



# Europe, Middle-East and Africa Junior Branch Terms of Reference

*Last substantive amendment: 23.08.2018*

*Last formal amendment: 31.03.2018*

## **Europe, Middle-East and Africa Junior Branch is a cooperation of Junior Branches.**

Any country that wants to place itself within Europe, Middle-East and Africa Junior Branch is welcome and will have the same rights as any other regardless of geographical location. All member countries have equal rights in participation and decision-making. Countries can be members of more than one region.

The Europe, Middle-East and Africa Junior Branch Team offers its support to any country that wants to place itself within Europe, Middle-East and Africa Junior Branch.

## **The Europe, Middle-East and Africa Junior Branch Team (EJB Team)**

The Europe, Middle-East and Africa Junior Branch Team coordinates and supports the member Junior Branches towards achieving the International Junior Branch goals.

The Europe, Middle-East and Africa Junior Branch Team decide how their work will be structured to best support member Junior Branches.

Key roles and tasks of the Europe, Middle-East and Africa Junior Branch Team are outlined in the Role Profile, but are not to be constricted by it.

The Europe, Middle-East and Africa Junior Branch Team coordinates the work of the region throughout the year including the following ongoing tasks:

- To be in close contact with the National Junior Representatives;
- To be in contact with the International Junior Branch Team.
- To be in close contact with Europe, Middle-East and Africa Regional Delivery Teams
- To plan and run the Europe, Middle-East and Africa Junior Branch Meeting and help plan and support any other regional workshops if needed;

The Europe, Middle-East and Africa Junior Branch Team consists of 4 people. 2 new members are elected each year to replace the 2 outgoing members. Each member serves two years. This creates an overlap in the team in order to create continuity. The communication and

administration of the Europe, Middle-East and Africa Junior Branch Team should be covered by a maximum charge of 10 euros per Europe, Middle-East and Africa Junior Branch Meeting participant. This payment will be included in the participation fee for the Europe, Middle-East and Africa Junior Branch Meeting. The payment will be reimbursed to the Europe, Middle-East and Africa Junior Branch Team. The amount charged should be dependent on how much the Europe, Middle-East and Africa Junior Branch Team has spent and the maximum amount should not be charged if not necessary.

## **Decision Making**

The Europe, Middle-East and Africa Junior Branch Team proposes two people who have experience of the rules and procedures to be chairmen of the elections. These two chairmen should not be voting members of the board. The board approves the chairmen by raising hands. In order for a decision to be made the proposed changes must have the approval of 50% plus 1 of the votes cast (votes cast do not include abstentions), this will be referred to as the magic number. If there is an odd number of votes cast the magic number should be rounded up to the nearest whole number. (For example, 17 votes are available, there are 2 abstentions, and therefore 15 votes have been cast. 50% of the 15 votes cast is 7.5, plus one would equal 8.5. This would then be rounded up to the nearest whole number, which is 9. Therefore, 9 votes would be required for approval.)

Each National Junior Branch has one vote. National Junior Representatives vote on behalf of their National Junior Branch. If a National Junior Representative is not present from a National Junior Branch then their vote can be given to another JBer (as a proxy). Written proxies should be given to the Europe, Middle-East and Africa Junior Branch Team prior to the decision making at the Europe, Middle-East and Africa Junior Branch Meeting. No National Junior Branch can have more than 2 proxies (equalling 3 votes in total). The Europe, Middle-East and Africa Junior Branch Meeting (EJBM) is an inclusive meeting and everyone attending the meeting has the right to share his or her opinion with the board (National Junior Representatives should speak on behalf of their Junior Branch and others on behalf of themselves.).

## **Nominations**

Each member Junior Branch has two nominations. The nomination period starts 8 weeks before the start of Europe, Middle-East and Africa Junior Branch Meeting and closes the day

before the Candidate Question and Answer session at Europe, Middle-East and Africa Junior Branch Meeting.

The Europe, Middle-East and Africa Junior Branch Team should announce nominations as they receive them.

In order to run for Europe, Middle-East and Africa Junior Branch Team, a person should receive 2 nominations from different countries. The nomination should be in writing to the Europe, Middle-East and Africa Junior Branch Team ([ejbteam@ijb.cisv.org](mailto:ejbteam@ijb.cisv.org)) before the Europe, Middle-East and Africa Junior Branch Meeting or on the handed out 'form' at Europe, Middle-East and Africa Junior Branch Meeting. Any JBer can be nominated. Upon receiving a nomination, the EJB Team then will confirm with the National Junior Representatives of the nominating Junior Branch of the validity of nomination.

The members of the Europe, Middle-East and Africa Junior Branch Team may be re-elected once, but the sitting Europe, Middle-East and Africa Junior Branch Team should encourage and promote other candidates. In the event that an Europe, Middle-East and Africa Junior Branch Team member chooses to run to be re-elected, they require the same amount of nominations and must follow the same deadlines and procedures as the other candidates. They will not be a part of making priority list that the Europe, Middle-East and Africa Junior Branch Team creates for the event of a tie.

## **Procedure for elections of the Europe, Middle-East and Africa Junior Branch Team**

Voting will take place by secret ballot.

Every country writes a list of candidates ranked by priority.

The voting system is a ranked choice one, with an absolute majority (50%+1 of the votes cast, rounded to the nearest whole number) needed to make a decision. It is possible for voting countries present not to cast a ballot. If no candidate reaches an absolute majority, also known as the magic number, among the voters' number one option, the candidate with the least number of #1-votes is eliminated from the ballots where they are on top and on these ballots the second option is counted. This process is continued until one candidate reaches an absolute majority. Once a member is elected, countries write a new priority list and the same process is used to elect a new member. This process is repeated until every open position of the Europe, Middle-East and Africa Junior Branch Team is filled.

The candidate receiving the second highest number of votes in the final round shall be elected as the alternate.

Voting members do not have to rank all, or any, candidates if they do not wish to (E.g. There are 4 candidates, A, B, C & D. A voting member may wish to rank candidate C #1 and candidate B #2, but not rank candidate A & D. This will mean candidates A & D will not receive a vote from this voting member even if candidates C & B have been eliminated). This will be referred to as a blank vote (no candidate listed) or a partially blank vote (only some candidates listed). Blank and partially blank votes in the election for the new Europe, Middle-East and Africa Junior Branch Team members will not lower the magic number; to be elected a candidate will still require an absolute majority of the votes cast.

If no candidate reaches an absolute majority the current Europe, Middle-East and Africa Junior Branch Team along with the chairmen of the elections will use their discretion for how to proceed.

**In the event of a member of the EJB Team stepping down this amendment, in the event that the alternate does not accept their position, will be used as a guide for what steps to take for the team.**

In the case that an Europe, Middle-East and Africa Junior Branch Team member chooses to step down from the team during their term, or is asked to do so by the other team members and the International Junior Representatives because he/she is not fulfilling his/her duties as clearly stated within the Terms of Reference and agreed Role Profile for Europe, Middle-East and Africa Junior Branch Team members, the alternate will be asked to step in. Should the alternate not wish to do so the remaining EJB Team will use their discretion for how to proceed.

In the case that an Europe, Middle-East and Africa Junior Branch Team member chooses to step down from the team during their term, or is asked to do so by the other team members and the International Junior Representatives because he/she is not fulfilling his/her duties as clearly stated within the Terms of Reference and agreed Role Profile for Europe, Middle-East and Africa Junior Branch Team members, the alternate will be asked to step in. Should the alternate not wish to do so the remaining EJB Team will follow the emergency procedure set out below, if this takes place between the Europe, Middle-East and Africa Junior Branch Meeting and August 31<sup>st</sup>.

1. Announce to the region that you are officially in a state of transition
2. Create an explanatory document including a timeline detailing;
  - a. When the team became aware of the situation leading to the stepping down of the member.
  - b. When the alternate was contacted and when they made their decision.
  - c. Further meetings with the IJRs, if the team deems this necessary
  - d. Rationale of the final decision to hold an election and the procedure that will be used
  - e. The nomination period, the Q&A procedure, the voting window, and when an expected outcome will be reached.
3. The nomination procedure should follow the same rules as the nomination procedure used before and at EJBM, stated in the terms of reference under the header “Nominations”

*Between September 1<sup>st</sup> of the same year and the next Europe, Middle-East and Africa Junior Branch Meeting the remaining EJB Team will use their discretion on how to proceed.*

## **Hosting**

As the events detailed below are official IJB events, and by extension official CISV events, they should be hosted using the same rules as official CISV events (e.g. R-07).

## **Europe, Middle-East and Africa Junior Branch Meeting – EJBM**

Europe, Middle-East and Africa Junior Branch Meeting is hosted at the same location in parallel with the meeting for National Representatives of Europe Middle-East and Africa region (BEAM). Any country may volunteer to host the Europe, Middle-East and Africa Junior Branch Meeting and BEAM. A presentation from the prospective hosts for the following year should be held ahead of the vote. The presentation must include details of the following:

Realistic fee projections for both meetings, funding opportunities, if there is computer/internet access, support from hosts National/Promotional Association, and accessibility to the campsite by public transportation.

If private transportation is required then the fee must be included in the overall participation fee where possible, or made known to the participants not less than one calendar month before the workshop. Information about public transport which may be required to get to the site should also be sent to participants no less than a month before the meeting starts.

The voting procedure is the same as that used for voting on motions. The Europe, Middle-East and Africa Junior Branch Team, taking into consideration the capacity of the site, the funding possibilities, the fair price distribution and the potential group feeling, should decide the number of participants each year (with the home staff, with regards to the site). If a fee increase is required with respect to the figure quoted at the time of the vote, it can be by no more than 10% of the original figure.

## **Official Neighbourhood Workshops**

The Neighbourhood Workshops are hosted each year by a member of each neighbourhood, for the purposes of exploring content, training, and JB development. The workshops are open to all JBers. Any country within a specific neighbourhood may volunteer to host that neighbourhood's workshop. A presentation from the prospective hosts for the following year should be held ahead of the vote. The presentation must include details of the following:

Realistic fee projections for participants, funding opportunities, support from hosts National/Promotional Association, and accessibility to the campsite by public transportation. A template may be followed that can be made available by the neighbourhood coordinator.

If private transportation is required then the fee must be included in the overall participation fee where possible, or made known to the participants not less than one calendar month before the workshop. Information about public transport which may be required to get to the site should also be sent to participants no less than a month before the meeting starts.

The voting procedure is the same as that used for voting on motions at EJBM. The coordinator of each neighbourhood, taking into consideration the capacity of the site, the funding possibilities, the fair price distribution and the potential group feeling, should decide the number of participants each year (with the home staff, with regards to the site). As guidance, a maximum participant number of 65 should be considered. If a fee increase is required with respect to the figure quoted at the time of the vote, it can be by no more than 10% of the original figure.

## **Final Provision**

In case of any situation that is not covered within the Terms of Reference, the National Junior Representatives present at the time of the vote should decide on what procedures should be taken.