



**Procedures to be followed at  
World ParaVolley General Assemblies**

# General Assembly Procedures



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## CHAPTER 1

### INTRODUCTION

- 1.1. This Standing Order is designed to inform delegates when attending World ParaVolley General Assemblies on the procedures, rules and regulations under which the World ParaVolley General Assemblies are conducted.
- 1.2 This Standing Order is a compilation of relevant articles currently available in the Constitution and by-laws/policies of World ParaVolley but it neither replaces this source material nor makes any fundamental change to its content at this time.
- 1.3 The rules and regulations laid down in the World ParaVolley Constitution take precedence over the by-laws/policies and can only be amended by a two third majority. References to these regulations are marked with an asterisk (\*).

## CHAPTER 2

### OPENING OF THE MEETING

#### 2.1 Call to Order

- 2.1.1 The Chairperson will call the meeting to order by asking for quiet and inviting official delegates (i.e. delegates mandated in writing to represent the NPC or Federation of Sport for Disabled) to take the seats designated to them by the World ParaVolley.
- 2.1.2 Guests, observers, staff members and other invited individuals must be seated in the area designated for their use.
- 2.1.3 Following housekeeping announcements (i.e. information related evacuation in the event of fire, location of rest rooms, etc.) the General Assembly meeting will formally be declared open by the Chairperson, normally the President of the World ParaVolley.

#### 2.2 Roll Call & Speaking/Voting Rights

- 2.2.1 The Roll Call is taken by the General Manager who in inviting NPC's and Federations for Sport for Disabled to attend, now confirms that they are officially registered, in "good standing" with the World ParaVolley and to confirm their presence. Representatives must have a stamped a signed document from their NPC or Federation for Sport for Disabled.
- 2.2.2 The purpose of this Roll Call is
  - to record which members are present
  - to have officially acknowledged and recorded those members who have sent apologies for absence.
  - to ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights.
  - to announce the number of those present and entitled to vote
- 2.2.3 Each officially registered delegate representing a full member either a NPC or Federation for Sport for Disabled will have speaking rights.
- 2.2.4 Full members in good standing (i.e. having paid the membership fee) are entitled to one vote.

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- 2.2.5 Voting by proxy is allowed under following condition:
- Any member nation X can only have the proxy for one other member nation Y which must be in "good standing"
  - This proxy must be supported by an official letter form nation Y confirming that nation X is allowed to vote in name of nation Y. Letter must be signed by President and accompanied by stamp.
  - Proxy must be send by nation Y to the World ParaVolley General Manager latest 1 month before the start of the General Assembly.
- 2.2.6 Whether an electronic voting system is used or not, a motion will be introduced to approve tellers and/or scrutinizers or any other "officials" necessary for the efficient conduct of the meeting nominated by the Chairperson.
- 2.3 **Quorum**
- 2.3.1 A General Assembly shall be competent to pass a resolution if at least 1/3 of the full members are present.
- 2.3.2 If there is no quorum at the start of a meeting, the Chairperson should rule that it should not proceed and should advise those present that the meeting is adjourned to a time and place specified by her/him and agreed by the meeting.
- 2.3.3 If the Assembly decides to challenge this ruling and proceed despite the lack of a quorum, any decisions taken must be ratified by the next General Assembly where there is a quorum.
- 2.3.4 If the decision is to hold a new Assembly because of a previous inquorate Assembly, on this occasion it shall be competent to make decisions regardless of the number of members present (however all the regulations concerning notice, time-scales, etc. shall apply).
- 2.4 **Adoption of the agenda**
- 2.4.1 The Chairperson will ask for a motion from the members that the agenda (circulated in advance) be adopted. The order of business will follow the order as outlined in the adopted agenda.
- 2.4.2 Although the agenda may be varied by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.
- 2.4.3 The agenda can be amended at any time during the meeting given the approval of the appropriate procedural motion of a simple majority of those present and entitled to vote. (see. 4.3.4 iv)

## CHAPTER 3

### CONDUCTING THE MEETING

#### 3.1 Minutes of the previous meeting

- 3.1.1 The Chairperson will ask for a motion to accept the “draft” minutes as an accurate record of the last meeting: minutes are always “draft” until approved by the membership at which point they become the official record of that meeting. Provided the draft minutes have been circulated in advance, they will be taken as read.
- 3.1.2 The General Manager will present any written amendments that may have been submitted in advance with a recommendation that the meeting should either approve or reject the proposal.
- 3.1.3 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.

#### 3.2 Receipt of reports

- 3.2.1 The annual report, including reports from the office bearers, are circulated in advance with the meeting documents and will be taken as having been read.
- 3.2.2 The Chairperson or the author of the report will summarise in a few sentences the main highlights of the report
- 3.2.3 The Chairperson will then invite questions from the floor (see “Speaking Rights”).

#### 3.3 Speaking rights

- 3.3.1 Only official delegates mandated in writing by the respective full member (1 for each NPC or Federation for Sport for Disabled) are permitted to speak.
- 3.3.2 The Chairperson may invite someone to speak who does not have “speaking rights” or may acknowledge someone wishing to speak who does not have “rights” and allow them to do so: this is within the authority of the Chairperson but should be exercised sensitively.

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- 3.3.3 Requests to speak from the floor should be indicated by a raised hand. The chairman 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 these contributions will be taken.
- 3.3.4 Speakers must always address their remarks to the Chairperson and not conduct a debate with either a member of the "top table" or a member within the Meeting.
- 3.3.5 Speeches are only permitted if they are relevant to the current business, or to a point of order or point of information or a challenge to a ruling from the Chairperson.
- 3.3.6 A person who has spoken once in a debate on a particular subject or motion may not speak again except:
- (i) to speak once on an amendment moved by someone else
  - (ii) to exercise the right of reply as mover of the original motion
  - (iii) to move a further amendment if the motion has been amended since the person first spoke
  - (iv) to move a procedural motion (see art 4.3. and sub articles)
  - (v) to make personal explanation (see art 3.3.8)
- 3.3.7 The Chairperson may indicate time limitations to the speeches and has the final decision in terms of what is considered a relevant speech or a speech that has gone on too long.
- 3.3.8 Personal explanation. Where a person who has already spoken at the meeting feels her/his views have been grossly misrepresented, she/he shall be granted the right to make a personal explanation. She/he can attract the Chairperson to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the part of the speech that she/he believes has been misrepresented.

## CHAPTER 4

### MOTIONS AND VOTING

#### 4.1. Motions

- 4.1.1. With the exception of procedural motions, only motions submitted in writing three months prior to the General Assembly, and circulated with the meeting documents two months before the General Assembly is due to meet, are valid for discussion. \*
- 4.1.2. The Management Committee shall discuss all motions in advance and provide the General Assembly with its observations and recommendations.\*
- 4.1.3. The Chairperson shall rule whether a motion introduced new from a member is an emergency motion and can be followed by a procedural motion to be introduced to the agenda (see 4.3.4.viii).
- 4.1.4. If this ruling is challenged, the procedures for a challenge shall be invoked (see 5.2).\*
- 4.1.5. Motions shall not be discussed or debated unless they have been formally “moved” (or “proposed”). Only someone entitled to speak and vote at the meeting can propose a motion or an amendment to the motion.
- 4.1.6. The mover will be allowed to conclude the debate with a brief statement (right of reply)

#### 4.2. Amendments

- 4.2.1. The proposer can accept an amendment without further discussion or vote which has the effect of amending the motion accordingly. The discussion then continues on the motion as amended.
- 4.2.2. Any member, including the proposer, may propose an amendment to the motion under discussion.
- 4.2.3. Amendments should be taken in the order they are proposed.
- 4.2.4. An amendment shall be relevant to the motion and may consist of proposals to add or omit words. It must have the intention of modifying the motion and not negating

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it or proposing something unrelated or different. The Chairperson can rule that the amendment cannot continue to be presented if she/he believes that any of these obstructive actions are the intention of the amendment.

- 4.2.5. During discussion on an amendment, discussion on the main motion is suspended: eventually the Chairperson will call for a vote on the amendment only.
- 4.2.6. If the amendment is adopted then the original motion plus the amendment now becomes the substantive motion and the discussion continues until the Chairperson calls for a vote.
- 4.2.7. If the amendment falls, the discussion continues on the main motion and eventually the Chairperson will call for a vote.

## 4.3. Procedural Motions

- 4.3.1. The most common form of procedural motions are points of information and points of order.
- 4.3.2. Points of information seek clarification of the speaker and may be raised at any time if the speaker holding the floor is prepared to accept the question.
- 4.3.3. A Point of Order can be raised by anyone entitled to speak and vote in case s/he believes that there has been a material breach of a constitutional requirement, by-law, policy or standing order. S/he may at any time other than during the process of voting specify the alleged breach, with a clear reference to the clause, rule, by-law or policy allegedly being breached, whereupon the chairperson will rule as s/he sees fit.
- 4.3.4. The other forms of procedural motions that may be put are as follows
  - (i) to table a motion (the Chairperson will put that motion immediately to the vote unless s/he feels that insufficient discussion has been allowed. If the motion to "table the motion" is carried, no further discussion on the motion or any amendments will be permitted.  
A "tabled motion" will appear automatically on the agenda of the next General Assembly unless withdrawn by the proposer)
  - (ii) to adjourn the meeting or the debate until a certain time
  - (iii) to put the motion to the vote immediately
  - (iv) to proceed to the next agenda item or to modify the agenda
  - (v) to challenge the ruling of the Chairperson (see art 5.1 & 5.2)
  - (vi) that a member be not further heard (see art 5.3)

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- (vii) that a member must leave the meeting (see art 5.3)
- (viii) to suspend Standing Order 4.1.1 to allow a motion (not submitted in time or an emergency motion to be included on the agenda) (see art 4.1.3).

4.3.5. The nature of procedural motions, points of order and information and a challenge to the ruling of the Chairperson inevitably requires the current proceedings to be stopped: those proposing such actions should do in a respectful tone of voice, indicating by hand and speech that they wish to, example, make a point of order, propose a procedural motion.

4.3.6. Provided such requests are in accord with this standing order then the Chairperson is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

## 4.4. **Voting Procedures**

4.4.1. All motions require a simple majority (more than 50% of the votes cast for or against the motion) to be successful, except for motions that would amend the Constitution or motions for the expulsion of a member which require a 2/3rds majority of the votes cast for and against the motion. \*

4.4.2. An amendment to a constitutional motion requires only a simple majority for the amendment to be adopted. However the substantive constitutional motion which includes any approved amendments requires a 2/3rds majority of the votes cast to approve the motion.

4.4.3. For the purpose of calculating whether an appropriate majority has been obtained in any vote, an abstention or a vote which is not exercised (the member entitled to exercise the vote has left the room) shall not be treated as a vote. \*

4.4.4. An equality of votes shall be considered as a refusal.\*

## CHAPTER 5

### OTHER RULINGS

#### 5.1 Rulings from the Chair

- 5.1.1 The Chairperson can rule on any matter relating to the conduct of the meeting, points of order, personal explanations and the construction or interpretation of the constitution, by-laws, policies or standing orders governing the meeting and her/his ruling shall be final and accepted without debate.
- 5.1.2 Any person present and entitled to speak at the meeting may formally challenge the ruling of the Chairperson by the procedure outlined below.

#### 5.2 Challenge a Ruling

- 5.2.1 When a member challenges a ruling of the Chairperson, the Chairperson will ask if there is a member who will second the Challenge. If the Challenge is supported by any member of the GA the meeting will be temporarily suspended.
- 5.2.2 The Chairperson will hand over the chair to the most senior member of the Executive Committee present at that time to continue as chairperson of the meeting.
- 5.2.3 The temporary Chairperson will allow the member proposing the Challenge to give their specific reasons including quoting, "standing order #", etc. and will then allow a limited debate, 2 or 3 speakers: in this situation the proposer may not conclude the discussion.
- 5.2.4 The temporary Chairperson will then call for the vote for or against the Challenge to be determined by simple majority.
- 5.2.5 The Chair will then be handed back to the original Chairperson who will act upon the wishes of the membership, either to continue with the meeting as s/he had formerly ruled or issue a new ruling, which of course could be subject to another Challenge.

#### 5.3 Unacceptable Behaviour

- 5.3.1 When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any member may move that this person "be no longer heard" (see procedural motion 4.3.4.vi). If carried, the person is not allowed to take any further part in that particular debate.

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- 5.3.2 If the behaviour of the individual so cited continues to be disruptive any member may move that this person "must leave the meeting" (see procedural motion 4.3.4.vii). If carried, the person in question must immediately leave the meeting.

## CHAPTER 6

### ADJOURNING & RECONVENING THE MEETING

#### 6.1. Justification for adjournment

6.1.1. It will be necessary for a meeting to be adjourned when

- (i) the meeting occupies more than one sitting
- (ii) it is ascertained that there is no longer a quorum
- (iii) a procedural motion ([see 4.3.4 ii](#)) "to adjourn the meeting" has been put to a vote and carried.

6.1.2. In all three cases the Chairperson must suspend the business under discussion and indicate when and where the meeting will be re-convened.

#### 6.2. Re-Convening the Meeting

6.2.1. When a meeting is re-convened following adjournment, the Chairperson must undertake all the duties normally associated with opening a meeting and then direct the meeting to resume its business at that point in the agenda where the meeting had previously been adjourned.



## CHAPTER 7

### CLOSING THE MEETING

- 7.1 At World ParaVolley General Assemblies there is no agenda item "any other business".
- 7.2 The Chairperson will declare the meeting closed having ascertained that all agenda items have been concluded.