

INTERNATIONAL PEACE BUREAU RULES OF PROCEDURE

*These rules act as a supplement to the IPB
Constitution.*

Last updated 16.03.2022

1. IPB ASSEMBLY (TRIENNIAL MEETING)

a. Timetable

- (i) The place and date to be communicated to the IPB membership at least **3** months in advance.
- (ii) All matters which require decisions to be taken by the Assembly must be submitted to the IPB Headquarters at least 1 month in advance.
- (iv) IPB members shall be sent the agenda at least 2 months in advance.

b. Extraordinary meetings

A request shall be submitted together with the agenda and the necessary documents to the Headquarters 1 month in advance of the date proposed. The place, the date, agenda and documents shall be communicated to the IPB members at least 2 months in advance of the meeting and the meeting shall take place within 4 months of the request being made.

2. ELECTIONS

a. Voting

All eligible member organisations may vote (by mail, email, or fax) for President, Treasurer, Vice- Presidents and Board and Council members.

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b. Nominations

- i. The Nominations Committee will send out, according to the schedule below, requests for nominations, and later ballot papers, to all member organisations.
- ii. Any member organisation has the right to nominate candidates. Nominations must have the written consent of the nominee and must be accompanied by a statement outlining the candidate's background and reasons for standing, plus a curriculum vitae.

c. Timetable

- i. A call for nominations to be sent out 3 months before the Assembly;
- ii. Nominations with information on candidates to be received by the Secretariat 1 month beforehand.

d. Secret ballots

All elections shall be by secret ballot.

f. Vote Counting

Nominees are elected upon receiving a majority of votes (more than 50%).

3. COUNCIL MEETINGS

a. Frequency

- i. Council meetings should be organized approximately every 6 weeks
- ii. One larger council meeting should be organized per year to present the yearly report of IPB activities and budget

b. Timetable for large council meeting

- i. The place and date of the Council shall be communicated to the IPB membership at least 3 months in advance, together with a call for nominations to the Steering Committee.
- ii. IPB members shall be sent the agenda at least 1 month in advance.

4. IPB BOARD

a. Method of working

The Board shall arrange its own calendar and method of working.

5. NOMINATIONS COMMITTEE

a. Method of working

- i. The Nominations Committee members are to be assigned by the IPB Board.
- ii. The Nominations Committee shall arrange its calendar so that it meets the time limits given in the Constitution/Rules.

6. MINUTES

- a. The proceedings of all meetings of IPB policy-making bodies, including sub-committees and working groups, shall be recorded in minutes. These minutes are to be agreed as a true record by the next meeting.
- b. Council and assembly meeting minutes should be publicly available and sent to all member organizations.

7. REGISTERS

- a. The IPB Headquarters shall keep the following databases:
 - i. Member organisations, their contact details, secretary or other designated representatives and alternates.
 - ii. Individual members, with their contact details.
 - iii. Officers and all other members of Council and Steering Committee, with their contact details.
- b. Annual fee payments by all members.
 - i. All important activities and actions of IPB shall be documented and stored. A yearly report of activities should be kept and updated.

8. REVISIONS TO THE RULES

The Rules of Procedure may be revised by the IPB Council. Proposals to change these rules may be made by members, the Council, or the Board. Proposals for revision must be submitted to the Secretariat at least 3 months in advance of the next Council, and shall be circulated to the IPB membership at least 1 month in advance of the next Council. Any decision takes effect immediately.
