

**EUREL Young Engineers Panel
as
Committee of Executive Committee (ExCo)**

Internal rules of Procedure

Any matters not covered by the present YEP Internal Rules, reference should be made to the Statutes, whose provisions shall take precedence.

Rule 1 – Name

There is hereby established a committee of the Executive Committee to be known as the "Young Engineers Panel - YEP" as defined in the EUREL Internal Rules.

Rule 2 – Aims

The aims of the Young Engineers Panel are:

- To coordinate student and young professional activities of EUREL member associations.
- To support the creation of opportunities to network within large and international groups of students and young professionals.
- To facilitate the exchange of information and to foster a wider dissemination of scientific, technical, and other information relevant to students and young professionals of electrical electronic and information technology engineering or related fields.
- Establish a YEP network in ALL EUREL member organizations with at least two contacts.
- Planning, promotion, and implementation of the EUREL Field Trip in cooperation with EUREL Secretary General.
- Application EUREL TOPSIM International Management CUP – TOPSIM IMC in cooperation with EUREL Secretary General (SG).
- Support EUREL Secretary General in European Future Technology Summit – EFTS activities.
- Conducting digital meetings in the YEP network.
- Planning of an annual analog meeting in the framework of the EFTS Brussels or the EUREL General Assembly.
- Supporting EUREL member associations in setting up a junior organization through on-site activities.
- Support EUREL President, EUREL Chairman BoD and EUREL SG in recruiting new EUREL members.
- Establishing of EUREL Job Board for Young Engineers.

Rule 3 – Membership in the Young Engineers Panel

Each EUREL member association might assign one YEP Representative and two YEP Vice-Representatives for the Young Engineers Panel to the Executive Committee. At least one of these three people must be a woman. Maximum age of a representative is 35 years, in justified exceptional cases representatives up to 40 years can be nominated.

If the YEP Representative of a member association is unable to attend at a Meeting of the Young Engineers Panel, the association shall attend with one of its YEP Vice-Representatives.

If a representative repeatedly does not respond to e-mails, telephone calls or other attempts of approach, the YEP-Chair shall inform the EUREL SG. SG will forward the information to ExCo Members and respective national association for further action.

Rule 4 – Rights and Duties

Duties of the YEP-Representatives are:

- To represent the EUREL Young Engineers in their national association and to inform students and young professionals about EUREL Young Engineers activities of other national associations.
- To inform the YEP-Network about student and young professional activities in their national association.
- To support EUREL Young Engineers events.
- To forward a written report of EUREL Young Engineers events, taken part in their national association.

The Young Engineers Panel has the right:

- To elect the YEP Board (Chairperson and two Vice-Chairpersons).
- To determine the policy of the Young Engineers and to make all decisions necessary to promote its aims.
- To develop internal procedures to successfully carry out the aims of the YEP.

Rule 5 – Decision making

A decision may be agreed by the Young Engineers Panel whenever a quorum is present. A quorum is constituted when at least half the number of the representatives is present. If a quorum is not present within 15 minutes of the start of the meeting, the meeting should be held as planned.

Following this, a tentative decision may be made in the absence of a quorum, but must be ratified by email by a sufficient number of representatives of the member associations not present to constitute a quorum.

Decisions of the Young Engineers Panel shall be made by a simple majority of members present.

Each member association has got one vote. In case of an equality of votes, the Chairperson shall have an additional casting vote.

Rule 6 – YEP Board

The Young Engineers Panel elects its Board (Chairperson and two Vice-Chairpersons) for a term of one year. One of the three positions must be held by a woman. The chairmanship expires immediately after the meeting, in which a successor was elected. Separate elections must be held for the chairperson and the two Vice-Chairperson positions. The Vice-Chairpersons are elected in a single round of voting. The two candidates with the most votes are elected. The Chairperson and the Vice-Chairpersons are eligible for a re-election.

Duties of the Chairperson are:

- To officially represent the EUREL Young Engineers and the Young Engineers Panel on EUREL Young Engineers events.
- To organize and head the YEP meetings and Phone/Web conferences.
- To participate at the EUREL General Assembly.
- To participate at the EUREL ExCo-Meetings.
- To inform the EUREL ExCo and EUREL SG on all decisions made during a YEP meetings or Phone/Web conferences.
- To be responsible for all EUREL Young Engineers activities.
- To contact the EUREL ExCo and EUREL SG on behalf of YEP.

Duties of the two Vice-Chairpersons are:

- To support the Chairperson.
- To coordinate the communication among the member associations.
- To publish the Annual Report at the annual YEP Meeting.
- To deal with feedback of the EUREL Young Engineers events.

The Vice-Chairperson take over the duties of the Chairperson of the Panel, should the latter be impeded in the execution of his duties.

Rule 7 – Meetings and Conferences

The Young Engineers Panel meets at least once a year physically, normally at the same time and place as the EUREL General Assembly. The participation of the Young Engineers Panel at the European Future Technology held on a yearly base in Brussels is encouraged.

To ensure effective and successful work the YEP holds digital conferences minimum every second month. The results must be delivered to EUREL ExCo and EUREL SG.

The invitations for YEP Meetings and digital conferences are sent on behalf of the YEP Board and can be distributed by e-mail. The notice shall include the agenda of the meeting and supporting papers.

The invitation shall be sent to each member of the YEP, not less than four weeks before the meeting of the Young Engineers Panel.

In addition, Chairman EUREL Board of Directors, Chairman EUREL ExCo and EUREL SG are permanently invited guests and may attend all meetings of the EUREL Young Engineers Panel without having voting rights.

Extraordinary meetings of the Young Engineers Panel may be convened on request from at least three Representatives or on request by the YEP Board. Extraordinary meetings need to be authorized from EUREL SG in advance.

Minutes of all Young Engineers Panel meetings and conferences shall be prepared and filed in a special digital register. The register will be kept at the EUREL General Secretariat. Member associations may therefore freely consult this register.

Rule 8 – Expenses

Each member association covers the travel costs of their own representative for attending two yearly YEP Meetings. Representatives must confer with their national association before spending money.

Events and activities of the YEP can be sponsored by EUREL. The events and activities of the YEP sponsored by EUREL must have a very strong relation to electrotechnical, electronic and information technology aspects. Also included are events and activities that benefit the positive development of the numbers of young members in the EUREL member associations.

The YEP Board must justify any financial support of events by EUREL and demonstrate the added value for EUREL, its member associations or the development of the YEP. The request for sponsorship must be addressed to the EUREL Secretary General, who will present it to the Board of Directors for decision.

Rule 9 – Language

The working language of the YEP shall be English.

Rule 10 – Final Approval

All decisions of the YEP exceeding the daily business are subject to the approval of the BoD, ExCo and/or GA.

These Rules shall come into force on 1 October 2023.