

**The Operative Document explains how the elements of the BYLAWS are applied.**

## **TITLE I**

### **I. MEETINGS**

#### **a. Local Collegial Meeting:**

The Local Teams have the autonomy to do assembly with other Local Teams from any country.

a.1. Every Local Team in Europe can do joint events or assemblies according to their spontaneous initiative. The Local Team can contact another Local Team using the email address shared in the One Hour for Europe Website. Twinings are encouraged.

#### **b. Glocal Meeting:**

The Glocal Team in one State meets the Local Teams within the same State.

b.1. The Glocal Team is responsible to channel the general will of the Local Teams into the Agenda and into the activities proposed at national level. This is possible only if regular hearings and discussions are held among the Glocal Team and the Local Teams.

b.2. One time every two years the Local Teams elect the Glocal Team (see Annex I)

#### **c. Glocal Collegial Meeting:**

The Glocal Teams meet to share best practices, to propose and vote the Agenda and can modify the Bylaws, Manifesto and the Operative Document. The Glocal Collegial

Meeting is held every year during the month of March\April. The exact dates shall be decided during an informal meeting among the Glocal Teams, the meeting is chaired and organised by the Glocal Team\’s whose Agenda has been approved the year before. The Glocal Team\’s whose Agenda was approved the year before is called ‘Chair’.

### **During the Glocal Collegial Meeting**

#### **How to modify the Agenda:**

c.1. The Glocal Teams can propose the Agenda sending a draft to the Chair. The proposal of the Agenda is not compulsory. One Coordinator per Glocal Team shall present their Agenda to the Glocal Collegial Meeting in plenary.

c.2. Each Glocal Team can vote per unity any Agenda they want to adopt providing from 1 up to 3 points, all the 3 points have to be issued. It is possible to give more than one point per Agenda.

c.3. If a draw arises, negotiations among the proposing Glocal Teams are done. The mediator of the negotiations shall be one member of the Chair chosen randomly, the aim is to match the common points and draft a final Agenda.

c.4. The final Agenda is voted providing one vote per head from each Coordinator of the Glocal Teams (in favour or against or abstention) and no minimum quorum is required.

#### **How to modify the Manifesto, the Operative Document, or the Bylaws:**

c.5. The Glocal Teams can modify the Manifesto, the Operative Document and/or the Bylaws during the Glocal Collegial Meeting if  $\frac{2}{3}$  of the Glocal Teams, backed by at least 3 Local Teams each, send in a request to the Chair.

c.6. The Chair and the Glocal Justice Department\ of the Glocal Team\ whose Agenda has been approved the year before check if the requirements for the modification are met and if the proofs provided are valid.

c.7. If the requirements are met the amendments are collected by the Chair and voted by each Glocal Team per unity in non disclosed voting.

If the requirements are not met the amendments are rejected.

c.8. If the Bylaws or the Operative Document is modified, for 2 years it is forbidden to do further amendments to either of them.

#### **d. Departmental Collegial Meeting**

The Departmental Collegial Meeting (DCM) is the meeting of the Glocal Departments to discuss best practices and actions done.

d.1. The DCM is held every 6 months and it is summoned by each Departmental Coordinator of the Glocal Team whose Agenda has been selected the year before.

d.2. The DCM's aim is to share best practices and projects developed by the Teams of each Member State.

## **TITLE II**

### **II. AGENDA**

a. The Agenda shall contain the following structure:

-A selection of topics upon which the initiatives should be based on, one per each month of the year

-The justification of the choice per each topic

-Three yearly days of the pan European Strike in digital\physical squares contemporarily with all the Teams the same date, on the same topic, at the same

hour. Therefore, the day, hour and topic with justification of the 3 strikes shall be specified into the Agenda

b. The Agenda is not binding and uses soft power to guide the general action. Its binding part that can't be waived are the 3 dates of the pan European Strike, everyone has to respect them.

c. The new Agenda enters into force every 1st of January of the year.

### **TITLE III**

#### **III. LOCAL TEAM AND GLOCAL TEAM DEPARTMENTS**

a. Education Department (ED):

The Education Department is in charge of taking care that the European Culture is studied and widespread through events, initiatives and debates. The method of teaching must be objective and scientifically accurate. References to texts and material used shall be done. The approach to the subjects shall be multidisciplinary.

a.1. The ED can select and use academic articles, books or every cultural product from Europe.

a.2. The ED shall create a Reader's Digest to decide the texts to read. Then after, the text chosen should be discussed and articles written about the text are sent to the Website Editor to be published. The best practices should be implemented.

a.3. The ED shall make sure that each person reads and understands the Bylaws, Operative Document, Manifesto and the Agenda.

b. Communication Department (CD):

The Communication Department is in charge of promoting the activities of the Team through every kind of communication channel. Its strategy can vary from social media to the press, from digital platforms to television.

b.1. The information shared shall be impartial and accurate.

c. School Department (SC):

The School Department is responsible for keeping contacts with the Schools of every grade. It is the first promoter of educational activities dedicated to the schools. Their object is to fill the gap among the mainstream scholarly program and the knowledge of the EU.

d. External Relations Department (ERD):

The External Relations Department has to keep in touch with every association, institution and actor of the locality\State. Its aim is to gather people from different backgrounds and cooperate during conferences, events and strikes.

d.1. The ERD has to hold ongoing contacts with every actor through a newsletter. The newsletter can contain whatever is of European interest. For example, the articles of the One Hour for Europe Website, what the EU institutions did during the week or the activity of the Team.

e. Collaborators of the Local Teams:

The collaborators can join one Local Team's Department. They can take part with their Departmental meetings. The Collaborators are the core of the local general debate.

## **TITLE IV**

### **IV. JUSTICE DEPARTMENT**

a. The Justice Department (JD) has to ensure that the Constitutional Documents of One Hour for Europe are respected, which are the Bylaws, the Operative Document, the Manifesto and the Agenda.

b. The JD of the Glocal Team\s whose Agenda is selected the year before shall hold the

*Album Iudicium.*

b.1. The *Album Iudicium* is composed of 100 layperson maximum.

b.2. The JD of the Glocal Team\ whose Agenda is selected the year before receives the applications to be layperson and accepts or rejects the candidate. (see Annex II and Procedural Rules)

b.3. The JD of the Glocal Team\ whose Agenda is selected the year before shall take 3 names from the list and provide the requesting Justice Department with layperson's contact in order to start the trial.

## **TITLE V**

### **V. ADMINISTRATIVE DEPARTMENT**

a. The Administrative Department (AD) is the main data holder of the Local and Glocal Team.

b. The Local AD:

- registers all the activities of the Local Team
- receives the applications of the Collaborators and decides with the other Departments to accept them or not
- holds a register of the members of the Local Team
- creates reports of the meetings
- perform bureaucratic tasks
- communicate the information of Local Team to the Administrative Glocal Department

c. The Glocal AD:

- registers all the activities of the Glocal Team
- holds a register of the members of the Glocal Team
- holds a register of the Local Teams within its State
- creates reports of the meetings

-perform bureaucratic tasks

-receives the applications to create a new Local Team (see Annex III)

## **TITLE**

### **VI. ONE HOUR FOR EUROPE WEBSITE**

- a. The Website Team of One Hour for Europe is composed by the Editor of the Website and the Team set up by the Editor.
  
  - b. The Team set up by the Editor shall have at least one Vice-Editor.
  
  - c. The duty of the Editor is to update the website's sections.
  
  - d. The Editor can't modify the original section of the website.
  
  - e. The Editor has no term limit. Application process and selection set up by the Vice-Editor can start after Editor resignation.
  
  - f. In order to have a new Editor, the previous Vice-Editor chooses 4 Glocal Coordinators to do the selection together.
  
  - g. The work done by the Editor is checked by the One Hour for Europe community.
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## **Annex I**

### **How to found and to elect the Glocal Team**

The requirements to found and elect a new Glocal Team are

- At least three Local Teams within the same country have to be registered in the One Hour for Europe Website

- The three founding Local Teams shall write to a Glocal Team of another country to find support to do domestic elections
- The three founding Local Teams elect the Glocal Team
- The Glocal Team is registered in One Hour or Europe website

**Suggested Platforms to hold online elections:**

- Socrative
  - Eligo voting
- ( There is a free option )

**Annex II**

**Requirements to be Layperson:**

- Must be 18
- Legal studies or strong interest in Rule of Law (RoL)
- Strong moral standing

**Procedural Rules:**

First instance

- The plaintiff shall ask to a Local Justice Department of the country where the defendant is registered to start the trial and provide the reason of accusation - The LJD shall ask to its Glocal Justice Department for 3 layperson - The LJD start the hearings after that the 3 layperson confirmed availability and that the defendant is noticed of the reason of the alleged accusation
- The plaintiff and the defendant have right to be heard to the LJD and the LJD provide the 3 layperson the burden of proofs gathered
- The 3 laypersons can ask questions to the parties. The parties can present witnesses. The witnesses can be subjected to cross-examination
- In reasonable time the 3 layperson issue one final judgement specifying their opinion and reasoning

Second instance

- In order to appeal, the original plaintiff or the original defendant shall apply to be heard from the Global Justice Department of the country of first instance - The parties shall bring the previous 3 layperson's judgment of the Local Justice Department and the burden of proofs gathered by the LJD to the GJD
- The GJD start the hearings after that the 3 new layperson confirmed availability - The plaintiff and the defendant have right to be heard by the 3 layperson - The 3 layperson can ask questions to the parties
- In reasonable time the 3 layperson issue one final judgement specifying their opinion and reasoning

**Procedural fairness:**

- The trial can't be judged by layperson directly involved in the case - A case can't be issued and tried again after the appeal's final judgement - The layperson have to follow *stare decises* principle, if the case has the same question of a precedent
- The layperson can't try the case twice
- Presumption of innocence is applied

**Punished behaviours:**

- Behaviour against the Bylaws and One Hour for Europe documents

**Penalties:**

- Suspension

The wrong behavior can be punished with suspension from 1 week up to 1 month.

- Loss of status

The wrong behavior can be punished with forfeiture of role.

- Expulsion

The wrong behavior can be punished with expulsion from One Hour for Europe.

- Formal Warning

The wrong behavior can be punished delivering a written formal warning.

## **Annex III**

### **How to create a new Local Team**

The steps and requirements to set up a new Local Team are

- Check if there is already a Local Team in your city through One Hour for Europe website, if yes, join it, otherwise:
  - Decide who is the Education Department Coordinator, Communication Department Coordinator, School Department Coordinator, External Relations Department Coordinator, Justice Department Coordinator and Administrative Department Coordinator
- If you are less than 6, you can start to work but you can register only when you are 6 - Register your new team in One Hour for Europe Website, in the specific section. In this way you can connect with other Teams
- Check if a Glocal Team in your Country exists
  - If it doesn't, get in touch with any other Glocal Team, ask for a preliminary recognition and See Annex I to found a Glocal Team
  - If it does, apply for recognition to the Glocal Team and be recognised by a certificate issued by the Glocal Team

