

## **GUIDE TO THE GENERAL MEETING 26-28 October 2023**

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

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

The ILGA-Europe Annual Conference is composed of two main elements:

- The first element is a combination of spaces where thematic discussions on issues that matter to our movements take place – like the panels, workshops and self-organised spaces.
- The second element is the General Meeting (GM) of the organisation.

The GM is the space for member organisations to hold the ILGA-Europe 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:

- An 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
- A 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 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 Sleewaert (reserve)

The composition of the Chairing Pool was approved in June for both GMs to be held in 2023.

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 Executive 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.

### **How will the hybrid GM happen in practice?**

If you are present in Ljubljana, you will be able to join the GM plenary sessions (room: Union Hall) and governance workshops (room: White Hall 1) like during previous Annual Conferences.

If you are joining the GM remotely, you will be able to follow the GM plenary sessions and governance workshops on Zoom.

- GM plenary sessions are not meant to be interactive.
- Due to budget limitations, we are not able to provide a full-on visio-conference set-up. Hence, interaction will be possible but limited during governance workshops. You will be able to post your questions and comments in the chat box. A member of the Chairing Pool will be monitoring that space and facilitating interaction between you and delegates in the room.

Both in person and on Zoom, the GM plenaries will be provided with English-Russian & English-Ukrainian simultaneous interpretation and speech-to-text captioning in English.

## Elections at the General Meeting

### ILGA-Europe Executive Board

According to article E.1 of the Constitution of ILGA-Europe, the Board consists of up to 10 individuals from full member organisations of which at least four should identify as women. The term of office of a board member is two years, and five members are elected each year.

Following elections at the GM in October 2022, the gender representation of the Board members remaining in function until 2024 is: three members identify as women, one member identifies as as man, and one member identifies as non-binary/man.

Members can cast as many votes as there are vacancies. The vacant posts are filled according to the ranking of the number of votes received, subject to the rules on reserved seats and threshold.

Candidates need to receive at least 20% of the votes registered to be elected. Only the candidates who pass this threshold will be elected. Non-elected candidates will be considered as reserves, if they have exceeded the 20% threshold. In the case of a vacancy on the Executive Board during the year, it will be filled with the highest-ranking reserve who fulfils the rule on reserved seats.

If there is a tied vote, a further round of election between the candidates involved will be organised.

If this process does not lead to a full board, consideration will be given to the candidates who failed to receive 20% threshold. A second round of elections will be conducted between those candidates eligible for the remaining places, following the same procedure as above. At least 20 % of the votes present at the election are still needed in this second round.

### **Get to know the candidate!**

- [Gala Abushakhmanova](#) (woman)
- [Ewelina Edenbrink](#) (woman)
- [Mamikon Hovsepyan](#) (man)
- [Danijel Kalezic](#) (man)
- [Robert Lebedev](#) (man)
- [Simona Muršec](#) (woman)
- [Joy Nikolaou](#) (non-binary)
- [Tommy Petersen](#) (man)
- [Miłosz Przepiórkowski](#) (man)
- [Penny Smith](#) (woman)

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Candidates will present themselves during the GM plenary session on Friday 27 October at 16:30-18:00 CEST. After the presentation, there will be an opportunity for members in to ask questions to the candidates.

## **Voting at the General Meeting**

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

ILGA-Europe member organisations wishing to exercise their rights – including voting at a General Meeting – are required to pay the three most recent years of their annual fees (i.e. 2021, 2022 and 2023). Organisations that have been members for less than three years are required to pay all outstanding fees.

Membership fees are paid to ILGA World (not ILGA-Europe). In 2022, the ILGA World Annual Conference approved a new a new sliding scale for annual membership fees paid by members in all six ILGA regions. The amount to be paid by each member organisation depends on their annual budget for the year of payment. You can find the [new scale here](#).

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. 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 will have two votes in the decisions and may designate two delegates to represent it. 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 does online voting work?**

Voting will be done electronically via a secured platform designed for remote electronic voting called ElectionBuddy – the same we used during the previous two GMs.

Unique voting credentials will be sent by email to the main contact of your organisation when online voting opens. The email will include a link to the voting page:

<https://secure.electionbuddy.com/m/hybridGM23>

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.

### **When do I need to vote on what?**

Online voting will open on Tuesday 24 October at 12:00 (noon) CEST.

Pay attention – not all votes close at the same time! Please refer to the voting timeline below.

\*\*\* All times indicated are CEST (Ljubljana time)\*\*\*

Agenda item	Vote closes
Approval of the agenda of the General Meeting	Live during the GM plenary session on Thursday 26 October at 12:00-13:00 CEST
Report of the ILGA-Europe Executive Board on work undertaken since the 2022 Annual Conference	On Saturday 28 October at 12:00 (noon) CEST
Report of the Regional Representatives to the ILGA World Board	
Proposal of the ILGA-Europe Executive Board on the 2024 budget	
Proposal of the ILGA-Europe Executive Board on a Strategic Framework for the period 2024-2029	
Election of candidates to the ILGA-Europe Executive Board	

## Background documents

For approval by members:

- [Final agenda of the GM](#)
- [ILGA-Europe activity report](#)
- [Report from the ILGA-Europe Executive Board on work undertaken since the 2022 Annual Conference](#)
- [Activity report from the Regional representatives to the ILGA World Board](#)
- [Revised proposal of the ILGA-Europe Executive Board on the 2024 budget](#)
- [Final proposal of the ILGA-Europe Executive Board on a Strategic Framework for the period 2024-2029](#)

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For reference:

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