

# Rules of Procedure for IOC Meetings

## Preamble

The International Organizing Committee (“IOC”) is the supreme governing body of the International Young Physicists’ Tournament (“IYPT”).

Since its annual meeting time is limited, while the number and importance of the responsibilities is vast, the IOC recognizes the fact that its meetings must be conducted in a structured, ordered, and efficient manner.

To ensure this, the IOC has adopted these Rules of Procedure.

## 1. Basic provisions

**1.1.** IOC meetings are carried out in compliance with the Agenda.

**1.2.** The chair of the meeting is determined according to the Statutes of IYPT. The chair is assisted by the remaining EC members, in particular by a minute keeper, and a keeper of the list of speakers.

## 2. Agenda

### 2.1. Categories of Items

Items on the agenda are divided into three categories:

1. *Recurring items and Reports.* This includes, but is not limited to, approval of problems selected for the next tournament, reports of the Executive Committee (“EC”), reports of the auditors, approval of the financial statement, applications for IMO status, presentation of the new hosting bids and decisions about future IYPT hosts, and elections of EC members.
2. *Motions for specific actions.* This includes, but is not limited to, approval of new proposals and documents, changes to regulations, guidelines, or statutes, and assigning specific tasks to chosen individuals or committees.
3. *General discussions of new ideas and exchange of opinions.* This includes, but is not limited to, strategic discussions, debates on principles, and discussion of possible changes of regulations and guidelines where a concrete motion is not yet available.

### 2.3. Preparation of the Agenda

The agenda is prepared by the EC. They will call for proposals and will collect suggestions of items of categories 2 and 3 at any time prior to the forthcoming meeting.

Suggestions of items of category 2 must be accompanied by a specific motion on which the IOC should vote and may take the form of a written proposal that can be distributed in the IOC and attached to the agenda. Motions as well as suggestions for the agenda can only be submitted IOC members, EC members, and the EC as a whole.

A preliminary agenda is sent (by email) to all IOC members no later than one week before the respective meeting. Requests for changes of the agenda have to be addressed to the Secretary General, no later than three days before the meeting.

Two days before the meeting, the final agenda is distributed to IOC members. Further changes to the agenda are not permitted.

### **3. Control of Presence**

**3.1.** At the beginning of the meeting, and after each break, control of presence is conducted to ensure accurate records of the number of eligible voters. Any IOC member who leaves the room during the course of the meeting announces their leaving and their return to the keeper of the minutes.

### **4. Time Management**

**4.1.** Every item on the agenda is allotted a specific amount of time. If the allotted time expires (or is estimated to expire) before an item can be concluded, the following actions are taken, depending on the category of the item.

1. For *Recurring items and Reports*, the chairperson will take all actions necessary to ensure a quick conclusion of the item. All IOC members contribute to a quick conclusion by keeping their comments brief, and avoiding unnecessary side discussions. The chair will limit the time per speaker.
2. For *Motions*, the chair announces that the allotted time expires, and asks for last comments. After that, no further entries into the list of speakers will be permitted. The chair may limit the time per speaker to allow everyone who is interested to shortly express their opinion and position. After the last comments, the motion is put to a vote.
3. For *General discussions*, the chair may limit the time per speaker to ensure that the allotted time is kept as good as possible. The chair may call for last comments as soon as it becomes evident that the allotted time will not suffice to complete the current list of speakers. After that, no further entries into the list of speakers are permitted. After the last comments, the EC may briefly summarize the discussion and announce plans for further actions, if applicable.

### **5. Discussions**

#### **5.1. General Principles**

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. The chair may reprimand anyone in violation of this rule. In case reprimanded persons continue to disturb the meeting, the chair may (temporarily) expel them from the meeting.

#### **5.2. Structure of the Discussions**

1. For *Recurring items*, the discussion may require a special structure, as they either have a designated speaker (e.g. someone giving a report), or require more than one specific vote. Structuring these items is at the chair's discretion. However, the chair has to make sure that IOC members are given adequate opportunities to express their opinions.
2. For *Motions*, the chair will read out the motion or idea to be discussed and, if necessary, give a brief statement or give the floor to the author of the motion. Further speakers can

signal their request to speak to the keeper of the list of speakers at any time, unless the chair has already made a call for last comments.

3. For *General discussions*, all IOC members shall avoid unnecessary side discussions. Speakers can signal their request to speak to the keeper of the list of speakers at any time, unless the chair has already made a call for last comments.

### **5.3 Statements and Comments**

During discussions, three different types of speeches are distinguished.

1. *Statements*. 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.
2. *Comments on Statements*. After a statement has been made, subsequent speakers may comment on this statement. Comments may include agreement or disagreement with the statement and the reasons therefore. Comments may also amend a statement with new aspects or opinions, and suggest changes. After finishing a comment, the same speaker may not comment on the same statement again.
3. *Comments on Comments*. After all comments on a statement have been made, the speaker who made the original statement may comment on the comments once. This comment should address changes or differences of opinions that have been raised in comments on the statement. This comment on comments is not supposed to just repeat what has already been said in the original statement. After the comment on comments, no further comments on the statement are permissible. Any subsequent speaker must make a new statement.

## **6. Votes**

### **6.1. Subject of Votes**

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

### **6.2. Performing Votes**

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. In general, votes are done publicly, by show of hands. However, anyone who is eligible to vote may request a secret ballot instead. Such a request has to be made immediately after the chair has stated the question to vote upon.

In case of an open vote, the chair calls out one of the possible options at a time and all IOC members who wish to vote for this option clearly raise their hands. Hands should be left up until the recording of the number of votes has finished, which should be indicated by the chair.

In case of secret ballot, two scrutineers are nominated by the chair of the meeting to collect and count votes recorded on folded paper slips and then announce results.

### **6.3. Changing and Withdrawing Motions**

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.

## **7. Ad Hoc Meetings**

### **7.1. Time Frame**

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

### **7.2 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 IOC members no later than 2 hours 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. Only items on this agenda are handled during ad hoc meetings.

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

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

*Accepted in Shrewsbury on 2014-07-11*