

[ncorporating_changes_approved_by_the_2<mark>0192022_</mark>JLGA_World_World_Conference _in Wellington, New ZealandLong Beach, USA

STANDING ORDERS

SO1 Standing Order 1: GENERAL

- SO1.1-These Standing Orders are ILGA World's rules describing the process to be used for all meetings of the World Conference, General Assembly, and the Extraordinary World Conference General Assembly.
- SO1.2-The World Conference General Assembly shall meet at least every second third year and is usually held in conjunction with the World Conference.
- SO1.3-The choice of the site of a conference World Conference will take account of the wide geographic spread of members, and the location of previous conferences.
- SO1.4-All sessions of the conference World Conference will be non-smoking.
- SO1.5 The <u>SO1.5</u> The <u>organisers of the World Conference and General Assembly conference</u> organisers will take into account the needs of differently abled members in location, access, facilities and duration of sessions, to the best of their ability.
- SO1.6-All speakers will take into account the needs of participants with different languages and for translation/interpretation and should speak slowly and clearly.

SO2 Standing, Order, 2:, PROCEDURES, BEFORE, CONFERENCE THE GENERAL ASSEMBY

- SO2.1-The Executive Board will decide and circulate to all members a detailed timetable to enable the following steps to be taken not later than the time stated.

 Timetable before the first day of a conference General Assembly:
 - Call for proposals and nominations (from the office), 15 weeks 15 weeks;
 - Submission of proposals and nominations (to the office) 12 weeks 12 weeks
 - Publication of preliminary agenda with proposals and nominations (by the office)
 10weeks 10 weeks;
 - Submission of amendments (to the office) 6 weeks;
 - Publication of final agenda (by the office) 3 weeks.
- SO2.2- Proposals, amendments, and other appropriate business may be proposed for the Conference in accordance with Section C 7 of the Constitution. The date and time by which these shall be received by the office shall be stated in the timetable to be published under SO 2.1.
- SO2.3-The Executive Board shall be responsible for drawing up the preliminary and final agenda of business, to be circulated in accordance with the timetable published under SO 2.1.

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SO2.4-If an extraordinary World Conference Extraordinary General Assembly is convened, the notice to members shall specify the issues to be discussed, in accordance with article C 7.14 of the Constitution, and this shall constitute the preliminary agenda. The timetable shall otherwise be in accordance with SO 2.1.

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SO2 Standing Order 2: CHAIDING DOOL	///	Formatted	
SO3 Standing Order 3: CHAIRING POOL	/	Formatted	
SO3.1– A chairing pool will manage the conference General Assembly and will ensure the	/_	Formatted	
smooth running of the conference General Assembly to preserve order and to ensure that the	X		
business of the conference General Assembly is completed.	/	Formatted	
pusiness, of the control of the cont		Formatted	
\$O3.2-The chairing pool will consist of a minimum of 6 people, including 2 elections officers. At least		Formatted	
two members of the Chairing Pool should be women. All members of the chairing pool shall	$\nearrow \! \! \! /$	Formatted	
be from full member organisations. The chairing pool will include one person from the host	// `	Formatted	
organisation.		Formatted	
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SO3.3— In order to allow the Chairing Pool the possibility to prepare and ensure the smooth		Formatted	
running of the conference General Assembly, the Executive Board will ask the Regional Boards		Formatted	(
and Steering Committees to make nominations for the chairing pool in accordance with	////	Formatted	
SO3.2, The Executive Board will ensure that the chairing pool reflects the diversity of the	7 //	Formatted	
membership, and include persons experienced in chairing or familiar with the Constitution	///	Formatted	
and Standing Orders of ILGA World.	///	Formatted	
SO3.4-The chairing pool as proposed by the Executive Board will be approved by a simple majority	[/][Formatted	
of delegates of full member organisations at the first plenary session. Until this time, the	////	Formatted	
conference, General Assembly will be managed by the Executive Board-and the host	/////	Formatted	
organisation.	////	Formatted	
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SO3.5If a member resigns, the chairing pool may propose a replacement to the conference.	/////	Formatted	
If a member fails to attend two or more meetings without reasonable excuse, that person	/////	Formatted	
shall be deemed to have resigned.	///	Formatted	
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SO3.6-It is the responsibility of the Executive Board to ensure that the decisions of each plenary	///	Formatted	
session are minuted and published in the official languages of ILGA World.	///	Formatted	
SO2.7 The functions of the Chairing Real subject to these Standing Orders shall be to:		Formatted	
SO3.7-The functions of the Chairing Pool, subject to these Standing Orders, shall be to:		Formatted	
SO3.7.1 decide the order in which proposals, workshop recommendations and other agenda		Formatted	
items shall be dealt with at each of the plenary sessions (the "order of business"), subject to		Formatted	
the approval of Conference;		Formatted	
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SO3.7.2 ensure that the Constitution and these Standing Orders (relating to the business of	_	Formatted	
the Conference General Assembly in session) are observed, and notify the Presiding		Formatted	
Conference Chair of any violation that may be brought to the Chairing Pool's notice; Pool of	\rightarrow	Formatted	
any violations;		Formatted	
CO2.7.2		Formatted	
SO3.7.3 select at least two of its members, of which at least one shall be a woman, to chair		Formatted	
each of the plenary sessions;		Formatted	
\$03.7.4,co-ordinate,the conduct of elections held during the Conference; General Assembly:		Formatted	
ASSETTING OF CHICAGO THE CONTROL OF CHICAGO THE CONTROL OF CONTROL		Formatted	
SO3.7.5 carry out such other tasks as may be necessary to give effect to these Standing Orders.		Formatted	
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SO4 Standing Order 4: WORKSHOPS AND CAUCUSES

SO4.1-The main discussion body of an ILGA World World Conference General Assembly is the general workshop. Only general workshops may produce recommendations to the $% \left(1\right) =\left(1\right) \left(1\right$

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4.2Apart_from_the_general_ workshop workshops_there_are_also_ other_workshops _ <u>caucuses_</u> at_the * /	1	Formatted	((
conferenceGeneral Assembly, which can take several forms. All these workshops may		Formatted		
produce a report to be entered into the conference General Assembly report. There are also	////	Formatted	(
caucuses,	///	Formatted		
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94.3-General Workshops:		Formatted		(
CO4.2.1 Canaval waylahana will appaint a minuta takay fay tha waylahan. If no minuta takay ia	~	Formatted		
SO4.3.1 General workshops will appoint a minute-taker for the workshop. If no minute-taker is		Formatted		
appointed, the workshop may not report or make recommendations to the Conference General Assembly.	1)	Formatted		
Combinition deficient Assembly,	-	Formatted		
SO4.3.2 General workshops may make recommendations to plenary sessions. Usually		Formatted	(
recommendations will be agreed upon by consensus; but if this is not possible, then any		Formatted	(
recommendations must be approved by a simple majority of votes cast for and against by	\rightarrow	Formatted	((
members in the workshop, entitled to vote. Voting totals will be noted in the minutes for the		Formatted		
workshop.		Formatted	((
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SO4.3.3 The main discussion on the proposals and amendments that are on the agenda shall	7	Formatted	(<u></u>
take place in general workshops designated for that purpose. The main functions of these	//	Formatted	(
workshops will be to consider the relevant proposals and related amendments (as published	///	Formatted		
in the agenda or otherwise referred to the workshop for consideration) and to make	///	Formatted		(
recommendations on them to a plenary session.	/////	Formatted		
\$O4.3.4 Such workshops may recommend the approval or rejection of a proposal and/or ✓	1 / / /	Formatted		
amendment, or may recommend adoption subject to specified changes.		Formatted		(
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SO4.3.5 The minute-taker primarily and the Chair are responsible for reporting back to the	///	Formatted	,	(
plenary session the proceedings of the workshop.	[[]	Formatted		(
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$SO4.3.6$ The minute-taker must ensure that the minutes of the meeting are available for \checkmark		Formatted		(
circulation within 24 hours of the workshop.		Formatted		
All workshops and saususes will be shaired by a person assentable to those present at #		Formatted		
4.4—All workshops and caucuses will be chaired by a person acceptable to those present at */ the workshop or caucus, If no chair is agreed the workshop/caucus may not proceed. The		Formatted		(
chair of the workshop/caucus will ensure the smooth running of the meeting.	////	Formatted		
chail of the workshop/caucus will ensure the smooth furning of the meeting.		Formatted		
4.5-No workshop or caucus may change its status to a general workshop without giving prior		Formatted		(
notice of this to the Conference General Assembly in a plenarysession plenary session.		Formatted		(
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4.6. Caucus Meetings and Pre-Conferences;	_	Formatted		(
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SO4.6.1 Any collective body may meet together to discuss any subject of mutual interest.	1	Formatted		(
Such a meeting shall be a caucus.	11	Formatted		(
\$04.6.2 A caucus may decide who shall and shall not be allowed to participate it shall give	111	Formatted		(
advance notice of any restrictions opporticipation participation.	///	Formatted		(
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 ${\sf SO4.6.3}$ The running of these meetings will be wholly determined by those attending the

SO4.6.4 A caucus may make recommendations to a general workshop, but not to a plenary

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SO5 Standing Order 5: PROXY VOTES SO5.1-A full member organisation which is not represented at the Conference Genera Assembly and which would otherwise be entitled to vote may nominate a person attending the Conference or one of the Steering Committees to exercise by proxy the votes to which the organisation is entitled, in accordance with SO6. SO5.2-The full member organisation must submit the required notification and provide the person or the Steering Committee with a letter of authority. The nominated representative must present the letter of authority in order to receive proxy voting cards. SO5.3-Any individual may exercise up to four (4) proxy votes. SO5.4-The Chairs of the Steering Committees may exercise up to ten (10) proxy votes SO5.5-The Chairs of the Steering Committees may delegate proxy votes to any of their members, provided the member organisation giving the proxy vote has agreed to this in advance in writing. SO6 Standing Order 6: VOTING SO6.1-The plenary session votes on the recommendations from the General Workshops. SO6.2-Wherever, possible, the conference General Assembly, will, seek, to, reach, consensus, on, issues, When this is not possible voting will be in accordance with the provisions in the Constitution and Standing Order 8. SO6.3-Every full member organisation will have two votes and may nominate a proxy in accordance with the Standing Orders. SO6.4-The Administrative Office will be responsible for the issue of voting cards. SO6.5-At least four (4) counters will be nominated by the Chairing Pool from amongst delegates of full members and agreed by the plenary. Counters will not be members of the Executive Board or the Chairing Pool. SO6.6-Voting will be by show of voting card, and members must remain seated during the vote. SO6.7-Member organisations who vote against a decision made at a conference may have their opposition noted in the minutes by immediately notifying the minute taker. SO7 Standing Order 7: ELECTIONS SO7.1-The Chairing Pool will be responsible for coordinating all elections held at conference. the SO7.2- Two (2) members of the Chairing Pool will serve as Election Officers to organise the +41 22 731 3254 5th floor - 20 rue Rothschild ilga.org | info@ilga.org 1202 Geneva | Switzerland

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electionsThis includes a timetable for nomination and presentation of candidates, issuing one ballot paper per voting card, collecting and counting votes.	

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SO7.3-If there is more than one candidate, the appointment shall be voted upon using the following	Formatted	
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procedure:	Formatted	
SO7.3.1 If there are two candidates, the election will be decided by a simple majority of those	Formatted	
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voting for one or the other.	Formatted	
SOZ 2.2 If there are more than two candidates, there will be two rounds of voting unless one	Formatted	
SO7.3.2 If there are more than two candidates, there will be two rounds of voting unless one 4	Formatted	
candidate gets more than 50% in the first round. If no candidate gets more than 50% in the	Formatted	
first round, the two candidates with the highest number of votes will stand in a second round	Formatted	(:::
in which the election will be decided by a simple majority of those voting for one or the other.	Formatted	\equiv
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SO8, Standing, Order, 8; CONFERENCE GENERAL ASSEMBLY, PROCEDURE	Formatted	
CO0.1 The conference will only consider proposals and arrandometric which are not also will be	Formatted	()
SO8.1-The conference will only consider proposals and amendments which are not shown in the	Formatted	
final agenda under the following rules:	Formatted	
COO 1.1 Full manufactor the Change Committee - Designal Foresting Designal and the Designal	Formatted	
SO8.1.1 Full members, the Steering Committees, Regional Executive Boards, and the Board	Formatted	(iii
may submit proposals or amendments on matters which have arisen since the relevant	Formatted	
deadline for the receipt of proposals or amendments in the timetable published under SO 2.1.	Formatted	
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SO8.1.2 Such "emergency" proposals/amendments may only be admitted to the agenda with	Formatted	
the consent of Conference the General Assembly, and will be considered by general workshops	\searrow	
in the same way as proposals/amendments on the finalagenda final agenda,	Formatted	
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SO8.2- Reports of workshops will not be discussed at a plenary session except in the event of	Formatted	
a disagreement amongst workshop participants over the report, in which case the report of	Formatted	
the chair and minute-taker of that workshop will be accepted as the correct version.	Formatted	
SOR 2. A time limit may be imposed by the shair on each speaker.	Formatted	
SO8.3-A time limit may be imposed by the chair on each speaker.	Formatted	
SO8.4-The chair may determine not to call speakers who have spoken previously or often and will	Formatted	
attempt to include all interested members in discussions.	Formatted	
actempt to include all interested members in discussions.	Formatted	
SO8.5-The chair will attempt to call all speakers in order but will take into account the flow of	Formatted	
debate.	Formatted	
peode.		
SO8.6-The chair will use their judgement as to when to terminate a debate - taking into account the	Formatted	
weight of the matter, the number of people wishing to speak, the general feeling of the	Formatted	
meeting, and the conference General Assembly time-table.	Formatted	
meeting, and the comorphococheral Assembly, unitertable.	Formatted	
SO8.7-The ruling of the chair on an issue will be final unless challenged by a 'challenge to the chair's	Formatted	
ruling' by a delegate of a full member. If this occurs, it shall be put to the vote without any	Formatted	
discussion.	Formatted	
uiscussion.	Formatted	
SO8.8–If a vote of 'no confidence in the chair' is requested by a delegate of a full member, this also	Formatted	
will be put to the vote without discussion. If carried, the chairing pool will appoint others of	Formatted	
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their body to chair the rest of that plenary session.	Formatted	
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SO8.9-The chair may call for a vote to expel from the plenary any person who, in their opinion, is disrupting the running of the meeting. 5th floor - 20 rue Rothschild +41 22 731 3254 ilga.org | info@ilga.org 1202 Geneva | Switzerland N. féd. CH-660.1.166.015-4 - IDE CHE-455.926.653 - DUNS-48-008-8247



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SO9.1-One or more of these Standing Orders may be suspended by resolution of the Conference General Assembly in relation to a specific item of business, provided that such suspension would not be in contradiction with the provisions in the Constitution.

Amendments to these Standing Orders may only be made by Conference General Assembly approving, by simple majority, a proposal which has appeared on both the preliminary and final conference General Assembly agendas. Such a proposal may have been amended in the normal way by simple majority.

Standing Orders may not be changed in any other way, but they may be temporarily suspended under SO 9.1.

SO9.3-If a Region of ILGA World has not adopted its own Standing Orders, it will follow ILGA World's Standing Orders

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