



# CONGRESS RULES

Adopted on 13 May 2017 in Stockholm, Sweden

I. The Congress	3
Article 1 - The Congress	3
Article 2 - Calling a Congress	3
Article 3 - Publicity	3
Article 4 - Congress Composition	4
II. Congress Chair	4
Article 5 - Role and Confirmation	4
Article 6 - Ordering measures	5
Article 7 - Protest	5
Article 8 - Removal of the Chair	5
III. Congress Procedures	5
Article 9 - Roll call and voting rights	5
Article 10 - Agenda	6
Article 11 – Order of motions and resolutions	6
Article 12 - Interruption	7
Article 13 - Adjournment	7
IV. Debates and speeches	7
Article 14 - Right to speak	7
Article 15 - Speakers list	7
V. Motions and Resolutions	8
Article 16 – Motions and Resolutions	8
Article 17 - Reading of motions and resolutions	8
VI. Points of order	10
Article 18 - Definition of a point of order	10
Article 19 - Procedure	10
VI. Voting	11
Article 20 - Majorities	11
Article 21 - Point of order during voting	11
Article 22 - Vote by roll call	11
Article 23 - Challenging a vote	12
VII. Elections	12
Article 24 - Proposals and presentations	12
Article 25 – Order of elections	12
Article 26 – General Procedure	13
Article 27 – Procedure for the approval of the Secretary General	13
VIII. Minutes	14
Article 28 - Minutes of the Congress	14
Article 29 - Working groups	14
Article 30 - Fringe meetings	15
Appendix I - Index of Congress Deadlines	16

## **I. The Congress**

### **Article 1 - The Congress**

(1) The Congress meets at least twice every year in order to:

- elect, dismiss, and discharge Bureau members;
- amend the Statutes, and the Congress Rules;
- approve and modify the Manifesto and the Policy Book;
- adopt motions or resolutions;
- adopt the accounts and discharge the LYMEC Bureau for its financial management;
- adopt the budget;
- adopt the programme of action for two years, of which a draft is to be sent to member organisations and individual members no later than eight weeks in advance
- dissolve the organisation.

(2) The Congress is to be run according to the Statutes and these Congress Rules.

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

### **Article 2 - Calling a Congress**

(1) A Congress meeting can be called by the Bureau, a group representing at least one-third of the number of full member organisations, or a group representing at least one-third of the votes distributed at the previous congress.

(2) The Bureau shall decide the date and location of the Congress if it had not been decided at the previous Congress. The Bureau shall send out information concerning the date and location of the Congress at least eight weeks before the Congress takes place. The agenda of the Congress shall be proposed by the Bureau and shall be sent out to all members at least eight weeks before the Congress takes place.

### **Article 3 - Publicity**

(1) The Congress works in public, unless stated otherwise. On motion of a full member organisation, or an individual member delegate, a special point of the agenda can be dealt with in closed session. To pass, such a motion needs an absolute majority of those present and voting.

## **Article 4 - Congress Composition**

(1) The congress encompasses delegates with voting rights, consisting of all delegates representing full member organisations, as well as the three individual member delegates.

The Congress shall also include, without voting rights:

- Bureau members and the Secretary General;
- representatives of associate member organisations;
- individual members other than individual member delegates;
- internal auditors;
- guests invited by the Bureau.

(2) The maximum number of delegates a full member organisation may nominate to represent them at the LYMEC Congress is three.

(2) The maximum number of delegates an associate or applicant member organisation may nominate to represent them at the Congress is two.

(3) The Bureau may, for logistical reasons, limit the number of individual members not including individual member delegates at a Congress to a minimum of one-twentieth of all slots available to all delegates and representatives.

Should the Bureau exercise this right, then the individual members, other than individual delegates, wishing to attend the Congress shall be selected by the Bureau in consultation with the Secretary General and the individual member delegates.

## **II. Congress Chair**

### **Article 5 - Role and Confirmation**

(1) The Chair acts as the presiding office of the Congress in accordance with the Statutes and the Congress Rules. The Chair must act as an impartial party, and must ensure the orderly progression of the Congress.

(2) The Congress Chair consists of three persons. It is proposed by the Bureau, and confirmed by an absolute majority immediately following the determination of the quorum and the distribution of the votes.

Should the confirmation of the Congress Chair fail, delegates of Member Organisations or Individual Members can propose candidates for the Congress Chair. They are then elected according to Article 26 (2) of these Congress Rules

(3) Immediately after their confirmation, the Congress Chair shall appoint two persons charged with producing a written record of the Congress, referred to as the Congress minutes, and submitting them to the register.

(4) The President acts as Congress Chair from the convening of the Congress until the Chairs have been confirmed.

### ***Article 6 - Ordering measures***

(1) The Chair may call to order speakers who deviate from the essence of the debate. If someone has been called to order twice, the Chair may ban the speaker from speaking again for the remainder of the agenda point.

### ***Article 7 - Protest***

(1) Delegates of a full member organisation, representatives of an associate member organisation, as well as an individual members may protest against all decisions by the Chair, but only if done so urgently after the decision has been rendered.

### ***Article 8 - Removal of the Chair***

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

(2) A motion to relieve the Chair or a single member of the Chair must to be debated immediately. Until such a motion is resolved, the President acts as Congress Chair.

## **III. Congress Procedures**

### ***Article 9 - Roll call and voting rights***

(1) At the beginning of a Congress, a roll call shall be undertaken by the Chair in order to distribute votes and determine the required quorum, which consists of one-third of the votes at the Congress according to Congress registration. Questions concerning the quorum or majorities shall be directed to the to the Chair. It is the responsibility of the Chair to ensure that a quorum is established at all times.

(2) Delegates of full member organisations and individual members shall exercise their voting rights at the Congress according to the following scale of vote:

Full member organisations

3 basic votes per organisation. Furthermore organisations with:

500-999 members	receive 1 extra vote
1000-1999 members	receive 2 extra votes
2000-3999 members	receive 3 extra votes
4000-5999 members	receive 4 extra votes
6000-7999 members	receive 5 extra votes
8000-9999 members	receive 6 extra votes
More than 10.000 members	receive 7 extra votes

An organisation can hold at maximum 10 votes.

Member Organisations are free to distribute their votes within their respective delegations.

#### Individual members section

1 to 499 members	3 delegates receive 1 vote each
500 to 999 members	4 delegates receive 1 vote each
1000 to 1999 members	5 delegates receive 1 vote each
2000 to 3999 members	6 delegates receive 1 vote each
4000 to 5999 members	7 delegates receive 1 vote each
6000 to 7999 members	8 delegates receive 1 vote each
8000 to 9999 members	9 delegates receive 1 vote each
More than 10.000 members	10 delegates receive 1 vote each

(3) No delegates may exercise votes for multiple delegations at the same Congress. Members of the Bureau and the Secretary General cannot be delegates of a member organisation or individual member delegates to the LYMEC congress. A delegate may only cast a vote if present.

### **Article 10 - Agenda**

(1) After the confirmation of the Congress Chair, the Congress agenda shall be proposed by the Bureau. Amendments to that proposal are discussed subsequently. Each amendment, as well as the agenda as a whole, require adoption by a simple majority vote.

(2) Any further change to the agenda after its adoption may be introduced in the form of a point of order.

### **Article 11 – Order of motions and resolutions**

(1) The order of debate for motions and resolutions shall be decided immediately following the adoption of the agenda by a ballot which allows delegates to rank choices in order of priority.

(2) Motions and resolutions not previously submitted shall be included in this ballot, if declared urgent by a two-third majority vote.

(3) After the result of the ballot has been announced, the Bureau may change the order of motions and resolutions. Should the Bureau make use of its right to do so, it is required to justify any change to the Congress. Any such change may be opposed through a point of order.

### ***Article 12 - Interruption***

(1) The Chair may propose to interrupt the Congress. Any such proposal requires adoption by a simple majority.

### ***Article 13 - Adjournment***

(1) The Congress adjourns either once the full agenda has been dealt with, at a time set by the Bureau in the agenda, or upon a point of order requesting that the Congress adjourns, whichever comes earlier.

## **IV. Debates and speeches**

### ***Article 14 - Right to speak***

(1) A point of order to limit a member's right to speak must be put forward by a delegate of a full member organisation, a representative of an associate member organisation, or an individual member, and must be accepted by a simple majority.

(2) Anybody may address the Congress in a language other than English, as long as they themselves provide for interpretation into English.

### ***Article 15 - Speakers list***

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

(2) The speakers list must be interrupted if a point of order is raised. Per decision of the Chair, the speakers list may be interrupted to:

- correct a previous statement immediately;
- give the floor to the mover of a motion;
- give the floor to the rapporteur of a working group of the Congress;
- give the floor to the Bureau.

## **V. Motions and Resolutions**

### **Article 16 – Motions and Resolutions**

(1) Motions are proposals of an internal, statutory, or organisational nature. Resolutions are policy proposals.

(2) Motions and resolutions must be received by the LYMEC Secretariat at least four weeks before the start of the Congress.

(3) Proposals of resolutions must be submitted with one general tag according to the list provided on the LYMEC website, and three specific tags that are related to the specific policies approached in, or affected by, the resolution.

(4) Resolutions approved at the Congress are added to LYMEC Policy Book, which is in its updated form to be distributed electronically to members no later than two weeks after each Congress.

(5) Archived resolutions are collected in the LYMEC Policy Archive. Upon archiving a resolution, it ceases to represent LYMEC's position. There are two ways to archive resolutions:

- A resolution proposed for adoption may in its text call for archiving one or more resolutions in the LYMEC Policy Book, provided it shares the general tag and at least one specific tag with the resolution proposed to be archived.
- A motion may be proposed to archive a resolution, accompanied by an explanation for the motivation behind the proposed archiving.

In both cases, if the resolution to be archived has been passed by a Congress less than three years ago, a two-thirds majority is required for adoption.

(6) Under no circumstances may resolutions be deleted from the LYMEC Policy Book or the LYMEC Policy Archive.

### **Article 17 - Reading of motions and resolutions**



(1) Motions and resolutions will be introduced, then discussed in general first (first reading), followed by discussion of any proposed amendments (second reading), followed by a discussion of the amended resolution (third reading).

(2) Motions and resolutions are adopted according to the following procedure:

Introduction: Before the start of the debate, the mover shall be given the possibility to introduce and explain the motion or resolution.

First Reading: The motion or resolution as introduced by the mover is discussed. Should amendments be received by the Chair, this discussion is limited to two speakers defending, and two speakers challenging the proposal. Should no amendments be received, the first reading also constitutes the final reading.

Second reading: Any amendments are debated during the second reading, with particular consideration to the following procedures:

1. If two or more amendments to a motion or resolution are proposed, the Chair shall decide on the order in which they are to be discussed and voted upon.
2. If two or more amendments concern the same part of a text, the Chair shall decide on the order in which they are to be discussed and voted upon, beginning with the proposal furthest removed in substance from the original text, which can typically encompass proposals to delete or add large portions of text; subsequently continuing with the proposal next furthest removed, until all amendments have been put to a vote.
3. Amendments to amendments shall be discussed in the same way, prior to the amendment in question.
4. If all movers of a resolution or motion agree, they can accept any proposed amendment, but only prior to its discussion.
5. Amendments or amendments to amendments pertaining to a resolution deemed urgent are not subject to the statutory deadlines as set in the appendix of these Congress Rules, and may be proposed at any time before or during the second reading.

Third and final reading: The motion or resolution as amended is discussed. The mover of the original motion shall be given the possibility to make a closing argument at the end of the third reading, even if the speakers' list has been closed.

(3) If demanded, the motion may be voted on in sections, unless the original mover objects.

(4) The speaking time during the agenda point dealing with motions and resolutions is limited to two minutes per speech, unless changed following a point of order.

## **VI. Points of order**

### ***Article 18 - Definition of a point of order***

(1) A point of order is a motion solely addressing how the Congress is run. A point of order has can be raised by any delegate or representative of a member organisation, or any individual member. A point of order takes precedence in the order named below over all other motions and resolutions.

(2) Points of order are especially, but not exclusively:

- Motions to interrupt the Congress;
- Motions to adjourn the Congress;
- Motions to close the speakers list;
- Motions to close the debate and vote directly;
- Motions to limit or extend speaking time;
- Motions not to discuss a motion;
- Motions to close the debate and to continue with the next point of the Agenda;
- Motions to vote in sections;
- Motions to change the order of the Agenda;
- Motions to restart with a point of the Agenda;
- Motions to doubt the result of voting;
- Motions to call for a roll call;
- Motions to remove the Chair;
- Motions to remove a member of the Chair;
- Motions to refer any matter to a rapporteur, chair of a working group or the Bureau;
- Motions to deviate from these Congress Rules; and,
- Motions to archive a resolution in the LYMEC Policy Book.

### ***Article 19 - Procedure***

(1) A request to state a point of order can be taken either by a raising of hands, or simply calling. Points of order must to be discussed immediately. If a point of order is being raised, the Chair shall immediately state their ruling. If the ruling is challenged, the Chair shall submit the ruling to the Congress for immediate decision and it shall stand unless overruled by a simple majority.

(2) If there is no protest arising, the point of order will have passed. Otherwise voting will be taken after a reply. If a two-third majority is required, a vote must take place regardless .

(3) The Chair may allow debate of a point of order.

## **VI. Voting**

### **Article 20 - Majorities**

(1) In case of voting, a simple majority of those present at the Congress is required unless otherwise in the Statutes or these Congress Rules.

Simple majority means that the number of votes in favour is greater than the number of votes against. Abstentions and invalid votes are not counted, but shall be noted in the Congress minutes.

(2) In case of elections, simple majority means that the number of votes in favour of one candidate is greater than the number of votes for the other candidate(s). Blank votes, abstentions and invalid votes are not counted, but shall be noted in the Congress minutes.

(3) Two-thirds majority means that the number of votes in favour exceeds the number of votes against by at least a factor of two. Abstentions and invalid votes are not counted, but shall be noted in the Congress minutes. The required majority to change the Statutes or Congress Rules will be counted from all possible votes at the Congress.

(4) Voting by proxy is not allowed.

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

### **Article 21 - Point of order during voting**

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

### **Article 22 - Vote by roll call**

(1) A vote by roll call can be requested as a point of order by at least three full member organisations, or three individual members.

(2) If a vote by roll call is taken, full member organisations and individual member delegates shall be called on to vote by the Chair in alphabetical order.

(3) The result of a vote by roll call must be noted in the Congress minutes.

## **Article 23 - Challenging a vote**

(1) If at least three full member organisations, or three individual members, question the result of a vote, or dispute that voting procedures have been followed correctly, the vote shall be repeated as a vote by roll call according to Article 22 of these Congress Rules.

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

## **VII. Elections**

### **Article 24 - Proposals and presentations**

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

(2) The Chair of the Congress shall ask each candidate if they are willing to stand, and ask the Congress if there are further candidates who wish to declare their candidacy.

(3) Each candidate has the opportunity to present his/herself to the Congress. Different candidates for the same position present themselves in alphabetical order by first name in the English alphabet, unless candidates for the same position themselves unanimously agree on a different order. They are each allocated the same time (to be decided by the Congress Chair) for presenting themselves.

(4) Congress participants shall be given the opportunity to ask the candidates questions. The Chair of the Congress shall act as moderator.

### **Article 25 – Order of elections**

(1) When several elections are due to take place, the following order of elections shall be observed during the Congress:

1. The President (1 election)
2. The Vice President (1 election)
3. The Treasurer (1 election)
4. The 4 General Bureau Members (1 election)
5. The 2 Auditors and their substitutes (1 election)
6. The 10 LYMEC delegates to the ALDE Party Congress (1 election)
7. The LYMEC Representative to the IFLRY Bureau (1 election)

## **Article 26 – General Procedure**

(1) The President, Vice President, Treasurer, and LYMEC President to the IFLRY Bureau shall be elected by the Congress using a two-round runoff binary voting method:

1. Votes are cast for one candidate. The candidate receiving the absolute majority of cast votes is elected.
2. In the event that there is only one candidate for a position, and he does not receive the required absolute majority of cast votes, the Chair shall ask the Congress again if there are further candidates who wish to declare their candidacy, and then immediately repeat the election. The candidate who receives a simple majority of cast votes is then elected.
3. If an election is held with two or more candidates, and no candidate receives the required absolute majority of votes cast in the first ballot, a second ballot will take place between the two candidates receiving the most cast votes. The candidate who receives a simple majority of cast votes is then elected.

(2) The other office holders shall be elected by the Congress using a non-preferential bloc-voting method:

1. Votes are cast for N candidates, whereby N represents the number of candidates to be elected (4 General Bureau members, 4 internal auditors, 10 LYMEC delegates to ALDE Congress). The N candidates with the highest number of votes are elected. Except for the election of internal auditors, ballots with votes cast for fewer or more than N candidates shall be invalid.
2. In the event of a tie between 2 or more candidates for place number N, a second ballot shall be organised between these candidates, with the candidate receiving a simple majority being elected. In the event of another tie the election will be decided by casting lots taken from the Chair.
3. In the case of the internal auditors election, it is possible to vote for up to N candidates. The two candidates with the highest number of votes cast shall be elected internal auditors, and the other two candidates with the third and fourth highest number of votes cast are elected substitute internal auditors.

## **Article 27 – Procedure for the approval of the Secretary General**

(1) The Bureau shall publish an open call for candidates for the position of Secretary General as described in Article 26 of the Statutes no later than two months before the start of the Congress at which 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.

(2) The Bureau assesses the candidacies received based on the published criteria, selects one of the candidates, and proposes that Candidate to the Congress. It must share its evaluation of that candidate with the organisations' members no later than four weeks before the start of the Congress at which approval will take place.

(3) Approval of the Secretary General, or the renewal of his mandate, requires an absolute majority of those present and voting.

(4) Should the approval fail, then the position will remain vacant until a Secretary General is elected at the next Congress according to the provisions for electing a President, particularly Article 26 (1) of these Congress Rules.

## **VIII. Minutes**

### **Article 28 - Minutes of the Congress**

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

(2) Compiling the minutes shall be the responsibility of the Secretary General.

(3) The minutes shall include:

- The Agenda;
- The results of the roll call at the opening of the Congress;
- The motions and resolutions as adopted, including a detailed account of their vote;
- The result of elections;
- The points of order and the resulting votes;
- The main points of the debates.

(4) Minutes of the Congress shall be kept in a register at the Secretariat and be made available to all members within four weeks after the meeting ended.

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

### **Article 29 - Working groups**

(1) The Congress or the Bureau can establish working groups to strengthen the political, programmatic and organisational development work within LYMEC by a simple majority vote of those present and voting. The composition of the working group is defined by the Congress or the Bureau. A working group can consult external specialists if the working group thinks this will contribute to their work.

(2) A Chairperson of each working group is appointed by the Congress or the Bureau for one year. The working group elects her or his proxy. The working group shall determine its own rules of procedure.

(3) The Congress or the Bureau must describe the task of the working group. The chair of the working group shall report to the Congress. The Congress can either redefine the task of the working group, or when the working group fulfilled its tasks, dissolve the working group.

(4) A working group may propose motions or resolutions.

### ***Article 30 - Fringe meetings***

(1) The Congress may be divided into fringe meetings. A rapporteur will be appointed in each fringe meeting and be responsible for presenting a report of the meeting to the Congress.

## **Appendix I - Index of Congress Deadlines**

All documentation received by the office must be posted within two working days past the referred deadlines.

### **8 weeks before the Congress:**

- Date and location of the Congress
- Proposed agenda of the Congress
- Proposal of Statutory changes
- Proposal of changes of Congress Rules
- Applications for full membership
- Application for associate membership
- Changes in member organisations
- Programme of Action
- Membership fee invoices
- Call for IMS elections
- Proposal to expel or suspend membership

### **4 weeks before the Congress:**

- Annual Financial Report with external Auditors report
- Annual Budget
- Approval of new external Auditor
- Annual report
- Bureau reports
- Motions and resolutions
- Applications for reduced membership fees and payment arrangements
- Proposal of the new Secretary General

### **2 weeks before the Congress:**

- Internal auditors' report

### **1 week before the Congress:**

- Amendments to motions and resolutions

### **Before the start of the Congress**

- Amendments to amendments of motions and resolutions
- Urgent resolutions