

## How to make proposals to ILGA-Europe conferences

Members can submit two kinds of proposals to the conference:

- Resolutions
- Amendments to the constitution and the standing orders

### A. Resolutions

Resolutions will normally be formulated as a statement leading to a request to somebody to do something. This will be followed by an explanatory note giving the background and reason.

### B. Amendments to the constitution and the standing orders

It is very important that a proposal to change the constitution or the standing orders is very clear about what should be changed.

The format for such proposals is:

- “In the constitution, section X.y change “ xxxx “ to “yyy”” or
- “In the constitution, section X.y delete “ xxxx “ and insert “yyy”” or
- “In the constitution, section X.y delete “ xxxx “ or
- “In the constitution, delete section X.y” or
- “In the constitution, insert a new section X.y: “yyy””

Furthermore there should be an explanatory note telling why the proposed amendments are wanted.

In order to clarify the consequences of the proposal, include a section showing the current wording of the relevant article in the constitution or standing orders compared to how the article would look if the proposal is passed – preferably in two columns showing the current rule and the proposed; or the current rule with the amendment shown as track changes.

### C. Amendments to proposals

Following the second conference mailing where proposals are published, member organisation can put forward amendments to the proposals. Such amendments shall have the same format as mentioned above, i.e. it should be clear what should be changed and how the final proposal would look if the amendment was carried. These will then be circulated in the third conference mailing.

Furthermore, the \*-marked workshops at the conference and the conference itself in plenary session (all delegates meeting together) can make amendments to proposals.

Both the amendments included in the third mailing and amendments made at the conference must refer to the same issues as the original proposal.

#### **D. Voting on proposals**

When it comes to voting on proposals at the conference, amendments are dealt with first. If there is more than one amendment to a proposal, the most far reaching are voted upon first. In all cases a simple majority vote (more votes for than against) decides whether an amendment is included in the original proposal or not.

Conference finally votes on the proposal as amended.

Resolutions and amendments to the standing orders are passed by a simple majority vote (more votes for than against). Changes to the constitution need a majority of 75 % of the votes cast for and against.

### **IMPORTANT NOTICE**

**In case the submitted proposal does not comply with the guidelines set out in this document, the Board is entitled to drop the proposal without any further procedure.**