

RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

Rule 1 - Sessions of the General Assembly

- 1.1. The General Assembly shall be convened by the President of ICAR.
- 1.2. The Ordinary General Assembly shall be held once every year to approve the financial statement and budget, receive the President's report, receive the Treasurer's report, elect Board members, approve the guidelines, and any other competent business brought by the Board or raised by members by due process, as provided for in the Article 14.1 of the ICAR Statutes.
- 1.3. The Extraordinary General Assembly shall be convened by the President of ICAR in accordance with provisions of Article 15 of the Statutes.
- 1.4. The General Assembly shall be composed of delegations of ICAR Members.
- 1.5. For the purpose of these Rules, "delegation" mean all the persons appointed by ICAR Members to attend the session of the General Assembly.
- 1.6. Each Member shall communicate to the Secretariat the list of members of its delegation.

Rule 2 - Agenda

- 2.1. A provisional agenda for each ordinary General Assembly shall be dispatched by the Secretariat to ICAR Members and participating international organisations in accordance with Article 14.2 of the ICAR Statutes.
- 2.2. The provisional agenda for an ordinary session shall include:
 - a) all items the inclusion of which may have been decided upon by the General Assembly at a previous session;
 - b) items approved by the Board;
 - c) any item the inclusion of which has been agreed upon by the Board upon the request of an ICAR Member seconded by other two Members;
 - d) the President's report;
 - e) financial statements;
 - f) Treasurer's Report;
 - g) approval of the minutes of the previous General Assembly;
 - h) the election of the Board; and
 - i) approval of the budget.
- 2.3. The agenda of the Ordinary General Assembly may, in addition to items under Rule 2.2 of these Rules, include also:
 - a) reports of Sub-Committees, Task Force and Working Groups; and
 - b) the International Agreement on Recording Practices;
- 2.4. The first item of any ordinary session shall be approval of the agenda.
- 2.5. Requests for the inclusion of additional items may be submitted to the Secretariat by ICAR Members not later than 28 days prior to the General Assembly. Such requests shall be forwarded to the Board for decision. The Board may decide to include the requested item in the agenda of the current or the next session or defer the matter for further consultations.

Rule 3 – Attendance at the General Assembly

- 3.1 Ordinary General Assembly shall be open to attendance by all delegations, experts attending the ICAR Session, the representatives of participating international organisations and the staff of the Secretariat.
- 3.2 Ordinary General Assembly shall be held in public unless the General Assembly decides otherwise.

Rule 4 - Powers and duties of Chairperson

- 4.1 The General Assembly and the Extraordinary General Assembly shall be chaired by the President.
- 4.2 In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the President in his capacity of the Chairperson shall:
 - a) declare the opening and closing of each meeting of the session;
 - b) direct the discussion;
 - c) ensure the observance of these Rules;
 - d) accord the right to speak;
 - e) declare the quorum before each voting for decisions, and
 - f) announce decisions.
- 4.3 He shall also rule on points of order and have complete control over the proceedings of the meetings.
- 4.4 He may propose:
 - a) the limitation of the time to be allowed to speakers;
 - b) the number of times each delegation may speak on any question;
 - c) the closure of the list of speakers;
 - d) the suspension or adjournment of the meeting; and
 - e) the closure of the debate.
- 4.5 In the absence of the President or if he decides so, one of the Vice-Presidents shall preside. Vice-President acting as a Chairperson shall have the same powers and duties as the President, but shall not have a casting vote.

Rule 5 – Proposals and amendments

- 5.1 Proposals relating to the International Agreement on Recording Practices shall be referred to the Secretariat and/or presidents of respective Sub-Committees and Working Groups at least six weeks before the session of the General Assembly.
- 5.2 The President shall communicate to the General Assembly comments and views of respective Sub-Committees and Working Groups prior to opening the debate on the item under discussion.
- 5.3 Proposals and amendments relating to any other item on the agenda may be submitted in writing to the Secretariat during the session of the General Assembly at least twenty four hours before the vote is to be held. The Secretariat shall distribute such proposals or amendments to delegations present at the session.

Rule 6 – Election of the Board

- 6.1 The General assembly shall, at any ordinary or extraordinary session, fill all vacancies in the Board, as provided for in Article 11.2 of the Statutes.
- 6.2 The President shall inform Member organisations prior to the date set for the General Assembly on vacancies occurring due to the expiry of the term of office, resignation or a change in the employment or official position.

Rule 7 - Voting

- 7.1 Each voting member shall have one vote.
- 7.2 In compliance with the Article 14.5 of the Statutes, President of ICAR shall have one vote. In the case of tie vote, the President has the casting vote.
- 7.3 In compliance with Articles 14.5 and 15.4 of the Statutes a quorum of 51 per cent of voting members present or represented by proxies shall be required for decisions.

- 7.4 Before voting, the Chairperson shall declare the number of delegates present, the quorum and the number of votes required for the decision.
- 7.5 Delegate shall be invited to vote for the adoption of decision or against the adoption.

Rule 8 – Agreement in writing

- 8.1 In compliance with Article 17 of the Statutes, the Board may solicit agreement of Members in writing.
- 8.2 The President shall present to the General Assembly the Board's justification of the request for agreement in writing and propose the time for reply by Members.
- 8.3 The President shall declare the approval of the agreement not later than 30 days after the approval by the majority of Members.