

# INTERNATIONAL PEACE BUREAU

## RULES OF PROCEDURE

*These rules act as a supplement to the IPB Constitution.*

### 1. IPB ASSEMBLY

#### a. Timetable

- (i) The place and date to be communicated to the IPB membership at least 5 months in advance.
- (ii) All matters which require decisions to be taken by the Assembly must be submitted to the Secretariat at least 3 months in advance.
- (iv) IPB members shall be sent the agenda at least 2 months in advance.

#### b. Extraordinary meetings

A request shall be submitted together with the agenda and the necessary documents to the Secretariat 3 months in advance of the date proposed. The place, the date, agenda and documents shall be communicated to the IPB members at least 2 months in advance of the meeting and the meeting shall take place within 4 months of the request being made.

#### c. Quorum

The quorum of organisations present or represented at the Assembly shall be 15% of the current total number of member organisations.

### 2. ELECTIONS

#### a. Voting

All eligible member organisations may vote (by mail, email, or fax) for President, Treasurer, Vice-Presidents and Steering Committee members.

#### b. Regional elections

The Council is composed of Officers plus regional representatives elected by members within the geographically-designated regions. Each region elects 2 Representatives and 2 Alternates. The Council meeting held prior to the Assembly defines regions according to the stipulations of the Constitution, and after negotiations with members. They shall come into force immediately.

#### c. Nominations

- i. The Nominations Committee will send out, according to the schedule below, requests for nominations, and later ballot papers, to all paid-up member organisations in each designated region. It is recommended, but not a requirement, that delegates should be resident in the region they represent. In the event of a delegate being unable to attend a Council meeting, his or her alternate shall participate with the same rights and duties as the delegate.
- ii. Any member organisation has the right to nominate candidates. Nominations must have the written consent of the nominee and must be accompanied by a statement no longer than 100 words outlining the candidate's background and reasons for standing, plus a curriculum vitae.
- iii. The Steering Committee shall have the power to nominate a candidate for office if there has been no nomination or a candidate has withdrawn.
- iv. In the event of an individual being elected both as an Officer and as a Regional Representative, s/he shall be elected as an Officer, and the candidate with the second highest votes in the regional election shall be the Regional Representative.

#### **d. Timetable**

- i. A call for nominations to be sent out 5 months before the Assembly;
- ii. Nominations with information on candidates to be received by the Secretariat 3 months beforehand.
- iii. Ballot forms and information on candidates to be sent out 2 months beforehand.
- iv. Completed ballot forms to be received by mail/fax by the opening of the Assembly.

#### **e. Eligibility**

- i. New members are entitled to exercise their voting rights immediately following payment or negotiation of their affiliation fee and acceptance into membership by the Assembly.
- ii. Only members having paid their affiliation fee for the current year, according to the accounts submitted to the Assembly, have the right to vote.
- iii. To be eligible for election as Officer, Council member or Steering Committee member, a candidate must be nominated by a member organisation.

#### **f. Equal votes**

In the event of equal votes in an election, the successful candidates may take up the post jointly until the next Council meeting, which shall decide whether to re-run the election, alternate the representation on a yearly basis, or adopt some other solution.

#### **g. Alternates**

The candidates with the second highest votes for each post shall be appointed as alternates for that region.

#### **h. Regions without candidates**

In the event of no nominations being made for a particular region (or nominations being made for only one gender), the Nominations Committee shall re-run the election at a later date for that region or regions.

#### **i. Secret ballots**

All elections shall be by secret ballot.

### **3. COUNCIL MEETINGS**

#### **a. Timetable**

- (i) the place and date of the Council shall be communicated to the IPB membership at least 4 months in advance, together with a call for nominations to the Steering Committee.
- (ii) all matters which require decisions to be taken by the Council must be submitted to the Secretariat at least 3 months in advance.
- (iii) IPB members shall be sent the agenda and ballot papers at least 2 months in advance.

#### **b. Extraordinary meetings**

An extraordinary meeting shall be convened if requested in writing by at least 5 elected delegates, or by the Steering Committee. The request shall be submitted to the Secretariat 2 months in advance of the date proposed, together with the agenda and the necessary documents. The place, the date, agenda and documents shall be communicated to the IPB members at least one month in advance of the meeting and the meeting shall take place within 3 months of the request being made, on condition that a quorum of two-thirds of those entitled to attend have pledged to do so.

#### **c. Quorum**

The quorum at meetings of the Council shall be 25% of the total Council membership, excluding alternates.

#### **4. STEERING COMMITTEE**

##### **a. Method of working**

The Steering Committee shall arrange its own calendar and method of working.

##### **b. Extraordinary meetings**

An extraordinary meeting shall be held at the written request of any 3 of the members, provided the request is received 4 weeks prior to the proposed date. The meeting shall be held within 6 weeks of the request being made.

#### **5. NOMINATIONS COMMITTEE**

##### **a. Method of working**

The Nominations Committee shall arrange its calendar so that it meets the time limits given in the Constitution/Rules.

##### **b. Proposals to the Assembly**

When proposing the election of Council members the Nominations Committee is tied to the elections made in the regions. The regional elections shall be organised in consultation with the Nominations Committee. When proposing the election of the President, the Vice-Presidents, the Treasurer, and the members of the Steering Committee, the proposals shall be based on the votes cast by the member organisations.

#### **6. MINUTES**

a. The proceedings of all meetings of IPB policy-making bodies, including sub-committees and working groups, shall be recorded in minutes. These minutes are to be agreed as a true record by the next meeting and signed, together with any corrections, by the Chair of that meeting.

b. Copies of all Assembly and Council minutes shall be sent to all member organisations. Minutes of Steering Committee to be sent to all Council members. Copies of minutes of all IPB policy-making bodies are open to, and may be requested by, all Officers, members and co-opted members of Council and Steering Committee.

c. Minutes shall be kept on file at the Secretariat, or otherwise accessible, for at least 10 years. Thereafter they may be transferred for safekeeping to an archive chosen by the Council.

#### **7. ASSOCIATE OFFICES**

IPB may have associate offices, which represent IPB. Such offices may be established by Council after agreement with the IPB member organisations in the region/country concerned. Although such offices are independently-run and financially self-sufficient, they are politically accountable to the IPB Council and the Secretariat.

#### **8. REGISTERS**

The Secretariat shall keep the following registers:

- a. Member organisations, their contact details, secretary or other designated representatives and alternates.
- b. Individual members, with their contact details.
- c. Officers and all other members of Council and Steering Committee, with their contact details.
- d. Annual fee payments by all members.

## **9. REVISIONS TO THE RULES**

The Rules of Procedure may be revised by the IPB Council. Proposals to change these rules may be made by members, the Council, or the Steering Committee. Proposals for revision must be submitted to the Secretariat at least 6 months in advance of the next Council, and shall be circulated to the IPB membership at least 4 months in advance of the next Council. Any decision takes effect immediately. Two-thirds of the votes cast in the Council are necessary to revise the Rules.

With the exception of increasing or decreasing the number of regions as membership rises or falls, all revisions must be formally ratified by the next IPB Assembly.

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*Last revised at IPB Triennial Assembly, Helsinki, September 2006*