



APC Procedures to be followed at General Assemblies

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1 Introduction

This Standing Order sets out the procedures and rules for conducting APC General Assemblies.

This Standing Order is a compilation of relevant articles from the APC Constitution and bylaws of APC, and standard practice and rules traditionally applied by APC.

2 Opening of the meeting

2.1 Call to order

The APC General Assembly will normally be chaired by the President of the APC.

The official delegates of the APC General Assembly will include no more than two (2) representatives of each APC member mandated in writing to represent their respective Organisation.

Guests, observers, staff members and other invited individuals will be seated in the area designated for their use.

The Chairperson will call the meeting to order by asking for quiet and inviting official delegates to take the seats designated to them by the APC.

The General Assembly will begin with housekeeping announcements (i.e., information related to evacuation in the event of fire, location of restrooms, etc.) and the testing of the electronic voting system.

2.2 Roll call and speaking/voting rights

The APC CEO/Secretary General will conduct a roll call of the APC membership. The purpose of the roll call is to:

- record which members are present
- acknowledge and record those members who have sent apologies for absence
- confirm which members are in good standing with the APC
- ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights; and
- announce the number of those members present and entitled to vote.

Each official delegate will have speaking rights. See article 3.3 for procedures with respect to speaking rights.

Each APC full member in good standing will have one vote at the meeting. The right to vote is non-transferable.

An individual cannot concurrently represent more than one APC member, and as such cannot carry more than one vote.

The Chairperson will ask for a motion (and a seconder) naming scrutineers, tellers and/or other officials necessary for the efficient conduct of the meeting. This will be done whether or not an electronic voting system is used.

2.3 Quorum

The presence of at least one-third (1/3) of the APC members with voting rights will constitute a quorum.

If there is no quorum at the start of a meeting, the Chairperson will rule that the meeting will not proceed and will adjourn the meeting to a time and place specified by the Chairperson and agreed to by those present at the meeting.

If the APC members decide to challenge this ruling and proceed despite the lack of a quorum, any decisions made must be ratified by the next APC General Assembly where there is a quorum. (See article 5.2 "Challenging a Ruling".)

If the meeting is adjourned due to lack of quorum and a new meeting is called, the new meeting may proceed and the members present may make decisions regardless of the number of members present. All the requirements with respect to notice, timelines, etc. must be adhered to in calling and convening this new meeting.

2.4 Adoption of the agenda

The Chairperson will ask for a motion (and a seconder) that the agenda (circulated in advance) be adopted. The agenda will be circulated at least six (6) weeks in advance. The order of business will follow the order as outlined in the adopted agenda.

The agenda can be amended at any time during the meeting by way of a procedural motion. (See article 4.3 "Procedural Motions".)

Although the agenda may be amended by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.

At APC General Assemblies there is no agenda item entitled 'any other business'.

3 Meeting business

At every General Assembly, the business of the meeting will normally include the following:

- receiving and approving the minutes of the previous General Assembly;
- receiving the reports of the APC Executive Board and CEO, and the Biennial Report;
- membership, including welcoming of new members, suspensions, and terminations of membership;
- finances;
- motions from the APC members and Executive Board;
- reports from Asian Games organising committees; and
- electing the Executive Board (every quadrennial).

3.1 Minutes of previous meeting

APC Members have two (2) months after a General Assembly to submit written requests for amendments to the circulated draft minutes. The Executive Board considers the submitted requests for amendments and finalises the draft minutes.

The draft minutes as approved by the Executive Board will be circulated with the meeting papers for the next General Assembly.

The Chairperson will ask for a motion (and a seconder) to accept the draft minutes as an accurate record of the last meeting. Provided the draft minutes have been circulated in advance, they will be taken as read.

Only matters arising from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time.

3.2 APC reports

Any reports circulated in advance with the meeting documents, or referred to as being available on the APC website, will be taken as having been read.

The Chairperson or the APC CEO will present an executive summary of the relevant annual report(s) at the meeting.

The Chairperson will invite questions from the floor with respect to the Biennial Report. (See article 3.3 "Speaking Rights".)

3.3 Speaking rights

As indicated in article 2.2, each official delegate will have speaking rights. For the purpose of clarity, an official delegate is a recognised representative of an APC Member mandated in writing to represent his/her respective organisation, as allowed to by the APC Constitution.

The Chairperson may invite someone to speak who does not have speaking rights. The Chairperson may also allow someone wishing to speak who does not have speaking rights to do so.

Requests to speak from the floor should be indicated by a raised hand. The Chairperson will acknowledge such requests, either by granting an immediate right to address the meeting or, where several people wish to speak at the same time, by indicating the order in individuals will be permitted to speak.

Speakers must always address their remarks to the Chairperson and not conduct a debate with either a member of the 'top table' or a member within the meeting.

A speaker must speak only to the particular subject or motion; to a point of order or point of information; or challenge a ruling from the Chairperson.

A person who has spoken once in a debate on a particular subject or motion may not speak again except:

- to speak once on an amendment moved by someone else;
- to exercise the right of reply as mover of the original motion;
- to move a further amendment if the motion has been amended since the person first spoke;
- to move a procedural motion (see article 4.3 "Procedural Motions"); or
- to make a personal explanation (see below "Personal Explanation").

The Chairperson may indicate and enforce time limitations to the speakers, and has the final decision in terms of what is considered a relevant contribution to the debate.

Personal explanation: where a person who has already spoken on a particular subject feels that her/his views have been grossly misrepresented, s/he will be granted the right to make a

personal explanation. S/he can attract the Chairperson to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the views that s/he believes have been misrepresented.

4 Motions and votings

4.1 Motions

With the exception of procedural motions, only motions submitted to the Executive Board in writing three (3) months prior to the meeting, and circulated with the meeting documents six (6) weeks before the APC General Assembly, are valid for discussion.

The APC Executive Board will discuss all motions in advance and provide its observations and recommendations to the APC members at the meeting.

In exceptional circumstances, the Executive Board may permit the General Assembly to consider motions not meeting the three months requirement, subject to the General Assembly passing a procedural motion that would be required to enable the waiving of the three months requirement (see 4.3).

Motions will not be discussed or debated unless they have been formally 'moved' (or 'proposed') and 'seconded' (supported). Only someone entitled to speak and vote at the meeting can move or second a motion.

The mover (not the seconder) will be allowed to conclude the debate with a brief statement (right of reply).

4.2 Amendments to motions

An amendment to a motion is the process used to change a motion by adding and/or striking out words. Proposed amendments must be closely or significantly related to the intent of the main motion, and must not negate the main motion.

Amendments will be considered in the order that they are proposed.

The Chairperson may rule that a proposed amendment is unacceptable if s/he believes that the proposed amendment is not closely or significantly related to the intent of the main motion, or that it negates the main motion.

There must be a motion to amend a main motion that is both moved and seconded. The motion to amend must clearly state what is being changed about the main motion. Only someone entitled to speak and vote at the meeting can move or second an amendment to a motion. This includes the original mover and seconder. Amendments submitted in writing prior to the General Assembly, once acknowledged by the chairperson, must be seconded before any further action on the proposed amendment can proceed.

The mover, with the approval of the seconder, can accept an amendment without further discussion or vote, which has the effect of amending the motion accordingly. The discussion will then continue on the main motion as amended. This is often referred to as a "friendly amendment". The Chairperson may limit the number of friendly amendments to a motion.

Where the original mover and seconder do not accept a proposed amendment, debate on the main motion will be suspended and the proposed amendment will be debated. This means that

the debate will be limited to the pros and cons of the proposed amendment, not to whether the main motion has merit.

When the Chairperson believes that there has been sufficient debate on the proposed amendment, s/he will call for a vote on the amendment only.

An amendment may be further amended only once. In such a case, the primary amendment is suspended while the secondary amendment is debated.

If an amendment is adopted, the main motion plus the amendment become the substantive motion and the discussion continues until the Chairperson calls for a vote.

If the amendment falls, the discussion continues on the main motion until the Chairperson calls for a vote.

Once an amendment has been voted on, that specific matter is considered to be settled. In other words, once it has been decided that certain words should be added or struck out, another amendment cannot be proposed that raises the same question of content and effect.

4.3 Requests for information, points of order and procedural motions

Any individual entitled to speak and vote at the meeting may make a request for information from the current speaker. These requests are directed through the Chairperson, and generally seek clarification by the speaker on the substantive matter under discussion. Requests for information may be raised at any time if the speaker is prepared to accept the question.

Any individual entitled to speak and vote at the meeting may raise a point of order at any time other than during the process of voting. A point of order is a query as to whether or not the correct procedure is being followed. The alleged breach must be specified, with a clear reference to the clause, rule or bylaw allegedly being breached. No seconder is required, and no vote is taken. The Chairperson will rule on the point of order.

Procedural motions include:

- to table a motion: the Chairperson will put the motion to “table the motion” immediately to the vote unless s/he feels that insufficient discussion has been allowed. If the motion to ‘table the motion’ is carried, no further discussion on the motion or any amendments will be permitted. A tabled motion will appear automatically on the agenda of the next APC General Assembly unless withdrawn by the mover;
- to adjourn the meeting or the debate until a certain time;
- to put the motion to the vote immediately;
- to proceed to the next agenda item or to modify the agenda;
- to challenge the ruling of the Chairperson (see articles 5.1 & 5.2),
- that a member be not further heard (see article 5.3); and
- that a member must leave the meeting (see article 5.3).
- to suspend Standing Order article to allow a motion (not submitted in time) to be included on the agenda (see article 4.1).

Requests for information, points of order and procedural motions require the current proceedings to be stopped: those proposing such actions should do so in a respectful tone of voice, indicating by hand and speech that they wish to, for example, make a point of order or propose a procedural motion.

Provided such requests are in accordance with this Standing Order, the Chairperson is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

4.4 Voting procedures

All motions require a simple majority (50% +1 of the votes cast for or against the motion) to be successful, except for motions that would amend the APC Constitution or motions for the revocation of a member, which require a two-thirds (2/3) majority of the votes cast for and against the motion.

Motions to amend a motion require a simple majority vote even if the main vote requires a different vote.

For the purpose of calculating whether an appropriate majority has been obtained in any vote, an abstention or a vote which is not exercised (such as when the member entitled to exercise the vote has left the room) will not be treated as a vote.

An equality of votes will be considered as a refusal.

5 Other rulings

5.1 Rulings from the chair

The Chairperson can rule on any matter relating to the conduct of the meeting, points of order, personal explanations, and the construction or interpretation of the APC Constitution, bylaws or standing orders governing the meeting.

The ruling of the Chairperson is final and accepted without debate.

Any person present and entitled to vote at the meeting may formally challenge the ruling of the Chairperson by the procedure outlined below.

5.2 Challenging a ruling

When a ruling of the Chairperson is challenged, the Chairperson will ask for a seconder. If the challenge is seconded, the meeting will be temporarily suspended.

The Chairperson will hand over the chair to another member of the APC Executive Board present at that time to continue as Chairperson of the meeting.

The temporary Chairperson will allow the individual challenging the ruling to give specific reasons including quoting relevant APC standing orders, etc.

The temporary Chairperson will allow a limited debate on the matter, usually two or three speakers.

The temporary Chairperson will call for the vote for or against the challenge, to be determined by simple majority.

The chair will then be handed back to the original Chairperson, who will act upon the wishes of the membership. The Chairperson will either continue with the meeting as s/he had formerly ruled or issue a new ruling, which could be subject to another challenge.

5.3 Unacceptable behaviour

When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any APC member may make a procedural motion that this person 'be no longer heard'. If the motion is carried, the person is not allowed to take any further part in that particular debate. (See article 4.3 "Procedural Motions".)

If the behaviour of the individual so cited continues to be disruptive, any member may move that this person 'must leave the meeting'. If the motion is carried, the person in question must immediately leave the meeting. (See article 4.3 "Procedural Motions".)

6 Adjourning and re-convening the meeting

6.1 Adjourning the meeting

A meeting will be adjourned when:

- the meeting occupies more than one sitting;
- it is ascertained that there is no longer a quorum; or
- a procedural motion to adjourn the meeting has been put to a vote and carried. (See article 4.3 "Procedural Motions".)

In all three circumstances, the Chairperson must suspend the business under discussion, and indicate when and where the meeting will be re-convened.

6.2 Re-convening the meeting

When a meeting is re-convened following adjournment, the Chairperson must undertake all the duties normally associated with opening a meeting and then direct the meeting to resume its business at that point in the agenda where the meeting had previously been adjourned.

7 Closing the meeting

The Chairperson will declare the meeting closed, having determined that all agenda items have been concluded.