

## **GUIDE TO THE ONLINE GENERAL MEETING**

**16 June 2023**

**10:00 – 12:00 CEST**

### **What is the General Meeting?**

#### **How does the General Meeting work?**

The General Meeting (GM) is the space for member organisations to hold the Executive Board accountable and formally get to set the direction of the organisation.

The GM takes place according to the procedures set out in the Constitution and the Standing Orders (as previously agreed by the members). These include how and when proposals can be submitted by members and the Executive Board and how they will be dealt with at the GM.

We have two General Meetings each year:

- One online GM in June mainly dedicated to the annual accounts which need to be approved by the membership before 30 June of the following fiscal year
- One hybrid GM in October, in conjunction with the ILGA-Europe Annual Conference, where the Executive Board reports on the work undertaken since the previous conference and where election take place.

Some years there are additional elements to the GM, such as changes to the Constitution and Standing Orders, or consideration of our Strategic Framework.

#### **Who runs the GM?**

The Chairing Pool is responsible for the running of the GM and for overseeing the votes. It chairs the plenary sessions, governance workshops (only at the October GM) and takes minutes of those.

The Chairing Pool consists of a minimum of four people, 50 % of whom must identify as women. It is appointed by the Executive Board and approved by the membership.

The ILGA-Europe Executive Board appointed a Chairing Pool composed of:

- Mitchell Coe
- Joyce Hamilton
- Murat Köylü
- Irene Kuzemko
- Ellen Sleeuwaert (reserve)

You can contact the Chairing Pool by email if you have questions about the GM:

[chairingpool@ilga-europe.org](mailto:chairingpool@ilga-europe.org)

## **How does the GM make decisions?**

Formal decisions are made at the GM plenary sessions, which are gatherings of all member organisations represented at the GM. Decisions are prepared and discussed in governance workshops (only at the October GM). In the plenary sessions decisions will only be voted, but not discussed.

Before any decisions are voted on in the plenary sessions, delegates have the opportunity to discuss the activity reports, the finances, and any proposal made by the board or members in the governance workshops (only at the October GM).

In the workshops, the aim is for delegates to debate and agree – by consensus – on a recommendation to the membership to approve, adopt with changes or reject proposals and amendments.

If the governance workshop does not agree on a recommendation, then the original proposal will be put to the membership in plenary session.

Voting during the GM will be done electronically. To find out about who votes and how, see the ‘Voting at the GM’ section below.

## **Voting at the General Meeting**

### **Who can vote at the GM?**

ILGA-Europe member organisations wishing to exercise their rights – including voting at this General Meeting on annual accounts – are required to pay the three most recent years of their annual fees (i.e. 2020, 2021 and 2022). Organisations that have been members for less than three years are required to pay all outstanding fees.

Organisations located in countries listed as high-income economies by the World Bank are asked to pay €150 as an annual membership fee. Organisations located in other countries are asked to pay €30 as an annual membership fee. This will change as of 2023. You can find more information on the new ILGA World membership fee structure here:

<https://ilga.org/membership>

In case your organisation has been facing financial difficulties due to the Covid-19 pandemic and has not been able to pay, you can request a reduction of 50% in membership fees for 2021 and 2022.

These fees are paid to ILGA World (not ILGA-Europe). For questions about membership fees, please contact [membership@ilga.org](mailto:membership@ilga.org).

### **How does my organisation register to vote?**

You do not need to appoint a delegate or proxy nominatively. This approach was leading to an extra burden and risk of mistakes with the voting list.

The voting credentials will be sent by email to the main contact of your organisation. This email can simply be forwarded to the person casting the votes on behalf of your organisation.

According to the ILGA-Europe Constitution, each member organisation has two votes. To make the voting process easier, we use weighted votes by default. This means that when your delegate casts their vote on behalf of your organisation, this vote weights two.

If you want to use each of the two votes independently, you need to appoint two delegates. In that case, please inform [chairingpool@ilga-europe.org](mailto:chairingpool@ilga-europe.org).

### **How do I vote?**

Voting will be done electronically via a secured platform designed for remote electronic voting called ElectionBuddy – the same we used during the October General Meeting in Sofia.

Unique voting credentials will be sent by email to the main contact of your organisation when online voting opens.



You are invited to vote in the ILGA-Europe General Meeting on 2022 annual accounts.

**Online vote opens now** for the Approval of the Chairing Pool and other items for approval by the membership.

We are using an online election system to record the vote. You have been assigned a unique access key and password to participate.

You are not the person casting the vote on behalf of your organisation? Please **forward this email to the organisation's delegate or proxy**.

Do not reply to this email to vote. Your vote will not be registered.

To vote, visit: <https://secure.electionbuddy.com/m/onlinegm23>

- Voter's access key: XXXX
- voter's password: XXXX

If you have questions, please email the Chairing Pool: [chairingpool@ilga-europe.org](mailto:chairingpool@ilga-europe.org)

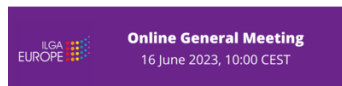
*Example of invitation email*

The email will include a link to the voting page:

<https://secure.electionbuddy.com/m/onlinegm23>

To access this page, you will have to identify yourself with the voter's access key and voter's password provided in the email.

Once you are logged in, you will see all the ballots open to vote. You must cast your vote for each motion separately.



### ILGA-Europe General Meeting on 2022 annual accounts

Welcome to the ILGA-Europe General Meeting's voting page! You can see all the ballots open to vote. For questions about online voting, please contact: [chairingpool@ilga-europe.org](mailto:chairingpool@ilga-europe.org)

When Meeting Votes are live, the buttons to access the voting process will appear here.

### *Example of voting page*

#### **When do I vote?**

- Online voting will open on Wednesday 14 June at 14:00 CEST.
- Online voting will close live during the General Meeting, as each item is being discussed.
- Even if you cannot join online, you can still cast your vote in advance and exercise your right as member.

#### **How do I join the online GM?**

Link to Zoom meeting:

<https://ilga-europe-org.zoom.us/j/85817767773?pwd=V0FyUIAyd291RHRyTkqxVXB1a2w5QT09>

## Background documents

### For approval by members

- [Final agenda](#)
- [2022 Treasurer's Report](#)
- [Annex 01 Official Belgian Accounts for Financial year 2022](#)
- [Annex 02 2021/2022 Balance Sheet and Statement](#)
- [Annex 03 2022 Budget to Actual](#)
- [Annex 04 Audit Report](#)

Password: UnicornsLoveGovernance2023

### For reference

- [ILGA-Europe Constitution](#)
- [ILGA-Europe Standing Orders](#)