



INTERNATIONAL FEDERATION
OF LIBERAL YOUTH

Statutes and Rules of Procedure of the International Federation of Liberal Youth

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Statutes of the International Federation of Liberal Youth

Statutes as adopted by the 50th General Assembly in Dakar, Senegal, 16th - 19th of June 2022

1. General

1.1 Name

The organisation is established as an association under German law with the name International Federation of Liberal Youth (abbreviated as IFLRY). It shall be formally registered in the register of associations. With the registration the affix e.V. will be added to its name.

1.2 Place

The office of the association is located in Berlin, Germany.

1.3 Aim

The aim of IFLRY shall be to promote freedom and advocate the ideas of political liberalism around the globe. Through a holistic understanding of the importance of political and economic liberty on human flourishing, IFLRY commits itself to the active advancement of human rights, democracy, stable property rights, rule of law, and free trade. IFLRY regards itself as a provider of political education and a platform for networking and exchanging ideas on the basis of activities such as common publications, seminars, policy recommendations, international cooperation, exchanges, symposia, courses, and statutory events; it further aims at facilitating democratic inclusion, local and international activism, and cooperation between its member organisations.

1.4 Relationship with Liberal International

In order to achieve its aims, IFLRY shall co-operate with Liberal International. IFLRY is a full member organisation of Liberal International and is independent in all decisions.

2. Membership

2.1 Composition

IFLRY has four types of member organisations: full members, associate members, observer members, and regional members. IFLRY also has individual membership. Only full members, associate members, and the individual members group have voting rights in a General Assembly. Members shall be admitted to the Federation by a vote of the General Assembly. Member organisations can resign from the federation voluntarily or be expelled by a vote of the General Assembly. Voting rights and membership obligations are described further in the Rules of Procedure.

2.2 Criteria

All national and student organisations, having legal personality, that are in agreement with the aims of IFLRY and the principles expressed in the Manifesto are welcome to apply for associate or observer membership status within IFLRY if they have a legal status.

Organisations that do not fit the above criteria may also apply for associate or observer membership in the Federation.

Regional organisations being in agreement with the aims of IFLRY and with the principles expressed in the Manifesto shall have the right to apply for regional membership of IFLRY.

Individuals shall have the right to apply for individual membership of IFLRY, via the Individual Members Vetting Committee.

2.3 Membership Rights

Members have the right of information within the federation.

Regional members have the right to appoint a representative to the Bureau as Regional Bureau Member, but do not have voting rights in the Bureau.

The rights of Members on the decision-making procedures, as well as the nomination procedures within the federation are stipulated in the Rules of Procedure.

2.4 Membership Obligations

All members commit themselves to fulfilling the following membership obligations:

- 4.1. To adhere to the financial obligations as stated in the Membership Fee Statute. Organisations and individual members, which have fulfilled these obligations, are considered in good standing, and;
- 4.2. To uphold the values as stated in the Manifesto.
- 4.3. To support the work being done by the statutory bodies of the Federation.

3. Statutory Bodies

The statutory bodies of the association are the General Assembly and the Bureau.

3.1 General Assembly

The General Assembly is the highest decision-making body of IFLRY and has full powers to accomplish the aims and objectives of the Federation. The General Assembly is made up of all members of the Federation. The nomination and proposal procedures are described further in the Rules of Procedure.

The General Assembly shall meet at least once a year, at a date and place determined by the Bureau. The Bureau must announce the date and location within two months minimum before the General Assembly.

Only full and associate member organisations in good standing shall be accorded voting rights. Voting rights in the General Assembly are to be distributed according to the membership type and size of the member organisation based on the formula set out in the Rules of Procedure.

3.1.1 Standing Committees

There shall be Standing Committees, which will meet at each General Assembly that will give a recommendation on proposals to the GA. Each Committee shall consist of one (1) delegate from each full and associate member organisation, selected pursuant to each organisation's own procedures. The Bureau shall be represented at each Standing Committee in a non-voting capacity. The procedures and presidium of the Standing Committees are described further in the Rules of Procedure.

3.1.2 Extraordinary General Assembly

An Extraordinary General Assembly can be called by a simple majority by the Bureau, by (a group of) full member organisations representing at least one-fifth (1/5) of the votes that would have been cast

at the most recent General Assembly or one-fourth (1/4) of the full member organisations or one-tenth (1/10) of all organisations.

3.2 The Bureau

3.2.1 General

The IFLRY Bureau consists of seven (7) Bureau members elected by a General Assembly. According to §26 of German Civil Code (“Bürgerliches Gesetzbuch”, BGB), the managing Bureau consists of three Bureau members: President, Secretary General, and Treasurer. The extended Bureau consists of up to four (4) Vice Presidents. The managing Bureau will be elected for a period of two (2) years; the Vice-Presidents will be elected for a period of one (1) year. The election and responsibilities of the Bureau is described further in the Rules of Procedure.

The Bureau is responsible for the day-to-day management of the Federation and for the control of all its resources. The Bureau has to report to the General Assembly. Regional Member Organizations can appoint Regional Bureau Members. Regional Bureau Members do not have voting rights in the Bureau.

3.2.2 Suspension

Individual Bureau Members can be suspended from their Bureau. The details of this process are explained in the Rules of Procedure.

3.2.3 Resignation

Individual Bureau Members can be forced to resign by the General Assembly. The details of this process are explained in the Rules of Procedures.

3.2.4 Legal Status

The association under German Law shall be jointly represented extrajudicially by two members of the managing Bureau.

4. Auditors

There shall be two (2) auditors, who shall be elected at a General Assembly for a period of two (2) years. The auditors shall examine the accounts and general finances of the Federation and give a report at least annually to the General Assembly. The report to the General Assembly shall also include an assessment on how the Bureau has carried out the decisions taken by the General Assembly. The auditors are responsible for the minutes of the 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.

5. Ombudsperson

The ombudsperson shall monitor any cases of disagreement or conflict, ill-treatment, abuse of power and authority, exploitation of working staff, and misrepresentation of the resolutions and manifesto within any part of the Federation. It shall therefore serve as guardian to protect the interests of the federation and all its associated individuals within the day-to-day proceedings of the Bureau, Office, and Auditors (as well as non-statutory bodies, such as Programme Managers) and to serve as an independent body of negotiation and mediation. The role of the Ombudsperson is bound by strict rules of confidentiality and shall be executed with full integrity, impartiality, and with respect to due process, dignity, and liberal value. The ombudsperson shall produce an annual report presented at the General Assembly.

The Ombudsperson shall be a member of the Committee of Discipline and Arbitrage nominated by the Committee of Discipline and Arbitrage

6. Committee of Discipline and Arbitrage

(1) The Discipline and Arbitrage Committee shall be composed of three members selected by the Bureau and approved by the General Assembly for a two-year mandate.

(2) The chairperson of the committee shall be elected by its members. The Committee will decide its own rules of procedure. The committee shall present their rules of procedure to the General Assembly for approval.

(3) The Discipline and Arbitrage Committee shall be competent for any disciplinary issue not falling within the scope of Rules 2.3, 2.4, and 4 of the Statutes and Rules of Procedure, for any dispute between two member organisations, for any dispute between the Bureau and a member of IFLRY, and for a dispute between participants of an official IFLRY events.

(4) In order to legitimately deliberate about a case, the Discipline and Arbitrage Committee must be called upon by the Bureau, by a member organisation, by a participant of an official IFLRY event, or by the Ombudsperson.

(5) The committee may impose sanctions other than expulsion at its own initiative on members of member organisations or on a participant of an official IFLRY event, and may arbitrate any conflict submitted to its

competence provided that the two parties concerned agree on the arbitrage procedure proposed by the committee.

(6) Members of the committee cannot be members of the Bureau or internal auditors.

7. Code of Conduct

The General Assembly shall approve a Code of Conduct. The approved Code of Conduct shall be added to the appendix of the Statutes and Rules of Procedures.

Event participants, individuals from member organisations, or from staff can turn to (individually or collectively) the Ombudsperson to report on cases of perceived breach of the Code of Conduct.

8. Individual Members' Group and Individual Membership Vetting Committee

1. The Individual Members Group shall be composed of those individuals who desire to affiliate with IFLRY independently of a member organisation.

2. Admission to the Individual Members Group shall be determined by an Individual Membership Vetting Committee, consisting of one or more committee members selected by the Bureau and serving at the pleasure thereof. An individual member can terminate his membership by simple declaration to the secretariat or Individual Membership Committee. An individual Member who is not in good financial standing is automatically considered suspended until such time that he is in good standing again.

3. Members of the Individual Members' Group shall be considered individual members of IFLRY, and shall have the rights thereof at IFLRY General Assemblies.

a. The election of the Individual Members Group Chair shall be done on the basis of one person, one vote, and shall require a majority of 50% of the votes.

Otherwise, additional rounds of voting will be held, with the lowest performing candidate eliminated in each round, until a majority is achieved.

b. The term of office for the Individual Members Group Chair shall be one year.

9. Administration

9.1 The financial year

The financial year of IFLRY is the calendar year.

9.2 The Office

The Office consists of at least the Executive Director, possibly joined by Executive Assistants and Interns as decided by the Bureau. A decision to change the office is taken by simple majority vote by the Bureau.

10. Statutes

Every proposal that aims to amend these statutes must be submitted to the Secretariat by the Bureau, or by a group of no less than two (2) full member organisations at 4 (four) weeks prior to the General Assembly, or one (1) week after the announcement of an Extraordinary General Assembly. The amendments need a two-thirds (2/3) majority in order to be adopted.

11. Dissolution

Every proposal that aims to dissolve the Federation must be put forward by the Bureau, (a group of) full member organisations representing at least one-fifth (1/5) of the votes that could have been cast at the most recent General Assembly or by one-fourth (1/4) of the full member organisations. Any proposal for dissolution of the Federation must be carried by two (2) consecutive General Assemblies. At the first General Assembly, the proposal must be supported by at least a two-thirds (2/3) majority. At the second General Assembly, the same proposal must have a simple majority in order to take effect

The General Assembly will determine in which manner the Federation is dissolved and in which manner the dissolution is settled.

Rules of Procedure of the International Federation of Liberal Youth (IFLRY)

Statutes as adopted by the IFLRY General Assembly in Troia, Portugal, December 1st-3rd, 1989 and last amended the 46th General Assembly in Cape Town, South Africa, 28th of November – 1st of December 2019

1. General

1.1 Languages

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. The mandatory language of the Statutes is German.

2. Membership

2.1 Membership Rights

Voting rights to a General Assembly is stipulated under Article 3.4. Full members have the right to vote, the right to nominate candidates to 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.

Associate members have the right to vote, 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.

Observer members have the right to observe, co-sign political proposals and its amendments and contribute to discussions on political proposals, but no right to vote, nominate candidates or put forward organisational proposals.

Observer members are treated as non-voting members and therefore only have the right to observe the proceedings of the Federation and its General Assembly.

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

The Individual Members' Group has the right to vote, the right to put forward proposals, and the right to submit amendments to all proposals except where it concerns the Manifesto, Statutes, the Rules of Procedure, or financial documents. For the purpose of defining rights and obligations elsewhere in the rules of procedure, individual members are considered to be members, but not member organisations.

2.2 Membership application

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. Associate membership can be granted by a simple majority vote of the General Assembly. Observer status can be granted by a simple majority vote of the General Assembly and needs to be renewed each year.

All membership applications must be received by the IFLRY office at least 2 (two) weeks prior to the start of the General Assembly at which the applicant organisation wishes their application to be considered. The IFLRY Office will make sure that all submitted documents will be available to the members at least 1 (one) week before the start of the General Assembly.

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.

2.3 Suspension

Members of the federation may be temporarily suspended if the targeted member organisation 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 4 (four) weeks prior to the start of the General Assembly. Members need to be informed about this motion 3 (three) weeks prior to the start of the statutory event.

The suspension from the Federation 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.

2.4 Termination

The members can leave the federation on the following conditions:

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

A request for voluntary resignation by a member organisation needs to be filed with the Bureau through an official representative of the member organization. The General Assembly validates this request before the member organisation is deregistered. In a case of the General Assembly not confirming the termination request, the membership will terminate at the end of the calendar year. A motion to expel a member can be submitted by the Bureau or two (2) full members and needs to be submitted 4 (four) weeks prior to the start of the General Assembly. Such a motion can be submitted if the targeted member organisation is suspected of breaching any of the membership obligations.

Members need to be informed about this motion 3 (three) 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.

2.5 Membership Changes

If a member organisation changes its name, or has merged with another organisation which is not a member, the membership is not automatically transferred to the new or differently named entity. Member organisations need to inform the Bureau of any merger with a different organisation. The Bureau will decide on the membership status transfer, subject to confirmation by the General Assembly. Member organisations need to inform the Bureau of any name change. The Bureau will decide on the membership name change, subject to confirmation by the General Assembly.

3. General Assembly

The General Assembly is the highest decision-making body of the Federation. At the beginning of each 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. The draft Agenda shall be made available for the membership at least 4 (four) weeks prior to the General Assembly, by the Bureau or, in the case of an Extraordinary General Assembly, by those who call the meeting.

An invitation for the General Assembly must be circulated 6 (six) weeks prior to the General Assembly to the members via E-Mail

3.1 Quorum & Voting

A quorum of 33% of the votes of organisations in good standing shall be required to begin any meeting of a General Assembly.

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 tie vote a recount shall be taken. If there is still a tie 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.

3.2 Authority

The General Assembly has the exclusive authority to decide on:

- a) Membership Applications
- b) Amendments to the Statutes, Rules of Procedure and Manifesto
- c) Expulsion of member organisations.

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

3.3 Delegations

Voting rights and procedure are stipulated in article 3.4. Each member organisation shall be responsible for appointing their representatives to meetings of the General Assembly, 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 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 delegates from member organisations attending the statutory meeting. However, the Bureau will only guarantee a full General Assembly arrangement for the number of votes per organisation, unless otherwise stated.

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.

3.4 Voting Rights and Procedure

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 3 vote;
- 501 to 1000 members 4 votes;
- 1001 to 2500 members 5 votes;
- 2501 to 5000 members 6 votes;
- 5001 to 10000 members 7 votes
- and more than 10000 members 8 votes.

Associate members and the Individual Members Group will receive 1 vote.

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.

3.5 Chairs and Returning Officers

The General Assembly shall elect 4 (four) chairpersons to chair the sessions. The chairs shall not be running for other elections. The chairs will also chair the four standing committees, unless otherwise agreed by the GA.

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.

3.6 Elections

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

3.6.1 President, Secretary General and Treasurer elections

The President, the Secretary General and the Treasurer shall be elected by simply 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.

3.6.2 Vice President Elections

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. Each member organization must vote on the same number of candidates as the number of positions that must be filled. Voting ballots that do not have the full number of candidates as positions that must be filled will be counted as invalid. 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 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.

3.6.3 Auditor elections

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. In case of resignation of an Auditor, the next person on the last Auditor election results list sorted on highest number of votes will replace the vacancy.

3.6.4 Expulsion and replacement

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 motion of no- confidence with a two- thirds (2/3) majority.

Following an expulsion of an elected person it is the right of the 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.

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 General Assembly, provided there is no meeting of the General Assembly in the following thirty (30) days.

3.7 Agenda

The agenda of the statutory event may include proposals and reports. The agenda will be proposed to the membership 4 (four) weeks before the General Assembly.

3.7.1 Organisational Proposals

Items which propose a change from the status quo. This can include, but is not limited to organisational motions, the budget proposal, and amendments to the statutes and rules of procedure. The deadline for submitting organisational proposals is 4 (four) weeks before the Statutory Meeting.

3.7.2 Political Proposals

Items which propose a change from the status quo. This can include, but is not limited to resolutions and amendments to Manifesto. Except for the Manifesto proposals, the deadline for submitting proposals is 2 (two) weeks before the General Assembly, and shall be made available to the member organisations no later than 1 (one) week before the General Assembly. Manifesto proposals must be submitted 4 (four) weeks before the General Assembly, and shall be made available to the member organisations no later than 1 (one) week before the General Assembly.

At the opening of the General Assembly, while adopting the agenda, the membership will vote on the prioritisation of the political proposals that have been submitted. Resolutions will be discussed following the list based on the number of votes, from highest number of votes, to lowest number of votes last.

3.7.3 Urgency Proposals

Those resolutions shall be dealt with, which, in the opinion of the General Assembly could not have been proposed before the official deadline due to their urgent nature. Such resolutions should be submitted to the IFLRY Office before the beginning of the General Assembly, unless a two-thirds (2/3) majority of those present and voting accepts a later resolution as urgent.

3.7.4 Reports

Items which report on the status quo. This includes Bureau reports, annual reports, financial reports and auditor reports. The deadline for submitting reports is 2 (two) weeks before the Statutory Meeting.

3.7.5 Amendments

Only proposals may be amended by the statutory event.

Only amendments that are submitted 24-hours prior to the opening of the meeting will be formally discussed, unless otherwise stated.

Secondary amendments can be dealt with on the spot, if the respective Standing Committee agrees to by simple majority.

3.8 Standing Committees

There are four (4) Standing Committees which shall convene at each General Assembly, provided there are issues to discuss: Finances; Membership; Resolutions and Manifesto; and Statutes and Rules of Procedure. The role of the Standing Committees is to deliberate the issues in depth and to deliver a recommendation to the General Assembly.

In each Standing Committee, the member organisations have one (1) vote each, and only one delegate per member organisation may contribute to the discussion and vote of each Standing Committee.

The Bureau shall, and observer members may, be represented at each Standing Committee in a non-voting capacity.

The Bureau shall appoint, subject to confirmation by the General Assembly, a Chair (the congress chairs, unless otherwise stated) and Secretary for each standing committee.

3.8.1 Standing Committee on Finances

The Standing Committee on Finances shall discuss and review any proposed documents and amendments dealing with the finances of the federation prior to their consideration by the GA.

The Membership Fee Statute for each upcoming year shall be proposed by the Bureau and disseminated among the member organisations 4 (four) weeks prior to the General Assembly. It shall include the calculation method for the membership fees, rules regarding reduced membership fee applications and other membership fee related issues.

3.8.2 Standing Committee on Membership

The Standing Committee on Membership shall deal with the relevant membership issues prior to their consideration by the GA. This may be membership applications, membership suspensions, membership expulsion, or other relevant issues.

Any issues relating to the reported organisation size, budget or voting rights shall be first reviewed by this committee before being considered by the GA.

3.8.3 Standing Committee on Resolutions and Manifesto

The Standing Committee on Resolutions and Manifesto shall deal with amendments to the Manifesto as well as Resolutions and Urgency Resolutions, prior to their consideration by the GA. In addition, the

Committee shall on an ongoing basis provide a process for reviewing and if necessary, amending the Manifesto.

The Chairs may decide upon a deadline for secondary amendments to the political proposals. Resolutions, urgency resolutions and amendments to those political proposals will be accepted by a simple majority. Amendments to the Manifesto will be adopted if accepted by a two-thirds majority of those present and voting.

In the situation where the Standing Committee is not able to discuss all resolutions, they will discuss as many as possible following the order of the prioritised list, as decided by the GA.

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.

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

3.8.4 Standing Committee on Statutes and Rules of Procedure

The Standing Committee on Statutes and Rules of Procedure shall review any proposed amendments to the Statutes or Rules of Procedure prior to their consideration by the GA. In addition, the Committee on Rules shall propose additional rules as necessary covering each GA which shall be adopted immediately following the determination of a quorum at each GA.

3.9 Standing Orders

3.9.1 Roll Call

A roll call shall be taken at the opening of each GA session and if requested. It shall be taken in the English alphabetical order of countries in connection with the vote being undertaken.

3.9.2 List of Speakers

The chairperson may announce a list of speakers and with the consent of the General Assembly declare a list closed. The chairperson may announce a maximum time limit for contributions to the debate.

3.9.3 Points of Order

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

3.9.4 Procedural Motions

The order of procedural motions shall be:

- 9.4.a. motion to remove the chair
- 9.4.b. motion to reverse the decision of the chair
- 9.4.c. motion for the suspension or adjournment of the session
- 9.4.d. motion to adjourn the item under discussion
- 9.4.e. motion that the question be now put to a vote
- 9.4.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.

3.10 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 and shall be signed by one of the auditors. This falls under the responsibility of the two auditors.

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

The minutes will be approved by the next General Assembly.

4. Bureau

The Bureau members will be mutually responsible for all its activities. The President, Secretary General and Treasurer function as the core-three responsible for the day-to-day activities of the Federation. Newly elected for Vice-Presidents need to communicate their areas of responsibility to the IFLRY Member Organisations after the first Bureau meeting of their terms in office.

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

If a Bureau member fails to attend more than 3 Bureau Meetings in a row, without explaining the reason for not attending, their position will be discussed by the Bureau. The Bureau may suspend the Bureau member in question, by a 2/3 majority vote.

Moreover, the Bureau can also call a vote to suspend a Bureau member if that member has become a serious liability to IFLRY's reputation, is suspected of some serious misconduct, or is suspected of fraudulent behaviour. Such a vote has to be called for by at least 3 Bureau members, and announced to the Bureau and MOs at least 2 weeks before the Bureau vote for suspension. The announcement has to include the grounds on which the 3 Bureau members believe this paragraph to be applicable. For this vote the member whom is proposed to be suspended has no vote, and the vote is carried if and only if no present Bureau member vote against it, and a majority of Bureau votes cast being in favour (counting present abstentions as votes cast).

A suspension removes a Bureau member from his or her position up to and including the next GA, unless a simple majority of the Bureau vote to remove the suspension. In a case where the suspension still stands, there will be a vote of no confidence against the suspended member organised as per the procedure in Article 3.6.4 Expulsion and replacement at the next General Assembly. If the motion of no-confidence fails the member is reinstated. If a motion of no-confidence is carried, elections organised as per the procedure in Article 3.6.4 Expulsion and replacement.

If a Bureau member is suspended, the subsequent vacant position can be filled by the remaining bureau, under the same regulations as that for resigning Bureau members under Article 3.6.4 Expulsion and replacement.

4.1 Term

The President, the Secretary General and Treasurer are elected for the period of two (2) years until the next General Assembly. The four Vice-Presidents are elected for the period of one (1) year 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.

4.2 Bureau obligations

4.2.1 Action Plan

Every newly elected Bureau shall draft an Action Plan 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 Action Plan will be adopted at the first General Assembly after the General Assembly in which the Bureau is elected.

4.2.2 Annual and Interim Report

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

If there is more than one statutory meeting every year, the Bureau will present an interim report to show what the current status of the realisation of the Action Plan is.

4.2.3 Bureau Reports

The Bureau is required to submit a written report to the member organisations on its activities 2 (two) weeks before the start of the General Assembly. This report will reflect the work carried out by each individual Bureau member and will be presented at the General Assembly.

5. Auditors

It is the responsibility of the auditors to make their annual report available once a year to the member organisations 2 (two) weeks before the General Assembly takes place.

6. Ombudsperson

It is the responsibility of the ombudsperson to make their annual report available once a year to the member organisations 2 (two) weeks before the General Assembly takes place.

7. Office

The Office shall submit a written report to the member organisations on its activities 2 (two) weeks before the start of the General Assembly. This report will reflect the work carried out by the Office, including the Executive Director and other staff and will be presented at the General Assembly.

8. Rules of Procedure

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.

Every proposal that aims to change these Rules of Procedure must be submitted to the Office at least 4 (four) weeks prior to the General Assembly, or one (1) week after the announcement of an Extraordinary General Assembly. The proposal is adopted if 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 in which they are adopted.