

## PAI STANDING ORDERS

### 1. GENERAL

- 1.1. These Standing Orders shall apply to all meetings of the Pan-Africa ILGA Regional Conference and the Extraordinary Regional Conference.
- 1.2. The Regional Conference shall meet at least every second year.
- 1.3. The choice of the site of the conference will take account of the wide geographic spread of members, and the location of previous conferences.
- 1.4. All sessions of the conference will be non-smoking.
- 1.5. The conference organisers will take into account the needs of differently abled members in location, access, facilities and duration of sessions, to the best of their ability.
- 1.6. All speakers will take into account the needs of participants with different languages and for translation/interpretation and should speak slowly and clearly.

### 2. PRE-CONFERENCE PROCEDURE

- 2.1. The Executive Board will decide and circulate to all members a detailed timetable to enable the following steps to be taken not later than the time stated.
- 2.2. Timetable before the first day of a conference:
  - 2.2.1. Call for proposals and nominations (from the office) 15 weeks;
  - 2.2.2. Submission of proposals and nominations (to the office) 12 weeks;
  - 2.2.3. Publication of preliminary agenda with proposals (by the office) 10 weeks;
  - 2.2.4. Submission of amendments (to the office) 6 weeks;
  - 2.2.5. Publication of final agenda (by the office) 3 weeks.
- 2.3. Proposals, amendments, and other appropriate business may be proposed for the Conference in accordance with Section \_\_\_\_\_ of the Constitution. The date and time by which these shall be received by the office shall be stated in the timetable to be published under 2.1.
- 2.4. The Executive Board shall be responsible for drawing up the preliminary and final agenda of business, to be circulated in accordance with the timetable published under 2.1.
- 2.5. If an extraordinary Regional Conference is convened, the notice to members shall specify the issues to be discussed, in accordance with article \_\_\_\_\_ of the Constitution, and this shall constitute the preliminary agenda. The timetable shall otherwise be in accordance with 2.1.

### 3. CHAIRING POOL

- 3.1. A chairing pool will manage the conference and will ensure the smooth running of the conference to preserve order and to ensure that the business of the conference is completed.
- 3.2. The chairing pool will consist of a minimum of 6 people, and at least 50% of its members shall be women. All members of the chairing pool shall be from full member organisations. The chairing pool will include one person from the host organisation.
- 3.3. A meeting will be held prior to the first plenary session of the conference at which a chairing pool will be elected by simple majority of delegates of full member organisations. This meeting will be coordinated by the Executive Board and the host organisation.

- 3.4. The membership of the chairing pool should reflect the diversity of the membership, including diverse identities, and will include persons experienced in chairing or familiar with the constitution and Standing Orders.
- 3.5. The chairing pool will be approved by conference at the first plenary session. Until this time, the conference will be managed by the Executive Board and the host organisation.
- 3.6. If a member resigns, the chairing pool may propose a replacement to the conference. If a member fails to attend two or more meetings without reasonable excuse, that person shall be deemed to have resigned.
- 3.7. The chairing pool will select from within their number at least two persons, of which at least one shall be a woman, to chair each of the plenary sessions.
- 3.8. The chairing pool will select at least one minute taker for each plenary session.
- 3.9. The chairing pool will decide the order in which proposals, workshop recommendations and other agenda items shall be dealt with at each of the plenary sessions, and present this to the plenary as an 'Order of Business'. The chair will take into account the feelings of the meeting and alter the order of business as they see fit.

#### 4. WORKSHOPS AND CAUCUSES

- 4.1. The main discussion body of a PAI Conference is the general workshop. Only general workshops may produce recommendations to the Conference.
- 4.2. Apart from the general workshop there are two other types of workshop: the experiential workshop and the information workshop. All these workshops may produce a report to be entered into the conference report. There are also caucuses.
- 4.3. All workshops and caucuses will be chaired by a person acceptable to those present at the workshop or caucus. If no chair is agreed the workshop/caucus may not proceed. The chair of the workshop/caucus will ensure the smooth running of the meeting.
- 4.4. No workshop or caucus may change its status to a general workshop without giving prior notice of this to the Conference in a plenary session.
- 4.5. General Workshops:
  - 4.5.1. General workshops will appoint a minute-taker for the workshop. If no minute-taker is appointed, the workshop may not report or make recommendations to the Conference.
  - 4.5.2. General workshops may make recommendations to plenary sessions. Usually recommendations will be agreed upon 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. Voting totals will be noted in the minutes for the workshop.
  - 4.5.3. The main discussion on the proposals and amendments that are on the agenda shall take place in general workshops designated for that purpose. The main functions of these workshops 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.
  - 4.5.4. Such workshops may recommend the approval or rejection of a proposal and/or amendment, or may recommend adoption subject to specified changes.

- 4.5.5. The minute-taker primarily and the Chair are responsible for reporting back to the plenary session the proceedings of the workshop.
- 4.5.6. The minute-taker must ensure that the minutes of the meeting are available for circulation within 24 hours of the workshop.

#### 4.6. Experiential and Information Workshops:

- 4.6.1. An experiential workshop is a workshop where people share experiences rather than formulate policy. These workshops are intended as discussion and sharing sessions.
- 4.6.2. Experiential workshops may appoint a minute-taker only if every member attending the workshop agrees. SO4.6.3
- 4.6.3. An information workshop will consist of one or more people making presentations to those attending and an ensuing discussion.
- 4.6.4. Both types of workshop may make recommendations only to general workshops.

#### 4.7. Caucus Meetings:

- 4.7.1. Any collective body may meet together to discuss any subject of mutual interest. Such a meeting shall be a caucus.
- 4.7.2. A caucus may decide who shall and shall not be allowed to participate. It shall give advance notice of any restrictions on participation.
- 4.7.3. The running of these meetings will be wholly determined by those attending the caucus.
- 4.7.4. A caucus may make recommendations to a general workshop, but not to a plenary session.

### 5. PROXY VOTES

- 5.1. A full member not present at the conference who would otherwise be entitled to vote, and mixed organizations sending a delegation of only women or only members who do not identify as women, may nominate an individual participant or the Women's Secretariat or the Trans Secretariat to exercise by proxy either one or both of its votes.
- 5.2. A letter of authority provided by the full member organisation to the nominated representative must be presented before proxy voting cards will be issued.
- 5.3. Any individual may exercise up to four (4) proxy votes.
- 5.4. The Women's and Trans Secretariats may exercise up to ten (10) proxy votes.
- 5.5. The Women's and Trans Secretariats may nominate other individuals to exercise those proxy votes nominated to it, provided the member has agreed to this in advance in writing.

### 6. VOTING

- 6.1. Decisions of the conference are made only by the conference in plenary session.
- 6.2. Wherever possible the conference will seek to reach consensus on issues. When this is not possible voting will be in accordance with the provisions in the Constitution and Standing Order 8.
- 6.3. Every full member organization will have two votes, but a mixed organization sending a delegation of only women or only members who do not identify as women, will have only one vote unless it has provided written confirmation that the other group(s) in that organization have approved the delegate(s) exercising both

votes. In either case, the women or people who do not identify as women in a mixed organization may instead nominate a proxy in accordance with Standing Orders.

- 6.4. The Administrative Office will be responsible for the issue of voting cards.
- 6.5. Four (4) counters will be nominated by the Chairing Pool from amongst delegates of full members and agreed by the plenary. Counters will not be members of the Executive Board or the Chairing Pool.
- 6.6. Voting will be by show of voting card, and members must remain seated during the vote.
- 6.7. Member organisations who vote against a decision made at a conference may have their opposition noted in the minutes.

## 7. ELECTIONS

- 7.1. The Chairing Pool will be responsible for coordinating the election of the Board Members, and the Women's and Trans Secretariats.
- 7.2. The Chairing Pool will appoint two (2) Election Officers to organise the elections. This includes a timetable for nomination and presentation of candidates, issuing one ballot paper per voting card, collecting and counting votes. SO7.3
- 7.3. If there is more than one candidate, the appointment shall be voted upon using the following procedure:
  - 7.3.1. If there are two candidates, the election will be decided by a simple majority of those voting for one or the other.
  - 7.3.2. If there are more than two candidates, there will be two rounds of voting. At the close of the first round the two candidates with the highest number of votes will stand in a second round in which the election will be decided by a simple majority of those voting for one or the other.

## 8. CONFERENCE PROCEDURE

- 8.1. The conference will only consider proposals and amendments which are not shown in the final agenda under the following rules:
  - 8.1.1. Full members, the Women's and Trans Secretariats and the Executive 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 2.1.
  - 8.1.2. Such "emergency" proposals/amendments may only be admitted to the agenda with the consent of Conference, and will be considered by general workshops in the same way as proposals/amendments on the final agenda.
- 8.2. Reports of workshops will not be discussed at a plenary session except in the event of a disagreement amongst workshop participants over the report, in which case the report of the chair and minute-taker of that workshop will be accepted as the correct version.
- 8.3. A time limit may be imposed by the chair on each speaker.
- 8.4. The chair may determine not to call speakers who have spoken previously or often and will attempt to include all interested members in discussions.
- 8.5. The chair will attempt to call all speakers in order, but will take into account the flow of debate.
- 8.6. The chair will use their judgement as to when to terminate a debate - taking into account the weight of the matter, the number of people wishing to speak, the general feeling of the meeting, and the conference time-table

- 8.7. The ruling of the chair on an issue will be final unless challenged by a 'challenge to the chair's ruling' by a delegate of a full member. If this occurs it shall be put to the vote without any discussion
- 8.8. If a vote of 'no confidence in the chair' is requested by a delegate of a full member, this also will be put to the vote without discussion. If carried, the chairing pool will appoint others of their body to chair the rest of that plenary session.
- 8.9. The chair may call for a vote to expel from the plenary any person who, in their opinion, is disrupting the running of the meeting.

#### 9. MISCELLANEOUS

- 9.1. 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 such suspension would not be in contradiction with the provisions in the Constitution.
- 9.2. Amendments to these Standing Orders may only be made by Conference approving, by simple majority, 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 9.1.