

Regional Youth Cooperation Office

Internal Procedures for the Appointment of the Deputy Secretary General

1. Presentation of the present Procedure Proposal for discussion and decision

2. Interviews with the three candidates:

The Governing Board meets separately each of the candidates, for approx. twenty minutes of interview with each. First, the Chair invites the respective candidate to introduce herself/himself and to explain why she/he is interested in the position of Secretary General. After her/his answer, the other members of the GB are invited to ask questions to the candidate. The same questions are asked to each of the three candidates.

The order of appearance of the three candidates is decided by lot.

3. Discussion after the interviews:

After the interviews with the three candidates, a discussion takes place about the candidates, where the members of the Governing Board and the Secretary General can express their thoughts. After this exchange, the Chair sees if it is possible to reach a consensual agreement on one of the candidates. If a consensual agreement for one candidate can be reached, this candidate is appointed Deputy Secretary General. If not, the Chair proposes to agree on a vote as decision-making-mechanism, with the understanding that at the end of the voting procedure the candidate with the most votes will become the Deputy Secretary General appointed by the Governing Board.

4. Vote:

4.1. First voting-level, about the three candidates: Each member of the Governing Board has one voice. The vote is with secret ballot. The two candidates with the most votes are qualified for the next stage.

In case that two or three candidates obtain the same number of votes, this round is repeated, with the possibility for discussion before proceeding with this new round.

4.2. Before the vote about the two last candidates, a discussion about the two candidates can take place.

4.3. Second voting-level, about the two last candidates: Each member of the GB has one vote. The vote is with secret ballot. If one candidate obtains the two-third majority of the present GB-members, this candidate is appointed by the GB as Deputy Secretary General of RYCO.

In case that none of both candidates obtains this two-third majority in the first round, a second round is organized, with the possibility of discussion before proceeding with this new round.

If in the second round none of the two candidates obtains the two-third-majority of the present GB-members, a third round is organized, with the possibility of discussion before proceeding with this new round. In this new round, the candidate who obtains the absolute majority of the present GB-members is appointed Deputy Secretary General by the Governing Board.

5. Logistical organization of the vote:

The Chair of the GB, with support of the JCT, is administrating the voting process. For each round, the votes are expressed via preprinted ballots with the chosen name to be checked, and collected in a box. When the votes are collected, the Deputy Chair takes the ballots out of the box and reads aloud the names, and gives each paper to another member of the GB for control. The results after each vote are announced by the Chair.

6. After the final vote, the Governing Board is confirming the appointment of the winning candidate as Deputy Secretary General of RYCO.