



ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS – CYPRUS
(AFICS – CYPRUS)

Rules of Procedure of the Assembly

(adopted by the Assembly at its first Session on 13 March 2013)

Rule 1: Frequency and opening date

1. The Assembly of the Association of Former International Civil Servants – Cyprus (AFICS – Cyprus), hereinafter referred to as the Assembly, shall meet every year in ordinary session. (*Statutes, Article 7.1*)
2. The Assembly may meet in extraordinary session on its own initiative or if convened by the Executive Committee either at its own initiative, or if requested, in writing, to do so from at least ten members of the Association. (*Statutes, Article 7.5*)
3. The Assembly shall meet as Statutory Assembly in order to amend the Statutes of the Association, on the proposal of the Executive Committee or at the written request of at least fifteen members of the Association. (*Statutes, Article 12*)
4. The Assembly shall meet in order to decide on the dissolution of the Association on the proposal of the Executive Committee or at the written request of at least fifty five percent of the members of the Association. (*Statutes, Article 13.1*)
5. The opening date and time of the ordinary session shall be fixed by the Executive Committee, preferably before 1 May. If the deadline of 1 May has not been respected, the President of the Association shall provide to the Assembly, on behalf of the Executive Committee, the reasons thereof. In fixing the opening date and time of all other Assembly sessions, the Executive Committee shall respect a deadline of 45 days, unless another deadline is provided in the Statutes.

Rule 2: Agenda and Documents

1. The provisional agenda shall be prepared by the Executive Committee and shall include the following statutory items, either on a yearly basis or every other year as the case may be (*Statutes, Article 7.6*):
 - a) to take note of the activities of the preceding year and to provide guidance on the upcoming activities;
 - b) to elect the required number of the Executive Committee members;
 - c) to approve the balance sheet the annual financial statements and the budget for the coming year;
 - d) to elect an auditor;
 - e) to approve the Report of its previous session and, during its first session, to approve the report of the Constituent Assembly

The Assembly shall also consider any other item submitted to it, particularly those whose inclusion has been ordered by it at a previous session.

2. The provisional agenda shall be communicated to the members of the Association no later than thirty days before the opening of the session. Any justified delay shall be communicated to the Assembly by the President.

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3. The revised agenda shall be submitted by the President to the Assembly for approval as soon as possible after the opening of the session. During a session of the Assembly, items of the agenda may be added, deleted, or amended by a majority of the members present and voting.

4. Prior to the opening of the session of the Assembly, the members present should have received, either in printed form, or as attachment to electronic mails the provisional agenda, the name and short *curriculum vitae* of candidates for election as members of the Executive Committee and auditor, the balance sheet and the annual financial statement for the preceding year and the budget for the coming year.

Rule 3: President, Secretary and Ballot Supervisors of the Session

1. The President of the Executive Committee shall be the *ex officio* President of the Assembly. In the absence of the President, the Assembly shall be chaired by the Deputy President. If both the President and the Deputy are not available, the oldest Executive Committee member present at the Assembly shall chair the meeting.

2. In addition to exercising the powers which are conferred upon him/her by the Statutes of the Association, or these rules, the President shall declare the opening and closing of each plenary meeting of the Assembly. She/he shall direct the discussions, ensure observance of these rules, and accord the right to speak, put questions to the vote and announce decisions. She/he shall rule on points of order and, subject to the present rules, shall control the proceedings and the maintenance of order. The President may, in the course of the discussion of an item, propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each speaker may speak, the closure of the list of speakers or the closure of the debate. She/he may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion.

3. The President shall have the right to vote on all matters.

4. The President, in the exercise of his/her functions, shall be under the authority of the Assembly.

5. Immediately after the approval of the provisional agenda, the President shall appoint, with the Assembly's consent a Secretary and two Vote Supervisors.

6. The Secretary shall follow the discussions at the Assembly, take notes of the deliberations, record the decisions, prepare and within sixty days, submit to the President the draft Report of the Assembly's session. The President shall send the draft Report to all members, who attended the session, for review. The Executive Committee shall prepare a revised draft Report, which shall be submitted for approval at the Assembly's next ordinary session. (*Statutes, Article 7.8*).

7. The Ballot Supervisors shall organize ballot voting and communicate to the President the results.

Rule 4: Language

The language of the Assembly is English.

Rule 5: Meetings

Meetings of the Assembly shall be open for its members and for observers or guests invited by the President with the Assembly's consent.

Rule 6: Quorum

1. The President of the Assembly shall declare an ordinary session open and permit the debate to proceed when at least fifteen members, who have met all their financial obligations towards the Association, are present, or represented, through a written mandate given to a member present at the meeting. (*Statutes, Article 7.9*).

2. In the absence of a quorum the President may adjourn the meeting and open an extraordinary session provided at least ten members are present. (*Statutes, Article 7.9*).

3. The required quorum for Assembly meetings called to modify the Statutes or declare the dissolution of the Association is the two thirds of members, who have met all their financial obligations towards the Association. (*Statutes, Articles 12 & 13*).

Rule 7: Speeches

1. The President shall call upon speakers in the order in which they signify their wish to speak.
2. No one may address the Assembly without having been called upon by the President.
3. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.
4. The Assembly may limit the time to be allowed to each speaker on the proposal of the President.
5. During the course of a debate the President may announce the list of speakers and, with the consent of the Assembly, declare the list closed.
6. Notwithstanding Rule 7.5, the President may accord the right of reply if a speech delivered after she/he has declared the list closed makes this desirable. The President may limit the time to be allowed to speakers under this rule.

Rule 8: Points of order

In the course of a debate, any member may raise a point of order and such point of order shall be immediately ruled upon by the President. An appeal may be made against the ruling of the President. It shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the members present and voting.

Rule 9: Closure of debate

A member may, at any time, move the closure of the debate, whether or not any other speaker has signified the wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to no more than two speakers. The President shall consult the Assembly on a motion for closure. If the Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 10: Voting and majority

1. Each member shall have the number of votes equal to his/her own and of the written mandates given to him/her from other members, duly submitted to the president. However, a member or represented shall have no vote in the Assembly if the total amount of membership fees due from him/her exceed two years, unless the Assembly is satisfied that the failure to pay is due to conditions beyond the control of the member.
2. Decisions of at the Assembly shall be taken by a simple majority of members present, or represented and voting, except in the cases referred to in Rule 10.3 below.
3. A two-thirds majority of the members present, or represented and voting is required by the provisions of the Statutes in the following cases:
 - a) elections of the members of the Executive Committee;
 - b) amendment of the Statutes; and,
 - c) dissolution of the Association

(Statutes, Articles 7.3.1, 12 & 13).

4. For the purpose of these rules, the expression "members present or represented and voting" means members casting an affirmative or negative vote. Members who abstain from voting are considered "non-voters".

Rule 11: Vote

1. The normal method by which decisions of the Assembly are adopted shall be by applause or acclamation, unless a voting member supported by another, requests a vote by ballot. *(Statutes, Article 7.3.2).*
2. Election by ballot shall be done by means of unmarked, closed notes under the supervision of the Ballot Supervisors. *(Statutes, Article 7.3.1).*

Rule 12: Results of elections

Whenever elections are conducted by ballot the President of the Assembly shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or

more candidates obtain the same number of votes and the seats are not adequate for their appointment, the President shall decide the candidate to be considered elected by drawing lots.

Rule 13: Equally divided votes

If a vote is equally divided, in voting not concerned with elections, the casting vote is that of the President.

Rule 14: Voting without meeting

Whenever, in the judgement of the Executive Committee, an item deserves the largest possible consultation of all members, the President shall cause to be sent to each member entitled to vote, by any rapid means of communication, a motion embodying the proposed action with a request for a vote. Votes shall be cast during a period of twenty days after dispatch of the motion. At the expiration of that period, the results of the vote shall be recorded and all members shall be notified thereof. If the majority of members cast a positive vote the motion shall be considered as adopted and shall be put into immediate effect. It shall also be formally noted by the Assembly at its next ordinary session. If replies are not received from a majority of members entitled to vote, the motion shall be considered lost. (*Statutes, Article 7.13*)