



## 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 34th General Assembly in Chisinau, Moldova, 1st December 2012.**

#### **A. General Event Rules**

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

A quorum of 50% of the full member organisations in good standing shall be required to begin any meeting of a General Assembly or Executive Committee.

Decisions are taken by a simple majority of those present and voting, with abstentions being counted as not voting, unless otherwise stated. In the event of a tied vote a recount shall be taken. If there is still a tied vote, the status quo shall persist.

Decisions are only valid where half of the total votes present at the opening of the meeting are cast. Abstentions shall be included for this purpose.

All elections shall take place by secret ballot. All non-election voting shall take place by secret ballot if requested by at least one-third (1/3) of the votes present.

For the Bureau a quorum of more than 50% of the Bureau members with voting rights is needed in order for a decision to be valid.

##### **Article II. Membership Rights**

Full members have the right to vote, the right to run candidates for the Bureau and auditor positions, the right to nominate officers, the right to put forward proposals and the right to submit amendments to all proposals.

Candidate members have the right to nominate officers, the right to put forward proposals and the right to submit amendments to all proposals except when it concerns the Manifesto, Statutes, the Rules of Procedure or financial documents.

Regional members have the right to put forward resolutions and the right to submit amendments to all proposals except when it concerns the Manifesto, Statutes or the Rules of Procedure or financial documents.

The Bureau wields the same rights as Full Members, except for voting rights at the General Assembly and the right to run candidates.

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

Each member organisation shall be responsible for appointing their representatives to meetings of the General Assembly and Executive Committee, provided that the representative is a member in good standing of the organisation represented. A member organisation may specify in writing to the Secretary General which of its representatives control voting rights for the organisation. If no representative is



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specified in writing, any representative present that was nominated by the member organisation shall be entitled to vote on its behalf.

There shall be no limit to the number of participants attending from member organisations.

No employee or auditor of the Federation is allowed to hold the voting rights of a member organisation at a statutory meeting.

After the opening of the General Assembly no delegations or members of those delegations nominated to the General Assembly may exercise votes for another delegation. Voting by proxy is not possible.

### **Article III. Returning Officers**

The chair shall appoint three (3) returning officers to administer 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 IV. Amendments**

Items to be discussed at the statutory event may take the form of:

1. Proposals: Items which propose a change from the status quo: resolutions, budget proposals, amendments to Manifesto, etc. .
2. Reports: Items which report on the status quo: Bureau reports, annual reports, financial reports, auditor reports, etc.

Only proposals may be amended by the statutory event.

Only amendments that are submitted prior to the opening of the meeting will be formally discussed, unless otherwise stated. Other amendments or secondary amendments may only be discussed at the respective Standing Committee. If the respective amendment is accepted by the Standing Committee it will be included in the document voted on by the statutory event.

### **Article V. Resolutions**

Resolutions to be dealt with at the General Assembly or Executive Committee must be received by the IFLRY office three (3) weeks before the start of the meeting where they are to be dealt with. The office shall send to the member organisations a copy of all submitted resolutions at least two (2) weeks before the General Assembly takes place.

In addition, those resolutions shall be dealt with that, in the opinion of the Executive Committee, could not have been proposed before the official deadline because of their urgent nature.

Only resolutions proposed before the beginning of the Executive Committee can be submitted as urgency resolutions, unless a two-thirds (2/3) majority of those present and voting accepts a later resolution as urgent.

The proposer of a resolution may withdraw the resolution at any time before the vote by the meeting takes place.



### **Article VI. Manifesto.**

Amendments to the Manifesto must be received by the IFLRY secretariat at least six (6) weeks in advance of the General Assembly. The secretariat shall send out to the member organisations a copy of all submitted amendments at least five (5) weeks before the General Assembly takes place.

Amendments will be adopted if accepted by a two-thirds majority of those present and voting.

### **Article VII. Financial documents**

The Membership Fee Statute for each upcoming year shall be proposed by the Bureau and disseminated among the member organizations six (6) weeks prior to the event where it will be adopted. It shall include the calculation method for the membership fees, rules regarding reduced membership fee applications and other membership fee related issues.

All other financial documents, including the budget and the financial report for adoption, will always be available to the members at least three (3) weeks before the start of the statutory event at which they need to be adopted.

### **Article VIII. Opening Meeting**

At the beginning of each Executive Committee or General Assembly, the draft agenda will be decided on, the minutes of the previous meeting will be put forward for adoption and the relevant officers are proposed for appointment. This part is always chaired by the Bureau.

Depending on the nature of the event, the officers for appointment may be Chairs, Standing Committee officers and returning officers.

## **B. Membership Issues**

### **Article IX. Membership Application Procedure**

The admission of new members is subject to the following conditions:

Full membership and regional membership can only be granted by a two-thirds (2/3) majority of those present and voting at the General Assembly, including abstentions.

Candidate membership can be granted by the General Assembly or the Executive Committee.

Observer status can only be granted by the Executive Committee and needs to be renewed every year.

All membership applications must be received by the IFLRY office at least six (6) weeks prior to the start of the Executive Committee or General Assembly at which the applicant organization wishes their application to be considered. All materials requested by the Bureau must also be provided by this deadline. The IFLRY office will make sure that all these submitted documents will be available to the members at least five (5) weeks before the start of the statutory event at which they have to be considered.

Successful applicants are able to execute their rights after the meeting has closed all membership issues. All changes to the membership will be added to a Membership Register, which is under the responsibility



of the Bureau.

### **Article X. Membership Termination**

The members of the association can leave the association on the following conditions:

- the members of the association can resign by themselves.
- the members of the association can be expelled.

A voluntary resignation by a member needs to be validated by the Executive Committee or General Assembly before the member is deregistered.

A motion to expel a member can be submitted by the Bureau or two (2) full members and needs to be submitted six (6) weeks prior to the start of the General Assembly. Such a motion can be submitted if the targeted member organization is suspected of breaching any of the membership obligations.

Members need to be informed about this motion five (5) weeks prior to the start of the statutory event. The Bureau is required to put forward a motion for the expulsion of any member which has retained candidate membership status for four (4) years.

The expulsion from the association is to be decided by a two-thirds (2/3) majority of those present and voting at the General Assembly.

Members that are no longer part of the association have no rights to the financial assets.

### **Article XI. Membership Suspension**

Membership of the association may be temporarily suspended if the targeted member organization is suspected of breaching any of the membership obligations.

A motion to suspend a member can be submitted by the Bureau or two (2) full members and needs to be submitted six (6) weeks prior to the start of the Executive Committee or General Assembly. Members need to be informed about this motion five (5) weeks prior to the start of the statutory event.

The suspension from the association is to be decided by a two-thirds (2/3) majority.

Each suspension is valid for a maximum of one (1) year and may be revoked at any time by the relevant statutory body.

### **Article XII. Membership Transfer.**

If a member changes its name, or has merged with another organization which is not a member, the membership is not automatically transferred to the new or differently named entity.

Members need to inform the Bureau of any merger with a different organization. The Bureau will decide on the membership status transfer, subject to confirmation by the Executive Committee.

Members need to inform the Bureau of any name change. The Bureau will decide on the change in the Membership Register, subject to confirmation by the Executive Committee.



## **C. GENERAL ASSEMBLY**

### **Article XIII. Voting Rights**

Voting rights at the General Assembly shall be exercised by full member organisations according 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 XIV. Agenda**

The agenda of each meeting of the General Assembly or an Extraordinary General Assembly shall be agreed upon by the Bureau or, in the case of an Extraordinary General Assembly by those who call the meeting, and shall be announced to all member organisations at least sixty (60) days prior to its convention.

### **Article XV. Minutes**

The decisions of the General Assembly shall be entered in the minutes and will be made available to the members no later than thirty (30) days following the adjournment of the General Assembly.

In the case of an Extraordinary General Assembly, no decisions on items not mentioned on the agenda can be taken.

### **Article XVI. Chairpersons**

The General Assembly shall elect at least four (4) chairpersons to chair the sessions. They shall be persons not standing for other elections.

### **Article XVII. Authority**

The General Assembly has the exclusive authority to decide on:

- 1) Full and Regional Membership Applications
- 2) Amendments to the Statutes, Rules of Procedure and Manifesto
- 3) Expulsion of member organizations.

## **D. EXECUTIVE COMMITTEE**

### **Article XVIII. Voting rights.**

Each Full Member in good standing and present at the Executive Committee has one (1) vote, as well as the Bureau.

### **Article XIX. Representation.**



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Full, candidate, observer and regional members of IFLRY may send representatives in a non-voting capacity.

### **Article XX. Announcement & Minutes**

Place, date and agenda shall be announced by the Bureau to all member organisations at least thirty (30) days prior to the meeting.

The decisions of the Executive Committee shall be entered in the minutes and will be made available to the members no later than thirty (30) days following the adjournment of the Executive Committee.

### **Article XXI. Chairpersons**

The Executive Committee is chaired by the Bureau.

## **E. BUREAU**

### **Article XXII. General**

The Bureau members will be mutually responsible for all its activities and may share its internal work and responsibilities, as it desires.

The Bureau may appoint a staff. The Bureau members shall meet at least six (6) times per year. In case of a tie the vote of the President is determinant.

### **Article XXIII. Term**

The President, the Secretary General, Treasurer and the four Vice-Presidents are elected for the period of two (2) years until the next General Assembly, notwithstanding the right of the General Assembly to put the Bureau on question and to force Bureau Members to resign.

### **Article XXIV. Election Procedure President, Secretary General and Treasurer**

The President, the Secretary General and the Treasurer shall be elected by simple majority vote. In the event none of the candidates to each of these positions receives 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 such a way that even if the votes of those who received less than them could be added to their votes would not change their position, will not participate in the next round.

### **Article XXV. Election Procedure Vice Presidents**

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 such a way that they mark the names of their choice. Each marked candidate will receive one vote. It is possible to vote for fewer candidates than the number of positions that must be filled. In that case the ballot only needs to be filled out with the names that the member organisation wishes to vote for. The 4 candidates with the most votes are elected in the order of the amount of votes. Only candidates reaching the quorum defined by the following formula are elected:  $1 / (\text{the positions available for election} + 1)$  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 votes possible. For 3 positions the formula will be  $1 / (3+1) = 25\%$  of the



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total votes possible. For two (2) positions the quorum will be  $1 / (2+1) = 33,33\%$  of the total votes possible. In case of only one (1) 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 are not enough candidates reaching the quorum of the votes, a new round of voting will be held for the remaining place(s).

If there are not enough candidates reaching the quorum in the second round of voting, the position will remain vacant until a new call for elections is issued at the next General Assembly.

If 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 ballot will also be invalid if it is not possible to identify the names on the ballot.

If candidates receive an equal number of votes and it remains unclear which candidates shall be elected, then a second round of voting between these candidates is to be conducted using the above mentioned procedure. Should in this second round of voting, an equal number of votes remain, then lots will be drawn to determine the winner.

### **Article XXVI. Deadlines**

For the Bureau elections those candidacies are valid that were received in writing by the IFLRY office four (4) weeks before the start of the General Assembly.

### **Article XXVII. Expulsion**

It is the right of a General Assembly, both ordinary and extraordinary, as well as the Executive Committee, provided there is no gathering of the General Assembly in the following thirty (30) days, to put the mandate of an elected person in question and to terminate that mandate following a motion of no-confidence with a two-thirds (2/3) majority.

### **Article XXVIII. Post-Expulsion Replacement**

Following an expulsion of an elected person it is the right of the Executive Committee or General Assembly to immediately elect a replacement. The newly elected Bureau member or auditor will have a period of mandate that expires at the next General Assembly that takes place in an uneven year.

### **Article XXIX. Vacancy**

The Executive Committee shall have the right to fill any vacancy arising from a resignation of an elected person providing at least four (4) weeks notice has been given of the vacancy, and there is no gathering of the General Assembly in the following thirty (30) days. This deadline can be overruled by a two-thirds (2/3) majority if the resignation takes place after this deadline.

### **Article XXX. Post-Resignation Replacement**

In case of a resignation of a Bureau member, the Bureau has the power to appoint a replacement in a non-voting capacity until the next Executive Committee or General Assembly, provided there is no meeting of the Executive Committee or General Assembly in the following thirty (30) days.

### **Article XXXI. Plan of Action**



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Every newly elected Bureau shall draft a Plan of Action for the whole mandate within the next two (2) months after its election. This Plan of Action will be sent to the member organisations no later than these two (2) months after the General Assembly. The Plan of Action will be adopted at the first Executive Committee or General Assembly after the General Assembly in which the Bureau is elected.

### **Article XXXII. Annual Report**

The Bureau will have to submit for adoption once a year an Annual Report at least two (2) weeks before the start of the Executive Committee or General Assembly. An Annual Report outlines the achievements of the organisation in relation to the objectives laid down in the Plan of Action. The Annual Report will be presented by the President.

### **Article XXXIII. Bureau Report**

The Bureau is required to submit a written report to the member organisations on its activities three (3) weeks before the start of the Executive Committee or General Assembly. This report will reflect the work carried out by each individual Bureau member and will be presented at the Executive Committee or General Assembly.

## **F. AUDITORS**

### **Article XXXIV. Election Procedure**

For the election of auditors the ballot can be filled with one (1) or two (2) names. Each name will count as one (1) vote. It is not possible to give more than one (1) vote to one (1) candidate on each ballot. The two (2) candidates who received the highest number of votes shall be elected Auditors.

### **Article XXXV, Auditors Report**

It is the responsibility of the auditors to make their annual report available once a year to the member organisations three (3) weeks before the Executive Committee or General Assembly takes place.

## **G. Standing Committees**

### **Article XXXVI. Officers**

The Bureau shall appoint, subject to confirmation by the Executive Committee, a Chair, Vice Chair, and Secretary for each committee.

### **Article XXXVII. Membership**

The Committee on Membership shall review each application for membership and report on its findings prior to the consideration of membership status by the EC or GA. In addition, any challenges brought relating to the reported organization size, budget or voting rights shall be first reviewed by this committee before being considered by the EC or GA.

### **Article XXVIII. Rules**

The Committee on Rules shall review any proposed amendments to the Statutes or Rules of Procedure prior to their consideration by the EC or GA. In addition, the Committee on Rules shall propose additional





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rules as necessary covering each EC or GA which shall be adopted immediately following the determination of a quorum at each EC or GA.

### **Article XXXIX. Manifesto and Resolutions**

The Committee on Manifesto and Resolutions shall review any proposed resolutions prior to their consideration by the EC or GA. In addition, the Committee shall on an ongoing basis provide a process for reviewing and if necessary amending the Manifesto, and shall review any proposed amendments prior to their consideration by the GA. Not less than every four (4) years, the Committee shall engage MO's directly soliciting proposed amendments to the Manifest through a process the Committee has adopted.

### **Article XXXX. Committee on Finances**

The Committee on Finances shall review any proposed documents and amendments prior to their consideration by the EC or GA.

## **H. Languages**

### **Article XXXXI.**

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

## **I. Rules of Procedure and Amendments**

### **Article XXXXII.**

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, the Statutes take precedence.

### **Article XXXXIII.**

Every proposal that aims to change these Rules of Procedure must be submitted to the Secretariat at least eight (8) weeks prior to the General Assembly, or one (1) week after the announcement of an Extraordinary General Assembly. The proposal is adopted, if so decided by a two-thirds (2/3) majority.

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

## **J. Standing Orders for Statutory Events**

### **Article XXXXIV. Speakers**

The chairperson may announce a list of speakers and with the consent of the General Assembly or Executive Committee declare a list closed. The proposer of a motion shall be allowed five (5) minutes to introduce the motion; the proposer of an amendment and subsequent speakers are allowed three (3) minutes. The chairperson may announce a maximum time limit for contributions to the debate.

### **Article XXXXV. Points of Information**



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 XXXXVI. Procedural Motions**

The order of procedural motions 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 (2/3) majority 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.

#### **Article XXXXVII. Roll Call**

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 XXXXIX. Amendments**

In voting on amendments the chair shall normally first hold a vote on the amendment furthest removed in substance from the original motion, then on the amendment next furthest and so on until all amendments have been voted on or one (1) has been accepted.