

THE WORLD VETERANS FEDERATION



RULES OF PROCEDURE

FOR

THE CONDUCT

OF

STANDING COMMITTEE MEETINGS

Prepared by the Secretary General in accordance with
The WVF Constitution and Constitutional Rules

Approved by the WVF Executive Board

1. Definitions – for the purposes of these Rules of Procedure, the following definitions shall apply:

- 1.1** “**Absolute Majority**” means more than 50% of the total votes cast. This method of voting is only to be used in exceptional circumstances and only when authorised by the Chairman of the Meeting in consultation with the Secretary General.
- 1.2** “**Amendment**” is a proposed Amendment to a Special Recommendation, Recommendation or Recommendation of Urgency.
- 1.3** “**Articles**” are the Articles in the WVF Constitution.
- 1.4** “**The Closing Date**” is 5 p.m. on the date laid down in the WVF Constitution or directives issued by the Executive Board from time to time, for the receipt by the Secretary General of all Recommendations, Special Recommendations, Country Reports (currently 3 months prior to the Meeting), Nominations for Elections and other matters to be discussed and/or voted on at the Meeting.
- 1.5** “**Principal Country Delegate**” A maximum of five delegates from each of the Member countries may attend the Meeting, with one of these delegates nominated and acting as the Principal Country Delegate.
- 1.6** “**Recommendation(s)**” are Recommendations submitted by Member Associations seeking the support of the Meeting to draw attention to concerns and issues affecting veterans and victims of war, nationally or internationally. Recommendations adopted by the Meeting become “Resolutions” for discussion and adoption at the subsequent WVF General Assembly.
- 1.7** “**Recommendation(s) of Urgency**” are Recommendations submitted by a Member Association on a matter which arises after the Closing Date, or can reasonably be held not to have been known about prior to that period.
- 1.8** “**The Rules**” are the Constitutional Rules contained in the WVF Constitution
- 1.9** “**Special Recommendations**” are Recommendations proposing amendments to the WVF Constitution which if adopted by the Meeting and approved by the Executive Board become “Special Resolutions” for discussion and adoption at the subsequent WVF General Assembly.
- 1.10** “**Simple Majority**” means the highest number of votes cast.
- 1.11** “**WVF Constitution**” is the WVF’s Constitution and Constitutional Rules as amended by the 28th General Assembly (September 2015).

NB. Use of the male gender throughout these Rules of Procedures includes the female gender.

2. Rules of Procedure

- 2.1** These Rules of Procedure are supplementary to the provisions of the WVF Constitution. They are applicable to all WVF Regional Standing Committee Meetings and Meetings of the Standing Committee on Women. They continue from year to year but may be amended by the Executive Board.
- 2.2** The decision of the Chairman of the Meeting and/or the Secretary General shall be final upon any point as to the interpretation of any Rule of Procedure.

- 2.3** Rules of Procedure may only be suspended upon the proposal of the Chairman of the Meeting seconded by a Principal Country Delegate and adopted by a simple majority.

3. Members

- 3.1** Delegates from Member Associations are Members and entitled to propose, second, participate in discussions, but only through their Nominated Principal Country Delegate.
- 3.2** Only Member Countries deemed to have paid their annual dues as determined by the Treasurer General will be entitled to vote on Special Recommendations and Elections.
- 3.3** The WVF President, members of the Executive Board and a Head of a WVF Division are Members and are entitled to propose, second and participate in discussions but are not entitled to vote.
- 3.4** Delegates from Member Associations are responsible for collecting and safeguarding all ballot papers and any papers issued for each session of the Meeting.
- 3.5** Nominated Principal Country Delegates, in conjunction and/or consultation with their Country delegation, are the only delegates entitled to speak and to vote.
- 3.6** During sessions of the Meeting, Nominated Principal Country Delegates may, if they wish, stand at the lectern provided whilst speaking. Otherwise they may sit and speak from their Country desk. In all cases speakers should direct their speech strictly to the matter under discussion. Whenever the Chairman of the Meeting starts to speak during a debate any Delegate then speaking will remain silent.
- 3.7** Members must not, particularly when addressing the Meeting, use words or phrases which could be construed as being discriminatory to any individual or group (i.e. race, colour, gender, sexual orientation, religion or belief). Failure to do so may result in the application of section 3.8 of these Rules of Procedures.
- 3.8** Any person disobeying the ruling of the Chairman of the Meeting may be suspended from the current session of the Meeting or from the remainder of the Meeting upon the recommendation of the Chairman of the Meeting or of two Member Associations put without debate and adopted.

4. The Secretary General

- 4.1** The Secretary General is responsible for the production and distribution of the Agenda for the Meeting. He is bound by the relevant provisions of the WVF Constitution and these Rules of Procedure.
- 4.2** The Secretary General in conjunction with the appropriate Chairman of the Standing Committee must present the Final Agenda and all valid Nominations for Elections, Special Recommendations, Recommendations and Recommendations of Urgency in timely fashion and before any closing date agreed.

5. Preparation of the Agenda.

- 5.1** When compiling the Provisional and Final Agendas, the Secretary General in conjunction with the appropriate Chairman of the Standing Committee has the power to accept or omit proposals, to vary or combine them, and to introduce proposals that have not followed the stages specified as directed by directives issued from time to time.

- 5.2** The determining factor in considering the admissibility of Special Recommendations, Recommendations and Recommendations of Urgency is conformity with the aims of the WVF as laid down in the WVF Constitution.
- 5.3** Special Recommendations, Recommendations and Recommendations of Urgency and other business submitted to the Meeting may also be rejected or varied if:
- 5.3.1** The matter is ultra vires the power of the WVF.
- 5.3.2** The matter does not comply with the requirements of the WVF Constitution or these Rules of Procedures.
- 5.3.3** The matter is not in accordance with the letter or the spirit of the WVF Constitution although this criterion will not apply to Special Recommendations.
- 5.3.4** The matter is an internal matter dealing with administration, staff or the management of the WVF.
- 5.3.5** The matter is so drafted that the meaning or intention is unclear.
- 5.3.6** The matter addresses more than one issue as delegates may wish to support only one of the points made.
- 5.3.7** The matter is factually incorrect.
- 5.3.8** The Recommendation of Urgency is on a matter known to be in existence at the closing date as specified in directives issued from time to time.
- 5.4** The Secretary General will communicate to the relevant Member Associations the reason for the decision to omit, vary or combine any Special Recommendation, Recommendation or Recommendation of Urgency or Nomination for election.
- 5.5** Special Recommendations (if any) will be first on the Agenda. The Secretary General will then place Recommendations and Recommendations of Urgency into one of the following sections: General Internal Affairs, Social and Welfare Affairs, Remembrance, Fundraising and Publicity, and Future Activities.

6. Final Agenda

- 6.1** All valid Special Recommendations, Recommendations and Recommendations of Urgency (where possible), shall be laid by the Secretary General to the Executive Board prior to their issue to Member Associations on the Final Agenda.
- 6.2** The order of procedure of the Meeting will follow the published Meeting Final Agenda including, where appropriate, items accepted after the issue of the Provisional Agenda. However, the Chairman of the Meeting may vary the order of procedure and the sequence of Motions.
- 6.3** Subjects not included on the Final Meeting Agenda will not be discussed.

7. Withdrawal.

- 7.1** A Special Recommendation, Recommendation or Recommendation of Urgency circulated to delegates as part of the Final Agenda may not be withdrawn except by the Member Country that submitted it and with the consent of the Meeting.
- 7.2** The consent of the Meeting will require a simple majority and be ascertained without debate

8. Appeal against decisions

- 8.1** Member Associations shall have the right to appeal to the WVF President against any decision to omit, vary or combine with another item an item submitted by the Member Association.
- 8.2** If however the appeal is not allowed, there shall be a further right of appeal to the Meeting. The appeal shall be submitted in writing to the Secretary General not later than the end of the second plenary session of the Meeting. Such appeal shall be put to the Meeting at an appropriate place on the Agenda and the appeal shall be deemed adopted if two-thirds of the entitled Country delegates present vote in its favour. In putting the appeal to the Meeting, the Member Association shall only be entitled to read to the Meeting the proposal which the appeal would throw open to debate. Before a vote is taken on the appeal, the Chairman of the Meeting, if he thinks fit, may report to the Meeting any comment on the appeal made by the Executive Board or may make a brief statement from the Chair, or invite the Secretary General to do so.
- 8.3** If the appeal is successful, the item in question shall be circulated to the delegates present and put to the Meeting at an appropriate place on the Agenda.

9. Length of Speeches.

- 9.1** The proposer, normally the Nominated Principal Country Delegate, of a Special Recommendation, Recommendation or Recommendation of Urgency is allowed seven minutes for his speech. All succeeding speakers are allowed five minutes each.
- 9.2** On matters of a complicated nature, the Chairman of the Meeting may exercise discretion in extending these time limits.

10. Statements.

- 10.1** Members of the Executive Board, of the Regional Standing Committee or of the Special Committee and Heads of WVF Divisions may, if invited by the Chairman of the Meeting, speak on any point of information. Such statements will be made prior to the right of reply.
- 10.2** Members, through their Nominated Principal Country Delegate, may, with the consent of the Chairman of the Meeting, contribute points of order or information to the debate.
- 10.3** All speakers are to ensure that their contributions are relevant to the subject of the debate and factually correct.

11. Points of Order.

- 11.1** Any Member, normally through his Nominated Principal Country Delegate, whether he has spoken on the matter under discussion or not, may make a point of order, seek a point of information or make a personal explanation arising from the course of the debate. This Member is entitled to be heard immediately.

11.2 The ruling of the Chairman of the Meeting on a point of order, the availability or relevance of the information sought or the admissibility of a personal explanation will be final. The Chairman of the Meeting has discretion to refer such matters to the Secretary General.

12. Closure of Debate.

12.1 The Chairman of the Meeting may close the debate on a Special Recommendation, Recommendation or Recommendation of Urgency if he is satisfied it has been adequately discussed.

12.2 Alternatively, two voting Nominated Principal Country Delegates who have not spoken on the Special Recommendation, Recommendation or Recommendation of Urgency may move and second that "the question be now put". If the Chairman of the Meeting is satisfied that it has been adequately discussed, there will be a vote requiring a simple majority to close the debate.

12.3 If this vote is adopted, the original Special Recommendation, Recommendation or Recommendation of Urgency under discussion will go straight to the right of reply and then be put to the delegates to vote.

13. Right of Reply.

13.1 The proposer of a Special Recommendation, Recommendation or Recommendation of Urgency is entitled to a right of reply if there has been a speaker against or a statement has been made.

13.2 The reply shall last no longer than three minutes. The vote will take place immediately following the right of reply.

13.3 The reply shall be confined to answering points raised by previous speakers and shall not introduce any new matter into the debate.

14. Meeting Decisions.

14.1 All decisions of the Meeting shall be arrived at by the vote of the Nominated Principal Country Delegate of each Country assembled. Unless otherwise provided for by the WVF Constitution, such votes shall be determined by a show of Country cards, or by such means as shall be decided by the Chairman of the Meeting in order to make the decision clear.

14.2 Voting on Special Recommendations and Elections shall be by ballot cast by the Nominated Principal Country Delegate of each entitled Country or his representative.

15. Announcements. No announcements will be made, other than those relating to the business of the Meeting, unless deemed by the Chairman of the Meeting in consultation with the Secretary General to be of importance.

16. Scrutineers. A minimum of three Scrutineers will be appointed at the appropriate time in readiness for any Elections. The Chairman of the Meeting will appoint one of these to be the Chief Scrutineer. The Scrutineers shall be responsible to the Chairman of the Meeting in the performance of their duties. The Scrutineers shall be responsible, on the floor of the Meeting, for the supervision of the collection of ballot papers whilst the Meeting is in session and for the counting of ballot papers.

17. Special Committee.

- 17.1.** The Chairman of the Meeting may appoint a “Special Committee” to deal with any particular matter if he deems it necessary.
- 17.2.** The Chairman of the Meeting will appoint the Chairman of the Special Committee and invite the assembled delegates to nominate members as required.
- 17.3.** A Special Committee shall have power to call evidence and shall refer its findings to the Chairman of the Meeting, through the Secretary General.
- 17.4.** On its findings being reported and put to the Meeting for a decision or on the Committee reporting itself unable to reach a finding, the Chairman of the Meeting shall have the power to dissolve the Committee.

18. Nominations for Elections at Meetings.

18.1. Election of the Chairman of the Standing Committee

- 18.1.1.** The election of the Chairman is held at the meeting of the Standing Committee that takes place during the General Assembly. The Chairman is elected for 3 years, until the next General Assembly.
- 18.1.2.** Voting will take place towards the end of the meeting.
- 18.1.3.** Entitled Country delegations may submit nominations for the post of Chairman of the Regional Standing Committee. Such nominations must be submitted in writing, supported by a Curriculum Vita of the nominee in English and French, to reach the Secretary General no later than midday one working day before the day on which the elections are scheduled.
- 18.1.4.** After the deadline no new nominations shall be accepted unless there are not sufficient candidates.
- 18.1.5.** The Secretary General is to arrange for ballot papers for all valid nominations, the CVs of the candidates and any other relevant material to be circulated to all Country delegations entitled to vote.
- 18.1.6.** The voting for nominated candidates shall be by ballot where a choice has to be made between candidates. A simple majority only shall be required. In the event of a tie, a further ballot shall be held in respect of the tied candidates.
- 18.1.7.** The quorum necessary for a valid vote shall be two-thirds of the total number of delegations recorded as present for the Meeting.
- 18.1.8.** If there is only one nomination for the post of Chairman of the Standing Committee, the single candidate shall be considered elected to the post.
- 18.1.9.** Any question not provided for under the present text shall be settled in the framework of the provisions of the WVF Constitution, Constitutional Rules and General Assembly Rules relative to election.

18.2. Election of the Vice Chairman of the Standing Committee

- 18.2.1.** The election of Vice Chairman of the Standing Committee takes place during the plenary meeting of the Standing Committee, which is held between two General Assemblies.
- 18.2.2.** Voting will take place towards the end of the meeting.
- 18.2.3.** Entitled Country delegations may submit nominations for the post of Vice Chairman of the Standing Committee. Such nominations must be submitted in writing, supported by a Curriculum Vita of the nominee in English and French, to reach the Secretary General no later than midday one working day before the day on which the elections are scheduled.
- 18.2.4.** After the deadline no new nominations shall be accepted unless there are not sufficient candidates.
- 18.2.5.** The Secretary General is to arrange for ballot papers for all valid nominations, the CVs of the candidates and any other relevant material to be circulated to all Country delegations entitled to vote.
- 18.2.6.** The voting for nominated candidates shall be by ballot where a choice has to be made between candidates. A simple majority only shall be required. In the event of a tie, a further ballot shall be held in respect of the tied candidates.
- 18.2.7.** The quorum necessary for a valid vote shall be two-thirds of the total number of delegations recorded as present for the Meeting.
- 18.2.8.** If there is only one nomination for the post of Vice Chairman of the Regional Standing Committee, the single candidate shall be considered elected to the post.

19. Special Recommendations.

- 19.1.** Member Associations may submit Special Recommendations proposing amendments to the WVF Constitution and Constitutional Rules, for consideration for inclusion on the Meeting Agenda. They must be delivered to the Secretary General by the Closing Date. The name of the Member Associations and Country submitting the Recommendation must be included in the Special Recommendation.
- 19.2.** Only Special Recommendations which have been voted on by entitled Country delegations and adopted by a two-thirds majority at a Meeting and subsequently approved by the Executive Board can be carried forward to the subsequent WVF General Assembly as Special Recommendations.

20. Recommendations.

- 20.1.** Member Associations may submit Recommendations on general issues affecting veterans and victims of war, nationally or internationally for consideration for inclusion on the Meeting Agenda. They must be delivered to the Secretary General by the Closing Date. The name of the Member Associations and Country submitting the Recommendation must be included in the Recommendation.
- 20.2.** Recommendations adopted by the Meeting become "Resolutions" for discussion and adoption at the subsequent WVF General Assembly.

21. Recommendation of Urgency.

- 21.1.** A Recommendation of Urgency may be submitted by a Member Association on a matter which arises after the Closing Date, or can reasonably be held not to have been known about prior to that period.
- 21.2.** A Member Association wishing to raise a subject as a Recommendation of Urgency shall deliver it to the Secretary General not later than the end of the first plenary session of the Meeting. Matters accepted as Recommendations of Urgency shall be circulated to Delegates present at the earliest opportunity.
- 21.3.** Recommendations of Urgency adopted by the Meeting become “Resolutions” for discussion and adoption at the subsequent WVF General Assembly.

22. Ties. In the event of a tie, the Chairman of the Meeting shall declare the Special Recommendation, Recommendation or Recommendation of Urgency Motion under debate as not adopted.

23. Relevance. A delegate when speaking shall direct his speech strictly to the matter under discussion, to an explanation or to a question of order. Whenever the Chairman of the Meeting rises during a debate any delegate then speaking or offering to speak shall remain silent.

24. Suspension of Members. Any person disobeying the ruling of the Chairman of the Meeting may, upon the proposal of the Chairman of the Meeting or of two nominated Country delegates put without debate and adopted, be suspended for the current session of the Meeting or for the remainder of the Meeting.

25. Adjournment. The Chairman of the Meeting may adjourn a Meeting if:

25.1. The Meeting consents to the adjournment.

25.2. It appears to the Chairman of the Meeting that an adjournment is necessary to ensure that the business of the Meeting is conducted in an orderly fashion.