

# FIA



21<sup>st</sup> FIA CONGRESS  
SEPTEMBER 22-25, 2016  
SAO PAULO, BRAZIL

## ESSENTIAL INFORMATION

ORDEM E PROGRESSO

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**FIA 21<sup>st</sup> CONGRESS  
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## TIPS TO KNOW BEFORE YOU GO

### Common sense safety advice for FIA Congress delegates

Hundreds of thousands of tourists visit Brazil every year without a problem. Brazil is a beautiful, colourful country with welcoming, generous and cheerful people. It is a marvellous country, with lots of things to offer and enjoy. You should not be obsessed about your own security, but we do think some vigilance is essential for things to run smoothly. In order to make your FIA Congress experience a memorable one, we recommend you to take heed of the safety advice in this paper.

There are **safety issues in Brazil** that you should be aware of, especially in big cities such as São Paulo. Like all big cities, São Paulo has its fair share of crime. With a population of about 16 million, of which about 40% are poor, many people there struggle to make a living. Out of misery, some are ready to seize whatever opportunity presents itself to carry on to the next day.

The location selected for the FIA Congress is in a business district, outside the centre of the city. You are unlikely to encounter any difficulties in the immediate surroundings. However, should you wish to take advantage of your stay to explore the city, it is as well to be prepared. Much of this could well apply to other big suburban areas in the world. If you take precautions, use common sense and are aware of your behaviour and surroundings, you will most likely have a great time there without any hassle.

#### **Before you leave**

Before you head off for Brazil, remember to make a few colour photocopies of your most important documents. If you need a visa for Brazil, also make a photocopy of the visa.

Store your photocopies in several different places (suitcase, daypack, wallet etc.). You can also scan your documents and send them to your webmail account. You can print them out from anywhere you are in case of need.

Write down all important numbers (like passport, credit cards cards, driving licence, emergency numbers, insurance, consulates, etc.). Put the list in a safe place and also send it to your webmail account.

Before you arrive in São Paulo, try to locate your hotel online or on a physical map of the city. Locate and familiarize yourself with key points of interest in the city and research ways to get around.

#### **At airports**

Airports in many countries around the world, like train stations with international connections, are an ideal place for petty crime. Visitors are tired, disoriented and unfamiliar with their immediate surroundings. Also they often are in a good mood, excited about things to come and perhaps overly confident. Take some time, once you have claimed your suitcase, to focus on your next moves before you access the arrival hall.

Conceal laptops inside bags that do not look like computer bags upon your arrival or departure. In business-oriented airports, like Congonhas in São Paulo, laptop stealing is frequent. Scouts may wait at exits and phone ahead to thieves on motorbikes, who will then pull alongside your taxi once

## PRACTICAL TIPS

it is stuck in traffic.

There is a **regular bus service** from the airport connecting directly to the WTC complex to which the hotel is attached. It is cheap, reliable and safe and might very well be your preferred option. Journey time is approximately 1:50 hours, depending on traffic. The "Airport Bus Service" ticket offices can be found on both Terminal 1 and Terminal 2. All major credit cards are accepted there. Look out for the "Airport Bus Service" logo. Their 42-seat buses are red and blue and your final destination is "São Paulo BrookWTC". Once you know your arrival date and time, be sure to check your departure time online on [www.netviagem.com.br](http://www.netviagem.com.br). You can also choose your seat and pre-purchase your ticket online. As these busses make several stops, be sure to exit

Should you opt for a **taxi**, beware of **hawkers** enticing you to use their taxis as you approach leave the arrival hall. They will offer you to carry your luggage and, before you know it, they will hold it in their hands and it will be difficult for you to then turn to other options. Look for **clearly marked signs/desks guiding you to the licensed taxi ranks**. In case of doubt, look for the information counter and ask for advice. There is only one resident taxi company in the airport (called Guarucoop - [www.guarucoop.com.br](http://www.guarucoop.com.br)). Their cars are white and blue and payment for your ride is processed at the booking desk, **inside** the airport. Alternatively, you may check online, where you will find different sites that will allow you to book a taxi before you arrive. Brazil Airport Transfers ([www.brazilairporttransfers.com](http://www.brazilairporttransfers.com)) is a reputable company that allows you to book and pay for your taxi prior to arriving at the airport. However, feel free to do your own research and use the company you feel is best.

On your way back, remember to allow **plenty of time to arrive at the airport** for your flight. Traffic in São Paulo can be very heavy, particularly during rush hour.

### **Be streetwise**

Walking in the streets of São Paulo requires some level of precaution.

**Avoid all external signs of wealth.** Do not wear expensive jewellery, watches or clothes. Leave mobile phones, iPads, cameras, laptops, credit cards, wads of cash, passports and other valuables in a safe place. If you don't absolutely, positively need them, **do not take them with you**. If you really do, use a downmarket or local supermarket plastic bag to carry them. A cheap, prepaid cell phone may be a good option if you need to carry one with you.

Only take along as much **cash as you will need for the day** and spread it between different pockets and preferably not in a wallet that may attract the attention of pickpockets. However, always carry some cash with you if you walk the streets – about R\$200 - as this will satisfy anyone seeking an easy hit. For identification purposes, a colour photocopy of the biographic page of your passport should be enough.

Try to blend in as much as possible. Dress casual, like a local. Simple things like hiking boots and carrying a water bottle will easily give you away. A jeans-and-sneakers combo will help you stay under the radar. Drink fluids on the spot.

Don't attract attention by speaking English or other foreign languages **loudly**. Do not travel alone, if possible, nor in a large crowd that may draw attention. Ask at the hotel reception if it is safe to walk through the streets that you plan to go, as in a few cases side streets off main walkways are not so safe in downtown areas. Stick to busy and well-lit streets: avoid walking in deserted streets and avoid the shantytowns (favelas) that are unpredictably dangerous areas. Be reasonably wary of people approaching you to **ask for information**, especially at night. If at all possible, avoid walking about after dark. Look both sides of the street before crossing: pedestrians do not have the right of way.

Walk like you know where you are headed. Study the area map of where you are going and plot your route before heading out, but don't stand in the middle of the sidewalk consulting your map or guidebook - duck into a coffee shop or lunch counter if you need to confirm your coordinates. Wide-eyed tourists can easily become prime targets if they are not careful. In case you get lost and do not have a map with you, stay on the main streets with plenty of other pedestrians and traffic.

The most common forms of crime affecting tourists are pickpocketing and street mugging. **In any situation, be ready to hand over any valuables you may carry if you are threatened. Do not attempt to resist aggressors** who might be armed and under the influence of drugs. Move slowly and cooperate with their requests. Do not look them in the eyes.

### Getting around in São Paulo

São Paulo has an immense and complex **public transport system**. Buses are crowded during rush hours and can be targeted by pickpockets. Be vigilant when using public transport, especially during rush hour. São Paulo **metro** is cheap, rather safe and fast. However, the number of available lines is limited and you should always watch your valuables, especially phones stored in pockets or backpacks. Move your backpack to the front if you carry one.

When moving between neighbourhoods in São Paulo, **taxis** are often faster than buses and inexpensive. Also, they **tend to be safer for tourists than buses**. Flagging or hailing a taxi off the street is **not recommended** and may be hazardous, as some of them may not be registered. Taxi drivers in São Paulo often do not have change, so carry enough small bills with you to pay for your ride.

Only use **licensed** taxis. You can pick up a licensed taxi from the many recognised taxi ranks around São Paulo. Your taxi should be **metered** – if your driver doesn't turn the meter on, be sure to mention it. Licensed taxis have a big photo-ID facing the passenger. If you have a smart phone, the **99Taxis app** is efficient, safe and convenient. You only need to press a button on your smartphone to call a taxi. When a taxi is nearby, it will accept your call and you will be provided with the name, mobile phone, license plate and model of the taxi, as well as with the estimated time of arrival of your driver and approximate fare. You then can leave your secure location when that exact taxi pulls up.

If you decide to **rent** a car, be aware that traffic can become pretty chaotic, especially at peak hours. **Carjacking** is a significant threat in Brazil. When approaching your car, have the keys ready to make it easier to get into the car. We recommend driving with **all doors locked and windows up and take extra care at traffic lights**. In three or more lanes of traffic, consider using the middle lanes.

Do not ever put valuables, cameras, laptop cases, GPS, cell phone, etc. in plain view or on the front passenger seat and store anything with value **discretely** in the trunk **before** your start your journey.

Take particular care if approached while sitting in a car or at traffic lights, especially at night. **Thieves on motorcycles** are rather common. They are known to look into cars at traffic lights, smashing windows for quick hit and runs. **Do not open your window if a motorcyclist asks for directions.**

### Money

Do not use unattended ATMs. **Prefer ATMs inside shopping malls, gas stations or banks**, where security is often on duty, and avoid withdrawing money after dark. Before entering an ATM facility, make a quick scan of the surroundings. If anything or anyone looks suspicious, move on to another place.

Avoid drawing large sums of money from an ATM.

Bank and credit card fraud is common, including card cloning from ATMs. Keep sight of your card at all times and do not use an ATM if you notice anything suspicious.

### Civil unrest / Political tensions

There has been some political unrest in Brazil of late with many street demonstrations. Demonstrations could occur at any time and may become violent. You should obviously stay clear of all demonstrations and protests and follow the instruction of local authorities.

### Health recommendations

Visit your health professional at least 6 weeks before your trip to Brazil to check whether you need any vaccinations, boosters or other preventive measures.

Make sure you have adequate travel health insurance and accessible funds to cover the cost of any medical treatment abroad and repatriation.

You should be up to date on routine vaccinations while traveling to any destination. Other vaccines may also be required for your travel, depending on your plans whilst in Brazil.

**Routine vaccines:** Make sure you are up-to-date on routine vaccines before every trip. These include the measles-mumps-rubella vaccine, diphtheria-tetanus-pertussis vaccine and polio vaccine.

**Hepatitis A:** You can get hepatitis A through contaminated food or water in Brazil, regardless of where you are eating or staying. This vaccine is recommended for most travellers, including those with "standard" itineraries and accommodations.

Vaccinations against **Typhoid** (transmission via contaminated food or water) and **Hepatitis B** (transmission via contact with blood and other body fluids) can also be considered.

Brazil is listed by the World Health Organisation (WHO) as endemic for **Yellow Fever** (transmitted via infected mosquito bites). Nevertheless, yellow fever vaccine is not required for people travelling to São Paulo.

**Malaria** is present in parts of the country but São Paulo is not considered at risk.

Bugs, especially **mosquitoes**, can carry a number of diseases in Brazil, including Dengue and Zika. You can reduce your risk by covering exposed skin by wearing long, loose-fitting, light-coloured clothing; using an insect repellent at all times and staying in air-conditioned rooms.

### Eat & drink safety

Drink only beverages from sealed bottles or cans. Avoid ice unless made from bottles/disinfected water. Avoid raw food, including raw vegetables unless they can be washed thoroughly. If doubtful, avoid cooked food served at room temperature. Remember the golden rule of thumb: "Boil it, Cook

it, Peel it, or Forget it". Cocktails and other drinks served at renowned bars, lounges or restaurants are generally OK.

Talk with your doctor about taking prescription or over-the-counter drugs with you on your trip, in case you get sick.

**Enjoy Congress!**

FIA has organised many regional meetings in Brazil over the years and all have gone smoothly and without incident. These guidelines are intended to help you to prepare and be vigilant, but not to cause undue alarm. The FIA Secretariat and our host union SATED SP will be fully available to help you with any concerns. We are sure that Congress 2016 will be a memorable one, with the special warmth, colour and charm of Brazil. We look forward to welcoming to you Sao Paulo!



**FIA 21<sup>st</sup> CONGRESS**

Hotel Hilton São Paulo  
Av. Nações Unidas, 12901  
Brooklin Paulista, São Paulo

**TIME TABLE OF ALL MEETINGS**

**MONDAY 19 SEPTEMBER**

FIA IP/CMO Working group	9:30 a.m. – 1:00 p.m.	Meeting Room D
German-speaking group	9:30 a.m. – 1:00 p.m.	Meeting Room B
Nordic Group	2:30 p.m. – 6:00 p.m.	Meeting Room B
FIA LGBT Working Group	2:30 p.m. – 6:00 p.m.	Meeting Room D
FIA Presidium	2:30 p.m. – 6:00 p.m.	Boardroom 2

**TUESDAY 20 SEPTEMBER**

French-Speaking Group	9:30 a.m. – 1:00 p.m.	Meeting Room C
Eastern European Group	9:30 a.m. – 1:00 p.m.	Meeting Room B
CEECA group	2:30 p.m. – 6:00 p.m.	Meeting Room B
AfroFIA	2:30 p.m. – 6:00 p.m.	Meeting Room C
FIANA & English-Speaking Group	9:30 a.m. – 6:00 p.m.	Morumbi Ballroom B
EuroFIA	10:00 a.m. – 6:00 p.m.	Morumbi Ballroom A
FIA-LA	10:00 a.m. – 6:00 p.m.	Meeting Room D

**WEDNESDAY 21 SEPTEMBER**

FIA-LA	10:00 a.m. – 6:00 p.m.	Meeting Room D
AfroFIA	10:00 a.m. – 6:00 p.m.	Meeting Room C
FIA Executive Committee	10:00 a.m. – 6:00 p.m.	Morumbi Ballroom A

Evening Welcome reception  
Buffet Villa Bisutti Berrini WTC  
R. James Joule, 65 - Brooklin Novo, São Paulo

Practical details will be announced at Congress

# TIMETABLE OF ALL MEETINGS

## **THURSDAY 22 SEPTEMBER**

FIA Congress	10:00 a.m. – 6:00 p.m.	Morumbi Ballroom
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## **FRIDAY 23 SEPTEMBER**

FIA Congress	10:00 a.m. – 6:00 p.m.	Morumbi Ballroom
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Evening Gala Dinner	Villa Bisutti Tenerife R. Tenerife, 170 - Vila Olimpia São Paulo – SP	
	Practical details will be announced at Congress	

## **SATURDAY 24 SEPTEMBER**

Free day for all FIA Congress delegates

## **SUNDAY 25 SEPTEMBER**

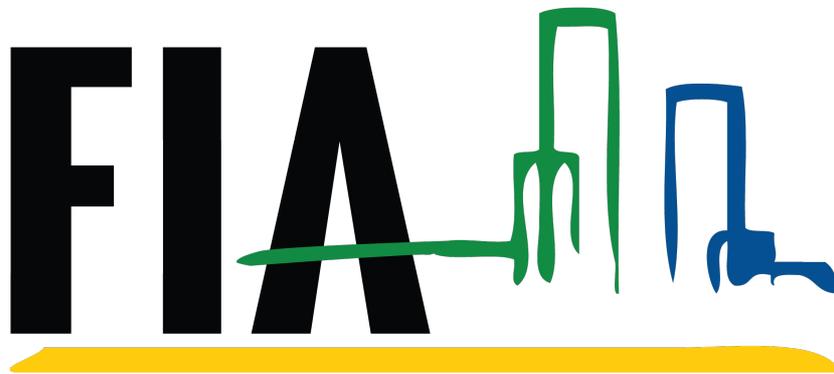
FIA Congress	10:00 a.m. – 1:30 p.m.	Morumbi Ballroom
FIA Executive Committee	3:00 p.m. – 6:00 p.m.	Morumbi Ballroom

# **FIA CONGRESS AGENDA**



**FIA 21<sup>st</sup> CONGRESS AGENDA**

**September 22-25, 2016**



**HILTON SÃO PAULO MORUMBI**

**Av. Nações Unidas, 12901 – Brooklin Paulista, São Paulo**

**04578-000, Brazil**

**THURSDAY SEPTEMBER 22 – OPENING OF CONGRESS**

9:00 – 18:00 Registration desk opens – outside the Hilton Morumbi Ballroom

**1. Opening of Congress – Hilton Morumbi Ballroom**

10:00 – 10:15 Welcomes, introductions and housekeeping

FIA President

Ferne Downey - President, International Federation of Actors

Host Union

Ligia de Paula Sousa - President, SATED/SP

Local representatives (TBC)

**2. Procedural Matters**

10:15 – 10:45 Election of the Chairs of the (five) Congress sessions  
Approval of Standing Orders  
Election of Scrutineers and Commissions  
Establishment of quorum  
Approval of Draft Agenda  
Adoption of Report of the 20<sup>th</sup> FIA Congress, Toronto

**3. Reports on Activities since the last FIA Congress**

10:45 – 11:15 Report from the FIA General Secretary



11:15 – 11:40 COFFEE BREAK

11:40 – 12:10 Reports from Regional and Linguistic Groups:  
EuroFIA (5 mn)  
Nordic group (5 mn)  
FIA-NA & English-speaking group (5 mn)  
FIA-LA & Spanish-speaking group (5 mn)  
AfroFIA (5 mn)  
French and German-speaking group (5 mn)

**4. Greetings to Congress**

12:10 – 12:15 John Smith, President of FIM

**5. Panel #1 – Diversity and Inclusion**

- 12:15 – 13:10 Moderator: Simon Burke - Actor, Vice-president of FIA, Australia
- Panellists: Duncan Crabtree-Ireland - COO and General Counsel, SAG-AFTRA, USA  
 Ibinabo Fiberesima - President, AGN, Nigeria (TBC)  
 Katjja Holm - President, DSF, Denmark  
 Arden Ryshpan - National Executive Director, CAEA, Canada  
 Brazilian Performer, SATED/SP, Brazil (TBC)

**6. Presentation of the Motions**

- 13:10 – 13:30 M#1 ***Non-discrimination and Diversity***  
 M#2 ***Diversity and the FIA Constitution***  
 M#3 ***Global Diversity Working Group***



- 13:30 – 14:45 LUNCH BREAK

**7. Address to Congress**

- 14:45 – 14:55 ***Promoting the WIPO Beijing Treaty ratification***  
*Michele Woods - Director of the Copyright Law Division, WIPO, Switzerland*

**8. Panel #2 – The WIPO Beijing Treaty and the On-Going Ratification Challenge**

- 14:55 – 15:40 Moderator: Dominick Luquer, General Secretary of FIA, Belgium
- Panellists: Victor Drummond – General Manager of INTER ARTIS, Brazil  
 David White - National Executive Director, SAG-AFTRA, USA  
 José-Mária Montes - Director of Legal & International Affairs, AISGE, Spain  
 Andrea Gutierrez – President, SIDARTE, Chile  
 Bjørn Høberg-Petersen – Legal Counsel to DSF, Denmark

**9. Presentation of the Motions**

- 15:40 – 16:30 M#4 ***The WIPO Beijing Treaty***  
 M#5 ***Performer Revenue from Digital Use***  
 M#6 ***Secondary Use Payment Rights***  
 M#7 ***Term of Protection***  
 M#8 ***The Administration of Private Copying levies in Slovenia***  
 M#9 ***Buy-Out Practices in Croatia***



- 16:30 – 16:50 COFFEE BREAK

**10. Address to Congress**

- 16:50 – 17:00 ***Fundamental IP challenges to the European audiovisual landscape***  
*Philippe Hardouin - Head of CSPH International, France*

**11. Address to Congress**

- 17:00 – 17:10 ***New Health and Safety Challenges for Performers***  
*Mary McColl - National Executive Director, AEA, USA*



M#21 **Professional Transition**  
 M#22 **Professional Work Opportunities in Atypical Work Environments**



13:00 – 14:30 LUNCH BREAK

### 18. Address to Congress

14:30 – 14:45 **Global Media, Global Union Strategies**  
*Philip Jennings, General Secretary of UNI, Switzerland*

### 19. Panel #4 – Tackling Double Standards for Performers in International Production

14:45 – 15:45 Moderator: Steve Waddell – National Executive Director of ACTRA, Canada

Panellists: Amit Behl - Joint Secretary of CINTAA, India  
 Carlynn De Wal-Smit, Guild Secretary of SAGA, South Africa  
 Birna Hafstein – President of FÍL, Iceland  
 Johannes Studinger – Head of UNI MEI, Belgium  
 Gabrielle Carteris – President of SAG-AFTRA, USA

### 20. Presentation of the Motions

15:45 – 16:15 M#23 **Enforcing Union Agreements in International Productions**  
 M#24 **Multinational Media Companies**  
 M#25 **Health and Safety in Indian Film and Television Production**



16:15 – 16:40 COFFEE BREAK

### 21. Panel #5 – Building the Capacity of Performers' Unions

16:40 – 17:30 Moderator: Mikael Waldorff, Vice-President of FIA, Denmark

Panellists: Vladimir Kamen – General Secretary of CCCWU, Russia  
 Katalin Ráksi - General Secretary of SDS, Hungary  
 Messaoud Bouhcine - President of SMPT, Morocco  
 Stephen Spence - Assistant General Secretary of Equity, UK

### 22. Presentation of the Motions

17:30 – 17:50 M#26 **Capacity Building in Post-Socialist European Countries**  
 M#27 **Capacity Building in the CEECA Region**

### 23. Address to Congress

17:50 – 18:00 **Acting for Diversity: a performer perspective**  
*Sergio Mamberti, Actor and SATED/SP member, Brazil*

18:00 **END OF DAY TWO BUSINESS**

**SATURDAY SEPTEMBER 24 - FREE DAY**

**SUNDAY SEPTEMBER 25 - CLOSING OF CONGRESS**

**24. Greetings to Congress**

10:00 – 10:05      Abel Martín Villarejo – Director General of AISGE, Spain

**25. Reports, votes and Elections**

10:00 – 11:30      Reports from the Commission on Finances and the Commission on Credentials and Elections

Voting on Congress motions

Elections for FIA Presidium and Executive Committee



11:30 – 12:30      COFFEE BREAK

12:30 – 12:45      Report back from Scrutineers and Announcement of Results

12:45 – 13:15      **FIA acknowledgements and thanks**

13:15 – 13:30      **FIA President Address to Congress**

13:30                **CLOSURE OF CONGRESS**

# **FIA CONSTITUTION**



**INTERNATIONAL FEDERATION OF ACTORS**



**CONSTITUTION**

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## **I: GENERAL PRINCIPLES**

### **Art. 1 - Name and nature of the organisation**

The International Federation of Actors (hereafter the Federation) is an international organisation linking together the unions of professional artists in all or any of the categories described in art. 3, § 1.

### **Art. 2 - Registered office and location of the Secretariat**

The registered office of the Federation is 1, rue Janssen, 75019 Paris, France. The location of the Secretariat and any change thereof shall be decided by the Executive Committee.

### **Art. 3 – Aims, objects and principles**

The objects of the Federation are the protection and promotion, on a strictly professional basis, of the artistic, economic, social and legal interests of actors, singers, dancers, variety and circus artists, choreographers, directors, broadcast professionals, etc., organised in the affiliated unions or in other unions which associate themselves with the Federation for particular purposes. When the word "artist" is used in this Constitution, it shall be construed as referring to those categories.

The following objectives, in particular, are accepted as being of paramount importance:

- a. The safeguarding and the development of live theatre, one of the means of expression best suited to increase mutual understanding between the peoples of the world.
- b. The safeguarding of the economic and moral intellectual property rights of artists in their work and the institution of protective measures on a national and international basis to safeguard those rights.
- c. The enhancement of working conditions and safety protection for artists, whether by collective bargaining, or under national or international law.
- d. The promotion of agreements between affiliated unions in respect of:
  - i. The crossing of frontiers by artists;
  - ii. The protection of the interests of artists in a foreign country;
  - iii. The transfer of membership from one national union to another;
  - iv. The surmounting of passport and other difficulties confronting artists travelling abroad.
- e. The compiling of statistics, which may be of value to the affiliated unions.
- f. The exchange of information between the affiliated unions on the position of the profession and its development in the countries concerned, and the publication of periodicals and other literature pertaining to the interests of the members.
- g. The support of all activities that help to raise standards of performance and to make the art of the theatre, radio, films, television and related activities more widely accessible.
- h. The promotion of employment for artists, including efforts and measures designed to ensure equal employment opportunity and non-discrimination, and the support of all measures which combat unemployment.
- i. The support of affiliated unions in their efforts to maintain the principles established by the Federation, where assistance is required beyond the capacity of the affiliated union.

- j. The holding of international congresses and conferences.
- k. Collaboration with the ILO, UNESCO, WIPO, the Council of Europe, all the institutions of the European Union and with other international organisations, on behalf of members of the affiliated unions.
- l. The maintenance of a fund to promote the objects and to meet the costs of administering the Federation.

The Federation shall not discriminate on the basis of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political opinion, membership of a national minority, disability, age, sexual orientation, gender identity or expression.

## **II: MEMBERSHIP**

### **Art. 4 – Membership categories**

Membership of the Federation shall comprise two categories: regular members and associate members, pursuant to Art. 12, § 2. Unless otherwise explicitly stated, all membership-related references in this Constitution shall be deemed to apply to regular members only.

### **Art. 5 – Membership entitlement**

Subject to the terms of this Constitution:

- a. All national unions representing the interests of artists and accepting the Constitution and other rules of the Federation may become members.
- b. Local organisations of artists, or those covering part only of a country, may be granted membership at the discretion of the Executive Committee after consultation between the Executive Committee and any affiliated union or unions in the country concerned.

### **Art. 6 - Application for membership**

Application for admission into the Federation should be sent to the Secretariat in writing.

Applications must be accompanied by a copy in English, French, German or Spanish of the Rules of the union applying for membership.

Applications must state the number of paid-up members of the union within FIA's field of jurisdiction, give information on its coverage and sphere of influence and include a recently audited financial statement, unless otherwise directed by the Secretariat.

### **Art. 7 - Processing of membership application**

The Secretariat shall, within a month of receiving an application for affiliation together with all the documents and information referred to in art. 6, §§ 2 and 3, circulate to the affiliated unions the application and give them the information referred to in art. 6, § 3. The Rules of the union applying shall be sent to any affiliated union that so requests the Secretariat.

It shall be an absolute obligation upon affiliated unions to make known to the Secretariat within twelve weeks after the circulation their attitude to the application for affiliation.

**Art. 8 - Admission of new members**

If no objection has been lodged, the Executive Committee shall at its next meeting declare the admission of the union making application. If one or more objections are lodged, the Executive Committee shall decide whether the new member may be admitted. A union refused admission has the right to appeal to the next Congress.

An acceptance may, by discretion of the Executive Committee, be rescinded if it should be found that the acceptance was obtained through misrepresentation by the applying union. It may also be deferred if an affiliated union was unable to raise a bona-fide objection in the specified time through failure to receive, or delay in receiving, information on the application.

**Art. 9 - Termination of membership**

Membership may be terminated by:

- a. Resignation
- b. Expulsion
- c. Dissolution of the Federation

**Art. 10 - Resignation**

Retirement shall be announced to the Secretariat in writing.

An affiliated union wishing to resign shall give at least six month's notice. Resignation shall not become formally valid until the resigning union shall have fulfilled its financial obligations to the Federation.

**Art. 11 - Expulsion**

Without prejudice to the provision of art. 12, the Executive Committee may expel an affiliated union for infringing the Constitution or for violating decisions of the Congress. The expelled union shall have the right to appeal to the next Congress.

**Art. 12 - Suspension**

In the case of any affiliated union having failed to pay its subscription in respect of two or more years and having failed to provide a written explanation satisfactory to the Executive Committee, the Executive Committee may suspend such union from active membership until such union shall have paid its subscription in full or complied with any other decision taken by the Executive Committee, in the timeframe chosen by the latter. Non-compliance with the decision taken and the timeframe imparted by the Executive shall result in the expulsion from the Federation, with the agreement of 2/3 of the votes cast.

Where an affiliated union has been a paid-up member of the Federation for at least five full years, the Executive Committee may offer them associate membership status, as an alternative to expulsion. Associate members shall not be required to contribute financially to the Federation. They may consult with the Federation for basic advice and benefit from its political support in exceptional circumstances. They may attend meetings at their own costs in an observer capacity, provided the meeting is not closed to observers. The Federation shall have the ability to continue to speak on their behalf at international level. Associate members shall have no right to vote or stand for election in any of the Federation's governing bodies. They shall strive to achieve the financial stability necessary to regain regular membership status within the Federation as soon possible.

During a period of suspension the union concerned shall not be relieved of any of its obligations under this Constitution but shall not be entitled to be a member of the Executive Committee and shall not, without the express approval of the Executive Committee, be entitled to participate in the affairs of the Federation nor to receive any of the assistance or services provided by the Federation.

### **III: RIGHTS AND DUTIES OF MEMBERS**

#### **Art. 13 - Autonomy of affiliated unions**

The autonomy of the affiliated unions in regard to their internal organisation, administration and finance is guaranteed.

#### **Art. 14 - Rights and duties of affiliated unions**

The affiliated unions undertake to use their best endeavours to assist in the fulfilment of decisions reached by the Congress.

Copies of all documents issued by the affiliated unions likely to be of interest to the other affiliated unions shall be sent to the Secretariat. Affiliated unions shall keep the Secretariat informed of the most important developments affecting the various sections of the profession. Affiliated unions shall answer all enquiries from the Secretariat promptly and in satisfactory detail. The Secretariat shall be kept informed as to any important changes within the governing bodies of affiliated unions, changes of address, and so forth.

It will be the duty of each affiliate to submit, at each Congress or within three months thereafter, a Declaration of Membership representing the average number of paid up members during the previous four years, on which affiliation fees and votes at Congress will be based. The union's accountant or similar authority shall verify such declaration.

The affiliated unions undertake to pay to the Federation's Secretariat the affiliation fees, as fixed by the Congress, annually in advance. Fees for each year are payable on 1 January and shall be paid no later than 31 March. Fees must be paid in Euros. It is the responsibility of the individual unions to try to overcome possible difficulties in the transference of funds.

Should an affiliated union become involved in a dispute on a question of principle which has been accepted by the Federation it shall be supported as far as practicable by the Federation.

Each affiliated union will grant to any member in good standing of another affiliated union all possible legal advice and protection in respect of disputes arising from such member's professional work, subject always to the union's rules.

### **IV: GOVERNANCE**

#### **Art. 15 - Governing bodies**

The governing bodies of the Federation shall be:

- a. The Congress
- b. The Executive Committee
- c. The Presidium

#### **Art. 16 - Congress**

The Congress shall be composed of delegates from the affiliated unions, with the exception of suspended unions.

### **Art. 17 - Voting procedure at Congress**

For the purposes of voting, each country represented at the Congress shall have a number of votes on the following basis:

Countries whose unions have less than 100 members:	6 votes
Countries whose unions have between 101 and 500 members:	9 votes
Countries whose unions have between 501 and 1,000 members:	12 votes
Countries whose unions have between 1,001 and 2,000 members:	14 votes
Countries whose unions have between 2,001 and 3,000 members:	16 votes
Countries whose unions have between 3,001 and 5,000 members:	18 votes
Countries whose unions have between 5,001 and 10,000 members:	20 votes

Countries whose unions have more than 10,000 members shall be given one additional vote for each additional 10,000 members or part thereof.

The number of votes a union may exercise at Congress shall be calculated based on its Declaration of Membership. The Commission on Credentials and Elections appointed by the Executive Committee shall have the duty to oversee the process of calculation of votes and of making a report to the Executive Committee at the Congress and then to the Congress itself.

No delegate of any affiliated union may vote if his/her union has not paid the affiliation fees that are due to the Federation. The granting of a reduction in the payment of those fees for a period not to exceed 12 months shall not compromise the right to vote at Congress. However, the number of votes a union may exercise at Congress shall take account of any such reduction.

Where a country is represented at Congress by more than one union, the total number of votes that country will exercise will be based on the aggregate number of members of each union as per their respective Declaration of Membership and averaged as set out above. The votes shall be divided between the unions from that country on a basis to be determined by agreement between those unions. This agreement must be communicated to and received by the General Secretary of the Federation in writing thirty days prior to the opening of each Congress. In the absence of timely notification of any such agreement the division of votes between those unions concerned shall be decided by the Executive Committee on the recommendation of the Commission on Credentials and Elections. In any event, where one or more unions in the same country is/are not allowed to vote, their aggregate number of members shall not contribute to determine the total number of votes that the country may exercise at Congress.

An affiliated union entitled to vote may authorise a delegation of another affiliated union to exercise its votes, provided that a letter confirming such authority is sent to the Secretariat. Notwithstanding the foregoing, the members of the delegation of a single affiliated union may not represent unions of more than three countries in addition to their own.

### **Art. 18 - Congress organisation**

The Congress shall decide its own agenda on the proposal of the Executive Committee.

The quorum of the Congress shall be one delegate from two-thirds of the affiliated unions having a membership of not less than 500. All decisions (except alterations of the Constitution) shall be decided by simple majority of the votes cast: equality of voting shall be regarded as a negative decision.

An ordinary Congress shall be held at least every four years. The Executive Committee may convoke extraordinary Congresses. It shall be compulsory upon the Executive Committee to convoke an extraordinary Congress if required to do so by not less than one third of the affiliated unions. Place and time of the Congress shall be communicated to the affiliated unions by the Secretariat after being decided by the Executive Committee. The union in whose country the Congress is to take place shall make arrangements for the Congress. All other expenses shall be met by the affiliated unions themselves.

### **Art. 19 - Motions at Congress**

Motions for the Congress may be proposed by the Executive Committee or by the affiliated unions. They shall be sent to the Secretariat at least three months before the Congress and must be circulated by the Secretariat to the affiliated unions at least six weeks before the Congress. Should an affiliated union consider it essential to introduce a motion during the three months prior to the Congress, it shall be dealt with as a motion of urgency. The Congress shall decide whether such a motion shall be admitted.

### **Art. 20 - Executive Committee**

The Executive Committee shall be composed of at least one representative per affiliated union in fifteen different countries, including those of the seven members of the Presidium.

### **Art. 21 - Presidium**

The Presidium shall be composed of the President and the six Vice-Presidents of the Federation.

### **Art. 22 - Nominations for the Presidium and the Executive Committee**

The Executive Committee shall appoint a Commission on Credentials and Elections comprising five members to be drawn both from within and outside the ranks of the Executive Committee. The Commission shall be appointed at the Executive Committee in the year preceding the Congress. No more than two shall be drawn from the ranks of the Executive nor shall any of them be a candidate for the Presidium.

The Commission will call for nominations to the positions on the Executive at least four months prior to the holding of the Congress.

The Commission on Credentials and Elections will draw up a provisional list of candidates following receipt of these nominations, taking into account the various 'balancing factors' referred to in art. 24, § 2 of the Constitution.

That provisional list and all other nominations received shall be sent to all affiliates and a further call for nominations made. Such further nominations shall be made no later than six weeks prior to the opening of the Congress.

Once these further nominations have been received, the Commission on Credentials and Elections may revise the provisional list and the latter, together with any additional nominations received but not on the list, will be sent to all affiliates in advance of Congress.

A nominee may withdraw his/her candidature at any time up to one hour following the opening of Congress.

Additional nominations will be sought at Congress only in the following circumstances:

- a. That the withdrawal of a candidate results in fewer nominees than positions available
- b. That the Commission on Credentials and Elections finds that the withdrawal of one or more candidates prevents the implementation of the balancing factors provided for in the Constitution

Nominations for the Presidium may only be received from affiliated unions – and for individual members of affiliated unions - that have paid up the affiliation fees due by them to the Federation. Nominations for the countries on the remaining seats of the Executive may only be received from affiliated unions that have paid up the affiliation fees due by them to the Federation. At least one union in each of these nominated countries must be a fully paid-up member of the Federation.

### **Art. 23 - Elections**

Elections will take place at Congress. In each of the three categories - President, Vice-Presidents and Members - an election will take place in turn with delegates being given the opportunity of following the final list or choosing any other candidates nominated for the relevant position.

The President and six Vice-Presidents shall be elected by name by the Congress.

The Congress shall elect a country for each of the remaining seats on the Executive Committee. If there is more than one affiliated union in a country represented on the Executive Committee, they will have equal entitlement to be represented on the Executive Committee. However, such unions may also agree upon a specific method of the country's representation on the Executive Committee.

The unions of the countries so elected shall inform the Secretariat of their representation within two months following the Congress and upon the occasion of any change. The unions concerned may designate deputies for their representatives. However, deputies for the President and Vice-Presidents may not act for them in their capacity as Officers. Seats on the Executive Committee shall be occupied for four years or until the next Congress. In the event of the announcement of retirement, or expulsion by the Executive Committee from the Federation of the only affiliated union or of all the affiliated unions in a country represented on the Executive Committee, or in the event of the suspension of such union(s) under art. 12, the Executive Committee shall designate another country to fill the vacancy.

### **Art. 24 - Terms and conditions of office**

The President and six Vice-Presidents shall hold office unless the unions to which they belong inform the Secretariat within two months after the Congress that they disapprove of such election. In such case, or if any of them becomes unable to exercise his/her function, or if the confidence of his union is withdrawn from any of them at any time while holding office, or if any of them should resign from office, the Executive Committee may designate in their place an Acting President or Vice-President, as the case may be. If such Acting President or Vice-President is from a country other than that of the officer being replaced and already represented on the Executive Committee, the Executive Committee shall designate another country to fill the resulting vacancy.

The Executive Committee and its Presidium shall as far as possible reflect the geographical, linguistic and socio-political structure of the Federation. In its composition, proper balance shall be

sought between continuity and renewal.

#### **Art. 25 - Executive Committee meetings**

The Executive Committee shall meet at least three times between Congresses, not including those meetings of the Executive Committee held immediately before or after a Congress. The time and place of meetings shall be fixed by the Executive Committee or by the General Secretary in consultation with the President and Vice-Presidents. These officers shall have the power to call additional meetings.

The quorum for the Executive Committee shall be one representative from eight of its member unions, each from a different country, including the President or one of the Vice-Presidents. Its decisions shall be reached by a simple majority of the votes cast: equality of voting shall be regarded as a negative decision. Each country represented on the Executive Committee shall have one vote.

The Executive Committee shall decide on its own order of business and propose an Agenda for the Congress.

The President shall take the Chair at meetings of the Executive Committee and the Congress. In the absence of the President, the Chair will be taken by one of the Vice-Presidents.

#### **Art. 26 - Role and responsibilities of Congress**

The Congress shall be the highest authority within the Federation. The Congress shall formulate the general policies of the Federation, approve the Constitution and programme of action, and shall be the final authority in deciding on complaints and appeals of members. The Congress shall approve the financial reports of the Federation.

#### **Art. 27 - Role and responsibilities of the Executive Committee and of the Presidium**

The Executive Committee shall represent the Federation between Congresses, and the President and the Vice-Presidents (the Presidium) together with the General Secretary shall represent the Executive Committee between meetings of that body.

The Presidents and the Vice-Presidents together with the General Secretary shall promote the policy of the Federation and may not take any action under this clause that is contrary to the decisions of the Congress and of the Executive Committee.

The Presidium shall deal in particular with administrative and economic matters. Its decisions shall be reported for approval at the next meeting of the Executive Committee. The Presidium shall also deal with urgent matters that require immediate decisions, which shall be reported to the Executive Committee without undue delay.

The Executive Committee may entrust certain special tasks either to one of its members, or to the President, or to one of the Vice-Presidents, or to a national union, and may appoint such legal or special experts or counsel as it may find necessary. Any expert or counsel so appointed shall have the right to attend meetings of the Executive and Congress and the right to speak on matters of his / her competence.

The Executive Committee may seek opinions of the affiliated unions by a referendum on single questions of an urgent nature.

The Executive Committee, on behalf of the Congress, shall appoint a full time General Secretary who shall be the Executive Officer of the Executive Committee to which he is responsible. The Executive Committee shall delegate the appointment process, including the advertising of the post and interviewing of candidates, to the Presidium. In this event, the decision of the Presidium

regarding such an appointment shall be communicated in writing to the members of the Executive and be subject to the approval of the majority of the members of the Executive Committee within a four week period of receipt of the communication. The General Secretary will take part in the meetings of the Executive Committee and of Congress in a consultative capacity. The Executive Committee shall be charged with providing facilities for the Permanent Secretariat. The General Secretary is charged with the administration of the Federation and its finances.

#### **Art. 28 - Official languages**

The official languages of the Federation shall be English, French, German and Spanish for the Congress (including the documents of the Congress), and English and French for all other communications and documents.

#### **Art. 29 - Regional and linguistic groups**

The Executive Committee may approve the establishment within the Federation of Groups of affiliated unions within geographical and linguistic zones in which problems exist common to those unions. Such Groups may elect their own officers.

The General Secretary of the Federation shall be invited to all meetings of such Groups, which meetings shall be open to all affiliated unions.

The General Secretary or an elected officer of each Group shall report to the Executive Committee on all resolutions passed and activities undertaken by the Group. No geographic or linguistic group shall take a position that is in conflict with the Constitution or contrary to a position that has been adopted by any of the governing bodies of the Federation. All groups shall strive to exchange information and coordinate positions on issues that are likely to have impact on other groups within the Federation.

Subject to the above, all groups are encouraged to formulate policies that will advance their needs and to coordinate activities with other groups which will further the interests of the regional groups and the aims and objects of the Federation.

### **V: FINANCE**

#### **Art. 30 - Affiliation fees**

Annual dues to the Federation shall be determined by the Congress and remain in force until changed by any subsequent Congress.

The Executive Committee shall study any requests by an affiliated union for a reduction of its annual dues. Providing the accompanying documents are considered to justify it, the Executive Committee shall have the authority to grant the request. The period of each reduction may not be longer than one year.

In exceptional circumstances, the Executive Committee may grant a reduction of the annual dues to the Federation without an explicit request from an affiliated union. Affiliates that can afford to do so are invited to contribute a larger sum.

If any further sums are required to promote the objects of the Federation and to cover the costs of its administration, the Executive Committee shall have the authority to make appropriate recommendations to affiliated unions.

**Art. 31 - Expenses and funds of the Federation**

The funds of the Federation shall be administered by the Secretariat under the instructions of the Executive Committee.

The Federation may pay the expenses of meetings of the Executive Committee or of the representation of the Federation at meetings or conferences.

The expenses of administering the Federation shall be borne from the funds of the Federation.

The Federation shall not be liable for the expenses of delegates attending the Congress.

The Executive Committee shall see that a professionally qualified accountant audits the accounts of the Federation annually.

**TITLE VI: DISSOLUTION OF THE FEDERATION**

**Art. 32 - Dissolution**

The affiliated unions may dissolve the Federation by a two-thirds majority vote at Congress and decide on the devolvement of the net assets, in accordance with all applicable laws or other relevant regulations.

Where the Federation is dissolved for any given reason, the affiliated unions may – by a two-thirds majority vote – designate one or more persons to liquidate the Federation.

The Federation shall be financially responsible only to the extent of its own property.

**VII: INTERPRETATION OR MODIFICATION OF THE CONSTITUTION**

**Art. 33 - Authoritative version of the Constitution**

Should differences arise concerning the interpretation of the precise wording of the Constitution, the English version shall be regarded as the authoritative one.

**Art. 34 - Disputes related to interpretation**

In any case of dispute as to the interpretation of the Constitution or in respect of any point upon which the Constitution is silent, the matter shall be decided by the Executive Committee and such decision shall be considered valid and binding until the next Congress.

**Art. 35 - Alteration of the Constitution**

The Constitution shall be altered only by a two-thirds majority of the votes cast at the Congress.

**VIII: FIA CONSTITUTION AND AMENDMENTS**

Adopted:	London Congress	June 1952
Amended:	Venice Congress	August 1954
	Brussels Congress	June 1956
	Geneva Congress	October 1958
	Mexico City Congress	October 1964
	Prague Congress	October 1967
	Amsterdam Congress	September 1970
	Stockholm Congress	September 1973
	Vienna Congress	September 1976
	Budapest Congress	September 1979
	Paris Congress	Sept./Oct. 1982
	Athens Congress	September 1985
	Leningrad Congress	September 1988
	Montreal Congress	Sept./Oct. 1992
	Copenhagen Congress	June 1996
	Budapest Congress	September 2004
Marrakech Congress	October 2008	
Toronto Congress	September 2012	

FIA, International Federation of Actors  
40, rue Joseph II – 1000 Brussels, Belgium  
Tel: +32 (0)2 234-5653 - Fax: +32 (0)2 235-0870  
E-mail: office@fia-actors.com - Website: www.fia-actors.com

# **FIA CONGRESS STANDING ORDERS**

# STANDING ORDERS

## **INTERNATIONAL FEDERATION OF ACTORS**

### **STANDING ORDERS OF THE CONGRESS**

#### **Quorum**

1. The Quorum of the Congress shall be one delegate from two-thirds of the affiliated unions having a membership of not less than five hundred (Constitution, art. 18, § 2).

#### **Business of the Congress**

2. Unless the Congress decides otherwise, its business will take place in accordance with the programme laid down by the Executive Committee (Constitution, art.18, §1).
3. The Congress will be presided over by a Presidium composed of the President and the six Vice-Presidents (Constitution, art. 25, §4).
4. The Congress will discuss the work of the Executive Committee and of the Secretariat during the administrative period that has just passed and the general policy that ought to be followed in the future (Constitution, art. 26).

#### **Commissions**

5. The Congress will, at the commencement of proceedings, elect two Commissions, each to consist of three to five members :
  - a. A Commission on Standing Orders and Resolutions
  - b. A Commission on Credentials and Finance
6. Commission on Standing Orders and Resolutions
  - a. It will be the function of the Commission to verify and, where necessary, present recommendations in respect of the Quorum and the powers of the Congress (Constitution, art. 18, §2 and art. 26).
  - b. The Commission will examine the business placed on the Congress agenda, insofar as such business does not come within the province of one of the other Commissions, and will submit to Congress any recommendation relative to:
    - i. the approval or modification of the agenda proposed by the Executive Committee (Constitution, art. 18, §1);
    - ii. the approval or modification of the programme of the Congress as it has been proposed by the Executive Committee.
  - c. The Commission will also have as its function the consideration of all Motions or Amendments to Motions (with the exception of those relating to points of order) and is empowered to present recommendations relating to :
    - i. amendments to Motions;
    - ii. the amalgamation of Motions having similarity to each other;
    - iii. the admittance as a Motion of Urgency of any Motion introduced after the time limits laid down in the Constitution (Constitution, art. 19)

- d. It will be the Commission's responsibility, having taken into account the deliberations of the Congress, to formulate Resolutions on the major themes which have been discussed - such Resolutions to be in a form which it considers the most likely to be accepted by a general consensus.

7. Commission on Standing Orders and Resolutions

The Commission will examine the accounts of the Federation, as endorsed by the Executive Committee, in respect of the preceding period. It will consider the financial situation of the Federation and will make any recommendations which appear appropriate, in particular with respect to the structure and level of subscription for the forthcoming period.

8 Commission on Credentials and Elections

- a. The Commission appointed by the Executive Committee in the year preceding the Congress will report to the Executive Committee and Congress on the process of calculation of the votes to be exercised by each affiliate at Congress (Constitution, art. 17, §3).
- b. The Commission will also report to the Executive Committee at Congress and to the Congress itself on the process of nominations already made and received and make a determination as to whether any further nominations should be sought at the Congress (Constitution, art. 22, §7).
- c. The Commission will verify to the best of its ability the Membership Declarations submitted by member unions and will verify that all member unions represented at the Congress are in good standing with respect to their subscriptions. The Commission will notify the Commission on Standing Orders and Resolutions accordingly. In this respect, the Commission will also examine and make recommendations in respect of any question relating to the right of any delegate to vote (Constitution, art. 17).

**Scrutineers**

- 9. The Congress will, at the commencement of proceedings, elect four scrutineers, whose function will be to ensure an accurate count of votes (see 10, 12 and 13 below) and, wherever any delegation has been given authority to exercise a vote on behalf of an absent union, to verify such authority (see 11 below).

**Votes**

- 10. The Congress shall be composed of delegates from the affiliated unions. For the purposes of voting, each country represented at the Congress shall have a number of votes on the following basis:

Countries whose unions have less than 100 members	6 votes
Countries whose unions have between 101 and 500 members	9 votes
Countries whose unions have between 501 and 1,000 members	12 votes
Countries whose unions have between 1,001 and 2,000 members	14 votes
Countries whose unions have between 2,001 and 3,000 members	16 votes
Countries whose unions have between 3,001 and 5,000 members	18 votes
Countries whose unions have between 5,001 and 10,000 members	20 votes

Countries whose unions have more than 10,000 members shall be given one additional vote for each additional 10,000 members or part thereof.

Where a country is represented at Congress by more than one union, the total number of votes that country will exercise will be based on the aggregate number of members of each union as per their respective Declaration of Membership and averaged as set out above.

The votes shall be divided between the unions from that country on a basis to be determined by agreement between those unions. This agreement must be communicated to and received by the General Secretary of the Federation in writing thirty (30) days prior to the opening of each Congress.

In the absence of timely notification of any such agreement the division of votes between those unions concerned shall be decided by the Executive Committee on the recommendation of the Commission on Credentials and Elections. In any event, where one or more unions in the same country is/are not allowed to vote, their aggregate number of members shall not contribute to determine the total number of votes that the country may exercise at Congress. (Constitution, art. 17, §5)

11. An affiliated union entitled to vote may authorise a delegation of another affiliated union to exercise its votes provided that a letter confirming such authority is sent to the Secretariat. Notwithstanding the foregoing, the members of the delegation of a single affiliated union may not represent unions of more than three countries in addition to their own. (Constitution, art. 17, §6)
12. No delegate of an affiliated union may vote if his/her union has not paid the affiliation fees that are due to the Federation. The granting of a reduction in the payment of the affiliation fees for a period not to exceed 12 months shall not compromise the right to vote at Congress. (Constitution, art. 17, §4)
13. Unless the Congress decides otherwise, voting will be by raising the hand.

### **Rules of discussion**

14. Delegates will ask for the floor by raising the hand. The Chairman will give the floor in turn to the delegates and, at the Chairman's discretion, to the observers who have asked for it.
15. The time given to speakers who are developing one of the themes featured on the Agenda or who are presenting a report on a matter covering several questions or dealing with a matter of particular importance, is limited to ten minutes.
16. Proposers of Motions will be permitted five minutes in order to propose their Motion and, at the end, three minutes to reply to the discussion.
17. All other speakers will have three minutes. Speakers may take the floor only twice on the subject of each point on the Agenda.
18. At the suggestion of the Chairman or of delegates, these times may be varied by the Congress.
19. The Chairman must give the floor to any delegate wishing to raise a point of order or procedure, without regard to the list of speakers.

### **Motions and Amendments**

20. In the course of the Congress, there may not be discussions nor votes upon Motions or Proposals other than those which are :
  - a. introduced in accordance with the Constitution;
  - b. accepted by the Congress as Motions of Urgency;

- c. proposed by the Commission on Standing Orders and Resolutions;
  - d. points of order.
21. Any Motion or Amendment may be withdrawn at any time by its Proposer if the Congress agrees.
22. The following Motions may be proposed as points of order or procedure :
- a. to interrupt a discussion on a particular subject;
  - b. to adjourn a session;
  - c. to adjourn or to terminate the discussion on a particular subject and proceed to a vote;
  - d. to close the list of would-be speakers;
  - e. to suspend specific Standing Orders for the time being.
23. Motions on points of order must be voted upon forthwith without discussion, except that the maker of the motion may briefly state the reason for the motion.
-