

APPROVED
decision of the Constituent
meeting of the International Union
Non-governmental organizations
"Eurasian Peoples' Assembly"
May 27, 2017
as amended
by the decision of the General Meeting -
General Eurasian Peoples' Assembly
Jul 15, 2021

RULES OF PROCEDURE
of the General Meeting of Members of the International Union of Non-
Governmental Organizations "Eurasian Peoples' Assembly"
(General Eurasian Peoples' Assembly)

1. General provisions

1.1. The General Meeting of Members - the General Eurasian Peoples' Assembly (hereinafter referred to as the General Assembly) is the supreme governing body of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter referred to as the Assembly).

1.2. The General Assembly shall be guided in its activities by the current legislation, the Statute of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" and the present Rules of Procedure.

1.3. The order of convening and work of the General Assembly is determined by the Statute of the Assembly and the Rules of Procedure of the General Assembly.

1.4. The General Assembly shall be convened at least once every four (4) years. The decision to convene an ordinary General Assembly shall be made by the General Council of the Assembly, which shall determine the venue, the dates and the procedure for confirming the credentials of the participants in the General Assembly.

1.5. Extraordinary General Assembly meetings may be convened to deal with urgent issues. An Extraordinary General Assembly shall be convened by decision of the Secretary General, the General Council, the Co-Presidents of the General Assembly, by decision of the Auditing Committee or upon the written proposal of at least one third of the members of the Assembly.

1.6. All members of the General Assembly take part in the meeting of the General Assembly on the basis of documents confirming their membership. Individual members take part in the General Assembly in person. The members - legal entities - represent the heads of the organizations or appoint (elect) their

representatives to participate in the General Assembly and submit to the General Council the protocols of appointment (election) of their representatives.

1.7. The members of the Assembly can participate in the General Assembly meeting remotely by electronic or other technical means, if any means are used that allow to reliably identify the person taking part in the meeting, participate in the discussion of the agenda issues and vote.

1.8 The General Assembly may decide without holding a meeting by absentee voting. Such voting may be conducted by sending, including by electronic or other technical means, not less than fifty percent of the total number of the members of the Assembly documents containing information about their vote. The decision shall be deemed adopted if the majority of the members of the Assembly who sent the documents vote for it.

1.9 It is allowed to combine voting at the meeting and absentee voting.

1.10 Voting in absentia provides for informing the members of the Assembly of the proposed agenda, the possibility for the members of the Assembly to get acquainted with all the necessary information and materials before voting, the possibility to make proposals to include additional issues into the agenda, the obligation to inform the members of the Assembly before voting on the amended agenda, as well as the term for ending the voting procedure.

1.11 The duration of the General Assembly depends on the volume and nature of the issues discussed.

1.12 Representatives of intergovernmental and non-governmental organizations, mass media may be invited to the General Assembly.

2. Powers of the General Assembly

2.1 Approves the Charter of the Assembly and amends it.

2.2 Determines the priorities of the Assembly activity, the principles of formation and use of its property.

2.3. Decides on the procedure of determination of the amount and method of payment of membership and other property dues by the members of the Assembly.

2.4. Determines the order of the admission and exclusion of the members from the Assembly.

2.5. Elects the General Council of the Assembly for the term of four years and early termination of their powers.

2.6. Elects the Secretary General of the Assembly for the term of four years and early termination of his powers.

2.7 Elects the Head of the General Secretariat for a term of four years and terminates his/her powers ahead of time.

2.8 Elects the Auditing Committee and terminates its powers ahead of time, appoints an auditing organization or an individual auditor of the Assembly.

2.9. Examines and approves the reports of the Secretary General, the General Council, the Head of the General Secretariat, the Auditing Committee of the Assembly and other bodies of the Assembly.

2.10. Approves the Rules of Procedure of the General Assembly.

2.11. Decides on the reorganization and liquidation of the Assembly, on the appointment of the liquidation commission (liquidator) and on the approval of the liquidation balance sheet.

2.12. Decides on the amount of subsidiary responsibility for the obligations of the Assembly.

2.13. Consider other issues, proposed for discussion by the General Assembly by the bodies and members of the Assembly.

3. Preparatory part of the General Assembly

3.1 The General Secretariat shall notify the members of the General Assembly of the time and place of the General Assembly, as well as of the items proposed for consideration by the General Assembly, not later than 30 days before the day of the General Assembly, including by electronic means of communication and the Internet telecommunications network.

3.2 Registration of participants shall be conducted to determine the competence of the General Assembly.

3.3 Registration of the participants of the General Assembly shall be organized by the General Secretariat of the Assembly.

3.3 In case of the in-person format the registration of the General Assembly participants is carried out in the registration sheet according to the list upon presenting the documents proving their identity and membership in the Assembly. The participants of the General Assembly entitled to participate in the voting procedure shall be issued a voting mandate.

If the General Assembly decides to vote by secret ballot in person, the registration sheet shall contain a box on which the participants in the General Assembly certify by their signature the receipt of the ballot for the secret ballot.

3.3.2 In the face-to-face format the registration of the General Assembly participants online is carried out in the registration sheet of zoom or other used online system.

3.3.3 In case of absentee voting the participants of the General Assembly are entered into the registration sheet on the basis of the filled in and signed ballot sheets.

3.3.4 In case of combining voting at the meeting and absentee voting the information about the participants of the General Assembly who took part in the meeting, including remote voting, and the participants of the General Assembly who

sent the documents containing the information about voting shall be included in the registration sheet.

3.4 When offline participants register for the General Assembly, they are given a set of General Assembly working documents.

For online participants a set of General Assembly working documents shall be sent by e-mail or other means of communication.

For absentee voting, a set of General Assembly working documents shall be sent as an attachment to the Voting List by e-mail or other means of communication.

4. Holding the General Assembly

4.1.1 The work of the General Assembly begins with the determination of the quorum necessary to start the work of the General Assembly, which is determined at the end of registration by the number of participating and voting members of the Assembly, except for the case of combining voting at the meeting and absentee voting.

4.1.2 When voting at the meeting and absentee voting are combined, the quorum is determined after counting the participants of the General Assembly who participated in the meeting, including remote voting, and the participants of the General Assembly who sent documents containing information about the voting.

4.2 In the absence of a quorum, the General Council of the Assembly shall set a new date for convening the General Assembly.

4.3 The General Assembly shall be opened by the Secretary General of the Assembly.

4.4 After the opening, the General Assembly on the proposal of the Secretary General shall approve the agenda, the Rules of Procedure (meeting plan), form the General Assembly Presidium (including the honorary one) and other working bodies.

4.5 The General Assembly shall be presided over by the Secretary General of the Assembly. One of the members of the working part of the presidium of the General Assembly may be charged by him to conduct the General Assembly or a part thereof.

4.6 The General Assembly shall form the Counting, Mandate and Drafting Committees.

5. Powers of the working bodies of the General Assembly

5.1 Presidium of the General Assembly

5.1.1 The Presidium organizes the business of the General Assembly, assists the presiding officer, coordinates the work of the working bodies of the General Assembly, and resolves all matters arising in the course of the work of the General Assembly.

5.2 The President of the General Assembly

5.2.1 Holds the meeting in accordance with the present Rules of Procedure.

5.2.2 Issues items for discussion in accordance with the agenda.

5.2.3 Allows participants in the General Assembly to speak.

5.2.4 Organizes the voting on the issues on the agenda that require a decision and announcing the results.

5.2.5 Gives assignments related to the support of the work of the General Assembly and its working bodies.

5.2.6 Responds to questions addressed to him/her and gives oral information.

5.2.7 Ensures order in the meeting room.

5.2.8 Announces the beginning and end of a secret ballot, if so decided by the General Assembly.

5.2.9 Announces adjournments.

5.2.10 Closes the General Assembly.

5.2.11 Signs the minutes of the General Assembly.

5.2.12 Has the right to stop any actions that violate the present Rules of Procedure and the order of the General Assembly, including making remarks to the speaker of the General Assembly in case of evasion of the discussed issue.

5.3 Secretariat of the General Assembly

5.3.1 Provides and supervises the keeping of minutes of the General Assembly.

5.3.2 Accepts requests from the participants to speak on the issues of the agenda.

5.3.3 Keeps a record of those who wish to speak in the debates.

5.3.4 Registers references, messages, proposals and other appeals of the General Assembly participants.

5.3.5 Organizes the accounting of the appeals received by the General Assembly.

5.3.6 Provides the presiding officer with information about those who have signed up to speak in the debates.

5.3.7 The secretariat of the General Assembly is headed by its head, elected by the members of the Secretariat.

5.4 Mandate Commission

5.4.1 Mandate Commission shall be elected to examine the credentials of participants in the General Assembly.

5.4.2 The Commission elects a chairman and a secretary from among its members. Decisions of the Credentials Commission are taken by a majority vote of its members.

5.4.3 According to the results of the verification the commission draws up a protocol, which specifies the number of participants of the General Assembly. This

protocol is signed by the chairman and the secretary of the Mandate Commission and is announced by the chairman of the committee.

5.5 The Counting Commission

5.5.1 The Counting Commission of the General Assembly is formed to organize and conduct the voting procedure. The Counting Commission elects the chairman and the secretary of the commission from among its members. Decisions of the Counting Commission are made by a majority vote of its members. The Counting Commission explains the procedure of voting on the issues on the agenda of the General Assembly counts the votes and informs the Presidium of the General Assembly about the counting of votes as a result of open voting.

5.5.2 In the case of a secret ballot, The Counting Commission shall control the production of ballots for secret ballot, submit their form to the General Assembly for approval, ensure and supervise the conditions for free expression of will and secrecy of voting, organize the receipt of ballots with the results of secret ballot, count the votes and announce the results of secret ballot.

5.5.3 The minutes of The Counting Commission with ballots for secret ballot (including invalid and spoiled ballots) shall be attached to the minutes of the General Assembly.

5.6 The Drafting Commission

5.6.1 The Drafting Commission shall be formed for the purpose of drafting the decisions of the General Assembly on the issues under discussion, taking into account the proposals, comments and recommendations of the participants in the General Assembly.

5.7 Other bodies may be established by decision of the General Assembly, the scope and powers of which shall be determined by the General Assembly at the time of their formation.

6. Order of holding the General Assembly

6.1 The General Assembly has time for speeches:

6.1.1 Report on the activities of the Eurasian Peoples' Assembly - up to 30 minutes.

6.1.2 Reporting on the issues on the agenda - up to 10 minutes;

6.1.3 in the debates - up to 5 minutes;

6.1.4 candidates for elected positions - up to 3 minutes;

6.1.5 for discussion of candidates - up to 2 minutes;

6.1.6 for the second word - up to 2 minutes.

6.2 The General Assembly may decide on the extension or reduction of speaking time.

7. Member of the General Assembly

- 7.1 A participant of the General Assembly at a meeting shall have the right:
- 7.1.1 to speak and to make proposals on the substance of the issues under discussion;
 - 7.1.2 to nominate themselves and other participants to the working bodies of the General Assembly;
 - 7.1.3 to recuse himself/herself in case of his/her election to the said working bodies.
- 7.2 When speaking a participant of the General Assembly shall not deviate from the topic under discussion, speak without the permission of the presiding officer, exceed the time allocated for the speech.
- 7.3 In case of committing the above-mentioned violations the presiding person has the right to warn the speaker or to deprive him/her of the floor.

8. Voting organization and procedure

- 8.1 Decisions of the General Assembly are taken by simple majority vote. Voting in the formation of the bodies of the General Assembly can be carried out by a list.
- 8.2 The participants of the General Assembly, vested with the right to vote, express their opinion when taking a decision by means of voting "for", "against", "abstained".
- 8.3 The votes are counted by the members of the Counting Board or are determined directly by the President of the General Assembly.
- 8.4 The Counting Board shall produce and certify ballots by the number of participants in the General Assembly with the right to vote.
- 8.4.1 The time, place and procedure of voting shall be established by the Counting Board and announced by its Chairman.
 - 8.4.2 Issuance of the voting ballot is made to the participants of the General Assembly against signature in the registration sheet. The Counting Board is responsible for the correctness of the ballots issue.
 - 8.4.3 When voting, the voters' marks on the ballot, reflecting their will, should be made in ink or in another way, which prevents the inscription from being corrected by conventional means. Filling in the ballot with a pencil is not allowed.
 - 8.4.4 Before putting the ballot into the ballot box, the voter has the right to replace the ballot paper he or she spoiled in the Counting Commission, which is noted in the registration form and on the spoiled ballot paper itself. Spoiled ballots shall be attached to the minutes of the Counting Commission.
 - 8.4.5 The ballots shall be placed in the ballot box installed in a place where they can be seen by the members of the Counting Commission before the end of the voting time set by the presiding officer of the General Assembly.

8.4.6 After the end of the secret ballot the commission determines its results.

8.4.7 The counting of votes is conducted by the members of the Counting Commission. Only valid ballots are considered for counting the votes.

8.4.8 Invalid ballots are:

- ballots that do not conform to the approved form;
- ballots not certified by the Counting Committee;
- ballots on which the expression of will of a voter cannot be determined with certainty.

8.4.9 The decision to invalidate a ballot shall be made by the Counting Commission. Invalid ballots shall be attached to the minutes of the Counting Board.

8.4.10 According to the results of the secret ballot, the Counting Board shall draw up a protocol, which shall include: the date of its drawing up, the number of General Assembly participants entitled to vote (according to the registration list), the number of ballots issued and appearing in the ballot box, the number of valid and invalid ballots, the number of votes cast "for" and "against" the proposal put to vote.

8.4.11 The protocol on the results of the secret ballot is signed by the Chairman and the Secretary of the Counting Board and is announced at the General Assembly.

9. Decisions of the General Assembly

9.1 Decisions at regular (extraordinary) meetings of the General Assembly shall be taken by open voting. The General Assembly may decide to vote by secret ballot. A decision shall be deemed adopted if a majority (50% + 1 vote) of the members of the General Assembly present at the meeting is in favor of it.

9.2 Decisions on matters of exclusive competence of the General Assembly, on reorganization, liquidation of the Assembly, on approval, amendment of the Charter of the Assembly shall be deemed adopted if a qualified majority - not less than two-thirds (2/3) of the members present at the General Assembly - vote for them.

9.3 Decisions of the General Assembly shall take effect immediately, unless otherwise specified in the decision itself.

9.4 During the work of the General Assembly the minutes of the meeting shall be kept and a transcript, audio and video recording of the meeting may also be made.

9.5 After consideration of the issues on the agenda, the presiding officer announces the end of the work of the General Assembly.

9.6 The decision of the meeting can be made without holding a meeting (absentee voting) by sending, including by electronic or other technical means, not less than fifty percent of the total number of the Assembly members the documents

containing information about their vote. The decision shall be deemed adopted if a majority of the members of the Assembly who sent the documents vote for it.

9.7 It is allowed to combine voting at the meeting and absentee voting.

9.8 The meeting of the General Assembly and the results of voting at the meeting, as well as the results of voting in absentia, shall be confirmed by minutes. The minutes shall be drawn up in writing, including by electronic or other technical means, and shall be signed, in the case of a meeting, by the chairman of the meeting and the secretary of the meeting, and, in the case of a decision made by absentee voting, by the persons who counted the votes or recorded the result of the vote count.

9.9 A unanimous decision of the General Assembly participants may provide another way to confirm the meeting of the participants and the results of voting at the meeting as well as the results of absentee voting.

9.10 The protocols (minutes) must include:

9.10.1 the date and time of the meeting, the location of the meeting and/or the method of remote participation by members of the Assembly in the meeting and, in cases of absentee voting, the date by which documents containing voting information for members of the Assembly were accepted and the method of sending those documents;

9.10.2 information about the persons who participated in the meeting and (or) about the persons who sent the documents containing the voting information;

9.10.3 the results of voting on each item on the agenda;

9.10.4 information on the persons who counted the votes, if the counting of votes was entrusted to certain persons;

9.10.5 information on the persons who signed the minutes.

9.11 The minutes of the General Assembly meeting shall be signed by the presiding officer and the head of the General Assembly secretariat.

9.12 Registration materials, decisions (resolutions, appeals) adopted by the General Assembly and its working bodies, as well as other materials related to the work of the General Assembly shall be attached to the minutes.

10. Closing Provisions

10.1 These Rules of Procedure come into force from the moment of their approval by the General Assembly - General Eurasian Peoples' Assembly.

10.2 In the event that certain provisions of these Rules of Procedure come into conflict with the legislation of the Russian Federation and/or the Statute of the Assembly, they shall become invalid and the relevant provisions of the legislation of the Russian Federation and/or the Charter of the Assembly shall apply. The invalidity of certain norms of these Rules of Procedure shall not invalidate other norms and the Rules of Procedure as a whole.