



International Falcon Movement -  
Socialist Educational International

## **IFM-SEI Rules of Procedure (2022)**

Adopted at the online XXIX Ordinary Congress on 22-24 April 2022.



## DEADLINES FOR CONGRESS PREPARATION

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Convening notice for the Congress issued by the IFM-SEI Presidium.	No later than six months before the opening of Congress
Proposal of the Mandates Commission, Nominations Commission and Resolutions and Work Plan Commission by the IFM-SEI Presidium to be ratified by member organisations via email.	No later than six months before the opening of Congress
Proposal of the Rules of Procedure by the IFM-SEI Presidium.	No later than six months before the opening of Congress
Distribution of the call for nominations for positions in the IFM-SEI Presidium, Control Commission and Thematic Network Coordinators by the Nominations Commission.	No later than five months before the opening of Congress
Distribution of the Congress invitation letter to members and guests.	No later than three months before the opening of Congress
Nominations from member organisations for positions in the IFM-SEI Presidium, Control Commission and Thematic Network Coordinators (first deadline - one nominating organisation required).	No later than three months before the opening of Congress.
Nominations from member organisations for positions in the IFM-SEI Presidium, Control Commission and Thematic Network Coordinators (second deadline - two additional nominating organisations required).	No later than six weeks before the opening of Congress.
Booking deadline for those needing visas.	No later than two months before the opening of Congress



Distribution of the final draft of the Strategy and Workplan to members.	No later than three months before the opening of Congress
Resolutions, amendments to the Constitution and amendments to the Strategy and Work Plan 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
Draft agenda for the Congress distributed by the IFM-SEI secretariat.	No later than six weeks before the opening of the International Committee
Congress papers distributed by the IFM-SEI secretariat.	No later than four weeks before the opening of Congress



## DEADLINES FOR INTERNATIONAL COMMITTEE PREPARATION

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Convening notice for the International Committee issued by the IFM-SEI Presidium.	No later than three months before the International Committee
Distribution of the International Committee invitation letter to members and guests.	No later than three months before the opening of the International Committee
Proposal of the Nominations Commission by IFM-SEI Presidium to be ratified by member organizations via email.	No later than three months before the opening of the International Committee
Distribution of the call for nominations for positions in the IFM-SEI Presidium, Control Commission and Thematic Network Coordinators by the Nominations Commission (if applicable).	No later than three months before the opening of the International Committee
Booking deadline for those needing visas.	No later than two months before the opening of the International Committee
Proposal of the Mandate Commission (if needed) and Resolutions and Work Plan Commission by the IFM-SEI Presidium to be ratified by member organisations via email.	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
Draft agenda for the International Committee distributed by the IFM-SEI presidium.	No later than six weeks before the opening of the International Committee
International Committee papers distributed by the IFM-SEI secretariat.	No later than four weeks before the opening of the International Committee



## **RULES OF PROCEDURE**

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**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:** The final draft of the Strategy and Workplan to members should be sent out to members no later than three months before the opening of Congress. Resolutions and amendments to the Strategy and Work Plan and Constitution must be received in writing no later than six weeks before the opening of a Congress or International Committee.

**Article 6:** Amendments to resolutions can also be received during the Congress or International Committee meeting until 10pm the day before the agenda item is to be discussed. Amendments to the Constitution cannot be presented during the Congress

**Article 7:** Nominations for election to the Presidium, Control Commission and Thematic Network Coordinators 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, Control Commission and Thematic Network Coordinators may be received at the Congress and International Committee only in the case that no nominations or not enough nominations have been received for that position considering the number of available or if a candidate does not receive 50% of votes if required. The nomination must be accompanied by the support of seven full member organisations.

**Article 9:** Nominations for election to the Presidium, Control Commission and Thematic Network Coordinators 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 cooperation with the Secretariat shall:



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- 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 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 Presidium will distribute a proposal for the Nominations Commission via email no later than six months before the start of the Congress or no later than three months before the start of an International Committee meeting. The proposal will be ratified by member organisations by tacit agreement. The Nominations Commission shall have no influence on the outcome of the elections. Members of the Nominations Commission shall not be from an IFM-SEI member organisation fielding a candidate for the IFM-SEI Secretary General or IFM-SEI President positions in the given election.

**Article 12:** **Resolutions and Work Plan Commission:** The Presidium will appoint a Resolutions and Work Plan Commission consisting of at least five members in order to support member organisations in drafting amendments and collating proposals forwarded to the Congress or International Committee in advance and initiated during the meeting. The Presidium will distribute a proposal for the Resolutions and Work Plan Commission via email no later than six months before the opening of Congress or six weeks before the opening of the International Committee meeting. The proposal will be ratified by member organisations by tacit agreement.

**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 shall pay a participation fee to be determined by the Presidium and the hosting organisation.

**Article 15:** **Mandates Commission:** The Presidium will appoint a Mandates Commission consisting of three members in order to advise the Congress or International Committee of the number of delegates and to monitor and record the elections. The Presidium will distribute a proposal for the Mandates Commission via email. The proposal will be ratified by member organisations by tacit agreement.



### **Congress Presidium and Steering Committee**

- Article 16:** Until the election of the Congress Presidium has taken place, the President 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 members of the Presidium.
- Article 17:** The Congress Presidium shall divide the tasks amongst themselves. During each plenary session one member of the Congress 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. They may propose the suspension or adjournment of the meeting or the adjournment of the item under discussion.
- 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 with Spanish and French acting as supporting languages. Whispered interpretation shall be provided in the plenary sessions in English, Spanish and French. 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, Spanish and French. Machine translation shall be used for translation of Congress or International Committee documents into Spanish and French.
- Article 22:** **Speaking rights:** All participants have the right to speak in the IFM-SEI Congress and 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 they make 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.

**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 in writing to the Resolutions and Work Plan Commission and the Congress Presidium (during a Congress) or the IFM-SEI Presidium (during an International Committee meeting).

**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 the proposal, each no longer than three minutes then the proposal shall 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 their desire to speak. There shall be one speech for and one against such a proposal, 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.

**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 13.2 and 13.13 of the Constitution. The number of votes depends upon:

- I. The membership fee having been paid, in accordance with articles 3.5 the IFM-SEI constitution.
- II. The delegation being composed of at least 50% women +/-1, in accordance with article 6.6 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.

**Article 31:** **Quorum:** The Congress and International Committee Meeting shall have a quorum of at least 30% of possible votes present in accordance with article 13.9 of the Constitution. 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, Control Commission and Thematic Network Coordinators shall be done by secret ballot if requested by one member organisation.

**Article 33:** **Majorities:** Decisions shall be taken on a simple majority basis in accordance with article 13.7 of the IFM-SEI Constitution. A two-thirds majority of the votes cast shall be required to accept an organisation into membership or candidate status and to terminate an organisation's membership. A two-thirds majority of the votes cast is required to approve the inclusion of an emergency resolution in the agenda. A two-thirds majority of the votes cast shall be required to change the Constitution, Rules of Procedure and headquarters of the IFM-SEI.

### **Election of IFM-SEI office holders**

**Article 34:** **Nominations:** Nominations for the Presidium, Control Commission and Thematic Network Coordinators must be accompanied by a completed nomination form and a declaration from the candidate, confirming their 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 and no later than six weeks before the Congress with the support of two additional full member organizations. The nomination must be sent to the IFM-SEI Secretariat in writing no later than six weeks before the start of the International Committee. 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 with seven nominations. The Nominations Commission will announce a deadline for nominations being submitted from the floor.

**Article 36:** **Election Procedure:** The election of Presidium, Control Commission and Thematic Network Coordinators will be as follows if a member organisation requests a secret ballot. Six ballot papers will be distributed, divided by role, in the order of: Secretary General, President, Vice President, regional Presidium members, Control Commission members, Thematic Network Coordinators. Each ballot papers will have an additional option of ‘None of the candidates’.

**Secretary General, President and Vice President:**

1. The Congress or International Committee delegates will vote for zero or one candidate for Secretary General. The election will take place and the result will be announced.
2. The Congress or International Committee delegates will vote for zero or one candidate for President. The election will take place and the result will be announced.
3. If one of the Secretary General and President candidates elected is a woman\*, then any gender of candidate can be elected as Vice President. If one of the Secretary General and President candidates elected is under 30, then any age of candidate can be elected as Vice President. If the Secretary General and President are from different regions, then any candidate can be elected as Vice President. If both the Secretary General and President candidate elected are men, then only a woman can be elected as Vice President. If both the Secretary General and President candidate elected are 30 or over, then only someone aged under 30 can be elected as Vice President. If the Secretary General and President are from the same region, then only someone from a different region can be elected as Vice President. The election will take place

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\* When the term woman/women is used it applies to women and people of other genders that experience discrimination or oppression based on their gender.



and the result will be announced.

#### **Regional Presidium members**

1. The Congress delegates will vote for zero or one candidates for each region. The first Presidium member elected will be the person with highest number of votes with the maximum of one person per each region: Africa, Asia, Europe, Latin America and Middle East.
2. No more than four Presidium members (including Secretary General, President and Vice President) can be men. No more than four Presidium members (including Secretary General, President and Vice President) can be aged 30 or over. Once four men are elected, all other male candidates are eliminated. Once four candidates aged 30 and over are elected, all other candidates aged 30 and over are eliminated.
3. For any Presidium positions that remain vacant as a result of the women\*'s quota and age quota nominations will be re-opened. It is possible to leave a place open until the next International Committee meeting.

#### **Control Commission**

1. The Congress will vote for zero, one, two or three members of the Control Commission.
2. No more than two men can be elected. If no woman is elected, nominations will be re-opened for the third position. It is possible to leave a place open until the next International Committee meeting.

#### **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.