

quorum

25. No business shall be transacted at any general meeting unless a quorum, which shall be no fewer than the authorised delegates of twenty-five per cent of voting Members, shall be present at the beginning of such meeting.

ico-D Secretariat team will review the registrations and proxies at the meeting and confirm to the Secretary General that a quorum of twenty-five per cent of voting Members in good standing is present.

voting procedures

31. All votes as applicable to the motion for consideration shall be vested in the chief authorised delegates of Professional, Promotional, and Educational Members whose subscriptions are current.

32. Notification in writing of the appointment and particulars of the chief and other authorised delegates attending each General Assembly shall be received from voting Members by the Secretary General not later than one month preceding each General Assembly.

33. Any voting Member may appoint the Secretary General or another voting Member as proxy to vote on its behalf. Notification in writing of the appointment shall be received from voting Members by the General Secretary not later than one month preceding each General Assembly. A voting Member may carry no more than two proxies.

34. The chief authorized delegate of every voting member whose subscriptions are current may cast the vote of that member and additional proxies vote of other members as indicated.

35. In the case of an equality of votes on a resolution requiring a simple majority on a show of hands or an electronic vote, the Chairman may exercise a casting vote.

36. Only a Professional Member may vote on any matter of professional practice as determined by the Executive Board.

guide for voting

Delegates will be called upon to vote their agreement/rejection of Agenda items. Each motion has to be moved by a delegate and be seconded by another delegate in order to be voted upon.

The procedure is as follows (e.g.): From the floor, one delegate will make the motion “I move to adopt the Agenda, as presented.” Another delegate will second by saying “I second that motion,” before the Chair calls for a vote.

For many items the Chair will simply ask for a show of cards ‘for,’ ‘against,’ ‘abstain’ and the Scrutineers will declare a majority vote in favour of or against.

If an item is to be debated, the Secretary General will:

1. Call for a delegate to propose the item, and if the item is proposed;
2. Call for a seconder.

The item will then be open to the General Assembly for debate.

If the debate raises issues and points but does not request an amendment, the Chair will call for a vote – either by show of voting card or by secret ballot.

If debate results in an amendment to the motion, voting will be first on the amendment, followed by the motion.

voting cards

There is one set for each Member organisation in good standing.

Voting cards are given to the Chief Delegate for each organisation, who must sign for their receipt. An organisation holding a properly assigned Proxy for a Member organisation not present will collect the voting cards for that organisation when they sign in.

green cards

This voting card is issued to all Member organisations and is used to vote on general votes.

red cards

This voting card is issued to only to Professional Member organisations and is used to vote on professional practice items and amendments to ico-D Articles and Bylaws.

elections

The This is the ballot for the election of the Executive Board for 2015-2017.

- 1 candidate for President Elect;
- 1 candidate for Secretary General;
- 1 candidate for Treasurer;
- 5 candidates for Vice-President.

If ratified by the GA, delegates will also receive a ballot to elect 3 members of the Audit Committee.

Executive Board election ballots will be circulated in the afternoon of 22 October 2015. Audit Committee election ballots will be circulated in the morning of 23 October 2015. Delegates are asked to submit their completed ballots by the end of the lunch break on October 2015, after which point elections will be declared closed.

summary of votes

During the 26 ico-D General Assembly, in addition to voting to elect the new Executive Board, delegates will be asked to vote on:

- Appointment of two Scrutineers;
- Appointment of the Parliamentarian;
- Adoption of the Agenda;
- Ratification of the minutes of the 25 General Assembly held in Montreal in November 2013;
- Ratify provisional new members since 25 General Assembly;
- Ratify members who have submitted resignations or been recommended by the Executive Board for removal;

appointment of two scrutineers

Two scrutineers will be designated from amongst the delegates. The role of the scrutineers is to count the votes and hand the results to the Secretary General.

appointment of parliamentarians

A parliamentarian will be proposed to the delegates. A parliamentarian serves as a neutral expert in rules of order and proper procedures for the conduct of the General Assembly. The parliamentarian assists in the interpretation of Bylaws and rules of order, and the conduct of the General Assembly Agenda.