



**IFM•SEI**  
international falcon movement  
socialist educational international

International Committee 2018/09

15-16 June 2018  
Brussels, Belgium  
**IFM-SEI Rules of Procedure**

# Rules of Procedure



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[www.ifm-sei.org](http://www.ifm-sei.org)



### Deadlines for Congress Preparation

Appointment of the Nominations Commission and Work-plan and Resolutions Commission by the International Committee, based on a proposal from the IFM-SEI Presidium.	No later than six months before the opening of Congress
Adoption of rules of procedure and convening of the Congress by virtual International Committee	No later than six months before the opening of Congress
Invitation letter to members/guests	No later than three months before the opening of Congress
Nominations from member organisations for positions in the IFM-SEI Presidium and Control Commission (two deadlines)	No later than three months before the opening of Congress.  No later than six weeks before the opening of Congress if supported by two additional full members
Booking deadline for those needing visas	No later than two months before the opening of Congress
Resolutions and amendments to the constitution and workplan to reach the IFM-SEI secretariat	No later than six weeks before the opening of Congress
Booking deadline for those not needing visas	No later than six weeks before the opening of Congress
Congress papers distributed by the IFM-SEI secretariat	No later than four weeks before the opening of Congress



### Deadlines for International Committee Preparation

Convening of the International Committee	No later than three months before the International Committee
Invitation letter to members/guests	No later than three months before the opening of the meeting
Booking deadline for those needing visa	No later than two months before the opening of the International Committee
Appointment of the Nominations Commission (if needed) and Resolutions and Work-plan Commission by the International Committee, based on a proposal from the IFM-SEI Presidium.	No later than six weeks before the International Committee
Resolutions and nominations from members to reach the IFM-SEI Secretariat	No later than six weeks before the opening of the International Committee
Booking deadline for those not needing visas	No later than six weeks before the opening of the International Committee
Meeting papers distributed by the IFM-SEI Secretariat	No later than four weeks before the opening of the International Committee



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## **Rules of Procedure**

### **Article 1:**

This document contains rules to be observed at the IFM-SEI Congress and International Committee. The rules apply equally to any Extraordinary Congress or International Committee.

### **Article 2:**

The Control Commission shall be responsible for ensuring the rules of procedure are applied as necessary.

## **Convening and Preparation of the Meeting**

### **Article 3:**

The IFM-SEI Congress shall be convened no later than six months before the date of its opening. An Extraordinary Congress shall be convened no later than six weeks before the date of its opening.

### **Article 4:**

The IFM-SEI International Committee meeting shall be convened no later than three months before the date of its opening.

### **Article 5:**

Resolutions and amendments to the work plan and constitution must be received in writing no later than six weeks before the opening of Congress or International Committee.

### **Article 6:**

Amendments to resolutions and the work plan can also be received during the Congress or International Committee meeting. Amendments to the constitution cannot be presented during the Congress.

### **Article 7:**

Nominations for election to the Presidium and Control Commission must be received in writing no later than three months before the opening of Congress. Nominations supported by two full member organisations in addition to the nominating organisation can be received up to six weeks before the opening of Congress.



**Article 8:**

Nominations for election to the Presidium and Control Commission may be received at the Congress only in the case that no nominations have been received for that position. The nomination must be accompanied by the support of seven full member organisations.

**Article 9:**

Nominations for election to the Presidium and Control Commission at an International Committee meeting must be received in writing no later than six weeks before the opening of an International Committee meeting.

**Article 10:**

In preparation for the Congress or the International Committee, the Resolutions and Work-plan Commission in co-operation with the Secretariat shall:

- i) Collate resolutions and amendments received and make recommendations for combining them where appropriate.
- ii) Ensure that every amendment is relevant to the resolution it seeks to amend and that no amendment directly negates the resolution it seeks to amend.

**Article 11:**

**Nominations Commission:** The Presidium will appoint a Nominations Commission consisting of five members in order to prepare the election of IFM-SEI bodies. It is the task of this commission to receive and check the nominations of candidates for the different posts in IFM-SEI and to interview the candidates for the position of Secretary General. The International Committee will ratify the composition of the Nominations Commission no later than six months before the start of the Congress or no later than six weeks before the start of an International Committee meeting. The Nominations Commission shall have no influence on the outcome of the elections.

**Article 12:**

**Resolutions and Work-plan Commission:** The International Committee shall establish a Resolutions and Work-plan Commission no later than six months before the opening of Congress or six weeks before the opening of the International Committee meeting. This commission will consist of at least five members. The task of this commission will be to support member organisations in drafting amendments and collating proposals forwarded to the Congress or International Committee in advance and initiated during the meeting.



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**Article 13:**

**Draft Agenda:** The draft Congress or International Committee agenda shall be drawn up by the Presidium, and circulated to member organisations no later than six weeks before the opening of Congress or the International Committee. Items on the agenda may be added or deleted at the start of the meeting by a simple majority vote.

**Article 14:**

**Participation fee:** Each participant to the Congress or International Committee of IFM-SEI shall pay a participation fee to be determined by the Presidium of IFM-SEI and the hosting organisation.

**Article 15:**

**Mandates Commission:** The Congress or International Committee shall appoint a Mandates Commission of 3 people to advise the Congress or International Committee of the number of delegates and to monitor and record the elections.

**Congress Presidium and Steering Committee**

**Article 16:**

Until the election of the Congress Presidium has taken place, the President of IFM-SEI will act as chair of the Ordinary Congress. The Congress shall elect a Congress Presidium consisting of three members at least one of which must be a woman.

The International Committee shall be chaired by the President of IFM-SEI, supported by members of the Presidium.

**Article 17:**

The Congress Presidium shall divide the tasks amongst themselves. During each plenary session one member of the Presidium will act as Chair of the session assisted by the other two.

**Article 18:**

The chair of the session shall ensure observance of the rules, accord the right to speak and announce the results of votes and elections.

They shall, subject to these rules, have complete control over the proceedings of the meetings.

The chair may propose to the Congress a time limit allowed for speakers. She/ he may propose the suspension or adjournment of the meeting or the adjournment of the item under discussion.



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**Article 19:**

The Steering Committee of the Congress shall consist of the Congress Presidium and the Presidium of the IFM-SEI. The Steering Committee shall constitute the governing body of the Congress.

**Article 20:**

The Steering Committee shall review the progress of the Congress and make recommendations for ensuring the smooth running of the Congress.

**General Conduct of Business During Plenary Sessions**

**Article 21:**

**Language:** Business will be conducted primarily in English. Whispered interpretation shall be provided in the plenary sessions in English and Spanish. Speakers of other languages shall be responsible for their own interpretation.

The Secretariat shall be responsible for submitting Congress or International Committee documents in English only.

**Article 22:**

**Speaking rights:** All participants have the right to speak in the IFM-SEI Congress and in International Committee meetings.

Participants who wish to address the Congress or International Committee meeting may indicate this by raising the name card of their organisation. Delegates shall be given the right to speak in the order in which they have submitted their requests. A list of speakers will be visible to the Congress or International Committee participants.

The chair has the right and responsibility to call a speaker to order if he/she makes remarks not relevant to the subject under discussion.

**Article 23:**

**Amendments:** When an amendment to a resolution is proposed, the amendment shall be voted on first. When two or more amendments are received the Congress or International Committee first votes on the amendments farthest removed in substance from the original resolution and then on the amendments next farthest removed there from, and so on, until all the amendments have been put to the vote.



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**Article 24:**

**Emergency Resolutions:** Resolutions not having reached the Secretariat the stipulated six weeks before the Congress or International Committee Meeting may be put forward, discussed and decided upon during the meeting only if the Congress or International Committee decides, by a 2/3 majority, to deal with them. Such resolutions will be called "emergency resolutions" and must relate to urgent issues:

- i) Which have arisen since the closing date for resolutions
- ii) Which cannot be dealt with in any other way
- iii) Which are of such importance that business must be re-arranged

The Resolutions and Work plan Commission shall assist in assessing the emergency nature of any such resolution and shall make a recommendation to the Congress or International Committee.

All emergency resolutions and amendments must be introduced to the Congress Presidium (or IFM Presidium during International Committee meetings) and Resolutions and Work-plan Commission in writing.

**Article 25:**

**Points of order:** During the discussion of any matter, a delegate may raise a point of order to draw attention to a breach in the rules of procedure. The point of order made shall be immediately put to the vote. In case an equal number of affirmative and negative votes are cast, the chair shall decide on the point of order.

**Article 26:**

**Adjournment of the debate:** If a delegate proposes the adjournment of the debate of the item under discussion, one delegate may speak in favour of and one against this proposal, each not longer than three minutes; the motion shall then be immediately put to a vote.

**Article 27:**

**Closure of the debate:** A delegate who has not already spoken in the debate may at any time move the closure of a debate on the item under discussion whether or not any other delegate has signified his/her desire to speak. There shall be one speech for and one against such a motion, followed by an immediate vote. If a motion to close the debate is carried, the Congress or International Committee shall move immediately to the vote.





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**Article 28:**

**Reopening the debate:** When a resolution has been adopted or rejected by the Congress or International Committee, it may not be reconsidered by the same meeting unless agreed by a 2/3 majority of delegates present.. Permission to speak on a motion to reconsider shall be accorded only to one speaker for and one against the motion, after which it shall be immediately put to the vote.

**Article 29:**

**Motion of division:** A delegate may demand that part of a resolution or of an amendment shall be voted on separately. If an objection is raised to this request of division, the motion for the division shall be voted upon.

The right to speak shall be given only to one speaker in favour and one speaker against the motion of division. If the motion of division is carried, those parts of the proposal or the amendments, which are subsequently approved, shall be put to the vote as a whole. If all operative parts of the proposal or amendment have been rejected the proposal or the amendment shall be considered to have been rejected as a whole.

**Voting Procedures**

**Article 30:**

**Mandated votes:** Each member organisation participating at the Congress or International Committee has a number of mandated votes, according to articles 6.4 and 7.1 of the constitution. The number of votes depends upon:

- i) The membership fee having been paid, in accordance with articles 2.6 the IFM-SEI constitution
- ii) The delegation being composed of at least 50% women +/-1, in accordance with article 6.4 of the IFM-SEI constitution

Mandated votes are independent of the number of delegates present. Only mandated delegates shall be entitled to vote at the Congress or International Committee meeting.

Only those organisations, which have paid their full membership fee in accordance with article 2.6 of the IFM-SEI constitution, shall be given the right to vote.

**Article 31:**

**Quorum:** The Congress and International Committee Meeting shall have a quorum of at least 30% of possible votes present.



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During the meeting, the quorum shall be 2/3 of votes held.

**Article 32:**

**Voting procedure:** Voting on resolutions is by a show of voting cards unless three member organisations request a secret ballot or for each vote to be recorded.

The election of the Presidium and Control Commission shall be done by secret ballot if requested by one member organisation.

**Article 33:**

**Majorities:** Decisions shall be taken on a simple majority basis. Abstentions will not be counted.

A two-thirds majority of the votes held shall be required to accept an organisation into membership or candidate status or terminate an organisation's membership.

A two-thirds majority of the votes held shall be required to change the statutes, aims, principles and headquarters of the IFM-SEI.

**Election of IFM-SEI Office holders**

**Article 34:**

**Nominations:** Nominations for the Presidium and Control Commission must be accompanied by a completed nomination form and a declaration from the candidate, confirming his or her commitment to fulfil the duties associated with the role if elected. The nomination must be sent to the IFM-SEI Secretariat in writing no later than three months before the start of Congress or no later than six weeks before the Congress or IC with the support of two additional full member organisations.

If a candidate is unopposed, they must gain at least 50% of the votes cast to be elected.

For the posts of President and Secretary General, candidates must gain at least 50% of the votes cast to be elected.

**Article 35:**

If there are not sufficient candidates nominated to fill vacant posts, nominations from the floor will be opened during Congress or International Committee Meeting for those positions only. The Nominations Commission will announce a deadline for these additional nominations.

**Article 36:**



**Election Procedure.** The election of Presidium and Control Commission will be as follows if a member organisation requests a secret ballot:

Eight ballot papers will be distributed, divided by role (Secretary General, President, regional Presidium members, Control Commission).

#### **Secretary General and President**

1. The Congress or IC delegates will vote for zero or one candidate for Secretary General.
2. If the Secretary General candidate elected is a woman, then any Presidential candidate can be elected in the next round. The Congress will vote for their preferred Presidential candidate.
3. If the Secretary General candidate elected is not a woman, then only a woman can be elected as President. The woman with the highest number of votes will be elected.

#### **Regional Presidium members**

1. The Congress delegates will vote for zero, one or two candidates for each region.
2. The first person elected for each region will be the person with highest number of votes
3. Whatever quota is not fulfilled by the first person elected is applied to the second place. This would mean:
  - If the person with the highest number of votes is a woman who is under 30, the person with the second highest number of votes will be elected.
  - If the person with the highest number of votes is a woman over 30, the person under 30 with the highest number of votes will be elected.
  - If the person with the highest number of votes is a non-woman under 30, the woman with the highest number of vote will be elected.
  - If the person with the highest number of votes is a non-woman over 30 then the woman under 30 with the highest number of votes will be elected
  - If no candidates fulfill the requirements for the second place, nominations will be re-opened.

It is possible to leave a place open until the next International Committee meeting.

#### **Control Commission**

The Congress will vote for zero, one, two or three members of the Control Commission. If no woman is elected, nominations will be re-opened.

It is possible to leave a place open until the next International Committee meeting.



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## **Amendments to the Rules of Procedure**

### **Article 37:**

The adopted rules of procedure may be amended or temporarily suspended by a two-thirds majority vote of the Congress or International Committee.

### **Article 38:**

Whatever decisions on constitutional changes are taken during the Congress, these changes will immediately come into effect and can influence the further running of the Congress.