

Internal Rules
of the
Young Confederation of European ORL-HNS

1. Name and Registration

- 1.1. The name of the section shall be Young Confederation of European Otorhinolaryngology-Head and Neck Surgery, (abbreviation YOUNG CEORL-HNS) hereafter referred to as “Young Confederation”.
- 1.2. The Young Confederation is a group of individuals acting as a section within the Confederation of European ORL-HNS.
- 1.3. It is a non-profit making, non-political, scientific and educational section.
- 1.4. It aims to be active in all European countries.
- 1.5. As a section of the Confederation of European Otorhinolaryngology-Head and Neck Surgery, the registered office of the Confederation is located in Vienna, Austria.
- 1.6. The expenses of the Young Confederation are to be approved and supported by the Presidential Council of the Confederation of European ORL-HNS.
- 1.7. The Young Confederation will adhere to the basic governing principles of the CEORL-HNS such as policies on diversity and equality.
- 1.8. The working language of the Young Confederation is English.

2. Structure/ Acquisition and Termination of Membership

- 2.1. ENT doctors and other ENT-related professionals who are practicing and/or are in training in Otorhinolaryngology Head and Neck Surgery, are member of a Confederation subspecialty society, and/or member of the corresponding national ORL-HNS society, and/or any individual member of the Confederation and are younger than 45 years of age at the time of the application.
- 2.2. Members have full access to all benefits of the Young Confederation; the Executive Board of the Young Confederation will determine these benefits.
- 2.3. Members are allowed to attend the Young Confederation Assembly; each member has one vote.

- 2.4. Members may resign from the Young Confederation at any time. The resignation becomes effective immediately.
- 2.5. The membership ends automatically at the end of the year in which the respective member turns 45 and with the death of the individual member. Individual members can be expelled by the Executive Board.

3. Aims and Objectives of the Society

- 3.1. The aim of the Young Confederation is to create a link between the young ENT specialists and trainees in Europe to share experiences, promote education and offer opportunities.

4. Executive Board

- 4.1. The Executive Board consists of:

- 4.1.1. Chair
- 4.1.2. Vice-Chair
- 4.1.3. Strategic Chair
- 4.1.4. Educational Chair
- 4.1.5. Social Media Chair
- 4.1.6. Subspecialty Chairs for the areas or multidisciplinary organisations in the field of ORL-HNS.

- 4.2. Formation of the Executive Board:

- 4.2.1. All executive board members are elected by the Young Confederation Assembly.
- 4.2.2. Members of the Executive Board cannot hold more than one position within the Executive Board simultaneously.
- 4.2.3. Members of the Executive Board should preferably not hold prominent positions in boards of other societies.

- 4.3. Tenure of office of the Executive Board:

- 4.3.1. Re-election of officers is not permitted.
- 4.3.2. The tenure of all positions on the Executive Board is two years, unless there are exceptional circumstances that prevent elections from taking place.

- 4.4. Election of officers:

- 4.4.1. Any individual person who is a member of the Young Confederation can be elected as Chair or Vice-Chair.
- 4.4.2. Functions and internal organisation of the Executive Board:
 - 4.4.2.1. The Chair and the Vice-Chair represent the Young Confederation externally.
 - 4.4.2.2. The Strategic Chair is responsible for serves as an advisory role within the Executive Board, focusing on long-term strategy and organisational growth. Drawing on prior experience in establishing similar entities, the Strategic Chair offers guidance on strategic initiatives but is not involved in day-to-day operations. This role acts as a consultative resource for the Board, aiding in decision-making and problem-solving.

- 4.4.2.3. The Educational Chair is the supervisor the educational activities organised by each Subspecialty Chair.
 - 4.4.2.4. The Social Media Chair is the responsible to create content for the social media related to the Young Confederation and actively support the Core PCO of the Confederation to create content for the biennial Confederation Congress.
 - 4.4.2.5. The Subspecialty Chairs are responsible for proposing and organizing the educational activities for their respective area.
 - 4.4.3. The Executive Board shall meet at least twice per year, online meetings and resolutions by electronic means or other electronic attendance and voting are accepted.
 - 4.4.4. The Executive Board shall manage the business of the Young Confederation.
 - 4.4.5. The Executive Board shall report to the Young Confederation Assembly on its activities.
 - 4.4.6. The Executive Board shall prepare the General Assemblies of the Young Confederation.
 - 4.4.7. The Chair and the Vice-Chair are responsible for preparing the agendas for the meetings. All members of the Executive Board can request additional items for the agenda up until four weeks before the respective meeting by written request (email sufficient) to the Vice-Chair.
 - 4.4.8. The Chair and the Vice-Chair are responsible for preparing the agenda for the Young Confederation Assembly and convening the members not less than six weeks prior to the respective meetings. The dates of the Assembly meetings shall be published on the Young Confederation website six weeks in advance. The agenda shall be published on the Young Confederation website and sent to the members electronically two weeks before the respective meeting.
 - 4.4.9. Decisions within the Executive Board are reached by simple majority vote with at least 50% of its members present. In case of a tie vote the Chairman has a decisive vote.
- 4.5 The executive board will be represented in person by a delegate at the Young Confederation section of each brainstorm meeting and at each Presidential Council meeting of the CEORL-HNS.

5. Assembly of the Young Confederation

5.1. Officers of the Assembly:

- 5.1.1. The Chair and Vice-Chair act as chairs of the Young Confederation Assembly.
- 5.1.2. In the absence of the Chair and/or the Vice-Chair these offices are held by the Strategic Chair and/or Educational Chair.

5.2. Votes:

- 5.2.1. Each member of the Young Confederation has one vote.
- 5.2.2. Each member of the Executive Board entitled to vote within the Executive Board has one vote in the Young Confederation Assembly. In case of a tie vote the Chairman of the Young Confederation Assembly has a decisive vote.
- 5.2.3. Representation in voting by another eligible Representative of the member or any other member by means of a written power of attorney is permitted. One Eligible Voter can exercise votes of up to three members.

- 5.3. The Young Confederation Assembly is the meeting of its members and has the rights and duties attributed to the meeting of members by the internal rules, and particularly the following:
- 5.3.1. It must meet biennially, if feasible in the scope of the conference/congress of the Confederation of that same year.
 - 5.3.2. The agenda shall be published two weeks in advance of the meeting.
 - 5.3.3. It shall vote on the acceptance of the report of the Chair.
 - 5.3.4. It shall vote on the Executive Board new officers for the next period.
 - 5.3.5. The Assembly passes its resolutions by simple majority vote unless a higher quorum is provided for.
 - 5.3.6. It requires a quorum of 50% of all votes of confirmed participants. If the Assembly has no quorum at the time the meeting is scheduled to start, it will start with a 30 minute delay. The Assembly – unless a quorum is separately stipulated in the bylaws – will then have a quorum irrespective of the number of votes present or represented and will transact business according to the agenda.
 - 5.3.7. Additional agenda items for the Assembly may be proposed by a two-thirds majority vote at the Assembly if at least 50% of the votes are present or represented.
 - 5.3.8. Minutes of meetings shall be confirmed by the Chair and published within 10 weeks by the Vice-Chair. The minutes shall be approved at the next Assembly of the Young Confederation.
 - 5.3.9. In cases of force majeure that make a regular Assembly meeting impossible or impractical, circular resolutions by email are admissible based on a decision of the Executive Board.
- 5.4. Submission of application to become member of the Executive Board:
- 5.4.1. Those members who wish to stand for election may register their candidacy in writing, with their signature and means of identification, at the executive office of the Young Confederation up to fifteen calendar days before the elections are held, stating the office to which they aspire.
6. Performance Metrics:
- 6.1. Annual Key Performance Indicators (KPIs) shall be determined by the Executive Board to measure the effectiveness of the organisation's initiatives.
 - 6.2. Each Executive Board role will have specific performance metrics aligned with their responsibilities.
 - 6.3. Performance reviews shall be conducted bi-annually by an oversight committee or through a peer-review mechanism to assess adherence to KPIs.
 - 6.4. Results of performance reviews will be presented at the Assembly, with recommendations for improvements or role adjustments.
 - 6.5. Failure to meet established KPIs by more than a specific margin, to be defined, may trigger an internal audit or review.