



ILGA OCEANIA CONFERENCE CHAIRING GUIDELINE

Approved: 24 October 2020

VIRTUAL – This document was created at the Annual General Meeting (Saturday, 24 October 2020) held during the virtual ILGA Oceania Regional Conference (Thursday, 22 October 2020 - Saturday, 24 October 2020).

Chair

- 1 The Chair of any session of the Conference shall be by a member of the Chairing Pool.
- 2 The Chair shall not exercise their vote except in the instance of a casting vote.
- 3 The Chair shall ensure that the meeting is in order, that remarks are relevant to the question under debate, that speakers are not intimidated by members of the Conference and that no defamatory remarks are made by one member of Conference concerning another.

Speeches and Voting Procedures

- 4 The order of speeches shall be as follows:
 - a) Speech in favour of motion
 - b) Speech in favour of the amendment to a motion
 - c) Speech against the amendment to a motion
 - d) Vote on amendment
 - e) Speech against (amended) motion
 - f) Summation speech for (amended) motion
 - g) Vote on the motion
- 5 Only after all amendments to the motion have been discussed and voted on, will speeches against it be taken.
- 6 Speeches shall be allocated to the delegate of the ILGA Member that submitted the motion(s) and/or amendment(s)
- 7 There shall be free speeches allocated, and open to all those entitled to speak.
- 8 Extra rounds of speeches may be taken with the express permission of the Conference.
- 9 In the absence of the proposer of the motion, the speech shall be free and thereafter the motion becomes the property of the Conference Chair taking the free speech.
- 10 The Chair shall ensure that an equal number of speeches in favour and against are offered before the vote takes place.
- 11 All voting shall require a simple majority unless otherwise stated.
- 12 All voting shall be by a show of delegate cards unless otherwise stated.
- 13 Only those entitled to be present and vote may vote

General Procedure and Quorum

- 14 Only one ordinary motion or amendment to it, or report motion, may be debated at any one time.
- 15 Quorum for all full sessions of the Conference shall be 20% of registered delegates. There shall be no quorum in caucuses or when the Conference is not in full session.

Policy Lapse

- 16 At the beginning of each meeting of the Conference, the National Committee shall table those Policies that have been in existence for six (6) years and were last ratified under this Standing Order three years earlier. These shall be notified in advance and shall be prominently displayed within the meeting room.
- 17 Unless an objection is raised, these policies shall lapse at the end of the last session of the Conference. Objections to the lapse of any such policy shall be delivered to the Steering Committee by the start of the penultimate session of the morning.
- 18 During the last session of the Conference, the Chair shall invite a speech moving each objection and a speech against. The debate shall be confined to whether or not the Policy should lapse. The Chair shall then move to a vote where a simple majority shall retain the Policy.

Procedures and points of order during Conference

- 19 Points of order may be raised to the Chair, relating to meeting procedure. Points of order have precedence over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote.
- 20 Points of order shall have priority in the following order:
 - a) A request for a quorum count.
 - b) A request for a ruling or interpretation.
 - c) A request for a revote.

- d) Other points of order.
- 21 Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote.
- 22 There shall be the following procedural motions which are listed in order of priority.
- a) That the meeting has no confidence in the Chair.
 - b) That the Chair's ruling be overturned.
 - c) That a Standing Order or Election Regulation be suspended for a specified length of time for a specified reason.
 - d) That a vote be by secret ballot.
 - e) That a meeting be adjourned or closed.
 - f) That a specified category of person be excluded from Conference.
 - g) That the question, as specified will now be voted on.
 - h) That the question, as specified by will not be voted on and Conference will move to the next motion.
 - i) That the question, as specified, be adjourned to later in the same meeting or to a later meeting.
 - j) That the question, as specified, be remitted to another body or person (including caucuses)
 - k) That the question, as specified, be voted in parts.
 - l) To challenge the guillotine m. To challenge the order paper
- 23 All procedural motions shall require the support of one third of delegates on conference floor before being discussed. All procedural motions shall be voted on after at least one speech in favour and one against.
- 24 The Chair shall be entitled to make the final speech against any motion of a no confidence in the Chair or any challenge to the Chair's ruling.
- 25 A procedural motion to either 'Suspend a Standing Order or Election Regulation' [cl 22(c)] or 'Move that the question be now put where the purpose of such a motion is to prevent the taking of parts on an amendment to the rules' [cl 22(g)] shall require a two thirds majority. All other procedural motions shall require a simple majority.
- 26 Any call to create a set of parts, which has the support of one third of delegates on conference floor, shall be voted upon after a speech against the parts and a speech in favour of the parts. The vote will decide whether these parts are passed. If the parts which are passed are part of an amendment, they shall become part of the main motion. If the parts which are passed are part of the main motion on the final vote then they shall be passed into policy. After consideration of all such sets of parts, the remaining text of the amendment or motion shall be voted upon.
- 27 Any person wishing to make a statement from the floor must give written notice of the subject of that statement to Steering Committee not less than 30 minutes before the end of the session in which the statement is to be made.
- 28 At the commencement of the time allocated on the Order Paper for statements from the floor, the Steering Committee will announce each statement request individually. If one third of delegates on conference floor are in support of hearing that statement it shall be heard immediately. Each statement shall last for 60 seconds. This procedure shall then be repeated until the expiry of the time allocated for statements in that session.

END OF DOCUMENTS