

Danube Youth Council (DYC) Rules of Procedure



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1. CONSTITUTION OF THE DANUBE YOUTH COUNCIL (DYC)

1.1. Definition

The primary role of the Danube Youth Council (DYC) is to provide the core decision-making bodies in the EU Strategy for the Danube Region (EUSDR) with advice and recommendations to enable dynamic exchange and learning processes. In doing so, the DYC will act as an independent advisory body, not affiliated with any political party or political organization. The members of the DYC represent the young generation. The DYC aims at contributing to improving a capacity building, communication, and cooperation among young people in the Danube Region.

1.2. Creation

The Danube Youth Council has been officially established as of October 2022 and is composed of 28 members, 2 members from each of the 14 Danube Region countries (Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Germany, Hungary, Moldova, Montenegro, Romania, Serbia, Slovakia, Slovenia, and Ukraine).

1.3. DYC Role and Mission:

The DYC shall in its role as an advisory body contribute to addressing youth-related issues within the EUSDR and also represent the perspective of youth on EUSDR thematic issues by:

- Providing a discussion platform for the exchange of expertise and
- advice in areas related to youth issues and policies;
- Providing information & opinions to EUSDR National Coordinators and/or Priority Area Coordinators in areas related to youth policies;
- Recommending how best to plan and implement the embedding of youth policies in the governance of the EUSDR;
- Promoting and interlinking trans-sectoral issues;
- Helping to raise support and funds for youth-related projects in the EUSDR;
- Providing a youth-focused link to cohesion, EU enlargement, EU neighbourhood, and other EUSDR-relevant policies on transnational, macro-regional, national, regional, and local levels;
- Connecting EUSDR youth policies to EU/European organisations as well as other macro-regional strategies;
- Supporting the visibility of the EUSDR and its aims “on the ground” and online (e.g. via social media), gathering input from/serving as a link to other relevant institutions and organisations.

1.4. Official language

English is the sole official language of DYC.

2. INTRODUCTION TO THE RULES OF PROCEDURE (RoP)

The Rule of Procedures was created during 12/2022 - 01/2023 by the DYC Members with a mandate in 2022/2023 who attended the first Danube Youth Camp.

2.1. The main goal of the Rules of Procedure

The main goal of the Rule of Procedure is to set the modus operandi of the DYC thus ensuring the sustainability of DYC as a united and single entity of EUSDR.

2.2. Structure of the Rules of Procedure

Chapter 1: Constitution: Establishes main principles, vision, and values of the Danube Youth Council

Chapter 2-4: Compendium: Regulates the election and selection procedures, membership, and activity of the organisation by Priority Areas.

Appendixes

2.3. Modification of the Rules of Procedure

The Rules of Procedure can be reviewed and modified through voting by the DYC members in a DYC Meeting at the request of any member at least 10 days prior to the meeting, in such a way that it becomes a point in the agenda of the next meeting. Also, the member that initiates the change needs to send an informational note with the request so all members can be familiarized with it before the meeting.

The change is accepted with the vote of 50% + 1 of the present DYC members, with the condition that the quorum is met. The quorum is $\frac{2}{3}$ of all DYC members.

After the approval of the modifications, they should be written in the Compendium no later than 2 weeks after the change is voted. The final responsibility for modifying the Compendium lies with the current Spokesperson.

3. DANUBE YOUTH COUNCIL STRUCTURE BODIES

The following roles exist within the DYC:

- 3.1. Member of the Danube Youth Council (MDYC)
- 3.2. Spokesperson of the Danube Youth Council (SpDYC)
- 3.3. Priority Area Group (PAG)
- 3.4. Priority Area Representative (PAR)
- 3.5. Secretary of the Danube Youth Council (SeDYC)

One person can have multiple roles.

3.1. Member of Danube Youth Council

Members are selected by the Danube Strategy Point (DSP), according to the selection criteria outlined in the DYC concept. For each of the 14 Danube Region countries, two DYC members are selected, making a total of 28 members.

Members must be between 18 and 29 years of age throughout the whole duration of their DYC mandate. It is not possible to apply as a DYC member, or prolong the mandate to another year if the member would reach the age of 30 during the mandate.

Obligations of the MDYC:

- Members are expected to attend meetings regularly and actively participate in voting.
- Members are obligated to join at least one Priority Areas group of their choice.
- All members are obligated to follow and respect the Rules of Procedures of the DYC. [Leaving the DYC Membership:](#)

- Members can leave the membership at any time.
- Members need to announce their leaving in written form to the spokespersons and the Danube Strategy Point at least 2 weeks before leaving.

3.2. Spokesperson of the Danube Youth Council

The Spokesperson is the delegated person of the Council to keep communication between the Danube Strategy Point, EUSDR National Coordinators, and other stakeholders.

The DYC is represented by two Spokespersons in charge, with a mandate of six months, chosen through anonymous voting. Decisions will be made by a simple majority of DYC members present at the meeting.

The spokesperson's task is to oversee the work of the Danube Youth Council's working groups through direct communication with the coordinators of the working groups.

The person who wants to be the DYC spokesperson can nominate himself as a candidate and vote for himself.

The electing procedure:

The votes for the SpDYC are made by secret ballots. It is NOT possible to nominate someone else for election; candidates need to announce their candidacy by themselves. When there are more than two candidates, the DYC members vote by indicating the two candidates of their choice. The two candidates with the most votes become SpDYC.

Obligations of the SpDYC:

- The role of the DYC Spokesperson(s) is to provide e-mails, communicate with DYC members, DSP members, PACs, and chair meetings. DYC Spokespersons will have one official e-mail (dyc@eusdr.dsp.eu), which both Spokespersons have shared access to.
- The spokespersons ensure the communication between all EUSDR Stakeholders and the DYC. • In case an issue is raised by the National Coordinators of one Danube Region country, there will be organised a private meeting between National Coordinators, DYC spokesperson(s), DYC members from the respective country, and DYC members from specific PAs. When the meeting is over, DYC

spokesperson(s) will inform other members through a communication platform. The deadline for feedback is seven regular days after the meeting. DYC spokesperson(s) present the problem to DYC members at the next meeting.

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Leaving the Membership:

- The SpDYC finishes his/her mandate after 6 months but can be reelected for one more mandate. After handing the role of DYC spokesperson over to the next DYC member, the former DYC spokesperson could still assist the new one and share the knowledge gained, to assure continuity. The spokesperson has a possibility to quit the spokesperson mandate before the end of the 6 months, at their own will.
- The mandate can be taken from the Spokesperson, with anonymous voting of the 50%+1 DYC members who are present in a meeting if the quorum is met, during a DYC meeting, in case:
 - The SpDYC is not fulfilling their obligations
 - The SpDYC is breaking the image of the EU, the EUSDR, or any other European Organisation
 - The SpDYC is not respecting the DYC Rules of Procedure.

3.3. Priority Area Group

The Priority Area group consists of those MDYCs who decided to work with a certain Priority Area and has the role of an advisory body that represents the interest of Youth within EUSDR implementation.

Obligations of the Priority Area Group:

- Obligations are to represent the interests of young people and not the country they come from when performing advisory work.
- Has the obligation to report to the DYC on the activities of the Priority Area once in 3 months via a PDF document shared via the official communication platform.
- When there is a dilemma about the opinion to be given, the PA group may propose a discussion and vote at the DYC meeting, in order to obtain the official position of the DYC.

Leaving the Membership:

- Members can leave the membership at any time.
- Members need to announce their leaving in written form to members of the same PA group and SpDYC at least 2 weeks before leaving.

3.4. Secretary of the Danube Youth Council

The Secretary of DYC is responsible for internal communication regarding the meetings of DYC.

The Secretary chosen by the voting procedure is the same as for the DYC Spokesperson, see section 3.2. The mandate of the Secretary lasts 6 months.

Obligations of the Secretary:

- Send a reminder about an upcoming DYC meeting one week in advance by Slack, e-mail, and WhatsApp group.
- Compile the agenda between meetings via Google Documents.
- Collect points on agenda sending it one week before the meeting with a reminder about the

meeting via Slack, e-mail, and WhatsApp group.

- Creating and sending the link for the meeting via the ZOOM platform.
- Keeping the Attendance list and the Minutes of the Meeting, as well as other relevant documents.
- Create a short report of the meeting and display it on Slack.

Leaving the Membership:

- The Secretary finishes his/her mandate after 6 months but can be proposed or delegated for one more mandate. The Secretary has a possibility of quitting the Secretary mandate at their own will, they need to announce their leaving in written form to members of the same PA group and SpDYC at least 2 weeks before leaving. After handing the role of Secretary over to the next DYC member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

4. THE STANDING ORDERS OF THE DANUBE YOUTH

COUNCIL

4.1. DYC Meetings

Frequency of DYC meetings:

Regular DYC meetings are held once every two months.

In case of need or urgent issue, additional meetings can be called by the Secretary or Spokespersons.

Additionally, any member can propose an extraordinary meeting that will take place if 1/3 of the Council agrees on voting in Slack. The proposal must be made at least one week ahead of the envisaged meeting date.

DYC Meetings agenda:

The agenda of the meeting is composed by the Secretary and presented on Slack at least one week before the meeting.

Calling of DYC Meetings:

The reminder for a meeting is sent by the Secretary a week in advance by Slack, e-mail, and WhatsApp group.

Keeping track of participation and meeting is done by the Attendance list and minutes of the meeting kept by the Secretary.

One week after the meeting a short Report of the Meeting will be shared via

Slack. In case of absence, the MDYC is obligated to inform the Secretary via

e-mail.

Chairing of DYC Meetings:

Spokespersons chair the meetings.

Decision-making and voting in DYC Meetings

All decisions are made according to the voting procedure stated in section 3.2 (election of DYC Spokespeople).

It is possible to abstain from voting.

Votes cannot be delegated to other DYC members.

Technical organisation of the DYC Meeting

The meeting will take place via an online platform (such as Zoom, Webex, MS Teams, etc.).

4.2. DYC Attendance in EUSDR Core Governance Meetings

For each EUSDR core governance meeting (1 NC Meeting, 1 PAC Meeting, 1 Joint NC-PAC Meeting per year), it is foreseen that 2 DYC members participate on-site, representing the perspective of the whole DYC.

Selection of the DYC Members for EUSDR Core Governance Meetings:

DYC members will be informed about the possibility of participation in the EUSDR Core Governance Meetings by the Danube Strategy Point at least two months in advance. For every EUSDR Core Governance Meeting, there will be delegated 2 members, selected on a voluntary basis, without the possibility of the same person(s) attending more meetings.

Members of DYC interested in participating must inform Spokespersons about this, at least 6 weeks before the meetings.

Out of interested members, two will be selected by random choice (via a dedicated tool) with the observation of a Spokesperson(s) and a DYC member.

Also DYC Spokespersons can participate in applying for attendance in these meetings.

Obligations of DYC members who attend EUSDR core governance meetings:

The selected DYC members commit to representing the DYC in front of the EUSDR core governance structures.

After each meeting, the DYC members who attended EUSDR core governance meetings inform the others of DYC by relevant points in written form, at the latest 10 business days after the meeting they attended.

4.3. **DYC Internal Communication**

Basic understanding of DYC internal communication

The DYC members commit to efficient internal communication by using Slack for all internal communication, a WhatsApp group for fast necessary communication, and e-mails. [Use of written communication](#)

All important issues, decision-making, etc. need to be resolved in written and written communication outweighs oral consultations.

4.4. **DYC External Communication**

Basic understanding of DYC external communication

All external communication is worked out in synergy with EUSDR communication strategies.

Communication Team of the Danube Youth Council

The Communication Team consists of delegated DYC members who ensure external communication for the council.

The Communication Team is represented by 1 Communication Officer in charge, with a mandate of six months, chosen by their own will.

Obligations of the Communication Team:

The role of the Communication Team is to maintain external communication for the council on pages like Facebook, Instagram, TikTok, and others.

The Communication Team of DYC will respect the communication strategy of the EUSDR.

Leaving the Membership:

The members of the Communication Team finish his/her mandate after 6 months but can be proposed or delegated for one more mandate. After handing the role of members of the Communication Team over to the next DYC member, the former members could still assist the new ones and share the knowledge gained, to assure continuity.

4.5. **Peer Learning after the appointment of new DYC members**

Peer Learning can be done by two DYC members, chosen by DYC or by interest, with a mandate for one year.

Obligations of the Peer Learning team:

- To support newly appointed DYC members by:
 - Explaining and guiding new members to understand the responsibilities of new members;
 - In case a DYC Member was not present at the DYC Meetings, the Peer Learning team will

be responsible for ensuring the knowledge transfer to the member.

The procedure of Peer Learning:

After receiving the basic information on a newly appointed DYC member, the Peer Learning Team will have the responsibility to:

- Contact the newly appointed DYC member, suggest a first online meeting, ask for their interests/opinions, decide what is the appropriate channel will be used for meetings
- Inform the new member(s) of DYC activities, DYC involvement in EUSDR Priority Areas and what is expected of them.
- Create google drive with documents, send relevant documents to the new member(s)
- Organise online meeting, final schedule (depending on the volume of material)
- Inform the other DYC members about the results of the learning process and provide the contacts of the new member (keep the contact with the other member for the same country, be added to WhatsApp group). If necessary - to resolve other issues regarding the newly appointed member.

5. Procedure to follow if a member is inactive

5.1 Step 1: Monitoring

DYC members, alongside with the DSP will monitor the general activity of members (including internal meetings, PA involvement and in presence involvement and interest). In case the member misses 2 consecutive DYC meetings without letting the spokespeople know, or the member is ignoring emails of PA coordinators he or she will be considered inactive.

This will be discussed at the end of each bi-monthly meeting, 10 minutes after the conclusion of the meeting. The ones discussing it are spokespeople and DSP. In case an inactive member is individuated, we proceed to the second step.

5.2. Second Step: DSP steps in

DSP will send an official email and propose an official time for the activity review meeting. If the inactive member fails to answer this email in a timely manner of 2 weeks the DSP will move onto Step number 3. The inactive member will get a reminder after 1 week.

If the member answers in a timely manner and shows up for the meeting he or she will be given the opportunity to explain the reasons behind the inactivity and to propose next steps and actions they will take in order to be more active. Then their activity will be monitored for the period of 3 months and they will receive feedback for their activity by the DSP. In case the feedback is negative the DSP will again proceed to step number 3.

5.3. Third Step: Thank you for your collaboration email, exclusion from the council

In case any of the actions listed under Step 2 remain unsuccessful, DSP will send an official email enforcing exclusion from the council and its activities, effective immediately.

Appendix 1 – DYC ABBREVIATIONS

- DYC - Danube Youth Council
- MDYC - Member of the Danube Youth Council
- SpDYC - Spokesperson of the Danube Youth Council
- PAG - Priority Area group

- PAR - Priority Area representative
- SeDYC – Secretary of the Danube Youth Council
- EUSDR - European Union Strategy for Danube Region
- PACs- Priority Area Coordinators
- EUSDR-DSP - European Union Strategy for Danube Region - Danube Strategy Point

Appendix 2 – THE DYC CODE OF ETHICS

All selected members of the Danube Youth Council (DYC), regardless of their position and mandates, declare that within the scope of their Danube Youth Council activities, will remain non-partisan regardless of their private, professional or other interests.

All members should sign the DECLARATION OF IMPARTIALITY AND INDEPENDENCE and declare that in places where their personal/private/professional or other interests and the DYC membership may cause a conflict of interests, they will refrain from expressing a certain position and/or abstain from voting within the Danube Youth Council. This is to guarantee that the Danube Youth Council can remain a non-partisan body within the EU Strategy for the Danube Region (EUSDR).

All DYC members should understand that breaches of this declaration may result in losing the Danube Youth Council membership.