

# **RULEBOOK ON THE MANNER OF ORGANIZING AND WORKING OF THE YOUTH FORUM URA**

## **CHAPTER 1**

### General provisions

#### Article 1

§1.1. The Youth Forum URA is a youth organization within the Civic Movement URA. It is a political organization of free, responsible and independent members that bases its activities on the principles of civil state and society, sustainable development and environmental protection, transparency and the principles of democracy, gender equality and improving the position of young people.

§1.2. The Youth Forum URA is organized within the internal rules of the organization and body of the Civic Movement URA (hereinafter: GP URA).

§1.3. The Youth Forum URA operates in accordance with the Constitution and laws of Montenegro, and its activities are based on political principles and goals contained in the Rulebook on the manner of organizing and working of the Youth Forum URA (hereinafter: the Rulebook), the Statute and the GP URA Program.

#### Article 2

§2.1. The Rulebook regulates and sets: name of organization, headquarters, finances, representation, publicity, goals and manner of work, youth politics, realization of goals, autonomy, membership, rights and obligations of members, termination of membership, responsibility of membership, minority rights, membership database, work and the organization and change of regulations.

#### Name of organization

#### Article 3

§3.1. The full name of the organization is the Forum Mladih Gradjanskog Pokreta URA, abbreviated Forum Mladih URA or FM URA.

§3.2. The name used internationally is Youth Forum URA, abbreviated YF URA.

#### Headquarters

#### Article 4

§4.1. FM URA is headquartered in Podgorica.

§4.2. The Youth Forum URA shares office space with the Civic Movement URA headquarters.

#### Finances

#### Article 5

§5.1. GP URA and FM URA are financed and perform financial operations in accordance with the laws on financing of political entities in Montenegro.

§5.2. FM URA may have its own sub-account.

§5.3. The person responsible for managing the funds on the account of the Youth Forum is the President of FM URA.

§5.4. The President of FM URA or a person authorized by the President, are the only financial principals and responsible executors of financial and material decisions in FM URA.

## Representation

### Article 6

§6.1. FM URA is represented by the President of FM URA.

§6.2. The President may authorize additional persons to represent FM URA in accordance with §22.9 of this Rulebook. This requires a Decision on authorization by the President of FM URA. It must be signed and stamped.

## Publicity of work

### Article 7

§7.1. The work and activities of FM URA are public and transparent.

§7.2. Transparency of the work of FM URA is reflected in regular meetings, keeping minutes at them as well as the availability of minutes to members of FM URA. The minutes of the Presidency are sent to all active members of FM URA.

§7.3. Publicity of work and activities of bodies and members are achieved at public gatherings, forums, participation in round tables, conferences, presentations and in other ways by establishing relations and acting based upon public opinion.

§7.4. Publicity of the work of FM URA is provided through presentations on the website of FM URA and through social networks.

§7.5. The work of the FM URA bodies at the state and municipal level may be opened to the public by a decision of these bodies.

## Chapter 2

### Goals and manner of work

#### Article 8

§8.1. Youth Forum URA is an organization of independent and responsible members of GP URA aged 18 to 30 who work to achieve the goals set out in this Rulebook and the Statute of GP URA.

§8.2. The goals of the Youth Forum URA are:

- Realization of FM URA program and politics;
- Inclusion of all members of FM URA in the work of GP URA;

- Implementation of program principles and goals in the field of youth politics;
- Education;
- Running campaigns;

## Youth politics

### Article 9

§9.1. In accordance with the Law on Youth, Youth Politics is a set of measures and activities undertaken by state bodies, state administration bodies, local self-government bodies, non-governmental organizations, students' and pupils' parliaments and other legal entities to improve the position of young people, their personal and social development and inclusion into social flows.

§9.2. In order to achieve the goals in the field of youth policies, this Rulebook defines the key topics in this area, which are:

- Education;
- Youth employment;
- Student volunteerism;
- Scholarships and student loans;
- Youth mobility and information;
- Political participation;
- Youth security;
- Anti-discrimination;
- Environmental protection;

## Realization of goals

### Article 10

§10.1. In the process of achieving the goals of the Youth Forum provided for in this Rulebook, the Presidency may establish communication and cooperation with entities whose values resemble those of the Youth Forum.

## Autonomy of the Youth Forum

### Article 11

§11.1 Youth Forum URA is a youth organization of GP URA, which operates and makes decisions independently, in accordance with the Rulebook of FM URA and the Statute of GP URA.

§11.2. When making decisions and implementing the activities of the FM URA, the Political Council within the Civic Movement URA may be consulted. The Political Council is an advisory body to the GP URA, which consists of prominent politicians, scientists and public workers.

## **Chapter 3**

### Membership

## Membership of the Youth Forum

### Article 12

§12.1. Any adult citizen between the ages of 18 and 30 who voluntarily signs the GP URA application form (printed or electronic) can become a member of FM URA, thus accepting the Statute and the Program of GP URA.

### Members' rights

### Article 13

§13.1. All members of the Youth Forum are equal, the member has the right to:

- To elect and be elected in the bodies of the Youth Forum in accordance with this Rulebook;
- To participate in the activities of FM URA;
- To freely express opinion, to freely propose, to initiate initiatives / actions that are in accordance with the basic principles of FM URA;
- To be informed about the activities of FM URA;

§13.2. Members of the Forum have the obligation to:

- Promote and implement the program principles of FM URA;
- Attend meetings of bodies of which they are a permanent member;
- Fulfill other obligations of the FM URA member, which are defined by this Rulebook and the Statute of GP URA;

### Termination of membership

### Article 14

§14.1. Membership in the Youth Forum ceases to be valid in the case of:

- A member turning 31 at the end of the calendar year;
- Withdrawing from the membership of FM URA;
- Deletion from the register of membership, in accordance with the Statute of the Civil Movement URA;

§14.2. Any member elected to one of the positions within the FM URA shall remain in office until the expiration of the term. §14.1.1 of this Article, which reads: "Membership in the Youth Forum ceases to be valid in the case of a member turning 31 at the end of the calendar year", may not be applied.

### Membership responsibility

### Article 15

§15.1. All members of the Youth Forum URA are obliged to act in accordance with the Rulebook of FM URA and the GP URA Statute.

§15.2. Disciplinary proceedings shall be conducted against a member whose conduct and actions are directed against the principles provided for in the Rulebook of FM URA, in accordance with the Statute of the GP URA.

#### Minority rights

##### Article 16

§16.1. Members of the Youth Forum who disagree with the decision of the majority have the right to their opinion and stance. No member of the Forum may be discriminated against based on voting or opinion.

#### Membership database

##### Article 17

§17.1. Records on citizens' membership in FM URA are kept in the FM URA membership database.

§17.2. The Presidency is obliged to elect one membership coordinator who must keep records of the membership of the Youth Forum URA.

§17.3. The membership coordinator is obliged to submit a membership report to the presidency of the Youth Forum URA once a month.

§17.4. The coordinator is obliged to make corrections to the membership database by order of the presidency.

§17.5. The coordinator cannot remove a member from the database without a written request from the presidency.

§17.6. The membership coordinator may propose municipal coordinators to keep records of membership at the municipal level.

§17.7. The proposal for the municipal coordinator must be voted at the level of the Municipal Board of FM URA and confirmed by the presidency of FM URA, the decision is made by a simple majority.

### **Chapter 4**

#### Work and organization of the Youth Forum

##### Article 18

§18.1. FM URA is organized on a territorial basis.

§18.2. FM URA has bodies at the state and local level.

##### Article 19

§19.1. The statutory bodies of FM URA are:

- Congress;
- Presidency;
- President;

- Vice President;
- General Secretary;
- Secretaries of International Affairs;
- Secretary of the Media;

§19.2. Municipal bodies of the Youth Forum URA:

- Municipal Congress FM URA;
- Municipal Board of FM URA (hereinafter: OO FM URA or Municipal Board);
- Presidents of OO FM URA;
- Secretary of OO FM URA;

At the proposal of the President, the Presidency may establish auxiliary bodies. In the case of the formation of an auxiliary body, the Presidency is obliged to make a Decision on the formation of the above and to adopt the Rulebook of Procedure of that body.

## Congress

### Article 20

§20.1. The Congress is the statutory highest body in the FM URA decision-making process.

§20.2. The Congress of the Forum can be regular or extraordinary.

§20.3. The regular Congress is elective, convened and held once every four years. At the proposal of the President, the Presidency makes a Decision to convene a Congress. The decision determines the quotas for delegates and the proposed agenda, date and place of the Congress.

§20.4. An Extraordinary Congress is held at the request of the President, at the request of 2/3 of the members of the Presidency or at least 1/2 of the municipal boards. The Extraordinary Congress is convened within 30 days from the acquisition of the conditions for its holding and it must be held within 30 days from the day of convening.

§20.5. The session of the Congress is chaired by the working Presidency. The Working Presidency and its President are elected by the Congress at the beginning of the session, and at the proposal of the President of FM URA.

§20.6. The FM URA Congress has a ceremonial and working part.

§20.7. The Congress consists of:

- President of FM URA;
- Vice President of FM URA;
- Members of the Presidency of FM URA, ie Presidents of OO FM URA;
- General Secretary;
- Secretaries of International Affairs;
- Secretary of the Media;
- Representatives of the municipal branch of the Youth Forum URA, where each municipal forum has an equivalent number of delegates determined by a quota in accordance with §20.3 of this Rulebook;

§20.8. Congress:

- Adopts the Rulebook on the manner of organizing and working of the Youth Forum URA;
- Makes declarations, determines political recommendations and other documents of strategic importance for the work of FM URA;
- Elects and dismisses the President of FM URA;
- Elects and dismisses the Vice President of FM URA;
- Elects the working Presidency and its President, on the proposal of the President of FM URA;
- Adopts the Rulebook of Procedure of the Congress;

§20.09. The Congress may make legally valid decisions if at least 2/3 of the total number of Congress delegates are present, and decisions are made by a majority of the votes of the delegates present.

§20.10. If there are several proposals on the same subject, the proposal that receives the largest number of votes of the present delegates is considered adopted.

§20.11. Congress elects the working bodies of Congress by public vote.

§20.12. At the beginning of the working part of the Congress, the Working Presidency may propose that the bodies of the FM URA be elected by public vote, which is voted on by the members of the Congress.

## Presidency

### Article 21

§21.1. The Presidency is the highest governing body of the FM URA between the two Congresses.

§21.2. The presidency consists of:

- President of FM URA;
- Vice President of FM URA;
- General Secretary of FM URA;
- Presidents of the Municipal Boards of FM URA;
- Secretary of the Media;
- Secretaries of International Affairs;

§21.3. The Presidency recognizes the membership in the Presidency by function at the next session after the election, ie appoints a member of the FM URA to one of the functions from the previous paragraph of this article.

§21.4. The number of members of the Presidency is odd.

§21.5. The mandate of the elected members of the Presidency is for the duration of the mandate of the position they hold.

§21.6. Presidency:

- Determines and leads the politics of FM URA, based on the Rulebook of FM URA, the Statute and the Program of GP URA;
- Gives and discusses recommendations for improving the work of FM URA;
- Convenes regular and extraordinary Congress;
- Establishes draft documents for Congress;
- Defines the quotas of delegates, the agenda, date and time of the Congress in accordance with §20.3 of this Rulebook;
- Adopts the Rules on candidacy and selection of candidates for the bodies of FM URA, in accordance with the statute of GP URA;
- Is responsible for enforcing Congressional decisions;
- Determines amendments to the FM URA Rulebook;
- Decides on membership in international organizations;
- Adopts an annual action plan;

§21.7. Sessions of FM URA are convened by the President of FM URA. The President of FM URA chairs the session.

§21.8. In the Presidency, the President has the same right to vote as other members of the Presidency. In the event of an equal number of votes, the vote of the President shall be doubled.

§21.9. If necessary, sessions can be electronic.

§21.10. Sessions of the Presidency are held at least 5 times a year.

President

Article 22

§22.1. The President of FM URA represents FM URA.

§22.2. The term of office of the President is four years.

§22.3. The President is responsible to the Congress and the Presidency of FM URA.

§22.4. Candidates for President are determined by the Presidency, on the proposal of the Municipal Boards of FM URA in accordance with this Rulebook and the Rules on candidacy and selection of candidates for the bodies of FM URA. A maximum of three candidates for President who receive the greatest support from municipal organizations, participate in the election process in accordance with the Rulebook of FM URA and the Rules on candidacy and selection of candidates for bodies of FM URA.

§22.5. The President of FM URA becomes the candidate who receives the largest number of votes, provided that more than half of the delegates in the Congress voted for the President.

§22.6. If no candidate receives a majority, the election is repeated. In the re-election, the two candidates who received the most votes in the first round of voting have the right to be elected.



§22.7. If one of the candidates who received more votes withdraws, the right to participate in the second round of voting is acquired by the candidate who is next in the number of votes received.

§22.8. If, after two rounds of voting, no candidate receives the required majority, the Congress is suspended for a period of 40 days, in order to repeat the process.

§22.9. President:

- Represents FM URA in the country and abroad in accordance with the Rulebook of FM URA and the Statute of the Civil Movement URA;
- Is responsible for implementing the decisions of the Presidency and Congress;
- Chairs the sessions of the Presidency of FM URA;
- Gives authorization for representation;
- Elects the General Secretary of FM URA;
- Elects Secretaries for International Affairs;
- Makes a report to Congress;
- Has the right to attend all FM URA meetings;
- Forms working bodies;
- Monitors the implementation of FM URA activities;

§22.10. The president is elected by Congress by secret ballot.

§22.11. In the event that there is only one candidate, Congress may decide by public vote.

§22.12. Candidates for President are determined by the Presidency, on the proposal of the municipal boards of FM URA in accordance with the Rules on candidacy and selection of candidates for the bodies of FM URA.

§22.13. The President may resign with a written explanation.

§22.14. A proposal for the dismissal of the President may be submitted to the Presidency by

- 1/3 of the total membership;

After the submitted proposal, the Presidency of FM URA votes on the dismissal of the President of FM URA. Two thirds of the votes of the FM URA Presidency are required to vote on the dismissal of the President of FM URA.

§22.15. In case of resignation or dismissal of the President of FM URA, obligations of President of FM URA between the two Congresses will be taken over by the Vice President of FM URA, who after the resignation or dismissal of the President of FM URA becomes acting President of FM URA.

## Vice President

### Article 23

§23.1. The Vice President of FM URA replaces the President of FM URA in case of the President's inability to work or absence.

§23.2. The Vice President of FM URA replaces the General Secretary of FM URA, the Secretary for Media of FM URA and / or the Secretaries for International Affairs of FM URA in case of their inability to work or absence, by order of the President of FM URA.

§23.3. FM URA has at least one Vice President. If FM URA appoints more than one Vice President, at least one of the Vice Presidents must be a woman or non-cisgender. If one Vice President is appointed, the President or Vice President must be a woman or non-cisgender.

§23.4. The number of proposed candidates for Vice-Presidents, the manner of nomination and more detailed criteria for the election of the Vice-Presidents, before the Congress, are defined by the Presidency, by a special decision.

§23.5. Vice President:

- Participates in the work of the Presidency;
- In agreement with the President, takes over the coordination of current activities in FM URA;
- Monitors, analyzes and publicly promotes public politics in the field of its activities;
- Gives initiatives, recommendations and suggestions to the Presidency;
- Implements other activities in agreement with the President of FM URA;

§23.6. The term of office of the Vice President is four years.

#### General Secretary

#### Article 24

§24.1. The General Secretary assists the President of the FM URA in managing matters within the jurisdiction of the President for which the President authorizes. The General Secretary is appointed by the President of FM URA. The term of office of the General Secretary is four years.

§24.2. General Secretary:

- Prepares the session of the presidency and takes care of the regular delivery of materials to the members of the presidency;
- Makes minutes;
- Takes care of preparing the decisions of the presidency;
- Takes care of the execution of the decisions of the presidency;
- Participates in the work of all bodies formed by the President;

#### Secretary of the Media

#### Article 25

§25.1. The Secretary of the Media is the person responsible for representation in the media and on social networks. Secretary of the Media is appointed by the President of FM URA. The term of office of the Secretary of the Media is four years.

§25.2. The Secretary of the Media:

- Proposes a communication strategy to the Presidency;
- Informs the public about the work of FM URA;

- Communicates with printed and electronic media;
- Organizes press conferences;
- Moderates content on all social networks FM URA;
- Makes proposals for announcements and other reactions at the request of the President;
- Helps to form public appearances;

#### International affairs

#### Article 26

§26.1. The President of FM URA appoints two Secretaries of International Affairs of FM URA, where one of the Secretaries must be a woman or non-cisgender. The term of office of the Secretary of International Affairs is one year.

§26.2. Secretary of International Affairs:

- Communicates with international organizations;
- Makes reports from the meetings of the Presidency for the international organizations of which we are members;

§26.3. The Secretary for International Affairs makes a report to the Presidency once every 3 months.

#### Municipal Congress FM URA

#### Article 27

§27.1. The Municipal Congress of FM URA is the largest body of FM URA at the municipal level, which is convened as needed, and at least once every four years.

§27.2. The Municipal Congress of FM URA is convened by the Presidents of OO FM URA.

§27.3. The Municipal Congress can be regular or extraordinary.

§27.4. The manner of work of the Municipal Congress, as well as the criteria on the number and manner of election of Congress delegates, are regulated by a special act issued by the OO FM URA. The Municipal Congress of FM URA decides by a majority vote of the delegates present.

§27.5. The Municipal Congress of FM URA consists of at least 10 delegates, depending on the territorial size and number of members in OO FM URA.

§27.6. Municipal Congress FM URA:

- Elects and dismisses the Presidents and members of OO FM URA;
- Considers the Report on the work of municipal boards, prepared by OO FM URA, between the two Congresses;
- Adopts documents that are important for the operation of FM URA at the municipal level;

#### Municipal Board of FM URA

## Article 28

§28.1. OO FM URA is a body of FM URA which is formed for the purpose of conducting activities on the territory of municipalities.

§28.2. The headquarters of OO FM URA is on the territory of the municipalities.

§28.3. The sessions of the Board are chaired by the Presidents of OO FM URA.

§28.4. The Board is elected at the Municipal Congress, and an odd number of members of the OO FM URA are elected.

§28.5. On the proposal of the President of OO FM URA, OO FM URA elects the Secretary of the Board.

§28.6. OO FM URA is elected for four years. Sessions of OO FM URA are convened by the President of the Municipal Board, at least once every two months.

§28.7. The session of OO FM URA is convened by the President of OO FM URA or at the proposal of at least 1/3 of the members of OO FM URA

§28.8. The President of OO FM URA shall deliver the Convening announcement and the agenda of the session of OO FM URA to the members of the Board at least 3 days before the session, except when objective circumstances impose the need to hold an emergency session of OO FM URA.

### Presidents of the Municipal Board of FM URA

## Article 29

§29.1. OO FM URA has two Presidents of which at least one President must be a woman or non-cisgender.

§29.2. Presidents of OO FM URA:

- represent FM at the municipal level;
- propose the election of the Secretary of OO FM URA;
- decide on current organizational, professional and promotional activities of the FM at the municipal level;
- chair the sessions of the Municipal Board;
- decide on the implementation of FM URA policies and decisions at the municipal level;
- delegate responsibilities to members of OO FM URA;
- decide on the organizational connection and operational functioning of the organization at the municipal level;

§29.3. In the event that the Presidents have different opinions, the matter is decided by a majority of those present at the session of the OO FM URA.

§29.4. The mandate of the President of OO FM URA lasts four years with the right to re-election.

§29.5. The term of office of the President of OO FM URA expires upon the expiration of the term of office, resignation, termination of membership or gross violation of the Statute.

### Secretary of the Municipal Board

#### Article 30

§30.1. The Secretary of OO FM URA is elected by the Municipal Board of FM URA on the proposal of the President of OO FM URA.

§30.2. Secretary of the Municipal Board:

- prepares of the session of the Municipal Board;
- coordinates the work on submitting materials to the members of the Board;
- takes care of the organizational strengthening of FM URA at the municipal level;
- is responsible for the archive of FM URA created by the work of the Municipal Board;
- performs other tasks determined by the President of the Municipal Board;

### Chapter 5

#### Change of the Rulebook

#### Article 31

§31.1. The Congress decides on the adoption of a new Rulebook or amendments to the current Rulebook.

§31.2. A proposal for the adoption of a new Rulebook or a proposal for amendments to the current Rulebook may be submitted by:

- President of FM URA;
- Presidency;
- At least  $\frac{1}{4}$  delegates present;

#### Transitional and final provisions

#### Article 32

§32.1. This Rulebook shall enter into force on the day of its adoption by the Congress.

§32.2. With the adoption of this Rulebook, the Rulebook adopted at the III Regular Congress ceases to be valid.