



## **RULES OF PROCEDURE**

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SECTION I  
GENERAL PROVISIONS

Rule 1

Object, definition, official name

- |                      |     |  |
|----------------------|-----|--|
| <i>Object</i>        | 1.1 | The general object of these Rules of Procedure (the “Rules”) is to ensure the implementation of the Constitution of the International Federation (the “Constitution”).   |
| <i>Definition</i>    | 1.2 | These Rules shall regulate the work of all bodies of the International Federation, established either by the Constitution or by a Statutory Body of the International Federation.  |
| <i>Official name</i> | 1.3 | The official name of the International Federation shall be the “International Federation of Red Cross and Red Crescent Societies”, and shall be used in all documents having legal consequences. In letterheads, publications, communications, and items, the International Federation logo as described in the annex shall be used. |

SECTION II  
NATIONAL SOCIETIES

Rule 2

Admission

- |                                  |     |   |
|----------------------------------|-----|---|
| <i>Presentation of documents</i> | 2.1 | The following documents shall be attached to the application for admission submitted to the President: <ul style="list-style-type: none"><li>a) the statutes of the applicant National Society;</li><li>b) an account of the applicant National Society's activities during the two years preceding the application;</li><li>c) written evidence of the circumstances which brought about the formal recognition of the applicant National Society by the government of its country;</li><li>d) a written statement in which the applicant National Society:<ul style="list-style-type: none"><li>(i) acknowledges having reviewed the Constitution and agrees to respect its provisions and all other statutory texts and decisions of the General Assembly;</li></ul></li></ul> |
|----------------------------------|-----|---|

- (ii) commits itself to pay its annual financial contribution to the International Federation in accordance with Article 36.2 of the Constitution.

*Examination  
of documents*

2.2 The Secretary General of the International Federation (the “Secretary General”) shall, after due consideration of the recommendation of the Joint ICRC / International Federation Commission for National Society Statutes (“Joint Statutes Commission”)<sup>1</sup>, examine the application as well as the documents annexed thereto, in order to determine whether the Conditions for Admission as provided by the Constitution and these Rules are satisfied.

The Secretary General shall, after such further consultation with the applicant National Society as may be necessary, submit to the Governing Board a report containing a determination as to whether or not the Conditions for Admission are satisfied, together with the comments of the Joint Statutes Commission and any other comments.

The Governing Board shall consider the Secretary General’s report and decide upon the provisional admission of the National Society at its next session. In the event that the Governing Body does not admit the National Society on a provisional basis, the application will not be presented to the General Assembly.

SECTION III  
INTEGRITY AND COMPLIANCE

Rule 3

Allegations of Breach of Integrity and Disputes

*Review of  
allegation of  
Breach of  
Integrity*

3.1 On receipt, in accordance with Article 32 of the Constitution, of an allegation of a Breach of Integrity carried out by a National Society, or by any Organ<sup>2</sup>, Commission or Committee (the “Statutory Body”) (except the Compliance and Mediation Committee itself), the Secretariat of the Compliance and Mediation Committee shall inform the National Society, or Statutory Body against which the allegations were made, and the

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<sup>1</sup> The Joint ICRC/International Federation Commission for National Society Statutes was set up by the ICRC and the International Federation following the agreement between the two institutions of 1969 in order to jointly examine the applications for recognition and admission of National Societies and to study the Statutes of National Societies. The XXII<sup>nd</sup> International Conference of the Red Cross (Teheran, 1973, res. VI) and the XXIV<sup>th</sup> International Conference (Manila, 1981, res. XX) have confirmed their request to both institutions in regard of the joint examination of applications for recognition and admission and the Statutes of National Societies, and in particular the role of their Joint Commission in this respect.

<sup>2</sup> See Article 14 of the Constitution for the definition of Organs (the General Assembly, the Governing Board, the President and the Secretary General). See Rule 44.2 where expressions set out in these Rules have the same meaning as in the Constitution.

President and (where applicable) the Vice-President from the relevant Statutory Region.

*Initiation of independent review*

3.2 In the case of a potentially grave integrity breach concerning a National Society which, in the reasonable opinion of the Compliance and Mediation Committee places at risk the image and reputation of the International Federation, the Committee may on its own initiative, and in accordance with criteria adopted by the Governing Board, review the potential integrity breach. The Chair of the Committee shall inform the National Society concerned and the President and (where applicable) the Vice-President from the relevant Statutory Region.

*Preliminary review and substantiation*

3.3 The Chair, together with two other members of the Compliance and Mediation Committee, shall review the information received and determine whether the allegations or information received under paragraphs 3.1 or 3.2 (the “Allegations”) are substantiated by sufficient evidence to merit an inquiry.

If the Chair and the two other members determine that the Allegations are inadequately substantiated, no inquiry shall be made. The Chair shall communicate this outcome, with reasons, to the National Society or Statutory Body that submitted the Allegations; to the National Society or Statutory Body against which the Allegations were made; and to the President and (where applicable) the Vice-President from the relevant Statutory Region. The Governing Board may, on appeal by the submitting National Society or Statutory Body, or by its own decision, request the Chair to form a Panel to conduct a neutral inquiry into the Allegations.

If the Chair and the two other members determine that the Allegations are adequately substantiated, the Chair may consult informally with the National Society or Statutory Body in order to endeavour to resolve the matter.

*Compliance and  
Mediation Panel* 3.4

If Allegations of a Breach of Integrity are determined to have been adequately substantiated but cannot be resolved informally, or a request has been made by the Governing Board pursuant to paragraph 3.3, the Chair shall form a Panel in accordance with Article 32 of the Constitution to conduct a neutral inquiry into the Allegations. One of the members shall be appointed as rapporteur.

The Panel shall notify the National Society or Statutory Body in writing of the details of the Allegations made, and shall request a written response.

On receipt of a written response from the National Society or Statutory Body, the Panel may, if it deems necessary, collect additional information in connection with the Allegations or request the Secretary General to provide expertise or to seek external expertise. The scope of any such activities must stay within the approved budget. Any new information collected by the Panel must be provided to the National Society or Statutory Body in writing, with an opportunity given to respond.

On conclusion of its consideration of the Allegations, the Panel shall issue to the National Society or Statutory Body, with a copy to the Chair, a final report including its recommendations for the resolution of any Breach of Integrity that could not be resolved during the course of the Panel's work.

*Serious  
Allegations  
against any  
individual  
holding a  
National Society  
Leadership  
Position* 3.5

If at any time during the Panel's inquiry into the Allegations, there are allegations against an individual or individuals who hold a National Society Leadership Position<sup>3</sup> that are –

- a) of a serious nature (including without limitation, allegations of fraud or corruption, mismanagement of funds, abuse of authority, harassment, criminal conduct, gross violation of the Fundamental Principles of the Movement); and
- b) determined by the Panel to be adequately substantiated,

the Panel may issue a written recommendation (with reasons) to the National Society (with a copy to the Chair), setting out the recommended action to be taken by the National Society, including the recommendation that the individual or individuals concerned step aside from any National Society Leadership Position as soon as possible and until at least the investigation is concluded and the reasons to step aside no longer apply.

In respect of a recommendation to step aside, the National Society has a period of one month from the date of the recommendation to implement the recommended action of the Panel.

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<sup>3</sup> See Article 10A.2 of the Constitution for the definition of National Society Leadership Position (any individual who holds a governance or senior management office within a National Society). See Rule 44.2 where expressions set out in these Rules have the same meaning as in the Constitution.



*Action by the  
President and  
Vice-Presidents*

- 3.6 If, further to paragraph 3.5, the Panel's recommendation to step aside has not been adhered to within the required time period, and thus requires action by the President and Vice-Presidents, as outlined in Articles 25.2(g) and 26.5 of the Constitution, the Panel shall submit a report to the President and the Vice-Presidents including a summary of its findings, measures taken to resolve the matter and recommendations of any further action to be taken.

The President shall immediately inform the National Society concerned, and shall invite it to answer any questions and make written submissions prior to the meeting at which the President and Vice-Presidents shall discuss and decide the case.

A formal note of the meeting of the President and Vice-Presidents shall be retained by the Secretary General. The formal note of the meeting shall include a summary of the Presidential and Vice-Presidential discussions, decision, and the reasons for its decision. The formal note of the meeting may, if appropriate, include relevant documents submitted to the President and Vice-Presidents for its consideration. As soon as reasonably possible after the decision has been made, a copy of the formal note of the meeting, including the President and Vice-Presidents' decision, shall be sent to the National Society, the Chair and the Panel.

If the President and Vice-Presidents' decision is not adhered to within one month from the date of the decision, the National Society will, in accordance with Article 10A.2 of the Constitution be considered to have committed a Breach of Integrity and the Panel shall submit a report to the Governing Board, including a summary of its findings, measures taken to resolve the matter and recommendations for any further action to be taken.

The President shall immediately inform the National Society concerned, and shall invite it for a hearing at a closed session of the Governing Board, at which the Governing Board shall discuss and/or decide the case.

*Action by the  
Governing  
Board*

- 3.7 If the Panel's recommendations require any action by the Governing Board, as outlined in Articles 23.1(n) and 23.1(o) of the Constitution, the Panel or the Chair, as the case may be, shall submit a report to the Governing Board, including a summary of the Panel's findings, measures taken to resolve the matter and recommendations for any further action to be taken.

The President shall immediately inform the National Society or Statutory Body concerned, and shall invite it for a hearing at a closed session of the Governing Board, at which the Governing Board shall discuss and/or decide the case.

*Action by the General Assembly* 3.8 If the Panel’s recommendations require any action by the General Assembly, as outlined in Article 17.1(b)(ii) of the Constitution, the Panel or the Chair, as the case may be, shall submit a report to the General Assembly, including a summary of the Panel’s findings, measures taken to resolve the matter and recommendations for any further action to be taken.

*Disputes* 3.9 The procedures for the handling of disputes shall be set out in the working procedures of the Compliance and Mediation Committee.

#### Rule 4

#### Suspension and re-instatement of a National Society

*Hearing and consideration* 4.1 If on receipt of a report of the Panel convened pursuant to Rule 3 it appears to the Governing Board that the situation of a National Society may have fallen into one of the cases provided for in Articles 12 (“Suspension”) or 13 (“Expulsion”) of the Constitution, the Governing Board shall send a written notice to the National Society identifying the possible fault, requesting it to submit its response for consideration by the Governing Board and inviting it to attend a hearing at the Governing Board’s next session.

The National Society shall have the right to be heard at the Governing Board, in a closed session.

*Governing Board Decision* 4.2 If the Governing Board determines, after having allowed the National Society to be heard in a closed session and after due consideration of the National Society’s response, that the National Society has fallen into one of the cases provided for in Articles 12 or 13 of the Constitution, the Governing Board may-

- (a) issue a written warning to the National Society;
- (b) suspend the membership of the National Society –
  - (i) with immediate effect; or
  - (ii) with effect from a future date specified by the Governing Board (“Effective Date”) if, the National Society has not resolved the issue identified by the Governing Board by the Effective Date as confirmed in a report of the Compliance and Mediation Committee, whereupon the Governing Board, or if entrusted by the Governing Board, the President and the Vice-Presidents, will implement the suspension decision;
- (c) recommend to the General Assembly the expulsion of the National Society.

- Suspension or Recommendation of Expulsion* 4.3 The International Federation shall give notification of the Governing Board's decision to suspend the membership, and/or recommend the expulsion, of the National Society, to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.
- Any decision to suspend the membership or recommend the expulsion of a National Society must be supported by a report of the Governing Board, including all information and copies of all documentation considered by the Governing Board in reaching its decision.
- Appeal* 4.4 On receipt of an appeal from a National Society, the General Assembly shall review in closed session the Governing Board's report, together with any additional information presented to it by the National Society, and shall give the National Society an opportunity to be heard.
- Re-instatement* 4.5 The Governing Board may re-instate the National Society after:
- determining that the National Society has resolved the issue for which its membership was suspended,
  - assessing that these difficulties are unlikely to be repeated in the foreseeable future, and
  - receiving from the National Society an assurance that these difficulties will not be repeated.
- The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

### Rule 5

#### Expulsion and re-admission

- Expulsion* 5.1 The Governing Board may recommend to the General Assembly the expulsion of a National Society only after having taken all the steps set out in Rules 4.1 to 4.3. Such recommendation shall be made by submission of a report including all information and copies of all documentation on which the recommendation is based, and detailing the steps taken to date.
- Hearing and consideration* 5.2 On receipt from the Governing Board of a recommendation for the expulsion of a National Society by the General Assembly, the Secretary General shall send a written notice to that National Society of the recommendation and its justification, inviting the National Society to submit its response for consideration by the General Assembly at its next session.

*Expulsion* 5.3 After due consideration of the matter in closed session, and after allowing the National Society an opportunity to be heard at the General Assembly, the General Assembly may expel the National Society. The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

*Re-admission* 5.4 The General Assembly may re-admit the National Society, following the procedure laid down in Article 7 of the Constitution, after:

- determining that the National Society has resolved the issue for which its membership was terminated,
- assessing that these difficulties are unlikely to be repeated in the foreseeable future, and
- receiving from the National Society an assurance that these difficulties will not be repeated.

The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

#### SECTION IV GENERAL ASSEMBLY

##### Rule 6 Ordinary sessions

*Place and date of sessions* 6.1 The opening date and the duration of all sessions of the General Assembly shall be fixed by the Governing Board if the General Assembly has not itself already decided on these matters. The General Assembly shall meet as close as possible to the twenty-fourth month since the previous ordinary session.

6.2 If, as an exception to Article 18.1 of the Constitution, an invitation is received from a National Society for the General Assembly to meet elsewhere than at the headquarters of the International Federation the decision to accept the invitation shall be made by the General Assembly if it is in session.

6.3 Such an invitation may only be accepted by the General Assembly subject to the provision by the inviting National Society to the Secretary General of the following assurances in writing:

- a) an assurance from its government that all National Societies will be allowed to send delegations to take part in the session;

- b) an assurance that all practical arrangements for an effective General Assembly can be fulfilled;
- c) an assurance that all additional costs over and above those normally incurred by sessions held at the headquarters of the International Federation will be met.

*Exceptional circumstances*

6.4 In the application of Article 18.3 of the Constitution the following circumstances shall, in particular, be regarded as exceptional:

- a) if a session of the General Assembly cannot be arranged by the inviting National Society because it is no longer able to assure the right of all National Societies to attend the session;
- b) if the country to which the inviting National Society belongs becomes involved in a conflict of whatever kind, including internal disorders, on a scale or of such a nature as would render the holding of the session impossible or inappropriate;
- c) if the country of the inviting National Society is affected by a natural disaster on a scale or of such a nature as would render the holding of the session impossible or inappropriate;
- d) if the inviting National Society is suddenly confronted with financial difficulties.

Before decisions are taken in compliance with Article 18.3 of the Constitution, the inviting National Society will be given an opportunity to request a meeting with the Governing Board.

#### Rule 7 Convocation

The General Assembly shall be convoked by the President at the place and on the date determined in accordance with Rule 6. At least five months before the opening of the session the Secretary General shall dispatch to all National Societies, by registered mail or by any other means that provide evidence of transmission, the notice of convocation, the provisional agenda drawn up by the Governing Board and relevant practical information.

#### Rule 8 Agenda and papers for the session

*Contents of the provisional agenda*

- 8.1 The provisional agenda for an ordinary session shall among other items comprise:
- Roll call
  - Adoption of the agenda

- Admission, suspension, expulsion or re-admission of National Societies
- Appointment of the drafting committee
- Approval of the records of the preceding session
- Statement by the President
- Report by the Secretary General
- Report by the Governing Board
- Reports by the Finance Commission, Audit and Risk Commission, Youth Commission, Compliance and Mediation Committee and Election Committee
- Financial reports by the Secretary General for the preceding two financial years
- Budgetary proposals by the Secretary General for the ensuing two financial years
- Reports by advisory bodies established by the Assembly
- Items decided by the General Assembly at a previous session
- Items proposed by the Governing Board
- Elections and appointments.

*Provisional agenda and observations*

8.2 A first draft of the provisional agenda shall be sent out to all National Societies for informal consultation, giving sufficient notice for any National Society to present observations, amendments or additions to this provisional agenda. These must reach the Secretary General at least twenty days before the penultimate ordinary session of the Governing Board preceding the General Assembly. The Governing Board shall examine these observations, amendments or additions at its penultimate ordinary session and decide on the provisional agenda to be submitted with the convocation, together with a request for further comments to reach the Secretary General no later than twenty days before the ordinary session of the Governing Board immediately preceding the General Assembly. At that session the final draft agenda will be established for adoption at the first meeting of the General Assembly.

8.3 The Secretary General shall be responsible for the preparation of the documents, or for collecting them from National Societies or other appropriate bodies, as the case may be. All available documents shall be dispatched forty days before the opening of the session. A second despatch may be arranged not later than fourteen days after the last ordinary Governing Board meeting preceding the General Assembly.

*Final agenda*

8.4 The final agenda shall be adopted by decision of the General Assembly. Only items which the General Assembly considers to be urgent and important may be added to the agenda during the session.

Rule 9  
Extraordinary sessions

*Extraordinary Sessions*

Rules 7 and 8 shall also be applied, with due alteration of details, to extraordinary sessions of the General Assembly, with the following modifications:

- a) if the General Assembly is convoked in accordance with Article 18.5 of the Constitution, the President shall fix the place and date;
- b) if the session is convoked on the initiative of National Societies, the date and place shall be fixed by the President in consultation with the Secretary General, and shall be held between the twenty-first and the fortieth day following the receipt at the headquarters of the International Federation of the request for convocation;
- c) the provisional agenda shall be dispatched to National Societies without delay.

Rule 10  
Delegations of National Societies

*Delegations*

- 10.1 Each National Society shall be represented by a delegation of not more than five persons.

The names of the members of each delegation and the appointment of one of them as chief of delegation shall be communicated to the Secretary General at least fifteen days before the opening of the session. If a National Society changes the composition of its delegation during a session of the General Assembly, it shall notify the Secretary General immediately.

*Accreditation*

- 10.2 In cases of serious doubt the Secretary General may ask individuals registered as delegates to provide evidence of their legitimacy to represent their National Society. Should such evidence not be considered satisfactory those individuals may be denied access to the General Assembly by its Chair.
- 10.3 No member of a National Society delegation to the General Assembly acting as chair of a session or of a meeting of the General Assembly may represent his/her National Society.
- 10.4 The alphabetical order of National Societies shall be the alphabetical order of the French names of the countries to which they belong.

Rule 11  
Observers

- Observers* 11.1 In accordance with Article 42 of the Constitution, the observers to be invited to participate in the ordinary sessions of the General Assembly are, among others:
- a) the International Committee of the Red Cross;
  - b) other international organisations;
  - c) governmental or non-governmental organisations;
  - d) National Societies pending recognition and admission, on condition that they are conducting their activities in conformity with the Fundamental Principles.
- Statements by observers* 11.2 At the invitation of the Chair of a session of the General Assembly, observers may make statements on matters of special interest to their organisations.
- Access to documents* 11.3 Observers shall have access to such documents of the General Assembly as the Secretary General considers appropriate. Observers may submit documents to the Secretary General, who shall determine in what form and to what extent these may be distributed during the session.
- Guests* 11.4 The President may, with the agreement of the Governing Board, issue invitations to guests for an ordinary session or part of an ordinary session of the General Assembly.

Rule 12  
Chairing

- 12.1 The General Assembly shall be chaired by the President of the International Federation.
- 12.2 The President may delegate the chairing of a meeting or a session of the General Assembly to a Vice-President.

Rule 13  
Opening and conduct of business

- Opening of session quorum* 13.1 The Chair may declare open a session of the General Assembly and allow deliberations to proceed only when there is a quorum present in accordance with Article 19 of the Constitution.
- 13.2 The Chair shall preside over all debates. In addition to the powers conferred upon him/her elsewhere in these Rules, he/she shall declare the opening and closing of each plenary meeting of the



session, ensure observance of these Rules, put questions and issues to the vote and announce the results.

Rule 14  
Depositing of texts

- 14.1 Proposals for draft decisions to be submitted to the General Assembly shall be deposited with the Secretary General before each meeting in sufficient time for translation, printing and distribution.
- 14.2 As a general rule, proposals and amendments may only be discussed and voted upon when the delegates have been in a position to take note of their exact text. A proposal submitted during the course of a meeting may only be discussed at that meeting with the permission of the General Assembly.
- 14.3 As a general rule, reports submitted to the General Assembly in writing shall not be read out.

Rule 15  
Languages

*Official languages*

- 15.1 The six official languages of the General Assembly shall be Arabic, Chinese, English, French, Russian and Spanish. These six languages may be used in debates without the prior permission of the Chair. Any delegate using one of the official languages which is not at the same time a working language (i.e. Chinese or Russian) shall provide for its interpretation into one of the working languages.

*Working languages*

- 15.2 The working languages of the General Assembly shall be those in which simultaneous interpretation is provided and shall be the only languages in which documents relating exclusively to items on the agenda will be prepared. The working languages of the General Assembly shall be Arabic, English, French and Spanish.

*Other languages*

- 15.3 Any delegate wishing to speak in a language which is not a working language shall provide for its interpretation into one of the working languages. If the language in which he/she wishes to speak is not an official language, he/she shall obtain the permission of the Chair to use it.
- 15.4 If the National Society hosting the Assembly wishes to have any other language recognised as a working language it shall cover all costs involved.

*Simultaneous interpretation and translation*

- 15.5 Simultaneous interpretation and translation into the working languages shall be the responsibility of the Secretariat if the session takes place in Geneva. If the session takes place elsewhere on the invitation of a National Society, the host National Society shall have that responsibility in accordance with Rule 6.3.

*Documents* 15.6 All documents shall be submitted to the General Assembly in one of the working languages.

Rule 16  
Debates

- 16.1 A representative of a National Society may only take the floor after having obtained the permission of the Chair.
- 16.2 National Societies shall be called upon in the order in which they have signified their interest to speak. Priority shall be given to the chair or rapporteur of a Commission, Committee or advisory body, or to the delegate responsible for the respective report, proposal or amendment under discussion.
- 16.3 Expressions of congratulations and/or thanks may be given in the form of a single vote of thanks. Speakers shall limit their intervention to the subject under discussion.
- 16.4 The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion or not compatible with the Fundamental Principles. If necessary, the Chair may withdraw permission to speak.
- 16.5 The duration of any one intervention by a delegation on the same item shall not exceed ten minutes, but may be extended or shortened on the proposal of the Chair or of one of the delegations and by decision of the General Assembly.
- 16.6 The Secretary General or his/her representative shall have the right to request the floor at any time to make statements in the General Assembly on any matter under discussion.

Rule 17  
Proposals, motions and amendments

- Order* 17.1 Proposals, motions and amendments shall be discussed in the order in which they are presented, unless the Chair decides otherwise.
- Point of order* 17.2 If, during a discussion, a delegation raises a point of order the discussion shall be suspended, and the point of order immediately decided by the Chair. A delegate raising a point of order may not speak on the substance of the matter under discussion.
- Motions to adjourn or close* 17.3 Motions to adjourn or to close the debate shall have priority over all other motions. Unless the Chair decides otherwise, only one delegate may speak for, and one against (a) a motion to adjourn or to close a debate or (b) a point of order.
- 17.4 Discussion upon each question shall be closed when there are no further speakers or when a motion of closure proposed by a

delegation and supported by four other delegations has been adopted by the General Assembly.

- Appeal* 17.5 A delegation 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 over-ruled by a simple majority of the National Societies present and voting.
- Closing of the list of speakers* 17.6 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. He/she may, however, accord the right of reply to any member concerned by a previous intervention.

#### Rule 18 Voting rights

- 18.1 The chief of delegation of each National Society, or his/her substitute, shall exercise the vote of that National Society. In accordance with Rule 30A, in the election of the Chair and members of the Youth Commission, a National Society's vote shall be exercised by a youth delegate nominated by a National Society (either in person or remotely).
- 18.2 No National Society may vote on behalf of another National Society.
- 18.3 The Chair of the General Assembly shall have no vote in the General Assembly.
- 18.4 Observers and guests shall not have the right to vote.

#### Rule 19 Voting procedures

- General rule* 19.1 As a general rule, votes shall be taken by a show of hands.
- Electronic voting* 19.2 Voting may take place with the use of an electronic voting mechanism if facilities permit.
- Roll call* 19.3 The vote shall be taken by roll call if five delegations so request. In this event, the delegations shall be called in alphabetical order. The name of the National Society which shall vote first shall be chosen by the drawing of lots.
- Secret ballot* 19.4 The vote shall be taken by secret ballot if a simple majority of the National Societies present and voting so decides or in the circumstances set out in Rule 19.6. In this event, the Secretary General shall if possible, make available an electronic voting mechanism, with appropriate measures to ensure the secrecy of the vote is preserved or shall distribute paper ballots. In the case of

voting by paper ballots, the Chair shall appoint, from among the delegates of National Societies present, two tellers who, with the assistance of the Secretary General or his/her representative, and after all the ballots have been collected, shall proceed to a count of the votes.

*Interruption of voting* 19.5

After the Chair has announced the beginning of voting, no delegate shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

*Voting for elected officials* 19.6

Voting for elected officials (including the members and Chair of the Youth Commission) shall be made by secret ballot. The secret ballot for all elections of officials to governance positions shall be held on the first full day of the General Assembly, unless otherwise agreed by the Governing Board. The election of the President, Vice Presidents and National Society members of the Governing Board shall be grouped into two voting rounds. There shall be a first voting round for the President and the Vice Presidents in accordance with Rules 28 and 29, respectively, followed by a second voting round for National Society members of the Governing Board in accordance with Rule 30. The election of the Chair and members of the Youth Commission shall be grouped into two voting rounds in accordance with Rule 30A. There shall be a first voting round for the Chair of the Youth Commission in accordance with Rule 30A.3, followed by a second voting round for members of the Youth Commission in accordance with Rule 30A.4.

*Voting on proposals* 19.7

If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

*Voting on amendments* 19.8

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

*Priority of motion* 19.9

Subject to Rule 17, the following motions shall have precedence, in the order set out below, over all other proposals or motions:

a) to suspend the meeting;

- b) to adjourn the meeting;
- c) to adjourn the debate on the item under discussion;
- d) to close the debate on the item under discussion.

Rule 20  
Definition of majorities

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| <i>Simple majority</i>   | 20.1 | A simple majority consists of any majority obtaining the largest number of votes of National Societies present and voting. |
| <i>Absolute majority</i> | 20.2 | An absolute majority consists of more than fifty per cent of National Societies present and voting.                        |

Rule 21  
Decisions

- 21.1 Decisions shall be taken in accordance with Article 20 of the Constitution and the results of all votes shall be announced by the Chair and indicated in the records. Amendments to proposals relating to matters for which a qualified majority has been provided require the same majority as the one required for the adoption of the original proposals.
- 21.2 Decisions for consideration by the General Assembly shall be put in writing in all working languages by a drafting committee appointed by the General Assembly for that purpose.

Rule 22  
Reconsideration of decisions

Permission to speak to a motion to reconsider shall be accorded only to the proposer of the said motion and to two speakers opposed to such a motion when supported by five delegations. Thereafter the motion shall be put to the vote after any reply from its proposer.

Rule 23  
Records

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| <i>General Assembly</i> | 23.1 | The Secretary General shall retain the recorded tapes of the meetings of the General Assembly. The record of the session shall include a summary of the discussions of the General Assembly, the text of the decisions taken by the General Assembly and the list of delegates. The record of the session shall also include the reports from the Statutory Bodies and advisory bodies, as annexes. |
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- 23.2 The record of the session shall be distributed to National Societies within six months following the close of the session of the General Assembly.

SECTION V  
ELECTIONS AND APPOINTMENTS

Rule 24  
Fair geographical distribution

- Principle of fair geographical distribution* 24.1 The principle of fair geographical distribution shall be taken into account in connection with the nomination, appointment and election, as the case may be, of the President, the National Societies entitled to appoint a Vice-President, the National Society members of the Governing Board, and Chairs and members of any Commission or Committee.
- Statutory Regions* 24.2 In accordance with Article 5.5 of the Constitution, the four statutory regions within the International Federation are:
- Africa;
  - the Americas;
  - Asia-Pacific; and
  - Europe
- (together the “Statutory Regions”).
- Elections* 24.3 Before the elections of the President, of the National Societies entitled to appoint a Vice-President, of National Societies seeking to be members of the Governing Board, and of the members and Chair of the Youth Commission, the Secretary General, in consultation with the Governing Board and with the National Societies concerned, shall group those National Societies and the candidatures of the members of the Youth Commission into the four Statutory Regions.
- 24.4 The General Assembly shall elect from each Statutory Region one National Society to appoint a Vice-President, five National Society members of the Governing Board, and two members of the Youth Commission.

Rule 25  
Equitable gender balance

- Commissions and Committees* 25.1 The General Assembly, Election Committee and the Governing Board as relevant shall consider the principle of equitable gender balance in each Commission/Committee in connection with any

<i>Governing Board Members</i>	25.2	<p>nominations, appointments or elections of candidates serving in a personal capacity.</p> <p>The principle of equitable gender balance shall be applied in relation to the nomination and election of the National Society members of the Governing Board as follows -</p> <p>The General Assembly shall elect from each Statutory Region at least two National Society members of the Governing Board with a female representative and at least two National Society members of the Governing Board with a male representative.</p>
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Rule 26  
Submission and presentation of nominations for the  
President, Vice-Presidents and National Society members of  
the Governing Board

<i>Filing of nominations</i>	26.1	<p>Nominations of persons for election to the office of President, of National Societies for the purpose of appointing Vice-Presidents, and of National Society members of the Governing Board, may be made by the National Societies, and shall be submitted in writing to the Secretary General for dispatch to the Chair of the Election Committee not later than sixty days before the opening meeting of the session of the Assembly at which the elections are to take place. No member of the Election Committee may be a candidate in these elections.</p>
	26.2	<p>Before submitting nominations National Societies shall first satisfy themselves that the candidates or representatives they propose are willing to serve.</p>
<i>Attestation and declaration of integrity to accompany nomination</i>	26.3	<p>Nominations of candidates acting in their personal capacity for an appointed or elected governance position, and proposals of representatives for nominations of National Society members of the Governing Board, must be accompanied by an attestation from both the International Federation and the nominating National Society stating the following:</p> <ol style="list-style-type: none"> <li>a) “The candidate or the representative has not been sanctioned by the International Federation or the nominating National Society in the past for: <ol style="list-style-type: none"> <li>(i) Violating either institutions applicable Code of Conduct,</li> <li>(ii) Fraudulent or corrupt conduct, or for failing to declare a conflict of interest, or</li> <li>(iii) Violating laws or policies relating to sexual exploitation, abuse, discrimination or harassment</li> </ol> </li> </ol>

- b) To the best of the nominating National Society and the International Federation's knowledge of a candidate or of a representative, the respective candidate or representative has not been involved in any conduct, dispute or controversy in or outside the Movement that would risk the reputation or standing of the Red Cross or Red Crescent network."

All such nominations must also be accompanied by a signed declaration of integrity from the respective candidate or representative.

*Nominations of President and Vice-Presidents* 26.4 The nomination of a President shall be accompanied by a CV in a format provided by the Election Committee and shall include a short statement in support of his/her candidature.

*Nominations of National Society members of the Governing Board* 26.4A In respect of the nomination of a National Society for the purpose of appointing a Vice-President, the National Society shall communicate to the Election Committee the name of the person it intends to appoint to the post. This communication shall be accompanied by a CV and a statement from that person.

Eligible candidates for the office of President and Vice-President shall have held similar senior office, and have a sufficient command of at least one of the working languages of the International Federation. Further details of the profile shall be established by the Election Committee for approval by the Governing Board.

In respect of the nomination of a National Society for membership of the Governing Board, the National Society shall communicate to the Election Committee the name and gender of the person who it shall appoint to serve as its representative on the Governing Board if it is elected. This communication shall be accompanied by a CV from that person.

*Nominations for more than one position* 26.5 Nominations for more than one position may be submitted simultaneously, on the understanding that:

- a) Once an individual has been elected to any one position all other nominations shall be withdrawn.
- b) Candidates cannot be nominated for both President and Vice-President as they will be elected in a single round of voting in accordance with Rule 19.6.

*Publication of nominations* 26.6 The Secretary General shall publish these nominations, including the CV, the statements and the attestations (where required), by appropriate means (including electronically) in all four working languages, as soon as possible after reception but not later than fifty days before the opening of the General Assembly.



- 26.7 On the first full day of the General Assembly the Election Committee shall present to the chiefs of delegation all the nominations received, and the voting shall take place in accordance with Rule 19.6. Nominations other than those for the office of President shall be arranged in four separate lists according to the four Statutory Regions. Nominations for National Society members of the Governing Board shall also be arranged by gender.

Rule 27

Nominations of the Chair and members of the Commissions and Committees

*Finance Commission, Audit and Risk Commission, and Compliance and Mediation Committee*

- 27.1 Nominations for membership of a Commission or Committee (other than the Election Committee and Youth Commission), when vacancies arise, may be put forward by National Societies and sent to the Secretary General for dispatch to the Election Committee. They should reach the Election Committee at least sixty days before the session of the last ordinary meeting of the Governing Board before the session of the General Assembly at which the appointment of the Commission or Committee is to take place.

On the basis of the proposals received and the rules set out in paragraph 4, the Election Committee, following consultation with the Chair of the Commission or Committee, shall draw up a list of proposed candidates for submission to the Governing Board for its consideration at its last meeting before the next session of the General Assembly. The Election Committee shall present its recommendations to the General Assembly, including a recommendation for the appointment of the Chair.

*Youth Commission*

- 27.2 Nominations for membership of the Youth Commission, when vacancies arise, may be put forward by National Societies and sent to the Secretary General for dispatch to the Election Committee. They should reach the Election Committee at least sixty days before the session of the last ordinary meeting of the Governing Board before the session of the General Assembly at which the election of the Commission is to take place. No member of the Election Committee may be a candidate in these elections.

On the basis of the proposals received and the rules set out in paragraph 4 the Election Committee, following review against the relevant criteria, shall draw up a list of candidates for the Chair and members of the Youth Commission for circulation to the National Societies for their consideration at least forty days before the next session of the General Assembly. Nominations, other than for the Chair, shall be arranged in four separate lists according to the four Statutory Regions.

The Election Committee shall present the nominations to the General Assembly.

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| <i>Election Committee</i>             | 27.3 | The Governing Board shall submit to the General Assembly the proposed members of the Election Committee.   |
| <i>All Commissions and Committees</i> | 27.4 | <p>The following rules will apply to all Commissions and Committees:</p> <ul style="list-style-type: none"><li>a) Rules 26.2 and 26.3 shall apply equally to Commissions and Committees;</li><li>b) All nominations for candidates for membership shall comply with the criteria set out in Rule 35A;</li><li>c) The Election Committee, the Governing Board and the General Assembly, as the case may be, shall strive to achieve a rotational system for the selection of members within every Commission and Committee so as to ensure adequate and appropriate continuity within each Commission and Committee;</li><li>d) Candidates may be nominated simultaneously for both member and Chair of the same Commission or Committee;</li><li>e) National Societies may nominate candidates for membership on more than one Commission or Committee provided that the candidates are not the same individual.</li></ul> |

Rule 28  
Election of the President

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|                      | 28.1 | The election of the President shall be held by secret ballot in a first round of voting and in accordance with the provisions stipulated in Article 34.3 of the Constitution.  |
| <i>Second ballot</i> | 28.2 | If no candidate for the office of the President obtains an absolute majority on the first ballot, a second ballot shall be held, and the candidate who has obtained the smallest number of votes shall be deleted from the list. |
| <i>Tie</i>           | 28.3 | If there is a tie between candidates having obtained the smallest number of votes, both their names shall be deleted from the ballot.  |
|                      | 28.4 | If, on the second ballot, no candidate obtains an absolute majority, successive ballots shall be held in the same circumstances as those stipulated above until one candidate obtains the absolute majority required.            |

## Rule 29

### Election and appointment of the Vice-Presidents

- Election* 29.1 The election of National Societies entitled to appoint a Vice-President shall be by secret ballot and held in a first round of voting together with that of the President.
- Geographical distribution* 29.2 A single ballot containing the names of all the candidates arranged in four lists in accordance with the four Statutory Regions shall be put before the chief of delegation of each of the National Societies present at the meeting. Each National Society may exercise its vote in respect of any candidate listed, but may not vote for more than one candidate within each list. Any ballot in which a National Society has voted for more than one candidate from any one of the lists shall be invalid.
- 29.3 The candidate receiving the greatest number of votes in each Statutory Region's list will be elected. If there is a tie in the voting, subsequent rounds will be held until one candidate in each Statutory Region receives a majority. The election by the General Assembly of those National Societies that have nominated a candidate for the post of Vice-President shall automatically and exclusively involve the appointment of the Vice-Presidents named as candidates by those Societies.

## Rule 30

### Election of National Society members of the Governing Board

- Timing; eligibility* 30.1 Proposed candidatures of National Society members of the Governing Board and the names and genders of their representatives shall be considered in a second round of voting at the first plenary meeting of the General Assembly once the elections of the President and the Vice-Presidents have been completed. The elections of National Society members of the Governing Board shall be held by secret ballot.
- Geographical groups and Gender dimension* 30.2 A single ballot containing the names of all candidates arranged in four lists according to the four Statutory Regions shall be given to each chief of delegation present at the meeting. Each Statutory Region list shall be arranged in two according to the gender of the representative of the candidate National Society. Each National Society may exercise its vote:
- in respect of any Society listed, but shall not vote for more than five Societies within each Statutory Region; and
  - in respect of up to two candidates from one list and up to three candidates from the other list within each Statutory Region.

Any ballot in which a National Society has voted for more than five Societies, or for more than three male or female representatives in any one list shall be invalid.

- Majority* 30.3 The National Societies with the two male and two female representatives receiving the greatest number of votes in each Statutory Region shall be elected. The National Society with the male or female representative receiving the next largest number of votes in each Statutory Region shall be elected. If there is a tie in the voting within any one list, a second or subsequent ballot will be held, but only in respect of the vacancies remaining within any one Statutory Region between the tied National Societies. Further, if in one Statutory Region, only spoiled ballots or an insufficient number of votes are received in relation to one gender, a second or subsequent ballot will be held, but only in respect of the vacancies remaining between the candidates that have representatives from that gender.
- Vacancies* 30.4 In the event that the number of male or female representatives required by Rule 25.2 are not elected by members of the General Assembly, the seat(s) reserved for that gender will be deemed forfeited by all members of the General Assembly and shall remain vacant until the next election of the National Society members of the Governing Board.
- Representatives* 30.5 The election by the General Assembly of those National Societies that have nominated an individual to serve as their representative shall automatically and exclusively involve the appointment of the individuals named as representatives by those Societies.

#### Rule 30A

##### Election of the Chair and Members of the Youth Commission

- Timing* 30A.1 Proposed candidatures of the Chair and members of the Youth Commission shall be considered at the plenary meeting of the General Assembly once the appointments of the other Committees and Commissions have been completed. The elections of the Chair and members of the Youth Commission shall be held by secret ballot.
- Nominations for more than one position* 30A.2 Nominations for more than one position may be submitted simultaneously, on the understanding that once an individual has been elected to the position of Chair, their nomination as member shall be withdrawn.
- Election of the Chair* 30A.3 The election of the Chair of the Youth Commission shall be held in a first round of voting. For the election of the Chair of the Youth Commission, there shall be a single ballot containing the names of all candidates. In relation to each National Society this single ballot shall be given to the youth delegate nominated by a National Society in accordance with paragraph 5 and the International

Federation's youth policy. The candidate receiving the greatest number of votes shall be elected as Chair. If there is a tie in the voting, subsequent rounds shall be held until one candidate receives a majority.

*Election of members* 30A.4 Proposed candidatures of members of the Youth Commission shall be considered in a second round of voting once the election of the Chair has been completed. For the election of the members of the Youth Commission, there shall be a single ballot containing the names of all candidates arranged in four lists according to the four Statutory Regions. In relation to each National Society, this single ballot shall be given to the youth delegate nominated by a National Society in accordance with paragraph 5 and the International Federation's youth policy.

Each National Society may exercise its vote in respect of any candidate listed, but shall not vote for more than two candidates within each Statutory Region. Any ballot in which a National Society has voted for more than two candidates in any one list shall be invalid. The two candidates receiving the greatest number of votes in each Statutory Region shall be elected. If there is a tie in the voting within any one list, a second or subsequent ballot will be held, but only in respect of the vacancies remaining within any one Statutory Region between the tied candidates.

*Exercise of the vote* 30A.5 For the purposes of paragraphs 3 and 4 the youth delegate nominated by a National Society may exercise the vote in the General Assembly meeting, or remotely by means of a secure electronic voting mechanism, approved by the Election Committee and which allows for a secret ballot.

### Rule 31 Vacancies in office

*Vacancy in the office of the President* 31.1 The case of a vacancy in the office of the President is addressed in Article 25.5 of the Constitution.

*Vacancy in the office of Vice-Presidents* 31.2 In the event of incapacity or of a vacancy amongst any of the Vice-Presidents, the National Society concerned shall, after consultation with the Election Committee in order to verify that the relevant criteria are met, appoint another Vice-President to fill the post until the end of the scheduled term of office.

*Vacancy of National Society members of the Board and their representatives* 31.3 In the event of vacancies occurring amongst the National Society members of the Governing Board, the General Assembly at its next session shall hold elections to fill such vacancies, taking into account Article 34.9 and Rules 24 and 25. The term of office of the National Societies so elected shall expire at the close of the

ensuing session of the General Assembly at which elections are to be held.

In the event of incapacity or of a vacancy amongst any of the appointed representatives of the National Society members of the Governing Board, the National Society concerned shall, after consultation with the Election Committee in order to verify that the relevant criteria are met, appoint another representative of the same gender to fill the vacancy until the end of the scheduled term of office.

- Vacancy in the post of the Secretary General*      31.4      In the event of a vacancy occurring in the post of the Secretary General, the Governing Board shall –
- a) at its next session make an appointment as Acting Secretary General until a new appointment has taken place in accordance with sub-paragraph (b);
  - b) establish a selection committee from amongst its members, to draw up a shortlist of candidates ranked in accordance with any applicable conditions set by the General Assembly. The selection committee may enlist external assistance in the selection process. The Governing Board may select one candidate from the shortlist for appointment. The decision shall be taken in closed session.

Until the appointment of an Acting Secretary General by the Governing Board under sub-paragraph (a), the Deputy Secretary General shall exercise the functions of the Secretary General. In the event of a vacancy in the post of the Deputy Secretary General, the President shall appoint an interim Deputy Secretary General from among the Under Secretaries General/Directors.

- Vacancy of Chair of Commission or Committee: Role of Vice-Chair*      31.5      In the event of a vacancy occurring in the office of the Chair of a Commission or Committee the Vice-Chair shall undertake the Chair's functions and shall take his/her place on the Governing Board (where applicable) until the Governing Board appoints an interim Chair under paragraph 6.

- Vacancy of Chair or Member of Commission or Committee*      31.6      Without prejudice to paragraph 5, if the Chair or a member of a Commission or Committee vacates office before completion of his/her full term for any reason (including possible conflict of interest) the Governing Board may appoint an interim Chair or member to hold office until the next session of the General Assembly. With the exception of a vacancy in the Election Committee, the Election Committee shall propose an interim Chair or member to the Governing Board prior to the Governing Board making its appointment.

The General Assembly shall at its next session, appoint or elect (as the case may be) a new Chair or member in order to fill such vacancy, taking into account Article 34.9 and Rules 24 and 25.

With the exception of a vacancy in the Election Committee or in the Youth Commission, the Election Committee shall recommend a Chair or member to the General Assembly prior to the General Assembly making its appointment. In the case of the Youth Commission, an election shall take place to fill the vacancy. The term of office of the Chair or member so appointed or elected shall expire at the close of the ensuing session of the General Assembly at which appointments or elections (as the case may be) for all Commission and Committee members are to be made or held.

*Vacancy in the chair of an advisory body* 31.7 In the event of a vacancy occurring in the office of the chair of an advisory body, the vice-chair of the body concerned shall undertake the chair's functions and shall take his/her place on the Governing Board (where applicable) until the General Assembly or Governing Board, as the case may be, fills the vacancy at its next session.

## SECTION VI GOVERNING BOARD AND SECRETARY GENERAL

### Rule 32 Governing Board

*Board sessions* 32.1 The sessions of the Governing Board shall normally be held at the headquarters of the International Federation, or elsewhere when so decided by the Governing Board, or through the use of telecommunications or any other electronic or virtual means approved by the Governing Board, on condition that these allow the full participation of all Governing Board members.

*Convocation* 32.2 The President's convocation shall indicate the place, the opening date and the duration of the Governing Board session.

*Chairing* 32.3 The President of the International Federation, or one of the Vice-Presidents when so asked by the President, shall preside over the sessions of the Governing Board and shall ensure the observance of these Rules.

32.4 A provisional agenda drawn up by the Secretary General in agreement with the President shall be dispatched to the members of the Governing Board. The agenda shall be accompanied by all relevant documents. They shall be sent by post or e-mail, according to the preference of each Governing Board member, in time to be received at least fifteen days in advance of the meeting and shall also be made available by appropriate electronic means.

*Working languages* 32.5 The working languages of the Board shall be Arabic, English, French and Spanish.

32.6 Interventions made in any one of the four working languages shall be translated into the three other languages.

- 32.7 Any member wishing to speak in a language other than any of the four working languages shall obtain the permission of the President and shall provide for interpretation into one of the four working languages.
- Conduct of Business Board manual* 32.8 Rules 12 to 23 shall, with due alteration of details and except as otherwise provided, be applied to the conduct of business of the Governing Board, with the modification that the records of the Governing Board shall be presented to National Societies within three months after the close of the session.
- The Governing Board shall establish a manual for its conduct and may also establish its procedures in manuals or guidance adopted by the Governing Board from time to time.

Rule 33  
Secretary General

- 33.1 Further to, and in accordance with, Article 27.1 of the Constitution the Governing Board shall prepare a draft of the general conditions applicable to the post of the Secretary General.
- Ad hoc working groups* 33.2 The Secretary General may, in carrying out his/her functions, establish temporary or ad hoc working groups of experts, provided that the necessary funds are available.
- Documents* 33.3 The Secretary General shall arrange for the receipt, translation into the working languages of the General Assembly and circulation of documents, reports, decisions and recommendations of the Assembly, the Governing Board and the Commissions and Committees and advisory bodies, and for the preparation of the records of their meetings.
- Communication of decisions* 33.4 The Secretary General shall ensure that decisions and recommendations adopted by the General Assembly and the Governing Board are communicated to the members of the Governing Board within fifteen days and to National Societies within thirty days following the end of their respective sessions.

Rule 34  
Representation of the International Federation

- Representation of the International Federation* 34.1 In compliance with Articles 25.2(e) and 27.2(g) of the Constitution, representatives of National Societies charged with representing the International Federation at conferences and meetings, other than those convened by the bodies of the International Federation, shall act in conformity with the official views expressed by the General Assembly, the Governing Board, the President or the Secretary General.



The same applies to officials of the Secretariat who attend meetings as representatives of the International Federation.

- 34.2 The President or the Secretary General shall ensure that all such representatives of the International Federation are given the appropriate briefings and instructions.

## SECTION VII COMMISSIONS AND COMMITTEES

### Rule 35 Common Procedures

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| <i>Application</i>     | 35.1 | This Rule shall apply to each of the Commissions and Committees established under Article 28 of the Constitution unless otherwise specified.  |
| <i>Vice-Chair</i>      | 35.2 | Each Commission and Committee shall elect a Vice-Chair from amongst its members.  |
| <i>Ways of working</i> | 35.3 | <p>The Finance Commission, Audit and Risk Commission and Youth Commission shall meet at least twice a year prior to the ordinary sessions of the Governing Board.</p> <p>The Compliance and Mediation Committee and the Election Committee shall meet at least once a year.</p> <p>Each of the Commissions and Committees shall otherwise agree its own working procedures, in consultation with the Governing Board. Such procedures shall include agreement upon the preparation and scope of the records of its meetings.</p> <p>The work and reports of the Compliance and Mediation Committee and its Panels shall be kept confidential.</p> |
| <i>Convocation</i>     | 35.4 | <p>Each Commission and Committee shall be convoked by its Chair. The convocation shall indicate the place, the opening date and time and the duration of the session.</p> <p>A provisional agenda drawn up by the Chair shall be dispatched to the members. The agenda shall be accompanied by the relevant documents prepared by the Secretary General. They shall be sent to recipients in time to be received at least fifteen days in advance of the meeting.</p>   |
| <i>Chairing</i>        | 35.5 | The Chair of each Commission and Committee shall preside over the session, shall ensure the observance of these Rules, and shall  |

prepare a report on the work of the Commission or Committee for submission to the Governing Board and the General Assembly.

*Deliberations* 35.6 The decisions of each of the Commissions and Committees shall be valid when a quorum of at least half of its members is present, and shall be taken by a simple majority of the members present and voting. In the event of a tie the Chair shall have a casting vote.

*Code of Conduct* 35.7 Every member of each Commission and Committee shall sign a code of conduct which includes a provision regarding possible conflicts of interest, to be agreed by the Governing Board.

#### Rule 35A Members' Profile

*Finance Commission* 35A.1 Candidates for membership of the Finance Commission (whether appointed by the General Assembly or the Governing Board) must be financially literate and be able to demonstrate at least five years of relevant senior professional experience with a record of service with a National Society and with the ability to work effectively in one of the four working languages of the International Federation.

The members should be collectively knowledgeable in the following areas of expertise: financial management including budgeting and reporting; investment management; fundraising; compensation; understanding of legal issues relevant to the International Federation; understanding of humanitarian operations; not-for-profit sector; and information technology.

One member of the Commission shall be independent of the Movement.

All members must have demonstrated sound judgment, objectivity, and a high level of ethics as well as the time needed to fulfil their responsibilities to the Commission.

*Audit and Risk Commission* 35A.2 Candidates for membership of the Audit and Risk Commission must be financially literate and able to demonstrate at least five years of relevant senior professional experience. The members must be collectively knowledgeable in at least three of the following areas of expertise: financial reporting, Movement issues, internal control environments, internal and external auditing, information management, reputational risk management and financial risk management. At least one member of the Commission shall have accounting or related financial management expertise and be consistently knowledgeable of events affecting the changes in financial reporting processes. At least one member of the Commission shall be independent of the Movement. All members must have demonstrated sound judgement, objectivity, and a high level of ethics as well as the

time needed to fulfill their responsibilities to the Commission. Prior experience serving on an audit and risk committee is preferred.

- Youth Commission* 35A.3 Candidates for membership of the Youth Commission must be over eighteen, and must not have reached the age of thirty-one upon election. They must have experience of governance and/or of the development of youth in their National Society, and be able to work effectively in one of the four working languages of the International Federation.
- Compliance and Mediation Committee* 35A.4 An individual serving in an official position of the International Federation, whether through appointment by a National Society or in an individual capacity shall not be eligible to serve as a member of the Compliance and Mediation Committee.
- Election Committee* 35A.5 An individual serving in an official position of the International Federation, whether through appointment by a National Society or in an individual capacity shall not be eligible to serve as a member of the Election Committee.

## SECTION VIII FINANCE OF THE INTERNATIONAL FEDERATION

### Rule 36 Arrears and declaration of default

- Arrears and technical default* 36.1 Pursuant to Articles 11 and 36 of the Constitution a National Society is considered to be –
- a) in arrears when the National Society fails to pay its annual financial contributions and such contributions remain unpaid in the circumstances prescribed by the Financial Regulations;
  - b) technically in default when the amounts overdue exceed the current year's assessed annual financial contribution plus the two preceding years' assessed annual financial contributions.
- Procedure* 36.2 Where a National Society is considered to be in arrears or in technical default, and the current year's annual financial contribution has not been received before the April meeting of the Finance Commission the Commission shall send a letter of warning to the National Society, requesting immediate payment, an explanation for the non-payment and drawing particular

attention to the consequences of non-payment set out in Articles 11.4 and 36.7 of the Constitution.

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| <i>Request for Relief</i>                                       | 36.3 | In circumstances of arrears, any request to the Governing Board for relief under Article 36.5 of the Constitution from the consequences of being in arrears must include compelling and exceptional grounds to justify non-payment, together with evidence of the inability to pay, and all other necessary information and documentation in support of the request including the prior year's audited financial accounts. These requirements shall also be set out in the Finance Commission's letter of warning.   |
| <i>Report of arrears or default and Governing Board Warning</i> | 36.4 | If the matter has not been resolved before the May meeting of the Governing Board, the Finance Commission shall report to the Governing Board as to whether the National Society is in arrears and/or technical default, and the Governing Board shall send a separate letter of warning to the National Society.  |
| <i>Finance Commission Report and Governing Board Decision</i>   | 36.5 | If the matter has still not been resolved before the October meeting of the Governing Board the Finance Commission shall bring the matter to that meeting, including comments on any request by the National Society concerned for relief under Article 36.5 of the Constitution from the consequences of being in arrears, a recommendation, where relevant, as to whether the National Society concerned should be declared in default and specifying the consequences of being in arrears or declared in default set out in Articles 11.4 and 36.7 of the Constitution. The Governing Board shall consider the Finance Commission's report prior to making a decision under Article 36.6 of the Constitution. |
| <i>Special Consideration</i>                                    | 36.6 | In the Governing Board's decision-making process, it shall give special consideration to National Societies situated in a country either classified by the World Bank as a low-income country, or suffering from exceptional and serious circumstances such as an environmental disaster, armed conflict, internal strife or other humanitarian crisis.  |

### Rule 37

#### Failure to submit annual reports and audited financial statements

Pursuant to Article 11 of the Constitution a National Society will have its membership rights restricted upon a failure to submit to the Secretary General either annual reports or audited financial accounts for three consecutive years.

After two years of such failure a warning shall be issued to the National Society, with a request for justification.

SECTION IX  
REGIONAL CONFERENCES

Rule 38  
Regional Conferences

*Rules of  
Procedure for  
Regional  
Conferences*

The Rules of Procedure as adopted by the General Assembly for the Regional Conferences are annexed to these Rules.

SECTION X  
ADVISORY BODIES

Rule 39  
Advisory Bodies

*Definition*

39.1 Advisory bodies are those bodies set up by the Governing Board or General Assembly, as the case may be, in accordance with Articles 17.1(h) and 17.2(a) of the Constitution, in order to help them facilitate and enhance their work. The Governing Board or General Assembly shall draw up their terms of reference and the duration of their remit.

*Geographical  
Distribution and  
Gender  
Considerations*

39.2 When establishing advisory bodies, the Governing Board or General Assembly, as the case may be, shall take into account the need to respect fair geographical representation of National Societies and the principle of equitable gender balance in the activities of the International Federation. The Governing Board or General Assembly, as the case may be, shall appoint the chair, at least one vice-chair and the members of advisory bodies, and shall establish their mandate and term of office. The Governing Board or General Assembly, as the case may be, may decide to ask for nominations from National Societies, or fill the vacancies directly as they deem fit.

*Representation*

39.3 The members of such bodies may include representatives of National Societies or individuals appointed in a personal capacity. The number of members of an advisory body shall not normally exceed nine.

*Financial  
implications*

39.4 Any proposal or recommendation made by an advisory body involving expenditure shall require a report on the financial and administrative implications of such proposals or recommendations. If the expenditure proposed cannot be covered by the budget, no decision shall be taken nor any recommendation adopted before the General Assembly or Governing Board, as the case may be, has taken the necessary measures to make available the funds required.

- Ways of working* 39.5 When establishing an advisory body the Governing Board or General Assembly shall provide guidance on its ways of working.

## SECTION XI FINANCIAL REGULATIONS

### Rule 40 Financial Regulations

*Financial regulations*

The General Assembly shall establish regulations for the financial administration of the International Federation, including regulations for travel assistance.

### Rule 41 Financial implications of recommendations by Commissions and Committees or advisory bodies

- 41.1 Recommendations involving expenditure presented for approval to the Governing Board or General Assembly by Commissions and Committees or advisory bodies shall be accompanied by an estimate of expenditure prepared by the Secretary General.
- 41.2 The Secretary General shall keep the Commissions and Committees, or advisory bodies informed of the detailed estimated cost of all recommendations which have been submitted by them for approval by the Governing Board or General Assembly.

## SECTION XII FINAL PROVISIONS

### Rule 42 Amendments to the Constitution

- 42.1 In pursuance of Article 47 of the Constitution the texts of proposed amendments to the Constitution shall be communicated to the Secretary General in time to permit the transmission of copies thereof by the Secretary General to National Societies not later than five months before the opening of the session of the General Assembly at which they are intended to be considered.
- 42.2 The General Assembly shall decide the date on which the adopted amendments shall enter into force.

### Rule 43

#### Amendments and suspension of the Rules of Procedure

- Amendments to the Rules of Procedure* 43.1 Amendments of or additions to these Rules may be adopted at any plenary meeting of the General Assembly, provided that the General Assembly has received and considered a report thereon by an appropriate body appointed by the Governing Board.
- Suspension of the Rules of Procedure* 43.2 Apart from the respective provisions of the Constitution the General Assembly may at any plenary meeting decide by a simple majority to propose the suspension of any of these Rules, provided that notice of the proposal has been communicated through the Secretary General to delegations not less than twenty-four hours before the beginning of the meeting at which the proposal is to be debated.

### Rule 44

#### Contradiction between provisions; Interpretation; Entry into Force

- Contradiction between provisions* 44.1 In case of any contradiction between any provisions of these Rules and any provision of the Constitution, that of the Constitution shall prevail.
- In case of any contradiction between any provision of the Constitution or these Rules and any provision in any other rules or regulations or procedures agreed pursuant to these Rules, that of the Constitution or these Rules (as the case may be) shall prevail.
- Interpretation* 44.2 Unless the contrary intention appears, expressions set out in these Rules shall have the same meaning as in the Constitution.
- Entry into force* 44.3 These Rules shall enter into force at the end of the 22<sup>nd</sup> Session of the General Assembly, 7 December 2019, at which time the former Rules shall stand repealed.