

WORLD VETERANS FEDERATION
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FRANCE



RULES OF PROCEDURE

FOR THE GENERAL ASSEMBLY

OF THE WORLD VETERANS FEDERATION

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WVF GENERAL ASSEMBLY RULES OF PROCEDURE

CATEGORIES OF PERSONS ATTENDING THE GENERAL ASSEMBLY AND THEIR RIGHTS

Article 1

Delegates are the representatives of member associations designated in accordance with Article 12 of the WVF Constitution and grouped into delegations.

Article 2

Each delegation shall designate one person as the country representative and spokesperson and another person as alternate country representative. Their names shall be submitted to the Secretary General at the beginning of the General Assembly.

Article 3

Affiliate members may attend meetings by invitation, may be given the right to speak at meetings, but have no voting rights.

Article 4

Observers are the representatives of international governmental organizations, or of non-governmental organizations not members of the WVF, which have been invited to the General Assembly by the Executive Board.

Article 5

The Executive Board may invite selected persons to attend the General Assembly as guests.

Article 6

Observers and guests may attend plenary sessions and Committee meetings.

The Chairman of the Assembly, where plenary sessions are concerned, and the Chairmen of Committees, where Committee sessions are concerned, may invite an observer or a guest to speak.

Article 7

The Secretariat shall not circulate documents, pamphlets or any form of propaganda on behalf of a delegation to persons attending the General Assembly. The WVF Secretariat is designed only to help the Assembly to carry out its duties and shall not be used for other purposes.

CHAIRMAN, VICE-CHAIRMAN, AND RAPPORTEURS

Article 8

The Chairman of the General Assembly shall be the President of the WVF.

During its opening session the General Assembly shall designate a Vice-Chairman of the General Assembly, who shall replace the Chairman at the latter's request and, while in the Chair, shall have all powers and duties of the Chairman.

It shall also designate Rapporteurs for the plenary sessions (one in the French language and one in the English Language).

General Powers of the Chairman

Article 9

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Assembly, shall direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions.

The Chairman, subject to these rules, shall have control of the proceedings of the Assembly and over the maintenance of order at its meetings. He shall rule on points of order and shall have in particular the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.

Debate shall be confined to the question before the Assembly and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

STEERING COMMITTEE

Article 10

The Steering Committee shall consist of the Chairman, the members of the Executive Board, the Vice-Chairman of the General Assembly and the representative of the host country when practicable. It is the responsibility of the Steering Committee to ensure that the proceedings are carried on in a satisfactory manner. *Inter alia* it may convene meetings reserved to the delegates and members of the Executive Board.

RESOLUTIONS COMMITTEES

Article 11

The Resolutions Committees of the General Assembly shall be:

- ✦ Committee I: Internal and Social Affairs
- ✦ Committee II: Policy and future activities

These Committees shall be held in Plenary Session.

Composition and Chairmanship

Article 12

In the plenary session which deals with the Resolutions, the General Assembly shall designate the Chairman of the Resolutions Committees and two Rapporteurs (one in the French and one in the English language).

Article 13

The Chairman of the Committees exercises, within the Committees, the same powers as the Chairman of the General Assembly. The Chairman's principal duty is to expedite the business of the Committees in a manner best suited to give the fullest possible expression to the members' will. He shall not engage in debate on any of the resolutions, and shall speak only for the purposes of clarification of the issues involved, or conciliation of the various points of view expressed.

Rapporteurs and Secretary

Article 14

The duties of the Rapporteurs are to keep accurate records of the meetings of the Committees, to ensure agreement between the French and English versions of all texts, and to prepare the Committee's report in writing, which shall be submitted to the plenary session of the General Assembly for adoption.

The Rapporteurs shall also verify all amended resolutions in each language, initial them, and transmit them to the Secretariat for duplication and distribution to the delegations.

Quorum and Voting

Article 15

A quorum in a Committee shall consist of two thirds of the delegations therein participating.

Decisions shall be taken by a majority vote.

Minority reports of Committees shall be permitted when at least 25 percent of the votes cast support such a report.

Any specific verbal recommendation which the Committee Chairman or Rapporteur may make to be voted upon by the General Assembly, must have been previously agreed to by the Committee.

Proceedings

Article 16

The purpose of the Committees is to examine the draft resolutions transmitted to them by the Executive Board. These draft resolutions may be accepted, amended, or rejected.

During discussions on draft resolutions, all proposed amendments shall be submitted in writing to the Chairman and made known to the members of the Committees in the working languages of the WVF.

The Secretary-General or a person designated by him may, at any time, make oral or written statements to any Committee concerning any question under consideration by it.

A report on the deliberations of the Committees shall be prepared by the Rapporteurs and submitted to the plenary session by one of them or by the Chairman. The report shall include the draft resolutions as approved by the Committees. The Assembly may adopt the report as a whole or, if there are differences of opinion, examine it paragraph by paragraph.

WORKING LANGUAGES

Article 17

English and French, the official languages of the Federation, shall be the working languages of the General Assembly. All working documents, resolutions, and reports, shall be issued in the two working languages. Delegates who wish to speak or submit resolutions in other languages shall themselves provide for the translation and/or interpretation of such speeches or documents into one of the working languages. The Secretariat shall provide for the translation into the other working language.

CONDUCT OF PROCEEDINGS OF PLENARY SESSIONS

Quorum

Article 18

At the plenary sessions of the General Assembly, two thirds of the total of the delegations registered at the General Assembly shall constitute a quorum.

Discussion

Article 19

During the discussion of any matter, a delegate may at any time raise a point of order, and the point of order shall be immediately decided by the Chairman in accordance with the rules. A delegate may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of two thirds of the delegations present and voting.

A delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

Article 20

During the discussion of any matter, a delegate may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one delegate may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

Article 21

The Chairman may propose to the Assembly limitation of the time allowed to each delegate and the number of times each delegate may speak on any question. On procedural questions, the Chairman shall limit each intervention to a maximum of five minutes. When debate is limited and a delegate has spoken his allotted time, the Chairman shall call him to order without delay.

Article 22

During the course of the debate, the Chairman may announce the list of speakers and, with the consent of the Assembly, declare the list closed. The Chairman may, however, accord the right of reply to any delegate if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate of an item is concluded because there are no other speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Assembly.

Article 23

A delegate may at any time move the closure of the debate on the item under discussion whether or not any other delegate has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two delegates opposing the closure, after which the motion shall be immediately put to the vote.

Article 24

During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. No discussion on such a motion shall be permitted, and it shall be put to the vote immediately.

Resolutions

Article 25

The Chairman or the Rapporteurs of the Resolutions Committees are accorded precedence for the purpose of submitting, explaining or upholding the resolutions presented by the Committee to the General Assembly.

A resolution which has not been submitted to the proper Assembly Committee through the normal channels can be considered only upon a two-thirds majority of the votes cast in a plenary session.

Article 26

Each proposal or amendment shall be put to the vote after discussion. However, each proposal or amendment which, after discussion, has given rise to no objection may be announced by the Chairman as adopted. When several amendments are proposed, they shall be disposed of in the order in which they are “furthest from” the original proposition. Before a vote is taken on any resolution or amendment, the text shall be read consecutively by the French and English Rapporteurs in order to ensure agreement between the French and English versions.

Reports of Plenary Sessions

Article 27

At the last plenary session, the General Assembly shall adopt the report on the preceding plenary sessions, which shall be presented to it by one of the Rapporteurs, who has been designated to do so.

VOTING

Article 28

Voting procedure shall be as stated in the Constitution of the WVF, the Constitutional Rules, and in these Rules.

Only the country representative or the alternate country representative shall have the right to vote in plenary sessions and at Committee meetings.

Decisions in plenary sessions shall be taken by a majority of the amalgamated delegations present and voting (one vote per country represented).

The phrase “amalgamated delegations present and voting,” means delegations casting an affirmative or negative vote. Delegations which abstain from voting are considered non-voters.

Article 29

The Chairman of plenary sessions or of Committees shall appoint tellers from among the delegates for all secret and roll-call votes, and for any other votes for which he deems it necessary. Tellers may be appointed to serve throughout the Assembly.

Article 30

When the Chairman announces that a vote shall be taken, no delegate may interrupt such a vote.

Vote by Show of Hands

Article 31

Voting shall normally take place by show of hands.

Roll-Call Vote

Article 32

A roll-call vote shall be taken in the following cases:

- ✦ at the discretion of the Chairman;
- ✦ at the request of one or more delegations present;
- ✦ for all final votes on resolutions in plenary sessions, unless the Assembly decides beforehand to use a vote by show of hands.

The roll-call vote shall be taken in the alphabetical order of the French names of the countries having member associations.

Secret Ballot

Article 33

A secret ballot shall be used in the following cases:

- ✦ when required by the Constitution or Constitutional Rules;
- ✦ for the election of members of the Executive Board and Financial Committee;
- ✦ for any other vote if requested in advance by at least three delegations and agreed to by a two-thirds majority of the votes cast in the Assembly by the delegations present and voting.

Ballots shall be supplied to and collected from the head of each delegation only. All improperly marked ballots shall be considered invalid by the tellers.

REPORTING

Article 34

A verbatim record in the original language of the speakers shall be made for all sessions and may be referred to in case of need.

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