

# SWISS YOUTH ASSEMBLY

## Le Conseil du futur U24, conseilfutur.ch

### RULEBOOK

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## **I. General Provisions**

### **Section 1. Youth Assembly**

1. The Youth Assembly is a process of public consultations with a randomly selected and demographically representative group of young residents of Switzerland that is based on the principles of deliberative democracy.
2. The aim of the Youth Assembly is better decision-making. It provides insights from young citizens and it allows for a better understanding of the perspective of young citizens with regards to the topic it is dealing with.

### **Section 2. Youth Assembly standards and principles**

1. The Assembly is organised in accordance with the following standards:
  - 1) clear purpose – the task for the Assembly is clearly outlined, there is a call for solutions or opinions with regards to the matter of public importance;
  - 2) random selection of participants – all Assembly Members are selected by lot. Random selection is carried out in two stages: the first is inviting randomly selected citizens to participate, and the second is selecting at random the final group of Assembly Members, including alternates;
  - 3) inclusiveness – every member of the population eligible to take part in an Assembly is potentially able to receive an invitation to participate. Some exemptions to become an Assembly Member may apply in order to ensure credibility of the process;
  - 4) demographically representative composition of the assembly – composition of the Assembly Members group broadly matches the demographic profile of young people living in Switzerland. A set of criteria is used to ensure demographic representativeness of the group, like age, gender, geographic area, and others. The aim is to create the miniature of a given community. The size of the group allows for inclusion of a wide variety of views and perspectives;
  - 5) accessibility – when creating the timetable, care is taken to ensure that the dates and hours of the meetings are suitable to the largest number of par. People with disabilities are provided with support. If needed, in-person meetings include childcare services. Experts are encouraged to present in a way that is easy to understand. A stipend is provided to all assembly members;

- 6) clear rules of the game - all principles and procedures related to carrying out the Assembly are laid out clearly and made available for the public;
- 7) independent coordination - the Assembly is run by a team of coordinators that is in charge of making decisions related to the design and conduct of the process, within the scope of the rulebook. A division of tasks between a design and coordinating team may be introduced.
- 8) impartiality of the coordinating team - the coordinating team remains neutral with regards to the topic of the citizens' assembly. It does not take sides, and it does not present its opinions on the proposed solutions or final recommendations. Members of the coordinating team cannot be direct stakeholders, for example, active politicians or campaigners.
- 9) independent oversight - a method of monitoring the process's compliance with the standards, principles and procedures is provided. The mechanism is independent of the Coordinating Team and serves to correct the course of the Assembly, in case, for example, the coordinators take steps that are not in accordance with the standards;
- 10) skills training phase - introduction for Assembly Members is provided to allow them to get acquainted with their role and to practise skills that are useful for taking part in the Assembly;
- 11) learning phase - the process starts with a learning phase that allows Assembly Members to understand the topic thoroughly and to formulate well-thought-out recommendations;
- 12) skilled facilitation - meetings of the Assembly Members are conducted by facilitators whose role is to create an environment that is supportive of evoking the collective wisdom of the group, as well as friendly interactions among the participants;
- 13) freedom of expression - all Assembly participants are free to express their views and opinions, as long as it is respectful of others;
- 14) inclusion of a widest practical range of perspectives - ideally, all of the perspectives and solutions on a topic are presented during the learning phase of the Assembly. A method of combining perspectives due to a limited time or other practical considerations may be applied;
- 15) openness - all members of a society are able to provide input to the Assembly Members in the form of comments, proposals or suggestions;
- 16) inviting all stakeholders - any organisation, informal group or an institution whose area of work and expertise is related to the topic of the Assembly has the right to present its opinion to the Assembly Members. The role of the

Coordinating Team is only to identify the Stakeholders, not to select them. Due to limited time and a large number of Stakeholders, a method of choosing their representatives may be used;

- 17) Assembly Members can invite experts – despite the programme being prepared by the Coordinating Team, the Assembly Members can invite additional Experts or Witnesses of their own choice;
- 18) deliberation – discussions which include listening to others mindfully and considering potential solutions are the key elements of an assembly. The programme involves discussions in small groups as well as in the plenary in order to maximise opportunities to speak and to be heard;
- 19) review phase – before the final vote of the Assembly Members takes place, there is an opportunity for Experts, Stakeholders and the public to review the proposals for recommendations and to provide input in the form of comments and suggestions;
- 20) sufficient time for reflection – providing a sufficient amount of time for reflection is necessary to achieve well-thought-out decisions. The Assembly Members are able to prolong the length of the meetings if they choose to do so (subject to budgetary considerations);
- 21) transparency – all presentations during the learning phase are transmitted live and recorded. All materials presented to Assembly Members are made available online. A report presenting the details of the process methodology is provided by the Coordinating Team;
- 22) visibility – the commencement of the Youth Assembly is publicly announced in advance, and citizens are provided with information on how they can get involved;
- 23) fun – the process of the Assembly is designed and conducted in such a way that it can be enjoyed by all of its participants.

2. The Assembly Standards are related to the following guiding principles:

- 1) Democracy is for everyone.
- 2) The process is conducted in a fair and credible way.
- 3) In a democracy, people are the sovereign.
- 4) The aim of democracy is to contribute to a good quality of life.
- 5) The purpose of a citizens' assembly is to achieve high quality, well thought-out decisions.
- 6) Each person is worthy by the virtue of their own inner dignity.

- 7) Joy is the measuring stick of success.
3. Conversation guidelines of the Youth Assembly include the following principles:
  - 1) Respecting each other;
  - 2) Being open for a diversity of perspectives and points of view;
  - 3) Listening with openness and curiosity.

## **II. Governance Structure**

### **Section 3. Coordinating Team**

1. The Youth Assembly is run by the Coordinating Team.
2. The Coordinating Team is impartial and independent in decision-making related to their tasks.
3. The Coordinating Team may be subdivided into the Core Team and the Support Team. The Core Team is a group of lead coordinators that make decisions on matters referred to in item 4. The Support Team has an auxiliary role, as commissioned by the Core Team (it may be technical, logistical, promotional, etc.)
4. The tasks of the Coordinating Team include, but are not limited to:
  - 1) designing the random selection process;
  - 2) updating the Rulebook, if need be;
  - 3) sending letters with invitations;
  - 4) providing a website for registration of residents willing to participate in the Youth Assembly and registration by phone;
  - 5) conducting final random selection;
  - 6) contacting Assembly Members;
  - 7) conducting recruitment of Stakeholders;
  - 8) selecting Experts;
  - 9) preparing the program of the meetings of the Assembly Members;
  - 10) organising all meetings of the Assembly Members;
  - 11) selecting Facilitators;
  - 12) conducting the final voting on the proposals for recommendations;

- 13) preparing the list of final recommendations;
  - 14) organising an informational campaign about the Youth Assembly.
5. The Coordinating Team may choose to delegate selected tasks to external service providers.
  6. Coordinating Team members make decisions at their own discretion within their agreed roles. At the request of any of its members, a particularly pivotal matter may require a joint decision of the entire Core Team.
  7. The Coordinating Team may make decisions on matters unaddressed in the Rulebook.

#### **Section 4. Expert support**

1. The Coordinating Team may be supported by experts on deliberative processes who form the Advisory Board.
2. Experts on deliberative processes may be contacted by the Coordinating Team individually or as a group.
3. The Coordinating Team may invite for cooperation experts on evaluation.

#### **Section 5. Monitoring Team for Standards and Procedures**

1. The Monitoring Team for Standards and Procedures oversees the process of the Assembly to ensure that it is being conducted in accordance with the Rulebook.
2. The Monitoring Team for Standards and Procedures fulfils its role through:
  - 1) monitoring compliance of the Assembly process with the Assembly standards and procedures on an ongoing basis;
  - 2) reviewing reports on possible violations of the Rulebook;
  - 3) if need be, calling on the Coordinating Team to restore compliance with the Rulebook;
  - 4) if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues;
  - 5) overseeing the process of random selection of Assembly Members;

- 6) reviewing any and all appeals in case the Coordinating Team declines to grant the status of a Stakeholder to any interested entity (NGO or informal group).
3. The Monitoring Team for Standards and Procedures is composed of four impartial academic experts in the field of political or social sciences.
4. The Monitoring Team for Standards and Procedures may appoint Observers to attend Assembly Members' meetings during the closed part of the Assembly on its behalf.

### **Section 6. Recruitment of the Monitoring Team for Standards and Procedures**

1. The Coordinating Team randomly selects four Swiss universities (public or private), whose structure includes social and/or political science faculties. The selected institutions are formally asked to select one person to join the Monitoring Team for Standards and Procedures. All appointees must meet the criteria laid out in section 5, item 3.
2. One appointee comes from a university located in the French-speaking region of Switzerland, two from the German-speaking region, and one from the region selected at random from all regions.
3. In case there is not a sufficient number of willing candidates, seats may remain vacant.

### **Section 7. Mode of operation for the Monitoring Team for Standards and Procedures**

1. Anyone may submit issues for consideration by the Monitoring Team for Standards and Procedures.
2. The first meeting of the Monitoring Team for Standards and Procedures is organised by the Coordinating Team.
3. In order for the Monitoring Team's for Standards and Procedures meeting to be considered valid, at least three of its members must be present.
4. The Monitoring Team for Standards and Procedures selects a liaison for organising further meetings and handling correspondence.
5. The Monitoring Team for Standards and Procedures meets to review any received report of a possible breach of the Rulebook.

6. Meetings of the Monitoring Team for Standards and Procedures for other purposes are convened on the initiative of the liaison or at least two of the team members. The initiative can be expressed in-person or via virtual means of communication (email or text message).
7. In order for the Monitoring Team's for Standards and Procedures decisions to be valid, they must be supported by at least 3/4 of the whole team.
8. The Monitoring Team for Standards and Procedures may make decisions by a roll-call vote, if requested by a Team member.
9. Voting is conducted according to the rules laid out in section 23, items 3-4 and may take place outside the team's meeting via email or other virtual means of communication.
10. The Monitoring Team for Standards and Procedures may summon a representative of the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
11. The Monitoring Team for Standards and Procedures may invite experts for its meetings as advisors.
12. If an issue submitted for resolution by the Monitoring Team for Standards and Procedures is related to one of its members, the member in question is excluded from the decision making process.
13. The members of the Monitoring Team for Standards and Procedures are entitled to reimbursement of travel costs.
14. The members of the Monitoring Team for Standards and Procedure may attend all Assembly meetings as Observers.

#### **Section 8. Arbitration procedure for matters related to standards and procedures**

1. In the event of a violation of the Rulebook, the Monitoring Team for Standards and Procedures shall call on the Coordinating Team to take action to restore compliance with the Rulebook.
2. The Coordinating Team may refuse to take the actions recommended by the Monitoring Team for Standards and Procedures, upholding the position that existing activities are in line with the Rulebook. In such cases, the Monitoring Team for Standards and Procedures may initiate an arbitration procedure.
3. A vote to initiate an arbitration procedure takes place at the request of at least two members of the Monitoring Team for Standards and Procedures. The request can arise during a team meeting or via other means of communication.

4. The Monitoring Team for Standards and Procedures initiates the arbitration by a 3/4 majority of votes of all of its members. The voting process can take place via email or other means of communication.
5. Four arbiters are randomly selected from the pool of members of the OECD Innovative Citizen Participation Network, excluding any persons involved in the Assembly's Coordinating Team, expert support group, the Monitoring Team for Standards and Procedures, the Program Monitoring Team, or Stakeholders.
6. Arbiters receive compensation.
7. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Monitoring Team for Standards and Procedures.
8. As part of the arbitration, both the Monitoring Team for Standards and Procedures and the Coordinating Team present the arbiters with their opinions on the issues to be resolved.
9. The arbiters' decisions are made by a 3/4 majority and are final, so long as their implementation is legal and financially feasible within the Assembly budget.

### **Section 9. Assembly Program Monitoring Team**

1. The Assembly Program Monitoring Team oversees the creation and execution of the Assembly's educational program to ensure that it is diligent and fair, according to the standards laid out in section 2.
2. The Assembly Program Monitoring Team fulfils its role through:
  - 1) monitoring compliance of the Assembly program with the Assembly standards;
  - 2) attending the relevant Assembly meetings);
  - 3) reviewing reports on possible violations of the Assembly's standards related to program creation;
  - 4) if need be, calling on the Coordinating Team to restore compliance with Assembly standards related to program creation;
  - 5) if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues.
3. The Assembly Program Monitoring Team includes a total of 16 seats:

- 1) 2 seat appointed to the representatives of the Ministry related to the topic of the Assembly;
  - 2) 1 seat appointed to the representative of each political party that has seats in the Federal Parliament;
  - 3) 8 seats appointed to the representatives of NGOs or informal groups.
4. In case there is not a sufficient number of representatives, seats may remain vacant.
  5. Anyone may submit a motion to the Monitoring Team for Standards and Procedures for the removal of any member of the Assembly Program Monitoring Team, so long as the motion is filed on the basis of a Rulebook violation. The Monitoring Team for Standards and Procedures may decide to remove the member in question. Voting on this matter is done using a secret ballot.

#### **Section 10. Recruitment of the Assembly Program Monitoring Team**

1. A representative of the Ministry related to the topic of the Assembly is invited to join the Assembly Program Monitoring Team by direct appointment of the Minister.
2. Representatives of the Federal Parliament are internally appointed to join the Assembly Program Monitoring Team within their respective political groups.
3. The recruitment of representatives of NGOs or informal groups to the Assembly Program Monitoring Team is announced by the Coordinating Team on the Assembly's website.
4. Any NGO or informal group may propose only one person to the Assembly Program Monitoring Team.
5. To participate in the recruitment, one may send their application by the date specified on the Assembly's website.
6. An NGO or informal group that proposes its representative to the Assembly Program Monitoring Team should demonstrate that its activities are related to one or more of the following areas:
  - 1) topic of the Assembly;
  - 2) youth-related matters;
  - 3) public participation;
  - 4) democracy.

7. The NGO's or informal group's proposal should also include:
  - 1) the first and last name of a proposed representative;
  - 2) a short description of the proposed representative's professional and activist background.
8. In the event that a proposed entity does not meet the prerequisites set out in items 5-7, the application is considered invalid.
9. If the number of valid applications is smaller or equal to the intended number of seats assigned to NGOs and informal groups, all applications are accepted automatically and the remaining seats are left vacant.
10. If the number of valid applications exceeds the intended number of seats, two thirds of the representatives are selected through preferential voting (ranked voting) and the remaining one third is selected at random. Voting is conducted among the applicants only, with one vote per applicant.
11. The voting procedure referred to in item 10 is conducted using the entire pool of applicants, prior to random selection. The random selection follows the voting procedure, using the remaining pool of applicants.
12. For voting to be valid, at least half of those entitled to vote should participate. If fewer persons take part in the voting, the recruitment for the Assembly Program Monitoring Team shall be carried out entirely by random selection.
13. The voting process is organised by the Coordinating Team.
14. In the event of the Coordinating Team receiving less than 8 valid applications, they may choose to carry out a supplementary recruitment process.
15. In case any of the NGO or informal group representatives in the Assembly Program Monitoring Team resigns their position resulting in a vacancy, the empty seat is filled through randomly selecting a new member from a new pool of applicants. The open call for applicants should last at least 5 days.
16. In the event of a fault in the voting procedure, the Coordinating Team repeats the election process.

### **Section 11. Mode of operation of the Assembly Program Monitoring Team**

1. Anyone may submit issues for consideration by the Assembly Program Monitoring Team.
2. The Assembly Program Monitoring Team selects a liaison for organising its meetings and handling correspondence.

3. The Assembly Program Monitoring Team meets when it receives a report regarding a possible breach of Assembly Standards related to the creation or execution of the Assembly's educational content.
4. The first meeting of the Assembly Program Monitoring Team is organised by the Coordinating Team.
5. Meetings of the Assembly Program Monitoring Team for other purposes are convened on the initiative of the liaison or at least 1/4 of the team members. The initiative can take the form of in-person or virtual means of communication (email or text message).
6. In order for the Assembly Program Monitoring Team's decisions to be valid, they must be supported by at least 3/5 of all team members.
7. The Assembly Program Monitoring Team may make decisions by a roll-call vote, if requested by a Team member.
8. Voting is conducted according to the rules laid out in section 23, items 3-4 and may take place outside the team's meeting via email or other virtual means of communication.
9. All meetings of the Assembly Program Monitoring Team are recorded.
10. The Assembly Program Monitoring Team may summon a representative of the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
11. The Assembly Program Monitoring Team may invite additional experts as advisors.

### **Section 12. Arbitration related to Assembly Program**

1. In the event of a violation of the Assembly Standards related to the creation and execution of the Assembly's educational content, the Assembly Program Monitoring Team shall call on the Coordinating Team to take action to restore compliance with the standards.
2. The Coordinating Team may refuse to take the actions recommended by the Assembly Program Monitoring Team, upholding the position that existing activities are in line with the Assembly standards. In such cases, the Assembly Program Monitoring Team may initiate an arbitration procedure.
3. A vote to initiate an arbitration procedure takes place at the request of at least 1/3 of the members of the Assembly Program Monitoring Team. The request can arise either during an Assembly Program Monitoring Team meeting or outside an

Assembly Program Monitoring Team meeting via email or other virtual means of communication.

4. The Assembly Program Monitoring Team initiates the arbitration procedure by a 2/3 majority of all of its members. The voting process can take place via email or other virtual means of communication.
5. Issues related to the Assembly program are to be resolved by five independent arbiters.
6. The arbiters cannot be persons involved in the Assembly's Coordination Team, Monitoring Team for Standards and Procedures, expert support group, Assembly Program Monitoring Team, as well as representatives of stakeholders.
7. Arbiters receive compensation.
8. The procedure for selecting the five arbiters is the following:
  - 1) the Coordinating Team prepares a list of academic experts in the field most closely related to the Assembly topic from the top five national universities, according to a credible, recognized ranking;
  - 2) the Assembly Program Monitoring Team may expand the list by experts from any two additional universities;
  - 3) proposed candidates must all hold at least a doctoral degree in their respective field;
  - 4) five arbiters are selected from the list at random.
9. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Assembly Program Monitoring Team.
10. As part of the arbitration, both the Assembly Program Monitoring Team and the Coordinating Team present the arbiters with their opinions on the given matter and issues to be resolved.
11. The arbiters' decisions are made by a 4/5 majority and are final, so long as their implementation is legal and financially feasible within the Assembly budget.

### **III. Assembly Participants**

#### **Section 13. Assembly Members**

1. The Youth Assembly consists of 80 persons in the primary group and 10 persons in the reserve group (alternates).
2. To become an Assembly Member, one must meet the following eligibility criteria:
  - 1) be a permanent resident of Switzerland or an asylum seeker in Switzerland;
  - 2) be at least 16 years old and no more than 24 years old;
  - 3) receive a personal invitation to participate or become randomly selected in the school where additional recruitment takes place;
  - 4) confirm their willingness to participate in the Youth Assembly.
3. The composition of the Youth Assembly reflects the demographic structure of Switzerland in terms of the following criteria:
  - 1) gender;
  - 2) age group:
    - a) 16-17 years,
    - b) 18-19 years,
    - c) 20-21 years,
    - d) 22-24 years;
  - 3) level of education;
  - 4) urban / rural area;
  - 5) language.
4. The following persons are not eligible to become members of the Youth Assembly:
  - 1) persons in the public administration:
    - holding managerial positions;
    - working in areas related to the subject of the Youth Assembly;
  - 2) elected politicians and political appointees, including their advisors;
  - 3) lobbyists working in an area related to the topic of the Youth Assembly;

- 4) members of the Stakeholders' groups, including their board members;
- 5) employees of the Stakeholders' groups connected with the topic of the Youth Assembly;
- 6) members of the Coordinating Team;
- 7) Experts, Observers, or Facilitators.

#### **Section 14. Random selection of Assembly Members**

1. All Assembly Members are selected at random.
2. Random selection is carried out in two stages: the first is inviting randomly selected citizens to participate, and the second is selecting at random the final group of Assembly Members.
3. Invitations to participate in the Assembly Members are sent out to randomly selected individuals.
4. A full list of eligible individuals is taken into account for the first stage of random selection.
5. A letter with invitation includes extended information about the process, such as answers to Frequently Asked Questions.
6. Additional random selection may take place in schools or other youth-related institutions, provided that persons attending these institutions are individually selected at random.
7. Registration to participate in the Youth Assembly is made available via the website or by phone. In case of additional random selection in youth-related institutions registration may be done in person.
8. The final stage of selecting Assembly Members uses an analogue method of random selection (e.g., rolling dice), and is transmitted live and recorded.

#### **Section 15. Rights of Assembly Members**

1. Each Assembly Member has the right to:
  - 1) take part in all meetings organised as part of the Youth Assembly;
  - 2) ask questions of presenters during the meetings, within the time allowed;

- 3) request additional opinions from Experts and Stakeholders between meetings. Such requests are handled by the Coordinating Team;
  - 4) submit proposals for recommendations;
  - 5) participate in the discussion about the recommendations;
  - 6) submit motions to verify the accuracy of information that appears in the discussion (fact-checking);
  - 7) participate in the final vote on recommendations, subject to item 2;
  - 8) submit motions to invite additional Experts;
  - 9) submit motions to replace a Facilitator;
  - 10) submit motions for additional meetings of the Assembly Members;
  - 11) receive a stipend for their participation in the Youth Assembly;
  - 12) keep their identity private.
2. In order to participate in the final voting, Assembly Members must take part in at least two in-person sessions (weekend meetings) of the Youth Assembly.
  3. If an Assembly Member submits a motion to verify the accuracy of information that is presented during the Youth Assembly, fact-checking is provided by the Coordinating Team. Responses are presented to all Assembly Members orally or in writing.
  4. Assembly Members may contact Experts and Stakeholders only during the meetings of the Youth Assembly or via the Coordinating Team.
  5. The identity of the Assembly Members may only be published after the process has ended.

### **Section 16. Experts**

1. An Expert is a person who specialises in the subject of the Youth Assembly, by profession, education, training, skill or experience, and whose role is to transfer that knowledge to the Assembly Members.
2. Persons with insights on the Youth Assembly topic, by virtue of first-hand life experiences, may be invited to participate in the Youth Assembly as Witnesses along with Experts.
3. Experts are selected and invited by the Coordinating Team that takes into account the diversity of perspectives that will be presented.

4. The tasks of Experts include:
  - 1) giving a presentation during a learning phase;
  - 2) taking part in a conversation with Assembly Members during small group discussions;
  - 3) preparing written materials containing a summary of the presentation and proposals for recommendations;
  - 4) preparing other written educational materials for the Assembly Members;
  - 5) giving opinions on the recommendations prepared by the Assembly Members and other Experts.
5. An Expert may choose to provide the materials referred to in item 4, points 3-5 without making a presentation.
6. Up to 8 additional Experts may be selected by the Coordinating Team to prepare statements in writing (up to 5600 characters including spaces) that may include both key learning points as well as proposals for recommendations.
7. Assembly Members may decide to invite additional speakers for the second session. These persons can be either Experts or Stakeholders. Every Assembly Member may submit a proposal for inviting additional speakers.
8. Assembly Members decide upon inviting additional speakers by voting. Assembly Members cast their vote by selecting one of the options based on the method described in section 23.
9. Inviting each additional speaker requires an approval of at least a simple majority of Assembly Members participating in the vote. If there are more than two proposals for additional speakers, those two who received the highest total number of points are considered as invited for the meeting.
10. Experts may provide additional longer presentations in the form of recordings and/or other materials.
11. Experts are entitled to compensation for taking part in the Youth Assembly as well as reimbursement of travel costs.

### **Section 17. Stakeholders**

1. A Stakeholder is an organisation, institution, or an informal group of people whose activity is related to the subject of the Youth Assembly, or which is directly affected by issues raised during the Youth Assembly.

2. The Coordinating Team draws up a list of parties of interest, which it invites to participate in the Youth Assembly. The invitees should confirm their participation via e-mail by the date specified in the invitation.
3. Stakeholders who have not been invited to participate in the Youth Assembly may notify the Coordinating Team about their interest in participating per the instructions and by the deadline posted on the Youth Assembly's website. In their application, the Stakeholders should demonstrate that they meet the prerequisites specified in item 1.
4. Stakeholders must confirm their participation in the Youth Assembly until the date posted on the website of the Youth Assembly, subject to item 6.
5. In the event that an entity does not meet the requirements set out in item 3, the Coordinating Team shall reject the application and inform the entity by email.
6. The Coordinating Team may accept participation of the Stakeholder in the Youth Assembly after the deadline that was posted on the Youth Assembly's website for submissions, if it is possible at the given stage of the process.
7. Stakeholders participating in the Youth Assembly have the right to:
  - 1) suggest topics to be covered during the learning phase of the Youth Assembly and/or experts to present them;
  - 2) make an oral presentation during the learning phase, which may include references to the Experts' speeches (subject to a total number of Stakeholders);
  - 3) propose recommendations;
  - 4) provide Assembly Members with a summary of their opinions in a written form (up to 5600 characters including spaces);
  - 5) provide Assembly Members with their comments on the suggested recommendations by Experts and other Stakeholders in a written form;
  - 6) provide Assembly Members with additional materials pertaining to the subject of the Youth Assembly.
8. The number of Stakeholders to be invited for the meeting of the Assembly Members is set by the Coordinating Team.
9. If the number of Stakeholders is larger than 4, Stakeholders are invited to form coalitions and to select 1 representative for each of them. The minimum number of Stakeholders in a coalition is calculated according to the total number of Stakeholders.
10. In case coalitions are not formed, Stakeholders are selected at random.

11. In case some coalitions are formed, Stakeholders who created a coalition are invited for the meeting, while others are selected at random.
12. Time allocated for the presentations of Stakeholders during the learning phase is 6 minutes.
13. The order of the Stakeholders' presentations is selected at random.
14. Stakeholder presentations and proposals for recommendations may be related to the topic of the Youth Assembly only.
15. The Stakeholders shall submit the materials referred to in item 7 points 3-6 to the Coordinating Team.
16. The Coordinating Team may end a live presentation of a Stakeholder before its due time, if it is disrespectful or in other way not in accordance with democratic principles.
17. Materials submitted by the Stakeholders in electronic form are published on the Youth Assembly's website, provided that they are in a respectful form.

### **Section 18. Political Parties**

1. Representatives of Political Parties that have seats in the Federal Parliament are invited for a discussion in small groups with the Assembly Members within the timeframe set by the Coordinating Team.
2. Political Parties have the right to:
  - 1) propose recommendations;
  - 2) provide Assembly Members with a summary of their opinions in a written form (up to 5600 characters including spaces);
  - 3) provide Assembly Members with their comments on the suggested recommendations by Experts and Stakeholders in a written form;
  - 4) provide Assembly Members with additional materials pertaining to the subject of the Youth Assembly.

### **Section 19. Facilitators**

1. Facilitator is a person who leads the meetings of the Youth Assembly or the discussions in small groups.
2. Members of the Coordinating Team may be involved as Facilitators.

3. The tasks of Facilitators include:
  - 1) conducting the meetings;
  - 2) moderating discussions in the small groups or during the plenary parts;
4. Facilitators are invited to provide input to the design of the Assembly Program.

### **Section 20. Observers**

1. Those professionally or academically involved with the subject of deliberative democracy and those interested in organising a deliberative process may participate in the plenary sessions of the Youth Assembly as Observers.
2. Observers cannot be Experts or representatives of Stakeholders.
3. Observers may be present during all meetings of the Assembly Members, however, without the right to participate in discussions or to vote.
4. A request to become an Observer should be sent to the Coordinating Team per the instructions on the website. Requests should be submitted at least one week prior to the relevant meeting and should include an overview of one's background and an explanation of interest.
5. The Coordinating Team may set a total number of Observers for the Youth Assembly.

## **IV. Course of the Assembly**

### **Section 21. Assembly Program**

1. The Assembly Program, which sets out the detailed course of Assembly Members meetings, is prepared by the Coordinating Team with input from Facilitators.
2. The Assembly Program includes meetings in which:
  - 1) speeches by Experts and Stakeholders are presented (learning phase);
  - 2) a list of draft Recommendations is created;
  - 3) deliberation about proposed Recommendations is carried out;
  - 4) a final vote on the Recommendations is held.
3. The Assembly Program may include additional meetings for Assembly Members, such as workshops or trainings, in which participation is voluntary.

4. All Stakeholders are invited by the Coordinating Team to provide input to the Assembly Program in the form of suggestions regarding topics to be presented during the learning phase and the choice of Experts. The aforementioned suggestions are made in writing.
5. Before the Assembly meetings at which Experts' speeches and the Stakeholders' opinions are presented, a working meeting for the presenters may be organised by the Coordinating Team.
6. A draft version of the Assembly Program is presented to the Assembly Program Monitoring Team and Stakeholders for verification.
7. Speeches, presentations and question and answer sessions that are a part of the learning phase are transmitted live and recorded.
8. Meetings of the Assembly Members during the deliberation phase are not broadcast or recorded. They may be attended only by the Assembly Members, the Coordinating Team, Facilitators, Observers and persons supporting the Assembly's organisation.
9. The Assembly Program is published on the Assembly's website.
10. Any person may submit a motion to the Assembly Program Monitoring Team to evaluate the compliance of the Assembly Program with the Assembly Standards and guiding principles.
11. Assembly Members may decide to conduct additional meetings. The decision on this matter is taken by a 2/3 majority of all Assembly Members (including the reserve group). Additional meetings of the Assembly Members are subject to budget constraints and they may be conducted in the online format.

## **Section 22. Developing recommendations**

1. Recommendation is a resolution that is approved by Assembly Members with regards to the subject of the Youth Assembly.
2. Proposals for recommendations may be submitted by anyone other than Coordinating Team, Facilitators and Observers.
3. The general public may submit their proposals for recommendations via the website of the Youth Assembly.
4. Experts, Stakeholders and Political Parties submit their proposals for recommendations electronically to the Coordinating Team.

5. Assembly Members submit their proposals for recommendations to the Coordinating Team during the course of the Youth Assembly as specified during the meetings.
6. Proposals for recommendations from the general public, Stakeholders, Political Parties and Experts may be submitted no later than two days before the first meeting of the Assembly Members. Proposals for recommendations submitted after this day may be accepted with the approval of the Coordinating Team.
7. The Coordinating Team prepares a list of proposed recommendations, submits it to Assembly Members. All submitted proposals are published on the website of the Youth Assembly.
8. Assembly Members can merge proposals for recommendations or create new ones based on submitted proposals.
9. A preliminary vote is taken with regards to proposals for recommendations created during the first day of the deliberative day. Results of the final vote shall be published on the website of the Youth Assembly and sent to the Stakeholders, Political Parties and Experts for consultation (review phase). Anyone may submit comments and/or amendments to the proposed recommendations. All submitted insights are shared with the Assembly Members and published on the website of the Youth Assembly.
10. Before the final vote, the wording of the proposed recommendations is refined. Assembly Members may ask for the support of a professional editor for this purpose.
11. Assembly Members may make amendments to the proposals for recommendations after the review phase. At this stage, however, developing new proposals for recommendations is no longer possible.
12. A decision whether a particular proposal for recommendation should be considered as new or an amended version of an old proposal is made by the Assembly Members and requires 90 percent agreement.

### **Section 23. Final vote**

1. Voting on recommendations is done by each Assembly Member completing a secret voting ballot. Voting may be conducted in the electronic form.
2. Voting ballots are prepared by the Coordinating Team.
3. Assembly Members cast their vote by selecting one of the following options for each proposal:
  - 1) This is exactly what I want;

- 2) This is what I want;
- 3) This is sort of what I want;
- 4) I have many doubts;
- 5) I rather disagree;
- 6) I disagree;

where options 1-3 indicate support for the proposals for the recommendation and options 4-6 indicate a lack of support.

4. For each vote, points are granted as follows:
  - 1) This is exactly what I want - 3 points;
  - 2) This is what I want - 2 points;
  - 3) This is sort of what I want - 1 point.
5. An arithmetic mean is calculated for the points granted in accordance with item 4.
6. Voting ballots are prepared by the Coordinating Team.
7. If two or more proposed recommendations have been made that concern the same issue and are mutually exclusive, they are grouped and voting is carried out in accordance with the principles described in items 3-5.
8. A recommendation is considered as approved by the Assembly Members when:
  - 1) it receives the support of at least 75 percent of Assembly Members, and
  - 2) the arithmetic mean of the points granted to it is at least 1.8.
9. If two or more proposals that are mutually exclusive have received the support of at least 75 percent of Assembly Members, the recommendation approved is the one that received the highest total number of points granted according to item 4.
10. If two or more proposals that are mutually exclusive have received the same number of points, they may be discussed and voted on again, until a winning proposal is determined.
11. If the proposal for the recommendation has not received the support of at least 75 percent of Assembly Members, and 2/3 of Assembly Members agree, it is possible to revisit it, amend the proposal and vote again. Voting on a proposed recommendation can take place a maximum of three times. In case the level of at least 75 percent of support was not reached, the proposal for the recommendation is considered as not approved.

12. The Coordinating Team can merge proposals for recommendations into blocks, with the consent of the majority of Assembly Members.
13. A ranked list of recommendations may be created with the ones that received the largest number of points on top and the ones that received the lowest number of points at the bottom.
14. The list of recommendations along with the percentage of support by Assembly Members is published on the website of the Youth Assembly immediately after the official presentation of recommendations.
15. The Youth Assembly concludes when the recommendations have been presented to the public.

## **V. Final provisions**

### **Section 24. Implementation**

The rules and procedures presented in the Rulebook take effect on the day of publication on the Assembly's website.

### **Section 25. Changes to the Rulebook**

1. The process of making changes to the Rulebook may be initiated at any point of the Assembly by:
  - 1) Core Team of the Coordinating Team - requires unanimous decision of all Core Team members;
  - 2) Monitoring Team for Standards and Procedures - requires unanimous decision of all its members.
2. The process of making changes to the Rulebook is based on reviewing the proposals for amendments by the two teams indicated in item 1.
3. Proposals for amendments to the Rulebook are shared by their initiator with the respective team indicated in item 1 by email. The respective team has 7 working days to respond to the proposals.
4. If no objections are raised, the Coordinating Team makes amendments to the Rulebook on the next working day after the deadline for sending objections has passed.

5. If both teams express their approval for the proposed amendments before the deadline given for sending objections (as laid out in item 2), the amendments to the Rulebook are made by the Coordinating Team within the 24 hours after the approvals were expressed.
6. The Coordinating Team has the right to veto proposed amendments to the Rulebook.
7. Arbitration procedure related to proposals for amendments to the Rulebook may be initiated by the Core Team of the Coordinating Team. Outcomes of the arbitration procedure are final.
8. The rules for the arbitration procedure related to proposals for amendments are covered by section 8 items 5-9.
9. In case the arbiters accept the proposed amendments, the Coordinating Team updates the Rulebook within the 24 hours of receiving the decision of the arbiters.
10. The amended version of the Rulebook is published by the Coordinating Team on the same day that the amendments to the Rulebook are made.
11. Amendments to the Rulebook take effect on the day of publication on the Assembly's website.