



**INTERNATIONAL  
POLICE ASSOCIATION**  
INTERNATIONAL EXECUTIVE BOARD

# Procedure for the Conduct of IPA World Congresses and IEB Meetings

## **Art. 1 Basis**

The Procedure for the Conduct of IPA World Congresses and IEB Meetings is based on article 20 of the International Statutes and articles 11-18 of the International Rules, and shall apply to all IPA World Congresses and IEB meetings of the IPA.

## **A IPA WORLD CONGRESSES**

### **Art. 2 Agenda**

The agenda of the IPA World Congress shall be circulated to all participants in the four official IPA languages in due time by the IAC, in conformity with article 15 of the International Rules.

Amendments to the agenda may be proposed by the IEB or the delegates until the beginning of the Congress, when the final agenda shall be put to the vote.

### **Art. 3 Minutes**

All matters discussed and all decisions made shall be recorded. The electronic files shall be stored at the IAC who are responsible for producing the minutes, which shall be approved by the President and signed by the President and the minute taker. The minutes shall be circulated by the IAC to all sections and the IEB in the four official IPA languages as soon as practicable after the IPA World Congress.

### **Art. 4 Congress Languages**

The IPA World Congress shall be interpreted simultaneously into the four official IPA languages plus Russian.

### **Art. 5 Chairing the IPA World Congress**

The chairperson decides the timing of the IPA World Congress.

The chairperson shall decide who, apart from members and official observers, may attend each congress. Their presence will be announced and recorded in the minutes.

The chairperson may agree to the temporary appointment of another participant (observer or delegate) to replace a delegate who, after informing the chair, leaves the congress.

The chairperson gives speakers the floor, and may also take it away from them. Speakers may only take the floor regarding items related to the matter discussed.

The chairperson may permit items, not submitted in accordance with the International Statutes and Rules, to be discussed under Any Other Business, but no decision may be taken in this instance, unless an immediate decision is necessary, in which case the

delegates shall first decide upon the necessity of a decision, then if granted, upon the contents of the item.

At the request of a delegate, the chairperson may permit an observer to speak on specific matters.

The chairperson's decision is final in all matters not subject to a vote.

## **Art. 6 Motions**

Every motion must be moved by a delegate and seconded before it can be discussed and put to the vote.

Motions may also be submitted by the IEB, which shall not require a seconder.

## **Art. 7 Amendments**

No amendment to a motion will be accepted during the session, unless the original motion presents an obvious breach or contradiction with the International Statutes and/or International Rules.

If an amendment is considered, it will be put to the vote first and, if adopted, the amended motion shall then be put to the vote. If two or more amendments are moved to a motion, the last amendment must be voted on first. They are dealt with in reverse order before the motion is altered.

The chairperson's decision is final when distinguishing between acceptable and unacceptable amendments which may be contrary to, or remote from, the intention of the original motion.

If the discussion is moving away from the original motion, the chairperson may call a halt to the proceedings and remove the motion from the current agenda.

## **Art. 8 Roll Call - Voting Strength and Voting**

At the opening of the meeting on the first day, there shall be a roll call of delegates and observers. The Secretary General shall ask each section in turn if they are present or represented as registered. Only where there are changes is there a need to ask for names to be given.

No further roll call shall be taken. It is the responsibility of the individual sections to ensure that their delegate is present.

Each delegate shall have one vote to cast in all matters, plus any properly appointed proxy vote. The IEB shall have one collective vote on all matters.

The total number of votes possible, including all nominated proxies and the single vote of the IEB shall be advised to the IEC. This shall be the agreed voting strength for the rest of the congress.

Decisions shall be taken by the votes cast for and against, provided the number of votes cast is more than half of the voting strength.

The Secretary General shall advise the number of votes needed to pass a motion (or amendment); i.e. 50% + 1 of the votes cast for and against, or 2/3 of the votes cast for and against in the case of votes on matters which cause a change of the International Statutes, International Rules and Procedures, as well as regarding suspensions, expulsions and affiliations.

Voting, including elections, shall normally be by electronic system. Where this is not possible, voting shall be by show of hands, except for elections, which shall be by secret ballot.

In the case of an equality of votes, whether electronically or on a show of hands, the IEB shall be entitled to a second and casting vote; provided they have exercised their first vote.

## **B IEB MEETINGS**

IEB meetings enable the International Executive Board to deal with the current business of the Association. They shall take place in an atmosphere of transparency and mutual respect, with the aim of taking constructive actions and decisions in line with IEC decisions and the principles of the Association.

### **Art. 9 Frequency**

The frequency of IEB meetings shall be determined by the necessity of the items to be discussed, while simultaneously respecting the allocated budget. The meetings will be proposed by the President and decided upon by the IEB members.

### **Art. 10 Location**

The IEB shall decide upon the location of the IEB meetings, in line with the requirements and interests of the Association.

### **Art. 11 Agenda**

All IEB members are required to submit agenda points of their interest within an agreed timeframe, allowing the President to finalise the agenda, so it can be circulated in due time.

### **Art. 12 Minutes**

The discussions of the IEB meetings shall be recorded. The electronic files shall be stored at the IAC who are responsible for producing the minutes, which shall be approved by the President and signed by the President and the minute taker. The minutes shall be circulated by the IAC to the IEB as soon as practicable after the IEB meeting.

In addition, an up-to-date file detailing all actions and decisions, enabling a regular check-up of all tasks, will also be provided by the IAC.

### **Art. 13 Chairing the IEB Meeting**

The President or a designated replacement shall lead the IEB meetings.

Only IEB members and IAC staff shall attend the IEB meetings, plus an interpreter if required. The discussions shall in general be held in English, or in one of the official IPA languages.

If individual IEB members are unable to attend the IEB meeting, it is their duty to inform their colleagues of the relevant discussion points by either providing a report, or by delegating the discussion of items to another IEB member.

### **Art. 14 Voting**

All decisions shall be taken by simple majority. In the case of an equality of votes, the President's vote counts double.

**This Procedure for the Conduct of IPA World Congresses and IEB Meetings was adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. It replaces any previous directives or decisions concerning the conduct of meetings.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos