



INTERNATIONAL SEED TESTING ASSOCIATION

Secretariat, Zürichstrasse 50, P.O. Box 308, 8303 Bassersdorf, CH-Switzerland

Phone: +41 44 838 60 00 - Fax: +41 44 838 60 01 - Email: ista.office@ista.ch - <http://www.seedtest.org>

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Draft Rules of Order for the Ordinary Meeting

This document was prepared by the ISTA Executive Committee to be submitted as proposal to the ISTA Ordinary Meeting 2007 for voting by the nominated ISTA Designated Members voting on behalf of their respective Government.

It is submitted to all ISTA Designated Authorities, ISTA Members and ISTA Observer Organisations for information two months prior to the ISTA Ordinary Meeting.

It will be discussed and voted on at the Ordinary Meeting 2007 to be held on Friday, May 11, 2007 at the Rafain Hotel, Iguacu Falls, Parana, Brazil under the Agenda point 1. Call to Order.



Draft Rules of Order for the Ordinary Meeting

§ 1 Definition

The term 'Rules of Order' within ISTA refers to written procedures formally adopted by the ISTA Executive Committee. Such rules relate to the orderly transaction of business in meetings of the Association and to the duties of Officers in that connection.

The object of the Rules of Order is to facilitate the smooth functioning of the Ordinary Meeting and to provide a firm basis for resolving questions of procedures that may arise.

§ 2 Quorum for the ISTA Ordinary Meeting

The definition of the quorum for the ISTA Ordinary Meeting is laid down in the ISTA Constitution.

§ 3 Order of Business

The order of business for the ISTA Ordinary Meeting is defined in the ISTA Constitution.

§ 4 Voting

The voting regarding motions in the Ordinary Meeting is defined in the ISTA Constitution.

§ 5 Motions

§ 5.1 Main motions

A main motion is a motion whose introduction brings business before the Ordinary Meeting.

Main motions are brought to the attention of the Ordinary Meeting in written form.

All ISTA members and ISTA Designated Authorities must receive main motions in writing latest two months before the date of the Ordinary Meeting. Main motions must be submitted to the ISTA Secretariat latest three months before the date of the Ordinary Meeting.

Main motions can be brought forward either by a Member of the Association, an ISTA Designated Authority or the ISTA Executive Committee.



§ 5.2 Rules Proposals

Rules Proposals are main motions submitted from the ISTA Executive Committee to the Ordinary Meeting and handled as described in § 5.1.

§ 5.3 Subsidiary Motions

Subsidiary motions assist the Ordinary Meeting in treating or disposing of a main motion.

Subsidiary Motions are always applied to a main motion while it is pending, to aid in treating or disposing of it. The adoption of one of them always does something to the main motion.

Subsidiary motions can be applied to any main motion.

Subsidiary motions can be brought forward either by a Member of the Association, a Technical Committee Chair, an ISTA Designated Authority or the ISTA Executive Committee.

Listing of subsidiary motions:

- 1) If an embarrassing main motion has been brought before the Ordinary Meeting, a Member of the Association, a Technical Committee Chair, an ISTA Designated Authority or the ISTA Executive Committee participating in the meeting can propose to dispose of this question without bringing it to a direct vote, by moving to *Postpone Indefinitely*.
- 2) If a main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning) before the main motion is voted on can be introduced by moving to *Amend*. This is not applicable for moves to modify the ISTA Constitution.
- 3) But it may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the main motion over to a committee for study or redrafting before the Ordinary Meeting considers it further. Such action can be proposed by moving to *Commit* the main question.
- 4) If the Ordinary Meeting might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to *postpone to a certain time*.
- 5) If it is desired to continue consideration of a motion but debate is consuming too much time, any person participating in the meeting can move to place a limit in the debate. On the other hand if special circumstances make it advisable to permit more or longer speeches than under the usual rules, a motion to do so can be made. Such modifications of the normal limits of debate on a pending motion are proposed by means of the motion to *limit or extend debate*.
- 6) If it is desired to close debate and amendment of a pending motion so that it will come to an immediate vote, this can be proposed by moving the *previous question*.
- 7) If there is reason for the Ordinary Meeting to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion to *lay on the table*.



§ 6 Handling of motions

1) The President states the question on the motion. Only, when the President has stated the question, the motion is pending. It is then open to debate.

Neither the submission of the main motion in written form to the ISTA Secretariat nor the mentioning of the main motion by person in the Ordinary Meetings places it before the Ordinary Meeting.

Any person participating in an Ordinary Meeting of ISTA has the right to speak in debate.

2) Only one question can be considered at a time.

Once a motion is before the Ordinary Meeting, it must be adopted or rejected by a vote of the Ordinary Meeting, or the Ordinary Meeting must take action disposing of the question in some other way, before any other business can be brought up.

3) When the debate appears to have closed, the President may ask 'Are you ready for the question' and is putting the question.

If no one then rises to claim the floor, the President stated the question and is calling for a vote. The exact wording the President uses in putting the question is definitive, provided nobody claims erroneous putting of the question by the President before the vote.

4) The voting delegate will vote on the motion.

The vote on a motion is taken by a show of the voting cards. In putting the question, the President calls first for the affirmative vote, and all who wish to vote in favour of the motion so indicate. The President must always call for the negative vote, no matter how nearly unanimous the affirmative vote may appear.

5) The President will announce the result of the voting to the Ordinary Meeting.

The President announces the result of the vote immediately after putting the question, that is, immediately after pausing to permit response to the call for the negative vote.

§ 7 Officers

For the smooth conduct of business during the Ordinary Meeting three Officers are nominated:

1) The ISTA President

The ISTA President conducts the Ordinary Meeting and sees that the rules are observed.

2) The ISTA 1st Vice President

If the President for any reason vacates the chair or is absent, the 1st Vice President takes the chair.

3) The ISTA Secretary General

The Secretary General makes a written record of what is done, called the minutes of the Ordinary Meeting.



§ 7.1 Duties of the President

- 1) To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- 2) To announce in proper sequence the business that comes before the Ordinary Meeting.
- 3) To state and to put to vote all questions that legitimately come before the Ordinary Meeting as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote or, if a motion that is not in order is made, to rule it out of order.
- 4) To protect the Ordinary Meeting from obviously frivolous or dilatory motions by refusing to recognize them.
- 5) To enforce the rules relating to debate and those relating to order and decorum within the Ordinary Meeting.
- 6) To expedite business in every way compatible with the rights of members.
- 7) To decide all questions of order, subject to appeal – unless, when in doubt, the President prefers initially to submit such a question to the Ordinary Meeting for decision.
- 8) To respond to inquiries of members relating to these Rules of Order or factual information bearing on the business of the Ordinary Meeting.
- 9) To declare the meeting adjourned when the Ordinary Meeting so votes or, where applicable, at the time prescribed in the programme, or at any time in the event of a sudden emergency affecting the safety of those present.

§ 7.2 Duties of the Secretary General

- 1) To keep a record of all the proceeding of the Association.
- 2) To keep on file all Committee reports.
- 3) To keep the Association's official membership roll.
- 4) To make the minutes and records available to members.
- 5) To notify Officers, committee members, and delegates of their election or appointment.
- 6) To furnish delegates with credentials.
- 7) To maintain record books in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded.
- 8) To send out to the membership a notice of each meeting and to conduct the general correspondence of the organisation.
- 9) To prepare, prior to each meeting, an order of business for the use of the President.
- 10) In the absence of the President and 1st Vice President, to call the meeting to order and preside.