

# **STANDING ORDERS FOR CONFERENCES**

**as amended at the 2010 conference, Den Haag**

## **Standing Order 1. Application of Standing Orders**

**1.1.** These standing orders shall apply to all meetings of the Regional Conference and of the Extraordinary Regional Conference.

**1.2.** The Standing Orders may be changed by Conference approving, with a simple majority of the votes cast for and against, a proposal which has appeared on both the preliminary and final Conference agendas (such a proposal may have been amended in the normal way by simple majority). Standing Orders may not be changed in any other way, but they may be temporarily suspended under Standing Order 17.

## **Standing Order 2. Conference timetable**

**2.1.** Before a Regional Conference, the Executive Board shall decide and publish to members of ILGA-Europe a detailed timetable enabling the following steps to be taken not later than the time stated.

Procedure: weeks before the first day of Conference.

- Submission of proposals: 12 weeks.
- Publication of the Preliminary Agenda: 10 weeks.
- Submission of amendments: 6 weeks.
- Publication of Final Agenda: 3 weeks.

**2.2.** If an Extraordinary Regional Conference is convened, the notice to members shall specify the issues to be discussed, in accordance with Article D12 of the Constitution, and this shall constitute the preliminary agenda. The timetable shall otherwise be in accordance with Standing Order 2.1.

## **Standing Order 3. Submission of proposals: pre-Conference procedure**

**3.1.** Proposals, amendments, and other appropriate business may be proposed for the Conference by full members or by the Executive Board in accordance with Section D of the Constitution.

**3.2.** The date and time by which proposals, amendments and other appropriate business to be considered for the Conference shall be received by the Executive Board shall be stated in the timetable to be published under Standing Order 2.

**3.3.** The Executive Board shall be responsible for drawing up the preliminary and final agenda of business, to be circulated in accordance with the timetable published under Standing Order 2. If a proposal or amendment or other business submitted by a full member is not considered by the Board to be appropriate for the Conference, the Board shall circulate it and a statement on the reason(s) it is not considered appropriate with the preliminary and/or final agenda.

**3.4.** The Executive Board shall be responsible, in conjunction with the host organisation, for ensuring that the initial Conference programme includes appropriate workshops to allow the consideration of all proposals included on the agenda and for the sharing of skills and information to assist the development of ILGA-Europe, in accordance with the provisions of Standing Order 5.

## **Standing Order 4. Chairing Pool**

**4.1.** A Chairing Pool shall be formed for each conference to assist the Conference in the running of business. It shall be accountable to Conference.

**4.2.** The chairing pool shall consist of four members and 50 % of the places shall be held by women. The chairing pool shall be selected by the board, subject to approval by the conference. The overall composition of the chairing pool shall reflect the diversity of membership within the region and all members shall be members of full member organisation in the region. The board shall select the chairing pool in due time before the conference and the Chairing pool shall be involved in the planning of the conference.

**4.3.** The functions of the Chairing Pool, subject to these Standing Orders, shall be to:

4.3.1. ensure that the Constitution and these Standing Orders (relating to the business of the Conference in session) are observed, and notify the Presiding Conference Chair of any violation that may be brought to the Chairing Pool's notice;

4.3.2. decide the order in which proposals, workshop recommendations and other agenda items shall be dealt with at each of the plenary sessions (the "order of business"), subject to the approval of Conference;

4.3.3. select at least two of its members to chair each of the plenary sessions;

4.3.4. co-ordinate the conduct of elections held during the Conference;

4.3.5. carry out such other tasks as may be necessary to give effect to these Standing Orders.

**4.4.** Any decisions of the Chairing Pool which are to be reported to Conference shall be announced by a representative of the Chairing Pool and shall be subject to approval by Conference.

## **Standing Order 5. Workshops**

**5.1.** The main discussion on the proposals and amendments on the agenda shall take place in workshops designated for that purpose in the Conference programme.

**5.2.** Such workshops on proposals shall be chaired by a person or persons, acceptable to the workshop, whose function will be to ensure the smooth running of the workshop, the appointment of a minute-taker, and the recording of any recommendations.

**5.3.** The main functions of workshops on proposals will be to consider the relevant proposals and related amendments (as published in the agenda or otherwise referred to the workshop for consideration) and to make recommendations on them to a plenary session.

**5.4.** Such workshops may recommend the approval or rejection of a proposal and/or amendment, or may recommend adoption subject to specified changes. Recommendations will be agreed by consensus but if this is not possible, then any recommendations must be approved by a simple majority of votes cast for and against by members in the workshop entitled to vote.

**5.5.** The minute taker should ensure that the report of the workshop is available for circulation within 24 hours of the workshop.

**5.6.** The Conference programme shall include an "actions workshop" to consider requests and suggestions for actions to be taken by the Conference. It will determine recommendations and report to the plenary in the same way as workshops on proposals.

**5.7.** The Conference programme shall also include skill-sharing and information workshops directly related to the work and development of ILGA-Europe. These workshops may make a report to the Conference for information, but may not submit recommendations directly to a plenary session.

**5.8.** Any other workshops or meetings which take place at a Conference may similarly make a report to the Conference for information, but may not submit recommendations directly to a plenary session, except for caucus meetings held under Standing Order 6.

## **Standing Order 6. Caucus meetings**

**6.1.** Any collective body may meet together to discuss any subject of mutual interest, subject to the provisions of the Constitution. Such a meeting shall be called a caucus meeting.

**6.2.** A caucus may itself define any criteria for attendance at a caucus meeting, but shall give advance notice to the Conference of the meeting and of the proposed restrictions on participation, if it wishes to make any report to the Conference from the meeting.

**6.3.** Subject to 6.2, a caucus meeting may make a report to a Conference plenary session, which may include recommendations on proposals on the agenda. However, if it wishes to recommend changes to any proposals on the agenda, any such recommendations shall initially be considered by the workshop on the proposal before being considered by the plenary.

## **Standing Order 7. Conduct of plenary sessions**

**7.1.** Decisions of the Conference are taken only by the Conference in plenary session

**7.2.** The "order of business" for each plenary session shall be determined in accordance with Standing Order 4.3.2.

**7.3.** Each plenary session shall be chaired at any one time by one of the two chairs appointed by the Chairing Pool, who shall be called the Presiding Conference Chair.

**7.4.** Each plenary session shall appoint a minute taker.

**7.5.** Any procedural matters or points of order raised shall be decided by the Presiding Conference Chair. The ruling of the Presiding Conference Chair shall be final.

**7.6.** The Presiding Conference Chair may at any time call attention to offensive language or any breach of order on the part of a conference participant, and shall have the power to call any person to order who is causing a disturbance in Conference. If that person rejects the Presiding Conference Chair's ruling, then the Chair may call for a vote to expel the person from the plenary. If the Conference agrees to expel the person from the plenary, that person shall leave the plenary hall for a period determined by the Presiding Conference Chair

**7.7.** The Presiding Conference Chair may at any time propose that Conference be adjourned to a specified time. Conference shall immediately vote on whether or not Conference should stand adjourned.

**7.8.** The plenary will seek to reach a consensus on issues. Votes on proposals, amendments, recommendations and reports will be in accordance with the provisions in the Constitution and the procedures in Standing Order 8.

**7.9.** The Presiding Conference Chair may impose time limits on speakers in any debate and may determine, depending on the flow of discussion, the subject matter and the time available, the order and number of speakers. The Chair shall seek to ensure a balance of speakers for and against any proposal and shall determine, subject to the approval of Conference, when the matter will be put to the vote.

## **Standing Order 8. Voting**

**8.1.** Each full member organisation shall have two votes, subject to Standing Order 8.4.

**8.2.** The Executive Board shall be responsible for the issuing of voting cards at the beginning of each Conference

**8.3.** Except where otherwise stated, voting will be by show of voting cards and delegates must remain seated during the vote. The Presiding Conference Chair shall declare the result or shall call for a count. A count may also be called if, after the Presiding Conference Chair's declaration of a result, at least ten (10) delegates present indicate that they want a count.

**8.4.** If a mixed organisation sends only male delegates, then that organisation shall have only one vote unless it has provided the necessary written confirmation that the women members of that organisation have approved the delegate(s) exercising their vote. Similarly, if a mixed organisation sends only women delegates, that organisation will have only one vote unless it has provided the necessary written confirmation that the delegate(s) have the authority to exercise both votes. In either case, the women or men in a mixed organisation may instead nominate a proxy in accordance with Standing Order 8.5.

**8.5.** A full member which is not represented at the Conference and which would otherwise be entitled to vote, may appoint a person attending the Conference to exercise by proxy the vote or votes to which the organisation is entitled. The member organisation must submit the required notification and provide the person with a letter of authority. The nominated representative must present this letter of authority in order to receive proxy voting cards.

**8.6.** No individual may carry more than four (4) proxy votes.

## **Standing Order 9. Counters**

The Conference will appoint four (4) counters to assist the Chair in conducting any counting of votes. Counters will not be members of the Executive Board or the Chairing Pool.

## **Standing Order 10. Proposals from the Conference**

**10.1.** The Conference may only consider proposals or amendments which are not shown in the final agenda published under Standing Order 3 under the following rules.

**10.2.** Full members and the Board may submit proposals or amendments on matters which have arisen since the relevant deadline for the receipt of proposals or amendments in the timetable published under Standing Order 2. Such "emergency" proposals/amendments may only be admitted to the agenda with the consent of Conference, and will be considered by workshops in the same way as proposals/amendments on the final agenda, in accordance with Standing Order 5.

**10.3.** Workshops on proposals may, under Standing Order 5.4, recommend adoption of a proposal or amendment subject to specified changes.

## **Standing Order 11. Procedural motions**

**11.1.** The following procedural motions may be moved by a delegate at any time and without previous notice on the agenda:

- a) that the time limits for speakers be amended;
- b) "that the proposal be put to the vote";

c) "that the chair be challenged". (The Presiding Conference Chair shall stand down, and the other chair shall preside over the hearing of the challenge; the mover shall speak for no more than five minutes and the challenged Conference Chair shall then have the right to speak for no more than five minutes; the procedural motion shall then be put to the vote without further discussion. If the procedural motion is approved by Conference then the challenged chair shall remain stood down and the remainder of the plenary shall be chaired by the other chair.)

## **Standing Order 12. Election of Executive Board**

**12.1.** Nominations for candidates for election to the Executive Board may be submitted by full members and the Board in accordance with the Constitution. The deadline for the receipt of nominations shall be the same as the deadline for the submission of amendments and shall be included in the timetable published under Standing Order 2.

**12.2.** A list of all such nominations received shall be sent to full members with the final agenda.

**12.3.** The Chairing Pool will be responsible for appointing, subject to the approval of Conference, two (2) election officers to oversee the elections including the issuing of ballot papers and the counting of votes.

**12.4.** Respecting the composition of the Executive Board as stated in section E.2 of the Constitution, at any given moment there shall not be in the board more than six men or more than six women, not counting the eventual ex officio member that can be appointed following section E.2 of the Constitution.

**12.5.** The election shall be conducted in one election round. Delegates will be issued by the Election Officers with as many ballot papers as they have voting cards, and they may vote on each ballot paper for no more candidates than there are available seats.

**12.6.** Election of members of the executive Board and substitutes requires at least 20 % of the votes present at the election. If the requirement implies that there are vacant places in the board, re. 12.4, a new election round among the non-elected candidates shall take place. If the requirement is not met, the places remain vacant.

**12.7.** Candidates will be ranked by the number of votes they have received and the vacancies on the board will be filled starting from the candidate with the highest number of votes until all vacancies are filled. In the case that the maximum number of candidates of the same gender allowed to be on the board at any given moment as specified in SO12.4 is reached before all vacancies are filled, the remaining candidates of that gender are not deemed elected and become reserves, and the vacancies are filled by the candidates who have not identified as belonging to that gender who are next in the ranking. In the event of a tied vote making it impossible to determine the result of the elections, then a further ballot will take place between the affected candidates as necessary.

**12.8.** If by the published deadline the nominations received are equal to or less than the number of vacancies on the Board, then further nominations may be made at the conference by full members and the Board. If by the published deadline the nominations received of candidates of one gender are equal to or less than the maximum number of vacancies on the Board, then further nominations may be made at the conference by full members and the Board. The chairing pool will set the deadline for these further nominations before the time of elections.

**12.9.** . The candidates who receive the following highest numbers of votes in the ballot shall become the reserve members for the seats on the Board until the following Conference. If a Board member elected by the Conference resigns from the Board or ceases to be eligible for Board membership, then the Board shall invite the reserve member with the highest number of votes to become a member until the next board election, unless this would breach the composition of the Board as set out in SO 12.4, in which case the Board shall proceed to invite the next reserve member that allows for the requirements in SO 12.4 to be met.

**12.10.** For the round of elections under E7, board members will be ranked by the number of votes they have received. The first two men and the first two women in the ranking will be those whose term of office will be from the Conference in which they have been elected until the second ordinary Conference after their election. Among the remaining members, the one with the highest number of votes will be the fifth whose term of office will be from the Conference in which they have been elected until the second ordinary Conference after their election.

### **Standing Order 13. Election of regional representatives to World Executive Board**

**13.1.** Nominations for candidates for election as ILGA-Europe's representatives on the World Executive Board may be submitted by full members and the Board. Two nominations may be submitted by each full member and the board. The deadline for the receipt of nominations shall be the same as that for the submission of amendments and shall be included in the timetable published under Standing Order 2.

**13.2.** A list of such nominations received shall be sent to full members with the final agenda.

**13.3.** The election officers appointed under Standing Order 12.3 shall also oversee the election for these representatives.

**13.4.** Delegates will be issued by the Election Officers with as many ballot papers as they have voting cards, and they may vote on each ballot paper for no more than two candidates.

**13.5.** Election of members of the ILGA Board and substitutes requires at least 20 % of the votes present at the election There will be one round of voting and the candidate identifying as woman with the highest number of votes will be deemed elected followed by the next candidate with the highest number of votes. If the requirement of at least 20 % of the votes present are not met, then the proceedings in S.O. 12.6 will be followed.

**13.6.** If less than three nominations is received by the published deadline for the two places, then nominations may be made at the Conference for the vacancy or vacancies by full members and the Board. The election to the place or places will be conducted on a similar basis to that set out in Standing Order **Error! Reference source not found.**

**13.7.** The non-elected candidate identifying as woman who receives the second highest number of votes in the election shall be the "reserve representative" together with the next non-elected candidate with the highest number of votes. In the event of the representative elected resigning or otherwise ceasing to be a member of the World Executive Board for any reason, the ILGA-Europe Board shall invite the reserve representative to take up that place, respecting section F 1 of the constitution.

### **Standing Order 14. Reports by Executive Board**

**14.1.** After the opening of the Conference's first plenary session, the Executive Board shall present its report for the previous year. The Board's report shall be circulated to members prior to the Conference.

**14.2.** If the Board presents a report to Conference, which contains proposals or recommendations requiring the approval of Conference, the Board shall submit the proposals or recommendations as ordinary proposals or recommendations seeking such approval or adoption.

## **Standing Order 15. Reference**

If at the end of the Conference, the business of the Conference has not been concluded, all proposals and amendments then outstanding shall be referred to the Board, which shall in due course report to members its decisions on these matters.

## **Standing Order 16. General**

**16.1.** The working language of ILGA-Europe will be English

**16.2.** All Conference participants are expected to take into account the needs of participants with different languages and for translation/interpretation and should speak slowly and as clearly as possible.

**16.3.** The host organisation for each conference shall, to the best of its ability within the resources available, make arrangements for the Conference (including the venue, facilities duration of sessions etc.), which are accessible to disabled members. All Conference sessions shall be non-smoking.

**16.4.** The registration of delegates and issuing of proxy votes for full members can only take place if the member organisation provides the board with the required documentation.

**16.5.** The following references within these Standing Orders shall be interpreted as follows, except where otherwise stated:

- a) "the Constitution" as the Constitution of ILGA-Europe;
- b) "the Executive Board" and "the Board" as the Executive Board of ILGA-Europe;
- c) "full member organisations" and "full members" as full members of ILGA-Europe as defined in the Constitution.

## **Standing Order 17. Suspension of Standing Orders**

One or more of these Standing Orders may be suspended by resolution of the Conference in relation to a specific item of business, provided that the resolution receives a simple majority of the votes cast for and against and that such suspension would not be in contradiction with the provisions in the Constitution.