

Standing Order:

Procedures to be followed at World ParaVolley General Assemblies

October 2026
~~July 2024~~
~~September 2022~~

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1. INTRODUCTION

1.1. This Standing Order is designed to inform delegates when attending World ParaVolley General Assemblies (either face-to-face or virtually) on the procedures, rules and regulations under which the World ParaVolley General Assemblies are conducted.

1.2. This Standing Order is a compilation of relevant articles currently available in the Constitution and by-laws/policies of World ParaVolley and standard governance practice and rules traditionally applied by World ParaVolley. However it neither replaces this source material nor makes any fundamental change to its content at this time.

1.3. The rules and regulations laid down in the World ParaVolley Constitution take precedence over the by-laws/policies and can only be amended by a two-third (2/3) majority vote*.
References to these regulations are marked with an asterisk (*).

2. OPENING OF THE MEETING

2.1. Call to Order

2.1.1. The World ParaVolley General Assembly will normally be chaired by the President of World ParaVolley, however, the World ParaVolley Board of Directors may assign an independent Chairperson.

2.1.2. The official delegates of the World ParaVolley General Assembly will include no more than two (2) representatives of each World ParaVolley member mandated in writing to represent their respective NPC, Association, or Federation.

2.1.3. The Chairperson will call the meeting to order by asking for quiet and inviting official delegates to take the seats designated to them by World ParaVolley (if the meeting is face-to-face).

2.1.4. Guests, observers, staff members and other invited individuals must be seated in the area designated for their use (if the meeting is face-to-face).

2.1.5. The General Assembly will begin with housekeeping announcements (i.e. information related to evacuation in the event of fire, location of rest rooms, internet issues, etc.), following which the General Assembly will formally be declared open by the Chairperson.

2.2. Roll Call & Speaking/Voting Rights

2.2.1. The Roll Call is taken by the General Manager who in inviting the World ParaVolley Members to "attend", now confirms that they are officially registered, in "good standing" with World ParaVolley and confirms their presence either in person or virtually. Representatives must have lodged a stamped and signed document from their respective member NPC, Association, or Federation prior to the meeting.

2.2.2. The purpose of this Roll Call is:

i. to record which members are "present".

ii. to officially acknowledge and record those members who have sent apologies for absence.

iii. to ensure that there is no uncertainty regarding who has (and who does not have) speaking and voting rights.

iv. to announce the number of those "present" and entitled to vote.

v. to announce the number of votes needed for a Motion to pass or a Constitutional change to be made or for a person to be elected to a Board position.

2.2.3. Each officially registered delegate representing a full member will have speaking rights. See article 3.4 "Speaking Rights" for procedures with respect to speaking rights.

2.2.4. Full members in good standing (i.e. having paid the membership fee) are entitled to one vote.*

2.2.5. Voting by proxy is allowed under following conditions:

i. Any member nation X can only have the proxy for one other member nation Y which must be in "good standing".

ii. This proxy must be supported by an official letter from nation Y confirming that nation X is allowed to vote in the name of nation Y. Letter must be signed by President and accompanied by stamp.

iii. The Proxy form must be sent by nation Y to the World ParaVolley General Manager at least one (1) month before the start of the General Assembly.

iv. Voting by proxy will not be permitted during a virtual General Assembly.

2.2.6. Whether an electronic voting system is used or not, a motion will be introduced to approve tellers and/or scrutineers or any other "officials" necessary for the efficient conduct of the meeting. These individuals will be nominated by the Chairperson.

2.3. Quorum

2.3.1. The presence of at least one-third (1/3) of the World ParaVolley members in good standing will constitute a quorum.

2.3.2. If there is no quorum at the start of a meeting, the Chairperson should rule that the meeting should not proceed and should advise those present that the meeting is adjourned to a time and place specified by the Chairperson and agreed to by those members present at the meeting.

2.3.3. If the Assembly decides to challenge this ruling and proceed despite the lack of a quorum, any decisions taken must be ratified by the next World ParaVolley General Assembly where there is a quorum. (See article 5.2 "Challenging a Ruling".)

2.3.4. If the meeting is adjourned due to lack of quorum and a new meeting is called, the new meeting may proceed and the members present may make decisions regardless of the number of members present. All the requirements with respect to notice, timelines, etc. must be adhered to in calling and convening this new meeting.

2.4. Adoption of the agenda

2.4.1. The Chairperson will put forth a motion that the agenda (circulated in advance) be adopted. The order of business will follow the order as outlined in the adopted agenda.

2.4.2. Although the agenda may be varied by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.

2.4.3. The agenda can be amended at any time during the meeting given the approval of the appropriate procedural motion of a simple majority of those present and entitled to vote. (see article 4.3.3 iv)

2.4.4. At World ParaVolley General Assemblies there is no agenda item titled "Any Other Business".

3. CONDUCTING THE MEETING

3.1. At every General Assembly the business of the meeting will normally include the following:

i. receiving and approving the minutes of the previous General Assembly;

ii. receiving the reports of the World ParaVolley Board of Directors, and the Biennial Report;

iii. membership, including ratification of new members, suspensions, and terminations of membership;

iv. finances;

v. motions from the World ParaVolley members and Board of Directors;

vi. electing members of the Board of Directors on the following schedule:

a. In the year of the Paralympic Games:
President, Medical Director, Development Director

b. In the year of the World Championships:
Vice-President, Sport Director, Marketing Director

3.2. Minutes of the previous meeting

3.2.1. World ParaVolley Members have two (2) months after having been sent the General Assembly draft minutes to submit written requests for amendments to the circulated draft minutes. The Board of Directors considers the submitted requests for amendments and finalises the draft minutes.

3.2.2. The draft minutes as approved by the Board of Directors will be circulated with the meeting papers for the next General Assembly.

3.2.3. The Chairperson will put forth a motion to accept the "draft" minutes as an accurate record of the last meeting: minutes are always "draft" until approved by the membership at which point they become the official record of that meeting. Provided the draft minutes have been circulated in advance, they will be taken as read.

3.2.4. The General Manager will present any written amendments that may have been submitted in advance with a recommendation that the meeting should either approve or reject the proposal based on the evidence from the previous General Assembly.

3.2.5. Only "matters arising" from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time.

3.3. Receipt of reports

3.3.1. The biennial report, including reports from the Board of Directors, is circulated in advance with the meeting documents and will be taken as having been read.

3.3.2. The Chairperson or the author of the report will summarise the main highlights of the report in a few sentences

3.3.3. The Chairperson will then invite questions from the floor (see article "3.4 Speaking Rights").

3.4. Speaking rights

3.4.1. Only official delegates mandated in writing by the respective full member (one for each World ParaVolley Member in good standing) are permitted to speak.

3.4.2. The Chairperson may invite someone to speak who does not have speaking rights to do so. The Chairperson may also allow someone wishing to speak who does not have speaking rights to do so. This is within the authority of the Chairperson but should be exercised sensitively.

3.4.3. Requests to speak from the floor should be indicated by a raised hand or by electronic means. The Chairperson will acknowledge such requests, either by granting an immediate right to address the meeting or, where several people wish to speak at the same time, by indicating the order in which these individuals will be permitted to speak.

3.4.4. Speakers must always address their remarks to the Chairperson and not conduct a debate with either a member of the "head table" or a member within the Meeting.

3.4.5. A speaker must speak only to the particular subject or motion being discussed, or to a point of order or point of information or a challenge to a ruling from the Chairperson.

3.4.6. A person who has spoken once in a debate on a particular subject or motion may not speak again except:

i. to speak once on an amendment moved by someone else.

ii. to exercise the right of reply as mover of the original motion.

iii. to move a further amendment if the motion has been amended since the person first spoke.

iv. to move a procedural motion (see article 4.3 and sub-articles).

v. to make personal explanation (see article 3.4.8).

3.4.7. The Chairperson may indicate and enforce time limitations to the speakers, and has the final decision in terms of what is considered a relevant contribution to the debate or a speech that has gone on too long.

3.4.8. Personal explanation. Where a person who has already spoken at the meeting feels her/his views have been grossly misrepresented, she/he shall be granted the right to make a personal explanation. She/he can attract the Chairperson to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the part of the speech that she/he believes has been misrepresented.

4. MOTIONS AND VOTING

4.1. Motions

4.1.1. With the exception of procedural motions, only motions submitted to the World ParaVolley Board of Directors in writing three (3) months prior to the General Assembly, and circulated with the meeting documents two (2) months before the General Assembly, are valid for discussion, except that Board produced Motions may be submitted to the Members one (1) month before the General Assembly.
(this change was adopted by the World ParaVolley Board of Directors in September 2022 to accommodate WPV Board strategic planning meetings that may take place closer to the date of a General Assembly).

4.1.2. The World ParaVolley Board of Directors shall discuss all motions in advance, validate them, and provide the General Assembly with its observations and recommendations. To be valid, a motion submitted by a World ParaVolley Member must meet the following criteria:

i. the motion must have been submitted by the applicable deadline;

ii. the World ParaVolley Member must have been in good standing at the time of submitting the motion and must have remained in good standing at all times until the General Assembly at which the motion is considered;

iii. the action or decision proposed in the motion must be one that falls under the jurisdiction of World ParaVolley;

iv. the action or decision proposed in the motion must be one that falls under the powers of the General Assembly;

v. the motion must consist of a clear, unambiguous, and distinct proposal that can be voted on by a 'yes', 'no', or 'abstention'; and

vi. only one issue, question, or proposal may be dealt with in each motion. If an issue has multiple subparts, the subparts must be addressed in separate motions.

4.1.3. The Chairperson shall rule whether a motion introduced new from a member is an emergency motion and can be followed by a procedural motion to be introduced to the agenda (see article 4.3.3.viii).

4.1.4. If this ruling is challenged, the procedures for a challenge shall be invoked (see article 5.2 "Challenging a Ruling").

4.1.5. Motions shall not be discussed or debated unless they have been formally "moved" (or "proposed") and "seconded" (or "supported"). Only someone entitled to speak and vote at the meeting can move or second a motion.

4.1.6. The mover (not the seconder) will be allowed to conclude the debate with a brief statement (right of reply).

4.2. Amendments to motions

4.2.1. The mover can accept an amendment without further discussion or vote which has the effect of amending the motion accordingly. The discussion then continues on the motion as amended.

4.2.2. Any member, including the mover, may propose an amendment to the motion under discussion.

4.2.3. Amendments should be taken in the order they are proposed.

4.2.4. An amendment shall be relevant to the motion and may consist of proposals to add or omit words. It must have the intention of modifying the motion and not negating it or proposing something unrelated or different. The Chairperson can rule that the amendment cannot continue to be presented if she/he believes that any of these obstructive actions are the intention of the amendment.

4.2.5. During discussion on an amendment, discussion on the main motion is suspended: eventually the Chairperson will call for a vote on the amendment only.

4.2.6. If the amendment is adopted then the original motion plus the amendment now becomes the substantive motion and the discussion continues until the Chairperson calls for a vote.

4.2.7. If the amendment falls, the discussion continues on the main motion and eventually the Chairperson will call for a vote.

4.3. Requests for information, points of order and procedural motions

4.3.1. Any individual entitled to speak and vote at the meeting may make a request for information from the current speaker. Requests for information to seek clarification by the speaker and may be raised at any time if the speaker is prepared to accept the question.

4.3.2. Any individual entitled to speak and vote at the meeting may raise a point of order at any time other than during the process of voting. A point of order is a query as to whether or not the correct procedure is being followed. The alleged breach must be specified, with a clear reference to the clause, rule or bylaw allegedly being breached. No seconder is required, and no vote is taken. The Chairperson will rule on the point of order.

4.3.3. Procedural motions include:

i. to table a motion (the Chairperson will put that motion immediately to the vote unless s/he feels that insufficient discussion has been allowed. If the motion to "table the motion" is carried, no further discussion on the motion or any amendments will be permitted).

A "tabled motion" will appear automatically on the agenda of the next General Assembly unless withdrawn by the mover.

ii. to adjourn the meeting or the debate until a certain time.

iii. to put the motion to the vote immediately.

iv. to proceed to the next agenda item or to modify the agenda.

v. to challenge the ruling of the Chairperson (see articles 5.1 & 5.2).

vi. that a member be not further heard (see article 5.3.1).

vii. that a member must leave the meeting (see article 5.3.2).

viii. to suspend Standing Order 4.1.1 to allow a motion (not submitted in time) or an emergency motion to be included on the agenda (see article 4.1.3).

4.3.4. Requests for information, points of order and procedural motions require the current proceedings to be stopped: those proposing such actions should do so in a respectful tone of voice, indicating by hand and speech or electronically that they wish to, for example, make a point of order or propose a procedural motion.

4.3.5. Provided such requests are in accordance with this Standing Order then the Chairperson is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

4.4. Voting Procedures

4.4.1. All motions require a simple majority (more than 50% of the votes cast for or against the motion) to be successful, except for motions that would amend the World ParaVolley Constitution or motions for the expulsion of a member which require a two-thirds (2/3) majority of the votes cast for and against the motion. *

4.4.2. Motions to amend a motion require a simple majority vote even if the main vote requires a different vote.

4.4.3. For the purpose of calculating whether an appropriate majority has been obtained in any vote, an abstention or a vote which is not exercised (the member entitled to exercise the vote has left the room) shall not be treated as a vote.

4.4.4. An equality of votes shall be considered as a refusal.

5. OTHER RULINGS

5.1. Rulings from the Chair

5.1.1. The Chairperson can rule on any matter relating to the conduct of the meeting, points of order, personal explanations and the construction or interpretation of the constitution, by-laws, policies or standing orders governing the meeting and her/his ruling shall be final and accepted without debate.

5.1.2. Any person present and entitled to speak at the meeting may formally challenge the ruling of the Chairperson by the procedure outlined below.

5.2. Challenging a Ruling

5.2.1. When a member challenges a ruling of the Chairperson, the Chairperson will ask if there is a member who will second the Challenge. If the Challenge is seconded by any member of the GA the meeting will be temporarily suspended. If there is no seconder, the Challenge shall be dismissed.

5.2.2. The Chairperson will hand over the chair to the most senior member of the World ParaVolley Board of Directors present at that time to continue as chairperson of the meeting.

5.2.3. The temporary Chairperson will allow the member proposing the Challenge to give their specific reasons including quoting "standing order #", etc.

5.2.4. The temporary Chairperson will allow a limited debate on the matter, usually two or three speakers.

5.2.5. The temporary Chairperson will then call for the vote for or against the Challenge to be determined by simple majority.

5.2.6. The chair will then be handed back to the original Chairperson, who will act upon the wishes of the membership. The Chairperson will either continue with the meeting as s/he had formerly ruled or issue a new ruling, which could be subject to another challenge.

5.3. Unacceptable Behaviour

5.3.1. When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any World ParaVolley member may make a procedural motion that this person 'be no longer heard'. If the motion is carried, the person is not allowed to take any further part in that particular debate. (See article 4.3.3 "Procedural Motions")

5.3.2. If the behaviour of the individual so cited continues to be disruptive, any member may move that this person "must leave the meeting". If the motion is carried, the person in question must immediately "leave" the meeting either in person or electronically. (See article 4.3.3 "Procedural Motions")

6. ADJOURNING & RECONVENING THE MEETING

6.1. Adjourning the Meeting

6.1.1. A meeting will be adjourned when:

6.1.1.1. the meeting occupies more than one sitting

6.1.1.2. it is ascertained that there is no longer a quorum

6.1.1.3. a procedural motion (see article 4.3.3 ii) "to adjourn the meeting" has been put to a vote and carried.

6.1.2. In all three cases the Chairperson must suspend the business under discussion and indicate when and where and how the meeting will be re-convened.

6.2. Re-Convening the Meeting

6.2.1. When a meeting is re-convened following adjournment, the Chairperson must undertake all the duties normally associated with opening a meeting and then direct the meeting to resume its business at that point in the agenda where the meeting had previously been adjourned.

7. CLOSING THE MEETING

7.1. At World ParaVolley General Assemblies there is no agenda item "Any Other Business".

7.2. The Chairperson will declare the meeting closed having ascertained that all agenda items have been concluded.