

Procedures for the ICA General Assembly on 29 November 2024

Approved by the ICA Board of Directors on 15 October 2024.

I. Registration Process

- a. Members wishing to attend the ICA General Assembly must register by filling in the appropriate registration form sent by the secretariat. Each Full Member will send a form duly filled and signed which will allow them to register their attendees including Representative(s), Voter, or give their votes to another Full Member by proxy. Members who are in a country with more than 1 eligible Full Member must form a Constituency to designate the voter(s) of the Constituency.
- b. The registration form must be sent to the ICA at least 5 days before each General Assembly and amendments will not be accepted if sent 24 hours before. Should the Full Member or Constituency wish to change their voter because they are unable to attend, an amended form must be provided as soon as possible, noting that it is an amendment.
- c. The details necessary for the Attendance List will be required on the registration form in order to implement the attendance list regulation in the Internal Rules of the General Assembly.
- d. Other participants are required to pre-register and include:
 - i. Staff and interpreters without the right to participate or vote.
 - ii. Directors from the ICA Board and Representatives from Full Members who are not Voters will be able to attend and speak but without the right to vote.
 - iii. ICA Members from organisations not eligible to vote including Associate Members and observers may be asked to sit in a separate area of the room if possible, depending on the room setup.

II. Preparation of Ballots

a. Resolutions

The Global Office staff will draft the questions for resolutions in English, French and Spanish. The questions will be drafted closer to the date of the General Assembly, when all motions have been received. The Election Committee will be requested to agree on the questions, ensuring that they are clear and include all decisions to be made (motions).

All votes on resolutions will be by show of hand, except if there is a call for a paper vote. Should a paper vote on a motion be required, members will have received generic ballots which they can use to make their vote by checking either yes, no, or abstain.

III. Distribution of Ballot Papers

- a. Voters will receive voting materials (voting cards and ballot papers) equal to the number of votes they are permitted to cast as per the ICA Articles of Association. The designated voter from each eligible Full member or Constituency will be asked to pick up their voting cards and ballots prior to the start of the General Assembly. Voters will not be able to pick up their materials after voting has started. The voters who have the right to vote and pick up ballot papers will need to be certified by an ICA Full Member or the Constituency by duly completing and signing the appropriate registration form by the deadline.
- b. Some Voters will also be picking up voting cards on behalf of other Full Members, as long as the ICA received a duly signed proxy form for the Full Member that they are the designated voter for.
- c. When picking up the ballot papers, Voters will be asked to:
 - i. Check that the number voting materials that they have been given is correct at the time of picking them up.
 - ii. Sign for the voting materials, certifying the number they received. Once the Voter has signed their name and left the table where the voting materials are distributed, there will be no possibility of adding or subtracting the number of voting materials received.
 - iii. Once the distribution of ballot papers has closed, the final number of votes distributed will be communicated to the ICA President and Voting Surveyors.

IV. Reporting

Once the General Assembly has begun, the number of Full Members who registered and the number of votes their Voters hold will be communicated to the Chairperson. The General Assembly will be validly convened if there are 25 Full Members present or represented as that is the presence quorum. The final number of those present including Full Members, Voters and their number of votes will be provided in the minutes of the General Assembly.

V. Voting procedures

- a. When ballots are used, the Director-General will appoint staff to collect them, overseen by the Voting Surveyors. The ballots remain in the possession of Voting Surveyors until counted.
- b. When ballots are counted, the Voting Surveyors who are at the meeting will be present during the counting to attest to its accuracy. If the General Assembly elects other voting surveyors, these will also be present.
- c. The Director-General will appoint a staff representative to conduct the counting in the presence of the Election Committee and any voting surveyors.

- d. If counted by hand, each ballot will be counted twice, by different individuals. Scanning software may be used instead of a hand count in order to facilitate the count; in such case, the Voting Surveyors will spot-check the accuracy.
- e. Results will be tallied on a summary sheet and signed by each of the individuals present at the count.
- f. The Voting Surveyors will report on the results of the count.