

IGLYO General Assembly Internal Regulations

Adopted in November 2025 in Zurich, Switzerland

These Internal Regulations shall be interpreted and applied in accordance with the Statutes of IGLYO and the Belgian Code on Companies and Associations (BCCA). In the event of any conflict or ambiguity, the provisions of the Statutes and the BCCA shall prevail. This regulation is also valid for an Extraordinary General Assembly with the restrictions specified in the statutes for such a meeting.

The right to speak and the right to vote

1. The right to speak

- a. The right to speak is available to delegates from member organisations, the Board, and the AMC Chair, tellers and minute taker.
- b. The General Assembly Chair can also give the right to speak to anyone else, during a specific item on the agenda.

2. The right to vote

- a. Every member organisation has one vote.
- b. The right to vote is available to the delegates from member organisations.
- c. Should one Member Organisation be absent, they may choose to give their vote to a proxy by informing the Executive Board. The recipient of the proxy vote must be a Member Organisation of IGLYO with full voting rights.
- d. Any Member may only hold two proxies, expiring at the end of the General Assembly for which the proxies were given.

Approval of the General Assembly Chair, Minute Taker(s) and Ballot Committee

1. General Assembly Chair

- a. The General Assembly shall be chaired by the elected AMC Chairperson.
- b. In their absence, a member of the Board may chair the General Assembly.

2. Minute Taker

- a. At least one person, who is not running for any position in IGLYO, and do not hold a voting card, will be delegated by the current board and approved as minute taker by delegates of the AMC.
- b. The minute taker will take notes of the main events during the discussions, including (but not limited to) all proposals and amendments submitted in writing to the Chair of the meeting, order of proposals, and the decisions and elections.

3. Ballot Committee

- a. A Ballot Committee will be established by the current board and approved by the delegates of the AMC. It will consist of two persons who are not running for any position in IGLYO, and do not hold a voting card.
- b. The Ballot Committee will count the total number of votes present in the conference room during each voting procedure.
- c. The Ballot Committee will assist the Chair in counting the votes.
- d. In case of a call for secret elections, the Ballot Committee will distribute and collect the ballot papers, or in the case of online voting, retrieve the results from the voting platform, and will count or verify the votes twice. The result of the voting will be laid down in writing on a vote-result paper or in an electronic vote-result sheet, signed by the Committee, and immediately handed or transmitted to the Chair of the General Assembly. The Minute Taker of the meeting will collect and preserve all ballot papers or ensure the preservation of the digital records until the closing of the General Assembly.

Discussion procedure during the General Assembly

- a. The Chair will open the discussion by reading out aloud the proposal/-s in question and any amendments to the proposal/-s that have been handed to the Chair in writing.
- b. The Chair will determine the speaking time per speaker before the first speaker begins and will hold a speaking list. Participants may indicate that they want to be added to the speaking list by raising their hand.
- c. The Chair will then open the floor for discussion. If necessary, the speaking time is adjusted.
- d. Participants can reply to a statement directly if a previous speaker presents faulty Information. Forming a 'T' sign.
- e. Speakers shall not repeat arguments that have been stated before.
- f. An order proposal is a proposal concerning the procedure, general conduct of the meeting, pauses or to change the order of the day. A delegate who wishes to make an order proposal shall indicate through a 'T' sign. The order proposals will be treated immediately, and the normal order of the day will proceed only after acceptance or rejection of the order proposal.
- g. Abuse of interventions by means of 'order proposals' and the 'T-sign' can be sanctioned by the Chair by means of suspension of the person's right to speak concerned until after the final decision-making on the item in question.
- h. If the Chair or anyone with the right to speak during the General Assembly has the opinion that all relevant arguments and contributions to the discussion have been

- 73 made, they will propose to close the speaking list. The Chair calls immediately for a vote
 74 on closing the speaking list. With a majority, the **General Assembly** decides on the
 75 closing.
- 76 i. Once the decision to close the speaking list is accepted, the Chair will ask if anyone
 77 with the right to speak wants to put their name on the list. The speaking list will then be
 78 closed and no new speakers can be added. Once the speaking list is empty, the vote
 79 will be cast.
- 80 j. The Chair proposes the voting procedure to start the voting procedure.

81 Voting and decision-making during the General Assembly

- 82 a. Voting shall be carried out by means of raising the designated voting card or through
 83 the online platform indicated by the Chair of the General Assembly.
- 84 b. A closed vote will be held if at least one of the member organisations present with the
 85 right to vote demands it.
- 86 c. All elections take place in a closed voting except for the Minute Taker and the Ballot
 87 Committee.
- 88 d. If at least one member organisation questions the result of the count, a new vote will
 89 take place. If the new vote is also questioned a closed vote will take place. A closed vote
 90 can only be challenged by challenging the voting procedure and/or the Ballot
 91 Committee.
- 92 e. Quorum is calculated as one half of the memberships plus one, according to the
 93 Statutes.
- 94 f. The majority is calculated as one-half of the votes cast, excluding abstentions, plus
 95 one. If the total votes cast, including abstentions, falls below the quorum, the number
 96 of votes to pass a measure is one-half of quorum plus one.
- 97 g. For measures requiring more than a simple majority, the same calculations apply.

98 Urgent motions and resolutions

- 99 a. The delegates of the General Assembly will decide on a deadline for urgent motions
 100 and resolutions.
- 101 b. The urgent motions and resolutions must be presented to the Chair in writing and the
 102 delegates of the AMC will decide whether the motion or resolution in question will be
 103 put to a vote.

104 Voting procedure during the General Assembly

- 105 a. The voting procedure will be started with a counting of the number of votes present.
- 106 b. While the voting procedure is in progress, nobody will be allowed to leave the plenary
 107 area.
- 108 c. The Chair will formulate the original proposal and the counter proposals and
 109 amendments that will be voted upon.

- d. If there are amendments to the original proposal or to the counter proposal/-s, these will be voted upon first. The Chair will formulate the original proposal and the counter proposal/-s with the amendments. After each formulation the Chair will ask whether the proposal is clear and that everybody understands it. Subsequently a vote will be cast.
- e. If there are amendments that concern the same change to both the original proposal and the counter proposal/-s, this will be voted upon after voting on the proposals in question so that there is only one standing proposal when the amendment is treated.
- f. If there is one counter proposal to the original proposal, the two proposals will be voted upon in the same round. If one of the proposals gets the majority needed for adoption, it has been carried.
- g. If there are two or more counter proposals to the original proposal, they will be voted upon until one of the counter proposals have gained majority. If one proposal does not gain majority in the first round of voting, the proposal with the least number of votes will be rejected and another round of voting will start. This will continue until one of the proposals have gained majority. If none of the proposals gain majority, all counter proposals will be rejected.
- h. If there are more changes proposed on the same point, the proposing parties should try to find a compromise and bring in one proposal for changes if possible.
- i. The amended original proposal and counter proposal, if carried, will be voted upon. If one of the proposals gets the majority needed for adoption, the proposal has been carried.
- j. Once a proposal has been rejected or adopted, the discussion will not be re-opened.

Voting procedure for election of persons

- a. If there are multiple elections held during the one General Assembly, the election of the Board will be the first one.
- b. Nominations are valid if they are coming from a member organisation.
- c. A vote on persons is done through a closed ballot.
- d. Every member organisation has the right to vote for only up to the maximum number of free positions. The ballot papers with the votes for more than maximum number will be counted as non-valid.
- e. In a vote on persons, all candidates must receive a minimum of 30% + 1 of all valid votes in order to be elected.
- f. If in case of a cast of votes between two persons the number of votes was equally divided, it will be decided by means of lot who of both persons is elected.
- g. If in a case where there are more people elected than vacant positions, the delegates of the General Assembly should go through another round of voting to select between those who have received the lowest number of votes.
- h. The Chair of the AMC announces the beginning of the process for elections by reading out aloud the total number of nominated candidates for the position in question of whom they have received a formal nomination on behalf of a member organization in accordance with the statutes.

- i. The Chair will introduce each nominated candidate by stating name and the member organisation nominating the candidate in question.
- j. The nominated candidates will have the opportunity to introduce themselves and their motivation for running for the position for a maximum of three minutes.
- k. After the introduction of the candidates, the Chair will announce that the voting procedure is beginning. The doors of the conference room will be closed. None of the participating organisations with the right to vote are allowed to leave or enter the room during the voting procedure. The Ballot Committee will count the total number of eligible voters present and will distribute ballot papers. The ballot paper will announce the maximum possible number of names that should be filled in by the member organisation.
- l. Any order proposal concerning the election procedure and sequence will have to be made before the voting for positions begins.
- m. The Chair will now declare that the elections will begin. It is not allowed to lobby or to disturb the election process by speaking.
- n. The Chair will read aloud the names and organisations of the candidate(s) and will point out these candidates (if present) in the conference room.
- o. The Chair will then open the vote and ask the member organisations to write down or select the name(s) of their choice, depending on the method of voting, with the understanding that not more names than explicitly stated on the ballot paper, repeated by the Chairperson, can be written down. The vote will be open for no less than two minutes, at the discretion of the Chair.
- p. When all votes have been cast, the Ballot Committee will close the online voting platform or collect all papers. After 5 minutes have elapsed since the voting opened, the Chair may request that the vote be closed before all votes are cast, with the General Assembly being the only body with the power to approve this request.
- q. After all ballot papers have been collected or voting has been closed, the Chair shall announce that the elections have ended. The Ballot Committee shall then proceed to count the votes or retrieve the results from the voting platform, under the supervision of the Chair of the General Assembly. The Ballot Committee shall count all ballot papers twice and shall list the results on a ballot-result paper, or in the case of online voting, shall generate an official results report from the platform and present it to the Chair of the meeting. The Minute Taker(s) shall receive and preserve the ballot papers, or where applicable, the official electronic record, for archiving purposes.
- r. The Chair will read aloud:
 - i. the total number of votes present during the election procedure;
 - ii. the total number of votes cast;
 - iii. the total number of legal votes cast;
 - iv. the name/-s of the candidate/-s with the most number of votes obtained
- s. If the position/-s cannot be filled with the desired number of persons during an election, the Chair will. set up the deadline for receiving new nominations before the voting procedure starts.
- t. The delegates of the General Assembly approve the number of candidates that can be elected for the Board.



- 196 u. Candidates are elected if they receive a majority of all valid cast votes.
- 197 v. For diversity reasons Board members should come from different organisations based
- 198 in different countries.
- 199 w. Member Organisations must have nominated each Board member based in different
- 200 countries. If a candidate is nominated by a Member Organisation in a country which
- 201 nominated a sitting Board member, their nomination is invalid.
- 202 x. If two and more candidates will be elected from one country in the same election, the
- 203 Chair will call for another election between the elected people from one country.
- 204 y. In order to achieve racial and ethnic equality and diversity among the Board members,
- 205 no fewer than two underrepresented BIPOC (Black, Indigenous and other People of
- 206 Colour) must be on the Board, with at least one of them being Black. If, two (2) weeks
- 207 before the General Assembly, the candidates/members of the Board do not meet this
- 208 criterion, the Board must send a reminder and make every effort to ensure the diversity
- 209 of the candidates.
- 210 z. In order to achieve gender equality and diversity among the Board members, no less
- 211 than two gender identities must be represented in the Board, and no less than one
- 212 person must be IVCS (Intersex/People with Variations in Sex Characteristics) and/or
- 213 Trans and/or Non Binary. If two (2) weeks before the General Assembly, the
- 214 candidates/members of the Board do not meet this criterion, the Board must send a
- 215 reminder and make every effort to ensure the diversity of the candidates.