



The Youth Forum for Youth Policies **Bylaws for Work, Membership, and Committees**

Endorsed on 16 September 2023

The Youth Forum for Youth Policies is a network of non-governmental youth focused organizations and youth wings in political parties. It was established in 2007 in parallel with Decree No. 80/2007 issued by the Council of Ministers in Lebanon and that specified having a Youth Consultation over the Youth Policy.

The Youth Forum's primary goal was the development of a national youth policy in partnership with the Ministry of Youth and Sports. On the long term, the Youth Forum aims to advocate for a governance model in which it sits on the table with government officials to directly negotiate youth priorities as a rights-holder, as described in the National Youth Policy.

The Youth Forum for Youth Policies consists of a General Assembly and a Secretariat. The Forum also has the right to set up internal committees or bodies when needed. The Youth Forum works according to a work dynamic that is not pyramid-like (non-hierarchical), cooperative not competitive, and which reflects young people's spontaneity and their way of thinking, and hence, motivates them to work in a consensual, not voting, spirit.

Article One: The General Assembly

The General Assembly comprises youth NGOs and youth wings in political parties who are members in the Youth Forum for Youth Policies

Article Two: General Assembly Meetings

1. The General Assembly meets quarterly (every three months).

2. The General Assembly regular meeting, be it in person or virtual, is considered legal in the presence of an absolute majority, i.e. half the number of member organizations plus one. The Secretariat should notify all member organizations of the meeting two weeks prior to the set date, by email, WhatsApp group, or any other application agreed in the General Assembly.
3. If the quorum is incomplete, the meeting will be adjourned for two weeks. And in the event of failure to reach a quorum in the second session, the third meeting shall be deemed to have a quorum of those who attended.
4. The General Assembly meets exceptionally at the request of 30% of member organizations. The Secretariat must notify all member organizations at least three days before the meeting via the prescribed and agreed means of communication. The extraordinary session is considered to have a quorum in the presence of an absolute majority, i.e. half the number of members plus one.
5. The General Assembly meetings are facilitated by the Secretariat or by an individual from the General Assembly agreed upon at the beginning of the meeting in the event of absence of the Secretariat.
6. The General Assembly's decisions are adopted by consensus. If, however, no agreement is reached, the General Assembly shall decide by a majority of two-thirds of present members, with each member organization having one vote.
7. The decision to amend the by-laws is taken in the General Assembly by consensus. If, however, no agreement is reached, the General Assembly shall decide by a majority of two-thirds of the member organizations, with each member organization having one vote.

Article Three: Powers of the General Assembly

- Endorse and review the five-year Youth Forum strategy.
- Develop and approve the annual work plan.
- Advocate the endorsement of the final National Youth Policy document, and its revision constantly in order to reflect the needs, problems and aspirations of Lebanese youth.

- Follow up on the implementation of the youth policy with relevant decision makers.
- Approve the Youth Forum’s by-laws and amend them when needed.
- Decide on any funding that comes for the Youth Forum activities.
- Examine and approve requests of membership from new applicant organizations.
- Decide on the suspension of Youth Forum member organizations.
- Form new committees or bodies when need be.
- Elect a Youth Forum Secretariat every two years.
- Approve the content of Youth Forum publications.

Article Four: Youth Forum Membership

1. The YF member organizations are non-governmental youth focused organizations and youth wings in political parties registered in Lebanon.
2. Membership applications are submitted electronically, and the required standards are examined accordingly at the General Assembly meetings. These include the following, mainly:
 - a. The organization is registered in Lebanon.
 - b. The organization has a youth program/ sector, or its leadership is run by youth.
 - c. The organization works at the national level.
 - d. The organization supports Youth Forum values.
 - e. Any political party or organization is represented by one organization within the Youth Forum
3. The member organization presents its latest data to the Secretariat annually.
4. The membership will be reconsidered of any organization absent from the General Assembly meetings 3 times running. Accordingly, a written notice is sent by the Secretariat after nonattendance of two consecutive meetings. In the event of absence at the third meeting without an excuse, the membership of the subject organization will be suspended for 6 months or for two consecutive meetings, in order to give the organization the time it needs to pull itself together. The organization is called to attend meetings

during its temporary suspension in order to be reconsidered as an active member at the end of the mentioned period. Meanwhile, the organization is considered an observer, and therefore not counted in the quorum, during the suspension period.

Article Five: Secretariat duties

The Secretariat, which is the executive body coordinating the work of the Youth Forum, is formed of one Forum member organization. It is elected by the General Assembly every two years. Its duties include the following, mainly:

1. Coordinate the work of the Forum in a holistic manner.
2. Ensure open channels of communication among all stakeholders, within the Youth Forum (member organizations and committees) and outside the Youth Forum (decision makers, civil society organizations, media, etc.), in line with the General Assembly decisions.
3. Open new channels with stakeholders and other parties who have influence over the youth policy continually to better serve the interests of the Forum, and always in line with the General Assembly decisions.
4. Document the Youth Forum activities and promote them in the media (press releases, etc.).
5. Manage the Youth Forum pages on social media platforms and the website and publish activities there.
6. Promote the Youth Forum through media and advertisement resources (brochures, posters, films, material on the website, electronic posts, supporting materials...) in coordination with the Media Committee.
7. Prepare for the General Assembly meetings.
8. Summon meetings of the Youth Forum General Assembly and send drafts of the meeting agenda two weeks prior to the set date, while including members' suggestions in the final draft of the agenda.
9. Document the minutes of the YF meetings and share them with member organizations.
10. Implement the annual work plan, prepare annual reports on the work of the Youth Forum and share them with member organizations.

11. Write project proposals to secure funding for the Youth Forum and submit them to relevant (potential) donors.
12. Prepare the budget and follow up on budget disbursement.
13. Present the actual budget and implemented activities to the General Assembly on an annual basis.

Article Six: Committees

1. The General Assembly forms specialized committees as needed. It is likely for the General Assembly to vote to form specialized committees for specific periods or for specific tasks, and to determine their powers, working methods and the basis for their formation if the situation requires.
2. Each committee within its jurisdiction shall plan (prepare) projects and work to implement them upon consent of the General Assembly.
3. A Committee membership shall be for General Assembly members proficient in the subject of each committee. The member organization names a representative who shall have a reporting function. Any member of the General Assembly may nominate one representative in one or more of the committees. If it deems that another person within the organization has more appropriate experience that serves the committee's goals, then the General Assembly member organization may appoint a representative other than the person who represents it in the Youth Forum. Committee membership must be approved by the General Assembly.
4. Each committee appoints a rapporteur who writes meetings minutes and shares them with committee members. Additionally, the committee is responsible for distributing periodic reports summaries to the Secretariat, which then distributes them to the General Assembly. The aim is to inform all members of the Forum's activities in a comprehensive manner, in order to use the committees' knowledge and expertise.

