

The Annual General Meeting – How does it work?

The Annual General Meeting (AGM) for ILGA-Europe means democracy in practice. This is where members formally get to set the direction of the organisation. The AGM portion of the Conference is conducted in accordance with ILGA-Europe's constitution and standing orders. The agenda of the Annual General Meeting includes consideration of the Executive Board's report on work undertaken since the previous conference, formal proposals submitted by the Board and full members in the region, approval of the activity and financial reports for the past year, and elections of the new ILGA-Europe executive board and regional representatives to the ILGA Board.

Procedures

Conference procedures are guided by the constitution and the standing orders, which have been agreed at previous conferences. Standing orders are rules that complement the constitution by providing clear direction on how, e.g., voting rules are implemented during the Annual General Meeting. These set the rules on the submission and debate of proposals and amendments, on voting, elections, the chairing of plenary sessions and so on. The standing orders are available on our website: www.ilga-europe.org>About us > [Organisational documents](#)

Formal conference decisions are only made in the plenary sessions. Conference decisions are made either by consensus or by voting. Voting is done with voting cards, which are issued during the conference.

Proposals and Amendments

The proposals and amendments on the Final Agenda are only discussed in the starred workshops on proposals (designated with an asterisk (*) in the workshop programme). These workshops can recommend to the conference that a proposal or amendment is approved or rejected, or that it is adopted subject to specified changes.

Recommendations are agreed in these workshops by consensus, but if this is not possible, then decisions will be made by a show of voting cards. . The minutes of these workshops, with any recommendations, are submitted to a conference plenary session.

Other workshops and meetings can make a report to the Conference for information, but may not submit recommendations directly to a plenary session. If the workshop/meeting wishes to make a recommendation on a proposal or amendment, then this should be submitted to the workshop that has been designated to consider that proposal/amendment.

Delegates

Each full member organisation in the Region that has paid its membership fees (and has not had its membership suspended under the relevant provisions in the ILGA constitution) is entitled to two votes, subject to the following rules: If a mixed organisation sends only delegates who identify as male, then it will have only one vote unless it has provided a letter of authority confirming that the members in that organisation who identify as women have approved the delegate(s) exercising both votes.

Similarly, if a mixed organisation sends only delegates who identify as women, then it will have only one vote unless it has provided a letter of authority confirming that the delegate(s) have the authority to exercise both votes. In either case, organisations may instead nominate a proxy (see below).

Designating Proxies

Any full member organisation that is unable to attend and entitled to vote can designate a person attending the conference as a proxy for either one or both of the votes to which it is entitled. The organisation must provide the person(s) nominated the original completed proxy form in order to receive the proxy voting card(s). One participant cannot have more than four proxies. Proxy forms can also be sent to the ILGA-Europe office in advance.

Chairing Pool

While the running of the overall conference is in the hands of ILGA-Europe's board and staff, the Chairing Pool is responsible for the running of the Annual General Meeting sessions of the conference and overseeing the elections. It puts together the proposed order of business for the plenary sessions, and makes sure that standing orders are followed, which include rules around voting. You should go to the Chairing Pool if you want to raise an issue about the business of AGM.

The Chairing Pool consists of 4 people, appointed by the Executive Board and approved by the conference. The overall composition of the chairing pool shall reflect the diversity of membership within the region and all members shall be members of full member organisation in the region.

The Chairing Pool chairs the plenary sessions and the starred workshops on proposals (the *workshops) and takes minutes of the same.

Plenary sessions

Formal conference decisions are only made in the plenary sessions. Conference decisions are made either by consensus or by voting. Voting is done with voting cards, which are issued during the conference

During the conference, only “starred workshops” can formally influence the AGM by considering, amending and recommending proposals. Such governance and finance workshops consider key aspects of ILGA-Europe’s work coming through proposals submitted by board and membership ahead of the AGM. These workshops look at key items on the final agenda, and can make recommendations on them to a plenary session of conference. They are marked with an asterisk (*) in the workshop programme. The minutes of these workshops, with any recommendations, are submitted to an AGM plenary session for consideration and endorsement.

Participants can request to report on the outcomes from regular workshops during a plenary session so that information/skills can be shared more widely. However, these workshops cannot result in formal recommendations to be discussed by members during the AGM plenary sessions. If workshops wish to recommend changes to any proposals on the agenda, its recommendations need to be initially considered by the starred workshop on proposals before being considered by the plenary. If self-organised spaces wish to make any report to the Conference from the meeting, then advance notice has to be given to the Conference of the meeting and of any proposed restrictions on participation.

Election of the ILGA-Europe executive board

According to the Constitution of ILGA-Europe, the board consists of 10 individuals from full member organisations of which

- at least 4 and not more than 6 should identify as women and
- at least 4 and not more than 6 should identify as men.

To be elected to any post requires at least 20 % of the votes present at the conference. If these requirements cannot be met, the places remain vacant.

B. Term of office

The term of office is two years, and in principle five members are elected each year.

If there are more than five vacancies, a second round of election decides who is elected for two years and who for one year (see E below).

C. Nominations at the conference

All elections should be contested. Further nominations can be made at the conference if nominations received before the conference is equal to or fewer than the number of vacancies, and/or do not meet the gender requirements set out above.

This means 10 minus the number of board members elected for two years the year before. For women or men this means four minus the number of board members of that gender elected the year before.

D. Election

Each delegate with a voting card will receive a ballot paper with a list of all candidates. They can vote for no more candidates than there are vacancies (i.e. 10 minus the number of board members elected for two years the year before). Candidates will then be ranked according to the number of votes received. Candidates with fewer votes than 20 % are disregarded.

The vacant places are filled according to the ranking of the number of votes recorded subject to the rules on gender. When the composition of the board has reached six individuals of one gender, the remaining candidates of that gender are disregarded. This year, there are 3 (three) candidates identifying as male, 2 (two) identifying as female and 1 (one) not identifying as female or male. As the whole board of ten people must have at least 4 but no more than 6 identifying as female, and at least 4 but no more than 6 identifying as male, therefore, up to 2 places on the board can be filled by persons not identifying as female or male. This year 2-4 people identifying as female, 2-4 people identifying as male and one person not identifying as female or male can be elected at the conference.

If this process does not lead to a full board, consideration will be given to the candidates who failed to receive 20 % of the ballot papers returned. 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 round.

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

E. One or two years term of office

If there are more than five vacancies, a second round of election decides who is elected for two years and who for one year.

This year there are five vacancies for two year term of office as in 2016 five board members were elected for two years.

F. Reserves

The non-elected candidates are reserves in the following order:

1. Those having reached more than 20 % in the first round of election ranked according to the number of votes they have got.
2. Those having reached more than 20 % in the second round of election ranked according to the number of votes they have got.

In the case of a vacancy in the board, the highest ranking reserve whose membership of the board secures that the composition of the board is still in accordance with the constitution and standing orders.

All elections should be contested, i.e. there should be more candidates than the number of vacancies to be filled on the board. Further nominations can be made at the conference if

the number of nominations received before the conference is equal to or fewer than the number of vacancies, and/or do not meet the gender requirements set out.

Each delegate with a voting card will receive a ballot paper with a list of all candidates. They can vote for no more candidates than there are vacancies (i.e. 10 minus the number of board members elected for two years the year before). Candidates will then be ranked according to the number of votes received. Candidates with fewer votes than 20 % of the ballot papers returned are disregarded.

Election of European representatives to the ILGA World executive board

Every two years, at the Annual Conference, the membership of ILGA-Europe elects two representatives to the ILGA World executive board.

According to the Constitution of ILGA World: The Executive Board shall act on behalf of ILGA between World Conferences, within the framework and goals of this Constitution and the resolutions of the World Conference. The Executive Board appoints among its Members a Treasurer.

The Executive ILGA World Board shall include two representatives, at least one of whom identifies as a woman, from each region, the two Secretaries-General, one representative of the Women's Secretariat, one representative of the Trans Secretariat, one representative of the Bisexual Secretariat and one representative of the Intersex Secretariat. All full and alternate/reserve members of the board have to be from full member organizations.

Regional representatives and alternates/reserves shall be elected by the appropriate regional structures, according to their procedures. The term of office for regional representatives to ILGA is two years.

In case of a vacancy, a replacement may be elected by the region according to their procedures. If the region does not or cannot fill a vacancy, the Executive World Board may appoint an interim member until the region or a regional caucus elects a new member.

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