

### 1. Delegates' and Observers' Rights

- 1.1. The General Assembly is open to all members of IGLYO, as well as observers.
- 1.2. Everyone should be registered upon arrival and approved by the General Assembly.
- 1.3. All participants are assigned number and participant card according to the role they have in the General Assembly.
- 1.4. Delegates nominated by members have speaking and proposing rights according to the statutes. Delegates nominated by members that have fulfilled their financial obligations have voting rights.
- 1.5. The rights to speak and make proposals are reserved to members of IGLYO, the Chairperson(s) of the meeting as well as any specially invited guests, who must be approved by the General Assembly.

### 2. Opening of the General Assembly

- 2.1 In the beginning, the General Assembly elects a Chairing Pool, consisting of a Chairperson, a Vice-Chairperson, a Minute Taker and Vote tellers. The Board recommends a person for each position.
  - The Chairperson coordinates the discussion, holds a speaker's list and ensures the procedures of the General Assembly are respected.
  - The Vice-Chairperson assists the Chairperson in their duties and in particular is responsible for collecting motions and proposals from delegates and generally assisting delegates with their participation in the General Assembly.
  - The Minute taker keeps the minutes of the General Assembly which include, among others, all motions being treated, all proposals put forward, all decisions taken and the results of voting.
  - The Vote tellers consists of two persons without voting rights. They assist the Chairperson in counting the votes.
- 2.2 After the election of Chairing Pool, the General Assembly approves of the regulations of the General Assembly, the minutes from the previous General Assembly and the Agenda of the meeting. The General Assembly regulations can be changed with two thirds-majority in accordance with article 3.
- 2.3 If a delegate feels that a member of the Chairing Pool is not properly performing their duties, they can ask for a vote of no confidence. This is voted on immediately, and if the vote succeeds the General Assembly must elect a new member of the Chairing Pool.

### 3. Proposals and Deadlines for Suggestions

- 3.1. All proposals, except for changes to the General Assembly regulations and the agenda of the meeting must be submitted in writing to the Chairperson. All proposals must be signed by the proposer/proposers and applied proposer(s) delegate / observer numbers. Amendments may only be submitted to new motions forwarded before the deadline for proposals for agenda items, according to the statutes paragraph 14. Amendments to the statutes or documents previously approved by the General Assembly may not be submitted at the meeting.
- 3.2. Proposals must be submitted to the Chairperson(s) before the speakers' list is closed during the current issue. The General Assembly may adopt shorter deadlines. This does not apply to proposals for General Assembly regulations and changes to the agenda.
- 3.3. A proposal may be withdrawn at any time at the request of all its proposers.
- 3.4. A resolution is a formal statement or expression of opinion on an urgent matter within the scope of IGLYO's mission put before or adopted by the General Assembly. Deadline to submit resolutions is when the meeting starts after lunch on Saturday. The deadline for submitting amendments on resolutions is by the end of the meeting on Saturday.
- 3.5. Deadline for submitting changes to already submitted proposals are when the speakers list is closed in the debates for work plan, budget, policy papers, membership fees, and internal regulations and/or strategic priorities. There are no opportunities to submit amendments to already submitted amendments for the statutes.
- 3.6. The Chairperson must read the proposal and allow a brief time for the proposers to explain the purpose of this proposal, as well as for other delegates to ask questions. The Chairperson must then allow a brief time for a discussion.
- 3.7. If the nominations received to elected positions are equal to or less than the number of vacancies, then further nominations may be made at the General Assembly by the delegates of Member Organisations and the Board in accordance with the statutes paragraph 17. These should be nominated by Saturday at 15:00 local time, so they can take part in candidate coffee that evening. Each nominated candidate running for board will have an opportunity to take part in group question and answer sessions (candidate coffee) and a maximum of three minutes speaking time to present their candidacy.

### 4. Discussions

- 4.1. Entries in the speakers' list must not exceed three minutes. One reply and one response to the reply are allowed, each not exceeding one minute - unless otherwise determined. People who are directly targeted in entries are prioritized for the reply.
- 4.2. The person or persons who are presenting the agenda item for the General Assembly can if desired receive up to five minutes to introduce at the start of the discussion unless another time limit is agreed upon at the beginning of the General Assembly, and may be given the opportunity to answer questions outside the given speaking time if it is needed.
- 4.3. Proposals regarding changes to the General Assembly regulations should not exceed one minute.
- 4.4. To speak one should raise the participant card, to reply raise two fingers as well as the participant card. A point of order is used to address a violation or breach of the assembly's regulations. A point of order takes precedence over all other points and is decided upon immediately. To raise a point of order, or propose changes to the General Assembly regulations or the agenda, the participant must raise their participant card and hold one hand horizontally over it.

### 5. Voting

- 5.1. Before each voting, the Chairperson counts the number of present delegates. Voting is made by the delegates raising their voting cards. Election of people are made by secret ballot if there are more candidates than vacant positions.
- 5.2. If a delegate has more than one voting card, due to proxies, then they should hold them in a visibly separate way.
- 5.3. The Chairperson, assisted by the Vote tellers, counts the votes and announces the result.
- 5.4. Unless otherwise decided, all decisions are made by a simple majority, meaning half of the votes cast plus one. Abstentions do not count as votes. Upon a tie the proposal falls.
- 5.5. In the case two or more proposals are to be voted against each other, the decision shall be made with relative majority. The proposal with the most votes prevails and is then approved or rejected by the General Assembly.
- 5.6. A secret vote will be held if at least one of the delegates present requests it. During a secret vote no one is allowed to leave or enter the voting area.
- 5.7. When electing Board members, every delegate has as many votes as the vacant positions in the Board. Board members are elected in decreasing order of votes with a minimum of absolute majority required, meaning half of all eligible votes plus one. In the event of a tie, the tied candidates are voted on. If after a vote there are still vacancies in the Board, the

candidate with the least votes is eliminated and a new vote takes place between the remaining candidates.

## **6. Editing Committee**

- 6.1 The General Assembly shall appoint an editing committee for any proposals that have had amendments submitted during the General Assembly. A Secretary shall be appointed, who will be responsible for collecting proposals and finalising the committee's proposal to be sent back to the General Assembly. In addition to the Secretary, the committee will consist of two other people appointed by the General Assembly.
- 6.2 The committee has the authority to merge proposals that have the same essence, suggest editorial changes and propose compromising solutions where there are major disagreements. Delegates have the right to uphold their original proposal. The mandate of the committee is to best reflect the input of the General Assembly.