

# TAFISA

## General Rules of Procedure

**Preamble:**

INTRODUCTORY NOTES IF ANY – Delete section if not necessary

### **1. Scope of Application**

- 1.1. TAFISA issues these General Rules of Procedure for holding meetings of all kinds (hereinafter referred to as "meetings").
- 1.2. The General Rules of Procedure shall apply to the General Assembly and the Board of Directors pursuant to Chapters IX and X of the Statutes and to the Commissions pursuant to Chapter X (Article 7) of the Statutes.
- 1.3. In addition, the General Rules of Procedure shall be deemed a supplement to the TAFISA Statutes
  - a. for the bodies listed in Chapter VIII (Article 1) of the Statutes;
  - b. for the committees listed in Chapter X (Article 7) of the Statutes.
- 1.4. The Statutes take precedence over the General Rules of Procedure where any conflict exists.

### **2. General Public**

- 2.1. General Assembly meetings are open to the public. The public is to be excluded when a motion for a corresponding resolution is made.
- 2.2. No other meetings, such as Board meetings, Commission meetings, etc., shall be open to the public. The public may be admitted, if the participants or delegates of the meeting have passed a resolution to this effect.
- 2.3. If a meeting is open to the public, individual groups or individual persons may not be excluded, unless the maintenance of order is at risk.

### **3. Convening a Meeting**

- 3.1. The General Assembly shall be convened according to the Statutes.
- 3.2. The Executive Office will issue invitations to meetings of the Board of Directors in writing and in accordance with the Statutes. The calling of meetings shall take place by email at least eight weeks before the meeting is due to take place. The invitation shall state the venue, date and agenda. Any documents for the meeting shall be communicated to meeting participants in good time.
- 3.3. Unless a resolution of the body concerned has passed, all other meetings shall be convened as needed, at least four (4) weeks prior to the date, in writing by the Executive Office at the direction of the chairperson responsible; the agenda is to be attached to the invitation.
- 3.4. The members of the Board of Directors are to be informed at the same time by being sent a copy of the convening documents.
- 3.5. A meeting must be held if more than one-third (1/3) of the members of the corresponding body request such a meeting.

### **4. Quorum and Rescheduling**

- 4.1. The General Assembly and the meetings of the Board of Directors shall have a quorum in accordance with the Statutes.
- 4.2. Transfers of voting rights are not permitted.
- 4.3. If a quorum is not achieved
  - a. in the case this is known in advance, the meeting may be rescheduled at the decision of the Executive Board.
  - b. in the case that this is not known in advance, the meeting may be rescheduled at the decision of those present by a simple majority of votes.
- 4.4. If a meeting is rescheduled, the Executive Office shall inform meeting invitees in writing as soon as practicably possible.

## **5. Chairing the Meeting**

- 5.1. The Chair of a meeting shall be
  - a. in the case of the General Assembly or meetings of the Board of Directors or Executive Board, the President.
  - b. In the case of other meetings, the Chair as agreed by the Commission, Committee or group members.
- 5.2. The Chair shall open and close the meetings. It is permissible to delegate the chairing of the meeting.
- 5.3. If the Chair and his/her deputy pursuant to the Statutes are unable to attend the meeting and if no delegation has been undertaken, the members appearing shall elect a chair from among themselves. The same shall apply to debates and consultations concerning the chairperson personally.
- 5.4. After opening the meeting, the Chair shall check to see that the meeting was duly convened, the list of participants, who is entitled to vote, and shall announce the agenda. These checks may be delegated. Objections to the agenda or motions to amend the agenda shall be decided by the meeting with a simple majority.
- 5.5. Individual items on the agenda shall be debated and voted on in the established order.
- 5.6. The agenda must ensure adequate reports, through written submissions, if possible.

## **6. Permission to Speak and Order of Speakers**

- 6.1. The Chair shall grant permission to speak, and determine the fair order of speakers (hereinafter referred to as 'list of speakers').
- 6.2. All participants of the meeting authorized in accordance with the Statutes and the Rules of Procedure may participate in the debate; they may not participate in any decisions that concern them personally. The Chair may give guests permission to speak.
- 6.3. The time limit for speaking may be limited by a resolution passed by the meeting.
- 6.4. The Chair may cut off a speaker who does not speak on the substance of the matter or who repeatedly moves away from the substance of the matter under debate after an initial call to order.
- 6.5. Persons nominated to lead an agenda item, giving reports and movers of motions shall be permitted to speak at the beginning and the end of the debate on their item on the agenda. They may also ask to speak outside of the list of speakers; the Chair must comply with their request to speak.
- 6.6. Permission to speak with regard to actual corrections or procedural motions must be granted independent of the list of speakers, once the previous speaker has finished.
- 6.7. The Chair may take the floor and interrupt the speaker at any time or close an item if a conclusion is not drawn in a timely manner.

## **7. Raising a Point of Order**

- 7.1. Raising a point of order shall be granted outside the order of the list of speakers once the previous speaker has finished.
- 7.2. Only one speech in favor and one speech against the point of order respectively may be heard.
- 7.3. The Chair may take the floor to raise a point of order at any time, if required, and interrupt the speakers.

## **8. Motions**

- 8.1. The authority to make motions to the General Assembly is established in Chapter IX (Article 2) of the Statutes. Members of the Board of Directors may make motions to the Board of Directors.
- 8.2. The period for submitting motions shall be determined by the Statutes or the Rules of Procedure, or if there is no such determination, by the Chair.
- 8.3. All motions must be submitted in writing and adequately justified. Unsigned motions may not be dealt with.
- 8.4. Motions arising from the debate on a motion or agenda item, which improve, shorten, or expand such a motion, are permitted without ascertaining their urgency.

## **9. Emergency Motions**

- 9.1. Motions on issues that are not on the agenda are deemed to be emergency motions and may only be debated and voted on with the approval of a two-thirds (2/3) majority prior to being incorporated into the agenda.
- 9.2. The incorporation of a motion into the agenda must be voted on immediately outside of the list of speakers, after the mover of the motion and one opponent, if necessary, have spoken.
- 9.3. If the incorporation is accepted, the matter shall be discussed and voted on.
- 9.4. Emergency motions regarding amendments of the Statutes or the dissolution of TAFISA shall not be allowed.

## **10. Procedural Motions**

- 10.1. Motions regarding a point of order, to close the debate, or to limit the speaking time are to be voted on immediately outside of the list of speakers, after the mover of the motion and one opponent, if necessary, have spoken.
- 10.2. Prior to voting on a motion to close the debate or to limit the speaking time, the names of the speakers who are still on the list of speakers at that time are to be announced aloud.
- 10.3. If the motion is approved, the Chair will only give the floor to a representative of the mover of the motion on request.
- 10.4. Motions to close the list of speakers are not permissible.

## **11. Voting**

- 11.1. The order in which the motions are to be voted on is to be clearly announced prior to voting.
- 11.2. If there are multiple motions regarding one matter, the most extensive motion is to be voted on first. If there are any doubts as to which motion is the most extensive, the meeting shall decide this with a simple majority, but without a debate.
- 11.3. Elections of the Board of Directors and hosts of TAFISA events shall be held in writing and secretly in principle.
- 11.4. All other voting shall be open, as a matter of principle. When voting cards are issued, they are to be displayed. However, the Chair may order a secret ballot. A secret ballot will be held, if a resolution approving a motion for a secret ballot is passed.
- 11.5. After commencing with the vote, permission to speak may no longer be granted.
- 11.6. If any doubts about the vote arise, the Chair may take the floor and provide information.
- 11.7. Upon the passing of a resolution on a motion to this effect, open votes called into question must be repeated in the form of a secret ballot.

## **12. Elections**

- 12.1. Prior to holding elections at a General Assembly, an election committee, with at least three members, is to be elected, which shall have the task of counting and checking the votes cast.
- 12.2. Upon a motion, the General Assembly may pass a resolution regarding a candidature debate by a simple majority. In this case, the candidates are to be granted the right to take the floor prior to the debate and to speak once the debate has ended. If there is no agreement among the candidates regarding the order in which they will take the floor, the General Assembly shall decide by simple majority.
- 12.3. The result of the election is to be ascertained by the election committee, announced to the Chair, and the validity of the result is to be confirmed in writing for the minutes.
- 12.4. In addition to the provisions in Chapter XI (4) of the Statutes a candidate for election to the Board of Directors has to forward to the Secretary General in the prescribed time the following documents:
  - a. A completed copy of any document issued by the Executive Office for completion by candidates for election, including any nomination form,
  - b. Evidence of the candidate's capacity and ability to fulfill the role.

**13. Minutes**

- 13.1. Minutes are to be kept for all meetings. The minutes must reflect the date(s), the venue of the meeting, the names of the participants, the subject matter of the resolutions in the order in which they are dealt with, the wording of the resolutions, and the voting results.
- 13.2. The minutes are to be signed by the Chair and a minutes secretary or a minutes secretary who is an employee of the Executive Office as a matter of principle, and copies of the minutes are to be sent to the participants of the meeting within three (3) weeks.
- 13.3. The minutes are deemed approved if no objection is made in writing within fourteen (14) days of receipt.

**14. Amendment of the General Rules of Procedure**

Amendments of these General Rules of Procedure are to be voted on upon the motion of the Board of Directors or of the member organizations entitled to vote.

**15. Entry into Force**

These Rules of Procedure shall enter into force with the passing of a resolution by the Board of Directors on ?.

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