



Regulations: Standing orders for the General Assembly
(Summary)

- Article 1 : General remarks
- Article 2 : Minutes
- Article 3 : Scrutineers
- Article 4 : Discussions
- Article 5 : Right to speak
- Article 6 : Amendments and proposal
- Article 7 : Closing of discussion
- Article 8 : Voting
- Article 9 : Elections



Article 1: General remarks

- The President of WMF shall take the chair at the General Assembly or, if he is not available, one of the vice presidents, in order of seniority of appointment.
- The President shall ensure the strict application of these Standing Orders. He shall open and adjourn the sessions and debates, unless the General Assembly decides otherwise, give permission to speak and conduct the proceedings.
- He shall maintain order at the General Assembly and may propose penalties against anyone who interferes with the proper procedure of the discussions or is guilty of misconduct towards other participants at the General Assembly. The penalties shall be:
 - . a call to order;
 - . a censure;
 - . exclusion from one or more sessions.
- In the case of an appeal, the General Assembly shall decide immediately and without debate.

Article 2: Minutes

The Secretary General shall be responsible for the minutes.

Article 3: Scrutineers

At the beginning of the first session, the General Assembly shall appoint an adequate number of scrutineers to count the votes given for and against whenever a vote is taken and to assist the Secretary General in distributing and counting voting papers issued for the elections.

Article 4: Discussions

Each discussion shall be opened by a statement:

- by the President or by the member designated by the Executive Committee for this purpose;
- by the representative of a committee specially appointed to make a report;
- by the representative of the association responsible for the inclusion of an item in the agenda.

The general discussion shall then be opened.

Article 5: Right to speak

- The right to speak shall be granted in the order in which it is requested. No speaker shall start speaking before he has obtained permission to do so. Speakers shall speak from the rostrum reserved for this purpose.
- A speaker cannot obtain permission to speak a second time if a member who has not yet spoken requests permission.



Article 6: Amendments and proposal

- All proposals shall be submitted in writing. Proposals which are not relevant to the subject under discussion shall be withdrawn from the debate.
- Any amendment shall be drawn up in writing and passed to the chairman before being put to the debate.

Article 7: Closing of discussion

- If a motion for adjournment is proposed, discussion on the main question shall be suspended until a vote has been taken on the motion.
- If a proposal is made to close the discussion, it shall immediately be put to the vote without debate. If the motion is approved, permission to speak shall, however, only be granted to those members who have requested the right to speak before the vote was taken.
- As a general rule, the chairman shall close the discussion unless the General Assembly decides otherwise by a simple majority of those voting.

Article 8: Voting

- No vote can be taken by secret ballot.
- Voting can be taken by roll call, provided a request to this effect is supported by at least 15 of the associations present and entitled to vote.
- No-one shall be compelled to vote.
- The vote shall be taken by a show of hands (voting cards).
- Before each vote, the chairman, or the person designated by him, shall read the text of the proposal aloud and explain the method of voting (quorum) to the General Assembly. If an objection is raised, the General Assembly shall decide immediately.
- Proposals shall be put to the vote in the order in which they are submitted. If there are more than two main proposals, they shall be put to the vote in succession and no member of the General Assembly may vote for more than one of the proposals.
- Alterations to amendments shall be put to the vote before the amendments proper, and amendments before the main proposal.
- Proposals which are not contested shall be considered as passed.
- The chairman shall verify the results of the voting and announce them to the General Assembly.
- No-one may obtain permission to speak during voting until the result has been announced by the chairman.



Article 9: Elections

- All elections shall be carried out by secret ballot, by means of ballot papers. The distribution and count of the ballot papers shall be conducted by the Secretary General assisted by scrutineers.
- The number of ballot papers issued shall be announced by the chairman of the session before the count.
- If the number of ballot papers returned is equal to or less than that of the ballot papers issued, the vote shall be valid. If the number exceeds that of the ballot papers issued, the vote shall be declared null and void and another vote shall be taken.
- The absolute majority is based on the number of valid ballot papers returned. Blank or cancelled papers shall not be included in the count. If two or more votes are given in support of one candidate on one ballot paper, only one vote shall be valid.
- The chairman shall announce the result of each vote to the General Assembly.
- The ballot papers returned shall be retained until the last count has been verified and then destroyed immediately afterwards.