

Chapter 3: Rules of order at TBASA Congresses

3.1 Order of Business

- 3.1.1 The agenda for the meeting shall be prepared in accordance with the TBASA Statutes by the President and Secretary General. It shall be presented to the Congress in writing.
- 3.1.2 Additions to the agenda may be proposed to by the members before it has been formally adopted by the Congress. The Congress shall approve such additions.

3.2 Minutes

- 3.2.1 The minutes of the previous Congress shall be presented for confirmation by the Congress. The discussion on these minutes shall be limited to questions related to the interpretation of decisions recorded in the minutes.

3.3 Chairman of the Congress

- 3.3.1 The chairman has the right to propose the closing of a debate and also to propose special time limits for speeches of the delegates.

3.4 Matters of procedure

- 3.4.1 All matters of procedure not prescribed by these rules shall be decided by the Chairman of the Congress.

3.5 Privilege of Voice, Proposals and Vote

- 3.5.1 The President, Vice President and TBASA Executive members are entitled voice and proposal privileges at the Congress.
- 3.5.2 The auditors have the right to participate in the Congress and are entitled voice and proposal privileges even if they are not a delegate of any Member.
- 3.5.3 Each Affiliated Member shall be entitled to representation and privileges in the Congress as follows:
 - a) One delegate with voice and vote.
 - b) Other delegates as specified in the Statutes with voice only.

3.6 Motions and Amendments

- 3.6.1 The first proposition of any particular subject shall be known as the Original Motion and all succeeding propositions on that subject shall be called amendments.
- 3.6.2 Every motion or amendment must be moved and seconded by members actually present at the Congress before they can be discussed and, wherever possible, should be set forth in writing.

3.7 Substantive Motions

- 3.7.1 If an amendment were carried, it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the Substantive Motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion, which has previously been rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

3.8 Order of Debate

- 3.8.1 Permission to speak is requested by addressing the Chairman. Proposals to be discussed at the Congress shall have been submitted to the Secretary General and Members in due time according to the Statutes.
- 3.8.2 Other proposals may be debated and voted upon only if they are presented to the Congress in written form and only if the Congress decides by the majority required by the Statutes that such a proposal warrants consideration.
- 3.8.3 Any reservation against a decision by the Congress shall be reported at the meeting and shall be handed over in written form to the President as soon as possible for inclusion in the minutes.

3.9 Withdrawals or Additions

- 3.9.1 No motion or amendment, which has been accepted by the Chairman, shall be withdrawn without the unanimous consent of the Congress. Neither shall any addendum or rider be added to a motion, which has once been accepted by the Chairman without such full consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment.

3.10 Closing Debate

- 3.10.1 The motions for the pervious¹ question, next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of the closing being carried the mover of the Original Motion shall have the right to reply before the question is put.

3.11 Right of Reply

- 3.11.1 The mover of the Original Motion shall, if no amendment were moved, have the right of reply at the close of the debate upon such motion. When an amendment is moved, he shall be entitled to speak thereon and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately and under no circumstances shall any further discussion be allowed once the question has been put for the chairman. The mover of an amendment shall not be entitled to reply.

3.12 Adjournment

- 3.12.1 Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting, but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which adjournment has been moved shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice his right of reply on his own motion. In the event of such motion being lost it shall not be moved again.

3.13 Voting and Decisions

- 3.13.1 Quorum and voting rights shall be as specified in the Statutes.
- 3.13.2 A simple majority shall determine decisions at the Congress except that a two-third (2/3) majority shall be required when specified by the Statutes.
- 3.13.3 At a secret election ballot no voting paper is allowed to have more names than the number of persons to be elected.
- 3.13.4 The Congress shall elect two persons responsible for the counting of votes at a secret ballot.
Note: Simple majority is either absolute or relative. For a decision in fact matters absolute majority is required i.e. more than half of the delivered number of votes. (abstentions do not count as votes delivered)
- 3.13.5 If, at an election there are more candidates than shall be elected, the decision shall be made by relative majority i.e. the persons who were given the highest number of votes are elected irrespective of the relationship to

¹ Open

the total number of delivered votes.

3.14 Chairman's Ruling

- 3.14.1 If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking thereon shall resume his seat and no other member shall rise until the Chairman resumes the chair.
- 3.14.2 The ruling of the Chairman on any question under the Rules of Order, or on points of order or explanation, shall be final unless challenged by not less than four members, and unless two thirds of the members present vote the contrary.

3.15 Interruption

- 3.15.1 If any member interrupts another while addressing the Congress, or uses abusive or profane language, or causes disturbance at the Congress and refuses to obey the Chairman when called to order, he shall be named by the Chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the Congress has been given.
- 3.15.2 No member shall leave the Congress before its conclusion without the permission by the Chairman.

3.16 Amendments

This Chapter was accepted by the Congress in [place] on [date].