

## PROCEDURAL RULES FOR THE SPECIAL GENERAL MEETING

### 1. Purpose of the Meeting

1.1 These Procedural Rules govern the conduct of a Special General Meeting (“SGM”) convened for the purpose of determining whether a Member Organisation shall:

- (a) be expelled from IFSW; or
- (b) be suspended from IFSW; or
- (c) retain its membership status.

1.2 These Rules operationalize the provisions contained in the **IFSW Constitution** and **IFSW By-Laws**, including but not limited to Articles 6 and 7 and By-Laws 4 and 5.

### 2. Convening Authority and Notice Requirements

2.1 In accordance with the Constitution, the SGM may be convened:

- (a) by the President at the direction of the Executive Committee; or
- (b) upon written request of not less than one-fifth of Members in good standing.

2.2 Members in good standing are those not suspended or expelled and current on dues.

2.3 Notice of the SGM, including date and preliminary agenda, shall be circulated to all Members and to the Executive Committee **not less than 90 days prior** to the SGM.

2.4 The notice period may be reduced to **30 days** if so decided by the President, provided the business of the meeting is strictly limited to matters included in the preliminary agenda.

### 3. Agenda and Documentation

3.1 The Agenda shall set out the sanction questions in explicit form.

3.2 In accordance with By-Law 4.5, the Secretary-General shall circulate to all Member Organisations a written report detailing the grounds for proposed suspension or expulsion **not less than 30 days prior** to the SGM.

3.3 In accordance with By Law 11, any question, resolution or motion for voting that is referred to in the Agenda shall require both a proposer and a seconder, who shall be identified prior to the vote being taken.

3.4 No sanction may be voted upon unless procedural compliance with By-Law 4.4 and 4.5 has been satisfied.

### 4. Due Process and Right of Defence

4.1 In accordance with By-Law 4.4, the SGM shall ensure that the Member concerned is given:

- (a) reasonable opportunity to explain or defend itself; and
- (b) reasonable opportunity to respond to claims or allegations.

4.2 The Member concerned and/or the proposer and seconder of the motion or question under consideration may submit written representations and may also be heard orally at the Special General Meeting. Oral submissions will be limited to a maximum of twenty minutes.

4.3 Any member with an interest in the matter may submit written arguments, preferably no later than two weeks prior to the Special General Meeting. These submissions will be uploaded to the Special General Meeting platform for the information and consideration of all members. Alternatively, members may notify the Interim Secretary-General of their intention to make an oral submission during the meeting. Oral submissions will be limited to a maximum of five minutes.

4.4 The SGM may set reasonable time limits for oral interventions to ensure fairness and efficiency.

## 5. Quorum

5.1 A quorum of the General Meeting shall consist of representatives present in person at the opening of the meeting, representing at least one-third of the Members with voting rights and in good standing, in accordance with Article 11(d). For the avoidance of doubt, 'present in person' includes online or virtual participation by the representative themselves, but does not include participation through an avatar, proxy recording, or other non-human representation.

5.2 Quorum for business includes all Members present and entitled to vote, provided they are in good standing.

5.3 Members are therefore strongly encouraged to ensure that their duly authorised representatives are present at the announced starting time of the SGM, as quorum is determined at the opening of the meeting.

5.4 The quorum is deemed satisfied unless challenged before the vote is taken. If challenged, the Chair shall verify quorum before proceeding.

## 6. Voting Entitlement and Voting Principle

6.1 Voting shall be on a **one Member, one vote** basis.

6.2 Only Members in good standing may vote.

6.3 Voting by proxy is permitted only if allowed under the Constitution or previously adopted voting procedures.

## 7. Form of Questions and Sequencing of Votes

**7.1** The SGM shall consider the following propositions in hierarchical sequence:

Question 1: **"That the Member Organisation be expelled from IFSW."**

Question 2: **"That the Member Organisation be suspended from IFSW."**

7.2 No direct vote on retention shall be taken; retention results from the failure of both Questions 1 and 2.

7.3 A vote on Question 2 shall occur **only if Question 1 fails** to reach the required threshold.

7.4 This sequencing reflects the legal hierarchy whereby expulsion is the most severe sanction and suspension is the lesser.

## 8. Voting Thresholds

8.1 In accordance with By-Law 4.3, expulsion and suspension require:

**a 75% majority of Members present and voting.**

8.2 Members who abstain shall not be counted as 'voting,' since to abstain means to withhold a vote on a particular question. An abstention indicates a decision not to register a vote either for or against the motion - that is, a choice not to use a vote.

8.3 If Question 1 obtains  $\geq 75\%$  in favour, the Member is expelled and no further sanction vote shall be taken.

- 8.4 If Question 1 fails but Question 2 obtains  $\geq 75\%$  in favour, the Member is suspended.  
8.5 If neither Question 1 nor Question 2 obtains  $\geq 75\%$ , the Member retains membership.

## 9. Ballots and Voting Method

- 9.1 Voting shall take place during the Special General Meeting without a separate or dedicated voting slot. Representatives must therefore be present and prepared to vote at any time during the announced meeting hours.  
9.2 Voting shall occur by secret ballot unless the SGM decides otherwise by simple majority.  
9.3 Ballot papers shall contain the resolution text and the following options:  
☐ For   ☐ Against   ☐ Abstain  
9.4 An electronic voting system shall be used where appropriate and shall be capable of conducting secret ballots, provided that secrecy, integrity, and auditability are ensured.

## 10. Scrutineers and Observers

- 10.1 The Chair shall appoint **two independent scrutineers** to supervise balloting and counting.  
10.2 Scrutineers shall verify eligibility, count ballots, and report results to the Chair.  
10.3 The Member concerned may nominate **one observer** to observe counting for transparency.

## 11. Announcement of Results

- 11.1 Results shall be announced numerically with the following information:  
(a) total ballots cast  
(b) votes for  
(c) votes against  
(d) abstentions  
(e) calculation of percentage in favour  
11.2 The Chair shall immediately declare the outcome per Section 8.

## 12. Appeals and Challenges

- 12.1 Challenges to procedure must be raised **before** announcement of results.  
12.2 Challenges to the validity of the vote may be submitted in writing to the Executive Committee within **30 days** of the SGM.  
12.3 The filing of an appeal does not stop or delay implementation of the sanction, unless the Executive Committee expressly orders otherwise.

## 13. Time Limits

- 13.1 Time limits for speakers, the presentation of evidence, or procedural motions may be adopted by a simple majority of the Special General Meeting. Any such adoption will be based on the time-limit proposals made pursuant to Article 4 (Due Process and Right of Defence), Sub-Articles 4.3 and 4.4 of the procedural rules paper for the Special General Meeting.

## 14. Minutes and Record

- 14.1 Full Minutes shall be taken, including:  
(a) procedural rulings  
(b) interventions by the Member concerned

- (c) the wording of resolutions
- (d) vote counts
- (e) declared outcomes

14.2 Minutes shall be circulated to Members within 60 days.

## **15. Effect of Sanction**

15.1 Expulsion takes effect immediately upon declaration of results.

15.2 Suspension takes effect immediately.

## **16. Reinstatement**

16.1 Reinstatement following violation-based sanctions shall follow By-Law 5.3 and 5.4 and require:

- (a) recommendation of the Executive Committee; and
- (b) majority vote of Members present and voting at a General Meeting.

16.2 The foregoing shall be subject to the reinstatement provisions set out in By-Law 5

## **17. Non-Rule Explanation**

17.1 These procedural rules:

- a) align fully with the Constitution & By-Laws
- b) protect due process and defensibility
- c) prevent contradictory outcomes
- d) provide a clear path for restoration (reinstatement)
- e) ensure transparency and legitimacy
- f) preserve one-Member-one-vote principle