



# **ILGA OCEANIA STANDING ORDERS**

**Approved: 01 September 2018**

**APIA** - This version is the one approved at the 3rd ILGA Oceania Annual General Meeting (AGM) (Saturday, 01 September 2018) held during the 3rd ILGA Oceania regional conference (Wednesday, 29 August 2018 – Saturday, 01 September 2018) in Apia, Samoa.

# **STANDING ORDERS FOR CONFERENCES**

## **1) Application of Standing Orders**

**1.1** These standing orders shall apply to all Conferences.

**1.2** The Standing Orders may be changed upon Conference approval with a simple majority, of the votes cast for and against, by way of a proposal which has appeared on both the preliminary and final Conference agendas (such a proposal may have been amended in the normal way by simple majority). Standing Orders may not be changed in any other way, but they may be temporarily suspended under the Standing Order [*ILGA Oceania Standing Orders, s17*].

**1.1** All the definitions found in the ILGA Oceania constitution [*ILGA Oceania Constitution, s1*] apply to this document.

## **2) Conference timetable**

**2.1** Before a Regional Conference, the Board shall decide and publish to members of ILGA Oceania a detailed timetable enabling the following steps to be taken not later than the time stated.

### **Conference Deadline Procedure:**

The following procedure for notice should be adopted weeks before the first day of Conference: -

- 1)** Submission of proposals: 12 weeks.
- 2)** Publication of the Preliminary Agenda: 10 weeks.
- 3)** Submission of amendments: 6 weeks.
- 4)** Publication of Final Agenda: 3 weeks.

**2.2.** If an Extraordinary Regional Conference is convened, the notice to members shall specify the issues to be discussed, in accordance with the ILGA Oceania Constitution [*ILGA Oceania Constitution, s30*], and this shall constitute the preliminary agenda. The timetable shall otherwise be in accordance with the Standing Order [*ILGA Oceania Standing Orders, s2.1*].

## **3) Submission of proposals: pre-Conference procedure**

**3.1** Proposals, amendments, and other appropriate business may be proposed for the Conference by full members or by the ILGA Oceania Board in accordance with the ILGA Oceania Constitution [*ILGA Oceania Constitution, s31*].

**3.2** The date and time by which proposals, amendments and other appropriate business to be considered for the Conference shall be received by the ILGA Oceania Board shall be stated in the timetable to be published under the Standing Order [*ILGA Oceania Standing Orders, s2*].

**3.3** The ILGA Oceania Board shall be responsible for drawing up the preliminary and final agenda of business, to be circulated in accordance with the timetable published under the Standing Order [*ILGA Oceania Standing Orders, s2*]. If a proposal or amendment or other business submitted by a full member is not considered by the Board to be appropriate for the Conference, the Board shall circulate it and a statement on the reason(s) it is not considered appropriate with the preliminary and/or final agenda.

**3.4** The ILGA Oceania Board shall be responsible, in conjunction with the host organisation, for ensuring that the initial Conference programme includes appropriate workshops to allow the consideration of all proposals included on the agenda and for the sharing of skills and information to assist the development of ILGA Oceania, in accordance with the provisions of the Standing Order [*ILGA Oceania Standing Orders, s5*].

## **4) Chairing Pool**

**4.1** A Chairing Pool shall be formed for each conference to assist the Conference in the running of business. It shall be accountable to Conference.

**4.2** The chairing pool shall consist of four members and 50 % of the places shall be held by women. The chairing pool shall be selected by the board, subject to approval by the conference. The overall composition of the chairing pool shall reflect the diversity of membership within the region.

**4.3** Only representatives of full members are eligible to hold a position on the chairing pool.

**4.4** The board shall select the chairing pool in due time before the conference and the Chairing pool shall be involved in the planning of the conference.

**4.5** The functions of the Chairing Pool, subject to these Standing Orders, shall be to:

- 1)** ensure that the ILGA Oceania Constitution and these Standing Orders (relating to the business of the Conference in session) are observed, and notify the Presiding Conference Chair of any violation that may be brought to the Chairing Pool's notice;

2) decide the order in which proposals, workshop recommendations and other agenda items shall be dealt with at each of the plenary sessions (the "order of business"), subject to the approval of Conference;

3) select at least two of its members to chair each of the plenary sessions;

4) co-ordinate the conduct of elections held during the Conference;

5) carry out such other tasks as may be necessary to give effect to these Standing Orders.

4.6 Any decisions of the Chairing Pool which are to be reported to Conference shall be announced by a representative of the Chairing Pool and shall be subject to approval by Conference.

## 5) Workshops

5.1 The main discussion on the proposals and amendments on the agenda shall take place in workshops designated for that purpose in the Conference programme.

5.2 Such workshops on proposals shall be chaired by a person or persons, acceptable to the workshop, whose function will be to ensure the smooth running of the workshop, the appointment of a minute-taker, and the recording of any recommendations.

5.3 The main functions of workshops on proposals will be to consider the relevant proposals and related amendments (as published in the agenda or otherwise referred to the workshop for consideration) and to make recommendations on them to a plenary session.

5.4 Such workshops may recommend the approval or rejection of a proposal and/or amendment, or may recommend adoption subject to specified changes. Recommendations will be agreed by consensus but if this is not possible, then any recommendations must be approved by a simple majority of votes cast for and against by members in the workshop entitled to vote.

5.5 The minute taker should ensure that the report of the workshop is available for circulation within 24 hours of the workshop.

5.6 The Conference programme shall also include skill-sharing and information workshops directly related to the work and development of ILGA Oceania. These workshops may make a report to the Conference for information, but may not submit recommendations directly to a plenary session.

5.7 Any other workshops or meetings which take place at a Conference may similarly make a report to the Conference for information, but may not submit recommendations directly to a plenary session, except for caucus meetings held under the Standing Orders [*ILGA Oceania Standing Orders*, s6].

## 6) Caucus meetings

6.1 Any collective body may meet together to discuss any subject of mutual interest, subject to the provisions of the ILGA Oceania Constitution. Such a meeting shall be called a caucus meeting.

6.2 A caucus may itself define any criteria for attendance at a caucus meeting, but shall give advance notice to the Conference of the meeting and of the proposed restrictions on participation, if it wishes to make any report to the Conference from the meeting.

6.3 Subject to the Standing Orders [*ILGA Oceania Standing Orders*, s6.2], a caucus meeting may make a report to a Conference plenary session, which may include recommendations on proposals on the agenda. However, if it wishes to recommend changes to any proposals on the agenda, any such recommendations shall initially be considered by the workshop on the proposal before being considered by the plenary.

## 7) Conduct of plenary sessions

7.1 Decisions of the Conference are taken only by the Conference in plenary session

7.2 The "order of business" for each plenary session shall be determined in accordance with the Standing Orders [*ILGA Oceania Standing Orders*, s3].

7.3 Each plenary session shall be chaired at any one time by one of the two chairs appointed by the Chairing Pool, who shall be called the Presiding Conference Chair.

7.4 Each plenary session shall appoint a minute taker.

7.5 Any procedural matters or points of order raised shall be decided by the Presiding Conference Chair. The ruling of the Presiding Conference Chair shall be final.

7.6 The Presiding Conference Chair may at any time call attention to a conference participant that engages in any: -

1) offensive language;

2) breach of order; or

3) code of conduct contravention.

and shall have the power to call any person to order who is causing a disturbance in Conference. If that person rejects the Presiding Conference Chair's ruling, then the Chair may call for a vote to

expel the person from the plenary. If the Conference agrees to expel the person from the plenary, that person shall leave the plenary hall for a period determined by the Presiding Conference Chair.

**7.7** The Presiding Conference Chair may at any time propose that Conference be adjourned to a specified time. Conference shall immediately vote on whether or not Conference should stand adjourned.

**7.8** The plenary will seek to reach a consensus on issues. Votes on proposals, amendments, recommendations and reports will be in accordance with the provisions in the ILGA Oceania Constitution [*ILGA Oceania Constitution, s34-37*] and the procedures in these Standing Order [*ILGA Oceania Standing Orders, s8*].

**7.9** The Presiding Conference Chair may impose time limits on speakers in any debate and may determine, depending on the flow of discussion, the subject matter and the time available, the order and number of speakers. The Chair shall seek to ensure a balance of speakers for and against any proposal and shall determine, subject to the approval of Conference, when the matter will be put to the vote.

## **8) Voting**

**8.1** Each full member organisation shall have two votes, subject to these Standing Orders [*ILGA Oceania Standing Orders, s8.4*].

**8.2** The ILGA Oceania Board shall be responsible for the issuing of voting cards at the beginning of each Conference

**8.3** Except where otherwise stated, voting will be by show of voting cards and delegates must remain seated during the vote. The Presiding Conference Chair shall declare the result or shall call for a count. A count may also be called if, after the Presiding Conference Chair's declaration of a result, at least ten (10) delegates present indicate that they want a count.

**8.4** A full member which is not represented at the Conference and which would otherwise be entitled to vote, may appoint a person attending the Conference to exercise by proxy the vote or votes to which the organisation is entitled. The member organisation must submit the required notification and provide the person with a letter of authority. The nominated representative must present this letter of authority in order to receive proxy voting cards.

**8.6.** No individual may carry more than four (4) proxy votes.

## **9) Counters**

The Conference will appoint four (4) counters to assist the Chair in conducting any counting of votes. Counters will not be members of the ILGA Oceania Board or the Chairing Pool.

## **10) Proposals from the Conference**

**10.1** The Conference may only consider proposals or amendments which are not shown in the final agenda published under the Standing Orders [*ILGA Oceania Standing Orders, s3*] under the following rules.

**10.2** Full members and the Board may submit proposals or amendments on matters which have arisen since the relevant deadline for the receipt of proposals or amendments in the timetable published under the Standing Orders [*ILGA Oceania Standing Orders, s2*]. Such "emergency" proposals/amendments may only be admitted to the agenda with the consent of Conference, and will be considered by workshops in the same way as proposals/amendments on the final agenda, in accordance with the Standing Orders [*ILGA Oceania Standing Orders, s5*].

**10.3** Workshops on proposals may, under the Standing Orders [*ILGA Oceania Standing Orders, s5.4*], recommend adoption of a proposal or amendment subject to specified changes.

## **11) Procedural motions**

**11.1** The following procedural motions may be moved by a delegate at any time and without previous notice on the agenda:

- 1) that the time limits for speakers be amended;
- 2) "that the proposal be put to the vote";
- 3) "that the chair be challenged".

### **Challenge to the Chair Procedure:**

The following procedure should be adopted if there is a motion to show dissent in the chair: -

- i) **Chair exchange** - the Presiding Conference Chair shall stand down and the other chair shall preside over the hearing of the challenge;

**ii) Mover speech** - the mover shall speak for no more than five minutes and the challenged Conference Chair shall then have the right to speak for no more than five minutes;

**iii) Voting** - the procedural motion shall then be put to the vote without further discussion.

**iv) Decision application** - If the procedural motion is approved by Conference then the challenged chair shall remain stood down and the remainder of the plenary shall be chaired by the other chair.

## **14) Reports by ILGA Oceania Board**

**14.1** After the opening of the Conference's first plenary session, the ILGA Oceania Board shall present its report for the previous year. The Board's report shall be circulated to members prior to the Conference.

**14.2** If the Board presents a report to Conference, which contains proposals or recommendations requiring the approval of Conference, the Board shall submit the proposals or recommendations as ordinary proposals or recommendations seeking such approval or adoption.

## **15) Reference**

If at the end of the Conference, the business of the Conference has not been concluded, all proposals and amendments then outstanding shall be referred to the Board, which shall in due course report to members its decisions on these matters.

## **16) General**

**16.1** The working language of ILGA Oceania will be English

**16.2** All Conference participants are expected to take into account the needs of participants with different languages and for translation/interpretation and should speak slowly and as clearly as possible.

**16.3** The host organisation for each conference shall, to the best of its ability within the resources available, make arrangements for the Conference (including the venue, facilities duration of sessions etc.), which are accessible to disabled members. All Conference sessions shall be non-smoking.

**16.4** The registration of delegates and issuing of proxy votes for full members can only take place if the member organisation provides the board with the required documentation.

## **17) Suspension of Standing Orders**

**17.1** One or more of these Standing Orders may be suspended by resolution of the Conference in relation to a specific item of business, provided that the resolution receives a simple majority of the votes cast for and against

**17.2** Any provision of the standing orders cannot be in contradiction with the provisions of the:

- a)** ILGA Oceania Constitution; or
- b)** ILGA World Constitution; or
- c)** ILGA World Standing Orders.