

# Rules of Procedure for the EC

## Preamble

The Executive Committee (“EC”) of IYPT has adopted these Rules of Procedure that regulate both the EC meetings and the decision making process via electronic means.

Elected EC members cannot delegate their privileges, e.g. their right to vote. Tasks can be delegated to committees or individual persons, however always overseen by one of the EC members. In case a position in a committee falls vacant, the EC makes an open call for filling that position.

The other EC members are representatives of LOCs. The LOC’s representative has to be announced to the President of IYPT.

## I. Basic provisions

1. EC meetings are carried out in compliance with the agenda.
2. The meeting is chaired by the President. If the President is not present, the Secretary General chairs the meeting. If neither of them is available, the EC votes on a chair.

The minutes are kept by the Secretary General, unless he/she is not present or he/she is chairing the meeting, in which case another EC member takes over this responsibility.

3. EC members agree to adhere to the principle of collegiality. This principle, which governs all the EC’s work, means that all EC members are jointly responsible for decisions and actions taken by the EC and that they support them towards the IOC and all of the IYPT community.

## II. Agenda

A preliminary agenda is prepared by the Secretary General and sent to EC via email no later than four weeks before the meeting is scheduled. EC members can request changes to the agenda. Every item on the agenda is allotted a specific amount of time.

## III. Discussions

The chair is responsible for giving the floor to speakers. The chair may also take the floor from a speaker in case of improper behaviour, violation of these rules of procedure, or in case of limited speaking time. All others present should devote their full attention to the speaker and may not disturb the speaker.

A statement introduces one or more new aspects or opinions into the discussion. A speaker may not reiterate aspects already brought forth in a previous statement. The chair will take the floor from a speaker who just repeats previous statements in different words, without introducing any new aspects.

## **IV. Votes**

### *1. Voting at the EC meeting*

The subject of any vote has to be in the context of the current item of the agenda.

Votes are called for by the chair. Before a vote, the chair clearly states the question that is being put to the vote, and the different options that can be voted for. Votes are done publicly, unless at least two EC members ask for a secret ballot.

If a change to a motion is suggested during the respective discussion, it is voted upon before the vote on the actual motion. If several cumulative changes are suggested, they are voted upon in reverse order, before the actual motion is voted upon. The submitter of the motion has the right to withdraw the motion at any time. In this case no vote on the motion may be performed.

For a valid vote to be taken at least three EC members have to partake in the vote. For a vote to pass, it needs a simple majority of votes in favour by those partaking in the vote. Abstentions count as valid votes.

Casting a vote beforehand e.g. via email is not allowed, as any vote should be preceded by a discussion.

Votes during an EC meeting are published via the meeting minutes on the IYPT website.

### *2. Voting via electronic means*

Outside of EC meetings decisions can be made via electronic means. The procedure is the following:

- a) Any issue can be discussed via means available to all EC members. If at some point a decision is needed, the process proceeds to b).
- b) An EC member proposes a vote to be taken on some issue by sending an email to the EC mailing list. The email must contain a motion and can include any supplementary information needed to make the decision.
- c) Any EC member wishing to partake in the vote casts their vote within two weeks.
- d) For a valid vote to be taken at least three EC members have to partake in the vote. For a vote to pass, it needs a simple majority of votes in favour by those partaking in the vote.
- e) Any EC member can inform the EC members during the voting period about an extension of that period, however the maximum length of the voting period cannot exceed four weeks.
- f) As soon as the outcome of the vote is unambiguous, the vote is valid immediately.

Votes taken via electronic means are to be reported during the following EC meeting.

## **V. Ad Hoc Meetings**

### *1. Time frame*

If necessary, ad hoc EC meetings can be carried out during the annual IYPT competition, or immediately before or after it.

### *2. Requesting Ad Hoc Meetings*

Ad hoc meetings are called by the President or Secretary General on their decision, or on request of at least two EC members or at least five IOC members. Ad hoc meetings are organized no later than 24 hours after a request is made. Place, time and agenda of ad hoc meeting are distributed to EC members before the meeting. Whoever requests an ad hoc meeting must prepare the agenda to be discussed and a reason why postponing these items until the next regular meeting is inadequate.

## **VI. Status of these Rules of Procedure.**

These Rules of Procedure were adopted by the EC and may be changed only by the EC.

*Accepted in Warsaw, Poland, November 2018*