



*ETUC 11<sup>th</sup> Statutory Congress*  
*Seville, 21-24 May 2007*

**CONGRESS RULES OF PROCEDURE**

---

**1) VENUE + DATE**

The 11th Statutory Congress will take place from 21-24 May 2007 in Seville.

**2) AGENDA**

- a) Ratification of affiliations and observer status decided by the Executive Committee since the 10<sup>th</sup> Congress.
- b) Examination and adoption of the Activity Report 2003-2007
- c) Amendments to the Constitution.
- d) Examination and adoption of Resolution(s)/ Action Programme.
- e) Elections of the members of the Executive Committee, the President, the General Secretary, Deputy General Secretaries, Confederal Secretaries and the Auditors

**3) DELEGATIONS**

- a) The number of delegates from National Confederations and from the European Industry Federations will be determined on the basis of their paying membership for the Year 2007. This is shown in annex A.

These Organisations may designate substitutes whose number shall not exceed one third of that of their full delegates.

- b) The Women's Committee shall appoint 10 delegates.
- c) Each Member Organisation with Observer Status is entitled to be represented by 3 delegates with speaking rights.
- d) The Youth Committee, FERPA, and the ITUC's Coordination Committee are entitled to be represented by 10 delegates each with speaking rights, and with two votes for each of the three delegations.

- e) EUROCADRES is entitled to be represented by 10 delegates with speaking rights.
- f) All Organisations must ensure that their delegations are gender balanced to reflect the composition of membership they represent.(Article 9c of the Consitution)
- g) Member organisations are invited to include young people in their delegations.

#### **4) PRESIDENCY**

The Presidency shall be comprised of the Steering Committee members as well as the Presidents and General Secretaries of the Spanish affiliated organisations.

The Congress shall be chaired by the President, assisted by the other members of the Presidency.

Before the start of the Congress the Presidency will consider the amendments proposed to the Action Programme and make recommendations to the Congress.

The Presidency will also appoint an ETUC officer to handle any suggestions or complaints from delegates about the Congress. If necessary these will be considered by the Presidency.

#### **5) DEBATES**

All agenda items will be introduced by the General Secretary and members of the secretariat, except from the elections which will be introduced by the President. .

##### ***a) Speaking Rights***

Delegates with speaking rights may take the floor upon written request to the Presidency. Delegates shall speak only once on the same subject, unless a personal issue is involved.

##### ***b) Speaking Time:***

The maximum speaking time for each delegate speaking in each debate shall be 5 minutes.

In view of the Congress proceedings, the Presidency can propose to limit the time allowed for each intervention.

Due to time constraints, the Congress Presidency can propose to close the list of speakers or the discussion.

In the first case only the listed speakers will have the floor as well as the member of the secretariat in charge of the particular discussion point.

In the second case only the member of the secretariat in charge of the particular discussion point will have the floor.

The member of the secretariat in charge of the particular discussion point shall have the floor for his (her) concluding remarks prior to the vote.

### *c) Point of Order*

A delegate may raise a point of order at any time. The maximum speaking time allowed for this is 3 minutes.

The ongoing debate will be interrupted and the motion will be discussed with one speaker in favour and one against, each with a maximum speaking time of 2 minutes. The motion will then be put to a vote.

### *d) Emergency Resolutions*

Emergency resolutions on important, urgent events which are not covered by Congress documents may be submitted by affiliate organisations to the Presidency up to 6.00p.m. on 22 May.

The Presidency will make proposals to congress how to handle them.

For emergency resolutions, the proposer of the resolution will be given 3 minutes to speak, followed by a debate and a vote.

## **6) VOTES**

- a) Voting shall be carried out by a show of hands, but on request, a roll call vote shall be held.
- b) Where voting is by ballot, scrutineers shall be appointed by the President to distribute the ballot, collect same and count and report the vote.
- c) Delegate's voting rights are contingent upon their organisation having paid affiliation fees up to the first Semester of 2007 included.
- d) Delegates of the European Industry Federations and of the Women's Committee (and the two voters of the Youth Committee, FERPA and the ITUCs) shall have the right to vote except on financial questions and on applications for affiliations.
- e) Amendments and proposals which obtain less than two-thirds but more than half of the votes shall be referred back to the Executive Committee for examination and decision.

## **7) ELECTIONS**

- a) All elected mandates expire at Congress
- b) Nominations for the position of General Secretary must be submitted by 30 November 2006. For the posts of President, Deputy General Secretaries, Confederal Secretaries and Auditors, the nominations shall be introduced by 16 February 2007.
- c) Proposals concerning the composition of the Executive Committee shall be made before April 2, 2007.
- d) At the end of Congress the new Executive Committee will meet in order to elect the Steering Committee and Vice Presidents.

## **8) AMENDMENTS TO THE CONSTITUTION**

The Executive Committee will recommend “amendments to the Constitution” to Congress

Proposals for amendments to the Constitution may be submitted up to 31 January 2007. The Executive Committee will make a preliminary examination at its meeting on March 20 and 21 2007 and draw up its recommendations to Congress.