

UPDATED 31 OCTOBER 2017

1. CONGRESS COMPOSITION AND DUTIES

1.1 Congress shall be composed of:

- a) Delegates with the right to vote representing affiliated unions with paid-up membership in accordance with Constitution Article 6.5 and 6.6. The entitlement to the number of delegates and the voting strength shall be calculated on their averaged paid-up membership over the years since the previous Congress or since their affiliation to PSI (for unions who have affiliated since the last Congress).
- b) PSI President and General Secretary.
- c) Observers from affiliated organizations in accordance with Constitution Annex 4, Participation at Congress (b) and (c); and from non-affiliated organizations at the invitation of the Executive Board.
- d) The two PSI Vice-Presidents for each of the Africa and Arab Countries, Asia and Pacific and Inter-America regions and the President and General Secretary of EPSU for the European region.

1.1.1 The following individuals shall be able to participate in Congress:

- a) Invited guests who may address Congress at the invitation of the President.
- b) Secretariat of the Congress, including interpreters and other personnel necessary for the conduct of Congress business.
- c) Individuals invited to participate only in specified sessions of the Congress agenda.

1.2 The PSI President chairs Congress and shall be assisted by one or more Vice-Chairs, to be elected at the opening of Congress, who shall deputise for the President at her/his discretion and during the election of the President.

1.3 The General Secretary of PSI shall be the Secretary General of Congress and shall appoint members of the Secretariat and other persons as are necessary for the conduct of Congress.

1.4 Where a delegate has the right to speak, the Head of Delegation may allocate that right to an accredited observer from the same delegation.

2. CONGRESS AGENDA

2.1 The Executive Board shall appoint a Standing Orders Committee (SOC) which shall consist of one member from each of the official language groups and one from each of the regions of Europe, Asia-Pacific, Africa and the Arab countries and the Inter-Americas; one representative of the Women's Committee and one Young Workers' representative. The General Secretary shall appoint the Secretary of the Committee. Congress shall be invited to ratify the composition of the Committee.

The Committee shall examine and report to Congress on the validity of all resolutions and amendments to resolutions proposed by affiliated organisations and the Executive Board. It shall prepare composite resolutions or link and associate resolutions, where more than one resolution has been submitted on the same subject, and shall recommend an Order of Business and time limits for speakers.

- 2.2. Congress shall be invited during the first working session to adopt the final report of the SOC and the final agenda and order of business.

No additional motions, resolutions, amendments or any other business shall be added to the Agenda or admitted during Congress, with the exception of emergency resolutions, which shall be confined to matters on which new developments have arisen after the closing date for the receipt of resolutions, in accordance with Constitution Annex 4, Resolutions (f). Such resolutions shall, in the first instance, be referred to the SOC.

3. CONGRESS VOTING

- 3.1 The Executive Board shall appoint a Credentials Committee from Congress delegates, which shall consist of one member from each PSI region and a Chairperson. The General Secretary shall appoint the Secretary of the Committee. Congress shall be invited to ratify the composition of the Committee.

The Committee shall examine and report to Congress on the credentials and voting strength of all delegations, based on their averaged paid-up membership for **2013-2017 inclusive** (or from the date of their affiliation, for unions which have affiliated since the last Congress). The cut-off date for receipt of payments is **31st August 2017**. Subject to Annex 4 Congress Credentials Committee (c), payments made after this date will NOT be taken into account for calculating delegation and voting entitlements.

- 3.2 Tellers shall be elected by Congress from observers of affiliated organizations to ascertain the number of votes cast, in accordance with the Constitution.

3.3

- a) Voting at Congress shall normally be by a show of hands (or any electronic means) by delegates with the right to vote, and a simple majority (i.e. half the votes cast plus one), disregarding abstentions, shall decide the issue.
- b) In accordance with Constitution Article 17.1, all changes to the Constitution shall require a two-thirds majority of the paid-up membership represented at Congress. Membership represented at Congress are those members credentialed by the Credentials Committee. In accordance with Constitution Article 17.2, the Executive Board may propose a block of Constitutional amendments and the Congress Chair may submit the block to a hand vote.

If any affiliates from at least four different countries from four different regions call for a membership vote¹ on any of the individual proposed amendments, the Congress Chair shall put the motion for such a membership vote to Congress, for determination by a show of hands.

If this motion is carried, a membership vote shall then be held on the identified individual proposed amendments but the remaining block of amendments, if declared by the Congress Chair to be approved by a two-thirds majority of those affiliates represented at Congress, shall be considered carried.

- c) If, before a vote is called (other than voting described above, in the case of proposed Executive Board Constitutional amendments), a delegate proposes that a secret ballot be taken and is supported by a delegate from a different country, the Congress

¹ Annex 4, Voting (b) of the PSI Constitution If any affiliates from at least four different countries request, before voting begins, a membership vote, the Congress Chair shall put the motion for a membership vote to Congress for determination by a show of hands. If this motion is carried, the vote shall be called and held immediately. A membership vote shall be determined in accordance with the paid-up membership of each organisation.

Chair shall put the motion for a secret ballot to Congress for determination by a show of hands. If this motion is carried, a secret ballot shall be held.

- d) If, before a vote is called, any delegates from at least four different countries call for a membership vote, the Congress Chair shall put that question to the Congress and, if the motion is carried, such a membership vote shall be held immediately. A membership vote shall be determined in accordance with the paid-up membership of each organization.
- e) In accordance with PSI Constitution Articles 6.9, 9.1 and 10.1, the President and General Secretary shall be elected by the Congress. In order to secure a simple majority for the successful candidate, the following procedure shall apply:
 - i. The Election Officers shall arrange, where more than one nomination has been received, to publish ballot papers containing the names of all nominated candidates. These will be issued to the Head of Delegation of each affiliated union present, or the appointed proxy of an absent affiliated union, to cast its votes on the basis of averaged paid-up membership since the previous Congress or since affiliation.
 - ii. Each affiliated union shall clearly mark X against the name of the candidate of its choice and shall place their ballot paper in a box provided by the tellers.
 - iii. The ballot papers shall be counted by the Tellers who will communicate the result to the Election Officers and shall arrange for ballot papers to be destroyed at the end of Congress.
 - iv. The President, or one of the Congress Vice-Chairs during the election of the President, shall announce the result of the vote and if no candidate has secured at least half of the votes cast plus one, a second ballot shall be held between the two candidates who received the highest number of votes.
 - v. The candidate who receives at least half of the votes cast plus one, on either the first or second ballot, shall be declared elected.
 - vi. The details of voting by individual affiliated unions shall remain secret and shall not be published.
 - vii. Votes cast shall only be considered valid by the Tellers if the official voting papers issued by the Election Officers are used and clearly marked. Tellers shall report on the number of invalid ballot papers.

4. ADDRESSING CONGRESS

- 4.1 Requests to speak shall be handed in writing to the Congress Chair (or the Congress Chair's nominee) at least one session before the session at which he/she intends to speak (i.e. prior to the close of the half-day session immediately preceding the session in which he/she intends to speak), indicating the name of the delegate, the organization and country represented and the subject or agenda item on which the delegate wishes to speak.
- 4.2 The President and the General Secretary have the right to speak at any time.
- 4.3 The Congress Chair may fix a time limit on speeches. In the absence of a contrary decision by the Congress Chair, the following time limits will apply:
 - a) 5 minutes - Introduction of a section of the Programme of Action (PoA);
 - b) 3 minutes – Moving a resolution or amendment;
 - c) 3 minutes – Moving or responding to a procedural motion;

- d) 3 minutes – Right of reply;
- e) 2 minutes – All other speakers.

- 4.3.1 Affiliates who have withdrawn resolutions in favour of incorporation into the POA or another resolution, and have been offered the right to speak in support of their changes, will get 3 minutes.
- 4.3.2 Extensions to speaking times, whilst possible, will not normally be entertained by the Congress Chair.
- 4.4 The official languages at Congress shall be: Arabic, English, Finnish, French, German, Japanese, Russian, Spanish and Swedish, and any other language the Executive Board may decide. Delegates who are unable to speak in one of the official languages may speak in their native tongue, provided that interpretation can be provided either by the speaker or the Secretariat.
- 4.5 Questions of adjournment of discussion, adjournment of session, suspension of Standing Orders, motion to take a vote, appeal to Congress on the ruling of the Congress Chair and motions concerning procedure or Order of Business (other than those covered elsewhere in the Constitution or Standing Orders: for example in Constitution Annex 4 Voting, or Standing Orders 3.3(b) above) may be moved orally by a delegate, but must be seconded by at least four other delegates rising from their seats and shall take precedence over all other business. The Congress Chair may allow the mover to address Congress and one other delegate to speak against the motion and then shall put the motion to a vote.
- 4.6 When the Congress Chair intends to close the list of speakers, she/he shall inform the Congress of those delegates who remain on the list to speak. The Congress Chair may propose at any time that discussion be terminated, or to reduce the speaking time of remaining speakers. At the close of discussion, the mover or rapporteur of the subject under discussion shall have the right of reply to the debate, unless there are no speakers in opposition, in which case no right of reply will be given.

Amendments acceptable to the mover of the resolution will be debated as part of the resolution. In such cases, unless a speaker opposes, the amendment will be considered incorporated into the resolution and not voted on separately to the resolution. In such cases, the mover of the amendment will have the right to speak in favour of the amendment immediately after the mover of the resolution.
- 4.7 The Congress Chair shall, subject to the provisions of the Constitution and these Standing Orders, direct the Proceedings of Congress. Her/his ruling shall be final, unless an appeal is made to Congress and such an appeal is upheld by a two-thirds majority of votes cast.

5. CONGRESS RESOLUTIONS

- 5.1 Proposed resolutions to Congress will be handled in the following manner:
 - a) Prior to Congress, the Standing Orders Committee (SOC) will have decided on the validity of all proposed Congress resolutions and amendments. These will have been sent to all affiliates two months before Congress.
 - b) The SOC at its last session before Congress (29th October) will prepare the transmission of the resolutions and amendments to the Executive Board with a recommendation on how Congress should respond to each of these: usually “Accept”, “Reject”, or “Refer to the incoming Executive Board for further discussion”.

- c) The Executive Board, at its last meeting prior to Congress (30th October), will have been presented with a list of all resolutions and amendments accepted onto the Congress agenda and the respective SOC recommendations. The Executive Board will endorse or amend these recommendations. Any relevant statements/changes relating to specific resolutions/ amendments will be made available to all delegates at registration, if possible, or at the beginning of Congress.
- d) All motions, resolutions and amendments deemed in order by the SOC or Executive Board, shall be deemed to have been duly moved and seconded and will therefore not require formal moving and seconding by a delegate.
- e) The Chair of the Standing Orders Committee will announce to Congress on the morning of the first day, immediately after the election of the Committee, that the SOC will hold hearings at a designated time and place, with interpretation.
- f) Heads of Delegation of any affiliates that had submitted the resolution or amendment and wish to contest a Board recommendation will be able to present their position to the SOC at these hearings, if they have the support of at least one other affiliate.
- g) At the end of the hearings, the SOC will then prepare its report for Congress and will present for each resolution and amendment, its recommendation on how to respond to submissions from any Heads of Delegations.

During Congress, the SOC may be commissioned by the President to convene additional sessions.

- h) The SOC report will constitute a block of recommendations and the Congress Chair may submit the block to a hand vote. If affiliates from at least four different countries call for a separate vote on any of the individual proposed recommendations of the SOC, the Congress Chair shall put the motion to Congress for a separate vote by a show of hands. If this motion is carried, a separate vote shall then be held on the individual proposed recommendation but the remaining block of recommendations, if declared by the Congress Chair to be approved by a majority, shall be considered carried.

Where both the mover of an amendment to a proposed resolution, and the mover of the proposed resolution subject to amendment, agree that the amendment should be incorporated into the proposed resolution, the SOC may make this recommendation to Congress as part of the block of recommendations.

6. CONFLICTING RESOLUTIONS

- 6.1 Where two or more proposed resolutions are deemed by the SOC to be mutually incompatible, the SOC will determine that one of the proposed resolutions will be the 'substantive' resolution. All other resolutions deemed incompatible with the substantive resolution, will be called 'alternative resolutions' and given an order for debate.
- 6.2 The substantive resolution shall be debated first. When a substantive resolution is carried, all alternative resolutions will be deemed to have automatically lapsed.
- 6.3 If the substantive resolution is rejected, then the alternative resolution(s) will be debated in the order determined by SOC. If any alternative resolution is carried, then all subsequent alternative resolutions will be deemed to have automatically lapsed.
- 6.4 The procedure for dealing with conflicting proposed amendments shall be the same as that for dealing with conflicting resolutions as outlined in 6.1, 6.2 and 6.3 above.

6.5 The mover of any alternative resolution or alternative amendment will have the right to speak once in the debate of the substantive resolution/amendment or any other alternative resolutions/ amendments preceding the consideration of that mover's alternative resolution or amendment. This right is in addition to the mover's rights associated with the debate of the alternative resolution or amendment.

7. SUSPENSION OF STANDING ORDERS

- 7.1 By suspension of Standing Orders, Congress workshop sessions may be held in plenary to allow for informal discussion by participants on how to implement the Programme of Action (PoA) and strengthen its delivery across PSI's regions.
- 7.2 On the request of the SOC or the Congress Chair, Congress may agree workshop sessions on issues other than the PoA, in order to facilitate interaction between the Congress delegates and participants.
- 7.3 Workshop sessions will be open to all Congress delegates, observers, guests and PSI staff; and others agreed by Congress. All participants will have equal voice and place in the workshops; there shall be no hierarchy of participation.
- 7.4 The regular Congress rules of order, as outlined in these Standing Orders, will not apply to Congress workshops. Workshops will respect the principles of equal participation and consensus building.
- 7.5 Workshop sessions cannot make binding decisions, nor change the PoA, but may suggest priorities and give guidance for its implementation.
- 7.6 Workshop session proposals concerning the implementation and the priorities of the PoA, will be reported to the SOC to transmit to Congress or to the incoming Executive Board for further discussion and action.