

Amnesty International members only

**33rd International Council Meeting**

**Circular 3: Contributing to key conversations**

**AI Index**: ORG 50/5042/2016

**To**: Sections and structures

**ICM Session:** N/A

**From**: 2017 ICM Preparatory Committee

**Date**: 10 November 2016

**PURPOSE STATEMENT**

This paper explains how your section or structure can contribute to the key conversations we will have at the 2017 International Council Meeting (ICM). It includes a cover letter from the 2017 ICM Preparatory Committee outlining suggestions on how sections / structures can submit topics for discussion. It also includes the deadline for submission of resolutions and proposals for workshops. We encourage sections to follow these guidelines so that ICM conversations are focused and coherent with current strategy.

**DISTRIBUTION**

* This paper is for section and structure chairs, board members and directors.
* Please consult with your board, members and staff on the contents of this paper.
* If this is your first ICM, remember to visit the ICM webpage “[Your Guide to the ICM](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9233&ef_sel_menu=167&eventID=6&eventID=6)” to help you prepare for the meeting.

**DEADLINES**

* **Resolutions** must be submitted to [ICM@amnesty.org](mailto:ICM@amnesty.org) by **11 January, 2017 11:59pm**. Resolutions must be submitted using **Appendix 1**, as a **Word document**.
* **Proposals for workshops** must be submitted to [ICM@amnesty.org](mailto:ICM@amnesty.org) by **11 January, 2017 11:59pm**. Workshop proposals must be submitted using **Appendix 2**, as a **Word document**.

**Contents page**

[**Part 1: Cover letter from 2017 ICM Preparatory Committee (PrepCom)** 3](#_Toc466904003)

[**Contributing to the ICM’s key conversations: PrepCom’s proposals** 4](#_Toc466904004)

[**Part 2: Key dates to help you prepare for the ICM** 6](#_Toc466904005)

[**Part 3: A guide to resolutions** 7](#_Toc466904006)

[**Appendix 1: Template for submitting a resolution** 11](#_Toc466904007)

[**Appendix 2: Template for submitting a proposal for a workshop** 12](#_Toc466904008)

[**Annex1: ORG 50/2431/2016: ICM Standing Orders** 13](#_Toc466904009)

**Background papers**

|  |  |
| --- | --- |
| **Paper title** | **AI index number** |
| Circular 1: PrepCom Vision and call for working party facilitators | ORG 50/4883/2016 |
| Circular 2: Call for people to internationally elected positions | ORG 50/4954/2016 |
| All ICM circulars are available on the ICM website: [ICM website papers](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9237&ef_sel_menu=140&eventID=6&eventID=6) | |
| If this is your first ICM, please visit the “Your guide to the ICM” webpage: [Your guide to the ICM](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9233&ef_sel_menu=167&eventID=6&eventID=6) | |

## **Part 1: Cover letter from 2017 ICM Preparatory Committee (PrepCom)**

Dear friends,

This circular gives you information on how you can contribute to the robust discussions that Koldo and I hope to create for the 2017 International Council Meeting (ICM), to be held on 11-15 August (location to be confirmed by December).

In Circular 1 we shared our aspiration to create meaningful, participatory and inclusive discussion spaces. This has guided our thinking on how to organise the ICM, in particular on the topic of resolutions and other key discussions. The resolutions process is a fundamental part of our democracy. As our highest decision-making body the International Council’s conversations should focus on our mission to end human rights abuses, and the topics that come to the Council for discussion must be aligned with our overall strategy. As you will see in the Standing Orders (annex 1), PrepCom’s role is to manage the ICM agenda, ensuring the Strategic Goals are central to the decision-making process. For this reason, we are proposing some guidelines (page 4) on what we believe are the best ways for sections and structures to contribute to ICM discussions.

As a chair your role is to represent the views of your membership, in line with the best interest of our movement as a whole. We accept it may be a challenge to balance demands from your members with our request for focused conversations at the ICM, so we ask you to be mindful of Amnesty’s role as a strategy-led, global movement. We hope you can use the guidance table below and the tips on what makes a good resolution (page 7) to decide which topics to submit to the ICM.

Our suggestions include using workshops as a way to have more inclusive and substantive conversations, especially on topics where a consultation process is currently taking place. The workshop format has been used at many previous ICMs and we believe they are a dynamic and productive way for delegates to discuss issues that are important to them. Conclusions of workshops will provide guidance for the International Board (Board) going forward. We will have further information on how the Board intends to report on the implementation of workshop conclusions when we share the resolutions circular in March 2017.

We propose using accountability moments to discuss issues of a more operational nature. The ICM is a key mutual accountability moment for the Board / International Secretariat (IS) and sections and we will use the important State of the Movement Report to learn from and challenge one another on how we are performing as a movement.

The ICM is also an opportunity for all of us to feel part of a global movement through sharing ideas with colleagues from other regions. We aim to have open spaces for less formal discussions (depending on how many topics for discussion we receive) and most importantly, we want to ensure there are plenty of chances to have fun and network.

Finally, as you begin to select your ICM delegations, please keep in mind the need for diversity and youth representation as part of our movement’s commitment to Strategic Goal 5.

Best wishes,

Christine Pamp (2017 ICM Chair) & Koldo Casla (2017 ICM Alternate Chair)

[PrepCom@amnesty.org](mailto:PrepCom@amnesty.org)

## **Contributing to the ICM’s key conversations: PrepCom’s proposals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **PrepCom’s proposal** | **Why are we proposing this?** | **Template** |
| Governance Reform (including Statute amendments)  *See below for more detailed information* | Sections can submit a resolution yet we encourage you to engage with the Board’s resolution via the following:   * Participate in webinars before the Board finalises its resolution in December. * Engage with the Board’s resolution (to be shared in March) in particular at the 2017 CADF. | The Governance Reform has been a thorough, two-year consultation process and the movement has already come to a consensus on various elements of the proposed model.  We encourage sections to honour the deep, consultative process that has taken place. | * Appendix 1 * Deadline: 11 January. |
| The Strategic Goals (including a policy area related to the delivery of the Goals) | * Submit a proposal for a workshop. * Workshop outcomes will feed into existing processes and provide guidance for the Board. | The Strategic Goals were passed by consensus at the 2015 ICM and sections may find it useful to have a workshop on a topic related to a specific area of the Goals.  By the time of next year’s meeting, the Goals will be in their second year of operation and the Council will receive an initial assessment of them. | * Appendix 2 * Deadline: 11 January |
| Policy area | * Submit a proposal for a workshop. * Workshop outcomes will feed into existing processes and provide guidance for the Board. * Further information on how the Board will report on the implementation of workshop conclusions will be shared in March | Resolutions are not always the most effective way to discuss human rights policy and the IS is currently running a series of consultations on contentious policies for sections to input[[1]](#footnote-1)on.  At the 2017 ICM the Board will report back on the implementation of 2015 ICM policy decisions. | * Appendix 2 * Deadline: 11 January |
| All other topics | * Submit as a resolution. | Resolutions will be reviewed and allocated to working parties by the PrepCom. | * Appendix 1 * Deadline: 11 January. |

The GovernanceReform is a key ICM discussion. PrepCom has shared some important messages on the Secchair email list, which it is useful to repeat here:

**Agreeing a revised Statute**: The Board will submit a revised Statute to the ICM as a resolution. The International Council will be able to amend this resolution, components of which will likely be discussed across various working parties. The working parties will follow the usual processes internally and in relation to the plenary. At this stage, it would be more productive to review the Statute grouped as component parts (rather than article by article) since this is more inclusive and will allow the movement to reach consensus. The intention is for both the working parties and the ICM plenary to vote on the component parts of the Statute first, before voting on the Statute as a whole. In the plenary, votes on component parts and the whole Statute will require a 2/3 majority of votes cast. We intend to use the 2017 Chairs Assembly and Directors Forum (CADF) as a key moment for the movement to input on the revised Statute. *(See PrepCom’s email on Secchair 5 October, 2017.)*

**Duration of the ICM**: Like the two previous ICMs, this meeting will take place over five days and we aim to achieve a balance between active participation and sound democratic decision-making while securing the best use of Amnesty’s resources. Decision-making is now a more collaborative process with various opportunities to input on a discussion and we should no longer consider the ICM as the sole moment to discuss and decide on a topic. The ICM will use participatory approaches for our discussions and will include spaces for groups to feedback to one another and the plenary, so that everyone can benefit from these insights. *(See PrepCom’s email on Secchair 14 October, 2017.)*

The Board has also used the Secchair email list to share information on how it currently proposes to present the Governance Reform resolution.

**Board resolution on Governance Reform**: The Board will finalise its resolution on the Governance Reform in December. It invites the movement to participate in a series of webinars in November, to input on the proposals. The Board plans to submit three resolutions on Governance Reform: one resolution will be the revised Statute; the second one will be the Regulations for the proposed Global Assembly (replacing what are currently known as the ICM Standing Orders); the third one will be a resolution on the plans to transition from our current governance arrangement to the revised model. The details of these elements are still being refined, and they are very closely linked. The Statute Reform Reference Group has reviewed the second version of the Statute. Please email [Governance.Reform@amnesty.org](mailto:Governance.Reform@amnesty.org) for more information on any of the above. *(See Rune Arctander (Chair, Governance Committee, Vice-Chair, International Board) email on Secchair 5 October, 2017.)*

**Other relevant topics for discussion from the Board**:

In addition to the resolution on the Governance Reform, the Board currently intends to present the following resolutions to the 2017 ICM:

* Planning and budgeting: this resolution proposes the movement works to a global timeline for planning and budgeting.
* Gender and diversity: this resolution reinforces the need for gender and diversity in our organisation.

Other key discussions:

* The Board will also update on a number of policy discussions, for example the 2015 ICM decision on drugs and human rights.

As we explained in the table above, sections and structures can submit resolutions on these topics however we strongly encourage you to engage with current consultation processes where possible, or submit discussions on these topics as a workshop proposal. This will allow us to have more coherent, strategy-led conversations.

## **Part 2: Key dates to help you prepare for the ICM**

|  |  |  |
| --- | --- | --- |
| **Date** | **Key ICM event** | **What you need to do** |
| 14 Nov 2016 | **Deadline** nominations Working Party Facilitators | * Submit nominations for Working Party facilitators. (See [Circular 1](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9237&ef_sel_menu=140&eventID=6&eventID=6) for more information.) |
| 11 Jan 2017 | **Deadline** resolutions and workshop suggestions. | * Submit resolutions and workshop proposals using the guidelines and templates in this circular. (See page 11 & 12.) |
| 31 Jan 2017 | Release Governance Reform background information paper. | * Discuss the paper with your ICM delegation, board and members. |
| 10 Mar 2017 | PrepCom releases Key topics for discussion (resolutions) and draft ICM agenda. | * Arrange translation of the circular if needed. * Discuss the key topics with your ICM delegations, board, members and staff before the CADF. |
| 1-2 Apr 2017 | 2017 Chairs Assembly & Directors Forum (CADF). | * Feedback to your ICM delegation, board and members on the outcomes of the CADF discussions. |
| 11 May 2017 | **Deadline** i) nominations Board candidates;  ii) Emergency resolutions & amendments. | * Submit nominations for Board vacancies. (See [Circular 2](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9237&ef_sel_menu=140&eventID=6&eventID=6) for more information.) * Submit amended or emergency resolutions |
| 11 Jun 2017 | ICM discussion circulars released.  **Deadline** nominations other internationally elected positions. | * Discuss the papers with your ICM delegation, board, members and staff. * Submit nominations for other vacancies. * See [ICM website](https://www.eventsforce.net/amnestyintsec/6/home?language=4) for more information. |
| 11 Jul 2017 | ICM accountability circulars released. | * Discuss the papers with your ICM delegation, board, members and staff. * See [ICM website](https://www.eventsforce.net/amnestyintsec/6/home?language=4) for more information. |
| 17 Jul 2017 | Circular Nominations for internationally elected positions released. | * Review nomination with your board and prepare interview questions for candidates. |
| 11-15 Aug 2017 | 2017 ICM. | * Ensure your ICM delegation is fully prepared and ready to participate in the meeting. |
| 17 Aug 2017 | PrepCom releases ICM Decisions. | * Share the outcomes of the ICM with your board, members and staff. |

## **Part 3: A guide to resolutions**

Resolutions are an important part of the ICM and Amnesty International’s decision-making process. Here, we give you more information on what a resolution is, what makes a good resolution, and guidelines for submissions.

**What is a resolution?** It’s a proposal for a topic to be discussed and then decided at the ICM. The proposal can be focused on a strategic human rights issue, or the way we are organised.

Resolutions proposing changes to the text of the Amnesty International Statute are known as Statute amendments.

Proposals for amendments to the Statute must be supported in writing by at least five sections or structures in order to be discussed by the International Council.

All resolutions must be accompanied by an explanatory note clarifying the intent for and how the resolution links to Amnesty’s strategy and mission.

The **deadline** to submit resolutions to [**ICM@amnesty.org**](mailto:ICM@amnesty.org)is **11 January 2017, 11:59pm**. Ensure you receive a “confirmation of receipt” email.

Any resolution received after 11 January **will not** be reviewed by the PrepCom unless it qualifies as an **emergency resolution**.

An emergency resolution is one that could not have been formulated and submitted before the January closing date.

The deadline to submit **emergency** and **amended** resolutions to [**ICM@amnesty.org**](mailto:ICM@amnesty.org)is **11 May, 2017, 11:59pm**. Ensure you receive a “confirmation of receipt” email.

The IS Finance Team will calculate costings of resolutions two months before the ICM.

A resolution is not always the most effective way to have a meaningful discussion on a human rights issue. The PrepCom proposes submitting some topics as proposals for a workshop. See PrepCom’s cover letter for more information.

You can find more information on resolutions and how they will be discussed at the meeting on the ICM website: click [here to access the ICM website](https://www.eventsforce.net/amnestyintsec/frontend/reg/tOtherPage.csp?pageID=9233&ef_sel_menu=167&eventID=6&eventID=6).

**What makes a good resolution?** As Amnesty International’s highest decision-making body, the International Council should focus on high-level, strategic issues.

Here are some tips on what makes a good resolution, and the characteristics of a weak resolution.

|  |  |
| --- | --- |
| **Content** | |
|  | Proposes a discussion that is within the mandate of the ICM. (These topics are aligned with our strategy, forward-looking and will increase our human rights impact.) |
|  | Proposes an operational discussion. |

|  |  |
| --- | --- |
| **Scope** | |
|  | Proposes a topic that will enhance our identity and work as a global movement. |
|  | Concerns the work of Amnesty International on a specific country. (A proposal for work on a specific country is only put to the International Council if it has already been discussed at a previous meeting of the Board). |

|  |  |
| --- | --- |
| **Explanatory note** | |
|  | Includes a **500 word** explanatory note which presents background information including:   * The main arguments for the motion; * How the resolution links to our strategy and mission; * A clear desired outcome and how this will increase our human rights impact. |
|  | * Has no explanatory note * Includes background information in the resolution clause. |

|  |  |
| --- | --- |
| **Language** | |
|  | * Uses clear, simple language (in one of the ICM’s three official languages). * Has a precise yet brief decision / instruction / recommendation clause. |
|  | Uses complex language that is not easily understandable. |

|  |  |
| --- | --- |
| **Submission** | |
|  | * Uses the template in Appendix 1 and is submitted as a Word document. * Is submitted to [**ICM@amnesty.org**](mailto:ICM@amnesty.org) on **11 January, 2017**, by **11:59pm**. |
|  | * Is submitted as a PDF and does not use the correct template. * Is submitted after the January deadline. (The PrepCom will only accept late resolutions if they are considered an emergency resolution. See page 7.) |

* **You can find an example of a good resolution on the following page. Please review this check list and the example text before you submit a resolution to the ICM.**

PrepCom meets after the deadline for the submission of Statute amendments and resolutions to review the proposals received. The committee is responsible for ensuring that the ICM focuses on broad issues, and that the Strategic Goals are central to the decision-making process. The PrepCom will share a circular with a draft agenda and the resolutions received in March 2017.

**Workshops: PrepCom’s proposal for dealing with key discussion topics**

We propose sections submit certain topics as proposals for workshops rather than resolutions (see table on page 4). Workshops are a way to have a focused discussion on the substance of an issue and will honour any consultative process that has already taken place. It will also allow the International Council to have strategy-led conversations and ensure the best use of its time and resources. The outcomes of the workshops will provide guidance for the Board as it develops the relevant policy or strategy area.

* **See the cover letter from the 2017 ICM PrepCom for more information.**

**An example of a good resolution**

Focus on strategy and forward-looking

Relevant to Amnesty’s identity as a movement of global activists

**AI Netherlands: Development of a comprehensive strategy for growth\***

The International Council Meeting:

**Instructs** the International Board to deliver a comprehensive strategy for growth, including in key countries, with the intent to:

Ensure a substantial increase in AI and human rights activism in the global South and East;

Ensure that the movement’s resources are adequately coordinated and aligned with AI’s strategic plan;

Use the resources (funding and capacity-building) of the movement effectively, and in particular for the benefit of sections and structures in the global South.

**Further instructs** the International Board to carry out an evaluation to assess the effectiveness and efficiency of AI’s current international growth policy and activities. The evaluation should cover the period from the adoption of the ICM 2003 decision 24 to invest in growth in the South, and the results of this evaluation should be presented before OP1 commences, in April 2010.

A clear outcome which will increase our global impact

Acknowledges need for alignment with existing strategy

Precise and brief instruction clause

**Explanatory note**

Relevant, factual background information which explains the main argument for the resolution

The 2001 International Council decided to develop new mechanisms and strategies to enhance AI’s growth in the global South and East. AINL notes that despite the establishment of the International Mobilization Trust (IMT) in 2005 and increased funding for growth purposes, it was recognized in the 2007 State of the Movement Report[[2]](#footnote-2) that AI has been unsuccessful in sufficiently growing its membership-base and activism support in the South and East.

Explains why the section put forward this resolution for a global discussion

AINL expresses its concern that although four growth projects (India, Brazil, Arab and Africa) have been designated, we have not been able to develop comprehensive regional or country specific growth strategies to support our work on growth.

With respect to the next ISP (2010-2016) there two important internal developments that stress the need to deliver a comprehensive growth strategy for growing AI’s impact, activism, and presence, especially in the South:

Clarifies the link to our strategy and vision

* In the next ISP, emphasis is placed on investing more in AI sections/structures and engaging in partnerships in the South, especially in so-called key countries, strategically relevant countries such as Brazil, China, India, Russia, Mexico and South Africa;
* The process of ‘From assessment to distribution’ (based on ICM 2007 decision 21) which entails a shift from our current (income) assessment system to a new resource distribution system for effective implementation of the ISP. This means more movement resources will be available to support needed activities in the global South.

In light of the above we consider it important to assess the efficiency, effect and relevance of committed resources in order to develop an effective and comprehensive strategy for growth. Such a review should include:

Clearly explains what the review should cover

* The role of all actors within the movement, including the IS (IMT/IMP/IMTGC), applicant sections/structures and section’s activities on growth;
* Pro-active and reactive strategic and capacity-building work on growth;
* The indicators for impact, monitoring and evaluation of the growth projects (India, Brazil, Arab and Africa);
* Coordination, transparency and accountability at all levels;
* Feedback from movement contributing and developing sections/structures;
* The experiences and working methods of NGOs that have developed effective growth strategies.

A clear, realistic timeframe that is synchronised with our strategy

The proposed evaluation should cover the period from the adoption of the ICM 2003 Decision 24. We feel it is desirable and realistic to present the results of this evaluation before OP1 commences, in April 2010.

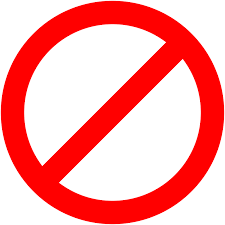
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***\*****This resolution was submitted to the 2009 ICM, before the implementation of the Strategic Goals. The original resolution has been revised (terminology used, length of explanatory note) to meet the needs of this circular, however the overall concept has not been altered. This explains any inconsistencies with our current Strategic Goals.*

## **Appendix 1: Template for submitting a resolution**

Before submitting a resolution for discussion at the 2017 ICM, please ensure:

* You have read the “Cover letter from 2017 ICM PrepCom” on page 3
* You have read “What makes a good resolution” on page 7 and “Example of a good resolution” on page 9.
* Yousubmit resolutions using this template as a **Word document** to [ICM@amnesty.org](mailto:ICM@amnesty.org) by **11 January, 11:59.**

Resolutions not submitted on this template will be returned to the proponent for re-formatting.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Section/structure name: Resolution title**

The International Council:

[Insert the decision clause / instruction / recommendation here. See pages 7 and 9 for more guidance.]

**Explanatory note**

[Insert the explanatory note here. See pages 7&8 for guidance.]

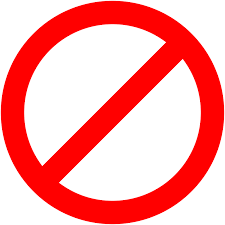
The explanatory note must be a **maximum of 500 words.** Explanatory notes exceeding this word limit will be immediately returned to the proponent for re-drafting.

## **Appendix 2: Template for submitting a proposal for a workshop**

The PrepCom proposes sections submit topics that have been / are currently being discussed as a proposal for a workshop rather than as a resolution. Workshops are a way to have a focused discussion on the substance of an issue and will honour the consultative process that has already taken / is taking place. It will also allow the International Council to have focused, strategy-led conversations.

Before sending a proposal for a workshop discussion at the 2017 ICM, please ensure:

* You have read the “Cover letter from 2017 ICM PrepCom” on page 3
* Yousubmit workshop proposals using this template as a **Word document** to [ICM@amnesty.org](mailto:ICM@amnesty.org) by **11 January, 11:59.**

Proposals not submitted on this template will be returned to the proponent for re-formatting.

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**Section/structure name: Title of workshop**

1. **Which existing discussion is this workshop related to?** (Please see the Cover letter from the PrepCom on page 3 for details)
2. **What is the purpose of this workshop?**

* (Maximum 100 words)

1. **Why do you feel the ICM needs to have this discussion now?**

* (Maximum 100 words)

1. **Which key elements should be covered during the discussion and who (internal or external to Amnesty) should be part of this discussion?**

* (Maximum 150 words)

1. **What do you envisage to be the shared outcomes & learnings from this workshop?**

* (Maximum 150 words)

## **Annex1: ORG 50/2431/2016: ICM Standing Orders**

These are the 2017 ICM Standing Orders, as amended for the 2017 ICM to be held in (to be confirmed). They will be formally adopted during the first plenary session of the 2017 ICM.

Key changes from the 2015 ICM Standing Orders (ORG 50/007/2014) are as follows:

* Amendments have been made as a result of the ICM 2015 decisions which related to the ICM Standing Orders.
* Clause 3.1 has been amended to include update reports to be presented during plenary sessions.

ICM STANDING ORDERS

As amended for the 2017 ICM in (to be confirmed).

PRINCIPLES

1.1 It is the duty of all those individuals and bodies elected, appointed, established or recognized by these Standing Orders to make the procedures, processes and structure of meetings of the International Council as accessible, readily understood and friendly as possible.

1.2 The Strategic Goals are central in the decision-making process.

CHAIRPERSON

2.1 The chairperson of the International Council and an alternate are elected as determined by Article 24 of the Statute of Amnesty International. The procedure for the opening of the International Council is also determined by Article 24 of the Statute.

2.2 In the absence of the chairperson or the alternate, the chairperson of the International Board (Board), or a person appointed by the Board, performs the duties mentioned while a chairperson is elected by the International Council. This is, in such a case, the first business of the International Council.

2.3 The chairperson is responsible for the order and conduct of the meeting.

2.4 The chairperson may stop any person speaking, if he/she considers it necessary for the good conduct of the meeting.

2.5 As and when required during the meeting, the chairperson rules on the interpretation of these Standing Orders and on all other disputed questions of procedure relating to the conduct of the meeting.

2.6 In the event of a dispute with regard to a ruling by the chairperson, the ruling is submitted to the meeting for an immediate decision.

2.7 At any time the chairperson may propose to the meeting the adjournment of the session and the session will stand adjourned unless the International Council decides otherwise.

2.8 The chairperson may at any time propose the imposition of a time limit for speeches. The chairperson may also inform the meeting of the number of participants wishing to speak and recommend that the list of speakers be closed. The adoption of this procedure does not infringe upon the right of reply of a participant presenting a report or in proposing a resolution before a vote is taken.

2.9 The chairperson may at any time propose the imposition of a time limit for the discussion on a particular item on the agenda and on the expiry of that time limit put the issue to the vote or declare the discussion closed. The adoption of this procedure does not infringe upon the right of reply of a participant presenting a report or in proposing a resolution before a vote is taken.

2.10 At least 9 months in advance of the International Council, the chairperson appoints the working party facilitators on the basis of nominations from sections and structures. The alternate chairperson of the International Council is automatically chair of one of the working parties.

2.11 The chairperson appoints secretaries for the working parties in advance of the International Council.

2.12 The chairperson appoints an election officer in advance of the International Council. This appointment is to be confirmed by the International Council.

## 

AGENDA

3.1 The International Secretariat (IS) prepares a draft agenda in consultation with the chairperson of the Board and the Preparatory Committee (PrepCom). Once approved, it is circulated to delegations at least two months in advance of the International Council.

1. Presentation in plenary – to be voted on and, where appropriate, approved – of a report from the International Board on its activities in all areas included within its statutory and regulatory responsibilities and the overall results of the work of the international movement, as well as the overall impact the same has had on improving the human rights situation across the world since the previous International Council Meeting, and also including the main challenges that remain with regard to targets that it has not been possible to meet.
2. Presentation in plenary – to be voted on and, where appropriate, approved – of a report from the International Treasurer, including global management accounts from the movement for each of the two previous years and a comparison of the progress made in each of those two years.
3. Presentation in plenary – to be voted on and, where appropriate, approved – of a written report on the implementation of the decisions made at the previous International Council and decisions made at earlier International Councils whose implementation is still pending. The report should have been previously presented to each of the Chairs Assemblies that may have taken place in between International Council Meetings.
4. Presentation in plenary of a report by the Secretary General summarizing the work done by the International Secretariat on human rights and organizational and resource matters, and its main achievements and pending challenges, as well as the most significant successes achieved by the different sections, since the previous International Council Meeting, and including information on the activities of the Secretary General with regard to the fulfilment of his/her internal and external responsibilities.
5. Presentation in plenary of a report on the situation of the international movement, including the New Forms of Presence, based on the accountability tools for movement structures (such as the Core Standards and the Standard Action Report).
6. Working party agendas as specified in article 4.1 and following.
7. Elections to international posts, as specified in article 11.1 and following.

3.2 The draft agenda is submitted to the International Council for adoption in the opening plenary session. Once adopted, it becomes the agenda of the International Council and no other business is dealt with, except with the approval of the International Council.

3.3 PrepCom may propose that part of the proceedings are conducted in working parties and may make appropriate provisions in the agenda.

## 

WORKING PARTIES

4.1 The draft agenda for working parties is drawn up by PrepCom before the beginning of the International Council.

4.2 Participants of the International Council are free to decide which working party they attend.

4.3 The provisions of the Standing Orders relating to the conduct of the meeting and to the powers of the chairperson apply *mutatis mutandis* to the proceedings of each working party.

4.4 A working party may adopt draft resolutions relating to the subject of its deliberations which are eligible for consideration and decision by the International Council.

4.5 Working parties should seek conclusions if possible by consensus. However, if a formal vote is requested by a participant, one participant from each section and structure has the right to vote. All decisions and conclusions of the working parties are treated as recommendations to the plenary session.

4.6 The role of the facilitator is to prepare a report reflecting the discussions and decisions of the working party in cooperation with the secretary of the working party and to present the report to the plenary session of the International Council.

4.7 The report must record all decisions taken by the working party and where appropriate a balanced summary of the discussions. In those cases where a minority view is expressed by participants the report must reflect such views.

4.8 A working party usually appoints one or more drafting consultants. The role of the drafting consultants is to assist with the drafting of resolutions or amendments to resolutions and of the working party report in order to ensure that they are written in clear, concise language in all official languages of AI. This will ensure that active participation in the drafting process is made possible for all delegates speaking one of the official languages who might want to join the drafting groups.

STATUTE AMENDMENTS AND RESOLUTIONS

5.1 Amendments to the Statute may be submitted by a section or structure or by the Board. The closing date by which proposed amendments must reach the IS is seven months before the opening of the International Council. Presentation to the International Council must be supported in writing by at least five sections or structures.

5.2 Resolutions may be submitted by a section or structure or by the Board. The closing date by which proposed resolutions must reach the IS is seven months before the opening of the International Council.

5.3 All resolutions are accompanied by a preliminary costing calculated by the IS, 2 months to the International Council Meeting (ICM).

5.4 All resolutions submitted to the International Council are accompanied by a brief explanatory note clarifying the intent and reasons for the resolution.

5.5 No resolution concerning the work of Amnesty International on a specific country is placed on the agenda of the International Council unless it has been discussed previously by a meeting of the Board.

5.6 A resolution received after the closing date for the receipt of resolutions is not considered an emergency resolution unless it is such that it could not have been formulated and submitted before the closing date.

5.7 Any proposed emergency resolution is submitted to PrepCom, which decides whether or not to include it on the agenda of the International Council.

5.8 In order to make discussion of particular topics possible at the International Council, the Board may propose enabling resolutions, which do not necessarily represent its views.

## 

VOTING RIGHTS

6.1 Only representatives of sections, structures and the International Membership have the right to vote at the International Council. All such representatives receive a voting card entitling them to vote.

6.2 The voting entitlement of sections and the International Membership are assessed according to Articles 18a and 19 of the Statute.

6.3 Only sections that have paid in full their annual fees as assessed by the International Council for the two previous financial years shall vote at the International Council.[[3]](#footnote-3)

6.4 The credentials of any section that has failed to convince the Board that it fulfils the requirement for voting rights as set out in Article 19 of the Statute are reviewed by PrepCom. This is done in consultation with participants of the section concerned, the IS and the Board, as appropriate.

6.5 PrepCom makes recommendations to the International Council on any applications from sections to waive in whole or in part the requirement to have paid in full the annual fees or to have submitted annual financial reports. Sections are required to provide the agreed annual financial reports and their audited accounts, SFRs, and reports of their activities to substantiate their applications.

## 

VOTING

7.1 Except as otherwise provided in Articles 30, 52 and 55 of the Statute and paragraph 10 of these Standing Orders, the International Council makes its decisions by a simple majority of votes cast. Abstentions are not counted.

7.2 Votes are normally taken by a show of voting cards. At the request of a participant or by direction of the chairperson a count of votes may be taken. The tellers appointed under paragraph 11.4 of the Standing Orders assist the chairperson for this purpose.

7.3 In case of equality, the chairperson has a casting vote which he or she exercises.

## 

PREPARATORY COMMITTEE

8.1 The chairperson and alternate chairperson of the International Council, the working party chairpersons, a member of the Board, and the Secretary General (SG) constitute PrepCom which is to ensure the efficient preparation of the meeting. Its term of office runs from the appointment of the working party chairpersons, until the appointment of working party chairpersons for the next International Council.

8.2 PrepCom meets as soon as possible after the deadline for the submission of Statute amendments and resolutions in order to prepare possible consolidations of resolutions, to append appropriate background information to the resolutions, including costings where possible, to refer resolutions to the relevant paragraph(s) of the draft plan where appropriate and to advise the Board on the handling of resolutions.

8.3 PrepCom decides on the eligibility of emergency resolutions. If accepted as an emergency resolution, the resolution is allocated to the relevant working party by the PrepCom.

8.4 Delegations may appeal to the International Council against a decision of the PrepCom. This appeal must be made immediately after the announcement of the PrepCom's decision in the plenary session.

8.5 PrepCom has responsibility for giving effect to Standing Orders 1.1 and 1.2 and for managing the agenda to ensure that the International Council focuses on broad issues.

## 

STEERING COMMITTEE

9.1 PrepCom together with the secretaries to the working parties constitute the Steering Committee with the following functions:

a) to discuss any issues relating to the agenda and timetable of working parties and any questions of procedure;

b) to draw up a schedule for the working parties' reporting to the plenary session; the schedule must take into account the importance of the subjects discussed and at the same time leave enough time for each working party. The schedule is submitted for approval to the plenary session before the working parties start to report.

PARTICIPANTS

* 1. Participants at the ICM consist of the following categories:

(a) Representatives of sections and structures

(b) Representatives of the international membership

(c) Members of:

(i) The Board;

(ii) The Finance and Audit Committee (FAC);

(iii) The International Nominations Committee (INC)

(d) The chair of the Membership Appeals Committee (MAC)

(e) The SG, and other members of the IS whose attendance has been approved by the chairperson of the Board.

(f) ICM officials:

(i) The chairperson and the alternate chairperson of the meeting.

(ii) Working party facilitators and secretaries.

(iii)The election officer and tellers.

(g) Volunteers approved by the ICM chair to assist in the running and organization of the ICM.

(h) Guests, all of whom are in one of the following categories:

- Chairpersons of Board appointed committees, taskforces and working groups.

- Delegates from international networks, as described in Article 15 of the Statute.

- Any other individuals, as described in Article 20 of the Statute.

10.2 Only representatives from sections, structures and the international membership are entitled to vote. Their voting rights are determined by Articles 18a and 19 of the Statute.

10.3 All guests must be invited by the Board.

10.4 Irrespective of their voting rights, all sections, section branches and structures are entitled to send a delegation of representatives to the ICM consisting of at least four members. No section delegation can consist of more than six members. No structure delegation can consist of more than four members.

10.5 A section or structure unable to participate in an International Council may appoint a proxy or proxies to vote on its behalf, as described in Article 21 of the Statute.

10.6 In addition to the number of representatives, a section or structure may nominate non-voting participants. Sections, section branches and structures should appoint sufficient additional non-voting participants to have a minimum delegation size of four participants. The total size of any section delegation is limited to six participants. The total size of any structure delegation is limited to four participants.

10.7 Notice of the size of section and structure delegations, and of appointed proxies, should be given to the IS not later than one month before the meeting of the International Council, as described in Article 22 of the Statute.

10.8 At the request of a section or structure delegation, the Board or PrepCom, the chairperson may call a closed session at which only Amnesty International members and IS staff may be present.

10.9 Delegations represented by a lesser number of participants than its entitlement under the Statute may authorize its representative or representatives to cast votes up to its maximum entitlement.

10.10 Other observers may attend the International Council at the invitation of the Board and may speak at the plenary session at the invitation of the chairperson of the International Council.

10.11 At the request of a delegation, the Board or PrepCom, the chairperson may call a closed session at which only section participants, structure participants, representatives of the International Membership, members of the Board, members of the INC, the SG and IS staff may participate.

10.12 Notice of the number of section or structure participants nominated to attend the International Council, and of appointed proxies, should be given to the IS not later than one month before the meeting of the International Council.

ELECTIONS

11.1 The International Council elects by secret ballot the Treasurer, the regular members of the Board, two members of the FAC, the MAC and the INC, and the chairperson and alternate chairperson of the International Council.

11.2 The deadline for submission by sections, structures, and the INC of nominations for candidates for the International Treasurer and regular members of the International Board is fixed at 3 months before the election is held. Candidate submissions must include a completed nomination form, competency framework document and curriculum vitae. The INC may extend the deadline if it is required to ensure a field of nominees with a necessary balance of skills and experience or in other exceptional circumstances. The ICM may accept nominations submitted after the 3 month deadline and up until 24 hours prior to the election, after having received advice from the INC, if necessary to ensure a field of nominees with the necessary balance of skills and experience or in other exceptional circumstances.

The deadline for submission by sections, structures and the INC of nominations for all other posts is fixed at 24 hours before the election is held. Nominations should include a standardized curriculum vitae and a supporting statement by the candidate.

All nominations submitted by Sections must be accompanied by a statement from the Section supporting the candidate. Nominations should be sent to the IS.

Candidates for all vacant posts can make a statement in the opening plenary session or can have a statement read on their behalf if they are unable to attend.

11.3 For names and details of candidates to be circulated to all sections and structures with other papers for the International Council, nominations to vacant posts other than the International Board should be submitted by sections and structures two months in advance.

11.4 Two tellers, who may be recommended by PrepCom, are appointed by the International Council. The election officer and two tellers have responsibility for the organization of the elections.

11.5 The election officer decides on the time of the elections in consultation with the chairperson of the International Council. Separate ballots are distributed for each election. The ballots are distributed to representatives on the production of their voting cards.

11.6 The elections are conducted as follows:

a) There is one ballot with the names of candidates in alphabetical order.

b) Representatives vote, marking an x beside the name of the candidate they select. Representatives are free to vote for as many candidates as there are vacant seats, or less than the total number of vacancies.

c) Candidates with the highest number of votes are elected till all vacancies are completed.

d) In the event of a tie for the last vacant place there will be a re-election between the candidates with an equal number of votes.

11.7 The election officer shall announce who is elected. Details of the number of votes obtained by successful candidates shall be announced and full results shall be immediately posted on the ICM website. The individual results will also be included in the final report of the ICM.

11.8 If a candidate nominated by the INC is not part of a section or structure’s delegation, and will not be attending the ICM in any other capacity, the INC can apply to the International Budget for assistance.

## 

PROCEDURE FOR DISCUSSION

12.1 Each resolution included on the agenda is proposed at the meeting either by a participant from the section or structure proposing the resolution, or in writing by the executive committee of such section or structure, or in the case of resolutions proposed by the Board, by a member of the Board. Should any resolution not be so proposed when called, a vote is taken immediately on the question of whether the resolution should remain on the agenda. If the vote is carried, any participant present may propose the resolution.

12.2 An amendment to a resolution may be proposed by any two participants subject to the following conditions:

a) that it does not constitute a direct negative to the original resolution;

b) that it is relevant to the resolution to which it is moved and is framed so as to form with it an intelligible and consistent sentence or sentences.

12.3 If the proposer of the resolution accepts an amendment, then the resolution as amended becomes the substantive resolution with the same proposer as for the original resolution. If the amendment is not accepted by the proposer, the amendment is put to the meeting before the resolution and, if carried, the resolution as amended is put to the meeting.

12.4 The proposer of an amendment or of a resolution has the right to sum up immediately before a vote is taken.

12.5 Any resolution or amendment to a resolution proposed by a working party is eligible for consideration and decision by the International Council.

12.6 No resolution which opposes or criticizes a decision of the Board can be returned to the Board unless it has been discussed either in a working party or in the plenary session.

12.7 A resolution or an amendment to a resolution which has not been carried in the working party can be proposed again by a participant in the plenary session if it is seconded by a participant from a different delegation.

## 

POINTS OF ORDER AND INFORMATION

13.1 Points of order may be raised by participants and have precedence over all other business, except during the act of voting unless they relate specifically to the procedure of that vote.

13.2 Points of order must relate specifically to the conduct of the meeting or the debate, they must not refer to the subject matter under debate and must not contain any argument.

13.3 The following matters may be raised as a point of order:

a) a request for the chairperson's ruling;

b) a challenge to the chairperson's ruling, which must be seconded;

c) a motion of no confidence in the chair, which must be seconded;

d) that a vote be taken immediately. This motion is considered at the discretion of the chairperson;

e) that a vote not be taken on the resolution;

f) that the matter be referred to the Board or another body of the International Council.

13.4 Points of information may be raised by participants and may consist only of information offered to or asked of the chairperson or the speaker. They must not contain any argument.

## 

AMENDMENTS TO STANDING ORDERS

14.1 An amendment to the Standing Orders may be submitted by a section or structure or by the Board and is treated as an ordinary resolution.

14.2 Amendments to Standing Orders are proposed at the opening plenary session under the agenda item for adoption of Standing Orders. If adopted by the International Council the amendment is incorporated into Standing Orders for that meeting of the International Council. Alternatively, proposed amendments to Standing Orders can be referred to working parties for discussion and decision and if adopted by the International Council, are incorporated into the Standing Orders for the subsequent International Council.

1. The IS Law and Policy Unit is holding consultations on the following policy areas: Apartheid guidelines; Policy on the detention of migrants; Suspensions/elections of States to international bodies; Amnesty International and drug control; Self-determination and occupation; Draft policy on hacking; Determining how and when to call for mediation; Elections and democracy; Restrictions on begging; Referring to motivations of violent/armed groups; Climate change policy. Please email [Ashfaq.Khalfan@amnesty.org](mailto:Ashfaq.Khalfan@amnesty.org) for more information on these consultations. [↑](#footnote-ref-1)
2. AI Index: ORG 50/014/2009 [↑](#footnote-ref-2)
3. Article 19, Statute of Amnesty International, as amended by the 30th International Council, Meeting in Noordwijkerhout, The Netherlands, 14 to 19 August 2011 (POL 20/001/2011) [↑](#footnote-ref-3)