



Chapter 2.1 – Standing Order: Procedures to be followed at IPC General Assemblies

January 2021



1 Introduction

- 1.1 This Standing Order sets out the procedures for conducting IPC General Assemblies.
- 1.2 Requirements of the IPC Constitution are marked with an asterisk (*).

2 Opening of the meeting

2.1 Call to order

- 2.1.1 The IPC General Assembly will normally be chaired by the President of the IPC.
- 2.1.2 The official delegates of the IPC General Assembly will include no more than two representatives of each IPC member who are mandated in writing to represent their respective member; one representative of each sport governed by the IPC; and one representative of each IOSD sport with Paralympic status.
- 2.1.3 Guests, observers, staff members and other invited individuals will be seated in the area designated for their use by the IPC.
- 2.1.4 The Chairperson will call the meeting to order by asking for quiet and inviting official delegates to take the seats designated to them by the IPC.
- 2.1.5 The IPC General Assembly will begin with housekeeping announcements (i.e. information related to evacuation in the event of fire, location of restrooms, etc) and the testing of the electronic voting system.

2.2 Roll call and speaking/voting rights

- 2.2.1 The IPC CEO will conduct a roll call of the IPC membership. The purpose of the roll call is to:
 - i. record which members are present;
 - ii. ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights; and
 - iii. announce the number of those members present and entitled to vote, and whether there is a quorum.
- 2.2.2 Each official delegate will have speaking rights (see article 3.4).
- 2.2.3 Each IPC member in good standing, as well as regional bodies under the governance of the IPC, will have one vote at the meeting.



- 2.2.4 The right to vote is non-transferable.
- 2.2.5 An individual cannot concurrently represent more than one IPC member, and as such cannot carry more than one vote.*
- 2.2.6 The Chairperson will ask for a motion (and a seconder) naming scrutineers, tellers and/or other officials necessary for the efficient conduct of the meeting. This will be done whether or not an electronic voting system is used.

2.3 Quorum

- 2.3.1 The presence of at least one-third (1/3) of the IPC members with voting rights will constitute a quorum.* Sports and regions governed by the IPC and IOSDs are not counted for the purpose of quorum.
- 2.3.2 If there is no quorum at the start of a meeting, the Chairperson will rule that the meeting will not proceed and will adjourn the meeting to a time and place specified by the Chairperson and agreed to by those present at the meeting.
- 2.3.3 If the IPC members decide to challenge this ruling and proceed despite the lack of a quorum, any decisions made must be ratified by the next IPC General Assembly where there is a quorum (see article 5.2).
- 2.3.4 If the meeting is adjourned due to lack of quorum and a new meeting is called, the new meeting may proceed and the members present may make decisions regardless of the number of members present.* All the requirements with respect to notice, timelines, etc. must be adhered to in calling and convening this new meeting.

2.4 Adoption of the agenda

- 2.4.1 The Chairperson will ask for a motion (and a seconder) that the agenda (circulated in advance) be adopted. The agenda will be circulated at least six weeks in advance.* The order of business will follow the order as outlined in the adopted agenda.
- 2.4.2 The agenda can be amended at any time during the meeting by way of a procedural motion (see article 4.3.3).
- 2.4.3 Although the agenda may be amended by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.
- 2.4.4 At IPC General Assemblies there is no agenda item entitled 'any other business'.

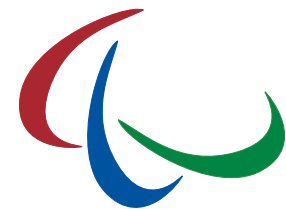


3 Meeting business

- 3.1 At every IPC General Assembly, in addition to any other business that may be transacted, the business of the meeting will normally include the following:
- i. receiving and approving the minutes of the previous IPC General Assembly;
 - ii. receiving the reports of the IPC Governing Board and CEO;
 - iii. membership, including ratification of new members, suspensions, and terminations of membership;
 - iv. finances;
 - v. motions from the IPC members and IPC Governing Board;
 - vi. reports from Paralympic Games organising committees; and
 - vii. electing the IPC Governing Board (every quadrennial).
- 3.2 Minutes of previous meeting
- 3.2.1 Following circulation of the draft minutes, IPC members have two months to submit written requests for amendments. The IPC Governing Board considers the submitted requests for amendments and finalises the draft minutes.
- 3.2.2 The draft minutes as approved by the IPC Governing Board will be circulated with the meeting papers for the next IPC General Assembly.
- 3.2.3 The Chairperson will ask for a motion (and a seconder) to accept the draft minutes as an accurate record of the last meeting. Provided the draft minutes have been circulated in advance, they will be taken as read.
- 3.2.4 Only matters arising from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time.
- 3.3 IPC reports
- 3.3.1 Any reports circulated in advance with the meeting documents, or referred to as being available on the IPC website, will be taken as having been read.
- 3.3.2 The Chairperson, or the IPC CEO, or another appropriate person will present an executive summary of the relevant annual report(s) at the meeting.
- 3.3.3 The Chairperson will invite questions from the floor with respect to the relevant annual report(s) (see article 3.4).
- 3.4 Speaking rights



- 3.4.1 As indicated in article 2.2.2, each official delegate will have speaking rights. For the purpose of clarity, an official delegate is a recognised representative of an IPC member mandated in writing to represent his/her respective member, or a representative of an IPC sport, IOSD sport, or IPC region.
- 3.4.2 The Chairperson may invite someone to speak who does not have speaking rights. The Chairperson may also allow someone wishing to speak who does not have speaking rights to do so.
- 3.4.3 Requests to speak from the floor should be indicated by a raised hand or through the technology system available. The Chairperson will acknowledge such requests, either by granting an immediate right to address the meeting or, where several people wish to speak at the same time, by indicating the order in which individuals will be permitted to speak.
- 3.4.4 Speakers must always address their remarks to the Chairperson and not conduct a debate with either a member of the ‘top table’ or a member within the meeting.
- 3.4.5 A speaker must speak only to the particular subject or motion; to a point of order or point of information; or to challenge a ruling from the Chairperson.
- 3.4.6 A person who has spoken once in a debate on a particular subject or motion may not speak again except:
 - i. to speak once on an amendment moved by someone else;
 - ii. to exercise the right of reply as mover of the original motion;
 - iii. to move a further amendment if the motion has been amended since the person first spoke;
 - iv. to move a procedural motion (see article 4.3.3); or
 - v. to make a personal explanation (see article 3.4.8).
- 3.4.7 The Chairperson may indicate and enforce time limitations to the speakers, and has the final decision in terms of what is considered a relevant contribution to the debate.
- 3.4.8 Personal explanation. Where a person who has already spoken on a particular subject feels that her/his views have been grossly misrepresented, s/he will be granted the right to make a personal explanation. S/he can alert the Chairperson to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the views that s/he believes have been misrepresented.



4 Motions and voting

4.1 Motions

- 4.1.1 With the exception of procedural motions, only motions submitted to the IPC Governing Board in writing three months prior to the meeting, and circulated with the meeting documents six weeks before the IPC General Assembly, are valid for discussion*.
- 4.1.2 The IPC Governing Board will discuss all motions in advance and provide its observations and recommendations to the IPC members at the meeting.
- 4.1.3 In truly exceptional circumstances, the IPC Governing Board may permit the IPC General Assembly to consider motions not meeting the three months requirement of article 4.1.1 above, subject to the IPC General Assembly passing a procedural motion that would be required to enable the waiving of the three months requirement (see article 4.3.3). Truly exceptional circumstances might, for example, include circumstances that could not reasonably have been foreseen prior to the deadline for submitting motions and which are urgent and business-critical. Conversely, the fact that a matter is of particular interest or importance to the IPC and/or the IPC membership will not of itself constitute truly exceptional circumstances.
- 4.1.4 Motions will not be discussed or debated unless they have been formally ‘moved’ (or ‘proposed’) and ‘seconded’ (supported). Only someone entitled to speak and vote at the meeting can move or second a motion.
- 4.1.5 The mover (not the seconder) will be allowed to conclude the debate with a brief statement (right of reply).

4.2 Amendments to motions

- 4.2.1 An amendment to a motion is the process used to change a motion by adding and/or striking out words. Proposed amendments must be closely or significantly related to the intent of the main motion, and must not negate the main motion.
- 4.2.2 Amendments will be considered in the order that they are proposed.
- 4.2.3 The Chairperson may rule that a proposed amendment is unacceptable if s/he believes that the proposed amendment:
 - i. is unclear or ambiguous, or attempts to deal with more than one proposal in a single motion;



- ii. is not closely or significantly related to the intent of the main motion;
 - iii. negates the main motion; and/or
 - iv. changes the main motion such that it does not fall under the powers of the IPC General Assembly.
- 4.2.4 There must be a motion to amend a main motion that is both moved and seconded. The motion to amend must clearly state what is being changed about the main motion. Only someone entitled to speak and vote at the meeting can move or second an amendment to a motion. This includes the original mover and seconder. Amendments submitted in writing prior to the IPC General Assembly, once acknowledged by the Chairperson, must be seconded before any further action on the proposed amendment can proceed.
- 4.2.5 The mover, with the approval of the seconder, can accept an amendment without further discussion or vote, which has the effect of amending the motion accordingly. The discussion will then continue on the main motion as amended. This is often referred to as a “friendly amendment”.
- 4.2.6 Where the original mover and seconder do not accept a proposed amendment, debate on the main motion will be suspended and the proposed amendment will be debated. This means that the debate will be limited to the pros and cons of the proposed amendment, not to whether the main motion has merit.
- 4.2.7 When the Chairperson believes that there has been sufficient debate on the proposed amendment, s/he will call for a vote on the amendment only.
- 4.2.8 A proposed amendment cannot itself be amended, and must be voted on before another amending motion can be moved.
- 4.2.9 If an amendment is adopted, the main motion plus the amendment become the substantive motion and the discussion continues until the Chairperson calls for a vote.
- 4.2.10 If the amendment falls, the discussion continues on the main motion until the Chairperson calls for a vote.
- 4.2.11 Once an amendment has been voted on, that specific matter is considered to be settled. For example, once it has been decided that certain words should be added or struck out, another amendment cannot be proposed that raises the same question of content and effect.
- 4.2.12 At any stage the Chairperson may limit the number of amendments to a motion (whether friendly amendments or otherwise). However, ordinarily the Chairperson



will not look to exercise this power unless the number of amendments has reached three or more.

4.3 Requests for information, points of order and procedural motions

4.3.1 Any individual entitled to speak and vote at the meeting may make a request for information from the current speaker. These requests are directed through the Chairperson, and generally seek clarification by the speaker on the substantive matter under discussion. Requests for information may be raised at any time if the speaker is prepared to accept the question.

4.3.2 Any individual entitled to speak and vote at the meeting may raise a point of order at any time other than during the process of voting. A point of order is a query as to whether or not the correct procedure is being followed. The alleged breach must be specified, with a clear reference to the clause or rule allegedly being breached. No seconder is required, and no vote is taken. The Chairperson will rule on the point of order.

4.3.3 Procedural motions include:

- i. to table a motion to the next IPC General Assembly: the Chairperson will put such a motion immediately to the vote unless s/he feels that insufficient discussion has been allowed. If such a motion is carried, no further discussion on the motion or any amendments will be permitted. A tabled motion will appear automatically on the agenda of the next IPC General Assembly unless withdrawn by the mover;
- ii. to adjourn the meeting or the debate until a certain time;
- iii. to put the motion to the vote immediately;
- iv. to proceed to the next agenda item or to modify the agenda;
- v. to challenge the ruling of the Chairperson (see articles 5.1 and 5.2);
- vi. that a member be not further heard (see article 5.3);
- vii. that a member must leave the meeting (see article 5.3); and
- viii. to suspend Standing Order article 4.1.1 to allow a motion (not submitted in time) to be included on the agenda (see article 4.1.3).

4.3.4 Requests for information, points of order and procedural motions require the current proceedings to be stopped. Those proposing such actions should do so in a respectful tone of voice, indicating by hand and speech that they wish to, for example, make a point of order or propose a procedural motion.



4.3.5 Provided such requests are in accordance with this Standing Order, the Chairperson is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

4.4 Voting procedures

4.4.1 All motions require a simple majority (50% +1 of the votes cast for or against the motion) to be successful, except for motions that would amend the IPC Constitution or motions for the revocation of a member, which require a two-thirds (2/3) majority of the votes cast for and against the motion*.

4.4.2 Motions to amend a motion require a simple majority vote even if the main vote requires a different vote.

4.4.3 For the purpose of calculating whether an appropriate majority has been obtained in any vote, an abstention or a vote which is not exercised (such as when the member entitled to exercise the vote has left the room) will not be treated as a vote.

4.4.4 An equality of votes will be considered as a refusal.

5 Other rulings

5.1 Rulings from the Chairperson

5.1.1 The Chairperson can rule on any matter relating to the conduct of the meeting, points of order, personal explanations, and the construction or interpretation of the IPC Constitution, rules or standing orders governing the meeting.

5.1.2 The ruling of the Chairperson is final and accepted without debate.

5.1.3 Any person present and entitled to vote at the meeting may formally challenge the ruling of the Chairperson by the procedure outlined below.

5.2 Challenging a ruling

5.2.1 When a ruling of the Chairperson is challenged, the Chairperson will ask for a seconder. If the challenge is seconded, the meeting will be temporarily suspended.

5.2.2 The Chairperson will hand over the chair to another member of the IPC Governing Board present at that time to continue as Chairperson of the meeting.

5.2.3 The temporary Chairperson will allow the individual challenging the ruling to give specific reasons including quoting relevant IPC standing orders, etc.



- 5.2.4 The temporary Chairperson will allow a limited debate on the matter, usually two or three speakers.
- 5.2.5 The temporary Chairperson will call for the vote for or against the challenge, to be determined by simple majority.
- 5.2.6 The chair will then be handed back to the original Chairperson, who will act upon the wishes of the membership. The Chairperson will either continue with the meeting as s/he had formerly ruled or issue a new ruling, which could be subject to another challenge.

5.3 Unacceptable behaviour

- 5.3.1 The Chairperson may stop a speaker from speaking or require any person to leave the meeting if they are disrespectful, if they make statements that are offensive to any person or contain offensive language, or if their conduct risks disrupting the proper and efficient conduct of the meeting.
- 5.3.2 When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any IPC member may make a procedural motion that this person 'be no longer heard'. If the motion is carried, the person is not allowed to take any further part in that particular debate (see article 4.3.3).
- 5.3.3 If a motion has been carried under article 5.3.2 and the behaviour of the individual continues to be disruptive, any member may move that this person 'must leave the meeting'. If the motion is carried, the person in question must immediately leave the meeting (see article 4.3.3).

6 Adjourning and re-convening the meeting

6.1 Adjourning the meeting

- 6.1.1 A meeting will be adjourned when:
 - i. the meeting occupies more than one sitting;
 - ii. it is ascertained that there is no longer a quorum; or
 - iii. a procedural motion to adjourn the meeting has been put to a vote and carried (see article 4.3.3).
- 6.1.2 In all three circumstances, the Chairperson must suspend the business under discussion, and indicate when and where the meeting will be re-convened.

6.2 Re-convening the meeting



- 6.2.1 When a meeting is re-convened following adjournment, the Chairperson must undertake all the duties normally associated with opening a meeting and then direct the meeting to resume its business at that point in the agenda where the meeting had previously been adjourned.

7 Closing the meeting

- 7.1 The Chairperson will declare the meeting closed, having determined that all agenda items have been addressed.