Incorporating changes approved by the 2024 ILGA World Conference in Cape Town, South Africa

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 General Assembly.

SO1.2 The General Assembly shall meet at least every third year and is usually held in conjunction with the World Conference.

SO1.3 The choice of the site of a World Conference will take account of the wide geographic spread of members, and the location of previous conferences.

SO1.4 All sessions of the World Conference will be non-smoking.

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 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 General Assembly:

- Call for proposals, nominations, and conference bids (by the office) 20 weeks;
- Call for specific skills and experience needed in the Executive Board (by the office) 15 weeks;
- Submission of proposals and nominations (to the office) 12 weeks;
- Publication of preliminary agenda with proposals and nominations (by the office) 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 call for specific skills and experience needed, the preliminary and final agenda of business, to be circulated in accordance with the timetable published under SO 2.1.

SO2.4 If an 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.

SO2.5 All conference bids shall be assessed by the Executive Board, supported by the office in order to give guidance to the General Assembly. The criteria for the assessment shall be published with the call for bids. The Executive Board then will make a recommendation for up to three locations for consideration and decision to the general assembly. Upon assessment some bids may be declined.

SO3 Standing Order 3: CHAIRING POOL

SO3.1 A chairing pool will manage the General Assembly and will ensure the smooth running of the General Assembly to preserve order and to ensure that the business of the 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 General Assembly, the Executive Board will ask the Regional Boards 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 General Assembly-will be managed by the Executive Board.

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 General Assembly in session) are observed, and notify the whole Chairing 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 General Assembly;

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

SO4 Standing Order 4: WORKSHOPS AND CAUCUSES

SO4.1 The main discussion body of an ILGA World General Assembly is the general workshop. Only general workshops may produce recommendations to the Conference.

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

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 General 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 General Assembly in a plenary session.

SO4.6.*Caucus Meetings:*

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 participation.

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.

SO5 Standing Order 5: PROXY VOTES

SO5.1 A full member organisation which is not represented at the General Assembly and which would otherwise be entitled to vote may nominate a person attending the General Assembly 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 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.

SO6 Standing Order 6: VOTING

SO6.1 The plenary session votes on the recommendations from the General Workshops. The voting at the General Assembly can either take place through an online voting platform or through a vote in the room.

SO6.2 Wherever possible the 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 or administering the list of members who can access the electronic voting tool.

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.

SO6.8 In case of voting by electronic means in advance of the General Assembly or at the General Assembly, delegates will receive unique voting credentials. The Chairing Pool will be responsible for overseeing the vote, that the electronic voting platform complies with the highest standards of transparency, digital security, and privacy, and is adequate and accessible for the votes in different locations in the world. The procedure for electronic voting will be sent to Full Members in advance. Counting will be done automatically, and results will be accessible on the electronic voting tool after votes are closed.

SO7 Standing Order 7: ELECTIONS

SO7.1 The Chairing Pool will be responsible for coordinating all elections held at the General Assembly. Elections can either be held through an electronic tool or in person.

SO7.2 Two (2) members of the Chairing Pool will serve as Election Officers to organise the elections. This includes a timetable for nomination and presentation of candidates, issuing one ballot paper per voting card, collecting and counting votes.

SO7.3 If there is more than one candidate, the appointment shall be voted upon using the following procedure:

SO7.3.1 If there are two candidates, the election will be decided by a simple majority of those
voting for one or the other.

SO7.3.2 If there are more than two candidates, there will be two rounds of voting unless one candidate gets more than 50% in the first round. If no candidate gets more than 50% in the first round, the two candidates with the highest number of votes will stand in a second round in which the election will be decided by a simple majority of those voting for one or the other.

SO8 Standing Order 8: GENERAL ASSEMBLY PROCEDURE

SO8.1 The conference will only consider proposals and amendments which are not shown in the final agenda under the following rules:

SO8.1.1 Full members, Regional Executive Boards and the Board may submit proposals or amendments on matters which have arisen since the relevant deadline for the receipt of proposals or amendments in the timetable published under SO 2.1.

SO8.1.2 Such "emergency" proposals/amendments may only be admitted to the agenda with the consent of the General Assembly, and will be considered by general workshops in the same way as proposals/amendments on the final agenda.

SO8.2 Reports of workshops will not be discussed at a plenary session except in the event of a disagreement amongst workshop participants over the report, in which case the report of the chair and minute-taker of that workshop will be accepted as the correct version.

SO8.3 A time limit may be imposed by the chair on each speaker.

SO8.4 The chair may determine not to call speakers who have spoken previously or often and will attempt to include all interested members in discussions.

SO8.5 The chair will attempt to call all speakers in order, but will take into account the flow of debate.

SO8.6 The chair will use their judgement as to when to terminate a debate - taking into account the weight of the matter, the number of people wishing to speak, the general feeling of the meeting, and the General Assembly timetable.

SO8.7 The ruling of the chair on an issue will be final unless challenged by a 'challenge to the chair's ruling' by a delegate of a full member. If this occurs, it shall be put to the vote without any discussion.

SO8.8 If a vote of 'no confidence in the chair' is requested by a delegate of a full member, this also will be put to the vote without discussion. If carried, the chairing pool will appoint others of their body to chair the rest of that plenary session.

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.

SO9 Standing Order 9: MISCELLANEOUS

SO9.1 One or more of these Standing Orders may be suspended by resolution of the 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 General Assembly approving, by simple majority, a proposal which has appeared on both the preliminary and final 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.