

# **INTERNATIONAL ASSOCIATION OF UNIVERSITIES**

## **15<sup>th</sup> GENERAL CONFERENCE**

### **Proposed Rules of Procedure**

#### **SECTION I - REPRESENTATIVES AND OBSERVERS**

##### **Article 1**

In accordance with Articles 9, 10, 11 and 12 of the Association's Constitution, Members, both institutional and organizational, are invited by the Administrative Board to send representatives to the General Conference.

##### **Article 2**

In addition to those referred to in Article 1, international governmental and non-governmental organizations, as well as national academic and research organizations and selected higher education institutions, are invited by the Administrative Board to send observers. These observers, as well as IAU Affiliates and Associates, shall take part in the work of the Conference, but shall not have the right to vote.

##### **Article 3**

Members shall be invited to submit to the Secretary-General the name and position of the individual who will act as the duly accredited representative for the institution/organization for the purpose of voting. For institutions that will not be represented by the Executive Head, this information will be submitted, in writing, not later than afternoon on the first full day of the Conference **(November 14, 4:00 pm 2016)**. The Secretary-General will provide this information to the Credentials Committee, which shall report to the Conference.

Duly accredited representatives must be individuals active in the institution or organization, who serve on its governing or administrative bodies or who are actively engaged in teaching or research or study; if this is not possible, a representative may be appointed from among similarly qualified individuals active in another Member.

Organizations and institutions receiving invitations shall similarly submit to the Secretary-General the names and qualifications of their observers not later than the first day of the Conference.

#### **SECTION II - ORGANIZATION OF THE CONFERENCE**

##### **Article 4**

To facilitate its work, the Conference shall establish such bodies as may be necessary.

#### **SECTION III – PRESIDENT**

##### **Article 5**

The Conference shall be presided over by the President of the Association. He shall preside over Business Sessions and shall remain in office until the end of the Conference.

## Article 6

In addition to powers conferred on him by other provisions of these Rules of Procedure, the President shall declare the opening and closing of every Business Session of the Conference. He shall direct the discussions, ensure the observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present Rules, shall have control of the proceedings of every meeting. He shall co-ordinate the work of the Conference and of the Working Groups.

## Article 7

In the absence of the President during the whole or part of a meeting, he shall be replaced by a Vice-President of the Association or by the immediate past President.

## Article 8

The Vice-President or the immediate past President acting as President shall have the same powers and the same duties as the President.

## Article 9

The President, Vice-President, or Immediate Past President, acting as President, may cast a vote in case of a tie.

# **SECTION IV - SECRETARIAT**

## Article 10

The Executive Director of the International Universities Bureau, Secretary-General of the Association, shall act as Secretary-General at all meetings of the Conference. She may appoint one or more members of the staff to replace her.

## Article 11

The Secretariat, under the authority of the Secretary-General, shall be responsible for receiving, translating and distributing the documents, reports and resolutions submitted by members of the Conference, for interpreting the speeches made during the meetings, for drafting and distributing after the Conference the report of its proceedings and for carrying out all other tasks that may be required of it by the Conference.

# **SECTION V - LANGUAGES**

## Article 12

As specified in Articles 13 and 14 of the present Rules of Procedure, English and French, the official languages of the Association, shall be the working languages of the Conference.

## Article 13

Documents and reports of meetings shall be issued in English and French.

## Article 14

At plenary meetings of the Conference, speeches and interventions shall be interpreted from and into English and French.

## **SECTION VI - ATTENDANCE AT MEETINGS**

### **Article 15**

The sessions of the Conference shall be open, in addition to representatives, to observers, invited guests and press representatives, except when it shall decide otherwise.

## **SECTION VII - CONDUCT OF DEBATES**

### **Article 16**

The Chair of each session shall call upon speakers in the order in which they signify their desire to speak, but may give preference to representatives of Members, at his discretion.

### **Article 17**

During the discussion of a motion in plenary session every representative may raise a point of order, on which the President shall immediately give a ruling. Appeal may be made against the decision of the President.

### **Article 18**

Draft resolutions and amendments shall be submitted in writing, at least on the day preceding the session at which they will be presented, to the Secretary-General, who shall ensure their circulation.

### **Article 19**

Except as may be specially decided by the Conference, no draft resolution shall be discussed or put to the vote unless the text has been circulated not later than the day preceding the meeting concerned.

## **SECTION VIII - VOTING**

### **Article 20**

- a) Each Member in good standing with the payment of its dues up to and including the year of the General Conference, having a duly-accredited representative actually present, shall have a vote at all meetings. A representative may not exercise more than one vote despite the number of Members he may represent.
- b) Members of the Board may also vote in the general Assembly

### **Article 21**

The total number of votes cast in a Conference by the institutions of any one country may not exceed 25% of the total votes.

### **Article 22**

The decision of the Conference in all meetings shall be taken by majority vote of the representatives present and voting.

### **Article 23**

Observers shall not be entitled to vote.

#### Article 24

For the purposes of the present Rules of Procedure, the expression "representatives present and voting" shall apply to representatives voting for or against. Representatives who abstain from voting shall be considered as not taking part in the vote.

#### Article 25

Voting, except in the case of elections and amendments to the Constitution, shall normally take place by show of hands or by standing.

#### Article 26

Should the result of a vote by show of hands or by standing be in doubt, the President may call for a second vote by roll-call.

### **SECTION IX - AMENDMENTS**

#### Article 27

When an amendment to a resolution has been put forward, the amendment shall be put to the vote before the original resolution.

#### Article 28

If two or more amendments to a resolution have been put forward, the Conference shall first vote on the amendment furthest removed from the original resolution. It shall then vote on the amendment next furthest from the original resolution, and so on in the same way until all amendments shall have been put to the vote.

#### Article 29

A motion shall be considered as an amendment to a resolution if it involves any addition, deletion or alteration to any part of the resolution.

### **SECTION X - MODIFICATION OF RULES OF PROCEDURE**

#### Article 30

The Rules of Procedure may be altered by a decision of the Conference taken by a majority of the representatives present and voting.