

General Assembly Regulations

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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, the Vice-President will chair the meeting. If the President and Vice-President 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 CEO will conduct a roll call of IPC Members at the start of the meeting, and confirm all persons with speaking rights only. 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 ask for a motion (and a seconder) naming scrutineers, tellers, 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 ask for a motion (and 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 The agenda may be amended at any time during the meeting by way of a procedural motion (see Article 5.3.3).

3.4.3 No subject should be discussed at the meeting that is not on the agenda, as adopted or amended.

3.4.4 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 issues (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 ask for a motion (and 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 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 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 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) proceed to the next agenda item or modify the agenda;
 - (e) challenge the ruling of the Chairperson;
 - (f) not hear a delegate further;
 - (g) require a delegate to leave the meeting; and
 - (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).
- 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-President, 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' to 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, (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 female; 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 President, Vice-President, and Members-at-Large: (i) full name, (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-President, and Members-at-Large will be held in the following order:

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

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

6.4 Election of the President:

6.4.1 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 of the original term 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).

6.4.2 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 6.4.1 will apply.

6.4.3 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 majority of votes being elected President.

6.5 Election of the Vice-President:

- 6.5.1 All of the provisions applicable to the election of the President under Article 6.4 will apply to the election of the Vice-President, *mutatis mutandis*.

6.6 Election of Members-at-Large:

- 6.6.1 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 candidate. For purposes of calculating the total number of votes cast for a candidate 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.
- 6.6.2 If ten or fewer nominations are received for Member-at-Large positions, nominees will be elected as Members-at-Large by a Simple Majority (calculated in accordance with Article 6.6.1). If such majority vote is not obtained, or if fewer than ten nominations are received, 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.
- 6.6.3 If more than ten nominations are received for Member-at-Large positions, the following process will be followed:
- (a) a first round of voting will occur to determine if any nominee(s) obtain(s) a Simple Majority (calculated in accordance with Article 6.6.1);
 - (b) a nominee with a Simple Majority (calculated in accordance with Article 6.6.1) in any round will be elected as a Member-at-Large;
 - (c) the number of Member-at-Large positions remaining vacant after one round of voting will be used to determine the number of nominees that proceed to the next round of voting. The number of nominees to proceed to the next round of voting will be the number of positions remaining vacant plus five. Therefore, the greatest number of nominees to proceed to a second round of voting will be 15. Individuals tied for the final place will not proceed to the next round, except where such a tie would result in a number of individuals either lesser than or equal to the number of positions available, in which case a re-vote will occur between those tied individuals. In the event of a re-vote, the individual receiving the least number of votes will not proceed to the next round of voting;

- (d) where the original number of nominees is fewer than 15, the number of nominees to proceed to the next round will be the total number of nominees less one, or the number of positions remaining vacant plus five, whichever is less. Ties will be dealt with as in Article 6.6.3(c);
- (e) subsequent voting rounds will ensue with the nominee with the least number of votes not proceeding to the next voting round, until such time as ten nominees obtain a Simple Majority (calculated in accordance with Article 6.6.1). Ties will be dealt with as set out in Article 6.6.3(c);
- (f) where more than one individual obtains a Simple Majority (calculated in accordance with Article 6.6.1) in any given round, such individuals will be ranked according to 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. Where such individuals have the same number of votes in a particular voting round, and there are not enough remaining available positions as Members-at-Large, 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; and
- (g) in the event that two consecutive rounds occur where no nominees receive a Simple Majority (calculated in accordance with Article 6.6.1), nominees will be ranked according to the number of votes received in the second such round, and given positions as Members-at-Large in a descending order to the maximum number of positions remaining available. In the event of a tie, there will be a re-vote.

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.