

## **THE PRINCIPLES, CONDITIONS AND PROCEDURES TO BE FOLLOWED FOR IWAS GENERAL ASSEMBLIES**

**The IWAS General Assembly is held on a biennial basis for nations in membership with IWAS for the purposes of:**

- Determining the general policies of the Federation towards achieving its aims and objectives
- Receiving and voting upon the general report of the Executive Board and all Standing committees
- Receiving and voting upon the financial report of the Hon. Treasurer, which will include information including sources and use of all income to the Federation and the observations of the auditors
- Determining the biennial budget of the Federation
- Determining the amount of annual dues and levies
- Deciding upon recommendations and motions submitted by the Executive Board and member nations
- Deciding upon applications for membership of the Federation and, if necessary, the expulsion of a member
- Where necessary, deciding upon the expulsion of an Officer of the Federation
- Deciding upon amendments to the Memorandum & Articles of Association (the Federation's Constitution)
- Adopting the by-laws and internal regulations of the Federation as developed and presented by the Executive Board.
- Electing IWAS Executive Board Officers on a quadrennial basis in the year following the Paralympic Games, in accordance with the relevant byelaws/internal regulations.

The Parliamentary Authority for all IWAS Meetings and Assemblies is Roberts Rules of Order to which reference should be made for clarification and/or when no specific regulation appears in the IWAS Handbook

### **1. INTRODUCTION**

- 1.1 This Standing Order is designed to inform delegates when attending IWAS General Assemblies on the principles, conditions, procedures, rules and regulations under which IWAS General Assemblies are convened and conducted
- 1.2 This Standing Order is a compilation of relevant articles currently available in the Constitution and Internal Regulations of IWAS (Handbook) transposed into user-friendly specific guidelines
- 1.3 The agenda of an IWAS General Assembly shall have been circulated in accordance with the timelines in the IWAS Constitution and shall deal with matters under the jurisdiction of a General Assembly, ie as stated above under purposes.

## **2. CONDITIONS OF MANDATES**

- 2.1 A call for mandates from relevant IWAS national member organisations shall be made at least three (3) months prior to the General Assembly from the Secretary General at IWAS HQ
- 2.2 Each national member organisation in “good standing” with IWAS is entitled to mandate two (2) official delegates, one with full voting right and one without
- 2.3 Arrangement may be made on mandate forms for substitution of the full voting right delegate by the delegate without vote, provided this is notified to the IWAS Secretary General by the nation and authority concerned
- 2.4 Arrangement may be made to accommodate “observer” status attendees should circumstances allow and at the discretion of the IWAS Secretary General
- 2.5 Relevant member organisations with vote shall be deemed as those with full national membership status and having paid the relevant membership fee(s) to IWAS
- 2.6 Mandates will be verified and accepted by the IWAS Secretary General and notified to the participating Nations
- 2.7 Mandated delegates must either be a national or a resident of the country/territory widely and regularly practising the particular sport in membership with IWAS submitting the mandate
- 2.8 Acceptance of mandates are preferred within a 2 week deadline from the date of the General Assembly, although they can be accepted up until the General Assembly date provided that registration and verification by the IWAS Secretary General has been concluded and notified to all nations.

## **3. CONDITIONS OF NOMINATIONS**

- 3.1 The Nominations Officer for all IWAS Assemblies (General and Sport) is the Secretary General/Executive Director IWAS who may call for evidence of compliance for conditions of nomination/nominee
- 3.2 A call for nominations from relevant IWAS national member organisations shall be made at least (3) months prior to the respective biennial General Assembly from the IWAS HQ.
- 3.3 The call for nominations will include a list of positions for election as Officers of the IWAS Executive Board (EB) as well as requirement for a letter of support from the nominating member and information on:
  - the required level of commitment, including ethical guidelines to be signed by the nominee,
  - the deadline date for submission
  - and detail of the General Assembly at which elections will be held
- 3.4 Nominations must be submitted in writing by the respective IWAS National Member Organisation (not the nominated candidate) no later than three (3) months prior to the Assembly, together with an electronic curriculum vitae and photograph (for ease of re-distribution)
- 3.5 Nominations shall be confirmed by the national member organisation by post no later than six (6) weeks prior to the Assembly
- 3.6 The nominee must sign the IWAS Undertaking for Executive Members. This Undertaking shall be submitted together with the completed Nomination Form

- 3.7 IWAS maintains a policy of universality and diversity in representation. Each IWAS National member organisation shall therefore be entitled to nominate up to one (1) candidate per position up to a total of three (3) nominations. This means that at any one time no more than 3 persons from one nation can be serving on the IWAS Executive Board
- 3.8 If one (1) person from a nation is nominated for three (3) positions, this counts as three (3) nominations. Individuals not nominated to multiple positions will not be permitted at the time of election to stand for election to additional positions
- 3.9 Where a member nation nominates three (3) individuals, both genders must be represented
- 3.10 A nominee must be either be a national or a resident of the country/territory of the country of the IWAS National Member organisation in good standing and submitting the nomination
- 3.11 The IWAS Secretary General will advise the relevant national member organisations and the Executive Board of the nominations received and verified no later than six (6) weeks prior to the Assembly

#### **4. CONDITIONS OF MOTIONS**

- 4.1 A call for motions shall be made by the IWAS Secretary General at least four (4) months prior to the respective Sport Assembly (to make allowance for a 3 month constitutional deadline for receipt of constitutional motions)
- 4.2 IWAS member nations in good standing have entitlement to submit motions to be considered by the IWAS General Assembly. Reference to the document entitled "Guidelines for formulating Motions" is encouraged and these guidelines will form the basis for consideration and consultation between the IWAS Secretary General and respective national organisation, if necessary.
- 4.4 The IWAS Board through the Secretary General (where motions is entitled to comment and make recommendation related to motions received in circumstances where it is felt that the motion has already been previously covered and appropriate action is in place. The comment and recommendation made will be added to the motion as received and circulated to nations attending at least three (3) months prior to the General Assembly.
- 4.5 The IWAS Executive Board is also entitled to put forward motions in its own right to the General Assembly. These will be submitted and handled in exactly the same way as the members' motions.

Mandate, nomination and motion forms must be submitted by a national member organisation in good standing and authorised by the President or Secretary General and carry the respective organisation's official stamp

#### **5. OPENING OF THE MEETING**

##### **5.1 Call to Order**

- 5.1.1 The Chairperson will call the meeting to order by asking for quiet and inviting official delegates (i.e. delegates mandated in writing to represent the IWAS national member organisations) to take the seats designated to them

5.1.2 Guests, observers, staff members and other invited/endorsed individuals must be seated in the area designated for their use.

5.1.3 Following housekeeping announcements (i.e. information related to evacuation in the event of fire, locations of toilets, etc) and the distribution of voting cards, the General Assembly meeting will formally be declared open by the Chairperson.

## 5.2 **Roll Call & Speaking/Voting Rights**

5.2.1 The Roll Call is taken by the Secretary General of IWAS who also confirms that delegates attending are officially registered and verified as members in good standing by the IWAS HQ.

5.2.2 The purpose of this Roll Call is

- (i) to record which IWAS national member organisations are present
- (ii) to have officially acknowledged and recorded those members who have sent apologies for absence
- (iii) to ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights
- (iv) to announce the number of those present and entitled to vote
- (v) to establish quorum
- (vi) to record others present (observers, IWAS STEC members, invited persons etc)

5.2.3 Each officially registered delegate representing a full member in good standing with IWAS, will have speaking rights (ie full voting and non-voting delegates).

5.2.4 Full members in good standing with IWAS are entitled to one vote.

5.2.5 The right to vote is non transferable (i.e. no proxy voting is allowed) in accordance to the mandate conditions (above).

5.2.6 There is entitlement for nations in good standing, and participating in the relevant international sports programme, but not present at the General Assembly where vote is registered to engage in postal vote on one particular issue, previously notified by the IWAS HQ and in accordance with relevant articles of IWAS Constitution and Internal Regulations.

5.2.7 A motion will be introduced to approve tellers and/or scrutinizers or any other 'officials' necessary for the efficient conduct of the meeting nominated by the Chairperson.

## 5.3 **Quorum**

5.3.1 A General Assembly shall be competent to pass a resolution if there is a quorum of 50% plus one of the aggregate number (not counted twice in the

case of postal vote reference 5.2.6 above) of nations in good standing with IWAS.

- 5.3.2 If there is no quorum at the start of a meeting, the Chairperson should rule that it should not proceed and should advise those present that the meeting is adjourned to a time and place specified by her/him and agreed by the Assembly.
- 5.3.3 If the Assembly decides to challenge this ruling and proceed despite the lack of a quorum, any decisions taken must be ratified by the next General Assembly where there is a quorum.
- 5.3.4 If the decision is to hold a new Assembly because of a previous non-quorate Assembly, on this occasion it shall be competent to make decisions regardless of the number of members present. (However, all the regulations concerning notice, timescales, etc shall apply).

#### 5.4 **Adoption of the Agenda**

- 5.4.1 The Chairperson will ask for a motion (and a seconder) from the members that the agenda (circulated at least six (6) weeks in advance) be adopted. The order of business will follow the order as outlined in the adopted agenda.
- 5.4.2 Although the agenda may be varied by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.
- 5.4.3 The agenda can be amended at any time during the meeting subject to the approval of the appropriate procedural motion of a simple majority of those present and entitled to vote.

### 6. **CONDUCTING THE MEETING**

#### 6.1 **Minutes of the previous meeting**

- 6.1.1 The Chairperson will ask for a motion (and a seconder) to accept the 'draft' minutes (previously circulated 6 weeks subsequent to the respective Assembly by IWAS HQ in accordance with constitutional requirements) as an accurate record of the last meeting; minutes are always 'draft' until approved by the membership at which point they become the official record of that meeting. Provided the draft minutes have been circulated in advance, they will be taken as read if no objection or point of issue has been raised before the Assembly.
- 6.1.2 The IWAS Secretary General will present any written amendments that may have been submitted in advance with a recommendation from the IWAS Executive Board that the meeting should either approve or reject the proposal.

6.1.3 Only 'matters arising' from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time.

## 6.2 **Receipt of reports**

6.2.1 The biennial report of the Federation, including reports from the office bearers, are circulated in advance with the meeting documents and will be taken as having been read.

6.2.2 The Chairperson or the author of the report will summarise in a few sentences the main highlights of the report.

6.2.3 The Chairperson will then invite questions from the floor (see 'Speaking Rights').

## 3.3 **Speaking Rights**

6.3.1 Only official delegates (2 maximum), mandated in writing by the respective full member in good standing with IWAS, and participating in the specific international sports programme, are permitted to speak.

6.3.2 The Chairperson may invite someone to speak who does not have 'speaking rights' or may acknowledge someone wishing to speak who does not have 'rights' and allow them to do so; this is within the authority of the Chairperson but should be exercised sensitively.

6.3.3 Requests to speak from the floor should be indicated by a raised hand. The Chairperson will acknowledge such request, either by granting an immediate right to address the meeting or where several people wish to speak at the same time, by indicating the order in which these contributions will be taken.

6.3.4 Speakers must always address their remarks to the Chairperson and not conduct a debate with either an IWAS EB member of the 'top table' or a member/national delegate within the meeting.

6.3.5 Speeches are only permitted if they are relevant to the current business, or to a point of order or point of information or a challenge to a ruling from the Chairperson.

6.3.6 A person who has spoken once in a debate on a particular subject or motion may not speak again except:

- (i) to speak once on an amendment moved by someone else
- (ii) to exercise the right of reply as mover of the original motion
- (iii) to move a further amendment if the motion has been amended since the person first spoke
- (iv) to move a procedural motion (see art 7.3. and sub articles)
- (v) to make a personal explanation (see art 6.3.8)

6.3.7 The Chairperson may indicate time limitations to the speeches and has the final decision in terms of what is considered a relevant speech or a speech that has gone on too long.

6.3.8 Personal explanation. Where a person who has already spoken at the meeting feels her/his views have been grossly misrepresented, she/he shall be granted the right to make a personal explanation. She/he can attract the Chairperson to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the part of the speech that she/he believes has been misrepresented.

## **7. MOTIONS AND VOTING**

### **7.1 Motions**

7.1.1 With the exception of procedural motions, only motions submitted in writing, and circulated with the meeting documents in accordance with the timelines quoted in Conditions of Motions (Article 4) before the General Assembly is due to meet, are valid for discussion.

7.1.2 The Executive Board shall discuss all motions in advance and provide the General Assembly and HQ with its observations and recommendations as per Conditions of Motion (Article 4).

7.1.3 The Chairperson shall rule whether a motion introduced new from a member is an emergency motion and can be followed by a procedural motion to be introduced to the agenda.

7.1.4 If this ruling is challenged, the procedures for a challenge shall be invoked (see 8.2).

7.1.5 Motions shall not be discussed or debated unless they have been formally 'moved' (proposed) and 'seconded' (supported). Only someone entitled to speak and vote at the meeting can propose and second a motion or an amendment to the motion.

7.1.6 The mover (not the seconder) will be allowed to conclude the debate with a brief statement (right of reply).

### **7.2 Amendments**

7.2.1 The mover, with the approval of the seconder of the motion, can accept an amendment without further discussion or vote which has the effect of amending the motion accordingly. The discussion then continues on the motion as amended.

7.2.2 Any member, including the mover and seconder, may propose an amendment to the motion under discussion; the amendment must be seconded.

- 7.2.3 Amendments should be taken in the order they are proposed.
- 7.2.4 An amendment shall be relevant to the motion and may consist of proposals to add or omit words. It must have the intention of modifying the motion and not negating it or proposing something unrelated or different. The Chairperson can rule that the amendment cannot continue to be presented if she/he believes that any of these obstructive actions are the intention of the amendment.
- 7.2.5 During discussion on an amendment, discussion on the main motion is suspended. Eventually the Chairperson will call for a vote on the amendment only.
- 7.2.6 If the amendment is adopted then the original motion plus the amendment now becomes the substantive motion and the discussion continues until the Chairperson calls for a vote.
- 7.2.7 If the amendment fails, the discussion continues in the main motion and eventually the Chairperson will call for a vote.

### 7.3 **Procedural Motions**

- 7.3.1 The most common form of procedural motions are points of information and points of order.
- 7.3.2 Points of information seek clarification of the speaker and may be raised at any time if the speaker holding the floor is prepared to accept the question.
- 7.3.3 A Point of Order can be raised by anyone entitled to speak and vote in case she/he believes that there has been a material breach of a constitutional requirement, bylaw or standing order. She/he may at any time other than during the process of voting specify the alleged breach, with a clear reference to the clause, rule or bylaw allegedly being breached, whereupon the Chairperson will rule as she/he sees fit.
- 7.3.4 The other forms of procedural motions that may be put are as follows:
- (i) to table a motion  
(The Chairperson will put that motion immediately to the vote unless she/he feels that insufficient discussion has been allowed. If the motion to 'table the motion' is carried, no further discussion on the motion or any amendments will be permitted. A 'tabled motion' will appear automatically on the agenda of the next Sports Assembly unless withdrawn by the proposer).
  - (ii) to adjourn the meeting or the debate until a certain time
  - (iii) to put the motion to the vote immediately
  - (iv) to proceed to the next agenda item or to modify the agenda
  - (v) to challenge the ruling of the Chairperson (see art 8.1 and 8.2)

- (vi) that a member be not further heard (see art 8.3)
- (vii) that a member must leave the meeting (see art 8.3)
- (viii) to suspend Standing Order art. 7.1, to allow a motion (not submitted in time or an emergency motion to be included on the agenda) (see art 7.1.3 and 7.1.4)

7.3.5 The nature of procedural motions, points of order and information and a challenge to the ruling of the Chairperson inevitably requires the current proceedings to be stopped; those proposing such actions should do in a respectful tone of voice, indicating by hand and speech that they wish to, for example, make a point of order, propose a procedural motion.

7.3.6 Provided such requests are in accord with this standing order then the Chairperson is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

#### 7.4 **Voting Procedures**

7.4.1 Motions related general matters require a simple majority (50% + 1 of the votes cast for or against the motion) to be successful.

7.4.2 Motions with a recommendation to the IWAS Executive Board for ruling that implies a change to the IWAS bylaws/internal regulations require a simple majority (50% + 1 of the votes cast for or against a motion) to be successful.

7.4.3 Motions with a recommendation to the IWAS Executive Board for ruling that affects the IWAS Constitution, or recommends a change of sports governance status, require 2/3rds majority of the votes cast in favour of the motion.

7.4.4 For the purpose of calculating whether an appropriate majority has been obtained in any vote,

- (i) a vote of abstention shall not be treated as a vote
- (ii) a vote which is not exercised (eg, the member entitled to exercise the vote has left the room) shall not be treated as a vote. However, the requirement to meet the quorum has to be observed. (see art 2.3.1).

7.4.5 An equality of votes shall be considered as a refusal.

### 8. **OTHER RULINGS**

#### 8.1 **Rulings from the Chair**

8.1.1 The Chairperson can rule on any matter relating to the conduct of the meeting, points of order, personal explanations and the construction or interpretation of the constitution, bylaws or standing orders governing the meeting and her/his ruling shall be final and accepted without debate.

8.1.2 Any person present and entitled to speak at the meeting may formally challenge the ruling of the Chairperson by the procedure outlined below.

## 8.2 Challenge a Ruling

- 8.2.1 When a member challenges a ruling of the Chairperson, the Chairperson will ask if there is a member who will second the Challenge. If the Challenge is seconded, the meeting will be temporarily suspended.
- 8.2.2 The Chairperson will hand over the chair to the most senior member of the Executive Board present at that time to continue as Chairperson of the meetings.
- 8.2.3 The temporary Chairperson will allow the member proposing the Challenge to give their specific reasons including quoting, 'standing order number, etc. and will then allow a limited debate of 2 or 3 speakers; in this situation the proposer may not conclude the discussion.,
- 8.2.4 The temporary Chairperson will then call for the vote for or against the Challenge to be determined by simple majority.
- 8.2.5 The Chair will then be handed back to the original Chairperson who will act upon the wishes of the membership, either to continue with the meeting as she/he had formerly ruled or issue a new ruling, which of course could be subject to another Challenge.

## 8.3 Unacceptable Behaviour

- 8.3.1 When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any member may move that this person 'be no longer heard' (see procedural motion 7.3.4.vi). If carried, the person is not allowed to take any further part in that particular debate.
- 8.3.2 If the behaviour of the individual so cited continues to be disruptive any member may move that this person 'must leave the meeting' (see procedural motion 7.3.4.vii). If carried, the person in question must immediately leave the meeting.

## 9. ADJOURNING & RECONVENING THE MEETING

### 9.1 Justification for adjournment

- 9.1.1 It will be necessary for a meeting to be adjourned when
- (i) the meeting occupies more than one sitting
  - (ii) it is ascertained that there is no longer a quorum
  - (iii) a procedural motion (see 7.3.4.ii) 'to adjourn the meeting' has been put to a vote and carried.
- 9.1.2 In all three cases the Chairperson must suspend the business under discussion and indicate when and where the meeting will be reconvened.

## 9.2 **Re-Convening the Meeting**

- 9.2.1 When a meeting is re-convened following adjournment, the Chairperson must undertake all the duties normally associated with opening a meeting and then direct the meeting to resume its business at that point in the agenda where the meeting had previously been adjourned.

## 10. **ELECTION PROCEDURES**

- 10.1 A motion will be put to the Assembly to approve the appointment of an Election Chairman. The Election Chairman shall ask for a motion to approve the appointment of Tellers, who will be responsible for distribution of voting cards, counting of votes cast and advising Election Chairman of results.
- 10.2 Voting will be by ballot (one vote per country)
- 10.3 Voting will be in the order prescribed on notification of election with precedence given to the highest position (eg Chairman, Vice Chair etc)
- 10.4 Short presentations will be made by the respective candidates for each position (2 minutes max) prior to the relevant position to be elected
- 10.5 One form will be issued by the Tellers to each Member Nation. (a different colour ballot form will be issued for each position)
- 10.6 If no nominations are received for a particular position, the incoming Executive Board shall appoint the position from within the elected Board to serve until the next IWAS General Assembly.
- 10.7 Where there are more than two candidates for a position, the vote will be held in rounds until a clear winner with 50% + 1 or more of the votes is declared. At the end of each round, the person(s) with the least votes is eliminated.
- 10.8 In the event of a tie, there shall be a re-vote.
- 10.9 Where there is only one candidate, a vote shall still be taken and the position awarded on a vote of 50% + 1. In the case where this majority vote is not reached, article 10.6 above shall apply.
- 10.10 Ballot papers will be collected by Tellers, counted and the results handed to the Election Chairman. (Spoilt and unmarked ballot papers will not count).
- 11.11 The Election Chairman will announce to the General Assembly the result of each position after each vote, including number of votes recorded.
- 11.12 The Election Chairman will call for a motion to destroy the ballot papers at the conclusion of the elections.

**12. CLOSING THE MEETING**

The Chairperson will declare the meeting closed having ascertained that all agenda items have been concluded.

**13. MINUTES OF THE MEETING**

Draft Minutes of the General Assembly shall be supplied by IWAS HQ to IWAS member nations within 6 weeks of the date of the Assembly.