



## **RULES CONCERNING THE WATA GENERAL ASSEMBLIES**

### **1. PRESIDENCY**

The General Assembly is chaired by the WATA President or, in his absence, by the Vice-President Secretary or, in his absence by the Vice-President Treasurer. If none of these three office bearers are present, the General Assembly is presided over by the oldest in age attending member of the Executive Committee.

### **2. CONSTITUTION OF THE ASSEMBLY**

The General Assembly of members can only validly deliberate if at the opening of the proceedings, at least 33% of the members are present or represented (proxies). During the first working session, it will be checked whether the quorum of 33% is reached.

If quorum is reached, the decisions taken by the General Assembly during its entire duration will be valid, irrespective of the number of members present or represented during the subsequent sessions.

After their nomination, the tellers will check that the above mentioned conditions are realized and will inform the President of it.

### **3. RUNNING OF THE ASSEMBLY**

The President is in charge of the running of the Assembly. The President can, at his discretion, give to or take back the floor from the speakers or limit the speaking time in general or in particular.

The President is responsible that the agenda be respected.

Any proposal moved by one member and seconded by another member during the General Assembly and which refers to one of the points already mentioned in the agenda must be submitted to the vote of the members during the same General Assembly.

Any proposal which aim is to develop the activities of WATA and which, in the opinion of the President would create supplementary expenses must include a proposal on how the supplementary resources required by the proposal would be obtained.

In case of modifications to the Articles of Association and Rules, such modifications can only be submitted to the vote if the final text of the modifications to the Articles of Association and Rules has been sent, by the Headquarters to all members, 30 days before the General Assembly.

Any WATA member has the right to submit to the WATA Headquarters up to 60 days before the date of the opening of the General Assembly an amendment to the Articles of Association and Rules, with the request that this amendment be included in the agenda of the next General Assembly. This amendment should be presented as much as possible in its final version so that it can be immediately circulated among all members by the Headquarters, respecting the 30 days delay.

The nominations for the elections to the WATA Executive Committee must reach the Headquarters at least 30 days before the date fixed for the General Assembly. Any nomination reaching the Headquarters after this deadline will automatically be eliminated.

#### 4. DELIBERATION OF THE ASSEMBLY

The deliberations of the Assembly on a text made of several articles will be done in the following order :

- Discussion on the principles of the text as a whole
- Discussion article by article
- Discussion and admission of possible amendments
- Proceeding to the vote on the totality of the motion

#### 5. VOTING PROCEDURE

The President of the Assembly declares the voting procedure open.

A member who has not settled his annual subscription fees, including the one of the current year, up to the opening of the General Assembly cannot take part in the votes and not be elected during the General Assembly.

During a vote by show of hands, or after the distribution of the voting papers, the members must not leave the assembly room before all votes have been counted or all voting papers have been collected by the tellers.

In case of amendments, the President must see to it that the amendments be submitted to the vote according to the order of divergences compared with the initial proposal, the most divergent coming at the first place. If one or several amendments are accepted, the final vote will take place on the original text so amended.

A member may vote personally (through a fully authorized member of his organization) or by proxy. No member can represent more than two other members. Companies having several branches may be represented by one individual from the member company in question (Article of Association V.1)

The decision are taken by a simple majority of the participants in the votes, except in certain instances provided for in the Articles of Association (V.1) All decisions concerning modifications pertaining to the Articles of Association, the dissolution or the amalgamation of the Association, must be taken by a majority of two-thirds of the votes cast.

The votes are either open or secret. The President decides on the type of vote: show of hands, voting paper, open or secret. However, the elections are always taken by a secret ballot and any one member has the right to ask for a secret ballot for any point submitted to vote. No correction to vote can be made, caused by inattention or error on the part of a voting member.

The tellers are elected at the opening of the Assembly and instructed in the procedure by the head-teller. Their task consists of assuring precise results concerning the number of votes and of transmitting this information to the head-tellers who informs the President of the final result.

The vote by show of hands takes place as follows : the members vote by raising hands or by standing up. They vote firstly for themselves, secondly for the branches they are representing, thirdly for the proxies held.

For special votes, printed documents will be distributed; for direct votes and branches the voting papers are white, for the votes by proxy, the voting papers are of another colour. Each voting paper must be signed by the member indicating the name of agency he represents; if a secret ballot is declared, no signature is required. A voting paper returned without a yes, a no or an abstention will be considered as not valid.

The voting procedure is established by checking :

- The total number of valid votes (yes - no)
- The majority requested by the Articles of Association (simple majority or 2/3)
- The number of votes for (yes)
- The number of votes against (no)
- The number of abstentions
- The number of void votes.

The majority is calculated from the figure obtained by adding together the ayes and the noes. Abstentions and void voting papers will not be taken into consideration.

For the elections, a voting paper being the list of candidates is distributed. Other names cannot be added to this list by electors. The candidates elected are those having the highest number of votes. In case of an equal number of votes between two or more candidates, further ballots will take place, only between the candidates having the same number of votes, where applicable.

When all the vacant seats in the Executive Committee have been filled up, the names of the next three non-elected candidates at the first ballot must be known. In case of equality of votes, a special ballot will permit to decide between the candidates ranking equally.

The above rule is necessary in case of vacancy(ies) in the Executive Committee between two General Assemblies; the next candidate(s) in number of votes at the last General Assembly shall be called upon to complete the unexpired term of the member(s) so replaced.