

# General Assembly Regulations

## Contents

1.	Introduction.....	1
2.	Chairperson .....	1
3.	Opening the meeting/sitting.....	2
4.	Meeting business .....	3
5.	Motions and voting .....	5
6.	Elections.....	11
7.	Unacceptable behaviour during meetings.....	18
8.	Challenging a ruling of the Chairperson .....	18
9.	Adjourning and reconvening the meeting.....	19
10.	Closing the meeting/sitting .....	19

## 1. Introduction

- 1.1 These General Assembly Regulations (**these Regulations**) set out requirements and procedures applicable to General Assembly meetings, which supplement the provisions set out in the Constitution.
- 1.2 Unless specified otherwise, defined terms used in these Regulations (denoted by initial capital letters) have the meaning given to them in the Constitution, and the rules of interpretation set out in Appendix 1 to the Constitution apply to these Regulations.

## 2. Chairperson

- 2.1 Subject to Article 2.2, the President will ordinarily chair General Assembly meetings. If the President is unavailable, one of the Vice-Presidents will chair the meeting, as decided by the President. If the President and Vice-Presidents are unavailable, the Governing Board will appoint a chairperson from among their number. The person chairing the General Assembly pursuant to this provision is referred to as the '**Chairperson**' in these Regulations.
- 2.2 In an election General Assembly, if the Chairperson is standing for election for any position on the Governing Board, they may not serve as Chairperson during the election portion of the General Assembly. The General Assembly will appoint a replacement Chairperson for the elections, on the recommendation of the Governing Board.

- 2.3 The Chairperson has control of the General Assembly meeting and will:
- 2.3.1 ensure that the Constitution and these Regulations are adhered to in relation to the conduct of the General Assembly;
  - 2.3.2 rule on any matter relating to the conduct of the meeting, points of order, requests for information, personal explanations, and the construction or interpretation of the Constitution, these Regulations, and any other rules governing the meeting;
  - 2.3.3 preserve the order of the meeting, which may include removing any person from the meeting (i) who is in breach of the Constitution or these Regulations, or (ii) in accordance with Article 7; and
  - 2.3.4 rule on any matter of procedure where the Constitution or these Regulations make no provision or insufficient provision.
- 2.4 Subject to Article 8, the ruling of the Chairperson on procedural matters is final and not open to debate, appeal, or other challenge.

### **3. Opening the meeting/sitting**

#### **3.1 Sittings**

- 3.1.1 General Assembly meetings may be held over one or more days. Each day of a General Assembly meeting is referred to as a 'sitting'. References to the 'meeting' include all sittings, and so references to the start or close of the meeting refer respectively to the start of the first sitting or the close of the last sitting.

#### **3.2 Call to order**

- 3.2.1 The Chairperson will call the meeting to order (at the first and each subsequent sitting, if any) by asking for quiet and inviting official delegates to take the seats designated to them by the IPC. Other attendees will also be invited to take seats in the area(s) designated for their use by the IPC.
- 3.2.2 The meeting will begin with housekeeping announcements (e.g. information related to evacuation in the event of fire, location of restrooms, etc) and the testing of the electronic voting system.

#### **3.3 Roll call and speaking/voting rights**

- 3.3.1 The Management Team will conduct a roll call of IPC Members at the start of the meeting, and confirm all persons with speaking rights only. The format of the roll call is at the IPC's absolute discretion and

may, for example, be carried out electronically or verbally. The purpose of the roll call is to record which IPC Members are present and to ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights. The Chairperson will announce the number of those IPC Members present and entitled to vote, and confirm whether there is a quorum, determined in accordance with the Constitution.

- 3.3.2 At the start of the meeting, the Chairperson will present a motion (and request a seconder) naming scrutineers and/or other officials necessary for the efficient conduct of the meeting. This will be done whether or not an electronic voting system is used.

### 3.4 Adoption of the agenda

- 3.4.1 At the start of the meeting, the Chairperson will present a motion (and request a seconder) that the agenda (circulated in advance) be adopted. The order of business will follow the order as outlined in the adopted agenda.
- 3.4.2 No subject should be discussed at the meeting that is not on the agenda.
- 3.4.3 At General Assembly meetings there will be no agenda item entitled 'any other business'.

### 3.5 Language

- 3.5.1 All meetings of the General Assembly will be conducted in English. The IPC may make translation services available, costs permitting and if requested by a sufficient number of IPC Members to warrant the expense.

## 4. Meeting business

- 4.1 At every Ordinary General Assembly, in addition to any other business that may be transacted, the business of the meeting will ordinarily include the following:
  - 4.1.1 receiving and approving the minutes of the previous General Assembly;
  - 4.1.2 receiving an executive summary of relevant IPC annual report(s);
  - 4.1.3 membership matters (including admission, suspension, and expulsion);

- 4.1.4 finances;
- 4.1.5 motions from IPC Members and/or the Governing Board; and
- 4.1.6 electing the Governing Board (at every other Ordinary General Assembly).

## 4.2 Minutes

- 4.2.1 The Management Team will take minutes at each General Assembly meeting and submit them to the Chairperson for approval. Once approved, the IPC will circulate the meeting minutes to IPC Members, who will have two months to submit written requests for amendments to the minutes. The Governing Board will consider any such requests and finalise the draft minutes.
- 4.2.2 The draft minutes (as approved by the Governing Board) will be circulated with the meeting papers for the next General Assembly.
- 4.2.3 The Chairperson will present a motion (and request a seconder) to accept the draft minutes as an accurate record of the previous General Assembly meeting. Provided the draft minutes have been circulated in advance, they will be taken as read. Only matters arising from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time during the meeting.
- 4.2.4 The Chairperson will sign the minutes where required by the Register of Associations.

## 4.3 IPC reports

- 4.3.1 Any reports circulated in advance with the General Assembly meeting documents, or referred to as being available on the IPC website, will be taken as read.
- 4.3.2 The Chairperson, CEO, or other appropriate person will present an executive summary of relevant IPC annual report(s) at the meeting.
- 4.3.3 The Chairperson may invite questions from the floor with respect to relevant IPC annual report(s).

## 4.4 Speaking rights

- 4.4.1 The Chairperson may invite persons with speaking rights to speak during the General Assembly. The Chairperson may also, if they

consider it appropriate, allow a person who does not have speaking rights to speak at the General Assembly.

- 4.4.2 Requests to speak from the floor should be indicated by a raised hand or through the available technology system. The Chairperson will acknowledge such requests, either by granting an immediate right to address the meeting or, where several people wish to speak at the same time, by indicating the order in which individuals will be permitted to speak.
- 4.4.3 Speakers must address their remarks to the Chairperson and not engage in a debate with a member of the 'top table' or any other person at the meeting.
- 4.4.4 A speaker must speak only to the specific subject or motion in issue, to a point of order or request for information, or to challenge a ruling from the Chairperson.
- 4.4.5 A person who has spoken once in a debate on a particular subject or motion may not speak again except to:
  - (a) speak once on an amendment moved by another person;
  - (b) exercise the right of reply as mover of the original motion;
  - (c) move a further amendment if the motion has been amended since the person first spoke;
  - (d) move a procedural motion (see Article 5.3.3); or
  - (e) make a personal explanation (see Article 4.4.7).
- 4.4.6 The Chairperson may impose and enforce time limits on speakers and will decide what is considered a relevant contribution to a debate.
- 4.4.7 Where a person who has already spoken on a particular subject feels that their views have been grossly misrepresented, they will be granted the right to make a personal explanation. They may alert the Chairperson regarding their wish to correct such misrepresentations by raising a point of information. However, this must be limited to the views that they believe have been misrepresented.

## **5. Motions and voting**

### **5.1 Motions**

- 5.1.1 Motions (excluding procedural motions) must be submitted in accordance with the time limits and any other requirements specified in the Constitution.
- 5.1.2 Only valid motions will be presented to the General Assembly for consideration. To be valid, a motion submitted by an IPC Member must meet the following criteria:
- (a) the motion must have been submitted by the applicable deadline;
  - (b) the IPC Member must have been in Good Standing at the time of submitting the motion and must have remained in Good Standing at all times until the General Assembly at which the motion is considered;
  - (c) the action or decision proposed in the motion must be one that falls under the jurisdiction of the IPC;
  - (d) the action or decision proposed in the motion must be one that falls under the powers of the General Assembly;
  - (e) the motion must consist of a clear, unambiguous, and distinct proposal that can be voted on by a 'yes', 'no', or 'abstention'; and
  - (f) only one issue, question, or proposal may be dealt with in each motion. If an issue has multiple subparts, the subparts must be addressed in separate motions.
- 5.1.3 The Governing Board will appoint an independent person to review motions submitted by IPC Members in order to determine whether or not they are valid. The Governing Board or the Management Team may request either that the independent person review all motions submitted by IPC Members or only those where the Governing Board or Management Team has any concern regarding their validity.
- 5.1.4 The IPC will specify a period of time (prior to the deadline for submission of motions) during which IPC Members may receive reasonable assistance from the independent person appointed in accordance with Article 5.1.3 in relation to queries concerning the drafting and/or procedural requirements of motions.
- 5.1.5 The Governing Board will discuss all valid motions in advance and provide its observations and recommendations to the IPC Members before and/or at the General Assembly. While invalid motions will not

be presented to the General Assembly for consideration, they will still be provided to the Governing Board and/or Management Team, as appropriate, for information.

- 5.1.6 In truly exceptional circumstances, the Governing Board may permit the General Assembly to consider motions submitted by IPC Members that do not comply with the time limits set out in the Constitution, provided that the General Assembly passes a procedural motion waiving the time limit requirement. Truly exceptional circumstances might, for example, include circumstances that could not reasonably have been foreseen prior to the deadline for submitting motions and that are urgent and business-critical. Conversely, the fact that a matter is of particular interest or importance to the IPC and/or the IPC Members will not of itself constitute truly exceptional circumstances.
- 5.1.7 Motions will not be discussed or debated unless they have been formally 'moved' (proposed) and 'seconded' (supported). Only the Governing Board or a delegate entitled to speak and vote at the General Assembly may move or second a motion.
- 5.1.8 The mover (not the seconder) may conclude the debate with a brief statement (right of reply).
- 5.2 Amendments to motions
  - 5.2.1 An amendment to a motion is the process used to change a motion by adding and/or striking out words. Proposed amendments must be closely or significantly related to the intent of the main motion, and must not negate the main motion.
  - 5.2.2 Amendments will be considered in the order that they are proposed.
  - 5.2.3 The Chairperson may rule that a proposed amendment is unacceptable if they believe that the proposed amendment:
    - (a) is unclear or ambiguous, or attempts to deal with more than one proposal in a single motion;
    - (b) is not closely or significantly related to the intent of the main motion;
    - (c) negates the main motion; and/or
    - (d) changes the main motion such that it does not fall under the powers of the General Assembly.

- 5.2.4 There must be a motion to amend a main motion that is both moved and seconded. The motion to amend must clearly state what is being changed about the main motion. Only the Governing Board or a delegate entitled to speak and vote at the General Assembly may move or second an amendment to a motion. This includes the original mover and seconder. Amendments submitted in writing prior to the General Assembly, once acknowledged by the Chairperson, must be seconded before any further action on the proposed amendment may proceed.
- 5.2.5 The mover, with the approval of the seconder, may accept an amendment without further discussion or vote, which has the effect of amending the motion accordingly (this is referred to as a 'friendly amendment'). The discussion will then continue on the main motion as amended.
- 5.2.6 Where the original mover and seconder do not accept a proposed amendment, debate on the main motion will be suspended and the proposed amendment will be debated. The debate will be limited to the pros and cons of the proposed amendment, not to whether the main motion has merit.
- 5.2.7 When the Chairperson believes that there has been sufficient debate on the proposed amendment, they will call for a vote on the amendment only.
- 5.2.8 A proposed amendment cannot itself be amended, and must be voted on before another amending motion may be moved.
- 5.2.9 If an amendment is adopted, the main motion with the amendment becomes the substantive motion and the discussion continues until the Chairperson calls for a vote.
- 5.2.10 If the amendment is not adopted, the discussion will continue on the main motion until the Chairperson calls for a vote.
- 5.2.11 Once an amendment has been voted on, that specific matter is considered to be settled. For example, once it has been decided that certain words should be added or struck out, another amendment that raises the same question of content and/or effect may not be proposed.
- 5.2.12 At any stage, the Chairperson may limit the number of amendments to a motion (whether friendly amendments or otherwise). However,



the Chairperson will ordinarily not exercise this power unless the number of amendments has reached three or more.

### 5.3 Requests for information, points of order, and procedural motions

- 5.3.1 Any delegate entitled to speak and vote at the meeting may make a request for information from the current speaker. These requests are directed through the Chairperson and seek clarification by the speaker on the substantive matter under discussion. Requests for information may be raised at any time if the speaker is prepared to accept the question.
- 5.3.2 Any delegate entitled to speak and vote at the meeting may raise a point of order at any time other than during the process of voting. A point of order is a query as to whether or not the correct procedure is being followed. The alleged breach must be specified, with a clear reference to the provision allegedly being breached. No seconder is required, and no vote will be taken. The Chairperson will rule on the point of order.
- 5.3.3 Any delegate entitled to speak and vote at the meeting may raise a procedural motion at any time other than during the process of voting. Unless specified otherwise, procedural motions will be carried by Simple Majority. Examples of procedural motions include to:
  - (a) table a motion for the next General Assembly. The Chairperson will put such a motion to a vote immediately unless they consider that further discussion is required. If such a motion is carried, no further discussion on the motion or any amendments thereto will be permitted. A tabled motion will automatically be included on the agenda of the next General Assembly unless withdrawn by the mover;
  - (b) adjourn the meeting or postpone the debate until a specified time;
  - (c) put the motion to a vote immediately;
  - (d) modify the order of the agenda;
  - (e) challenge the ruling of the Chairperson;
  - (f) not hear a delegate further;
  - (g) require a delegate to leave the meeting;

- (h) allow a motion not submitted by the applicable deadline to be included on the agenda (see Articles 5.1.1 and 5.1.6); and
  - (i) request to move to secret ballot voting (which requires 25% or more of the valid votes cast in accordance with the Constitution).
- 5.3.4 A delegate wishing to make a request for information, point of order, or procedural motion must raise their hand and speak in a respectful tone of voice.
- 5.3.5 Provided the request for information, point of order, or procedural motion is made in accordance with these Regulations, the Chairperson will immediately suspend the current discussion no matter how close the discussion is to a vote.
- 5.4 Voting procedures
  - 5.4.1 Subject to Article 5.4.3, each voting delegate may cast one vote on each motion put before the General Assembly.
  - 5.4.2 The majority required to pass motions is specified in the Constitution or these Regulations.
  - 5.4.3 To be valid and counted, a vote:
    - (a) may only be cast on behalf of (i) an IPC Member that was in Good Standing at the time the General Assembly agenda was circulated to IPC Members and that has remained in Good Standing at all times until the vote at the General Assembly, or (ii) an IPC Member admitted to IPC Membership at the General Assembly in question;
    - (b) must be cast by the voting delegate duly authorised to represent the IPC Member in question, which delegate must be present at the meeting when the vote is taken and not have been removed from the meeting pursuant to the Constitution or these Regulations;
    - (c) may not be cast by proxy or by letter; and
    - (d) may not be an abstention, or left blank, or spoiled, or unintelligible.
  - 5.4.4 Any objection to voting (e.g., that a delegate does not have the right to vote, or that votes have been counted that should not have

counted, or that votes that should have counted have not been counted) must be made at the meeting at which the vote was taken in order to be valid. The objection will be resolved by the Chairperson.

## 6. Elections

6.1 The General Assembly will elect the President, Vice-Presidents, and Members-at-Large to the Governing Board in accordance with the Constitution and the nominations and elections procedures below.

6.2 Nomination process:

6.2.1 At least six months prior to a General Assembly at which elections will be held, the Management Team will circulate to IPC Members a 'call for nominations' for the Governing Board. This call for nominations will include at least the following:

- (a) requirements for the following to be provided for each nominee:
  - (i) a duly completed application form (in a form to be specified by the IPC), including at least the following information with respect to each nominee: (i) full name and gender, (ii) nominating IPC Member, and (iii) detail on the nominee's background and experience, including involvement in the Paralympic Movement (this may be set out in a curriculum vitae);
  - (ii) a letter of support from the nominating IPC Member;
  - (iii) a signed commitment by the nominee to comply with the Constitution and the Regulations, including in particular the Integrity Code;
  - (iv) a self-declaration signed by the nominee regarding their Eligibility to stand for election; and
  - (v) a self-declaration signed by the nominee regarding any actual or potential conflicts of interest (whether financial or otherwise);
- (b) the deadline for submissions of nominations;
- (c) information with respect to the General Assembly at which elections will be held; and

- (d) a copy of (or link to) the Constitution, these Regulations, and the Integrity Code.
- 6.2.2 Each IPC Member (excluding Regional Organisations) may nominate up to three nominees, subject to the following:
  - (a) the IPC Member must have been in Good Standing at the time of submitting the nomination;
  - (b) the IPC Member may nominate only one person for President, one person for Vice-President, and one person for a Member-at-Large position;
  - (c) the IPC Member may nominate the same person to more than one position as President, Vice-President, and/or Member-at-Large, but multiple nominations of the same person will count towards the permitted number of nominations (e.g. a person nominated as both President and Vice-President will count as two nominees for the IPC Member);
  - (d) a person may stand for election only for those positions for which they have been nominated;
  - (e) where the IPC Member submits two or three nominees, at least one nominee must be of a different gender to the other nominee(s); and
  - (f) a separate nomination form must be submitted for each nominee.
- 6.2.3 Subject to Article 6.2.4, as soon as reasonably practicable following the deadline for the submission of nominations, the Management Team will circulate the following to all IPC Members in relation to each nominee for the President, Vice-Presidents, and Members-at-Large: (i) full name and gender, (ii) nominating IPC Member, and (iii) detail on the nominee's background and experience, including involvement in the Paralympic Movement (this may be set out in a curriculum vitae).
- 6.2.4 Information will not be circulated under Article 6.2.3 in relation to any nominee who (i) submits an application that is incomplete or contains a material inaccuracy, (ii) is not Eligible (subject to Article 6.2.5), and/or (iii) is in breach of the Integrity Code and/or any candidacy regulations issued by the IPC.
- 6.2.5 The assessment of whether or not nominees are Eligible may take place before and/or after the IPC circulates their names to IPC

Members under Article 6.2.3. Any nominee who is found not to be Eligible at any point during their candidacy will automatically cease to be a candidate for election. Regulations on candidacies are set out in the Integrity Code and may also be set out in separate candidacy regulations issued by the IPC.

### 6.3 Election process:

6.3.1 Elections for the positions of President, Vice-Presidents, and Members-at-Large will be held in the following order:

- (a) First: election of the President.
- (b) Second: election of the Vice-Presidents.
- (c) Third: election of the Members-at-Large.

6.3.2 Following each election round, the number of votes obtained by each nominee will be disclosed.

6.3.3 For the avoidance of doubt, in relation to elections there is no requirement for a mover or seconder or any debate.

### 6.4 Election of the President:

6.4.1 In each round of voting, each IPC Member in Good Standing may cast one vote.

6.4.2 If no nominations are received for the position of President, the incoming Governing Board will appoint a President from within the elected Governing Board to serve until the next Ordinary General Assembly, at which a President will be elected to serve the remaining two years of the original four-year term. If the person appointed by the Governing Board to serve as President for the first two years is not elected as President for the remaining two years of the term, they will return to their former position as Governing Board member (i.e. to which they were elected at the start of the original term, and which will remain vacant in their absence).

6.4.3 If one nomination is received for the position of President, that person will be elected to the position of President by a Simple Majority. If such majority vote is not obtained, Article 6.4.2 will apply.

6.4.4 If two or more nominations are received for the position of President, the following process will apply:

- (a) a first round of voting will occur to determine if any nominee receives a Simple Majority (if a nominee does not obtain a Simple Majority in the first round of voting, subsequent voting rounds will take place in accordance with the below);
- (b) a nominee who receives a Simple Majority in any round of voting will be elected President;
- (c) a nominee with no votes cast in their favour in any round of voting will not proceed to subsequent rounds;
- (d) where more than five nominations are received, and no one nominee receives a Simple Majority in the first round, the five individuals with the most votes cast in their favour will proceed to the next round of votes. In the event that a tie would result in more than five individuals proceeding to the next round, individuals tied for the final place will not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a Simple Majority), in which case a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the most votes will proceed to the next round;
- (e) where there are five remaining nominees, and no one nominee receives a Simple Majority, the individual receiving the least number of votes will not proceed to the next round. In the event that a tie would result in more than four individuals proceeding to the next round, individuals tied for the final place will not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a Simple Majority), in which case a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the most votes will proceed to the next round;
- (f) where there are four remaining nominees, and no one nominee receives a Simple Majority, the individual receiving the least number of votes will not proceed to the next round. In the event that a tie would result in more than three individuals proceeding to the next round, individuals tied for the final place will not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a Simple Majority), in which case a re-vote will occur between those tied individuals.

In the event of a re-vote, the individual receiving the most votes will proceed to the next round;

- (g) where there are three remaining nominees, and no one nominee receives a Simple Majority, the individual receiving the least number of votes will not proceed to the next round. In the event that a tie would result in all three nominees proceeding, a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the most votes will proceed to the next round; and
- (h) where there are two remaining nominees, the nominee receiving a Simple Majority will be elected President. In the event of a tie, a re-vote will occur, with the individual receiving a Simple Majority of votes being elected President.

## 6.5 Election of the Vice-Presidents:

- 6.5.1 There will be separate elections for each of the Vice-President positions, as set out below.
- 6.5.2 As specified in the Constitution, the First Vice-President cannot be of the same gender as the President, and the Second Vice-President cannot be of the same gender as the First Vice-President.
- 6.5.3 In each round of voting, each IPC Member in Good Standing may cast one vote.
- 6.5.4 If no nominations are received for a position, the incoming Governing Board will appoint a First Vice-President or Second Vice-President (as applicable) from within the elected Governing Board to serve until the next Ordinary General Assembly, at which the position will be elected to serve the remaining two years of the original four-year term. The gender requirements in Article 6.5.2 apply to such appointments. If the person appointed by the Governing Board to serve for the first two years is not elected to that position for the remaining two years of the term, they will return to their former position as Governing Board member (i.e. to which they were elected at the start of the original term, and which will remain vacant in their absence).
- 6.5.5 If only one nomination is received for a position, that person will be elected to the position of First Vice-President or Second Vice-President (as applicable) by a Simple Majority. If such majority vote is not obtained, Article 6.5.4 will apply.

6.5.6 If two or more nominations are received for a position, the following process will apply:

- (a) a first round of voting will occur to determine if any nominee receives a Simple Majority (if a nominee does not obtain a Simple Majority in the first round of voting, subsequent voting rounds will take place in accordance with the below);
- (b) a nominee who receives a Simple Majority in any round of voting will be elected to the position;
- (c) where more than three nominations are received for a position, and no one nominee receives a Simple Majority in the first round, the three individuals with the most votes cast in their favour will proceed to the next round of votes. In the event that a tie would result in more than three individuals proceeding to the next round, individuals tied for the final place will not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a Simple Majority), in which case a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the most votes will proceed to the next round;
- (d) where there are three remaining nominees for a position, and no one nominee receives a Simple Majority, the individual receiving the least number of votes will not proceed to the next round. In the event that a tie would result in all three nominees proceeding, a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the most votes will proceed to the next round; and
- (e) where there are two remaining nominees, the nominee receiving a Simple Majority will be elected to the position. In the event of a tie, a re-vote will occur, with the individual receiving a Simple Majority of votes being elected.

## 6.6 Election of Members-at-Large:

6.6.1 In accordance with the Constitution, there are seven Member-at-Large positions, of which at least three must be female and at least three must be male, with one open position.



- 6.6.2 In each round of voting, each IPC Member in Good Standing may cast one vote for each of the open Member-at-Large positions, but may not cast more than one vote for any particular nominee (e.g. if there are three open positions with three nominees, an IPC Member may cast one vote for each position but cannot, for example, cast all three votes for the same nominee). For purposes of calculating the total number of votes cast for a nominee in any round of voting to determine whether or not a Simple Majority has been obtained, each voting member who validly casts one or more votes will be deemed as having cast one vote.
- 6.6.3 The following process will be followed for the Member-at-Large positions:
- (a) a first round of voting will occur to determine if any nominee(s) obtain(s) a Simple Majority;
  - (b) a nominee with a Simple Majority in any round will be elected as a Member-at-Large in the respective category; any remaining nominees will proceed to the next round of voting;
  - (c) if required, a second and third round of voting will be held to determine if any nominee(s) obtain(s) a Simple Majority;
  - (d) if required, a fourth and final round of voting will be held where nominees will be ranked according to the number of votes received in the fourth round, and given positions as Members-at-Large in a descending order to the maximum number of positions remaining available in the relevant category (irrespective of whether they obtained a Simple Majority). In the event of a tie, there will be a re-vote. This process will be explained to IPC Members prior to the fourth round of voting;
  - (e) where more than one individual obtains a Simple Majority in any given round, such individuals will be ranked according to the total number of votes received in that voting round, and given positions as Members-at-Large in a descending order to the maximum number of positions remaining available in the relevant category. Where such individuals have the same number of votes in a particular voting round, and there are not enough remaining available positions in the relevant category, there will be a vote to break the tie, whereby nominees will be ranked according to number of votes received in the tie-breaking voting round, and given positions

as Members-at-Large in a descending order to the maximum number of positions remaining available in the relevant category; and

- (f) once a category has been filled, any remaining nominees in that category will not proceed to any subsequent rounds of voting.

6.6.4 In circumstances where not enough nominations are received for the Member-at-Large positions, the incoming Governing Board will appoint the remaining Members-at-Large to serve until the next Ordinary General Assembly, at which Members-at-Large will be elected for the remaining two years of the original four-year term.

## **7. Unacceptable behaviour during meetings**

- 7.1 The Chairperson may stop a speaker from speaking or require any person to leave the meeting (temporarily or for the remainder of the meeting) if they are disrespectful, if they make statements that are offensive to any person or contain offensive language, or if their conduct risks disrupting the proper and efficient conduct of the meeting.
- 7.2 When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any IPC Member may make a procedural motion that such person not be heard further. If the motion is carried, the person will not be allowed to take any further part in that particular debate.
- 7.3 If a motion has been carried under Article 7.2 and the behaviour of the person continues to be disruptive, any IPC Member may move that such person be required to leave the meeting. If the motion is carried, the person in question must immediately leave the meeting.

## **8. Challenging a ruling of the Chairperson**

- 8.1 Any delegate present and entitled to vote at the General Assembly may formally challenge a ruling of the Chairperson by the procedure outlined below.
- 8.2 When a ruling of the Chairperson is challenged, the Chairperson will ask for a seconder. If the challenge is seconded, the meeting will be temporarily suspended.
- 8.3 The Chairperson will hand over the chair to another member of the Governing Board present at that time to continue as Chairperson of the meeting.

- 8.4 The temporary Chairperson will allow the individual challenging the ruling to give specific reasons including citing relevant Regulations.
- 8.5 The temporary Chairperson will allow a limited debate on the matter, usually two or three speakers.
- 8.6 The temporary Chairperson will call for the vote for or against the challenge, to be determined by Simple Majority.
- 8.7 The chair will then be handed back to the original Chairperson. The Chairperson will either continue with the meeting as they had formerly ruled or issue a new ruling, which could be subject to another challenge.

## **9. Adjourning and reconvening the meeting**

### **9.1 Adjourning the meeting**

#### **9.1.1 A meeting will be adjourned when:**

- (a) the meeting occupies more than one sitting;
- (b) it is ascertained that there is no quorum in accordance with the Constitution; or
- (c) a procedural motion to adjourn the meeting has been put to a vote and carried.

#### **9.1.2 In all three circumstances, the Chairperson will suspend the business under discussion, and the meeting will be adjourned to a day, time, and place (and/or virtual platform, if held remotely) specified by the Governing Board.**

### **9.2 Reconvening the meeting**

#### **9.2.1 When a General Assembly is reconvened following adjournment, the Chairperson will open the meeting and then direct the meeting to resume its business at the point in the agenda where the meeting had previously been adjourned.**

## **10. Closing the meeting/sitting**

- 10.1 The Chairperson will close each sitting as they consider appropriate, and usually in accordance with the timings set out in the agenda.
- 10.2 The Chairperson will declare the General Assembly meeting closed when they are satisfied that all agenda items have been addressed.