



## **International Federation of Liberal Youth**

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### **RULES OF PROCEDURE**

#### **OF THE INTERNATIONAL FEDERATION OF LIBERAL YOUTH (IFLRY)**

**as adopted by the IFLRY General Assembly in Troia, Portugal, December 1st- 3rd, 1989 and last amended at the 29th General Assembly in Dallas, USA July 20th -22nd, 2007**

#### **ROLE OF THE ASSOCIATION**

##### **Article I.**

IFLRY shall co-operate with and assist its member organisations in their activities in every possible way. Member organisations may also establish regional organisations in order to promote their mutual contacts.

##### **Article II.**

IFLRY shall act as the international representative of and provide means of co-operation between liberal and radical youth and student organisations of different nationalities.

#### **GENERAL ASSEMBLY**

##### **Article III.**

There shall be no limit to the number or participants attending from member organisations unless the Bureau decides otherwise.

##### **Article IV.**

In years that no regular General Assembly takes place an Extraordinary General Assembly will be held connected to a meeting of the Executive Committee. This meeting shall primarily discuss policy matters, notwithstanding the regular powers of the General Assembly.

##### **Article V.**

Nothing in these Rules of Procedure may determine how member organisations may distribute their votes among their delegates. However no employee or auditors of the federation is allowed to hold the voting rights of a member organisation at a statutory meeting.



## **Article VI.**

Voting rights shall be exercised by full member organisations due to the following scale of vote:

Organisations with 1 to 500 members 1 vote;  
501 to 1000 members 2 votes;  
1001 to 2500 members 3 votes;  
2501 to 5000 members 4 votes;  
5001 to 10000 members 5 votes and  
more than 10000 members 6 votes.

## **Article VII.**

Abstentions are counted as not voting.

## **EXECUTIVE COMMITTEE**

### **Article VIII.**

The Executive Committee shall consist of the Bureau and a representative of each full member organisation.

### **Article IX.**

Each member of the Executive Committee shall have one vote, except the Bureau members who all together may cast only one vote. Only organisations having fulfilled their membership obligations shall be accorded voting rights.

Deadline for handing in resolutions to be dealt with at the Executive Committee meeting is arrival at the IFLRY office 2 weeks before the start of the meeting where they are to be dealt with.

In addition those motions and resolutions shall be dealt with that were put to the Executive Committee and in the opinion of a simple majority of those present and voting of the Executive Committee by their urgent nature could not have been proposed before the official deadline. Only resolutions proposed before the beginning of the Executive committee meeting can be dealt with as urgency resolutions, unless a two-third majority of those present and voting accepts a later resolution as urgent.

### **Article X.**

Candidate, observer and regional members of IFLRY may send a representative in a non-voting capacity.

## **BUREAU**

### **Article XI.**



The Bureau shall consist of the President, the Secretary General, a Treasurer, and four Vice-Presidents, as well as a non-voting bureau delegate per regional member organisation of IFLRY.

In areas where there are no regional organisations that are member of IFLRY, the bureau will have the right to appoint a bureau representative in a non-voting capacity from the region.

The President, the Secretary General, Treasurer and the four Vice-Presidents are elected for the period until the next regular General Assembly, notwithstanding the right of the General Assembly to put the Bureau on question and to force Bureau Members to resign.

The President, and the Secretary General and the Treasurer shall be elected by simply majority vote. In case none of the candidates to each of these positions receive more than 50% of the votes; there will be additional rounds of voting until the required majority is achieved.

In each of the additional rounds those who receive the least number of votes, in the way that even if the votes of those who received less than them will be added to their votes would not change their position, will not participate in the next round.

The vice presidents of the organisation shall be elected as follows:

On each ballot paper the member organisations select the candidates that should be elected as Vice-Presidents in that way that they prioritise 4 candidates to be elected, giving them 6, 4, 3 and 1 points depending on the priority, in that way that the ballots 1st priority candidate gets 6 point, the 2nd priority candidate gets 4 points, the 3rd priority candidate gets 3 points and the 4th priority candidate gets 1 point. It is possible to vote for fewer candidates than the number of positions that needs to be filled. In that case the ballot only needs to be filled out with the names that the member organisation wishes to vote for. I.e. in case of only two names on the ballot, the 1st priority will receive 6 points and the 2nd priority will receive 4 points. The 4 candidates with the most points are elected in the order of the amount of points. Only candidates reaching the quorum defined as the following formula:  $1/(\text{the positions available for election} + 1)$  will be eligible for election, meaning i.e. that for 4 Vice-President positions the quorum will be  $1/(4+1) = 20\%$  of the total points possible. For 3 positions the formula will be  $1/(3+1) = 25\%$  of the total points possible. For two positions the quorum will be  $1/(2+1) = 33,33\%$  of the total points possible. In case of only one vacant position for a round of election, the principle of simple majority shall be used, as is the case with the positions of President, Secretary General and Treasurer as well.

In case that there is not enough candidates reaching the quorum of the votes, a new round of election will be held for the remaining place(s).

If there are not enough candidates reaching the quorum in the second round of election, the position will remain vacant upon a new call for election at the next Executive Committee Meeting or General Assembly. In case there are more selections on the ballot paper than the number of the Vice-Presidents' positions to be elected the ballot paper is considered invalid. The whole ballot will also be invalid in case that it is not possible to identify the names on the ballot.

If candidates have an equal amount of votes, the candidate with the most 1st priority votes are prioritised before the other candidates in the order of most 1st priority votes. If the amount of 1st



priority votes are equal, the amount of 2nd priority votes are deciding the order of the election and if still needed the amount of 3rd priority votes are being used as decisive factors for the order of election.

Should there still be candidates with the same amount of votes and if it is therefore not clear which of them shall be elected, then a second round between these candidates is conducted using the simply majority vote.

#### **Article XII.**

The Bureau may appoint and employ an Executive Director who is responsible for all his/her activities to the Bureau.

#### **Article XIII.**

The Bureau shall regularly report to the member organisations on its activities.

### **AUDITORS**

#### **Article XIV.**

There shall be two auditors. For the election of auditors the ballot can be filled with one or two names. Each name will count as one vote. It is not possible to give more than one vote to one candidate on each ballot. The two candidates who received the highest number of votes shall be elected Auditors. The auditors will in addition to their statutory functions also report to the General Assembly how the Bureau has carried out the decisions taken by the General Assembly and by the Executive Committee. The auditors shall be elected for the period until the next regular General Assembly. None of the auditors shall have been a member of the previous Bureau or have been employed by IFLRY during the previous Bureau term.

### **LANGUAGES**

#### **Article XV.**

The official language of the association shall be in English, French, and Spanish. In the case that no translation facilities are available the working language will be English.

### **INTERPRETATION**

#### **Article XVI.**

The interpretation of these Rules of Procedure shall be subject to the ruling of the General Assembly. Where the Statutes or the Rules of Procedure cannot be applied the General Assembly decides. In cases of contradiction between the rules of procedure and the statutes of the association, then statutes takes precedence.



## **AMENDMENTS**

### **Article XVII.**

The Rules of Procedure may be amended by the General Assembly by two-thirds majority of those present and voting. Notice of amendments to the Rules of Procedure must be given to all member organisations at least six weeks in advance. Secondary amendments may be submitted up to commencement of debate on the relevant amendments.

All changes to the Rules of Procedure take effect immediately after the end of the General Assembly where they are adopted.

## **STANDING ORDERS FOR THE IFLRY GENERAL ASSEMBLY CONDUCT OF MEETINGS AND MOTIONS AT IFLRY THE GENERAL ASSEMBLY**

### **Article XVIII.**

The General Assembly shall elect 5 chairpersons and 3 secretaries to chair and record the sessions. They shall be persons not standing for other elections.

### **Article XIX.**

The General Assembly may be divided into working commissions. Each commission shall appoint from amongst its members a conveyer who shall be responsible for presenting a report of the commission to the General Assembly.

### **Article XX.**

Deadline for handing in resolutions to be dealt with at the General Assembly are arrival at the IFLRY office 4 weeks before the start of the meeting where they are to be dealt with.

In addition those motions and resolutions shall be dealt with that were put to the pre-General Assembly meeting of the Executive Committee and in the opinion of a simple majority of those present and voting of the Executive Committee by their urgent nature could not have been proposed before the official deadline.

Motions for changes to the manifesto and changes to the statutes or rules of procedure, must be received by the IFLRY office at least 6 weeks in advance of the General Assembly.

All membership applications must be received at the IFLRY office at least six weeks prior to the start of the Executive meeting or General Assembly at which the applicant organization wishes their application to be considered. All required written materials must also be provided by this deadline. It is the responsibility of the applicant organization to ensure that all materials reach the IFLRY Secretariat on time

### **Article XXI.**



The chairperson may announce a list of speakers and with the consent of the General Assembly declare a list closed. The proposer of a motion shall be allowed five minutes to move the motion; the proposer of an amendment and subsequent speakers three minutes. The chairperson may announce a maximum time limit for contributions to the debate.

**Article XXII.**

Points of order shall be automatically taken by the chair when raised. Points of information may be taken at the discretion of the speaker.

**Article XXIII.**

The order or procedural motion shall be:

- a. motion to remove the chair
- b. motion to reverse the decision of the chair
- c. motion for the suspension or adjournment of the session
- d. motion to adjourn the item under discussion
- e. motion that the question be now put to a vote
- f. motion for reference back

A two-thirds majority of those present and voting shall be required for the removal of the chair. During the debate on this motion the chair shall be taken by another person. The only speakers allowed on a procedural motion shall be the mover of the motion and the mover of the resolution or amendment, who shall have the right to reply.

**VOTING AT IFLRY GENERAL ASSEMBLY**

**Article XXIV.**

Votes shall be accorded as laid down in the Statutes and Rules of Procedure. After the opening of the General Assembly no delegations or members nominated to the General Assembly of those delegations may exercise votes for another delegation.

**Article XXV.**

A simple majority shall be required unless otherwise stated. In the event of equality a recount shall be taken. If there is still a tie status quo shall persist.

**Article XXVI.**

A roll call shall be taken if requested. It shall be taken in the English alphabetical order of countries in connection with the vote being undertaken.

**Article XXVII.**



In voting amendments the chair shall normally first vote on the amendment furthest removed in substance from the original motion, then on the amendment next furthest and so on till all amendments have been voted on or one has been accepted.

## **ELECTIONS AT IFLRY GENERAL ASSEMBLY**

### **Article XXVIII.**

All elections shall take place by secret ballot if requested.

All non-election voting shall take place by secret ballot if requested by at least one-third of the votes present.

### **Article XXIX.**

The General Assembly shall appoint three returning officers to administrate the elections and conduct the ballot. The returning officers shall be persons not standing for elections.

The returning officers shall announce the deadline for nominations for auditors.

### **Article XXX.**

For the Bureau elections those candidatures are valid that were received in writing by the IFLRY office six weeks before the start of the General Assembly.

### **Article XXXI.**

The introduction of all candidates shall be arranged during the General Assembly.

## **AMENDMENTS AT IFLRY GENERAL ASSEMBLY**

### **VACANCIES**

#### **Article XXXII.**

In case of vacancies the bureau has the power to appoint people to assist their work. These persons can attend and speak at statutory meetings, but will not have the position or voting right of a bureau member.

## **RESIGNATION OF BUREAU MEMBERS**

#### **Article XXXIII.**

Following a resignation or expulsion of a bureau member it is the right of the Executive Committee or General Assembly to immediately elect a replacement for the bureau member that resigned. This



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newly elected bureau member will have a period of mandate that expires in coherence with the rest of the bureau.

In case of vacancies the bureau has the power to appoint people to assist their work. These persons can attend and speak at statutory meetings, but will not have the position or voting right of a bureau member.

### **EXPULSION OF ELECTED PERSONS**

#### **Article XXXIV.**

It is the right of a General Assembly, both ordinary and extraordinary, to put the mandate of an elected person in question and to terminate that mandate following a vote of no-confidence with at least two-third majority of those present and voting.