



General Assembly Rules of Procedures

(approved by the IALA Council at its 62nd session in June 2016)

3.4 Rules of procedure

The following Rules of Procedure shall apply to conduct of the business of the General Assembly:

3.4.1 The Role of the Chair

1. The President, or in his/her absence, the Vice President, shall be the Chair of the General Assembly.
2. The Chair will open and close the meeting, direct discussions, ensure the observance of the procedures in the IALA Constitution and these General Regulations, accord the right to speak, put questions to the vote and announce decisions.
3. The Chair will have control over the proceedings and may rule on points of order and shall have the power to propose adjournment or closure of debates or adjournment or suspension of the meeting.

3.4.2 Conduct of meetings

1. No person may address the General Assembly without having obtained the permission of the Chair. Subject to rules (2), (3), (7) and (9) below, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the remarks of such speaker are not relevant to the subject under discussion.
2. The Chair of a Committee or his or her representative, or the delegate of a subsidiary body may be accorded precedence for the purpose of explaining the conclusion arrived at by that committee or subsidiary body.
3. During the discussion of any matter, a delegate may rise to a point of order and the point of order shall immediately be decided by the Chair in accordance with the Rules of Procedure. A delegate may appeal against the ruling of the Chair. The appeal shall immediately be put to the vote and the Chair's ruling shall stand unless overruled by the majority of the delegates present and voting. A delegate rising to a point of order may not speak on the substance of the matter under discussion.
4. The General Assembly may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion. When the debate is limited and a delegate has spoken for the allotted time, the Chair shall call such delegate to order without delay.
5. During the course of a debate, the Chair may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. The Chair may, however, accord the right of reply to any delegate if a speech delivered after the closure of the list makes this desirable.
6. During the discussion of any matter, a delegate may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two delegates may speak in favour of, and two against, the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.
7. A delegate may, at any time, move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.
8. During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote. The Chair may limit the time to be allowed to the speaker moving the suspension or adjournment.
9. Subject to rule (3) above, the following motions shall have precedence in the following order over all the other proposals or motions before the meeting:
 - a to suspend the meeting;
 - b to adjourn the meeting;
 - c to adjourn the debate on the question under discussion; and
 - d for the closure of the debate on the question under discussion.



10. Subject to rule (3) above, any motion calling for a decision on the competence of the General Assembly to discuss any matter or to adopt a proposal or an amendment submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

11. A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any delegate.

12. When a proposal has been adopted or rejected it may not be reconsidered unless the General Assembly, by a majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be put immediately to the vote.

3.4.3. Voting during meetings

1. The General Assembly will normally vote by show of hands overseen by scrutineers. However, any National member may request a roll-call vote, which shall be taken in English alphabetical order of the name of National members present, commencing with the National member whose name is drawn by lot by the Chair. The vote of each National member in any roll-call shall be noted in the meeting record.

2. A representative of one National member shall not vote on behalf of another National member.

3.4.4. Decision making and reporting

1. Where the General Assembly is requested to make a decision, that request shall be put to the meeting in the form of a General Assembly Resolution. Each Resolution should include an implementation date, if relevant, and for convenience, the Chair may aggregate Resolutions for approval and reporting purposes.

2. The Secretariat shall arrange for the substance of all discussions of the General Assembly to be recorded in a general summary of the work of the meeting. These minutes shall be distributed to all National member delegations, which may submit their proposed corrections in writing to the Chair. Any disagreement on the proposed corrections shall be decided by the Chair after consultation with the members concerned.

3. The minutes will be adopted by the General Assembly in session, or if necessary, by correspondence.

4. Members who made statements during debate may request that such statement be attached to the minutes.

5. The minutes, together with all relevant documents, shall be made available to the members within two weeks after their approval by the General Assembly.

6. Audio recordings of General Assembly sessions may be made and shall be retained by the Secretariat for record purposes.