



Congress November 2016 (§ 1,7 & 10,1 updated)

REGULATIONS FOR INF-FNI ASSEMBLIES

GA = **G**eneral **A**ssembly
CC = **C**entral **C**ommittee
EC = **E**xecutive **C**ommittee
LC = **L**egal **C**ouncil
AC = **A**ccount **C**hecker
S = **S**ecretary Office

§ 1: INVITATION TO THE GENERAL ASSEMBLY

1. The invitation to the GA is arranged by the Vice-President Secretary according to the orders from the CC.
2. The invitation must be sent six months before the GA to the federations and extraordinary members and must include place and date of the assembly.
3. Items applicable to each Ordinary GA are :
 - a. The General Assembly minutes must be sent to federations with voting power within 12 weeks after the end of the GA. The minutes are supposed to be accepted if no contradiction is noticed at least 4 weeks after receipt. Contradictions are checked by the CC by listening to the audio records. If contradictions are justified, the CC will send a correction.
 - b. Reception and approval of the activity report by the CC.
 - c. Reception of the 2 previous annual finance reports, the report of the Account checkers and approval of the finance reports.
 - d. Discharge of the CC.
 - e. Reception of the Report by the Legal Council.
 - f. Reception of the reports from the Commissions appointed by the CC.
 - g. Fixing of the membership fees and approval of the budget for the next two years.
 - h. Decisions for the motions.
 - i. Elections of the CC–Members.
 - j. Elections of Members of the Legal Council and Account Checkers after their term.
 - k. Fixing of place and date of the next Ordinary General Assembly (whenever possible)
4. At least two months before the GA following documents must be sent by the S to the federations:
 - a. Agenda of the GA.
 - b. List of the Ordinary Members together with data of the voting rights as per



membership fees.

- c. Activity reports of the CC-Members.
 - d. Report by the treasurer, finance reports of the two previous years.
 - e. Report and motion by the Account Checkers.
 - f. Provisional Budget for the next two years.
 - g. Reports in abridged versions by the Federations (and by Extraordinary Members, where applicable) in relation to the naturist movement.
 - h. Motions in full text, with short indication of reasons and comments by the CC, where possible.
 - i. Proposals for elections for the CC, the LC and the Account Checkers.
5. The Ordinary Members (Federations) have the right to appeal against the calculations of voting rights set by the S within one month at the LC. The LC will present their decision latest during the GA.
 6. The federations must nominate their delegates two months before the GA. It is allowed to designate replacement delegates and to transmit the voting rights.

7. GA location

The GA takes place in Europe every two years and may be held at least every 10th year outside Europe if an application has been received.

§ 2: EXECUTION OF THE GENERAL ASSEMBLY

1. The Assembly is opened and lead by the President, in case of absence by one of the Vice-Presidents.
2. The President notes the orderly convocation and asks whether there are any objections. If such is the case the GA decides whether to continue or to postpone the assembly.
3. The President notes which ordinary members are present and by whom they are represented (List).
4. The President refers to the list of voting rights and informs whether there have been any objections, and if so applicable asks the President of the LC or his representative to communicate the decision taken by the LC.
5. The President arranges election of two scrutinizers who will assist him during the votes.
6. The scrutinizers shall not be selected among the main delegates; they shall abstain from the debates, but may submit procedural motions of regulations and give personal explanations.
7. The President refers to the Agenda and asks for approval by the GA. At the beginning of the GA changes to the Agenda may be made with the approval of the GA.
8. During the GA and for each item of the Agenda only one delegate may speak on behalf of each federation.
9. Once the assembly carried out the President closes the assembly. After the President has closed the assembly with the approval of the GA, further requests to speak are no more permitted.

§ 3: LANGUAGES FOR THE DEBATES

1. Languages for the debates are German, English and French (in alphabetical order).
2. The S ensures simultaneous translation into the languages for the debates.
3. With approval by the GA an ordinary member may speak in a different language, as long as one person is willing and able to translate into one of the languages for the debates. This shall be made possible especially in case to give short explanations.



§ 4: MINUTES

1. Minutes must be issued for all the debates; the President designates the minutes writer unless the GA decides differently.
2. The Minutes must include:
 - a. Place, date and time of the debates.
 - b. The leader of the assembly.
 - c. The attending federations with the names of the delegates and the voting rights. In addition the federations not participating must be stated, too.
 - d. The attending members of the CC, the LC, the Account Checkers, the S and the names of official guests.
 - e. Agenda.
 - f. Motions in abridged version with short explanation of the reasons, the main topics of the discussions, voting results and the decisions taken.
 - g. Election results.
 - h. All other decisions.
3. The Minutes must be issued in the languages for the debates of the INF-FNI and must be signed by the President and the Secretary.
4. The original of the Minutes and the translations must be kept by the **S**; the attendants will receive a copy.

§ 5: MOTIONS

1. Motions may be submitted by :
 - a. the federations
 - b. by the CC, the LC and the AC.
2. All motions must be submitted to the S **4** months before the GA. They must be sent in writing in the three languages for the debates and must include a short explanation of the reasons as well as a financial impact.
3. No voting is permitted for motions submitted or communicated too late.
4. At the debates for the motions the President will first ask the applicant to speak in order to give a short explanation. Once the debate is over, the applicant will have the final say.

§ 6: VOTES AND ELECTIONS IN GENERAL

1. Voting's on motions and other proposals are made openly, unless by majority of country votes, the GA decides to vote in writing.
2. The S will prepare the voting cards and ballot papers for the various delegates, on which the number of votes is stated. If the voting is based on country votes, the voting cards and the ballot papers are considered to be one vote.
3. If for one decision the majority for both the country votes and the votes according to the contribution votes is required, the vote must be done double, namely with the votes of number of contribution votes plus the country votes.
4. The scrutinizers will both count the votes and compare the results. In case of discrepancy, the vote must be repeated.

§ 7: VOTING FOR BUSINESSES



1. If a proposal consists of several articles or items, first the discussion and decision on the proposal as such must take place; then, after the debates, on the specific articles and items. At the final vote the decision is taken on the complete proposal including the decisions on changes, where applicable. With the majority of the votes per country the GA may decide to proceed directly to the final vote.
2. Motions against or motions for change are permitted to any motion.
3. At the final vote the motions as per § 7, point 2 above must be dealt with first.
4. Before the vote the President compiles the motions and indicates the procedure. If the procedure is being objected the GA decides how to proceed further.

§ 8: PROCEDURAL MOTIONS

1. During the debates the President and the federations may submit procedural motions at any time, especially:
 - a. transfer the issue to the CC or to a commission for further examination,
 - b. to close the debate of the list of speakers,
 - c. to limit the time of speech,
 - d. to postpone an item of debate,
 - e. to return to the agenda (in case of digress of the discussions)
 - f. to adjourn or to close the assembly.
2. In case a procedural motion is submitted, the debates must be interrupted.
3. Only one member can speak in favor of the procedural motion and one member against the procedural motion.
4. Decisions on procedural motions are taken with the majority of country votes.

§ 9: DECISIONS IN WRITING

In between of GA decisions may be taken in writing for separate issues.

§ 10: ELECTIONS IN GENERAL

The Federations have the right to submit proposals. The proposals for the elections should be sent to the **S** 3 months before the GA. The consent of the candidates must be included. (**Later nominations.....: removed 2016**)

1. In case the number of proposed candidates is not sufficient to cover all the positions within the INF-FNI, the CC is authorized to complete the list with its own proposals.
2. Position of one member of the CC, the LC and the Account Checkers cannot be combined.
3. The S sets up the lists of the candidates and transmits those **2** months before the GA to the ordinary members.
4. The elections must be held in writing and by closed ballot. If for one position only one candidate is available, the election may be held by acclamation, provided no delegate asks for a written and secret ballot.
5. The ballot papers must be kept under lock and key by the S during six months, thereafter they must be destroyed. In case of objections the ballot papers must be remitted to the LC, who will return to the S once the proceedings have been closed.
6. If between two ordinary GA a position becomes vacant, the CC will decide to provisionally cover this position by a person designated by the CC.

7. If an election must be repeated because no candidate has obtained the absolute majority, a second ballot must be held among the two candidates having received the most votes. By this ballot the candidate having received the majority of all votes is elected.

§ 11: ELECTION OF THE CENTRAL COMMITTEE

1. The proposal must include whether the candidate is proposed for the position of the President, the Vice-President of General Secretary, the Vice-President of Finance or Member with a specific duty.
2. The President, the two Vice-Presidents and the other CC members are elected separately.
3. The elections of the CC must be held in a way that during one GA the President, the Vice-President of Finance plus half of the CC members are elected, during the next GA the Vice-President of General Secretary plus the other half of the CC members.

§ 12: ELECTION OF THE LEGAL COUNCIL

1. The proposal must indicate whether a candidate is proposed for the position of the President, the Vice-President or substitute Member.
2. All members of the LC are elected separately.

§ 13: ELECTION OF THE ACCOUNT CHECKERS

The elections of the two Account Checkers and the deputy Account Checker are held similarly to the other elections.

§ 14: APPLICATION TO OTHER COMMISSIONS

The principles of these regulations apply to the procedures for other commissions. As the social seat of INF-FNI is located in Austria, only the German text is legally binding.

(January 2017)

The INF-FNI EC

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