



Lifelong Learning Platform

LLLPlatform¹

Revised on the 21 June 2019 in Brussels, Belgium

INTERNAL RULES

These Internal Rules are intended to specify and complement the Statutes adopted by the General Assembly of the Lifelong Learning Platform.

TITLE 1 – MEMBERSHIP FEES

The annual membership fee, to be paid within the first half of the financial year, is proposed by the steering committee and adopted each year by the General Assembly at its annual meeting.

The membership year runs from January 1 (or in case of new members for the first time as from the date of admission) to December 31 of each year.

Membership fees are due annually upon the commencement of each membership year and are payable upon presentation of the membership fee invoice. Membership fees are due in full for each started membership year and cannot be claimed back in case of termination of membership during the year. The proportional amount of the membership fee will be due and payable as from the first day of the membership year.

If the payment of membership fees is not received within six months of the due date and the member has been sent a reminder letter and no satisfactory explanation has been given to the Secretariat, the member will be deemed to be in breach of its obligation of membership. This could lead to suspension from membership until the contributions have been brought up to date or agreements reached on payments with the Secretariat. Full membership rights for suspended members will be restored as soon as payment is made. In case no solution is reached with the member, the Steering Committee can decide to launch an exclusion procedure as stipulated in Title 3.

¹ The Internal Rules have been updated with the last modification of Statutes in 2015 changing the name of the association from “EUCIS-LLL” to “Lifelong Learning Platform”.

TITLE 2 – MEMBERSHIP APPLICATION PROCEDURE

The application for admission as a member shall be addressed to the Steering Committee by any means of communication set forth in the Internal Rules. The applicant must specify in its application whether it wants to become a full or an associate member and shall confirm its acceptance of the Statutes and the Internal Rules of the Platform.

Full members are European organisations or networks that represent civil society. They must demonstrate their compliance with all the relevant membership criteria. Associate members are organisations that do not correspond to all but most of the membership criteria.

The application must be accompanied by the following documents and data:

- the membership application form;
- the last 2 annual activity and financial reports;
- the updated statutes of the applicant;
- a list of the members of the applicant.

The Steering Committee is entitled to ask the applicant any additional information it estimates necessary in order to issue its advice to the General Assembly.

If the Steering Committee approves the application, the applicant becomes a Candidate Member. The applicant will be notified by email. Candidate members have the right to participate in all activities and working groups of the platform as observers. The General Assembly will adjudicate this application.

If the Steering Committee rejects an application on the ground that the applicant does not satisfy the membership criteria, it shall communicate to the applicant its reasons within a period of three months. The applicant will not have the statute of Candidate Member. The General Assembly will be notified about this decision. The General Assembly will adjudicate this decision.

An associate member may request to become a full member by lodging an application in this respect with the Steering Committee and by demonstrating how it will comply with the criteria set forth for full members.

A full member may become an associate member according to the conditions set forth in the Statutes with approval by the Steering Committee. The General Assembly will be informed about the change of status of the member.

TITLE 3 – EXCLUSION OF A MEMBER

If the Steering Committee is of the opinion that a full or associate member should be excluded from the Platform, it shall make a written recommendation to the General Assembly to this effect, setting out the reasons for the proposed exclusion. The member in question is invited to send a written explanation to the Steering Committee.

This written recommendation must be adopted by a two-third majority of the Steering Committee.

A copy of this written recommendation shall be attached to the invitation to the General Assembly that shall decide on the exclusion after having heard the member concerned. The invitation to the General Assembly shall take place according to the Statutes. The minutes of the General Assembly shall set out the reasons for the exclusion. The excluded member shall receive, by any means of communication set forth in the Internal Rules, a copy of these.

As of the day that the General Assembly approves the exclusion, the excluded member shall lose all the rights it had as a member of the Platform including being in the Steering Committee. An excluded member can only submit a new application for membership after the expiration of two years following the decision of the General Assembly to exclude the member.

Each member may resign if it is in order with the treasury of the Platform and if it has respected all its commitments. Each member that resigns or is excluded is not entitled to claim its rights concerning the assets of the Platform.

In any case, subscriptions already paid will not be reimbursed.

TITLE 4 – PARTNERS

The Steering Committee may decide to sign a partnership agreement with European or international organisations which are not members of the Association, in some exceptional cases. The General Assembly must be informed of this decision. Full members may express their opposition to the partnership within one month following the sending of the notification. In this case, the Steering Committee shall follow up on the matter. These rules do not apply to partnerships signed within the framework of European projects.

The partnership agreement must specify the aim, objectives and duration

TITLE 5 – MEANS OF COMMUNICATION

Whenever the Statutes or the Internal Rules refer to “any means of communication as set forth in the Internal Rules”, this shall mean any of the following means of written communication: email or letter.

In case of unexpected obstacles or transport problems or by simple decision of the members of the Steering Committee, telephone conferences and online means may officially replace certain meetings planned.

TITLE 6 – WORK GROUPS

On decision of the General Assembly or the Steering Committee work groups may be set up chaired by members. Full and associated members are invited to participate. According to needs or opportunities, personalities or external experts may also be invited to participate.

TITLE 7 - POLICY STATEMENTS AND OTHER PAPERS

The Steering Committee is responsible for approving policy statements, opinions, responses to consultations and all other documents. Any member has the right to propose that such a document be put together. If the Steering Committee decides to do so by face-to-face meeting, phone, e-mail or other means of communication, a draft should be written by a member of the Steering Committee, with the help, if appropriate, of a staff member or an expert from either a member or an external organisation. The Steering Committee members will have time to react to the draft. If a Steering Committee member does not react to that draft within the given period, this will be accepted as tacit approval of the text, document or publication. The president has the final vote.

TITLE 8 – URGENT DECISIONS

If urgent decisions are necessary, the following procedure can apply: members of the Steering Committee are informed by any written means of communication, a time period is provided to respond. If a Steering Committee member does not reply to the communication, this is counted as an absence. The president has the final vote.

TITLE 9 – ELECTION OF THE STEERING COMMITTEE

Requirements

The Steering Committee shall reflect the diversity of lifelong learning. One specific sector² should not be represented by more than 3 members in the Steering Committee.

Furthermore Members of the Steering Committee must fit the following profile:

- Be able to prove her / his experiences in the field;
- Being nominated by full member organisation with valid voting right;
- Be capable of defending the general interests of the platform in order to raise its profile;
- Be able to assist the Secretariat in achieving its operational and financial goals.

The Director will check the conformity of the candidates with these requirements and advise the rest of the Steering Committee. The Steering Committee will validate the conformity and

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1. *Early childhood;*
 2. *School education, including primary, secondary and/or upper secondary education level;*
 3. *Higher education and/or professional Higher Education & research;*
 4. *Work-based learning (Apprenticeship);*
 5. *Vocational Education and Training;*
 6. *Non-formal education including popular education, youth work and/or providers focusing on youth, culture, leisure, sports, mental health/well-being and informal learning);*
 7. *Adult Education including workers' education and popular education targeting adults.*

make recommendations regarding the diversity of the candidates and communicate them to the General Assembly at least three weeks before the day of the General Assembly.

Procedure

Steering Committee members and President elections are held every year to fill vacant positions at the General Assembly.

The General Assembly elects the Steering Committee members from the valid applicants.

Six weeks before General Assembly, members are notified about opening of nomination period for all vacant positions in the Steering Committee and full members are invited to nominate candidates. The nomination must include, CV, letter of support from nominating organisation and a manifesto explaining her / his motivation for the selected position and specific contribution to lifelong learning and to the platform. The documents must be sent at least three weeks before the day of the General Assembly to the Secretariat.

Only members of the Steering Committee can submit application for the President.

The Director identifies the number of positions to be filled.

The Director will assess the compliance with the requirements of each candidate, will seek confirmation by the by the Steering Committee and will notify the nominating organisation.

Candidates must present their own manifesto during the General Assembly. Candidates can be represented by a member of their nominating organisation if they are not present at the General assembly.

Members of the Steering Committee are elected for a mandate of 3 years. The Steering Committee elections are a rotating system (Staggered elections):

- Not all members are elected at the same time.
- Up to 3 members are elected every year for 3 years
- Elections are held every year for one-third of the of Steering Committee seats.

The Steering Committee must be composed of six to nine members: President; Vice-Presidents; General Secretary; Treasurer.

Members of the Steering Committee are elected for three years, unless a special procedure applies. Each member of the Steering Committee can stand again for election after the expiration of his/her mandate.

Special procedure

In case of vacancy (i.e. position not filled, death, resignation, legal inability, revocation) the General Assembly can elect a new Steering Committee member who will serve the unexpired term of the Steering Committee member who is being replaced.

Procedure during the General Assembly

At the meeting of the General Assembly, the elections will take place by secret ballot.

- Each representative of an organisation receives a voting form with the list of candidates;
- The voting forms can be completed with maximum number of crosses corresponding to vacant positions;
- The sum of the votes will determine the nominations to the vacant positions;
- If 2 candidates have the same number of votes and that only one seat is to be filled, a second election will be achieved only with the 2 candidates following the same rules;
- If one nominated person does not receive a number of votes equal to at least 25% of the votes.

Election of the President precedes the election of the Steering Committee: The un elected candidate remains member of the steering Committee if her/his mandate continues or can decide to run for the steering committee if the mandate is eligible for the renewal.

TITLE 10 – POWER AND TASKS OF THE MEMBERS OF THE STEERING COMMITTEE

A Steering Committee meeting must be organised at the latest 3 months after the General Assembly. The members of the Steering Committee shall appoint a general secretary and a treasurer from within their group. All members of the Steering Committee are Vice-Presidents.

The procedure is as follow:

Treasurer and General Secretary

- Members of the Steering Committee can propose themselves to the different positions of general secretary and treasurer.
- If there is no consensus, voting is conducted by secret ballot.
- The treasurer and general secretary are elected for their term.

The President

The President shall have the following powers and tasks:

- he/she shall chair the meetings of the General Assembly and the Steering Committee.
- he/she shall organise, on behalf of the Steering Committee, the representation of the Platform at external meetings and the participation in various events. In case of need, a Vice-President can be appointed by the President to represent him/her.
- he/she shall supervise the Director; He/she can delegate this task (temporarily) to the Secretary General or any member of the Steering Committee.

If the President uses his/her power to take appropriate action when the urgency of the matter so requires, he or she shall report such action to the following meeting of the Steering Committee. The President shall always act in the interest of the Platform and in accordance with its policies.

The Vice-Presidents

The Vice-Presidents shall have the following powers and tasks:

- the Vice-Presidents shall perform the duties of the President if the President is absent or unable to act;
- the Vice-Presidents shall assist the President in the performance of his or her duties.

The Treasurer

The Treasurer shall have the following powers and tasks:

- he/she supervises the work of the Secretariat regarding financial matters in accordance with the Steering Committee;
- he/she presents the necessary financial interim reports to the Steering Committee;
- he/she presents the final financial report to the General Assembly;
- he/she checks and supervises the financial statements to be submitted to the European Commission and to possible other financing sources.

The General Secretary

The General Secretary shall have the following powers and tasks:

- he/she supervises the implementation of the activity programme in accordance with the Steering Committee;
- he/she presents the activity report to the General Assembly.

TITLE 11 – ROLE AND TASKS OF THE SECRETARIAT

11.1 The Secretariat

The secretariat is accountable to the Steering Committee. All members of the secretariat have speaking rights at the General Assembly.

The Secretariat has the following tasks:

- organisation of events, communication and advocacy actions, management of projects, statutory activities, involving the members in the activities and finding new members and partners to develop the organisation in direct connection to the Steering Committee and the members;
- produces the minutes of the meetings of the General Assembly and the Steering Committee;

11.2 The Director

The Director's role is to facilitate the contacts between the members of the platform and to be responsible for the implementation of the work programme adopted by the General Assembly according to the decisions taken by the Steering Committee.

The Director has the following tasks:

- he/she legal represents the organisation, is responsible for the day to day management of the organisation, assists the Steering Committee meetings and ensures execution of their decisions and those of the General Assembly.
- he/she represents and defends the interests of the organisation: participating in EU expert groups, NGO alliances and campaigns, etc.
- he/she is responsible for the management of human resources: coordinating, recruiting

and supervising the Secretariat team members and contracting external providers.

- he/she is in charge of the financial management of the association in close relation with the Treasurer and President and of liaising with the financial unit of the European Commission.
- he/she is working with experts from various sectors and countries and coordinating research on topics of common interest to the platform members.

Specific financial rules:

Each order must be made on an 'order form' and be numbered. The director can decide on orders with a purchase value below (value to be decided by the steering committee annually) EUR. In case of orders with a purchase value higher than (value to be decided by the steering committee annually) EUR, the order must be approved by the President or the Treasurer. The order form must be annexed to the invoice. No invoice will be accepted without an order form. The invoice must be validated by the director before payment. The payment must be signed by the director and the President or the Treasurer.

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