



FIP CONGRESS REGULATIONS

INTRODUCTION

According to Article 17 of the FIP Statutes, *the Congress is the supreme body of FIP*. It is necessary and advisable to regulate its operation.

The following provisions set out the procedures to take during the preparation for and during the sessions of the Congress, in accordance with the FIP Statutes and with cross reference to the GREX.

These norms are necessary to ensure the necessary dynamism and order in the operation of the Congress; therefore they must be kept updated.

CHAPTER I

PROVISIONS FOR THE PREPARATION AND HOLDING OF THE FIP CONGRESS

Article 1: Frequency

According to Article 20.1 of the FIP Statutes the Congress shall meet every second year at the time and place determined by the FIP Board.

Article 2: Consultant

2.1 According to Article 54.1 of the GREX, the Secretary General of FIP shall act as Consultant for the preparation of the bi-annual FIP Congress.

2.2 The FIP Consultant for the Exhibition where the FIP Congress is held may be delegated by the FIP Board with some of the duties of the Congress.

Article 3: Responsibilities of the Organisers

3.1 According to Article 54.2 of the GREX, the organisers of a FIP Congress are responsible for the technical and organizational preparations and for the holding of the Congress. They are obliged to:

- ◆ Provide suitable climatized rooms for the Congress, for meetings of the FIP Board and for meetings of the FIP Philatelic Commissions,
- ◆ Provide tunch and 2 coffee breaks for the Congress participants,
- ◆ Provide the sound equipment in the Congress room and organise the audio recording of the plenary meeting of Congress.

3.2 According to Article 54.3 of the GREX, the organisers of a FIP Congress are responsible for the travel and accommodation expenses (equivalent to those provided under Article 34 and 35 of the GREX) of:

- ◆ The FIP Board (five days)
- ◆ The Secretary General (five days) and
- ◆ Consultants appointed under Article 39 of the Statutes.

Article 4: Record and Publications

The proceedings of the Congress, including financial reports and motions, shall be recorded and published in English by FIP and will be sent to all Members, the FIP Board, the Chairmen of the Commissions and Sections.

Article 5: Convocation

- 5.1 According to Article 20.2 of the FIP Statutes, the President on behalf of the FIP Board shall convene the Congress.
- 5.2 The notice of convocation shall be sent by the Secretary General to all Members and to all those referred to in Article 19 of the Statutes (see Article 8 of these Regulations) not less than three months prior to the opening date (Article 20.2 FIP Statutes).

Article 6: Convocation contents

According to Article 21 of the FIP Statutes the convocation shall include:

- ◆ The Agenda
- ◆ The reports:
 - a) of the FIP Board
 - b) of the Commissions/Sections
- ◆ The Treasurer's report including:
 - a) The Balance Sheet and Profit & Loss Account of the last two years
 - b) The Budget for the forthcoming two years.
- ◆ The Auditors' reports

CHAPTER II REPRESENTATION AND CONGRESS ATTENDANCE

Article 7: Congress Representation

- 7.1 According to Article 18.1 of the FIP Statutes only the Members as defined in Article 8 of the FIP Statutes have the right to vote in the Congress.
- 7.2 Members are represented at Congress by a delegation of not more than two persons, a voting delegate and an alternate delegate. The delegates must be members of the National Federation and residents of the country concerned. (Exception: Temporary professional assignment abroad.) (Article 18.2 FIP Statutes).
- 7.3 At the request of a Member, the FIP Board may permit two observers from that Member to attend. (Article 18.3 FIP Statutes).
- 7.4 The names and addresses of the delegates and of any observers must be forwarded to the FIP Secretariat in writing at least one month before the Congress or as mentioned in the notice of convocation. Failure to send nominations in time may deprive the FIP Member of voting rights. (Article 18.4 FIP Statutes).
- 7.5 Members can be represented at Congress by proxy. It must be in favour of a delegation of another Member. (Article 18.5 FIP Statutes).
- 7.6 Proxies must be authorised by the President or the Secretary General of the member concerned in writing and received by the FIP Secretariat at least one month before the Congress. (Article 18.6 FIP Statutes).
- 7.7 A Member may represent by proxy only one other FIP Member. (Article 18.7 FIP Statutes).
- 7.8 In case of illness or for other unforeseeable reason, the FIP Board shall allow a substitution in the persons named for the delegation (Article 18.2 FIP Statutes) or accept a proxy prior to the opening of the Congress, provided it has been properly submitted in writing by the President or Secretary General of the Member concerned. (Article 18.8 FIP Statutes).

Article 8: Congress Attendances

According to the Article 19 of the FIP Statutes, the following will attend the Congress:

- 8.1 Delegates of Members, including Temporary, Provisional, Promotional and Associate Members

- 8.2 In their capacity as elected members of FIP, the following persons:
 - a) Members of the FIP Board.
 - b) Chairmen of Commissions and Sections.
- 8.3 As Invitees:
 - a) Honorary Presidents of FIP
 - b) FIP Grand Prix Club Representatives
 - c) Consultants to the FIP according to Article 39 of the FIP Statutes.
 - d) Representatives from International Philatelic organizations and the media subject to invitation from the FIP Board.

CHAPTER III THE CONGRESS

Article 9: Opening

The FIP President or his designee will hold the Congress and open the sessions, conclude the Agenda and close the Congress.

Article 10: Language

- 10.1 The proceedings of the Congress must be conducted in one of the FIP languages, according to Article 29.1 of the FIP Statutes (English, French, German or Spanish).
- 10.2 The President shall determine the language in which the proceedings are conducted. Translation shall be provided as necessary. (Article 29.2 FIP Statutes)

Article 11: Election of the Tellers

Three tellers will be designated immediately after the opening Congress Session. They will count the votes and advise the President of the results.

Article 12: Verification of the attendance, Roll call

- 12.1 The Secretary General will call the roll in conformance with Article 8 of these Regulations.
- 12.2 The Secretary General will advise which members have the right to vote, and the tellers will give them their voting cards (green, red and white). Those who have not paid their subscriptions or other dues do not have the right to vote (Article 13.3 of the Statutes).

Article 13: Quorum

- 13.1 A quorum at the Congress for the transaction of business shall be the presence in person or by proxy of more than half of the member entitled to vote, unless a higher number of members is required to form a quorum by any other provision of the FIP Statutes (Article 25.1 of the Statutes).
- 13.2 All changes to the Statutes require a quorum of not less than three quarters of the Members present in person and by proxy and entitled to vote. These changes will require affirmative votes of more than two thirds of the Members present in person or by proxy and entitled to vote. (Article 26 of the Statutes).
- 13.3 Any meeting called for the dissolution of FIP will require a quorum of three quarters of all FIP Members entitled to vote to be present in person or by proxy. Approval of such resolution will require the affirmative votes of three quarters of the voting members present. (Article 52.2 of the Statutes)

Article 14: Approval of the Agenda

Once the quorum is checked, the Agenda will be submitted to the delegates to be approved.

Article 15: Approval of the Minutes from the previous Congress

The Minutes of the previous Congress will be submitted to the delegates for their approval. These Minutes are to be distributed to all Member Federations in advance of the Congress.

Article 16: Duties of the President

16.1 In addition to the rights of the President as stipulated in these articles of the Congress Regulations, the President is responsible:

- ◆ To manage the discussions,
- ◆ To ensure the observance of the Congress Regulations
- ◆ To control the order of the speakers
- ◆ To put the motions to be voted and announce the results.

Guided by the Congress Regulation, the President regulates the course of the debates and maintains order during the sessions.

16.2 The President decides on the motions with respect to the Regulations (Article 29 of these Regulations).

16.3 The President shall:

- ◆ Determine the list of speakers for an item on the agenda
- ◆ Limit the speaking time and the frequency of interventions of each delegate about the same item on the agenda
- ◆ Interrupt the debate, adjourn it or terminate it
- ◆ Interrupt or adjourn the meeting.

16.4 When the President is in exercise of these duties in accordance with those indicated in the points 16.1 to 16.3 of these Regulations, the President is under the authority of the Congress.

16.5 The President has the right to appoint a facilitator to look after the responsibilities stated in point 16.1 and 16.3. A facilitator is a person to look after the proceedings only and has no right to get involved in discussions.

CHAPTER IV CONGRESS PROCEEDINGS

Article 17: Application to speak

17.1 No one may speak without the authorization of the President.

17.2 In addition to complying with the Regulations about the application to speak, as indicated in Articles 18.1 and 26 to 29, the President will determine the order of speaking in the way that has been requested.

17.3 The requests to speak must refer to the item on the agenda that is being debated. If a delegate does not refer to the item on the agenda that is being discussed, the President may draw that to his/her attention. Should that infraction be repeated, the President shall withdraw the right to speak any further.

17.4 A motion may be presented during the Congress to limit the time and frequency that each delegate can use to speak about the same item on the agenda.

If such a motion is presented, up to two delegates will speak to support it and up to two to reject it, after which it shall immediately be put to the vote.

17.5 For motions referring to the procedure the speaking time will be limited to five minutes.

17.6 If a delegate exceeds the time limit in speaking as in Articles 17.4 or 17.5, he/she may be immediately silenced and brought back to order by the President.

Article 18: Limitation on the number of speakers

18.1 During the course of debate, the President may announce the names of those who have applied to speak and, with the consent of Congress, may limit the list of speakers.

- 18.2 When a delegate, after having presented a subject, claims the right to express an opinion that will be subjected to the limitation of Article 17.2, since the President has already allowed him/her to speak. Using this right, the delegates should be brief.

CHAPTER V MOTIONS

Article 19: General topics

- 19.1 According to Article 22.1 of the FIP Statutes, motions may be submitted by the FIP Board and by Member Federations.
- 19.2 Formal motions are to be submitted in writing to the FIP Secretariat at least six months before the Congress. All motions received within the time limit must be put before the Congress for discussion. (Article 22.2 FIP Statutes)
- 19.3 These motions must be presented and spoken to by the submitting Member at the congress, failure of which the motion will lapse and not be submitted to the Congress. No proxy is allowed. (Article 22.3 FIP Statutes)
- 19.4 Motions may be submitted by the FIP Board up to two months before the Congress. Such motions must be circulated to all members. (Article 22.4 FIP Statutes)
- 19.5 Commissions may only submit motions concerning their activities through the FIP Board, which will present them on behalf of the Commission. (Article 22.6 FIP Statutes)
- 19.6 The procedure for admitting amendments during discussion of motions is set out in the Guidelines for the Conduct of Congress. (Article 22.7 FIP Statutes)
- 19.7 All motions not included in the Congress documentation or any changes/amendments to motions submitted to the Congress or new motions, according to Article 22 of the FIP Statutes, should be presented in written form and signed by the one who proposes it.

Article 20: Motions of importance

- 20.1 Apart from those that are on the agenda of the FIP Congress and in accordance with Article 22.1 of the FIP Statutes, other motions may be discussed where they are of importance or urgent, in accordance with Article 22.5 of the FIP Statutes, and when they receive the authorization of the FIP Board.
- 20.2 The only motions considered urgent are those which content is based on absolutely necessary resolutions and which cannot be delayed until the next Congress, as that would cause complications and damage to the development of the work of the FIP.

Article 21: Withdrawal of a motion

It is possible to withdraw a proposed motion at any time before the voting. However, the withdrawn motion may be presented afterwards and anew by another delegate.

Article 22: Competency

If a motion is proposed about the competency of the Congress when discussing an item on the agenda, the motion will be voted on before the discussion of the relevant item on the agenda.

Article 23: Resumption of a motion

- 23.1 If a motion has been decided by voting, it may only be discussed at the same Congress at the request of the FIP Board. In that case up to two delegates will speak for and up to two against it, after which the debate will be closed.
- 23.2 Where a motion has been decided by the vote in the Congress and has not been approved, it may not be introduced by a FIP Member immediately in the next Congress.

Article 24: Support of a motion

- 24.1 In accepting the agenda of a Congress, the motions contained in it are considered as supported and must be discussed.
- 24.2 All the motions presented in the course of a Congress require the support of a second delegate. If the support is not obtained, the motion will not be discussed by the Congress.

Article 25: The motion category order

- 25.1 The motions shall be discussed in the following order of precedence:
- ◆ A motion for the interruption of the session of the Congress
 - ◆ A motion for the adjournment of the meeting
 - ◆ A motion for the interruption of the debate or of an item on the agenda
 - ◆ A motion for the adjournment of the debate
 - ◆ A motion for the conclusion of the debate

Article 26: Suspension or adjournment of the meeting

Each delegate may present at any time a motion to suspend or adjourn the session. In such a case, up to two delegates shall speak in favour and up to two against, after that the motion shall be put to the vote.

Article 27: Suspension or adjournment of a debate

Each delegate may at any time during the debates present a motion to suspend or adjourn the discussion of an item on the agenda. In such a case, up to two delegates will speak in favour and up to two against, after which the motion shall be put to the vote.

Article 28: Conclusion of a debate

Each delegate may at any time present a motion to finish a debate, notwithstanding the fact that there may still be speakers who have asked to speak. In such a case, up to two delegates will speak in favour and up to two against, after that the motion will be put to the vote.

Article 29: Motions on the Proceeding

- 29.1 A delegate may present a motion referring to an item on the agenda at any time. The President will decide immediately about the same in accordance with Article 16.2 of these Regulations.
- 29.2 If a delegate objects to such a decision, the protest will be immediately put to the vote. The decision of the President may only be overturned by the votes of the majority of the FIP Members present or represented by proxy.
- 29.3 A motion presented by a delegate on the proceedings which does not relate to the item on the agenda that is under discussion will not be accepted.

CHAPTER VI THE VOTING PROCEDURE

Article 30: Voting Rights

- 30.1 Every FIP member has the right to vote in the Congress and shall have only one vote (Article 18.1 and 18.2 of the FIP Statutes).
- 30.2 The FIP Members not present may be represented by a proxy and shall have right to vote (Article 18.5 and 18.6 of the FIP Statutes).

Article 31: Majorities

- 31.1 The resolutions of the Congress will pass by the majority of the votes of the FIP Members present or represented by proxies, except in those matters for which special conditions are required. (Article 25.2 FIP Statutes)

- 31.2 The amendments of the Statutes require a quorum of not less than three quarters of the Members present in person or by proxy and entitled to vote. These changes will require affirmative votes of more than two thirds of the Members present in person or by proxy and entitled to vote. (Article 26 FIP Statutes)
- 31.3 The expulsion of a Member on any grounds other than those set forth in Article 13.4 or the readmission of an expelled Member, shall require the affirmative vote of at least three quarters of the Members present in person or by proxy and entitled to vote. (Article 27 FIP Statutes)
- 31.4 In the case of the expulsion of a FIP Member for failing to pay the annual dues and other expenses, the FIP Board will act to terminate the affiliation automatically, without the necessity of obtaining the consent of the Congress (Articles 13.4 FIP Statutes).
- 31.5 Any meeting called for the dissolution of FIP will require a quorum of three quarters of all FIP Members entitled to vote to be present in person or by proxy. Approval of such resolution will require the affirmative votes of three quarters of the voting members present. (Article 52.2 Statutes).
- 31.6 In the case of a tie in the votes, the President will have a casting vote, except in the elections. (Articles 25.3 and 24.3 of the FIP Statutes)

Article 32: The Right to a vote by correspondence

- 32.1 The FIP Statutes do not accept voting by mail (Article 28.1 FIP Statutes).
- 32.2 The FIP Board may carry out a written poll during the period between Congresses. Such written polls may not be used to make changes to the Statutes. The result of such a written poll will be advised to members within one month and must be ratified at the next Congress. (Article 28.2 FIP Statutes)

Article 33: Voting Procedure

- 33.1 Voting shall be by show of voting cards unless a secret ballot is requested by the Board or by a Member and seconded by another member. Green, red and white cards will be used to indicate approval, rejection or abstention. (Article 25.4 FIP Statutes)
- 33.2 When a delegate asks for a secret vote and it is supported, the balloting will be in secret. Voting slips will be distributed and collected in accordance with the listing of the Members. (Article 25.4 FIP Statutes)

Article 34: Interruption in the voting

Once voting has commenced, it cannot be interrupted by any delegate, The President will signal the beginning of the voting

Article 35: Voting on amendments

- 35.1 A motion may be qualified by amendments which add to, alter or delete a part of it.
- 35.2 Such amendments have to be made available to the Congress in written form and they must be read before the voting.
- 35.3 Voting shall first take place on any amendment. Should several motions to amend be proposed, votes will be taken in the order the amendments were proposed. On completion of a vote, Congress shall decide whether to vote on further amendments.
- 35.3 If an amendment is approved by the Congress, a vote shall be taken on the whole motion.
- 35.4 The motions have to be made available in written form (hard copy, overhead projection etc). The final version of the motion accepted by the Congress has to be made available in writing to the Secretary General for correct recording.

Article 36: Elections

- 36.1 Special voting slips will be used for the elections.

- 36.2 The Congress will elect by secret vote the President, the Vice-Presidents and the Directors (Article 23.1 of the FIP Statutes).
- 36.3 The Congress shall elect the Auditors for the FIP on proposal of the Board, in accordance with Swiss law. (Article 23.2 Statutes).

Article 37: Nominations

- 37.1 Nominations by a Member of candidates to the FIP Board must be submitted in writing in special nomination form to the FIP Secretariat not later than six months before the opening of Congress. (Article 24.1 FIP Statutes)
- 37.2 According to Article 24.2 of the FIP Statutes, a Nominee can only be a candidate for one position on the Board at any one election.

Article 38: Voting

- 38.1 Those candidates for each post obtaining the highest number of votes will be declared elected. (Article 24.3 FIP Statutes)
- 38.2 If the votes of two or more candidates are equal in an election and where there are fewer vacant positions than there are candidates, the voting for them will be repeated until one candidate receives a greater number of votes than any other. (Article 24.3 FIP Statutes)
- 38.3 The Statutes do not allow for election without a vote. Even if a motion were made and seconded that a candidate could be elected by acclamation, without secret ballot, the Members would still have to vote on that motion.

Article 39: Commission / Section Chairmen

The Chairmen of the Commissions/Sections will be confirmed by the Congress by using the voting cards (Article 42.5 FIP Statutes)

Article 40 Final Dispositions

- 40.1 In the case of discrepancies in the texts, the English version of these Congress Regulations will be prevailing.
- 40.2 These Congress Regulations were accepted by a resolution at the 61st FIP Congress on 4 May 1992 in Granada. They went into force as of that day.
- 40.3 According to the authority given to the FIP Board under Article 31.1 of the FIP Statutes, these Regulations were updated in the 112th FIP Board Meeting in Bandung, Indonesia, on August 8th, 2017. They take effect on the date of their adoption and supersede all previous versions.

Zurich, August 8, 2017