



## **RULES OF PROCEDURE FOR MEETINGS OF IFUW CONFERENCE AND COUNCIL**

### **1. THE CONFERENCE**

- 1.1. **The supreme authority** of the IFUW is vested in the Conference (Art.V.1).
- 1.2. **Meetings:** The Conference shall meet every third year. Date and place of the meeting are determined according to the procedure laid down in the Constitution and By-laws of the IFUW (Art.V.2).
- 1.3. **Membership:**
  - 1.3.1. The following members of the Conference have the right to speak and to vote:
    - a. The voting delegates and alternate delegates accredited to the Conference by national federations and associations in accordance with the provisions of Art. V.3.
    - b. The elected Officers of the IFUW (Art. V.5).
  - 1.3.2. The following members of the Conference have the right to speak but not to vote:
    - a. The two Assistant Treasurers, the Conveners of the standing committees, the Conveners of the special committees and the Coordinators of the teams of Representatives of the IFUW to intergovernmental organizations. (Art. V.7).
    - b. The Past Presidents (Art.V.8).
  - 1.3.3. Also admitted to meetings:
    - a. Members of national federations and associations who are not delegates and independent members may attend all meetings except closed sessions (Art.V.6 and By-law 2.1); these members are entitled to speak at plenary sessions only.
    - b. The general public may attend public meetings (By-law 2.2).
  - 1.3.4. The Secretary General shall attend all meetings of the Conference. She may designate another member of the Headquarters' staff to attend a meeting in her stead (Art. IX).
- 1.4. **Agenda:** The agenda shall have been drawn up and circulated in accordance with the Constitution and By-laws of the IFUW (By-law 1). The agenda may include plenary sessions.
- 1.5. **Chair:** The President of the IFUW shall be the presiding officer of the Conference. She may call on another officer to preside (Art.V.9).
- 1.6. **Quorum:** One third of the registered members having the right to vote and representing one third of the national federations and associations, together with two members of the Board of Officers (By-law 4.5).

### **2. THE COUNCIL**

- 2.1. The Council serves as the **executive body of the Conference**. It has power between Conferences to take all decisions necessary to the activities of the IFUW but shall report all such decisions to the Conference. The Council has the special duty of ensuring that the purpose and principles of the IFUW are duly observed (Art.VI.1).

2.2. **Meetings:** The Council meets immediately before and immediately after each Conference. The Board of Officers decides the dates and place of meeting. (By-laws 7.1 and 7.2).

2.3. **Membership:**

2.3.1. The following are members of the Council:

- a. Representatives appointed by national federations and associations. Each may so appoint one member to represent it. She should be acquainted with the activities of her own federation or association and of IFUW. Each national federation or association may accredit an alternate Council Member. (Art.VI.2 and By-laws 9.1, 9.2).
- b. The elected Officers of the IFUW (Art.VI.2).
- c. The two Assistant Treasurers, the Conveners of the standing committees, the Conveners of the special committees and the Coordinators of the teams of Representatives of the IFUW to intergovernmental organizations, with the right to speak but not to vote (Art.VI.4).
- d. The Past Presidents, with the right to speak but not to vote (Art.VI.3).

2.3.2. Also admitted to meetings:

- a. Members of national federations and associations who are not delegates and independent members may attend all meetings except closed sessions; these members are entitled to speak at plenary sessions only.
- b. The general public may attend public meetings.

2.3.3. The Secretary General shall attend all meetings of the Council. She may designate another member of the Headquarters' staff to attend a meeting in her stead (Art. IX).

2.4. **Agenda:** The agenda shall have been drawn up and circulated in accordance with the Constitution and By-laws of the IFUW (By-law 8). The agenda may include plenary sessions.

2.5. **Chair:** The President of the IFUW shall be the presiding officer of the Council. She may call on another officer to preside (Art.VI.5).

2.6. **Quorum:** The representatives of one third of the national federations and associations, and two members of the Board of Officers (By-law 10.4).

### 3. WORKING LANGUAGES

3.1. **Conference:** At the Opening Ceremony, Business and Plenary Sessions of the Conference, English, French, Spanish and other languages may be used. Interpretation may be provided according to need, availability and cost. The final decision to provide interpretation is made by the Board of Officers.

3.2. **Council:** English and French may be used at meetings of the Council. Spanish or other languages may be used, provided that translations are supplied in English or French.

### 4. VOTING

4.1. At both **Conference and Council**, decisions are taken by a simple majority of members entitled to vote and voting. In the case of a tied vote, the Chair has no casting vote and the proposal is deemed to be rejected (By-laws 4.1 and 10.1).

4.2. **Exception:** Amendments to the Constitution require for adoption a two-thirds majority of the members of the Conference entitled to vote and voting (Art. XIII.3).

- 4.3. **Abstentions** will be recorded, but will not be counted in the tallying of the vote.
- 4.4. If a national federation or association is unable to send the full number of delegates which it is entitled to send, the delegates whom it accredits may cast the full number of votes to which the national federation or association concerned is entitled. (By-law 3.5).
- 4.5. In the case of voting on resolutions, if a national federation or association eligible to vote is unable to send any delegates to conference, its proxy may cast votes on its behalf in accordance with a procedure determined by the Council and approved by the Board of Officers (By-law 4.2).
- 4.6. No member of the Conference may vote in more than one capacity. (By-law 3.6).

## 5. ELECTIONS

- 5.1. The **Board of Officers of the IFUW** is elected by the **Conference**.
  - 5.1.1. Elections are by ballot. The election of the **President** shall take place first, followed by the election of the **Vice-Presidents** and the **Treasurer**, in that order. The three elections shall be conducted according to preferential voting using the single transferable vote system adopted by the Council. There shall be a single ballot for all vice-presidential positions (By-law 4.3).
  - 5.1.2. Any national federation or association eligible to vote and unable to send any delegates to the Conference, shall have the right to vote by postal ballot, in accordance with a procedure to be approved by the Board of Officers (By-law 4.4).
- 5.2. **The Members and Conveners of IFUW Committees** are elected during the Conference by the Council Members of the post-Conference Council. (By-laws 12.7 and 23.1).
  - 5.2.1. **Exceptions:**
    - a. The **Assistant Treasurers**, who are appointed by the post-Conference Council. (By-laws 12.7 and 27.2).
    - b. Members of the **Committee for the Award of International Fellowships, Grants and other Awards** and the **Resolutions Committee**, who are appointed by the Board of Officers from a list of names submitted by the national federations and associations (By-laws 26.2 and 30.3).
    - c. Members of **special committees**, who may be appointed by the Conference, the Council or the Board of Officers (By-law 31).
  - 5.2.2. The election of the Conveners of committees and committee members shall be conducted according to preferential voting. The method of preferential voting shall be determined by the Council in response to a recommendation from the Board of Officers. (By-law 10.2).
- 5.3. Representatives of the IFUW to intergovernmental organizations are appointed by the Board of Officers and confirmed by the post-Conference Council. Each team appoints its own Coordinator (By-laws 12.8 and 21.1).

## 6. RESOLUTIONS

- 6.1. Resolutions on public policy shall be consistent with the purposes of IFUW. A resolution seeking to reaffirm existing policy must incorporate references to relevant earlier resolutions (By-law 5.1 and 5.5)
- 6.2. Internal resolutions shall address the governance and functioning of the Federation.

### 6.3. **Submission:**

- 6.3.1. Resolutions may be proposed and seconded only by IFUW national federations and associations, the Board of Officers, standing committees and special committees of IFUW.
- 6.3.2. Resolutions must be received by IFUW Headquarters no later than six months before the Conference (By-law 5.2).
- 6.3.3. Each resolution must be accompanied by a supporting statement and an implementation plan. The total length – resolution, supporting statement and implementation plan – must not exceed one page and must be included in the conference documentation.

### 6.4. **Resolutions Committee:** Resolutions shall be referred to the Resolutions Committee, which shall:

- 6.4.1. Screen all resolutions to see that they are in line with IFUW purposes and are not in conflict with existing IFUW policy;
- 6.4.2. Contact NFAs which have submitted resolutions on similar issues to encourage them to cooperate and submit a single resolution;
- 6.4.3. Circulate the proposed resolutions for **pre-conference consultation**.
- 6.4.4. Adjust the final drafting;
- 6.4.5. Prepare, if possible, the translation.

### 6.5. **Introduction and Informal Discussion at Conference:**

- 6.5.1. When introducing the resolutions, the Chair shall draw attention to the location of the resolutions in the documentation, but shall not read the text.
- 6.5.2. The IFUW Resolutions Committee shall arrange a consensus meeting during the Conference for informal discussion among the proposers and delegates seeking clarification and further amendments.
- 6.5.3. The IFUW Resolutions Committee shall incorporate any amendments that are agreeable to the original proposer of a resolution into a consensus resolution.
- 6.5.4. The text of the consensus resolution must be accepted by means of an authorized signature by the end of the informal consensus meeting. An authorized signature is defined as one agreed to by the proposers, usually the head of the NFA proposing the resolution or her appointed representative, or in the case of a resolution proposed by the Board, standing committee or special committee of IFUW by the President, or a Vice-President of IFUW.
- 6.5.5. All amendments must be seconded. Amendments incorporated in consensus resolutions in accordance with the provisions of paragraph 6.5.3 shall be considered to be seconded.
- 6.5.6. Delegates proposing amendments not accepted by the original proposer of a resolution must notify the IFUW Resolutions Committee by the end of the consensus meeting if they wish their amendment to go forward for debate by the Conference. This includes any amendments submitted during the pre-conference consultation but not agreed to by the original proposer of a resolution. Such amendments must be seconded.
- 6.5.7. No further amendments will be considered after the close of the informal discussion session.
- 6.5.8. The consensus resolutions together with any amendments going forward that have not been accepted by the original proposers of the resolutions shall be circulated to all the members of

the Conference before a final vote is taken. If possible, such final drafts shall be in both English and French.

## 6.6. Debate and Voting

- 6.6.1. No resolution shall be announced by the Chair less than 48 hours before the termination of the Conference.
- 6.6.2. The delegates shall be informed before each meeting of the resolutions on which a vote will be taken.
- 6.6.3. At the business session where voting on resolutions is to take place, the resolution is proposed in its consensus form, together with any proposed amendments.
- 6.6.4. Resolutions and amendments circulated widely in advance in accordance with the provisions of 6.4.3 and 6.5.5 shall be considered to be seconded. Board resolutions proposed from the Chair do not require a second.
- 6.6.5. The Chair calls for the resolution to be projected on the screen and opens the debate. No one may speak longer than two minutes at a time without the unanimous consent of the Conference, except in the case of emergency resolutions. Discussion of each resolution shall not exceed ten minutes unless the Chair, with the approval of the members, extends discussion by a stated time. In case of emergency resolutions, the Chair shall determine an appropriate amount of time for discussion.
- 6.6.6. When an amendment is moved to a resolution, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Chair decides the order in which the amendments shall be voted on, but if an amendment is moved to a proposed amendment, the last mentioned amendment is dealt with first. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the consensus resolution shall be put to the vote.
- 6.6.7. The Chair shall decide at what point debate will cease. The Chair shall read the resolution in its final form from the screen. There shall be no further discussion and the vote shall be taken. The authoritative text of the resolution shall be the text on the screen.
- 6.6.8. A simple majority of the votes cast is required for adoption.
- 6.6.9. The provisions of paragraphs 6.6.1 and 6.6.2 shall not apply to formal or procedural resolutions, unless a majority of the members of the Conference entitled to vote and voting so requires.

## 6.7. Emergency Resolutions

- 6.7.1. Only an issue which requires immediate action on the part of IFUW and which has arisen after the deadline for submission of resolutions may be dealt with as an emergency resolution.
- 6.7.2. Emergency resolutions may be submitted only by members of the Conference entitled to vote, Conveners of IFUW standing committees, and Conveners of IFUW special committees (By-law 5.6).
- 6.7.3. An emergency resolution must be seconded and must be received and announced by the Presiding Officer at the latest twenty-four hours before being put to the Conference and not later than forty-eight hours before the termination of the Conference.
- 6.7.4. A two-thirds majority of the members of Conference entitled to vote and voting is required for a resolution to be accepted for debate. This vote is to determine the emergency nature of

the resolution, not on its substance. If accepted, the resolution is put for debate and requires only a simple majority vote for its adoption (By-law 5.6).

## 6.8. Council

- 6.8.1. Only resolutions dealing exclusively with internal matters of IFUW proposed by the Board of Officers, resolutions forwarded from the Conference and emergency resolutions relating to action that must be taken prior to the next Conference may be debated by Council; all other resolutions shall be debated by Conference.
- 6.8.2. No resolution shall be announced by the Chair after the first hour of the Council.
- 6.8.3. All motions must be seconded except in the case of Board resolutions proposed from the Chair.
- 6.8.4. The proposer of a resolution to Council must affirm to the Chair that a seconder has been secured, the Chair repeats the resolution, calls for it to be projected on the screen and it is then open to discussion. No one may speak longer than two minutes at a time without the unanimous consent of the Council. Discussion of each resolution shall not exceed ten minutes unless the Chair, with the approval of the members, shall extend discussion by a stated time.
- 6.8.5. A simple majority of the votes cast is required for adoption.
- 6.8.6. Emergency resolutions dealing exclusively with internal matters of IFUW and relating to action that must be undertaken prior to the next Conference may be proposed by any member of the Council entitled to vote. A two-thirds affirmative vote of those present and voting is required to call up the resolution as an emergency, provided that the proposed resolution has been received by the Resolutions Committee at least 24 hours before taking such a vote. If accepted, the resolution is put for debate and requires only a simple majority vote for its adoption.

## 7. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 7.1. Amendments to the Constitution shall be presented at the Conference in accordance with Art. XIII.1, XIII.2 and XIII.3 of the Constitution.
- 7.2. Amendments and secondary amendments that have been circulated to all NFAs in written or electronic form shall be considered to be duly proposed and seconded.
- 7.3. Amendments to the By-laws shall be presented at the Conference in accordance with By-law 34.
- 7.4. Secondary amendments to the proposed primary amendments to the Constitution and By-laws may be proposed and seconded by any delegate to the Conference at the time of their presentation for discussion and vote. A secondary amendment may not contradict the intent of the primary amendment.
- 7.5. Debate on each proposed amendment shall be limited to four minutes per proposal unless the Chair, with approval of members, shall extend the discussion by a stated time. The time limit includes any amendments to amendments.
- 7.6. Each individual shall be allowed two minutes in debate and no individual shall be allowed to speak a second time on a proposal until all who wish to speak have been allowed to do so, and then only by unanimous consent of the Conference.
- 7.7. The timekeeper's ruling shall be final.

- 7.8. The Chair will decide at what point debate will cease. The proposed amendment or proposal in its amended form shall be repeated by the Chair. There shall be no further discussion and the vote shall be taken.

## 8. STANDING ORDERS

- 8.1. **Chair to direct the meeting:** The Chair shall declare the opening and closing of each meeting shall direct the discussions, ensure the observance of the rules and shall accord the right to speak, put questions to the vote and announce decisions. The Chair may also call a speaker to order if her remarks are not relevant to the subject under discussion.
- 8.2. All **motions** must be seconded except in the case of Board resolutions proposed from the Chair or otherwise provided for in these Rules.
- 8.3. **Speech to be directed to the question:** Each member who rises to speak shall address the Chair and shall direct her speech to the motion or amendment under discussion, or to a question of order. Before speaking, the speaker shall announce her name and function at the meeting. No one may speak longer than two minutes at a time without the unanimous consent of the Council or Conference. The rulings of the timekeeper shall be strictly adhered to and a signal will indicate one minute before the time limit of each speaker expires.
- 8.4. **Supplementary speeches:** No member shall be allowed to speak a second time on the same question so long as any member who has not spoken on that question desires the floor, except that a committee convener or chair making a report, or a speaker presenting the subject, shall have two minutes for closing the debate.
- 8.5. **Putting the question:** When the question is called (i.e. when a motion or resolution is put to the vote), the Chair shall repeat the motion or resolution in its original or amended form; there shall be no further discussion and the vote shall be taken. If division of the question is desired, the motion must be seconded and is not debatable. Total debate time of the resolution as a whole remains the same. If a screen is used, the authoritative text shall be the text on the screen.
- 8.6. **Motions decided may not be renewed:** No motion or amendment may be proposed which is the same in substance as a motion or amendment which has been resolved in the affirmative or negative during the same meeting, or during such period of time as may be by regulation prescribed.
- 8.7. **Withdrawal of motions:** Motions and amendments may be withdrawn by leave of the meeting on the request of the members proposing and seconding the motion, before the vote is taken.
- 8.8. **Postponement of debate:** During the discussion of any matter a member may move the postponement of the debate on the item under discussion, whether to a fixed time or indefinitely. In addition to the proposer of this motion, one member may speak in favour of and one against the postponement, after which the motion to postpone the debate shall be immediately put to the vote.
- 8.9. **Closure of debate:** A member may at any time move the closure of the debate on the item under discussion, whether or not any other member has signified a wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion to close shall be immediately put to the vote.

## 9. AMENDMENTS

Subject to the provisions of the IFUW Constitution and By-laws, amendments to these rules may be proposed by the Conference, the Council or the Board of Officers. After mutual consultation the Conference or Council adopts its amended rules.