

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 AMC shall be chaired by the Association's Chairperson.
 - b. In their absence, a member of the Board may chair the General Assembly, or the current board delegates a candidate
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 and counts the votes cast twice. The result of the voting will be laid down in writing on a vote-result paper, signed by the committee, and will be handed over to the Chair of the AMC immediately after the counting. The Minute Taker of the meeting will collect all ballot-papers after the counting and will ensure that they are preserved until the closing of the AMC.

Discussion procedure during the AMC

- 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 AMC has the opinion that all relevant arguments and contributions to the discussion have been made, they will propose to close the speaking list. The Chair calls immediately a vote on closing the speaking list. With a majority the AMC decides on the closing.
- i. Once the decision to close the speaking list is accepted, the Chair will ask if anyone 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.
- j. The Chair proposes the voting procedure to start the voting procedure.

Voting and decision making during the AMC

- a. Voting is made by raising the voting card.
- b. A closed vote will be held if at least one of the member organisations present with the right to vote demands it.
- c. All elections take place in a closed voting except for the Minute Taker and the Ballot Committee.
- d. If at least one member organisation questions the result of the count, a new vote will take place. If the new vote is also questioned a closed vote will take place. A closed vote can only be challenged by challenging the voting procedure and/or the ballot committee.
- e. Quorum is calculated as one half of the memberships plus one, according to the statutes.
- f. The majority is calculated as one half of the votes cast plus one. Abstentions are not calculated in the majority. However, in the case that votes cast is less than quorum, the numbers of votes to pass a measure is one half of quorum plus one.
- g. For measures requiring more than a simple majority, the same calculations apply.

Urgent motions and resolutions

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

Voting procedure during the AMC

- a. The voting procedure will be started with a counting of the number of votes present.
- b. While the voting procedure is in progress, nobody will be allowed to leave the plenary area.
- c. The Chair will formulate the original proposal and the counter proposals and 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 AMC, 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, the majority of all valid cast votes are needed 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 more people will be elected than positions, GA should elect between those who have the smallest number of votes.
- h. The Chairperson of the General Assembly 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 Chairperson will introduce each nominated candidate by stating name, the country of origin and the member organization nominating the candidate in question.
- j. The nominated candidates will have the opportunity to introduce themselves and their motivation for running for the position.
- k. After the introduction of the candidates, the Chairperson will give the floor to any of the present member organizations to ask questions to the candidates. For this purpose the Chairperson will hold a speaking list.
- l. If no more questions are asked, the Chairperson will announce that the voting procedure is beginning. The doors of the conference room will be closed. None of the participating organizations 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 organization.
- m. Any order proposal concerning the election procedure and sequence will have to be made before the voting for positions begins.
- n. The Chairperson will now declare that the elections will begin. It is not allowed to lobby or to disturb the election process by speaking.

- o. The Chairperson will read aloud the names, country and organization of the candidate(s) and will point out these candidates (if present) in the conference room.
- p. The Chairperson will then ask the member organizations to write down the name(s) of their choice, with the understanding that not more names than explicitly stated on the ballot paper, repeated by the Chairperson, can be written down.
- q. When all members have made up their mind, the ballot committee will collect all papers.
- r. After all ballot papers have been collected, the Chairperson will announce that the elections have ended and that the General Assembly will pause until the results of the elections are clear. The ballot committee will now start to count the votes, such under the supervision of Chairperson and/or one of the advisors. The ballot committee will count all ballot papers twice and will list the results on a ballot-result paper and hand it over to the Chairperson of the meeting. The minute taker will receive and preserve the ballot papers.
- s. The Chairperson will re-convene the General Assembly and 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 total number of abstentions;
 - V. the name/-s of the candidate/-s with the most number of votes obtained
- t. If the position/-s in a body cannot be filled with the desired number of persons during an election, the Chairperson will set up the deadline for receiving new nominations before the voting procedure starts.
- u. GA Approves the number of candidates that can be elected for a board.
- v. Candidates are elected if they get a majority of all valid cast votes.
- w. For diversity reasons Board members should come from different organizations based in different countries.
- x. If two and more candidates will be elected from one country the chairperson will call for another election between elected people from one country.