

IFUW RESOLUTIONS REGULATIONS

1. Purpose

Policy resolutions approved at Triennial Conferences give direction to National Federations and Associations (NFAs) and the IFUW leadership. They provide focal points for NFA lobbying efforts with their respective governments and guidance to IFUW's representatives at the United Nations. Internal resolutions address the governance and functioning of the Federation.

2. Submission

- 2.1. The IFUW Resolutions Committee shall issue a call for submissions one year prior to the Conference, including the deadline for submission, guidelines, a sample resolution and a request for a contact that can be readily available to the committee.
- 2.2. Resolutions may be proposed and seconded only by IFUW national federations and associations, the Board of Officers, standing committees and special committees of IFUW.
- 2.3. Each NFA may propose up to a maximum of three resolutions for consideration by the Resolutions Committee.
- 2.4. Resolutions must be received by IFUW Headquarters no later than six months before the Conference.
- 2.5. Resolutions on public policy must be consistent with the strategic programme objectives of IFUW.
- 2.6. If IFUW has previously adopted a policy resolution on the subject, a new proposal may only be presented if reaffirmation or updating is needed to highlight existing IFUW policy for a specific purpose, such as presentation to a United Nations (UN) conference or reaction to a current world event.
- 2.7. Proposed resolutions must be submitted using the format of the sample resolution provided in the annex to these regulations.
- 2.8. Each resolution must be accompanied by a supporting statement and an action plan suggesting how the resolution is to be implemented. The total length – resolution, supporting statement and action plan – must not exceed one A4 page type size 12.
- 2.9. In the case of reaffirmation or updating of a resolution, the correct policy number, year of adoption and the reason for reaffirmation must be stated in the body of the resolution.

3. Review of Submissions

- 3.1. Upon submission, the IFUW Resolutions Committee shall
 - 3.1.1. Screen all proposed resolutions to ensure that they are in line with IFUW's purposes, are not redundant and do not conflict with existing policy;
 - 3.1.2. Ensure that all submissions conform to the required format and include a plan for action;
 - 3.1.3. Consult IFUW's representatives to the United Nations (UN) and other intergovernmental organizations in the case of any resolution quoting a UN resolution/document or proposing action involving the UN;
 - 3.1.4. Contact proposers of similar resolutions on the same topic and encourage co-operation in the presentation of a joint resolution.

- 3.2. No resolution shall be considered until the IFUW Resolutions Committee is satisfied that the submission meets all requirements.
- 3.3. The Resolutions Committee will develop a list of normally no more than ten resolutions for consideration and voting at conference.

4. Pre-Conference Consultation

- 4.1. No later than 20 weeks before the Conference, the IFUW Resolutions Committee shall circulate the proposed resolutions to NFAs for consultation and arrange for the proposals to be posted on the IFUW website.
- 4.2. National federations and associations, the Board of Officers, standing committees and special committees of IFUW may suggest amendments up to eleven weeks prior to the Conference.
- 4.3. The IFUW Resolutions Committee shall collate, consider and send to the original proposers any amendments received. If needed, the Committee shall assist with the ensuing negotiations.
- 4.4. The IFUW Resolutions Committee shall provide the amended resolutions, order and categorization of resolutions to IFUW Headquarters for formatting and posting no later than one week prior to circulation
- 4.5. The amended resolutions incorporating any amendments negotiated and agreed to by the original proposers together with any amendments not agreed to by the proposer shall be circulated to NFAs six weeks prior to the Conference and be published in the documentation distributed at Conference.
- 4.6. Any amendments not agreed to by the original proposer of a resolution may be moved as amendments at the Conference, if the amending NFA so desires.

5. Informal Discussion at Conference

- 5.1. 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.
- 5.2. The IFUW Resolutions Committee shall incorporate any amendments that are agreeable to the original proposer of a resolution into a consensus resolution.
- 5.3. The text of the consensus resolution must be accepted by means of an authorized signature by the end of the 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.
- 5.4. 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.
- 5.5. No further amendments will be considered after the close of the consensus meeting.
- 5.6. 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. Debate and Voting

- 6.1. The delegates shall be informed before each meeting of the resolutions on which a vote will be taken.
- 6.2. At the business session the resolution is proposed in its consensus form, together with any proposed amendments.
- 6.3. All resolutions must be seconded, except in the case of Board resolutions proposed from the Chair. Resolutions and amendments circulated widely in advance in accordance with the provisions of paragraph 4.5 shall be considered to be seconded.
- 6.4. All amendments must be seconded. Amendments incorporated in consensus resolutions in accordance with the provisions of paragraph 5.2 shall be considered to be seconded.
- 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. 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.
- 6.7. The Chair shall decide at what point debate will cease. The Chair shall read the resolution in its final form; there shall be no further discussion and the vote shall be taken.
- 6.8. A simple majority of the votes cast is required for adoption.
- 6.9. The Chair shall decide at what point debate will cease. The Chair shall read the resolution in its final form; there shall be no further discussion and the vote shall be taken.
- 6.10. A simple majority of the votes cast is required for adoption.
- 6.11. The provisions of paragraphs 6.1 and 7.4 shall not apply to formal or procedural resolutions, unless a majority of the members of the Conference entitled to vote and voting, so requires.

7. Emergency Resolutions

- 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.
- 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.
- 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.
- 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

8. Council

- 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.
- 8.2. No resolution shall be announced by the Chair after the first hour of the Council.
- 8.3. All motions must be seconded, except in the case of Board resolutions proposed from the Chair.
- 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.
- 8.5. A simple majority of the votes cast is required for adoption.
- 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.

9. Publication of Adopted Resolutions

- 9.1. The IFUW Resolutions Committee shall assist the Minuting Secretary with wording pertaining to the adopted resolutions, during preparation of the Conference Minutes.
- 9.2. As soon as possible following the Conference, the IFUW Resolutions Committee shall arrange for the adopted resolutions to be posted on the IFUW website.
- 9.3. Every effort should be made to make sure that translated copies in French and English are sent by electronic means to appropriate NFAs as soon as possible after they become IFUW policy.

10. Definitions

- 10.1. A proposed resolution is a resolution proposed by an IFUW national federation or association, the Board of Officers, standing committee or a special committee of IFUW sent for initial consideration by the IFUW Resolutions Committee.
- 10.2. An amended resolution is a resolution that has been through the pre-conference amendment process. It incorporates any amendments accepted by the proposer.
- 10.3. A consensus resolution is a resolution after the consensus meeting. It must be signed off by the original proposer.
- 10.4. An adopted resolution is a resolution that has been passed by the Conference.