

Standing Orders Transgender Europe

as of November 7th, 2020, Online

Annex B Standing Orders for TGEU's General Assembly

A. General provisions

§1 The General Assembly is conducted in English.

§2 The statutes §9 - §12 set the overall conditions for the General Assembly. The Standing Orders for the General Assembly will give more detailed information on this subject compared to the Statutes.

§3 All participants are expected to take into account the needs of participants with different languages and for translation/interpretation and should speak slowly and as clearly as possible.

§4 These standing orders shall apply to all ordinary general assemblies, all extraordinary general assemblies of TGEU. The Standing Orders can only be changed by the General Assembly according to § 12 of the statutes. Standing Orders may not be changed in any other way, but they may be temporarily suspended under Standing Order 12 with a majority of two thirds.

B. Prior to the General Assembly

Call for the General Assembly and timeline

§5 According to § 9 of the TGEU statutes the General Assembly has to be called by the Board normally every two years but not later than four years after the previous General Assembly. Members of TGEU are to be invited no later than 8 weeks prior to the General Assembly by e-mail, the agenda of the General Assembly must be announced four weeks prior to the General Assembly. Motions must be filed at least two weeks prior to the General Assembly.

§6 Nominations for candidates for election to the Board, the Co-chairs, the Auditors and the Pre-Election Committee may be submitted by full members and the Board in accordance with the Statutes §13, §14 and §20.

§7 A list of all such nominations received shall be sent to full members with the final agenda. – this includes candidacies for offices in TGEU (Board, Co-chairs, Auditors, Pre-Election Committee).

§8 According to §9 of the TGEU statutes the Board has to call for a General Assembly if either the Board decides this, or 10% of the membership or both Auditors or one of

the Auditors within six weeks after filing the request to this end demands a General Assembly. For the extraordinary General Assembly all members are to be invited at least three weeks prior to the General Assembly, the agenda has to be published two weeks before the General Assembly and Motions to the General Assembly can be made up to a week before the General Assembly.

Submission of proposals and amendments to the agenda

§9 Proposals, amendments, and other appropriate business may be proposed to the General Assembly by all full members or by the Board until two weeks prior to the ordinary General Assembly and until one week prior to the extraordinary General Assembly

§10 The Board is responsible for drawing up the preliminary and the final agenda of the General Assembly. The agenda has to be circulated in accordance with the timetable published under Standing Order Art. 2. And the statutes. If a proposal or amendment or other business submitted by a full member is not considered by the Board to be appropriate for the General Assembly or does not meet the conditions set in these Standing Orders or the Statutes, the Board shall circulate it and a statement on the reason(s) why it is not considered appropriate with the preliminary and/or final agenda. The General Assembly can overrule this decision with a simple majority.

§11 If the General Assembly is held together with the Transgender Council, then the Board can include workshops in the Council program that deal with issues to be discussed on the General Assembly in more detail.

§12 These workshops can be labelled by the Board as for members only. The main functions of the workshops will be to consider the proposals (as published in the final agenda or otherwise referred to the workshop for consideration) and to make recommendations and if necessary amendments to the proposals for the plenary session. It should be the aim that recommendations are agreed upon by consensus but if this is not the case, then recommendations of the workshop must be approved by a vote with the same majority as required on the General Assembly.

C. At the General Assembly

Quorate, Chairpersons, Minutes, Counters

§13 In general, the General Assembly is only open for all members of TGEU (for guests see § 12). Only members (individuals and organisations) are eligible to vote if they have paid their membership fees or been granted to have their fees waived. Directly prior to the General Assembly all members attending are given cards for the voting. Members who have not paid their dues can pay on the spot. The Board is responsible that only members can enter the room where the General Assembly is held and that voting cards are handed out.

§14 According to § 11 of the TGEU statutes a General Assembly is quorate if at least half of the members eligible to vote are present. If the General Assembly is not

quorate at the time and place specified in the agenda, then after 10 minutes the General Assembly may be opened with the same agenda. This clause is, to be disregarded in cases when a parallel on-line vote is authorised.

§15 The General Assembly can allow guests to attend by a decision with simple majority.

§16 The Board of TGEU opens the General Assembly by a call to order. The Board hands over the chairing of the General Assembly to two chairpersons selected by the board (according to §11 (7)) after the quorum is determined by the board.

§17 The Board suggest two-minute takers to the General Assembly. Any person on the General Assembly can suggest other members to take the minutes. If this is the case a vote will be taken. The two candidates with the most votes are appointed.

§18 The chairs role is to

18.1 ensure that the statutes and these standing orders are upheld throughout the General Assembly

18.2 decide on the order in which proposals, amendments and recommendations of workshops are put to vote

18.3 to co-ordinate the elections if held during the General Assembly

18.4 to chair the Assembly

18.5 carry out any other task necessary to give effect to these Standing Orders.

18.6 to approve and sign the minutes of the General Assembly after the conference (see § 36).

§19 The minute takers are to take minutes of at least of all decisions.

§20 The chairs can ask attending members to assist as counters. Counters have to be approved by a simple majority of the General Assembly. In case elections are held at least two counters have to be appointed to facilitate the election.

Conduct of General Assembly

§21 The speaking time in discussions is restricted to 5 minutes per intervention. The initial presentation and explanation of an agenda item may take longer.

§22 The following procedural motions can be raised at any time by the chairs or by any attending member by raising both hands; procedural motions are voted directly by the General Assembly:

22.1 time for interventions to be further limited

22.2 that the list of speakers shall be closed for this agenda item either immediately or after a final call for interventions by the chairs

22.3 that a proposal is called for a vote

22.4 that a vote shall be done as ballot vote

22.5 the chair to be challenged (then the challenged chair steps down and the other chair shall preside over the hearing of the challenge; the mover has five minutes speaking time and the challenged chair has the right for a response of

five minutes. The move is put to a vote without further discussion.
If the procedural motion is approved the second chair shall chair the remainder of the session)

§23 The chairs may at any time call attention to offensive language or any breach of order on the part of a participant and shall have the power to call any person to order who is wilfully jeopardising the ongoing of the General Assembly. If that person rejects the chairs' ruling, then the chairs shall call for a vote to expel the person from the plenary. If the General Assembly agrees to expel the person from the plenary, that person shall leave the plenary hall for the time of this point of the agenda or the whole General Assembly, according to the General Assembly's decision.

§24 The chairs may at any time propose that the General Assembly be adjourned to a specified time. The General Assembly shall vote immediately on whether or not the General Assembly should stay adjourned.

Voting

§25 Each member organisation has six votes, each individual member has one vote if all necessary membership fees have been paid or has been granted to have their fees waived.

§26 Proxy votes for full members can only take place if the member organisation provides the Board with the required documentation.

§27 The Board shall be responsible for the issuing of voting cards at the beginning of each General Assembly.

§28 Voting is done by raising the voting cards while sitting unless it is an election, or a ballot vote is called.

§29 Decisions are carried by a simple majority except for constitutional changes and elections. Constitutional votes need a majority of two thirds, elections an absolute majority of votes cast.

§30 In case of a tie, the votes of the Co-chairs decide the vote. In case those do not agree, a coin is flipped by the chairs of the General Assembly. Election of the Co-Chairs, the Board and the Auditors.

§31 The Counters are responsible for overseeing the elections including the issuing of ballot papers and the counting of votes.

§32 First the Co-chairs are to be elected; then the Board, the Pre-Election Committee and finally the Auditors are elected. In case a person running for the position of Co-chair is not elected then the person can run for the Board if the person declares such wish. Delegates will be issued with as many ballot papers as they have voting cards.

§33 A voting ballot is valid if votes for no more candidates than there are available seats are cast.

§34 Candidates will be ranked by the number of votes they have received, starting from the candidate with the highest number of votes until all seats are filled. If two candidates get the same number of votes a re-election will be made between those two members alone.

§35 If by the published deadline the nominations received are equal to or less than the number of seats (two for Co-chairs and Auditors, three for the Pre-Election Committee seven for the Board) then further nominations may be made at the Council and at the General Assembly by full members and the Board. The chairs can call for such nominations during the General Assembly.

D. After the General Assembly

§36 The minutes of the General Assembly have to be sent by e-mail to the chairs of the General Assembly and to the Co-chairs of TGEU for approval. The minutes have to be approved within 14 days of the General Assembly. After the minutes have been approved a physical copy has to be signed by the minute takers, the chairs of the Meeting and the CO-chairs of TGEU.

§37 The minutes of the General Assembly have to be sent to all members once they are approved.

E. Suspension of Standing Orders

§38 These Standing Orders may be suspended by resolution of the General Assembly in relation to a specific item of business, provided that the resolution receives a simple majority of the votes cast for and against and that such suspension would not be in contradiction with the provisions in the statutes of TGEU.

Approved by the General Assembly of TGEU on November 7th of 2020 online.

Co-Chairs:

Jorge María Londono

Jovan Džoli Ulićević