



*Incorporating changes approved by the ~~2019~~2022, ILGA World World Conference
in Wellington, New Zealand/Long 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~~SO1.5 The organisers of the World Conference and General Assembly conference 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 ASSEMBLY

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) ~~45weeks~~15 weeks;
- Submission of proposals and nominations (to the office) ~~42weeks~~12 weeks;
- Publication of preliminary agenda with proposals and nominations (by the office) ~~40weeks~~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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SO3 Standing Order 3: CHAIRING POOL

SO3.1- A chairing pool will manage the conference General Assembly, and will ensure the smooth running of the conference General Assembly, to preserve order and to ensure that the business of the conference General Assembly is completed.

SO3.2-The chairing pool will consist of a minimum of 6 people, including 2 elections officers. At least two members of the Chairing Pool should be women. All members of the chairing pool shall be from full member organisations. The chairing pool will include one person from the host organisation.

SO3.3- In order to allow the Chairing Pool the possibility to prepare and ensure the smooth running of the conference General Assembly, the Executive Board will ask the Regional Boards and Steering Committees to make nominations for the chairing pool in accordance with SO3.2. The Executive Board will ensure that the chairing pool reflects the diversity of the membership, and include persons experienced in chairing or familiar with the Constitution and Standing Orders of ILGA World.

SO3.4-The chairing pool as proposed by the Executive Board will be approved by a simple majority of delegates of full member organisations at the first plenary session. Until this time, the conference General Assembly will be managed by the Executive Board and the host organisation.

SO3.5- If a member resigns, the chairing pool may propose a replacement to the conference. If a member fails to attend two or more meetings without reasonable excuse, that person shall be deemed to have resigned.

SO3.6-It is the responsibility of the Executive Board to ensure that the decisions of each plenary session are minuted and published in the official languages of ILGA World.

SO3.7-The functions of the Chairing Pool, subject to these Standing Orders, shall be to:

SO3.7.1 decide the order in which proposals, workshop recommendations and other agenda items shall be dealt with at each of the plenary sessions (the "order of business"), subject to the approval of Conference;

SO3.7.2 ensure that the Constitution and these Standing Orders (relating to the business of the Conference General Assembly in session) are observed, and notify the Presiding Conference Chair of any violation that may be brought to the Chairing Pool's notice; Pool of any violations;

SO3.7.3 select at least two of its members, of which at least one shall be a woman, to chair each of the plenary sessions;

SO3.7.4 co-ordinate the conduct of elections held during the Conference General Assembly;

SO3.7.5 carry out such other tasks as may be necessary to give effect to these Standing Orders.

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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 Conference.

SO4.2- Apart from the general workshopworkshops, there are also other workshops- caucuses at the conferenceGeneral Assembly, which can take several forms. All these workshops may produce a report to be entered into the conferenceGeneral Assembly report, There are also caucuses.

~~SO4.3-General Workshops;~~

~~SO4.3.1 General workshops will appoint a minute-taker for the workshop. If no minute-taker is appointed, the workshop may not report or make recommendations to the ConferenceGeneral Assembly.~~

SO4.3.2 General workshops may make recommendations to plenary sessions. Usually recommendations will be agreed upon by consensus; but if this is not possible, then any recommendations must be approved by a simple majority of votes cast for and against by members in the workshop, entitled to vote. Voting totals will be noted in the minutes for the workshop.

SO4.3.3 The main discussion on the proposals and amendments that are on the agenda shall take place in general workshops designated for that purpose. The main functions of these workshops will be to consider the relevant proposals and related amendments (as published in the agenda or otherwise referred to the workshop for consideration) and to make recommendations on them to a plenary session.

SO4.3.4 Such workshops may recommend the approval or rejection of a proposal and/or amendment, or may recommend adoption subject to specified changes.

SO4.3.5 The minute-taker primarily and the Chair are responsible for reporting back to the plenary session the proceedings of the workshop.

SO4.3.6 The minute-taker must ensure that the minutes of the meeting are available for circulation within 24 hours of the workshop.

~~SO4.4- 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 chair of the workshop/caucus will ensure the smooth running of the meeting.~~

~~SO4.5- No workshop or caucus may change its status to a general workshop without giving prior notice of this to the ConferenceGeneral Assembly in a plenarysessionplenary session.~~

~~SO4.6. Caucus Meetings and Pre-Conferences;~~

~~SO4.6.1 Any collective body may meet together to discuss any subject of mutual interest. Such a meeting shall be a caucus.~~

~~SO4.6.2 A caucus may decide who shall and shall not be allowed to participate, it shall give advance notice of any restrictions on participationon participation.~~

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SO4.6.3 The running of these meetings will be wholly determined by those attending the caucus.

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

elections.

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

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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.

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SO9 Standing Order 9: MISCELLANEOUS

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.

SO9.2—_____ 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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