



Guidelines to submit Proposals

The ILGA World Conference is the unique moment where members can have a direct impact on the work of the organisation, including electing its leadership, passing resolutions and making amendments to its [Constitution](#) and [Standing Orders](#). These two founding documents give shape to the democratic structure of the organisation and ensure its legitimacy as the world federation of organisations working for the equal rights of all LGBTI people everywhere.

Members can submit two kinds of proposals to the Conference:

- Resolutions
- Amendments to the Constitutions and Standing Orders

A. Resolutions

Resolutions will normally be formulated as a statement leading to a request to somebody to do something. This will be followed by an explanatory note giving the background and reason.

B. Amendments to the Constitution and Standing Orders

It is important that a proposal to change the Constitution or the Standing Orders is very clear about what should be changed. To ease processing, all proposals must be submitted in Microsoft Word [using the Amendments Form](#). Follow the instructions on the Amendment Form carefully. Proposed amendments that do not follow the required format will not be accepted

Amendments to proposals

Following the second conference mailing where proposals are published, member organisations can put forward amendments to the proposals. Such amendments shall have the same format as mentioned above. These will then be circulated in the third conference mailing.

In addition, the General Workshops at the Conference and, rarely, the Conference itself in plenary session (where all delegates from member organisations meet altogether) can make amendments to proposals.

Both the amendments included in the third mailing and amendments made at the conference must refer to the same issues as the original proposal.

Voting on proposals

When it comes to voting proposals at the conference, amendments to proposals are dealt with first. If there is more than one amendment to a proposal, the most far reaching are voted upon first. In all cases a simple majority vote (more votes for than against) decides whether an amendment is included in the original proposal or not.

Then the Conference finally votes on the proposal as amended.

Resolutions and amendments to the Standing Orders are passed by a simple majority vote (more votes for than against). Changes to the Constitution need a majority of 75% of the votes cast for and against.

IMPORTANT NOTICE

In case the submitted proposal does not comply with the guidelines set out in this document, the Board is entitled to disregard the proposal without any further procedure.