



RULES OF PROCEDURE

LYMEC Congress

**Adopted on 18th March 1995 in Hebden Bridge, UK
Changed on 15th March in Heslingborg, Sweden
Changed on 2nd November 2002 in Escaldes, Andorra
Changed on 3rd December 2005 in Helsinki, Finland
Changed on May 9th 2009 in Rome, Italy
Changed on 1st May 2010 in Sinaia, Romania**

I. Procedure of the Congress

Article 1 - Roll call

At the beginning of a Congress a roll call is undertaken, to state the required quorum. The quorum will be one-third of the votes at the Congress. Questions concerning quorum or majority should be directed to the Chair. It is the responsibility of the Chair to ensure that a quorum is present at all times.

Article 2 - Chair of the Congress

(1) The Chair of the Congress will be elected after the quorum has been stated and the votes distributed.

(2) The Chair of the Congress consists of at least three members and two persons in charge of writing down the minutes and submit them to the register as described in the article 19 of the Rules of Association.

(3) The LYMEC President acts as a Chairperson until the Chair of the Congress has been elected.

Article 3 - Agenda

(1) After electing the Chair the proposed Congress Agenda will be accepted while possible motions or amendments concerning the Agenda must be taken into consideration.

(2) For changing the once accepted Agenda a two third majority of those present at the Congress will be required.

Article 4 -Order of motions

(1) The order of discussion of motions and resolutions is to be decided by a priorities ballot at the start of the Congress or before the Agenda comes to the point of motions and resolutions. The bureau may propose to discuss a particular motion under a different agenda item than other motions and resolutions.

(2) Motions and resolutions not previously submitted can be included in this ballot, if declared "urgent" by a simple majority vote.

Article 5 -Interruption

The Congress may be interrupted on a proposal of the Chair and supported by a simple majority of those present at the Congress.

Article 6 - Closing, adjournment

(1) The Congress finishes according to the Agenda or by a two-thirds majority of those present at the Congress.

(2) The Congress may be adjourned by a two third majority vote of those present at the Congress.

II. Chair of the Congress

Article 7 - Rights and duties

The Chair runs the Congress in accordance with the Statutes, the Rules of Association and these Rules of Procedure. The Chair has to be impartial and to be sure things run smoothly.

Article 8 - Ordering measures

The Chair can call speakers who drift away from the debate to the point.

If someone has been called twice to the point during his speech, the Chair can stop him from speaking after warning him.

Article 9 - Protest

Delegates of a full member organisation, representatives of an observer member or applicant member organisation, as well as an individual member delegate can protest against all decisions by the Chair only immediately.

Article 10 - Removal of the Chair

(1) The members of the Chair can only be relieved by the election of successors.

(2) The motion to relieve can always be put on the Agenda by delegates of any full member organisation, representatives of an observer member or applicant member organisation, as well as any individual member delegate.

(3) The motion to relieve a member of the Chair has to be discussed immediately. In the meantime, the President or another member of the Bureau chairs the Congress.

(4) Voting shall be by simple majority.

III. Debates and speeches

Article 11 - Right to speak

(1) To propose or discuss points of order the time to speak is limited to three minutes.

(2) A point of order to limit the right to speak has to be put forward by a delegate of a full member organisation, a representative of observer or applicant member organisation or an individual member delegate and must be accepted by an absolute majority of those present.

(3) Any delegate or representative may make a speech in a language other than English. In this case, he shall himself provide for interpretation into English.

Article 12 - Speakers list

(1) The Chair gives the floor to the speakers in the order in which they signify their desire to speak.

(2) The speakers list must be interrupted if points of order are raised. On decision of the Chair, the speakers list can be interrupted to:

1. correct a statement immediately;
2. give the floor to the mover of the motion;
3. give the floor to the reporter of a working group of the Congress;
4. give the floor to the Bureau

IV. Discussion of motions and resolutions

Article 13 - General remarks

Motions and resolutions will be discussed in general first (first reading), then any amendments will be discussed (second reading).

Amendments to motions and resolutions arising from the discussion can be discussed by the Congress.

Article 14 - Reading of motions and resolutions

Motions and resolutions are adopted as follows:

(1) Before starting the debate the mover shall have the possibility to explain the motion or resolution.

(2) The motion or resolution is generally discussed.

(3) If two or more amendments to a motion or resolution are proposed, the Chair shall rule on the order in which they are to be voted upon. Ordinarily, the Congress shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed until all amendments have been put to the vote, but when an amendment adds to or deletes from the text of a motion or resolution, that amendment shall be voted first.

(4) If there are several motions or resolutions dealing with the same subject they can be called together for discussion by the Chair.

(5) If the mover of the original motion accepts the proposed amendment a separate voting is not required.

(6) If demanded the motion can be voted in sections, unless the original mover objects.

(7) Before the final voting on the motion or resolution as a whole, the mover may give a final statement.

V. Points of order

Article 15 - Definitions

(1) Points of order are motions only dealing with running the Congress. The points of order shall have precedence in the order named over all other motions and resolutions

(2) Points of order are especially:

1. Motions to interrupt the Congress;
2. Motions to adjourn the Congress;
3. Motions to close the speakers list;
4. Motions to close the debate and vote directly;
5. Motions to limit speaking time;
6. Motions not to discuss a motion;
7. Motions to close the debate and to continue with the next point of the Agenda;
8. Motions to vote in sections;
9. Motions to banish a motion;
10. Motions to change the order of the Agenda;
11. Motions to restart with a point of the Agenda;
12. Motions to doubt the result of voting;
13. Motions to call for a roll call;
14. Motions to remove the Chair;
15. Motions to refer any matter to a rapporteur, chair of a working group or the Bureau;

Article 16 - Procedure

(1) The request to speak to a point of order can either be taken by rising hands or just calling. Points of order have to be discussed immediately. It is not allowed to interrupt speakers. If a delegate raises a point of order, the Chair shall immediately state his ruling. If it is challenged, the Chair shall submit the ruling to the Congress for immediate decision and it shall stand unless overruled.

(2) If there is no protest arising, the point of order has been passed. Otherwise voting will be taken after a reply. If a two third majority is required a vote has to take place in any case.

(3) A member, observer member applicant member organisation from which a speaker has spoken, or individual member that has spoken, during the debate may not call for a point of order according Article 19, no.3-7.

(4) In special cases the Chair can allow a debate to a point of order

Article 17 - Deviation from the Rules of Procedure

Deviations from these Rules of Procedure can be decided in special cases by an absolute majority vote of those present at the Congress.

VI. Voting

Article 18 - Majorities

(1) In case of voting, a simple majority of those present at the Congress is required if not stated otherwise in the Statutes or these Rules of Procedure.

(2) Simple majority means that the amount of votes in favour is higher than the amount of votes against. Abstentions and invalid votes are not counted. In the case of elections, simple majority means that the amount of votes in favour for one candidate is higher than for the other candidate(s). Blank votes, abstentions and invalid votes are not counted.

(3) Two-third majority means that the amount of votes in favour is the double of the votes against. Abstentions and invalid votes are not counted. The required majority to change the Statutes will be counted from all possible votes at the Congress. In case of a tie a second vote shall be taken. If this reproduces a tie, the proposal shall be considered defeated.

(4) Voting by proxy is not allowed.

(5) Absolute majority means that the amount of votes in favour exceeds half of all possible votes at the Congress.

Article 19 - Points of order during voting

After voting has started, there shall be no interruptions except on a point of order in connection with the vote being undertaken.

Article 20 - Roll call

(1) A roll call can be requested by at least three full member organisations or three individual member delegates.

(2) If a roll call is taken, the full member organisations and individual member delegates are asked by the Chair in English alphabetical order how they vote.

(3) The result of a roll call has to be put in the minutes of the Congress.

Article 21 - Doubts on the result of voting

(1) The Chair can put a roll call on the Agenda if three full member organisations or three individual member delegates call the result of vote in question. If a roll call is not put on the Agenda, the vote is repeated in the same way.

(2) The vote can be questioned only immediately after the vote.

Article 22 - Dispute of a vote

(1) A vote can be disputed by at least three full member organisations or three individual member delegates if there has been made a mistake in the procedure of the vote.

(2) Dispute of a vote is only possible immediately after the vote.

VII. Elections

Article 23 - Proposals and presentations

(1) All candidates must be proposed at the beginning of each election.

(2) The Chair of the Congress shall ask the candidates if they are willing to stand.

(3) Each candidate has the opportunity to present her- or himself to the Congress. Different candidates for the same position present themselves in alphabetical order unless they agree all together on a different order. They are all allocated the same time (to be decided by the Congress Chair) for presenting themselves.

(4) Delegates may ask the candidates some questions. In such case, the Chair of the Congress shall act as moderator.

Article 24 - Order of elections

When several elections are due to take place, the following order of elections shall be respected during the Congress:

1. The President (1 election)
2. The Vice President (1 election)
3. The Treasurer (1 election)
4. The 4 other Bureau Members (1 election)
5. The 2 Auditors and their substitutes (1 election)
6. The 10 LYMEC delegates to the ELDR Congress (1 election)

The approval of the Secretary General by the Congress is a separate procedure.

Article 25 - General Procedure

1. The President, Vice President and Treasurer will be elected by the Congress using a binary voting system and a top-two run-off method:

(a) Each voter votes for one candidate, and the candidate that receives the absolute majority of cast votes is elected

(b) If there is only one candidate and she or he does not get the required absolute majority, there will be new elections. In this case, new candidates can be nominated.

(c) If in the case of an election with two candidates no candidate gets the required absolute majority in the first ballot, but both candidates get more than 50 percent together, a simple majority is required in the second ballot.

(d) If in the case of an election with more than two candidates no candidate gets the required absolute majority in the first ballot, a second ballot will take place between the two candidates getting most cast votes. If these two candidates do not have together more than 50 percent of the cast votes in this second ballot, a third ballot will take place between the three candidates that got most votes in the first ballot. In this case, the candidate who gets a simple majority of cast votes will be elected.

(e) In case of a tie, a final ballot will take place. In case of another tie the election will be decided by casting lots taken from the Chair.

(f) For the calculation of the majority according to no. (c) and (d) invalid votes are not counted.

2. The other office holders will be elected by the Congress using a non-preferential bloc-voting system:

(a) Each voter places (or chooses) N names on the ballot paper, where N is the number of candidates to be elected (4 for the other bureau members, 4 for the auditors, 10 for the LYMEC delegates to ELDR Congress). The N candidates with the highest number of votes are elected.

(b) In case of a tie between 2 or more candidates for place number N, a second ballot is organised between these candidates. In case of another tie the election will be decided by casting lots taken from the Chair.

(c) In the case of the internal auditors election, it is possible to give up to N votes. The two candidates with the highest number of cast votes are elected internal auditors, and the other two candidates with the third and fourth highest number of cast votes are elected substitute internal auditors.

Article 26 - Procedure for the approval of the Secretary General

The Bureau shall publish an open call for candidates for the position of Secretary General no later than 2 months before the Congress where the approval will take place.

The applications must be submitted within the time limit indicated in the call for candidates, and must include the documentation requested in the call. The bureau assesses the candidatures received and presents to the Congress its evaluation of all those candidate(s) who fulfil the announced criteria, and therefore who have been selected for the position, no later than 2 weeks before the Congress where the approval will take place. The report shall be based on the published criteria.

The Congress then proceeds to a vote between the selected candidate(s) presented in order to approve the Secretary General, following article 27.1 of the Rules of Procedure.

VIII. Minutes

Article 27 - Minutes of the Congress

(1) The minutes shall report on the main discussions and decisions of the Congress.

(2) The minutes shall include:

- The Agenda;
- The results of the roll call at the opening of the Congress;
- The motions and resolutions as adopted;
- The result of the elections;
- The points of order and the resulting votes;
- The main points of the debates.

(3) The Congress minutes will be adopted by the following Congress.