

Rules of Procedure for the Delegates' Conference

In accordance with Article 13 of the Statutes of 26. June 2012
(4th International Delegates' Conference on 4 October 2013)

§1 Role of the Delegates' Conference

- (1) At the Delegates' Conference (DC) all groups supporting the work of terre des hommes Germany - the volunteer members, the project partners, the international youth network and the staff - shall take part in the adoption of all fundamental decisions on the international programme activity of the terre des hommes Germany.
- (2) The DC shall operate in line with the aims and terms of reference of the association as stipulated by the Statutes and, in accordance with Article 13(2) of the Statutes, shall take decisions on
 - a) strategic goals of international project work
 - b) joint campaigns by the association in cooperation with project partners
 - c) common focal themes relevant to all groups of delegates
 - d) resolutions on important international issues.

§2 Preparatory and Follow-up Process

- (1) By way of preparation for the DC, there shall be thorough discussions of all essential items of business on the provisional agenda, with all delegates and the groups they represent being given sufficient time to take part in this process. The coordination of the preparatory process is the responsibility of the Standing Committee (StanCom) (see §7); the Head Office shall act as a secretariat for the StanCom and the DC.
- (2) During the preparatory process the delegates, regional conferences, Head Office, regional partner meetings and international youth network shall have the opportunity to make proposals for the agenda, submit discussion papers and motions, and put forward nominations for the tasks of chairing the plenary sessions, moderating the working groups and taking the minutes.
- (3) From the nominations mentioned in §2.2 the StanCom shall select persons to chair the plenary sessions, to moderate the working groups and to take the

minutes; further, it shall familiarise them with their responsibilities and the topics to be discussed, and present their names to the DC for election.

- (4) First drafts of discussion papers and motions shall be sent out early enough to be discussed in good time by members at regional conferences, the international youth network and project partners at their regional partner meetings.
- (5) In order to enable preparation for the DC and communication between conferences among the delegates, with the Executive Board and Head Office, and also with the regional offices, the Head Office shall issue several electronic newsletters in the year before the Conference.
- (6) After the DC the Head Office shall compile documentation on the Conference and the decisions taken there. The Presidium and Head Office shall report annually (e.g. on the occasion of the General Assembly) on the action taken to implement the DC decisions and the experience gained thereby.

§3 Formalities

- (1) The DC shall meet every five years in ordinary session. If necessary, the Presidium may convene an extraordinary delegates' conference (EDC); the Presidium shall be obliged to convene such an EDC if the StanCom so requests.
- (2) The Presidium shall send out a letter of invitation to the delegates at least two months before the DC (starting from the day on which the invitation is dispatched). It shall include a provisional agenda as well as the discussion papers and motions received by the date of mailing.
- (3) The date of the DC and the topics to be discussed shall, however, be announced six months before the invitation is issued in order to ensure that preparations can go forward as set out in section 2 of these Rules.
- (4) There shall be a quorum if the DC has been convened in good time and if more than one half of the delegates are present.
- (5) The DC shall be opened by the Chairperson of the Presidium.
- (6) The DC shall elect persons to take the chair and to keep the minutes in

plenary sessions. Should the delegates choose not to approve the StanCom's nominations suitable candidates must be elected in their place.

- (7) The person in the Chair shall first establish that the invitations were sent out in good time pursuant to §3.2, and that there is a quorum pursuant to §3.4. Then he/she shall put the provisional agenda to the vote.
- (8) The Presidium shall report to the DC on the implementation of the decisions of the preceding DC. The delegates shall immediately have an opportunity to enter into discussion.
- (9) Motions to the Delegates Conference must meet the following prerequisites:
 - correspond to the DC's areas of decision,
 - have been received by StanCom, in writing, at the latest 45 days before the DC,
 - contain an outline of activities needed for implementation, and
 - be moved and supported by at least two regions from different continents or by two different groups of delegates.

Spot Motions moved during the Delegates Conference must

- meet the above quality criteria,
- be presented in writing,
- be connected to the issues discussed during the DC with the exception of urgent,
- issues that have emerged after the expiry of the deadline for motions, and
- be signed by at least one third of delegates present.

§4 Admission of the public and guests

- (1) Besides the delegates with the right to vote, guests may attend the DC. They may include members and staff of the association, members of the international youth network, tdh project partners, representatives of the TDHIF and other individuals. The StanCom shall decide on the admission of guests.
- (2) In order to preserve efficient working conditions the StanCom may restrict the number of guests and, if required, set an upper limit for the groups mentioned in 4.1. The total number of guests must not exceed the number of delegates.
- (3) The guests shall not have the right to speak but may be given the floor in individual cases.

§5 Work in plenary session and in workshops

- (1) The DC shall conduct its business in plenary session and in workshops.
- (2) Topics and motions on the agenda are to be discussed in depth at the workshops, and proposals formulated for presentation to the plenary. The StanCom shall, if necessary, collate proposals from the workshops and present them to the plenary for action.
- (3) The workshops shall report back to the plenary on the main points of their discussions; following a short general debate any motions arising shall be put to the vote.

§6 Conference languages and interpretation

- (1) The working languages of the DC shall be German, English and Spanish.
- (2) The discussions in the plenary sessions shall be interpreted simultaneously into the conference languages. Interpretation will also be provided, as far as possible, for delegates who exclusively speak other languages.
- (3) If facilities allow, simultaneous interpretation shall also be available at the workshops. If this is not the case, discussions shall be conducted in one of the conference languages. Consecutive or whispered interpretation will be provided for delegates who do not understand this language.
- (4) Conference documents shall be provided for the project partners in the conference languages.

§7 Standing Committee

- (1) The StanCom shall comprise
 - 4 partner delegates, one each from Asia, Africa, America and Europe
 - 3 delegates of the volunteer members
 - 1 staff delegate
 - 1 Executive board member
 - 1 Presidium delegate
- (2) StanCom members shall be endorsed by the DC on the proposal of the respective delegate group. The mandate of the newly elected StanCom

members shall begin with the inaugural meeting of the StanCom after the DC and end with the conclusion of the following DC. The StanCom should have a gender balance.

StanCom members in office shall attend the following DC, even if they have not been reelected as a delegate. In this case they shall have full speaking, but not voting rights.

- (3) If a StanCom members leaves in the course of his/her period of office, the respective group shall mandate a suitable substitute person for the remaining period. The substitute shall be confirmed by StanCom.
- (4) The StanCom shall have the following responsibilities:
 - Preparing for the DC in terms of form and content,
 - Examining motions before and during the DC,
 - Following up on the implementation of DC decisions and
 - Passing on the results of StanCom meetings to the volunteer members, project partners, the international youth network and staff.
- (5) The StanCom shall adopt Rules of Procedure to handle its own business.

§8 Chairpersons and moderators

- (1) The Chairpersons shall facilitate the discussions and votes in the plenary sessions.
- (2) Four delegates shall be elected to serve as Chairpersons, each session in plenary being facilitated by two of them.
- (3) One Moderator shall be elected for each workshop, this person not being one of the Chairpersons. Moderators may of course be delegates, but members of the association and full-time staff may also serve in this capacity.
- (4) All such persons shall have considerable experience in chairing meetings and shall possess a good knowledge of the topics to be discussed. The StanCom shall make appropriate nominations.

§9 Minutes of the Delegates' Conference

- (1) Two people shall be elected to take minutes in the plenary sessions, and one other person for each of the workshops. If they are not delegates to the DC they must be members of the association or full-time staff. They must have a

good command of one of the conference languages. The StanCom shall nominate suitable persons.

- (2) The minutes shall be produced in all three conference languages. They shall contain:
 - all relevant formalities;
 - all decisions taken and motions rejected, and
 - a brief summary of the discussions both in the plenary session and in the workshops.
- (3) The responsibility for the provisional version of the minutes shall rest with the final person taking the minutes and the StanCom. They shall see to it that the minutes are completed within a period of two months after the Conference and sent to all delegates for their comments.
- (4) The final version of the minutes shall be signed by the Chairperson of the Presidium, made available in all conference languages and communicated to the delegates within a further period of one month as part of the proceedings of the DC.

§10 Exercising voting rights

- (1) The delegates shall receive voting cards at the beginning of the DC. Lost voting cards will not be replaced.
- (2) The right to vote can only be exercised with a voting card.

§ 11 Voting

- (1) Only motions fulfilling the criteria § 3.9. that have been communicated to the Chair in written form shall be put to the vote. Exceptions are points of order (see section 12 of these Rules).
- (2) If the motion cannot be communicated to delegates in written form or by overhead projector, the Chairperson shall read it out again before proceeding to the vote. When voting is by show of hands he/she shall ask for votes in favour, votes against and abstentions.
- (3) If several motions on the same issue have been tabled, the more far-reaching ones shall be voted on first.
- (4) Amendments shall be voted on first, then the motion concerned.

- (5) The adoption of a motion shall be by a majority of the votes cast for and against (simple majority); in the event of a tied vote, the motion shall be deemed rejected.

§12 Points of order

- (1) Each delegate has the right to influence the conduct of DC business through points of order.
- (2) Points of order are motions on the procedure to be followed in discussing matters of substance. In particular, they include motions to
- amend the agenda
 - limit speaking time
 - close the list of speakers
 - close the debate
 - take no action
 - check on the quorum, and
 - close the DC.
- (3) A point of order shall take precedence over all other requests to speak. The delegate wishing to move such a motion shall indicate this by raising both hands. A vote shall be taken on the point of order before the discussion resumes. One person may speak against the point of order.