

IPC Handbook	<b>Standing Order 2</b>	Section 2
June 2013	<b>Administrative Procedures to be followed prior to IPC General Assemblies</b>	Chapter 2.2

### Preamble

This Standing Order outlines the administrative rules and regulations to be followed by the IPC prior to IPC General Assemblies and takes into account the rules and regulations outlined in the IPC Constitution and Bylaws.

This Standing Order complements the Standing Order 1: “Procedures to be followed at IPC General Assemblies”, as well as any relevant bid packages and standard contracts outlining the conditions for hosting the General Assembly, and/or any operational manuals to assist hosts in organising the General Assembly.

## **I The Regular IPC General Assembly, held every two years**

### **1. Six (6) months prior to the regular General Assembly**

- 1.1 Notice of a regular General Assembly shall be given by IPC at least six (6) months prior to the meeting. The notice shall include information on the time, duration and venue for the General Assembly.
- 1.2 At least six (6) months prior to the General Assembly the IPC shall remind its members that the right to participate in the General Assembly, the right to vote, to submit motions and to submit nominations is subject to being in good standing with the IPC. Individual reminders shall be sent to those member having failed to pay the IPC membership fee with a formal notification that they risk a suspension unless they correct their status of non-compliance with the IPC rules and regulations. Members that have not paid their membership fee by the time of the call for nominations shall not be invited, and are not permitted, to submit nominations.
- 1.3 Six (6) months prior to the General Assembly the IPC shall invite its members to attend that General Assembly and where relevant and appropriate to complete and submit to the IPC in writing the following:
  - 1.3.1 Motion Forms, at least three (3) months prior to the General Assembly.



- 1.3.2 Mandate Forms, requesting the identification of maximum two official delegates per IPC Member. Sports governed by the IPC or an IOSD shall be allowed one official delegate. Mandate Forms shall be submitted to the IPC by the deadline as specified by the IPC, which shall normally be in connection to the registration deadline.
- 1.3.3 Requests for the accreditation of observers in addition to the two official delegates. The granting of observer status is at the sole discretion of the IPC. Observers shall be seated in a designated area, separate from the official delegates' tables. Only observers that have been granted accreditation may be register for the IPC General Assembly.
- 1.3.4 Nomination Forms, every fourth year, during the IPC Governing Board election year. Nomination Forms and any supporting material shall be submitted at least three (3) months prior to the General Assembly, and shall be in compliance with the conditions as specified by the IPC on the Nomination Form.
- 1.4 Together with the invitations as specified under article 1.3, the IPC will provide each member with an access code to the relevant webfile and shall normally make the following papers available electronically:
- 1.4.1 General information:
- Request for confirmation of receipt of the material
  - Overview of papers included in this package
  - Overview of the deadlines that apply
  - Tentative schedule IPC Conference and General Assembly
  - Tentative agenda IPC General Assembly
  - Relevant practical Information
- 1.4.2 Formal documents
- Mandate Form
  - Motion Form
  - IPC Guidelines for formulating motions
- 1.4.3 Documents related to the election of the IPC Governing Board (every 4 year)
- Nomination Form (including conditions for nominations)
  - Template for CV and any other relevant information for media publications



- Undertaking for GB members  
IPC Diversity Policy
- Bylaw “IPC Governing Board Election and Nomination Policy and Procedures”
- Information and guidelines for candidates to election on GB role, responsibilities and expectations

## **2. Between six (6) and three (3) months prior to the regular General Assembly**

- 2.1 As soon as possible following the official notification and the invitation to attend the IPC General Assembly, the IPC shall send all practical information relevant to the registration process, payment modalities, and any other relevant information such as the IPC Conference programme and the solidarity programme. The IPC shall announce the closing date for the registration, which shall normally be two (2) months prior to the regular General Assembly. The IPC may levy an increased registration and/or accommodation fee for any late registrations.
- 2.2 The IPC shall as soon as possible following the receipt of any Mandate, Motion and/or Nomination Form confirm the receipt in writing, after having verified that the respective IPC member is in good standing with the IPC, and that all relevant required supporting material was attached to the form.
- 2.3 Following the submission of a Nomination Form the IPC shall, together with the confirmation of receipt, also provide the nominating body the following documents with the request that they would also make these available to their nominee(s):
  - Code of conduct for candidates to election
  - IPC Electoral Commission rules and regulations
  - Contact details for the IPC Electoral Commission (LEC Assistant)

## **3. Between three (3) and two (2) months prior to the regular General Assembly**

- 3.1 The deadline for submitting motions and nominations and any supporting material shall be three (3) months prior to the General Assembly. Any member having submitted motions and/or nominations after that deadline shall be informed that the IPC Management Team does not have the authority to accept late motions and/or



nominations and that the matter has been deferred to the IPC Legal and Ethics Committee for consideration.

- 3.2 Motions not meeting the three months requirement may be considered by the IPC Governing Board and Legal and Ethics Committee in accordance with the IPC Standing Order 1: 'Procedures to be followed at IPC General Assemblies'.
- 3.3 All motions received shall be reviewed by the IPC Legal and Ethics Committee, whose observations and recommendations shall be submitted to the IPC Governing Board, which will then provide the IPC General Assembly with its recommendations on all motions received.
- 3.4 The respective IPC member having submitted a motion that was declared invalid, redundant, or non-appropriate as a result of the IPC Legal and Ethics Committee review of all motions shall be informed of any such deliberations accordingly. Any such IPC member shall be asked whether or not they wish to be provided the opportunity to be heard by the IPC General Assembly on the matter during a 'question and answer' session to specifically deal with the more general type of questions or concerns raised by member organizations, which however, do not require a vote or can be addressed on an operational level. The IPC Legal and Ethics Committee shall report to the IPC Governing Board on any motion that has been withdrawn or declared invalid.
- 3.5 The IPC Legal and Ethics Committee shall appoint the Electoral Commission as soon as possible following the closing of the nomination process, and prior to the public announcement by the IPC of all candidates for election.
- 3.6 The names of the Electoral Commission Chairperson and members shall be made public; this will normally be announced together with the names of the candidates to election, which also constitutes the start of the election campaign.

#### **4. Eight (8) to six (6) weeks prior to the regular General Assembly**

- 4.1 The latest six (6) weeks prior to the IPC General Assembly, the IPC Management Team shall provide those IPC Members who have confirmed their attendance at the IPC General Assembly (by having completed the IPC registration process and having submitted the Mandate Forms), with the access code to the relevant webfile and shall make the agenda and all relevant meeting documents, including the IPC Standing Order 1: 'Procedures to be followed at IPC General Assemblies', available electronically.
- 4.2 All motions received, except those deemed not to be motions by the IPC Legal and Ethics Committee and which have not been re-written and re-submitted, in due time shall be



included in the meeting documents together with the rationale and any supporting material received. Members shall be encouraged to submit any proposed amendments to the motions in writing prior to the General Assembly.

- 4.3 Nominations and any supporting material shall be circulated to the IPC Membership preferably with the meeting documents six (6) weeks prior to the IPC General Assembly, but with a minimum of thirty (30) days prior to the IPC General Assembly at which the elections are held.
- 4.4 The 'Overview Guide to the IPC Election Procedures' and the 'Summary of the IPC Governing Board Election Process' shall be provided to the IPC Members together with the meeting documents.

## **5. Six (6) to two (2) weeks prior to the regular General Assembly**

- 5.1 All meeting documents shall be made available well enough in advance to the interpreters providing simultaneous translation during the General Assembly.
- 5.2 The original IPC mandate forms must be signed by the President and Secretary General or similar senior official from the IPC member organization and must carry the organization's official stamp or similar identification. Mandate forms that are not completed in compliance with IPC requirements will be returned to the IPC Member and must be officially corrected and confirmed the latest two (2) weeks prior to the IPC General Assembly.
- 5.3 In the event of any last minute changes occurring within the official delegation, a new mandate form signed by the President, Secretary General, or similar senior official of the member organization must be completed and must carry the organization's official stamp. This new mandate form must be sent to IPC HQ in advance, with an official accompanying letter explaining the changes. The respective delegates shall also bring an official copy of such letter and new mandate form to the IPC General Assembly.
- 5.4 The IPC Management Team shall prepare the Roll Call List clearly identifying:
  - which member organizations are in good standing with the IPC;
  - which of those IPC member organizations in good standing are represented at the General Assembly and have voting rights; and the presence of any IPC Regional Body with voting rights;
  - the presence of an individual that holds IPC Life Membership and of any other delegate from IPC/IOSD Sports that have speaking but no voting rights;



- the presence of any IPC Recognized International Federations that have been granted observer status;
- the total number of IPC member organizations in good standing and with voting rights, the total number of those IPC member organizations present at the General Assembly and whether the quorum to hold a valid General Assembly is reached, i.e., at least one-third (1/3) of the IPC Members with voting rights; IPC/IOSD Sports and IPC Regions are not counted for the purpose of quorum.

## **II The extra-ordinary IPC General Assembly**

- 1.1 An extra-ordinary General Assembly may be called by the IPC President, on request of the Governing Board, or on demand by at least 1/3 of the total number of IPC Members. The notice of the extra-ordinary General Assembly shall specify the agenda for the meeting.
- 1.2 Notice of an extra-ordinary General Assembly shall be given at least one full calendar month prior to the meeting. The notice shall include information on the time, duration and venue for the General Assembly.
- 1.3 Where it would not be possible to follow the timelines and procedures as specified for a regular General Assembly, the IPC will make all possible efforts to ensure that similar standards of good governance and/or best practice are applied for extra-ordinary General Assemblies.