



A Recipe for a stronger

EFFAT

5th Congress Zagreb 6-7 November 2019



Item 2 b: Rules of procedure

1. The sessions shall commence at the appointed time, irrespective of the number of delegates present. Any changes in timetable can only be made if decided by the Congress.
2. The Presidium of the Congress shall be composed of the EFFAT President, EFFAT Deputy Presidents, two Vice-Presidents and the General Secretary.
The Congress shall be chaired by the EFFAT President or another member of the Presidium.
3. The Credentials Committee shall be composed of three delegates who shall be appointed by the Executive Committee and must be confirmed by the Congress. The Congress shall decide on the validity of the voting rights of the member organisations represented at the Congress after hearing the report of the Credentials Committee. Voting by proxy is allowed. The Credentials Committee shall also oversee the elections and the counting of votes.
4. The official working languages of the Congress shall be German, English, French, Italian, Spanish, Swedish and Croatian. Any delegate wishing to express himself/herself in a language other than these working languages may – if necessary – be accompanied by an interpreter who is approved by the President of the Congress and who translates the participants' statements into one of the official languages.
5. Requests to speak shall not be accepted until the debate has been opened; they must be presented to the Presidium in writing, indicating the name and organisation of the participant in question and the topic to be discussed.
6. Permission to speak about the rules of procedure shall be granted out of order with respect to the listed speakers, but at the end of each contribution to the discussion or translation. Requests to speak must not interrupt the speaker while he/she is speaking or the translation of his/her statements. If a request is made to speak about the rules of procedure, there can only be one speaker in favour and one against. The President of the Congress may grant permission to speak to the President and General Secretary at any time out of order with respect to the list of speakers.
7. The Resolutions Committee is composed of the members of the Management Committee.
8. Motions and resolutions as well as proposals for amendments to the draft Statutes and the draft Political Framework 2020-2024 must be submitted to the Secretariat by 10 May 2019 at the latest (postmark).
9. Proposals for amendments whose substance relates to proposals submitted within the prescribed term shall be treated in the same way as emergency motions.
10. Every member organisation, the General Assemblies, Executive and Management Committees, the Standing Committees have the right to submit motions.

Second deadline to submit initiative Resolutions and draft Amendments to Motions/Resolutions is **15 July 2019**.

The delegates to Congress shall decide upon the recommendation of the Resolutions Committee how further emergency issues, that must be submitted to the Secretariats by **18 October 2019**, are to be dealt with. These shall be motions which are submitted on





A Recipe for a stronger



5th Congress Zagreb 6-7 November 2019



the basis of events occurring after **15 July 2019** and requiring a decision by the Congress.

11. When a motion is being dealt with, the spokesman of the Resolutions Committee shall first take the floor, after which the spokesman of the organisation tabling the motion shall be allowed to speak.

When the motions are put to the vote, a vote shall first be held on the recommendation of the Resolutions Committee. Should that recommendation fail to obtain a majority, the motions shall be dealt with in the order indicated.

12. Applications to the positions of President, Deputy-President and General Secretary must be submitted to the Executive Committee meeting on 5 and 6 June 2019.
13. Each speaker shall be allowed to take the floor for a maximum of three minutes; where circumstances require further restriction of the number of speakers or of the time they are allowed, a decision may be taken to that effect.
14. The discussion on any item under debate may be concluded through the approval of a "motion to end the debate" tabled by any delegate.
Neither the person tabling a motion nor those who have spoken on that motion may table a motion to close the debate or the list of speakers.
15. Personal comments on a subject under discussion shall be allowed at the end of the debate.
16. Should a speaker fail to keep to the point, the President of the Congress must call him/her to order. When the President of the Congress has warned the speaker twice to no avail, the permission to speak shall be withdrawn.
17. The voting procedure shall be carried out according to Article IV, Item 5, letter d) of the EFFAT Constitution. Motions and resolutions will be decided by a majority vote of the delegates present, motions on amendments to the Constitution with a two-third majority of the delegates present.
18. The Congress shall constitute a quorum when more than half of the delegates of the organisations represented who are entitled to vote are present.

