



Administrative procedures prior to General Assemblies

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1 Preamble

This document outlines the administrative rules and regulations to be followed by the APC prior to APC General Assemblies, and takes into account the rules and regulations outlined in the APC Constitution and Bylaws. This document complements the document 'Procedures to be followed at APC 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.

2 Regular APC General Assembly, held every two years

2.1 Six (6) months prior to the regular General Assembly

Notice of a regular General Assembly shall be given by the APC at least six (6) months prior to the meeting. The notice shall include information on the time, duration and venue for the General Assembly.

At least six (6) months prior to the General Assembly the APC 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 APC.

Six (6) months prior to the General Assembly the APC shall invite its members to attend that General Assembly and, where relevant and appropriate, to complete and submit to the APC in writing the following:

- Motion Forms, at least three (3) months prior to the General Assembly.
- Mandate Forms, requesting the identification of maximum two official delegates per APC Member. Mandate Forms shall be submitted to the APC by the deadline as specified by the APC, which shall normally be in connection to the registration deadline.
- 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 APC. Observers shall be seated in a designated area, separate from the official delegates' tables. Only observers that have been granted accreditation may be registered for the APC General Assembly.
- Nomination Forms, every fourth year, during the APC Executive 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 APC on the Nomination Form.

Together with the invitations as specified above, the APC shall normally make the following papers available electronically:

2.1.1 General information:

- Overview of the deadlines that apply
- Tentative agenda APC General Assembly
- Relevant practical information

2.1.2 Formal documents

- Mandate Form
- Motion Form

2.1.3 Documents related to the election of the APC Executive Board (every 4 year)

- Nomination Form (including conditions for nominations)
- Template for CV and any other relevant information for media publications
- Undertaking for EB members
- Bylaw "APC Executive Board Election and Nomination Policy and Procedures"
- Information and guidelines for candidates to election on EB role, responsibilities and expectations

2.2 Between six (6) and three (3) months prior to the regular General Assembly

As soon as possible following the official notification and the invitation to attend the APC General Assembly, the APC shall send all practical information relevant to the registration process, payment modalities, and any other relevant information. The APC shall announce the closing date for the registration, which shall normally be two (2) months prior to the regular General Assembly. The APC may levy an increased registration and/or accommodation fee for any late registrations.

The APC 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 APC member is in good standing with the APC, and that all relevant required supporting material was attached to the form.

2.3 Between three (3) and two (2) months prior to the regular General Assembly

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 APC Management Team does not have the authority to accept late motions and/or nominations and that the matter has been deferred to the APC Legal & Ethics Committee (LEC) for consideration.

Motions not meeting the three months requirement may be considered by the APC Executive Board and LEC in accordance with the APC Rules & Regulations 'Procedures to be followed at APC General Assemblies'.

All motions received shall be reviewed by the APC LEC, whose observations and recommendations shall be submitted to the APC Executive Board, which will then provide the APC General Assembly with its recommendations on all motions received.

The respective APC member having submitted a motion that was declared invalid, redundant, or non-appropriate as a result of the APC LEC review of all motions shall be informed of any such deliberations accordingly. Any such APC member shall be asked whether or not they wish to be provided the opportunity to be heard by the APC 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 APC LEC shall report to the APC Executive Board on any motion that has been withdrawn or declared invalid.

The APC LEC shall appoint the Electoral Commission as soon as possible following the closing of the nomination process, and prior to the public announcement by the APC of all candidates for election.

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.

2.4 Eight (8) to six (6) weeks prior to the regular General Assembly

The latest six (6) weeks prior to the APC General Assembly, the APC Management Team shall make the agenda and all relevant meeting documents, including the APC Rules & Regulations 'Procedures to be followed at APC General Assemblies', available to those APC Members who have confirmed their attendance at the APC General Assembly (by having completed the APC registration process and having submitted the Mandate Forms).

All motions received, except those deemed not to be motions by the APC LEC 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.

Nominations and any supporting material shall be circulated to the APC Membership preferably with the meeting documents six (6) weeks prior to the APC General Assembly, but with a minimum of thirty (30) days prior to the APC General Assembly at which the elections are held.

2.5 Six (6) to two (2) weeks prior to the regular General Assembly

All meeting documents shall be made available well enough in advance to the interpreters providing simultaneous translation during the General Assembly.

The original APC mandate forms must be signed by the President and Secretary General or similar senior official from the APC member organization and must carry the organization's official stamp or similar identification. Mandate forms that are not completed in compliance with APC requirements will be returned to the APC Member and must be officially corrected and confirmed the latest two (2) weeks prior to the APC General Assembly.

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 APC 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 APC General Assembly.

The APC Management Team shall prepare the Roll Call List clearly identifying:

- which member organisations are in good standing with the APC;
- which of those APC member organisations in good standing are represented at the General Assembly and have voting rights;
- the presence of an individual that holds APC Life Membership and of any other delegate that have speaking but no voting rights;
- the total number of APC member organizations in good standing and with voting rights, the total number of those APC 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 APC Members with voting rights.

3 Extra-ordinary APC General Assembly

An extra-ordinary General Assembly may be called by the APC President, on request of the Executive Board, or on demand by at least 1/3 of the total number of APC Members. The notice of the extra-ordinary General Assembly shall specify the agenda for the meeting.

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.

Where it would not be possible to follow the timelines and procedures as specified for a regular General Assembly, the APC will make all possible efforts to ensure that similar standards of good governance and/or best practice are applied for extra-ordinary General Assemblies.