.
- 5.11 Each voting delegate then chooses, by ticking the appropriate box, which candidate they select for Secretary General and Program Coordinator. The scrutineers will subsequently announce the result.
- 5.12 Only candidates that achieve two-thirds of the vote for a particular position will be deemed elected.
- 5.13 If, after the first ballot, there have not yet been two people elected, another ballot will be cast – up to a maximum of seven ballots.
- 5.14 If, after seven ballots, two people have not yet been elected, the election will be concluded, and a procedure determined by the World Council for opening up a new process of nomination for the outstanding position(s).
- 5.15 If there are only two candidates, the above process still needs to be followed.

Rule 6: MOTIONS

- 6.1 Only member or collaborator movements have the right to table motions.
- 6.2 Every motion must be seconded by another member or collaborator movement and presented in writing to the Presidium.
- 6.3 A motion of order has priority over other motions. Motions of order are voted by simple majority.
- 6.4 A motion demanding the closing of a debate can only be tabled by a delegate who has not up to then taken part in the current debate or by a Presidium member. This type of motion is not admissible during a debate on the elections or on the admission of a member movement.

Rule 7: ADJOURNMENT OF DEBATE

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against the motion, after which the motion shall be immediately put to vote. The Chairperson may limit the time to be allowed to speakers under this rule.

Rule 8: CLOSURE OF DEBATE

A representative may at any time move the closure of the debate or the item under discussion, whether or not any representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the World Council is in favour of the closure, the Chairperson shall declare the closure of the debate. The Chairperson may limit the time to be allowed to speakers under this rule.

Rule 9: CONDUCT OF BUSINESS

The chairperson may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the World Council are present. The presence of majority of the members shall be required for any decisions to be taken.

Rule 10: OFFICIAL AND WORKING LANGUAGES

- 10.1 English, French and Spanish shall be the official and the working languages of the World Council, its committees and its commissions.
- 10.2 All resolutions and other documents shall be published in the three languages of the World Council, but the official text of decisions is written in English.

RULES OF PROCEDURE FOR APPOINTMENT OF REGIONAL CHAPLAINS

Introduction

Within our movements, there is a general consensus about the important role that a Regional Chaplain needs to play in accompanying each Regional Team. In order to ensure this, the International Chaplain, together with the International Teams, should actively help regions which do not have Regional Chaplains to identify possible candidates, and to follow the necessary procedures leading to their appointment.

1: TASKS AND PROFILE OF A REGIONAL CHAPLAIN

Since the chaplain plays a key role in the functioning and growth of the movement, it is very important for all the students and all the candidates to be aware of the profile of a suitable regional chaplain for our movements. Within our movements, the chaplain is not the leader. The students themselves need to lead and own the movement. The chaplain is there to accompany, support and empower the students to exercise their leadership role adequately. This should be done through:

- regular participation in reviews and events of the regional coordination and of the movement as a whole ;
- assisting and advising the Regional Team (both personally and organisationally) in the exercise of their tasks ;
- promoting the spiritual life of the coordination and of the movement as a whole, through encouraging the celebration of liturgies and theological reflection, and providing personal, theological and spiritual formation, especially through formation in the Review of Life pedagogy;
- facilitating the relationship between the movement and the broader church ;
- assisting in mediating conflict in both the internal and external functioning of the movement ;
- promoting the recruitment and training of chaplains throughout the region ;
- maintaining close communication with the International Chaplain.

The chaplain, in order to fulfil these tasks, therefore needs to be:

- an open and flexible person, with a deep respect for the ability of youth to make their own decisions, and a patience to accept their weaknesses and accompany them in learning through their mistakes ;
- a trusted presence, with a capacity for mediating conflict ;
- able to work in a team, be open to learning, and facing personal limitations and weaknesses ;
- experienced in the movement, and deeply rooted in the spirit and pedagogical tradition of IYCS, and hence in the spirit and theology of the Second Vatican Council (community building, lay participation, dialogue with the world and other religions, the centrality of work for justice in evangelisation, etc.) .

2: PROCEDURES FOR APPOINTING A REGIONAL CHAPLAIN

2.1 The Regional Coordination must, in a letter, ask all the national movements (the students) to seek and nominate candidates for the chaplaincy.

2.2 The Coordination then needs to enquire about each candidate's availability, interest, experience, and suitability for the task, and obtain their CV's.

2.3 All the information about the available candidates then needs to be presented to all national movements.

2.4 Each movement then needs: (1) to indicate which candidates would be acceptable to them, and (2) to list the acceptable candidates in order of preference. The wishes of the students are fundamental in making the appointment. Therefore, in the consultation, care must be taken to ensure that adequate space is provided for the students to express their opinions.

- 2.5 The order of preference, together with the reactions of the movements to each of the candidates, all the information relating to them, as well as a description of the processes used in the consultation, then need to be submitted to the International Chaplain. The latter will then begin to engage in a dialogue with them personally, to clarify their expectations of the role, and their availability to fulfil it.
- 2.6 If it is clear that the candidates have been proposed through a transparent democratic process which reflects the support of the regional coordination and the national movements, and that they are seen as sources of unity and empowerment by the student leaders throughout the region, the International Chaplain, after consultation with the International Team of IYCS, will send a letter of appointment as the Regional Chaplain to one of them (with due respect for the priority requested by the students), or to a few of them (if only part-time chaplains are available and requested by the students).
- 2.7 If there is no International Chaplain, the respective International Team(s) will assume his responsibilities for the process of appointment.
- 2.8 In regions where there is a coordinating structure of Bishops' Conferences, the International Chaplain, together with the respective International Team and Regional Team, will seek endorsement of this appointment by this Episcopal structure.

**RULES OF PROCEDURE FOR CANDIDATURES OF INTERNATIONAL TEAM MEMBERS
BASED IN THE INTERNATIONAL SECRETARIAT**

A) Secretary General and Program Coordinator

1: Profile of candidates

In order to nominate for the position of Secretary General or Program Coordinator, the candidates must fulfil the following profile:

- Have a sense of service: internally, in relation to working together with and for the national movements; and externally, in relation to the student world, the Church and Civil Society;
- Be a witness of spirituality: able to celebrate the faith and relate within the teams in a community spirit and dynamic;
- Able to develop and share reflections: the teams should have a 'student attitude', i.e. a spirit of curiosity and of dialogue with the reality, which will lead them to develop common analyses, to systematise these analyses, and develop tools to share them within the movements;
- Be daring: to ensure the presence and the visibility of the movements in the different spaces of the Church and the international arenas;
- Have a good social and cultural understanding and vision, as well as a strong sense of belonging to the Church;
- Have been a member of a Member Movement of the IYCS and have a good formation and experience within the movement at the national and regional levels and understanding of the international level;
- Have a strong conviction about the importance of international work (the will and commitment to work in the international team);
- Have a maturity which facilitates dialogue with the other members of the teams coming from different cultures and experiences;
- Have an openness and willingness to collaborate with other students movements, especially the International Movement of Catholic Students (IMCS – Pax Romana);
- To be close to the student world and the experience of students (i.e. having finished one's studies recently);
- Be a witness to the youth character of the movement;
- Capacity to work individually and as an active contributing team member;
- Effective communication skills and ability to problem solving;
- Capacity to be self-critical and to accept criticisms with a humble and open spirit;
- Ability to cope with stress, long hours and extensive travel;
- A minimum knowledge of data processing, communication and languages (preferably a good grasp of at least one of the three international working languages, namely English-French-Spanish.);
- Must not exceed 30 years of age at the time of election;
- Preferably not be married.

2: Nomination Process

In order for nominations to be valid the International Secretariat must receive a letter of nomination of the candidate from his/her respective member movement, along with the candidate's letter of motivation and Curriculum Vita. As stated in the Statutes of the IYCS, candidates can be nominated up to 72 hours prior to the election.

3: Regional Quota

All national movements can present candidates. However there can be only one candidate per region. If there is more than one candidate from a region, the International Team will facilitate a process with national movements of that region to select one candidate. This should ideally take place at a regional gathering, however if this is not possible, a postal vote can be conducted.

B) International Chaplain

1: Profile of candidates

In order to nominate for the position of International Chaplain, the candidates must fulfil the following profile:

- Have a sense of service: internally, in relation to working together with and for the national movements; and externally, in relation to the student world, the Church and Civil Society;
- Be a witness of spirituality: able to celebrate the faith and relate within the teams in a community spirit and dynamic;
- Able to develop and share reflections: the teams should have a 'student attitude', i.e. a spirit of curiosity and of dialogue with the reality, which will lead them to develop common analyses, to systematise these analyses, and develop tools to share them within the movements;
- Be daring: to ensure the presence and the visibility of the movements in the different spaces of the Church and the international arenas;
- Have a good social and cultural understanding and vision, as well as a strong sense of belonging to the Church;
- Have a good formation and experience within the movement at the national and regional levels and understanding of the international level (has been a chaplain at some level of the movement);
- Have a solid understanding experience with the methodologies of the IYCS;
- Have a strong conviction about the importance of international work (the will and commitment to work in the international team);
- Have a maturity which facilitates dialogue with the other members of the teams coming from different cultures and experiences;
- Have an openness and willingness to collaborate with other students movements, especially the International Movement of Catholic Students (IMCS – Pax Romana);
- To be close to the student world and the experience of students;
- Be a witness to the youth character of the movement;
- Capacity to work individually and as an active contributing team member;
- Effective communication skills and ability to problem solving;
- Capacity to be self-critical and to accept criticisms with a humble and open spirit;
- Ability to cope with stress, long hours and extensive travel;
- A minimum knowledge of data processing, communication and languages (preferably a good grasp of at least one of the three international working languages, namely English-French-Spanish.).

2: Nomination Process

Candidates must be nominated by a Member Movement and all Member Movements have the possibility to nominate a candidate. In order for nominations to be valid the candidates must send to the International Secretariat a letter of nomination from a member movement, a letter of consent from their Bishop/Provincial/Congregation Superior, a letter of motivation and their Curricular Vita.

3: Election Process

After receiving all the nominations the International Team will present the Candidates to the International Committee. The International Committee will analyse the nominations and elect the International Chaplain. The International Chaplain must be elected at the latest 6 months prior to the World Council by the International Committee.