

# IFSW Europe

## Standing Order of Business

### Delegate Meeting – Rules of Procedure

The IFSW European meeting is an annual meeting. This standing Order on Business gives direction and rules on how a meeting is prepared and conducted. The Standing Order is based on IFSW Europe Statute approved in the Delegate Meeting in Copenhagen 2003.

#### THE AGENDA

- Any member organisation has the right to submit proposals to the Delegates Meeting. Proposals from the delegates about items for the agenda must be sent to the Vice-President 90 days in advance of the Delegates Meeting. Amendments to items on the preliminary agenda must be submitted to the Vice-President one month in advance of the Delegates Meeting (*Art. 10/IFSW Europe Statute*)
- No matter can be discussed unless it is on the preliminary agenda. The Delegates Meeting can add matters for discussion during the meeting, only if it is decided by a two thirds majority of the Delegates Meeting (*Art. 11/IFSW Europe Statute*)

#### PARTICIPANTS AT THE MEETING AND THE RIGHT OF THE VOTE

- The Delegates Meeting is the supreme and governing body of IFSW Europe. It consists of delegates of each member organisation and the members of the Executive Committee (*Art. 9/IFSW Europe Statute*)
- A member organisation may act as proxy for only one other member organisation not in attendance (*Art. 13/IFSW Europe Statute*)
- Each member organisation is entitled to three delegates, each of whom is entitled to speak. Each member organisation shall have one vote, which

may be exercised in person by delegates or by proxy. A member of the Executive Committee has no vote unless the person is the formal representative of a member organisation (*Art. 13/IFSW Europe Statute*)

## **OBSERVERS**

- Observers may be present with the approval of the meeting. They can speak with the permission of the meeting. They have no vote (*Art. 13/IFSW Europe Statute*)

## **THE CHAIRPERSON OF THE MEETING**

- The Vice President of Europe presides the Delegate Meeting. In the event of absence, the Delegates Meeting elects another member of the Executive Committee to preside the meetings (*Art. 9/IFSW Europe Statute*)

## **THE QUORUM OF THE MEETING**

- At the start of the meeting each participant will introduce himself or herself and declare if she/he is a delegate or an observer. The chair and at least 50% of the European member associations must be present, in person or in proxy, to constitute a formal meeting. If less than 50% of the member organisations are present, the chair will wait 30 minutes. Then the quorum will be legal provided that at least one third of the member organisations are present in person or by proxy (*Art. 10/IFSW Europe Statute*)

## **THE PROCEDURE DURING MEETING**

- The chairperson will ask the meeting to appoint a minute taker. The minutes are expected to flag the main components of the debates and will state the conclusion

- The chairperson will ask the meeting to appoint a parliamentarian.
- No participant at the meeting may take the floor without prior consent of the chairperson
- Before any vote is taken the chairperson will explain the purpose of the vote. The chairperson will announce the result of the vote immediately after it has been taken.
- When the chair has declared the meeting closed no further business can be conducted.
- The Standing Order of Business must be adopted at the start of each meeting and can be changed through a vote.

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