

IGLYO Annual Members' Conference (AMC) Internal Regulations

Adopted in October 2023 in Podgorica, Montenegro

These Internal Regulations are subordinated to IGLYO's statutes and therefore all of its content is subjected to the regulations in the statutes. 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 organizations, the Board, and the AMC Chair, tellers and minute taker.
- b. The AMC 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 organization has one vote.
- b. The right to vote is available to the delegates from member organizations.
- c. Should one Member be absent, they may choose to give their vote to a proxy by informing the Executive board. Proxies must be Members.
- d. Any Member may only hold two proxies, expiring at the end of the Annual Members' Conference for which the proxies were given.

Election of Chair, Minute Taker and Ballot Committee

1. Annual Members' Conference 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.

31 b. The minute taker will take notes of the main events during the discussions,
 32 including (but not limited to) all proposals and amendments submitted in writing
 33 to the Chair of the meeting, order of proposals, and the decisions and elections.

34 **3. Ballot Committee**

35 a. A Ballot Committee will be established by the current board and approved by
 36 the delegates of the AMC. It will consist of two persons who are not running for
 37 any position in IGLYO, and do not hold a voting card.

38 b. The Ballot Committee will count the total number of votes present in the
 39 conference room during each voting procedure.

40 c. The Ballot Committee will assist the Chair in counting the votes.

41 d. In case of a call for secret elections the ballot committee will distribute and
 42 collect the ballot papers and counts the votes cast twice. The result of the
 43 voting will be laid down in writing on a vote-result paper, signed by the
 44 committee, and will be handed over to the Chair of the AMC immediately after
 45 the counting. The Minute Taker of the meeting will collect all ballot-papers after
 46 the counting and will ensure that they are preserved until the closing of the
 47 AMC.

48 **Discussion procedure during the AMC**

49 a. The Chair will open the discussion by reading out aloud the proposal/-s in question and
 50 any amendments to the proposal/-s that have been handed to the Chair in writing.

51 b. The Chair will determine the speaking time per speaker before the first speaker begins
 52 and will hold a speaking list. Participants may indicate that they want to be added to
 53 the speaking list by raising their hand.

54 c. The Chair will then open the floor for discussion. If necessary, the speaking time is
 55 adjusted.

56 d. Participants can reply to a statement directly if a previous speaker presents faulty
 57 Information. Forming a 'T' sign.

58 e. Speakers shall not repeat arguments that have been stated before.

59 f. An order proposal is a proposal concerning the procedure, general conduct of the
 60 meeting, pauses or to change the order of the day. A delegate who wishes to make an
 61 order proposal shall indicate through a 'T' sign. The order proposals will be treated
 62 immediately, and the normal order of the day will proceed only after acceptance or
 63 rejection of the order proposal.

64 g. Abuse of interventions by means of 'order proposals' and the 'T-sign' can be
 65 sanctioned by the Chair by means of suspension of the person's right to speak
 66 concerned until after the final decision-making on the item in question.

67 h. If the Chair or anyone with the right to speak during the AMC has the opinion that all
 68 relevant arguments and contributions to the discussion have been made, they will
 69 propose to close the speaking list. The Chair calls immediately a vote on closing the
 70 speaking list. With a majority the AMC decides on the closing.

71 i. Once the decision to close the speaking list is accepted, the Chair will ask if anyone
 72 with the right to speak wants to put their name on the list. The speaking list will then be

closed and no new speakers can be added. Once the speaking list is empty, the vote will be cast.

75 j. The Chair proposes the voting procedure to start the voting procedure.

76 Voting and decision making during the AMC

77 a. Voting is made by raising the voting card.

78 b. A closed vote will be held if at least one of the member organisations present with the
79 right to vote demands it.

80 c. All elections take place in a closed voting except for the Minute Taker and the Ballot
81 Committee.

82 d. If at least one member organisation questions the result of the count, a new vote will
83 take place. If the new vote is also questioned a closed vote will take place. A closed vote
84 can only be challenged by challenging the voting procedure and/or the Ballot
85 Committee.

86 e. Quorum is calculated as one half of the memberships plus one, according to the
87 Statutes.

88 f. The majority is calculated as one half of the votes cast plus one. Abstentions are not
89 calculated in the majority. However, in the case that votes cast is less than quorum, the
90 numbers of votes to pass a measure is one half of quorum plus one.

91 g. For measures requiring more than a simple majority, the same calculations apply.

92 Urgent motions and resolutions

93 a. The delegates of the AMC will decide on a deadline for urgent motions and resolutions
94 to the AMC.

95 b. The urgent motions and resolutions must be presented to the Chair in writing and the
96 delegates of the AMC will decide whether the motion or resolution in question will be
97 put to a vote.

98 Voting procedure during the AMC

99 a. The voting procedure will be started with a counting of the number of votes present.

100 b. While the voting procedure is in progress, nobody will be allowed to leave the plenary

101 area.

102 c. The Chair will formulate the original proposal and the counter proposals and

103 amendments that will be voted upon.

104 d. If there are amendments to the original proposal or to the counter proposal/-s, these

105 will be voted upon first. The Chair will formulate the original proposal and the counter

106 proposal/-s with the amendments. After each formulation the Chair will ask whether

107 the proposal is clear and that everybody understands it. Subsequently a vote will be

108 cast.

109 e. If there are amendments that concern the same change to both the original proposal
 110 and the counter proposal/-s, this will be voted upon after voting on the proposals in
 111 question so that there is only one standing proposal when the amendment is treated.

112 f. If there is one counter proposal to the original proposal, the two proposals will be voted
 113 upon in the same round. If one of the proposals gets the majority needed for adoption,
 114 it has been carried.

115 g. If there are two or more counter proposals to the original proposal, they will be voted
 116 upon until one of the counter proposals have gained majority. If one proposal does not
 117 gain majority in the first round of voting, the proposal with the least number of votes will
 118 be rejected and another round of voting will start. This will continue until one of the
 119 proposals have gained majority. If none of the proposals gain majority, all counter
 120 proposals will be rejected.

121 h. If there are more changes proposed on the same point, the proposing parties should
 122 try to find a compromise and bring in one proposal for changes if possible.

123 i. The amended original proposal and counter proposal, if carried, will be voted upon. If
 124 one of the proposals gets the majority needed for adoption, the proposal has been
 125 carried.

126 j. Once a proposal has been rejected or adopted, the discussion will not be re-opened.

127 **Voting procedure for election of persons**

128 a. If there are multiple elections held during the one AMC, the election of the Board will be
 129 the first one.

130 b. Nominations are valid if they are coming from a member organisation.

131 c. A vote on persons is done through a closed ballot.

132 d. Every member organisation has the right to vote for only up to the maximum number
 133 of free positions. The ballot papers with the votes for more than maximum number will
 134 be counted as non-valid.

135 e. In a vote on persons, the majority of all valid cast votes are needed to be elected.

136 f. If in case of a cast of votes between two persons the number of votes was equally
 137 divided, it will be decided by means of lot who of both persons is elected.

138 g. If in a case more people will be elected than positions, the delegates of the AMC should
 139 elect between those who have the smallest number of votes.

140 h. The Chair of the AMC announces the beginning of the process for elections by reading
 141 out aloud the total number of nominated candidates for the position in question of
 142 whom they have received a formal nomination on behalf of a member organization in
 143 accordance with the statutes.

144 i. The Chair will introduce each nominated candidate by stating name and the member
 145 organisation nominating the candidate in question.

146 j. The nominated candidates will have the opportunity to introduce themselves and their
 147 motivation for running for the position for a maximum of three minutes.

148 k. After the introduction of the candidates, the Chair will announce that the voting
 149 procedure is beginning. The doors of the conference room will be closed. None of the

150 participating organisations with the right to vote are allowed to leave or enter the room
 151 during the voting procedure. The Ballot Committee will count the total number of
 152 eligible voters present and will distribute ballot papers. The ballot paper will announce
 153 the maximum possible number of names that should be filled in by the member
 154 organisation.

155 I. Any order proposal concerning the election procedure and sequence will have to be
 156 made before the voting for positions begins.

157 m. The Chair will now declare that the elections will begin. It is not allowed to lobby or to
 158 disturb the election process by speaking.

159 n. The Chair will read aloud the names and organisations of the candidate(s) and will point
 160 out these candidates (if present) in the conference room.

161 o. The Chair will then ask the member organisations to write down the name(s) of their
 162 choice, with the understanding that not more names than explicitly stated on the ballot
 163 paper, repeated by the Chairperson, can be written down.

164 p. When all members have made up their mind, the Ballot Committee will collect all
 165 papers.

166 q. After all ballot papers have been collected, the Chair will announce that the elections
 167 have ended. The Ballot Committee will now start to count the votes, such under the
 168 supervision of the AMC Chair. The Ballot Committee will count all ballot papers twice
 169 and will list the results on a ballot-result paper and hand it over to the Chair of the
 170 meeting. The Minute Taker will receive and preserve the ballot papers.

171 r. The Chair will read aloud:

172 i. the total number of votes present during the election procedure;
 173 ii. the total number of votes cast;
 174 iii. the total number of legal votes cast;
 175 iv. the name/-s of the candidate/-s with the most number of votes obtained

176 s. If the position/-s cannot be filled with the desired number of persons during an election,
 177 the Chair will set up the deadline for receiving new nominations before the voting
 178 procedure starts.

179 t. The delegates of the AMC approve the number of candidates that can be elected for
 180 the Board.

181 u. Candidates are elected if they receive a majority of all valid cast votes.

182 v. For diversity reasons Board members should come from different organisations based
 183 in different countries.

184 w. If two and more candidates will be elected from one country in the same election, the
 185 Chair will call for another election between the elected people from one country.

186 x. In order to achieve racial & ethnic equality and diversity among the Board members,
 187 no less than two underrepresented BIPOC (Black, Indigenous and other people of
 188 colour) must be in the Board. If, two (2) weeks before the General Assembly, the
 189 candidates/members of the governing body do not meet this criterion, the governing
 190 body must send a reminder and make every effort to ensure the diversity of the
 191 candidates as per the Diversity & Inclusion Policy.

192 y. In order to achieve gender equality and diversity among the Board members, no less
193 than two gender identities must be represented in the Board and no less than one
194 person must be IVCS (Intersex/People with Variations in Sex Characteristics) and/or
195 Trans and Non Binary.