

Rules of procedure of the General Assembly

Chapter 1 - Extract from the statutes

5	Article 5 The General Assembly
5.1	<p><u>Function of the General Assembly</u></p> <p>The General Assembly is the supreme body of the association.</p> <p>It decides on all measures that serve to promote the association, unless other bodies are responsible for these tasks in accordance with these statutes.</p> <p>It reviews the measures and decisions of other bodies with regard to their compatibility with the preamble to these statutes and the goals and purposes of the association.</p>
5.2	<p><u>Responsibility for elections and other business</u></p> <p>It elects</p> <ol style="list-style-type: none"> a) the members of the Management Board, b) the members of the Arbitration Board, c) the members of the Audit Committee d) the members of the parity training committee.
5.3	<p><u>In particular, it decides on the following matters:</u></p> <ol style="list-style-type: none"> a) the amendment of these statutes, b) the rules of procedure of the General Assembly. Should provisions of the statutes and the rules of procedure be incompatible with each other, those of the statutes shall apply, c) the admission and exclusion of legal entities as members, d) the amount of the membership fees, e) the annual budgets and annual financial statements, f) the discharge of the Management Board for the year just ended, g) the determination of compensation for persons elected by the General Assembly, h) the dissolution of the association.

<p>5.4</p>	<p><u>Rights of the members</u></p> <p>The votes of the member organisations are weighted: They have one vote per hundred of their own members.</p> <p>Each member must delegate one person per vote to the meeting. The weighted vote is forfeited if fewer persons participate on behalf of a member than the number of votes to which that member is entitled.</p> <p>Individual members are not entitled to vote in accordance with Art. 3.1 and are therefore not members in the legal sense of the association.</p> <p>Bodies and the members of the association who are entitled to vote have the right to submit motions to the General Assembly.</p> <p>Voting members have the right to be invited to and attend the General Assembly; the right to put items on the agenda; the right to speak and the right to information.</p> <p>Association bodies have no voting or election rights at the General Assembly.</p>
<p>5.5</p>	<p><u>Convening</u></p> <p>The ordinary General Assembly shall be convened in writing by the Management Board as and when required, stating the agenda, but at least once a year.</p> <p>An extraordinary General Assembly shall take place no later than twelve weeks after the date on which it has been requested in writing by at least one-fifth of the members' votes, stating an agenda, or has been scheduled by a General Assembly.</p> <p>The invitation period for General Assemblies shall be at least eight weeks.</p> <p>The General Assembly shall be held either in person or online or in hybrid form.</p> <p>For General Assemblies with online participation, a video conference room will be set up that is only accessible to members with their credentials and a separate access password. Each member will be notified of the required access data at least three days before the start of the meeting.</p>
<p>5.6</p>	<p>The General Assembly has a quorum if it has been convened in accordance with the statutes.</p>
<p>5.7</p>	<p>a) The General Assembly is usually held in several languages. b) All negotiations are conducted with the aim of reaching a consensus or consent.</p> <p><u>Resolution</u></p> <p>a) Resolutions are generally made by a relative majority of the valid votes cast in favour or against at the meeting. Abstentions and invalid votes are not counted. A vote is invalid if something is added or deleted from the proposal, or if the vote is unclear. In case of a parity of votes, the motion is rejected and the vote is not repeated.</p>

	<p>b) Resolutions to amend the statutes, to introduce or amend rules of procedure and to dissolve the association require a 2/3 majority of the valid votes.</p> <p>c) Resolutions are usually taken openly.</p> <p>d) Resolutions are announced by the chair of the meeting immediately after the decision and recorded by the person taking the minutes.</p> <p>If procedural errors are made during the vote, a second vote can be taken immediately after the incorrect vote, as long as the same votes are represented as in the first vote. If this is not possible, the chair of the meeting shall declare the resolution invalid. It is then up to the assembly to decide whether and when to take the vote again.</p>
<p>5.8</p>	<p><u>Participants at the General Assembly</u></p> <p>The following will participate in the General Assembly:</p> <p>a) <u>Delegates:</u> The members of the Ruth Cohn Institute for TCI-international appoint delegates. They are authorised in advance in writing by the responsible body of the member and, if necessary, provide proof of this. A member can send more delegates than it has votes in the assembly.</p> <p>b) <u>The Management Board:</u> The Management Board participates in the General Assembly in an advisory capacity.</p> <p>c) <u>Guests:</u> Members and the Management Board can invite guests for individual agenda items.</p> <p>d) <u>Candidates:</u> Those who are candidates for an office are invited to the agenda item 'Elections'.</p>

Chapter 2 - Further provisions (rules of procedure)

1.	Tasks of the chairperson of the meeting
1.1	<p>The assembly leadership guards</p> <p>a) the democratic process of the assembly. This means that the leadership</p> <ul style="list-style-type: none">• ensures compliance with the statutes and the rules of procedure.• ensures that sessions are interrupted for a break after a maximum of two hours.• Breaks off Assembly days after eight hours of meeting time at the latest because fatigue causes the democratic process to crumble. <p>b) the assembly's ability to work,</p> <p>c) the agenda. This means that the leadership</p> <ul style="list-style-type: none">• has the agenda approved by the IGA.• ensures that all items are dealt with or adjourned.
2.	Applications
2.1	<p>Substantive motions</p> <p>Substantive motions on agenda items are submitted in writing (also during the meeting). They must be formulated as text (keyword lists on flipcharts or slides are not a draft resolution).</p> <p>In the case of complex concerns, a draft resolution contains a presentation of the facts and a discussion of possible solutions and specific proposals.</p> <p>It is therefore recommended that the applicants also submit their proposals other members for comment and to integrate critical feedback.</p> <p>Motions that are not ready for voting from the point of view of the meeting, may be postponed until the next General Assembly, if necessary with the appointment of a working group to further develop the draft resolution.</p>
2.2	<p>Motions of order</p> <p>Motions of order (= motions relating to the agenda) concern the discussion or voting on an item on the agenda (= agenda item).</p> <p>Anyone making a point of order skips the list of speakers. This can be ensured if the request to speak is specially signalled, for example by raising both hands.</p> <p>Motions of order concern, for example, the request for breaks, interruption of proceedings, removal from the agenda (= no-shows), adjournment, closure of the list of speakers, end or extension of the debate, the voting or election procedure.</p> <p>Motions of order may be submitted orally and briefly justified by the applicant. If requested, the motion will be debated on the agenda. After</p>

	this debate, motions of order shall be put to the vote immediately and openly with a relative majority (majority rule according to Statutes 5.7).
3.	Pronunciation
3.1	Resolutions generally require a debate. During the debate, sufficient time must be allowed to discuss the facts of the case, to analyse responsibilities, interdependencies (e.g. legal or financial situation), for the deliberation of solutions and the formulation and written version of draft resolutions or amendment requests.
3.2	The chair of the meeting declares the end of the debate and the start of the voting phase. This transition can also be decided or rejected by a motion of order (see 2.2) from the middle of the meeting with a simple majority.
3.3	As soon as the debate has ended, no more requests to speak, no new counter motions or amendments are permitted on the subject in question.
4.	Resolution
4.1	Before each vote, the relevant majority must be determined (depending on the proposal, the statutes provide for a relative or absolute majority of votes).
4.2	Voting questions must be asked in such a way that they can be answered with "yes" or "no". Point polls, voting, acclamation, voting by scaling, etc. are not permitted. However, such techniques may be used in the debate.
4.3	In urgent cases, the Management Board may organise a written vote outside the meeting. A resolution requires an absolute majority of all votes of the members.

5.	Accumulation of applications
5.1	<p>Voting plan</p> <p>In the case of agenda items for which there are several motions, the chair of the meeting proposes a voting plan that determines the order in which the various motions are put to the vote. The meeting decides on this plan.</p>
5.2	<p>Motions not touching each other</p> <p>Motions on an agenda item that do not touch on each other are generally put to the vote in the order in which they were submitted.</p>
5.3	<p>Mutually exclusive motions (alternative motions)</p> <p>a) A contingent vote will take place first. (Assuming we were to make a decision, would A or B be preferable?). In case of a tie, this question is decided by lot. The motion that wins by a relative majority will be put to the final vote on the actual resolution.</p> <p>b) If more than two mutually exclusive alternative motions have been submitted, start with the motions with the smallest difference in content and compare them with each other, working your way forward step by step until only two motions remain. From then on, the procedure under 5.3a) applies.</p>
5.4	<p>More far-reaching and less far-reaching motion</p> <p>A more far-reaching motion A is voted on first. If A is approved, there is no vote on a less far-reaching motion B, which is otherwise fully included in the first motion. If A is rejected, B is put to the vote. If B is not fully included in A, 5.3 applies.</p>
5.5	<p>Amendments</p> <p>Amendments refer to a motion that has been submitted (= main motion). They propose a modification of this motion.</p> <p>The amendment and the main motion are mutually exclusive and are therefore treated as "mutually exclusive motions" 5.3.</p> <p>If the person who submitted the main motion agrees with the amendment, only the amendment is put to the vote, otherwise the meeting decides.</p> <p>If the main motion is withdrawn, the amendment is also cancelled.</p> <p>No one can oppose the submission of an amendment.</p> <p>A motion that does not relate to the main motion but concerns the same item on the agenda will be dealt with after 5.2 - 5.4.</p>

6	Elections
6.1	Prior to an election, an election officer shall be appointed by the GA.
6.2	Elected members whose term of office has expired and who seamlessly stand for re-election can be confirmed in office as a group (in corpore) if there are no further candidates. The consent of the assembly to this procedure must first be clarified in a vote of order. The 'in-corpore election' can be held orally or by ballot paper.
6.3	<p>If not elected in corpore, the procedure below applies:</p> <ol style="list-style-type: none"> a) In principle, the election can take place either in an oral election act or by means of a ballot paper on which all candidates are listed. As soon as more than one seat has to be allocated, a ballot paper must be used. b) If necessary, several ballots are held for an election. c) In each ballot, the number of votes obtained by each candidate and the required absolute majority must be determined. d) Before the first and, if applicable, second ballot <ul style="list-style-type: none"> • candidates declare their candidature personally or are nominated by third parties. • there is an opportunity for debate. At the end of the debate the election officer initiates the respective ballot. e) A ballot paper is valid if <ol style="list-style-type: none"> 1. no more votes were allocated than there are seats available, 2. a maximum of one vote was given per candidate, 3. no comments have been made on the note and 4. the will of the voter is clearly recognisable. f) In the first two ballots, the person who has received the absolute majority of valid votes is elected. g) From the third ballot onwards, only candidates who received votes in the first or second ballot are admitted. From this ballot onwards, the person with the lowest number of votes is eliminated as a candidate for the following ballots. h) The election procedure is completed when the acceptance of the election has been declared by those elected. <p>If more candidates are elected and accept the election than the number of seats provided for in the statutes, those elected with the lowest number of votes are eliminated as surplus candidates.</p>
6.4	Elections are held by secret ballot at the request of a member.