

## **AAI STANDING ORDERS, approved at the 2014 Mexico Congress**

|    |                                  |   |
|----|----------------------------------|---|
| 1. | Chair                            | 1 |
| 2. | Register of attendance           | 1 |
| 3. | Quorum                           | 1 |
| 4. | Voting                           | 1 |
| 5. | Minuting                         | 2 |
| 6. | Representation                   | 2 |
| 7. | Motions                          | 2 |
| 8. | Conduct of the Meeting           | 2 |
| 9. | Amendment of the Standing Orders | 2 |

### **1. Chair**

- The Chairperson is to be appointed by the Executive Board in advance of the Congress. In his/her absence, the president of AAI shall occupy the Chair until the nomination of a new Chairperson.
- The Congress Chair should be ratified by Congress. When this fails, a new Chair should be elected at the beginning of Congress.
- The Chairperson shall be the sole/final interpreter of the law, statutes and standing orders during Congress.
- The Chairperson shall neither vote nor take part in the discussion at Congress meetings over which he/she is presiding. If the Chairperson wishes to express an opinion or provide information on any motion, he/she may do so only with the permission of the meeting.
- The Chairperson shall inform participants of the formal procedures regarding Congress at the opening of Congress.

### **2. Register of attendance**

- To ensure clarity with respect to the quorum, proxies, votes by correspondence and electronic votes, and to avoid confusion during voting, a register shall be kept of attendance at each meeting of Congress.

### **3. Quorum**

- The quorum for plenary meetings of Congress shall be the members present.

### **4. Voting**

- Only members shall be eligible to vote. Each member shall have one vote.
- Proxy voting is allowed, but one member present at the legislative session can accept 20 proxy votes at a maximum.
- Correspondence voting is allowed.
- Electronic voting is allowed when organised; this is the decision of the Executive Board.
- Members not personally present have to choose between proxy or correspondence/electronic voting.
- In voting, motions shall be carried by a simple majority unless the statutes provide otherwise.
- Votes shall be cast in the following order:
  - votes in favour
  - votes against

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abstentions.

- If the number of votes in favour and against a motion are equal, the motion shall be regarded as not carried.
- If requested by one-third of the voting members present, a decision on any motion, amendment or mandate shall be taken either by a secret ballot or by a roll call.

#### **5. Minuting**

- Minutes shall be taken of the proceedings of the Plenary legal meeting of Congress.
- In preparation for the legislative meeting, the Executive Board shall appoint the Secretary of the meeting to take minutes.

#### **6. Representation**

- Only members can attend the legislative meeting.
- All members shall be entitled to attend and speak at all sessions of Congress.
- Observers and guests of the Congress shall only be heard with the permission of the meeting.
- All members shall have the right to propose or second motions and amendments to the extent that their subject is part of the agenda.
- The Executive Board shall have the right to propose motions and amendments to the extent that their subject is part of the agenda.

#### **7. Motions**

- No motion or amendments shall be open for discussion until it has been seconded, but the proposer shall have the right to speak on a motion in order to find a seconder.
- No matter shall be discussed unless it concerns an item on the agenda.
- A motion shall only be open for discussion or amendment after the proposer and seconder have been given the opportunity to speak in support of the motion.

#### **8. Conduct of the Meeting**

- A speaker shall direct his/her speech directly to the motion or amendment under discussion. If no definite motion or amendment is before the meeting, the speaker shall direct his/her speech strictly to the point of the agenda under discussion.
- Speakers shall address themselves solely to the Chair.
- No member shall be allowed to speak more than once on a motion, as long as a member who has not spoken on that motion desires the floor. No member shall speak for longer than five minutes at one time without permission of the meeting.
- The Chairperson has the right to make a speakers list and close it according to his/her discretion.

#### **9. Amendment of the Standing Orders**

- These Standing Orders may be changed at any Congress provided the proposal for amendment receives a two-thirds majority of the members voting.
- Proposed changes have to be included in the convocation sent to members four weeks before Congress