

Directive for the Conduct of Meetings

Principle

1. The basis for this Directive is Article 20 of the International Statutes and Article 14 of the International Rules and shall apply to all World Congresses and IEC Conferences of the International Police Association.

General

2. All matters discussed and all decisions made shall be recorded by any suitable means and circulated to all Sections and the PEB in the form of Minutes as soon as practicable after the meeting.
3. Participants shall only speak with the permission of the Chairman.
4. When any person speaks, the observations shall be confined to the subject under discussion and addressed to the Chairman.
5. No one shall leave a meeting without the permission of the Chairman.
6. The Chairman may agree to the temporary appointment of another participant to replace a delegate who, with his permission, leaves the meeting.
7. In the event of any person not obeying the ruling of the Chairman it shall be within the power of the Chairman to order such a person to retire from the meeting for a specific period of time as decided by the Chairman.

Chairmanship

8. The Chairman shall decide who, apart from members and official observers, may attend each meeting. The participation of non-IPA members must be recorded in the minutes.
9. The Chairman shall decide when to call a break in the proceedings and when to close the meeting.
10. The Chairman may limit speaking time. It is he who gives speakers the floor, and he may also take it away from them.
11. The Chairman may permit items, not submitted in accordance with the Statute and Rules, to be discussed under Any Other Business, but no decision may be taken on any issue discussed under this heading.
12. At the request of a Delegate, the Chairman may permit an Observer from the Delegate's Section to speak on specific matters.
13. The Chairman's decision is final in all matters not subject to a vote.

Motions

14. Every motion and every nomination for election must be moved by a delegate and seconded by a second delegate before it can be discussed and put to the vote. The same procedure applies to all amendments and counter-proposals. Motions may also be made by the PEB, which will not require a seconder.
15. A motion must be concluded before any new motion may be introduced.
16. The mover of the motion shall not speak for more than ten minutes and the seconder and subsequent speakers for not more than five minutes except, in each case, by permission of the Chairman.
17. No person shall speak more than twice on the same question unless it be on a matter of procedure or closing explanation.
18. If a motion is amended, the amendment shall be put to the vote first and if it is adopted, the amended motion shall then be put to the vote.
19. If two or more amendments are moved to a motion, the last amendment must be voted on first. They are dealt with in reverse order before the motion is altered.
20. A Delegate shall not move or second more than one amendment to any motion.
21. The Chairman's decision is final when distinguishing between acceptable and unacceptable amendments which may be contrary to, or remote from, the intention of the original motion.
22. With the agreement of the original proposer, the Chairman may call a halt to the proceedings to allow the formulation of a new, more meaningful, proposal if the number of amendments is excessive and/or the discussion is moving away from the original motion.

Voting

23. Each Delegate shall have one vote to cast in all matters, plus any properly appointed proxies. The PEB shall have one collective vote on all matters other than elections, when they shall have no voting rights.
24. Voting shall normally be by a show of hands. In a case of doubt as to the result of a vote, the Chairman may cause a recorded vote to be taken. (Except voting under International Rules, Article 15.4 – Elections)
25. Decisions on motions and amendments shall be taken by a simple majority of the votes cast for and against by IEC members present, provided the number of votes cast are more than half of the total votes present or represented. (Except voting under International Statute, Articles 9.1 & 21.1, which require a 2/3rds majority).

26. In the case of an equality of votes, whether on a show of hands or by a recorded vote, the PEB shall be entitled to a second and casting vote, provided they have exercised their first vote.

This Directive was adopted by the World Congress in Trondheim, Norway and came into force on 20 June 2003, after having been submitted to the Council of Elders. It replaces any previous Directives or decisions on the Conduct of Meetings.

(Amended for Statute & Rules changes 2006)