



# Decision-Making Protocol

This document defines the internal decision-making process in Earth Advocacy Youth (EAY) when taking on a new project. It also provides a model for dealing with decisions made during the course of a project.

## Chapter I. Suggesting and Presenting Projects

1. This chapter establishes how possible future projects are to be presented before the team in order to be eligible for voting for or against by its core members, Earth Advocates and interns. Participation by Earth Advocates and interns in calls where projects are presented is encouraged but not mandatory. The core members of EAY are set out in Annex I.
  
2. A “project” is for the purposes of this Protocol defined as an undertaking which involves a series of tasks, aimed at reaching a particular outcome, which includes one or more EAY team members, and is performed in EAY’s name. The following undertakings are *not* “projects”:
  - a. partnerships with other organisations, unless they are established solely for the purpose of beginning a project, and therefore part of the project proposal itself (partnerships within already existing projects are established by those involved in the project, and does not need to go through the decision-making process of this Protocol);
  - b. internal affairs within EAY, including, but not limited to, undertakings regarding governance structure, human resources, strategy, economy and funding (except for fundraising events);
  - c. policy papers, contributions to campaigns and opinion pieces, and similar; and



- d. stand-alone talks and presentations by EAY team members in EAY's name.
3. Any core member (passive or active), staff member, Earth Advocate, or intern of EAY can present a project for the team to consider and undertake. The persons mentioned in this paragraph are "team members" for the purpose of this Protocol.
4. Projects can be presented by team members at any internal EAY meeting provided that:
  - a. the meeting has been scheduled two weeks in advance or more;
  - b. every active core member and every Earth Advocate and intern who will be involved in the project has been invited to the meeting; and
  - c. it has been clearly indicated in the agenda that a project will be presented at the concerned meeting.
5. Projects can be presented by team members at any EAY meeting where a 2/3 majority of active core members are present and the remaining active core members, and any Earth Advocates and interns who would be involved in the project, have been clearly invited. Detailed minutes must be taken if not all are able to attend.
6. Anyone who is not a EAY team member can present a project by suggesting it through an email to [hello@earthadvocacy-youth.org](mailto:hello@earthadvocacy-youth.org), a core member of EAY or similar. The external person(s) presenting the project will be invited to the call where the project is being presented but has no vote. A proposal from a non-team member is processed the same way as a proposal from a team member. The decision of the team to approve or reject the project will be communicated to the person(s) who proposed the project within a week after the decision has been made.



7. Projects must be presented using the EAY Project Proposal Template, in a manner which makes clear:
  - a. what the project is;
  - b. all information currently available about what is expected from EAY for the project;
  - c. the estimated time frame and time commitment for the project;
  - d. who the pre-project coordinator as defined in Chapter II (1-2) is;
  - e. who the default project assistant as defined in Chapter II (3-4) is (if applicable);
  - f. the estimated number of EAY team members required to partake in the project for it to be feasible, as well as a preliminary outline of their potential roles;
  - g. who the partner(s) and other external person(s) involved is (are) (if applicable);
  - h. a preliminary financial plan for the project (if applicable); and
  - i. any information important to the project that has not yet been distributed to all persons attending the meeting where the project is presented (if applicable).

## Chapter II. Project Roles

### Before Voting

1. A pre-project coordinator is chosen by the presenters of the project before the presentation.
  - a. The pre-project coordinator for a project must agree to having this role.
  - b. The pre-project manager must be an EAY team member.
  - c. The pre-project coordinator must fulfil the requirements in (5).



2. The responsibilities of the pre-project coordinator are:
  - a. ensuring that the post-voting steps of this Protocol are carried out and the project is started;
  - b. carrying out any project manager responsibilities (as defined in (6)) that may be needed before a project manager is chosen for the project; and
  - c. undertaking the role of project manager for the entire duration of the project, or until the role is transferred as defined in (8):
    - i. if voted for in the process defined in Chapter III (10) and agreeing to having the role; or
    - ii. as a default if no one else approves of taking on the role.
3. A default project assistant is chosen by the presenters of the project before the presentation of the project if the project is expected to have a duration of 3 months or more.
  - a. The default project assistant for a project must agree to having this role.
  - b. The default project assistant must be an EAY team member.
4. The default project assistant commits to being the project assistant for the project if no one else is voted for in the process defined in Chapter III (10).

## After Voting

5. One or more project manager(s) is (are) assigned to the project in the voting process defined in Chapter III (10).
  - a. Assigned project managers must be EAY team members and anticipated to be EAY team members for the duration of the project they are managing.
6. The responsibilities of the project manager are, when applicable:



- a. being the contact person and link between EAY and external partners involved in the project;
  - b. keeping the EAY team regularly updated on the progress of the project;
  - c. structuring the project timeline, defining content, setting deadlines and making sure the deadlines are upheld;
  - d. organising and attending all calls and meetings relevant to the project, unless they have a valid reason not to (family emergency, illness, etc.) or the assistant project manager as defined in (7) attends the call in their place;
  - e. Implementing and facilitating the procedure in Chapter IV for decisions within the project; and
  - f. assigning roles to EAY team members involved in the project when needed.
7. An assistant project manager is assigned if the project is expected to take longer than 3 months, or if otherwise needed. The responsibilities of the assistant project manager may include:
- a. general support to the project manager;
  - b. taking notes at meetings with partners and making the notes available to EAY team members involved in the project;
  - c. keeping track of the timeline of the project;
  - d. attending calls in place of the project manager; and/or
  - e. Overtaking the responsibilities of the project manager if the chosen project manager is for some reason not capable of continuing on in the role.
8. A project manager can transfer their responsibilities to the assistant project manager, any EAY team member involved in the project or any core member of EAY that fulfils the requirements in (5). If this occurs, the old and new project managers have the responsibility to make sure that the rest of the EAY team



involved in the project and all relevant external partners are aware of the change of project managers.

- a. If a project manager transfers their responsibilities to an assistant project manager, a new assistant project manager can be appointed by a simple majority of the EAY team members involved in the project. The new assistant project manager must approve of undertaking this role themselves.

### Chapter III. Approving New Projects

1. Any project that has been presented before the team as specified in Chapter I (presented project) and has been assigned a pre-project coordinator (cf. Chapter II (1)) can be approved following the rules of the present chapter.
2. An approved project will be undertaken by EAY.
3. A presented project shall be subject to a vote by the core members, and any Earth Advocates and interns who have been present at the call where the project voted on has been presented. The poll is created using the Google Forms document EAY Project Poll Template.
  - a. Any Earth Advocate or intern who was not present at the call where the project voted on was presented, can only vote if they have been thoroughly informed about the project by the person(s) presenting the project, before voting.
4. Only EAY team members are allowed to vote.



5. The poll must link to the EAY Project Proposal made using the template, in PDF form, and must be available online for the participants to answer for one week before it is closed.
6. When the poll is closed, the answers are reviewed by the pre-project coordinator.
  - a. If 100% of voters approve the proposal, the proposal is **approved**;
  - b. If *less than* 70% of voters approve the proposal, the proposal is **rejected**;
  - c. If 70% *or above*, but *less than* 100% of voters approve the proposal, the proposal is **discussed one more time** within the team. A vote to reject the proposal can be overridden and the proposal **approved** if:
    - i. the person(s) voting to reject the proposal will have no significant role in the undertaking of the project, or
    - ii. the reason they voted to reject the proposal is addressed by the team in a way that solves or significantly better the situation that made them reject the proposal.If (i) or (ii) do not apply, the proposal is **rejected**.
  - d. The vote by an active core member to reject a proposal shall carry more weight than the vote of a passive core member to do so in the discussion and decision required by (c).
  - e. The vote by an Earth Advocate or intern who is part of the proposed project shall carry more weight than the vote of an Earth Advocate or intern who is not, in the discussion and decision required by (c).
  - f. If a team member abstains from voting, their position concerning the proposal is considered as neutral to the proposal and does not count in the tallying of votes.
7. The Director of EAY has the power to veto a decision to approve a project if:
  - a. the project is not financially possible or feasible for EAY;
  - b. EAY does not have enough staffing for the project to be successful;



- c. the time commitment is too large for the project to be successful;  
and/or
  - d. the project is not compatible with EAY's values.
  
- 8. The pre-project coordinator presents the decision to approve or reject a proposal to all active core members as well as anyone else who has voted. This is to be done in a way where the message is certain to reach the concerned team members. If an external person without voting rights has presented the project or otherwise has a direct interest in the outcome of the poll, they shall be notified of the decision in accordance with Chapter I (6).
  
- 9. When a project has been approved, the pre-project coordinator sends out an invitation to all EAY team members and, if applicable, external persons who suggested and presented the project, to an introductory project meeting.
  
- 10. The following roles are delegated in the introductory project meeting, led by the pre-project coordinator:
  - a. Project manager(s).
  - b. Assistant project manager (if applicable, cf. Chapter II (7)).
  - c. Other roles for participants in the project, as needed.

Project manager(s) and assistant project manager are chosen by a simple majority of attendants at the call. Roles for other participants are chosen by the project manager, on basis of inputs from the group. Any EAY team member has the right to express an interest in participating in the project and be able to contribute with relevant expertise in any of these roles. This applies regardless of whether the person has voted to approve or reject the project.
  
- 11. A project board for the project is created in the Action Room on the "Earth Advocacy Youth (Virtual) Office" Miro board. The name(s) of the project





received the message and can partake in the decision before the decision deadline.

4. In extraordinary circumstances where a decision of the kind described in (1) must be made immediately, the project manager has the power to do so. Such a decision by the project manager is final. After the project manager has made the decision, they must notify the team members involved in the project immediately.

## Chapter V. Changes to the Protocol

1. Any changes to this Protocol follow all stages of the procedure of approval in Chapters I and III that can be applied.