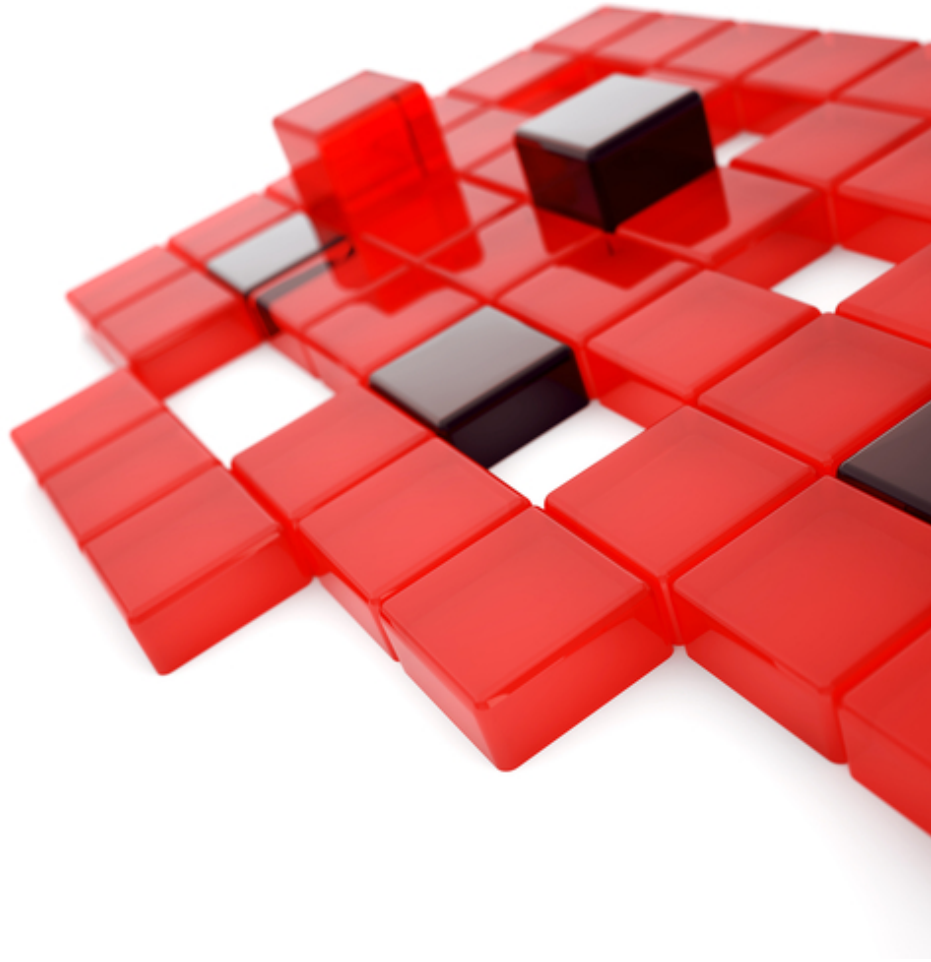


# Statutes

and Congress Standing Orders





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## Article 1

### Name and Head Office

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- 1.1 The International shall be known as Union Network International (UNI Global Union).
- 1.2 The Head Office of UNI shall be located in Switzerland or in such other place as may be determined by the World Executive Board.

## Article 2

### Objectives

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2.1 UNI is a global and regional organisation dedicated to improving the quality of life and working conditions of its members. UNI believes in putting people first in global, regional and national economic and social development. It shall support and advance the sectoral interests of its affiliates and promote the multi-sectoral interests of its inter-professional groups. Its objectives are as follows:

- a) the formation, growth and strengthening of independent and democratic trade unions of workers in the jurisdiction of UNI.
- b) promoting peace, freedom and democracy through independent and democratic trade unions and respect for basic labour standards.
- c) bringing together unions regardless of nationality, race, creed or ethnic origin whilst recognising the autonomy of affiliated organisations.
- d) establishing gender equality.
- e) defending and promoting the interests of young members and future generations.
- f) creating solidarity between trade unions in multinational companies with the aim to:
  - create structures for information, consultation and collective bargaining;
  - build structures for trade union cooperation and co-ordination;
  - ensure that multinationals respect basic labour standards and international guidelines and codes of conduct.
- g) establishing a social dimension to globalisation of the economy by:
  - combating social and economic exploitation in all its forms;

- promoting the recognition and implementation of labour standards for all workers in all countries and the copyright and performance rights of workers in the creative sector;
  - rejecting all forms of discrimination, racial, gender, sexual orientation, age, disability, cultural and religious;
  - defending and promoting the economic, social and cultural rights of workers;
  - advancing and representing these objectives in all appropriate international organisations;
  - defending and promoting the professional interests of affiliated members.
- h) establishing a social dimension to regional economic integration by ensuring that trade unions have the opportunity to be consulted and influence decisions of the organisations concerned to promote social justice and to develop a social dialogue between employers and trade unions.
  - i) defending human rights, including the rights of freedom of speech, expression, creation, association and universal suffrage and the rights of fullest access to the media and means of diffusion of creative activity upon which all other rights and freedoms depend.

## Article 3

### Methods

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- 3.1 The aims and objectives as identified in Article 2 shall be pursued by:
- a) encouraging solidarity between affiliates.
  - b) assisting and encouraging the organisation of workers falling within the jurisdiction of UNI through union education, training and solidarity activities.
  - c) considering gender equality within the context of all policy decisions.
  - d) building global and regional solidarity networks and works councils in multinational companies.
  - e) providing support and assistance to affiliates as appropriate in times of difficulty.
  - f) establishing common policies and priorities for action to promote and co-ordinate their implementation.

- g) collecting and disseminating information on matters of interest to affiliates.
- h) establishing information and communication technology networks.
- i) undertaking collective bargaining and negotiating agreements at international level.
- j) co-operating closely with the International Trade Union Confederation (ITUC) and following similar policies on issues of general trade union concern.
- k) representing affiliates in regional and international economic groupings.
- l) representing affiliates in the work of the United Nations, the International Labour Office and other specialised agencies and institutions whose activities affect the social, economic and cultural conditions of affiliates and their members.
- m) maintaining close relations with other international organisations of independent and democratic trade unions.
- n) holding congresses provided for under the Statutes and any other meetings and conferences that are considered by the World Executive Board to be in the best interests of UNI and its affiliates.
- o) working towards the objective of women being represented in all UNI structures in proportion to their numerical significance.
- p) developing structures within UNI to promote the participation of young members in its work.
- q) establishing structures within UNI to promote the participation of professional and managerial staff in its work.

#### **Article 4 Membership**

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- 4.1 Applications for affiliation will, after appropriate enquiries and consultation, including consultation with existing affiliates within the country concerned, be subject to a majority vote of the World Executive Board.
- 4.2 Any appeal against the decision of the World Executive Board to reject an application for affiliation must be made by an affiliate at the following World Congress, with notice of such intention being given in writing to the General

Secretary not less than 28 days prior to the commencement of Congress. Congress shall decide on the appeal by a two-thirds majority vote, which decision will be final.

#### **Article 5 Obligations of Membership**

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- 5.1 Affiliates agree to accept the following obligations:
  - a) Observing UNI's Statutes and the policies and decisions that are taken in accordance with these.
  - b) Supporting UNI's activities and working for the implementation of Congress decisions.
  - c) Meeting promptly requirements for the payment of affiliation fees and any other levies as determined under the International and Regional Statutes.

#### **Article 6 Loss of Membership**

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- 6.1 Withdrawal from UNI can take effect only at the end of a calendar year, until which time the affiliate seeking withdrawal must fulfil the full obligations of membership. Notice of intention to withdraw from affiliation must be communicated in writing to the General Secretary not less than three months prior to the end of a calendar year.
- 6.2 The membership of any affiliate may be declared lapsed by the World Executive Board if its affiliation fees are one year or more in arrears.
- 6.3 The World Executive Board shall be empowered to expel from membership any affiliate that:
  - a) acts in contravention or contradiction to UNI's Statutes or any decisions of the World Congress.
  - b) acts in a way detrimental to the best interests of UNI or against the general interests of the independent and democratic trade union movement.
- 6.4 Any affiliate that is expelled shall be advised in writing of the decision and the reasons for it. The expelled affiliate shall be entitled to appeal against the decision to the next World Congress,

which shall decide on the appeal by a two-thirds majority, which decision will be final.

## **Article 7**

### **Affiliation Fees and Finance**

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- 7.1 Affiliation fees shall be set by the World Congress and calculated on the basis of membership figures at 31 December of the previous year.
- 7.2 Affiliation fees shall be paid during the first quarter of the year, although in special cases the World Executive Board may agree some alternative method of payment.
- 7.3 New affiliates will commence payment as from the first day of the month following acceptance.
- 7.4 The World Executive Board may, in special circumstances, grant reductions in affiliation fees for a limited period of time.
- 7.5 The World Executive Board shall be empowered in exceptional circumstances to impose an additional special levy.

## **Article 8**

### **World Congress**

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- 8.1 The World Congress shall be the supreme authority of UNI.
- 8.2 Ordinary World Congresses shall be held every four years at a time and place determined by the World Executive Board with affiliates being advised of the date and agenda not less than eight months prior to the opening day of Congress.
- 8.3 The elected officers of UNI shall function as officers of the World Congress and the World Executive Board will act as its Standing Orders Committee.
- 8.4 The agenda of an Ordinary Congress shall include the following items:
  - a) election of the Credentials Committee
  - b) election of the Resolutions Committee
  - c) approval of the Congress agenda and the Standing Orders

- d) report of the General Secretary on activities for the period since the previous World Congress
- e) financial report
- f) auditors' report
- g) World Executive Board policy proposals, motions and amendments
- h) confirmation of the World Executive Board
- i) election of the President
- j) election of the four Vice-Presidents
- k) election of the General Secretary
- l) election of the Auditors

- 8.5 Motions must be received in writing by the General Secretary no later than six months prior to the first day of Congress.
- 8.6 Copies of valid motions received shall be sent to affiliates no later than five months prior to the first day of Congress.
- 8.7 Amendments to motions must be received in writing by the General Secretary no later than three months prior to the first day of Congress.
- 8.8 Valid motions and amendments, together with all other reports shall be sent to affiliates no later than one month prior to the first day of Congress.
- 8.9 Proposals of an emergency nature shall be admitted to the agenda only with the authority of the Standing Orders Committee in accordance with the Standing Orders for Congress.
- 8.10 An Extraordinary Congress may be convened at any time by a two-thirds majority decision of the World Executive Board or at the request in writing to the General Secretary of affiliates from no less than two different regions representing in total no less than 25% of the affiliated membership of UNI as a whole. In either case those calling for the Extraordinary Congress shall indicate clearly the item/s which will form the basis of the agenda. An Extraordinary Congress shall be conducted according to the Statutes and Standing Orders applying to the Ordinary Congress.

## Article 9 Representation at World Congress

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9.1 To be represented with full voting rights at the World Congress affiliates must not be more than six months in arrears of affiliation fees.

9.2 Affiliates shall be entitled to representation at the World Congress on the basis of their paid up levels of membership (as recorded on 31 December of the previous year) and calculated as follows:

Up to and including	Number of delegates
5,000 members	1
25,000 members	2
50,000 members	3

(with entitlement to an additional delegate for each further 50,000 members or part thereof).

9.3 Affiliates should aim to ensure that the composition of their delegation is a reflection of the percentage of their women and young members.

9.4 Affiliates may also send observers to Congress who shall not have the right to vote. The number of observers authorised may be subject to limitation by the Credentials Committee but in any event shall not exceed the number of accredited delegates from the affiliate concerned.

9.5 Affiliates shall submit the names of their delegates and any nominated observers to the General Secretary no later than three months prior to the first day of Congress.

9.6 The World Executive Board may invite to Congress as guests representatives of other organisations.

9.7 The travelling and subsistence expenses of delegates and observers shall be the responsibility of the affiliate concerned.

## Article 10 Voting at World Congress

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10.1 Voting shall normally be by show of hands.

10.2 Each delegate shall be entitled to one vote. Affiliates represented by fewer delegates than they are entitled to send shall, nevertheless, be entitled to exercise their full voting strength.

10.3 Decisions shall be by simple majority except in the case of proposals to delete or amend existing Statutes or to introduce new ones, in which event a two-thirds majority is required for the proposal to carry.

10.4 The President is empowered to accept a motion for a card vote, whereby the delegation of every affiliated union casts a vote according to the number of paid-up members.

10.5 Voting for representation on the World Executive Board will be according to the number of paid-up members.

## Article 11 World Executive Board

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11.1 The World Executive Board shall be responsible for managing the affairs of UNI in the period between World Congresses. In the event of the Statutes being silent on any issue, the World Executive Board shall have the power to determine thereon.

11.2 The World Executive Board shall comprise:

- a) The President and four Vice-Presidents (one from each Region of UNI), who shall be elected by the World Congress from those members who in the first instance had been elected to the Executive Board under the provisions of paragraph 3 of this Article.
- b) The General Secretary, who shall be elected by the World Congress.
- c) Four reserved seats for women representatives, one elected by each region
- d) the President of the World Women's Committee
- e) the President of the World Youth Committee
- f) the President of the World Professional and Managerial Staff Committee
- g) Members elected according to paragraphs 3, 4, 5 and 7 of this Article.

11.3 Elections to the World Executive Board shall take place in accordance with a timetable and procedure determined by the World Executive Board in the attached Memorandum of Understanding. Members of the World Executive Board shall be elected on the basis of areas as approved by Congress and as adjusted from time to time by the World Executive Board:



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>I Africa</li> <li>II Near and Middle East</li> <li>III USA and Canada</li> <li>IV Latin America North</li> <li>V Latin America South</li> <li>VI Central America, the Caribbean and Mexico</li> <li>VII South Asia</li> <li>VIII South East Asia</li> <li>IX East Asia</li> <li>X Central Asia</li> <li>XI Oceania</li> <li>XII Central, South-Eastern Europe and the Baltic States</li> <li>XIII Eastern Europe</li> <li>XIV UK and Ireland</li> <li>XV Nordic</li> <li>XVI Southern Europe</li> <li>XVII Benelux, France, Monaco</li> <li>XVIII Austria, Germany, Switzerland</li> </ul>  | <p>the World Executive Board and affiliates with more than 500,000 members shall be entitled automatically to at least two seats. In both cases such members elected under these provisions for automaticity shall be included in and form part of the total entitlement for seats of the Area/s concerned.</p>  |
| <p>11.4 The number of Executive members per area shall be determined by fully paid-up affiliated membership of each Area in accordance with the following scale:</p> <ul style="list-style-type: none"> <li>Areas with up to 150,000 members<br/>1 Executive. Member</li> <li>Areas with 150,001 to 300,000 members<br/>2 Executive Members</li> <li>Areas with 300,001 to 500,000 members<br/>3 Executive Members</li> <li>Areas with 500,001 to 700,000 members<br/>4 Executive Members</li> <li>Areas with 700,001 to 900,000 members<br/>5 Executive Members</li> <li>Areas with 900,001 to 1,250,000 members<br/>6 Executive Members</li> <li>Areas with 1,250,001 to 1,500,000 members<br/>7 Executive Members</li> <li>Areas with 1,500,001 to 1,750,000 members<br/>8 Executive Members</li> <li>Areas with 1,750,001 to 2,000,000 members<br/>9 Executive Members</li> <li>Areas with more than 2,000,001 members<br/>10 Executive Members</li> </ul> | <p>11.6 For each titular member, a first and second substitute shall be elected. Substitute members shall participate in Executive Board meetings only in the absence of the titular member.</p> <p>11.7 Where issues of concern to a particular sector are involved, a nominee or nominees of the group concerned may be invited to attend meetings of the World Executive Board in an advisory capacity.</p> <p>11.8 In order to serve on the World Executive Board candidates at the time of nomination and throughout their term of office must be members or officers of an affiliate paying the full rate of affiliation fees in accordance with Article 7 of these Statutes and be supported by their respective organisations. Members shall serve from the close of the World Congress at which they are elected until the close of the next World Congress.</p>  |
| <p>11.5 Affiliates with more than 150,000 members shall be entitled automatically to at least one seat on</p>  | <p>11.9 The World Executive Board shall normally meet once a year. Extraordinary Meetings of the World Executive Board may be convened by joint decision of the President and the General Secretary or at the request of two-thirds of its members.</p> <p>11.10 The World Executive Board shall be presided over by the President or in his/her absence by a Vice-President.</p> <p>11.11 The World Executive Board shall be empowered to appoint sub-committees to assist in its work, with a member of the Executive Board acting as Chair.</p> <p>11.12 If a titular member's seat becomes vacant, the first substitute for the member concerned automatically becomes the titular member; when the seat for the first substitute falls vacant, the second substitute should fill it.</p> <p>11.13 The travelling and subsistence expenses of members of the World Executive Board in connection with their attendance at Board meetings shall be the responsibility of the affli-</p> |

ate concerned, unless, in exceptional circumstances, the World Executive Board decides otherwise.

## **Article 12**

### **Management Committee**

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12.1 The World Executive Board shall be empowered to appoint from among its members a Management Committee to assist in the management of UNI between Board meetings. The President, the Vice-Presidents, the Regional Presidents, the Treasurer, the General Secretary and the Deputy General Secretary shall be members of the Management Committee, the decisions of which shall be noted or endorsed as appropriate by the following meeting of the World Executive Board. The costs involved in meetings of the Management Committee shall be borne by UNI.

## **Article 13**

### **President and Vice-Presidents**

---

- 13.1 The President and Vice-Presidents of UNI shall, in accordance with paragraph 2a) of Article 11, be elected by the World Congress.
- 13.2 The President shall preside over the World Congress and meetings of the World Executive Board.
- 13.3 The President shall be entitled to attend all other meetings convened by UNI.
- 13.4 The Vice-Presidents shall assist the President in the performance of his/her duties.
- 13.5 UNI shall bear the travelling and subsistence expenses of the President incurred during the undertaking of his/her duties of office.
- 13.6 Should the President be temporarily absent, his/her duties shall be undertaken by one of the Vice-Presidents, in which case UNI shall bear the travelling and subsistence expenses of the Vice-President incurred during the undertaking of these duties.
- 13.7 Should the office of President fall vacant between World Congresses, the World Executive Board shall fill the resulting vacancy from amongst their members.

13.8 Should an office of Vice-President fall vacant between World Congresses, the World Executive Board shall fill the vacancy with a member of the Board from the Region concerned.

## **Article 14**

### **General Secretary and Deputy General Secretary**

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- 14.1 The General Secretary shall be elected by the World Congress.
- 14.2 The General Secretary shall be a member of and shall attend all meetings of the World Executive Board, with full voting rights. He/she shall also be entitled to attend all other meetings convened by UNI.
- 14.3 The General Secretary shall direct the work of UNI's employees and be responsible for the general direction, management and administration of the International.
- 14.4 The General Secretary shall act in accordance with the Statutes of UNI and the decisions of Congress and he/she shall be responsible to the Executive and Congress for all activities.
- 14.5 The General Secretary shall be the representative of UNI to outside institutions.
- 14.6 The General Secretary shall be assisted by a Deputy General Secretary appointed by the World Executive Board. The Deputy General Secretary shall act for the General Secretary in his/her absence. The Deputy General Secretary shall participate (without the right to vote) in meetings of the Executive Board.
- 14.7 In the case of a vacancy in the office of General Secretary, the President shall inform the Executive Board and the office of General Secretary, for the unexpired term, shall be filled by the Executive Board at its next meeting.
- 14.8 The terms and conditions of staff shall be determined by negotiations between the General Secretary or his/her representative and representatives of the staff. These shall be subject to endorsement by the Management Committee.

## **Article 15**

### **Treasurer and Auditors**

---

- 15.1 The Treasurer of UNI shall be appointed by the World Executive Board from among its members. So far as is practicable, the Treasurer shall be from the country in which UNI has its head office.
- 15.2 The Treasurer shall be responsible for the financial administration of UNI. He/she shall prepare the financial report for each financial year and submit this to the Auditors elected by Congress. The financial report shall, together with the Auditors' Report, be submitted to the World Executive Board and after adoption by the World Executive Board, copies shall be sent to all affiliates.
- 15.3 In consultation with the General Secretary, the Treasurer shall also prepare an annual draft budget for submission to and approval by the World Executive Board.
- 15.4 Four Auditors shall be elected by the World Congress. They shall review the financial report prepared by the Treasurer and submit their comments to the World Executive Board.
- 15.5 The costs incurred by the Treasurer and the Auditors in carrying out their official responsibilities shall be borne by UNI.

## **Article 16**

### **Regional Organisations**

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- 16.1 Regional organisations shall be established in the following four regions: Africa, the Americas, Asia and the Pacific, and Europe, with the aim of promoting the objectives of UNI in each of these regions.
- 16.2 Each region will operate under its own Statutes and Standing Orders, which shall be in conformity with the UNI Statutes.
- 16.3 The countries that form part of the regions shall be as determined by the World Executive Board, following consultation with the regions concerned.
- 16.4 The regional structures of UNI will include Regional Conferences, Regional Executive Committees, Regional Management Committees, Sectoral Committees and Inter-Professional Committees.

- 16.5 Each Regional Executive Committee shall, in accordance with its own Statutes, establish Regional Committees for Women, Youth and Professional and Managerial Staff, each of which shall report to the Regional Executive Committee.
- 16.6 Only unions affiliated to UNI shall be eligible for membership within the regional structures.
- 16.7 Each region shall have its own President, Vice-Presidents and Secretary, each of whom will be elected by their respective Regional Conference.
- 16.8 A Regional Conference shall be convened in each region at least once every four years.
- 16.9 Regional Executive Committees shall meet at least once a year and a Regional Management Committee, which shall include the Regional President, the Regional Vice-Presidents, the Regional Secretary and the UNI General Secretary, shall meet when necessary in between meetings of the Regional Executive Committee.
- 16.10 Voting for representation on the Regional Executive Committee will be according to the number of paid-up members.
- 16.11 UNI will financially support the work of the regional organisations. The regional organisations will also have the authority to introduce regional affiliation fees as decided by the Regional Conference.
- 16.12 The regional organisation will co-operate with regional trade union organisations such as the ETUC and the regional organisations of the ITUC in order to promote common interests, priorities and objectives.

## **Article 17**

### **Regional Secretaries**

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- 17.1 The Regional Conferences shall elect Regional Secretaries who shall act in accordance with the Statutes of UNI and the regional organisation and who shall be responsible for conducting the activities of the International in the region concerned, including:
  - a) maintaining contact with affiliates and potential affiliates in the region.
  - b) assisting in the establishment and develop-

ment of strong, independent and democratic unions in the region.

- c) representing the regional organisation to those organisations dedicated to closer economic, political and social integration in the region.
- d) submitting to the General Secretary regular reports on activities and financial transactions, and before each ordinary meeting of the Regional Executive and the World Executive Board a written report, including a financial report, and draft programme of activities, including a draft budget, in respect of each calendar year.
- e) taking part, without the right to vote, in meetings of the World Executive Board.

## **Article 18 Sectors**

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- 18.1 The aims of sectoral activities shall be to further the objectives of UNI and to defend and promote the interests of workers in the sector. This shall include developing social dialogue, collective bargaining strategies and trade union cooperation in multinational companies.
- 18.2 Each sector shall operate on an autonomous basis with regard to the development of its structures, the election of its President, Vice-Presidents and committees, and the determination of its policies and priorities.
- 18.3 Sectors shall have the opportunity to operate at both regional and global level.
- 18.4 For global structures, there shall be a four-yearly World Sectoral Conference, which shall elect a President, four Vice-Presidents (one from each region) and a World Steering Group for the sector as a whole.
- 18.5 Regional sectoral structures shall also include a four-yearly Regional Sectoral Conference and annual meetings of the Regional Sector. The Conference shall elect a President and Vice-Presidents. The term of office of the President and other elected officers shall extend from the close of one elective (four-yearly) conference to the close of the next.
- 18.6 The Regional Sectoral Conference will elect a Regional Sectoral Steering Group and the

regional sector may set up working parties, undertake research, organise meetings and establish/maintain links with other bodies in order to protect and advance the interests of the members in the sector. These activities may be undertaken on a single or a shared sectoral basis.

- 18.7 Each affiliate with members in the sector concerned will be entitled to participate in the global and regional activities of the sector.
- 18.8 The travelling and subsistence expenses of delegates and observers attending Sectoral Conferences and meetings shall be borne by the affiliates concerned.
- 18.9 The Head of Department, who shall be an employee of UNI, shall service the work of the sector.

## **Article 19 Inter-Professional Groups**

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- 19.1 UNI will promote activities for Women, Young People and Professional and Managerial Staff, as provided for below, which will be focused at both a global and regional level and will involve the development of committees, conferences and campaigns.

## **Article 20 Women Structures**

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- 20.1 A World Women's Conference shall be held immediately prior to the UNI World Congress.
- 20.2 A World Women's Committee shall be established.
- 20.3 The World Women's Committee shall elect from its own number a World Women's President, who shall preside over the World Women's Conference and meetings of the World Women's Committee.
- 20.4 The World Women's President shall be a full member of the World Executive Board.
- 20.5 In each region, the President of the Regional Women's Committee shall be a full member of the Regional Executive Committee.

## **Article 21 Youth Structures**

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- 21.1 A Youth Committee shall be established at world level.
- 21.2 The World Youth Committee shall elect from its own number a World Youth President.
- 21.3 The World Youth President shall serve as a full member of the World Executive Board.
- 21.4 In each region, the President of the Regional Youth Committee shall be a full member of the Regional Executive Committee.

## **Article 22 Professional and Managerial Staff Structures**

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- 22.1 A World Committee for Professional and Managerial Staff (P&MS) shall be established.
- 22.2 The P&MS World Committee shall elect from its own number, a World P&MS President.
- 22.3 The World P&MS President shall serve as a full member of the World Executive Board.
- 22.4 In each region, the President of the Regional P&MS Committee shall also be a full member of the Regional Executive Committee.

## **Article 23 Dissolution of UNI**

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- 23.1 UNI can be dissolved only by a two-thirds majority vote of a World Congress on a motion for dissolution submitted in conformity with the requirements of Article 8 of these Statutes.
- 23.2 Any motion to dissolve UNI must also determine the manner of disposal of the finances and assets of UNI and the manner by which its obligations to its employees are to be fulfilled.

## **Article 24 Languages**

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- 24.1 Languages to be used at the World Congress and the World Executive Board shall include English, French, German, Italian, Japanese, Portuguese, Spanish and Swedish.
- 24.2 In the event of any dispute arising in connection with the interpretation of the provisions of the Statutes, the English text shall prevail.

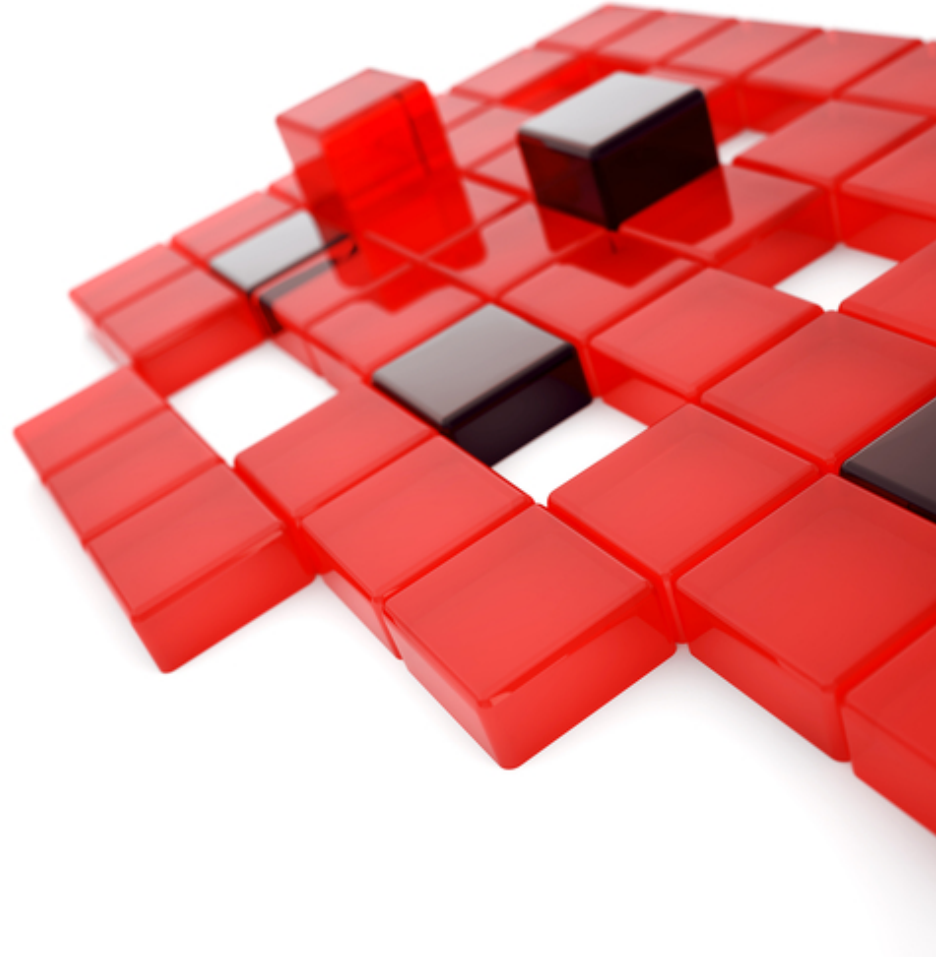
## **Article 25 Alteration of Statutes**

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- 25.1 These Statutes may not be altered or amended except by a two-thirds majority of a World Congress.



# Congress Standing Orders







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## **1 Preamble**

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- 1.1 These Standing Orders are designed to promote the smooth-running of Congress business but shall be subject at all times to the Statutes of the International. The standing orders shall be submitted for Congress approval at the beginning of the first working session of the Congress.

## **2 Standing Orders Committee**

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- 2.1 The World Executive Board shall act as the Standing Orders Committee and subject to Article 8.4 of the Statutes, shall issue a report dealing with the arrangements for Congress including proposals for the order of business and debates, and any other matter requiring a decision for the proper conduct of business.

## **3 Congress President and Vice-Presidents**

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- 3.1 The President and Vice Presidents for Congress shall be the President and Vice-Presidents of the International.
- 3.2 The President shall declare the opening and close of Congress and direct its proceedings in accordance with the Statutes and the Standing Orders of Congress.
- 3.3 In the absence of the President, Congress shall be presided over by one of the Vice-Presidents as directed by the Standing Orders Committee.
- 3.4 A Vice-President whilst acting as President shall assume the same rights and responsibilities as the President.

## **4 Election of Congress Committees**

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- 4.1 At its first working session Congress shall elect a Credentials Committee consisting of five members, and a Resolutions Committee, the membership of which shall not exceed eighteen. The General Secretary shall appoint a Secretary for each Committee.

## **5 Credentials Committee**

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- 5.1 The Credentials Committee shall examine the credentials of all delegates to Congress.
- 5.2 There shall be no substantive vote taken until the report of the Credentials Committee has been approved by Congress.
- 5.3 No delegate whose credentials are under question by the Credentials Committee shall participate in the vote upon the Credentials Committee report.
- 5.4 The decisions of Congress in regard to delegates' credentials shall be final.

## **6 Resolutions Committee**

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- 6.1 The Resolutions Committee shall be responsible for examining motions and amendments submitted in accordance with the provisions of Article 8 of the Statutes including any motions received which are considered by the Standing Orders Committee to be of an emergency nature.
- 6.2 The Resolutions Committee shall, where necessary, composite, re-draft and/or delete part or all of motions and amendments (but shall not introduce any new subject matter which was not originally present) with the aim of expediting the business of Congress.
- 6.3 Subject to any advice received from the Standing Orders Committee, it shall be the responsibility of the Resolutions Committee to present to Congress a written report in respect of all motions and amendments and the Committee may also recommend that certain motions/amendments be remitted to the World Executive Board. Where practicable, a brief indication of the reasons for each decision will be given.
- 6.4 The report shall be put before Congress for approval.

## **7 Voting Procedures**

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- 7.1 Only accredited delegates shall have the right to vote. Voting shall normally be by show of hands. Card votes, in which each delegation shall cast its vote as a unit on the basis of its affiliated membership as at 31 December of the preceding year, may be called for by three or more delegations (representing a collective total of not less than 25 delegates) providing that a vote on the issue by show of hands has not commenced.
- 7.2 Decisions on votes shall be on the basis of a simple majority of those voting, except in the case of proposals to delete, add to or amend Statutes, proposals to suspend one or more of the Standing Orders or in respect of challenges to the President's rulings, when there shall be not less than a two-thirds majority of those present and voting, for the proposal/challenge to be carried.

## **8 Motions concerning Procedure or Order**

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- 8.1 Motions concerning procedure or order of business may be moved by any delegate without notice and at any time other than when a speech is in progress. Such motions shall have precedence over other business. The President may allow one delegate to speak for and one to speak against the motion and then put the motion to the vote. Motions falling under this category include proposals to adjourn the discussion or the session, motions to take the vote and challenges to the President's ruling.
- 8.2 A point of order, other than a procedural motion, shall be taken immediately. The President shall then give a ruling on the point of order, which, unless successfully challenged, shall be final.

## **9 Speakers and Time Limits**

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- 9.1 Guests may be allowed to address Congress by arrangement with the Standing Orders Committee and the invitation of the President.
- 9.2 Applications by delegates wishing to speak shall be made to the President on the appropriate form of notice. The President shall normally call

upon the speakers in the order in which applications have been handed in. A delegate may not speak twice on a question without the prior permission of the President.

- 9.3 Speaking time for rapporteurs shall be at the discretion of the President. All other speakers shall be limited to five minutes except in the case of speakers addressing the report of the Resolutions Committee who shall be limited to two minutes. With the approval of Congress the President may fix a shorter speaking time than five minutes.

## **10 Alteration of Standing Orders**

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- 10.1 These Standing Orders may be altered only by means of a motion submitted in accordance with the provisions of Article 8.5 to 8.8 of the Statutes.





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