

GUIDE TO THE ANNUAL GENERAL MEETING AND TO THE ELECTIONS

What is the Annual General Meeting?

The ILGA Europe annual conference has two parts. The first part is where wide-ranging discussions on issues that matter to our movements take place (the panels, the workshops, the self-organised spaces, etc.). The second is the Annual General Meeting (AGM) of the organisation and our members. This bit is democracy in practice, where members hold the Board accountable and formally get to set the direction of the organisation.

The AGM agenda includes standard items such as consideration of the Executive Board's report on work undertaken since the previous conference, 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.

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

How do the AGM parts of the conference work?

Conference procedures are set out in the constitution and the standing orders and include how and when proposals can be submitted by members and the Board and how they will be dealt with at the conference. The Constitution and Standing orders are available on the web at: www.ilga-europe.org>About us > Organisational documents

Who runs the AGM?

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 AGM sessions of the conference and overseeing the elections. You can talk with the Chairing Pool if you have questions about the business of AGM.

The Chairing Pool consists of 4 people, 50 % of whom identify as women, appointed by the Executive Board and approved by the conference. The Chairing Pool chairs the plenary sessions and the governance workshops on proposals (the *workshops) and takes minutes of those.

Where are AGM proposals discussed?

The proposals and amendments on the Final Agenda are discussed in what we call 'Starred Workshops' - those with an asterisk (*) in the conference programme. Members can discuss the proposals at these workshops and make recommendations to the full conference attendance that a proposal or amendment is approved or rejected, or that it is adopted subject to specified changes.

What happens at the ‘Starred Workshops’?

The relevant proposals are thoroughly discussed by delegates in these workshops. The aim is to agree a recommendation to the full conference by consensus. Sometimes that will be the proposals as circulated in advance; sometimes it might be amended proposals. If the Starred Workshop doesn’t agree a recommendation, then the original proposals will be put to the full conference at plenary.

Other (non-starred) workshops and meetings can make a report to the Conference for information. If the workshop/meeting wishes to make a recommendation on a proposal or amendment, then this should be submitted to one of the Starred Workshops (ask staff if you’d like more information).

How does the AGM make decisions?

Formal conference decisions are only made in the plenary sessions, which is a gathering of all member organisations represented at the conference. There are a number of plenary sessions set out in the conference programme which also indicates the agenda for each plenary session.

Candidates for elections present themselves during plenary sessions, where you can ask them questions. Reports from the Board, Treasurer and Executive Director are also presented at a plenary session, and further discussed at a Starred Workshop.

The Starred Workshop proposals go before all delegates in plenary session, where decisions are made either by consensus or by voting. Voting is done with voting cards, which are issued during the conference. To find out about who votes and how, see the Voting section below.

The members of the Chairing Pool take minutes of the Starred Workshops present these and any recommendations to a plenary session for consideration, endorsement or voting.

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 participants to a workshop or to a self-organised space wish to recommend changes to any proposals on the agenda at the conference, these recommendations need to be initially considered in one of the starred workshop before they can be discussed in a plenary. To do so, participants should approach a member of the chairing pool or of the ILGA-Europe board.

The 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.

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.

Non-elected candidates will be considered as reserves, if they have exceeded the 20% threshold. In the case of a vacancy on the board during the year, it will be filled with the highest ranking reserve who fulfills the gender quota requirement.

The term of office of a board member is two years, and five members are elected each year.

At its first Executive Board meeting after each ordinary European Regional Conference, the Executive Board elects within its members two Co-Chairs, of whom at least one identify as a woman, two Co-Secretaries and a Treasurer. At least two of these five positions will be filled by a person who identifies as a woman.

Who's standing for election to the ILGA-Europe Board this year?

The completed nomination forms of all candidates are circulated to all members at the beginning of October and are available on the conference app.

Who's standing for Election as the European representatives to the ILGA World Board?

Every two years, at the Annual Conference, the membership of ILGA-Europe elects two representatives to the ILGA World executive board. ILGA World is the 'parent' organization of ILGA-Europe and we get to elected two board members there.

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 completed nomination forms of all candidates are circulated to all members at the beginning of October and are available on the conference app. At least one of the ILGA-Europe members of the ILGA World board must identify as female.

This year there will be no election for the European representatives to the ILGA World Board.

What are the ILGA World Intersectional Committees and who's standing for election to these committees?

ILGA World is made up of six regional organisations, of which ILGA-Europe is one. In a new development, ILGA World has established 5 Intersectional Committees to consider specific themes. These are: Women, Trans, Intersex, Bisexual and Youth.

ILGA-Europe elects one member to each of those committees every two years.

This year there will be no election for the ILGA World Intersectional Committees.

How are the elections run?

Each candidate for election will present themselves to the members at the plenary session on Friday at the conference in either English or Russian. The candidates can either deliver their speech in person or via a pre-recorded video clip. The length of the presentation/speech shall be 3 minutes.

After the presentation, there will be an opportunity for members in the plenary to ask questions of the candidates. They will respond in person.

This year, in the interests of broadening the opportunity for candidates to present themselves with confidence, we have created an informal Tea and Cake space for candidates to chat to current Board members and delegates from member organisations.

How does voting work?

Each delegate with a voting card will receive a ballot paper for each separate election with a list of all candidates. They can vote for no more candidates than there are vacancies (5 in the case of the ILGA-Europe Executive Board; 2 in the case of the ILGA-World Board; 1 each in the case of the ILGA Intersectional Committees).

The vacant places are filled according to the ranking of the number of votes recorded subject to the rules on gender and thresholds.

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.

Where can I find further information on the rules of the AGM and voting?

The rules and conduct of the AGM are set out in our [Constitution](#) and [Standing Orders](#). They are available on the conference app.

Voting at the Conference - what you need to know

Who can vote?

Each full member organisation, who has paid their membership fee, is entitled to attend and vote at the ILGA Europe annual conference.

A full member organisation is entitled to two votes in decisions at the annual conference.

A full member organisation, who has paid their membership fee, may also arrange for proxy votes at the annual conference. A person attending cannot have more than four proxy votes.

So, paying your membership fee on time is important for voting?

Yes! A full member organisation needs to have paid their membership fee to be able to vote. Voting can be either by a delegate attending conference, or through a proxy attending conference.

ILGA Europe is a member of the ILGA family. (ILGA are a separate organization, based in Geneva which has connected regional organisations, of which ILGA Europe is one; ILGA Asia, Pan Africa ILGA are others). Full member organisations pay the annual membership fee to ILGA,

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 than the ones listed there are asked to pay €30 as an annual membership fee.

Please, **make sure you've paid your membership fee before attending the conference**. If you have not paid before the link in the payment reminder issued by ILGA expired, you should reach out to the ILGA office (membership@ilga.org).

It is also possible to pay your membership at the ILGA desk during the ILGA-Europe Annual Conference, but **we strongly recommend you pay your membership beforehand**.

How does my organisation register for our votes?

Delegates from your organisation attending the conference can vote on behalf of the organization. To register for your organisation's vote(s), you must complete the 'Delegate and Proxy Voting Form'. This form is available on the conference website [here](#). The form is in English, French and Russian.

Each full member organisation must complete the form, and either return it in advance to the chairing pool (details on the form) or may bring it with them to the conference, where it should be presented to the ILGA desk.

How does my organisation register for a proxy vote?

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 at the conference cannot have more than four proxies.

To register for your proxy votes if the organisation is not sending delegates to the conference the full member organisation must complete the 'Delegate and Proxy Voting Form'. This form is available on the conference website [here](#).

The form should be completed in advance and returned to the chairing pool (details on the form).

Now that I've registered for votes, how do I actually vote?

Once your organisation has registered for their vote(s), you - the delegate - can go the ILGA desk at the conference and get voting cards. Mind those cards! You will be asked to show them when voting on proposals or to receive ballot papers for elections.

Announcements will be made during the conference with further details on elections and voting times and procedures.

What will I be voting on?

Votes at the conference are for a number of things:

- Election of candidates to the ILGA-Europe Executive Board
- Election of candidates to the ILGA World Board
- Selection of host city for a future conference
- Voting on constitutional changes or standing order changes
- Voting on proposals from the Executive Board - including budgets, annual accounts, activity reports.

One of the main areas is voting for candidates to represent the membership on the ILGA-Europe Executive Board.

Getting to know the candidates for the ILGA-Europe executive board

The completed nomination forms of all candidates were circulated to all members at the beginning of October. They will also be displayed on the walls of the plenary room during the conference.

But candidates are all beautiful people so we want to go beyond cold forms and give the electoral process a human touch. Therefore, each candidate for election will have a chance to present themselves to the members at the plenary session on Friday in either English or Russian. The candidates can either deliver their speech in person or via a pre-recorded video clip. The length of the video/speech shall be 3 minutes.

After the presentation, there will be an opportunity for the members in the plenary to ask questions to the candidates. This will have to be in person.

This year, in the interests of broadening the opportunity for candidates to present themselves with confidence, we have created an informal Tea and Cake space for candidates to chat to current Board members and delegates from member organisations.