



AAI STANDING ORDERS, *approved at the 2019 Palermo 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

- 1.1. _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.
- 1.2. _The Congress Chair should be ratified by Congress. When this fails, a new Chair should be elected at the beginning of Congress.
- 1.3. _The Chairperson shall be the sole/final interpreter of the law, statutes and standing orders during Congress.
- 1.4. _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.
- 1.5. _The Chairperson shall inform participants of the formal procedures regarding Congress at the opening of Congress.

2. Register of attendance

- 2.1. _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

- 3.1. _The quorum for plenary meetings of Congress shall be the members present. Members shall be the NAA's that have signed the "Integrated Membership Agreement", the RAA's, The Members ex officio, and the Executive Board of AAI.
NAA's and RAA's will be represented by their respective presidents or the person designated in writing to that effect.

4. Voting

- 4.1. _Only members as defined in 3.1 above, shall be eligible to vote. Each member shall have one vote. In the case of NAA's they may have one additional vote for each 100 registered and paid individual members, up to a maximum of three votes.
- 4.2. _Proxy voting is allowed, but one member present at the legislative session can accept 20 proxy votes at a maximum. Proxy needs to be granted in writing by the president of the NAA, RAA or EB member with vote.

- 4.3. _Correspondence voting is allowed.
 - 4.4. _Electronic voting is allowed when organised; this is the decision of the Executive Board.
 - 4.5. _Members not personally present have to choose between proxy or correspondence/electronic voting.
 - 4.6. _In voting, motions shall be carried by a simple majority unless the statutes provide otherwise.
 - 4.7. _Votes shall be cast in the following order:
 - Votes in favour
 - Votes against
 - Abstentions.

For a more efficient and rapid voting process, the Chairman of congress may propose a reverse voting system, in which votes against the motion will be counted first.
 - 4.8. _If the number of votes in favour and against a motion are equal, the motion shall be regarded as not carried.
 - 4.9. _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**
- 5.1. _Minutes shall be taken of the proceedings of the Plenary legal meeting of Congress.
 - 5.2. _In preparation for the legislative meeting, the Executive Board shall appoint the Secretary of the meeting to take minutes.
6. **Representation**
- 6.1. _Only members can attend the legislative meeting.
 - 6.2. _All members shall be entitled to attend and speak at all sessions of Congress.
 - 6.3. _Observers and guests of the Congress shall only be heard with the permission of the meeting.
 - 6.4. _All members shall have the right to propose or second motions and amendments to the extent that their subject is part of the agenda.
 - 6.5. _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**
- 7.1. _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.
 - 7.2. _No matter shall be discussed unless it concerns an item on the agenda.
 - 7.3. _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**
- 8.1. _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.
 - 8.2. _Speakers shall address themselves solely to the Chair.
 - 8.3. _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.
 - 8.4. _The Chairperson has the right to make a speakers list and close it according to his/her discretion.
9. **Amendment of the Standing Orders**
- 9.1. These Standing Orders may be changed at any Congress provided the proposal for amendment receives a two-thirds majority of the members voting.
 - 9.2. Proposed changes have to be included in the convocation sent to members four weeks before Congress
 - 9.3. The financial responsible within the Executive Board (the treasurer) has to report to the EB on a monthly basis on the financial status.

- 9.4. The balance and the P&L of the preceding fiscal period shall be ready for internal audit by March of the following period (e.g. if fiscal period is the calendar year then Balance 2020 and P&L shall be ready for audit by March 2021).
- 9.5. The current Executive Board must provide a Job Description for each of the open positions for the NomCom, so the recruitment and selection can be voted base on the specific backgrounds need it for each specific position. For every Executive Board member there shall be set a job description that clearly de
- 9.6. fines roles, responsibilities and deliverables.
- 9.7. Every Executive Board member shall prepare a plan and produce a performance report on the progress of the plan on quarterly year bases.