

## **Rules of Procedure of Congress**

First adopted by the Congress on 30 October 2021, amended on 11 November 2023 and 1 November 2025.

### *Scope*

1. These Rules of Procedure (RoP) are adopted according to Art. 2.i. of the Statutes and govern the preparation and conduct of the Congress and complement the provisions of the Statutes. In case of a conflict, the latter always takes precedence.

### *Congress Steering Committee*

2. The Congress Steering Committee (CSC), established according to Art. 2.i. of the Statutes, shall consist of (a) members of the Board, (b) up to three members appointed from the Membership Council (MC) and (c) the Executive Director (ED) as non-voting members. It is at the discretion of the Board as to which and how many Board members it assigns to the CSC. The CSC shall assist the Congress Chair and Vice-Chair in the conduct of the work of the Congress.

3. The CSC shall have the power to co-opt. Should the positions of Congress Chair, Vice Chair, Secretary and/or Chair of Credentials, Nominations and Statutes Committee (CNSC) or any other position required under these RoP for a proper conduct of Congress become vacant after Congress was called or while it is in session, the CSC is required to co-opt corresponding members who tentatively carry out the relevant functions in an acting capacity until Congress carries out elections for the position(s) in question. Such elections are to be placed on the Congress agenda as soon as possible.

4. The CSC shall meet periodically throughout the session of the Congress to review the progress of the Congress and its commissions and to make recommendations to further such progress.

### *Calling of Congress*

5. Congress is called according to Art. 2.b. of the Statutes. The preliminary date and place as well as the format of meetings is determined by the Board following Art. 2.c.i. of the Statutes. Upon a decision of the Board to call a Congress, the CSC is established if it is not already operating.

6. Congress may either be called in a hybrid or virtual format. According to Art. 2.d.vii. of the Statutes, delegates are entitled to participate virtually via online communications. The delegates who participate virtually shall be able to participate in discussions, make motions, and cast votes, in the same way as delegates who are physically present.

### *Determining delegates, proxies and weights of votes of the Full Member Organization delegates*

7. The CNSC considers the names of appointed delegates as communicated by Member Organizations (MO) according to Art. 2.c.iv. and 2.d. and determines their eligibility. The CNSC also works with the Congress Chair to determine the weight of the votes of the Full Member Organization delegates according to Art 2.e.iii. The CNSC presents a list of official delegates and their voting weight at the beginning of each Congress.

8. The CNSC assists the Chair of each Congress session according to Art. 2.e.ii of the Statutes in registering and determining proxy votes. Proxy votes can be communicated by MO or delegates in advance for the full Congress or parts thereof.

### *Congress Agenda*

9. Following Art. 4.b. of the Statutes, a provisional agenda is developed by the Congress Chair in collaboration with and for approval by the CSC. The approved provisional agenda is circulated according to Art. 2.c.i. of the Statutes.

10. The agenda of each Congress begins with (a) the opening of the Congress, (b) the presentation of the list of official delegates, and (c) a determination that the meeting has been duly called for. Next, Congress (d) reviews and approves of the draft minutes of the previous meeting and (e) reviews proposed agenda items received according to Art. 2.c.iii. of the Statutes and approves a final agenda for the session.

11. The CSC shall consider all emergency motions put forward ahead of the Congress and, if it decides that they are in effect of an emergency nature, shall refer them back to Congress for inclusion on the agenda. A decision of the CSC that a motion is not of an emergency nature can be appealed by the proposer and shall then be put in front of the Congress under item 10 (f). The proposer of the motion can then present the case and a representative of the CSC can respond. Thereafter, Congress takes an immediate vote without further debate on whether or not to include the motion on the agenda.

### *Minutes*

12. According to Art. 4.e. of the Statutes, the Secretary shall be responsible for ensuring the preparation and distribution of the minutes of meetings of the Congress. The Secretary shall be supported by the International Secretariat under supervision of the Executive Director (ED) or may solicit help from another participant. Draft minutes shall be circulated no later than three months after a Congress was closed.

13. Verbatim records will not be taken. If a speaker or delegate notes that a specific statement is to be put on record, this statement is to be included in the draft minutes.

### *Congress Chair*

14. According to Art. 4.b. of the Statutes, the Congress Chair shall preside at all meetings of the Congress. The Chair can delegate their responsibilities in running a meeting, temporarily

or in full, to the Vice-Chair at their discretion. The Chair is required to ensure that the meetings are conducted in an orderly manner within the approved agenda and that rules are observed by all participants. For this purpose, the Chair may interrupt a meeting and, after prior warning, withdraw the floor or exclude a participant first from the remainder of the current agenda item or next from the entire meeting in the case of an ongoing disturbance.

15. The Chair is required to apply the rules and conduct the meeting as a neutral moderator and shall refrain from taking sides on substantive issues except in their capacity as a delegate. The Chair shall declare the opening and closing of the Congress and each plenary session, announce the results of votes and accord the right to speak. Observers to Congress may speak at the discretion of the Congress Chair. No one may address the Congress without having previously obtained the permission of the Chair.

#### *Handling of items and motions*

16. Congress shall only deal with such items and motions that are either part of the approved agenda or which have been accepted and referred to the plenary by a commission convened under the agenda.

17. For each item and motion on the agenda, the Chair shall open a debate. In case of a motion, the Chair invites the proposer to speak first to explain the motion and thereafter invites a representative of the Board to speak and offer their opinion.

18. Otherwise, the Chair shall draw up a list of speakers in the order of their requests to speak and shall give the floor one after the other according to the list. Participants who have not yet spoken shall be given priority over those who have already spoken. The Chair shall call a speaker to order, if their remarks are not relevant to the subject under discussion. If the Chair wishes to make substantive comments as a delegate, they shall put their own name on the speaker's list.

19. The Chair may take the floor at any time on procedural matters and give the floor to speakers who are not in order, if they consider this to be conducive to the discussion, such as calling on the proposer of a motion, the chair of a committee, a rapporteur or staff to provide explanation.

20. The Chair shall put to the vote any proposed and seconded motions for amendments and then the respective motion - amended accordingly, if applicable. When two or more amendments are moved to a motion, the Congress shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed there from and so on. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendments shall not be put to the vote. If one or more amendments are adopted, the amended motion shall be voted upon. With the final vote, the respective agenda item and motion is concluded.

21. A delegate may move that parts of a motion or of an amendment shall be voted on separately. If an objection is made to the request for division, the motion for division shall be voted upon. If the motion for division is carried, those parts of the motion or of the amendment which are subsequently approved shall be put to the vote as a whole.

### *Limitation of frequency and speaking times*

22. In principle, speaking time for individual contributions in a debate is limited to three minutes. Proposers of a motion and an initial response under the above rule may take five minutes. Further, in principle the number of times each delegate may speak on any question is limited to two times. The Chair shall solicit the help of the Vice-Chair (or another participant) to make sure that frequency, order of speakers and speaking time is fairly distributed among those who participate in a debate. As a point of order, Congress may grant exceptions.

23. In the case that a speaker exceeds the time limit disproportionately, the Chair may withdraw the floor after prior warning and, at their own discretion, not grant the floor again for the duration of an ongoing agenda item.

### *Motions and points of order*

24. During the discussion of any matter, a delegate may rise on a point of order, and the point of order shall immediately be decided by the Chair in accordance with these RoP. A delegate may appeal against the ruling of the Chair and the appeal shall immediately be put to the vote.

25. The following motions of order can be put forward by a delegate and shall have immediate precedence over all other proceedings or motions. The proposer may provide an explanation and the Chair allows one speaker to oppose the motion. In each case, no more than three minutes of speaking time are allowed and a vote is taken immediately thereafter. If no speaker wishes to oppose the motion, it is carried without a vote.

- (a) point of order;
- (b) to suspend the meeting;
- (c) to adjourn the meeting;
- (d) to adjourn the debate on the item under discussion;
- (e) to close the list of speakers on the item under discussion,
- (f) to close the debate on the item under discussion;
- (g) to allow for more speaking time for an individual contribution;
- (h) to count or recount votes;
- (i) to have a card vote, roll call or secret ballot;
- (j) motion of censure against the Congress Chair.

26. In the case of an adjournment of the meeting under rule 25 (c) or the debate under (d), the time at which it is to be resumed must be specified. Speakers who themselves have spoken on an item may not move a motion under (e) to close the list of speakers or (f) to close the debate. A speaker may not move a motion under (g) for more speaking time to be granted to their self.

27. A motion of censure against the Congress Chair under rule 25 (j) must be seconded by two delegates and may not be put forward by a delegate more than once. If such a motion is

passed more than twice under different agenda items, the position of Congress Chair is to be re-elected immediately.

### *Votes and elections*

28. Decisions are taken according to Art. 2.e.i. of the Statutes. Congress shall vote (a) by show of hands, first indicating yes votes, then no votes, and then abstentions or (b) by silent procedure whereas the Congress Chair asks whether there are any objections and no objection is being made. If an objection is made, a vote by show of hands shall take place. Or (c) by secret ballot if decided according to rule 25 (i).

29. In the case of vote by show of hands and obvious majorities, taking different voting weights into consideration, a count is not necessary. The Congress Chair shall only record the approval or rejection of the respective motion. In the case of close results, a count shall be carried out either at the instigation of the Congress Chair or based on a motion under rule 25 (h).

30. During an ongoing election or vote, the Congress Chair shall not permit any requests to speak on the item except for questions concerning the formal voting or election process.

31. According to Art. 4.f. of the Statutes, Congress shall elect the officers mentioned in Art. 4 of the Statutes by secret ballot.

32. Nominations should be made six weeks in advance of Congress as encouraged by the Statutes, or within a deadline set and communicated by the CNSC but no later than two weeks in advance of the Congress. A candidate is only up for election for the nominated position. Nominations from the floor are not permissible. The CNSC's Nominations Committee is requested to vet nominated candidates according to criteria determined by the Board. At its discretion, the CNSC's Nominations Committee may present a shortlist of candidates for any given position adopted unanimously or express recommendations based on the established criteria. Only candidates nominated by a Member Organization by the close of the nominations deadline are formally eligible for consideration.

33. All candidates shall have the right to make a written presentation of themselves in advance. In the case of a contested election, candidates shall have the right to offer an oral presentation not exceeding three minutes. Any delegate can ask any candidate a question before the vote.

34. It follows from Art. 4.f of the Statutes and Art. III.iv Statutes Appendix that any candidate needs to secure a 50% majority of the votes cast to be elected. In the case of a contested election, a second vote shall be taken between the two leading contenders, if no contender has obtained a 50% majority of the vote first taken. If there is more than one position to be filled, the second vote shall be taken between a number of candidates up to twice the number of the positions that should be filled, and in subsequent ballots one candidate shall be removed every turn until all positions have been filled by candidates securing at least 50 percent of the vote. In the event of a tie, a further ballot shall be held from among those candidates who have not withdrawn their names. In the event of a continued tie between two candidates, the election shall be decided by drawing lots.

35. The election ballot needs to include options to vote for a given candidate, to vote for none of the listed candidates, or to abstain. Abstentions are not counted as votes in order to establish a majority.

36. Regularly, members of the Board according to Art. 3.b. of the Statutes are elected for four-year terms following Art. 3.c. of the Statutes except for the purpose of implementing staggered elections when one half is elected for two-year terms and another for four-year terms. In the latter case, an election is only valid if Congress has made a prior determination on whether the position in question is elected for a two-year term or a four-year term. If a position on the Board becomes vacant it needs to be re-elected at the next Congress but only for the remainder of the original term.

37. The CNSC shall encourage nominations from Member Organizations and provide background information on candidates to the delegates of Congress, so as to facilitate elections that ensure, to the widest extent possible, broad representation of genders, age groups, and geographical background in the composition of the Board according to Art. 3.i. of the Statutes. The CNSC Nominations Committee shall take this goal into account in its vetting process and, if applicable, when shortlisting or recommending candidates.

38. Any MO may put forward a motion of no confidence concerning a member of the Board. The motion needs to be seconded by another MO. If the motion is carried by a majority of Congress, the position in question needs to be re-elected with immediate effect for the remainder of the original term.

### *Committees*

39. Congress is required to assure the functioning of the continuing Board committees appointed according to Art. 6.a of the Statutes. At each regular Congress, membership of these committees is to be determined and each committee shall have no less than three members in addition to the chairperson. While Congress is not in session, the Board has this responsibility.

### *Amendments*

40. Amendments to the RoP require a simple majority, but a motion to this effect must be submitted by the Board or an MO in writing within a period of three weeks before a Congress. In case of unanimity, the Congress may amend the RoP without observing this deadline. If carried, the amendment has immediate effect.

41. Deviations from the RoP in individual cases are only permissible if no delegate objects.

42. If these RoP do not clearly regulate a procedural question, the Congress Chair shall decide on the course of action.

## *Appendix*

a) First formal items on a Congress agenda according to rule 10:

1. Opening
2. Presentation of official list of delegates and their voting weights
3. Determination that the meeting has been duly called for
4. Approval of the draft minutes of the previous meeting
5. Approval of a final agenda

b) Suggested template for online election ballots according to rule 34:

1. For a single uncontested candidate:

You have one vote:

- John Doe
- None of the listed candidate(s)
- Abstain (do not count this vote)

2. For multiple candidates for a contested position:

You have one vote:

- John Doe
- Jane Doe
- None of the listed candidate(s)
- Abstain (do not count this vote)