

Asia Pacific Greens Federation Guidelines

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1. Membership Application

The Membership application includes the organisation's:

1. constitution and ratification date
2. rules and policies
3. history of electoral participation and outcomes
4. structure: how decisions are made and who's on the governing body
5. membership description
6. financial statement (most recent and preferably audited)
7. referrals: three who could be consulted about the applicant
8. contact details: email, website, social media links, phone and postal address
9. registration type: political party, non-profit, not registered, or other
10. confirmation of consent to the Global Greens Charter, the APGF Statutes, Rules and Policies.

All documents need to be submitted with an English translation.

2. Membership Enrollment Procedure

- a. The Membership Committee reviews the application, may request further information and decides whether or not to proceed with the application.
- b. If the Membership Committee decides to proceed with the application, a fact-finding visit is organized to the country where meetings are held with the applicant party and with relevant organizations and bodies in order to get to know the applicant and the environment in which it works.
- c. The fact-finding visit is conducted by at least two people including a:
 - i. Council member,
 - ii. National Green Representative who understands the applicant's local context.
- d. The fact-finding group will report to the Membership Committee on:
 - i. a history of the party
 - ii. an overview of the political situation in the country
 - iii. description of the electoral system in the country (registration, thresholds and funding)
 - iv. statistics of election results and description of electoral changes
 - v. key issues and campaigns of the party
 - vi. main political values in the applicant's program
 - vii. overview of financial situation
 - viii. media access and media coverage
 - ix. existence of youth wing
 - x. report of meetings with advisory bodies
 - xi. conclusions and recommendations
- e. The fact-finding team writes a report from the visit and sends it to the Membership Committee within one month. The report should state whether the membership criteria are fulfilled and should make a clear recommendation for the Committee's course of

- action. If it is in favour of eventual membership it should contain an action plan on improvements (if any) to be made by the applicant as a pre-condition of membership.
- f. After consideration of the report, the Membership Committee makes a recommendation on the application. If more information on the applicant party is required, the Committee is authorised to establish a monitoring period before putting a recommendation to the Council.
 - g. The recommendation plus the supporting documentation including the applicant's statutes and programme shall be sent to Council where a vote on the application will be held.
 - h. Where there is an existing Green Party in the same country or politico-geographic region as the applicant, that Member shall be consulted on the application and its views included in the supporting documentation.
 - i. Upon acceptance by the Council, the Member must pay their membership fee and the APGF Secretariat will add the organization's name to the Register of Members.

7. Resolution Procedures

Resolution Purpose

A resolution is an APGF position on an issue. It must have Asia-Pacific regional or international relevance, include political demands and/or calls for action and should contain recommendations for a follow-up.

Eligibility for Tabling

The Council and Full Members are entitled to table draft resolutions in their own right. Associate members need the support of a Full Member to table draft Resolutions. Working groups and networks are entitled to table draft Resolutions if they are of relevance to the subject the network/committee is dealing with.

Resolution Proposal Format

Resolutions shall not exceed 1,000 words and should be written in the following format:

1. Name of Resolution
2. Proposed by
3. Contact name, email, phone
4. Also Endorsed by
5. Proposed Resolution Text (in English)
6. Action to be Taken from Resolution
7. Policy Background & Rationale

Procedure for Tabling

Resolutions submitted during congress should be sent to the Resolution Panel.
Resolutions submitted between congress should be sent to the APGF Secretariat.

Amendments

Draft resolutions will be made available to APGF members for discussion and amendment by posting them in English on the APGF website's Draft Resolutions webpage.

At Congress the draft resolutions and amendments will be presented, discussed and voted on.

Oral amendments may only be introduced during voting sessions at the discretion of the Chair and provided there is no objection from any delegation. They should normally be restricted to clarifications or simple adjustments to the text.

Voting Order

The Congress decides at the beginning of the voting session on the order of voting on the Resolutions.

8. Policy Papers

Policy Papers contain political and policy recommendations. They have a long-term perspective and form the basis of the APGF policy agenda.

Initiating a Policy Paper

Full Members are entitled to propose to the Council a subject for a policy paper as also are working committees and Action Groups if policy papers are of relevance to their work. The Council itself can propose a subject for a policy paper as well.

The policy paper proposal has to be substantial, show the aims and benefits and present the scope of the topic that needs research and discussion. Proposals should be posted on the APGF website. The Council will then review and decide which draft policy papers should be prepared for the Congress.

Discussion Period

The respective working group produces a draft of the mandated policy paper which should be discussed at the next Congress. In the subsequent consultation period Members are responsible for discussing the paper within their Parties and appointing a representative to the working group when possible with a view to reaching a broad consensus on the content.

Voting

Normally the draft policy paper will be presented for adoption at the following Congress. The draft shall be sent to the delegates at least four weeks before the opening of the Council after being validated by the Council. At the Congress there will be a meeting dealing with the policy papers and amendments and to negotiate compromises where called for. A voting list and final

status of amendments will be distributed at the earliest possible moment. There will be adequate time given at the congress to present the draft policy papers and amendments before voting.

9. Complaint Submission Procedure

To submit a formal complaint to the APGF or to request the assistance of the Conciliation Panel on an issue that risks bringing the APGF into disrepute, please submit the following information via the [online form](#) or a document to the APGF Secretariat.

1. Name the allegation.
2. Name the facts pertinent to the allegations;
3. Name your request. If you propose a particular remedy please name the basis for it. (e.g., based on rules, protocol, Global Greens Charter, international law or norms).
4. Specify if the accusation is made against a party and/or a person.

The Panel will endeavor to give a fair hearing to all parties concerned and subsequently submit a recommendation for possible action to the APGF Coordination Committee.

10. Updating this document

The Guidelines are a repository of information to assist with the smooth operation of the APGF. This document is “owned” by the Council, and any changes are to be reviewed and approved by the Council prior to updating.