



International Coordination Meeting of Youth Organizations

# Guidelines of the Network

These guidelines were produced and agreed in New York (United States) on 22nd September 2013. The guidelines came into effect after ten (10) organisations ratified, depositing their confirmation with the Task Force and no earlier than twenty (20) clear days after 22nd September 2013.

The guidelines entered into force on 30<sup>th</sup> November 2013

## Mission

The International Coordination Meeting of Youth Organisations (ICMYO) aims to unite and represent the diverse voices of youth-led organisations globally by providing a platform for coordination and cooperation in order to overcome individual limitations, have a stronger influence on global youth policy processes and achieve full partnerships between youth organisations and relevant stakeholders.

## 1. Objectives

The main objectives of ICMYO are to:

1. Represent the diverse voices of youth-led organisations globally.
2. Facilitate cooperation among youth-led organisations at regional and global levels.
3. Strengthen coordination of political inputs to global youth policy

## 2. Membership

ICMYO has two categories of membership: 1) Regional Youth Platforms; and 2) International Non-Governmental Youth Organisations. There are two levels of permanent membership 1) Full Membership; and 2) Associate Membership. The ICMYO Task Force between annual meetings may grant temporary membership.

### 2.1 Principles of Membership

These principles provide a framework of mutual recognition and thus provide a basis for joint advocacy actions among organisations that share these characteristics. All members should fulfil and agree to the following principles:

- a. Be youth-led; and
- b. Have democratic processes and independent decision making structures; and
- c. Be membership based (assuring a link between the local, the national, the regional and the global levels); and
- d. Have accountability and transparency mechanism; and
- e. Ensure legitimacy and credibility; and
- f. Demonstrate constructive, positive goals to work with other; and
- g. Respect ideological diversity, ensuring a commitment to Human Rights.

## 2.2 Criteria for Full Membership

Full member organisation of ICMYO should demonstrate that they are either a:

- a. Regional Youth Platform; or
- b. International Youth Organisation working in at least two regions as defined by the applicant organisation and acceptable to ICMYO.

## 2.3 Criteria for Associate Membership

Associate membership is reserved for the following exceptional cases:

- a. Regional organisations that represent a global youth constituency for which there is no representative body in ICMYO; or
- b. National youth federations, networks or councils that do not have the possibility of being represented through a Full Member Organisation of ICMYO and can add value to ICMYO.

## 2.4 Rights and Responsibilities

All Member Organisations must sign a Memorandum of Understanding (MOU), prepared by the Task Force from this document that sets out their rights in ICMYO and responsibilities to ICMYO. Members must renew this MOU annually to maintain membership rights in ICMYO.

### 2.4.1 Status

Organisations can be either: networks, legally established bodies, coalitions, movements or another structure acceptable to the ICMYO network.

### 2.4.2 Members responsibilities

Members agree to:

- a. Share information about on-going global youth issues and processes;
- b. Increase our access to UN and other international and intergovernmental institutions working/impacting on youth issues;
- c. Influence political processes and decisions of UN and other international and intergovernmental institutions working/impacting youth issues;
- d. Work together in our common thematic priorities;
- e. Exchange best practices;
- f. Become stronger and overcome individual limitations;
- g. In the spirit of solidarity and cooperation, are expected to provide resources and support to its activities according to their respective capacity;

### 2.4.3 Associate members rights and limitation

Associate members have a right to actively engage in discussions and meetings of ICMYO, and to participate in its ad-hoc working groups. Associate Members are not allowed to vote in elections of the ICMYO Task Force, be elected to the ICMYO Task Force, vote on amendments to the ICMYO Guidelines, or select organisations for representational functions in activities of international institutions and external bodies.

### 2.4.4 New members

ICMYO seeks to be welcoming to newcomers, always remembering to explain our process and help new members find their unique voice and contribution to the community. New organisations wishing to participate in ICMYO should apply to the task force and then are to present themselves to the annual meeting in accordance to section 4.5

### 3. Decision-Making

There are five different instances of decision making in ICMYO:

1. Selection of ICMYO representatives to activities of international institutions and other external bodies;
2. Selection of Full Member Organisations to the ICMYO Task Force;
3. Issuing of statements on behalf of ICMYO;
4. Amending the ICMYO Guidelines;
5. Approving new members to ICMYO.

#### 3.1 Selection of ICMYO Representatives to Activities of External Bodies

The following rules of procedure will govern the selection of ICMYO representative:

- 3.1.1 All ICMYO members can nominate representatives.
- 3.1.2 Only full members select the representatives.
- 3.1.3 All Members should be notified of opportunities to represent ICMYO and provide sufficient time to nominate themselves
- 3.1.4 If the number of organisations applying to represent ICMYO slightly exceeds the number of spaces being offered by international institutions or external bodies, the Task Force should request to send a larger delegation.
- 3.1.5 If the number of organisations applying to represent ICMYO is significantly higher than the number of places being offered by international institutions or external bodies - or if the size of its delegation cannot be expanded to coincide with received nominations - then there should be a selection process. This process should allow for presentations by self-nominated organisations, a space for dialogue, and a voting procedure that is open and accessible to Full Member Organisations. Organisations are to be selected for representational functions in activities of international institutions and external bodies according to their number of received votes. In the event of a tie(s), the Task Force selects the representative(s).
- 3.1.6 ICMYO will not select representatives for external activities that are unrelated to its focus areas. Member Organisations will be informed about these opportunities but cannot claim to represent ICMYO if they independently apply to participate.

#### 3.2 Selection of Full Member Organisations to the ICMYO Task Force

The following rules of procedure will govern the selection of Full Member Organisations to the ICMYO Task Force:

- 3.2.1 The outgoing Task Force must send a candidacy request to Full Member Organisations forty (40) clear days before the ICMYO Annual Meeting.
- 3.2.2 Applications are accepted from Full Member Organisations until thirty (30) clear days before the ICMYO Annual Meeting.
- 3.2.3 The outgoing Task Force publishes a provisional list of candidates shortly thereafter.
- 3.2.4 The outgoing Task Force is responsible for promoting dialogue between organisations if there are more candidates than available positions.
- 3.2.5 The outgoing Task Force must release a list of confirmed candidates to Member Organisations no more than ten (10) clear days before the ICMYO Annual Meeting.
- 3.2.6 Polls open immediately after the list of candidate organisations is publicized.
- 3.2.7 Each Full Member Organisation has one vote per vacancy on the number of Task Force.
- 3.2.8 All votes must be cast by a deadline set by the outgoing Task Force. This deadline cannot be earlier than the last day of the ICMYO Annual Meeting.
- 3.2.9 Organisations that receive the highest number of votes are selected for the incoming Task Force.
- 3.2.10 Voting is open and transparent, but can be closed by agreement of the members.

#### 3.3 Issuing of statements on behalf of ICMYO

- 3.3.1 ICMYO can only take positions and issue statements on agreed upon focus areas.

- 3.3.2 The focus areas are decided upon at every Annual Meeting using the principle of consensus.
- 3.3.3 Statements issued on behalf of ICMYO are first sent to member organisations, which are provided ample time to “red flag” (express dissatisfaction with) a document. If one-third or more of organisations “red flag” the specific statement, it is considered rejected. Otherwise, the statement is considered approved.
- 3.3.4 These principles also apply to statements initiated at ICMYO Annual Meetings.

#### 3.4 Amendment of ICMYO Guidelines

Proposals to amend the ICMYO Guidelines for Participating Organisations can only be made at the Annual Meeting of ICMYO following this procedure:

- 3.4.1 Proposed amendments must be announced twenty (20) clear days before voting is opened
- 3.4.2 All proposed amendments must be approved by a two-thirds (2/3) majority of all Full Member Organisations
- 3.4.3 Non-receipt of a response will be considered to convey agreement.

#### 3.5 Approval of New Member Organisations

Members are inducted into ICMYO by consensus through the following method:

- 3.5.1 Applications should be submitted (20) clear days before the Annual Meeting.
- 3.5.2 Existing full members may object to new members at the meeting or by mail beforehand.
- 3.5.3 Non-receipt of a response will be considered to convey agreement.
- 3.5.4 The ICMYO Task Force has the authority to grant temporary membership status to a youth organisation fulfilling the required criteria until the following Annual Meeting. Temporary Members shall have the rights and limitations of an Associate Member (2.4.3) until the next Annual Meeting.

## **4. Structure of ICMYO**

### 4.1 ICMYO Annual Meeting

The Annual Meeting is the highest decision making body of the ICMYO.

- 4.1.1 ICMYO Annual Meetings allow the member organisations to share their priorities, discern common priorities (focus areas), elect the Task Force and plan effective, coordinated actions together.
- 4.1.2 These activities will only be as good as what the participating organisations bring to the table and commit to.
- 4.1.3 Member organisations use ICMYO to engage in processes and external relationships and seek to use the meetings also to inform new members about these and build on relationships with partners. ICMYO welcomes and encourages representatives of UN and other partner organisations to attend the annual ICMYO in order to hear the concerns, perspectives and ideas of ICMYO member organisations, to share information, and to build partnerships. We are receptive to ideas and opportunities that the UN and other partners may suggest to us as a part of our common discernment.
- 4.1.4 To have the most effective meetings, ICMYO will seek to prepare participants well in advance by giving member organisations the opportunity to give input on the shape of the agenda and by giving briefing and background information on the final agenda so that participants are connected to the process and prepared.
- 4.1.5 ICMYO will work to articulate and record its history on an on-going basis to orient new participants and other partners.
- 4.1.6 The Task Force shall try to set meeting dates well in advance for maximum participation.
- 4.1.7 Travel reimbursements cannot be guaranteed, but ICMYO shall seek sponsorship to cover the costs, especially for participants from the Global South.

4.1.8 ICMYO Member Organisations are encouraged to coordinate and organize meetings amongst themselves under the ICMYO brand after securing consent from the ICMYO membership network

#### 4.2 ICMYO Taskforce

The Task Force is the anchor of ICMYO, ensuring that Member Organisations are included and active in day-to-day work.

4.2.1 The Task Force is elected for a term of one (1) year at the ICMYO Annual Meeting.

4.2.2 Member Organisations can be indefinitely re-elected.

4.2.3 The Task Force consists of a minimum of five (5) and a maximum of seven (7) Member Organisations.

4.2.4 Nominations are re-opened at the Annual meeting if there less than the minimum and elections only take place if there is a greater number than the maximum number of places.

4.2.5 The Task Force represents the collective diversity of ICMYO and should therefore aim to be diverse in composition.

4.2.6 The Task Force meets at least once per year, and throughout the year, online or through other methods of communication.

4.2.7 The ICMYO Task Force is mandated to respond to situations that are not anticipated in this guiding document, but must report its decisions back to Member Organisations.

4.2.8 The Task Force is concretely responsible for the following tasks and shall decide on how to carry them out:

- a. Appointing one (1) ICMYO contact point for UN agencies, institutions and other relevant global processes. This person is responsible for ensuring that opportunities and other relevant information collected through those institutions and processes are communicated to the Task Force. The Task Force is then responsible for communicating this information to the ICMYO membership network;
- b. Appointing leads on outgoing communication in relation to geographical or issue specific matters;
- c. Organising the ICMYO Annual Meeting and other meetings during the year.
- d. Mounting and maintaining a Secretariat (as required) to support management of meeting logistics, communications, fundraising, communications, archiving and other administrative work;
- e. Monitoring global youth processes and providing the membership network with guidance on how to respond when these processes relate to focus areas;
- f. Periodically reporting on its activities to ICMYO Member Organisations. Extraordinary decisions must be reported within two (2) months. The Task Force must also distribute a written activity report at every ICMYO Annual Meeting.

# Annex 1: Membership ratifications

## Full Members

### Regional Youth Platforms

- European Youth Forum (YFJ), 6th October 2013, Board
- Pacific Youth Council (PYC), 21st November 2013, Council Co-ordinator
- Asia Pacific Youth and Students Association (ASA), 26th November 2013, International Secretary
- Latin-American Youth Forum (FLAJ) 9<sup>th</sup> December 2013, Board
- Caribbean Regional Youth Council (CRYC) 24<sup>th</sup> July 2014, Board
- Pan-African Youth Union (PYU -UPJ), 12<sup>th</sup> September 2014, Executive Committee
- 

### International Youth Organizations

- World Alliance of YMCAs, 4th October 2013, Executive Secretary
- International Falcon Movement - Socialist Educational International (IFM-SEI), 5th October 2013, Presidium
- International Movement of Catholic Students (IMCS-Pax Romana), 9th October 2013, International President
- World Federation of Deaf Youth Section (WFDYS), 15th October 2013, Board
- Global Young Greens, 20th October 2013, Steering Committee
- World Association of Girl Guides and Girl Scouts (WAGGGS), 5th November 2013, Communications and Advocacy Director
- International Union of Socialist Youth (IUSY), 6th November 2013, Presidium
- World Esperanto Youth Organisation (TEJO), 11<sup>th</sup> November 2013, Board
- International Young Catholic Students (IYCS-JECI), 25th of November of 2013, International Team
- International Federation of Medical Student Associations (IFMSA), 30th November 2013, Executive Board
- International Federation of Liberal Youth (IFLRY), 6 October 2013, IFLRY Bureau
- International Movement of Catholic Agricultural and Rural Youth (MIJARC), 5<sup>th</sup> March 2014, Secretary General
- Ibero-american Youth Space (EIJ) 9<sup>th</sup> December 2013, General Assembly
- AIESEC International 5<sup>th</sup> December, Vice President: Public Relations
- International Federation of Catholic Parochial Youth Movements (FIMCAP), 5<sup>th</sup> of February 2014, FIMCAP presidium
- World Organization of the Scout Movement (WOSM), March 2014, External Relations Director
- World Women's Christian Association (YWCA)

## Associate and Temporary Members

### Regional & National Youth Councils

- None

### International & Regional Youth Organizations

- Commonwealth Youth Council (CYC), 17th May 2014, Executive Board
- United Network for Young Peace Builders (UNOY), 19<sup>th</sup> May 2014, Board
- AEGEE - European Students Network,

## Members pending ratification until the 31<sup>st</sup> October 2014

### International Youth Organizations

- International Trade Union Confederation – (ITUC Youth)
- International Federation of Red Cross and Red Crescent Societies - Youth
- International Pharmaceutical Students' Federation (IPSF)
- International Young Democrat Union (IYDU)

- World Federation of Democratic Youth (WFDY)
- World Student Christian Federation (WSCF)
- Youth Forum of the CPLP (FJ-CPLP)

### **Regional Youth Platforms**

- Asia Youth Council (AYC)

## Annex 2 - Process for selecting members to engage with institutions and/or international bodies (elaborating 3.1)

- Stage 1 - We send a call out to ICMYO members;
- Stage 2 - Members reply to Task Force;
- Stage 3 - Task Force looks through all suggestions and makes sure they are valid. It may make suggestions (based on experience/the profile that the UN/agency wants and also making sure that Members opportunities are spread around);
- Stage 4 - Task Force sends all nominations with a suggestions (if relevant) to the ICMYO list;
- Stage 5 - ICMYO members confirm through a vote who they want, ICMYO members have the number of votes that there are places;
- Stage 6 - ICMYO sends only the agreed name(s) on to the UN/agency.

In most cases we would look for a turnaround in under a month, but this can be expedited in particular instances to a minimum of 10 days. In some instances ICMYO members may have already appointed a lead on a particular topic/area and in that instance the name of the lead organisations will be forwarded directly the UN/Agency.

Agreed by the ICMYO Task Force June 2014