INTERNATIONAL ASSOCIATION OF PRIVATE UNIVERSITIES AND COLLEGES

MEETING PROCEDURES AND PARLIAMENTARY GUIDELINES

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Related Documents:

- IAPUC Bylaws (IAPUC/GOV/2025-001, Version 1.2.3)
- IAPUC Board of Directors and Standing Committees Rules of Procedure (IAPUC/GOV/2025-002, Version 1.0.2)
- Code of Conduct and Conflict of Interest Policy for Board Members (IAPUC/GOV/ETH/2025-001, Version 1.0.0)
- Policy Development and Revision Procedures (IAPUC/GOV/POL/2025-001, Version 1.0.0)
- IQA Document Preparation Specification (IAPUC/GOV/DOC-2025-001, Version 1.1.0)

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1.0.0	5 May 2025	Office of International Relations Coordination Affairs	Initial issuance	Board of Directors

Distribution List

- IAPUC Board of Directors (all members)
- Accreditation Decision Committee (ADC)
- IAPUC Secretariat
- All IAPUC Members (for information)
- IAPUC Standing Committees
- IAPUC Regional Offices

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Preamble

The International Association of Private Universities and Colleges (IAPUC) is committed to transparent, efficient, and orderly decision-making processes across all its governing bodies. The IAPUC Bylaws (IAPUC/GOV/2025-001) and the *IAPUC Board of Directors and Standing Committees Rules of Procedure* (IAPUC/GOV/2025-002) establish the foundational governance framework, including the structure, authority, and basic procedural requirements for meetings of the General Assembly, the Board of Directors, and the various committees.

However, effective governance requires more than a basic procedural framework. It demands a shared understanding of how meetings are conducted, how debates are structured, how motions are proposed and decided, and how participants can contribute meaningfully while respecting the rights of others. The *Meeting Procedures and Parliamentary Guidelines* (the “Guidelines”) provide practical, user-friendly guidance on the conduct of meetings and the application of parliamentary principles.

These Guidelines are intended to:

- Supplement the Bylaws and the Rules of Procedure by providing detailed, step- by- step guidance on meeting conduct;

- Promote consistency and fairness across all IAPUC meetings;
- Assist chairs, secretaries, and participants in understanding their roles and responsibilities;
- Provide a reference for handling common procedural situations (motions, amendments, points of order, etc.);
- Ensure that all members have an equal opportunity to participate and be heard.

These Guidelines are not intended to replace the Bylaws or the Rules of Procedure. In the event of any conflict, the Bylaws and Rules of Procedure shall prevail. For matters not explicitly covered by these Guidelines, the chair shall have the discretion to determine the appropriate procedure, guided by the principles of fairness, transparency, and efficiency.

These Guidelines are informed by best practices in parliamentary procedure, including the principles of Robert's Rules of Order (newly revised), adapted to the context and needs of an international non- profit association. They shall be reviewed and updated periodically to reflect evolving practices and the needs of the Association.

Part I: General Provisions

Article 1: Purpose and Scope

1.1 These Guidelines provide a practical framework for the conduct of meetings of IAPUC's governing bodies, including:

- The General Assembly;
- The Board of Directors;
- The Accreditation Decision Committee (ADC);
- Standing and ad hoc committees;
- Any other body established under the Bylaws or by the Board.

1.2 These Guidelines are intended to assist chairs, secretaries, and participants in conducting meetings in an orderly, fair, and efficient manner.

1.3 These Guidelines are advisory in nature; they do not create legally binding obligations except where they reflect mandatory provisions of the Bylaws or the Rules of Procedure.

Article 2: Definitions

For the purposes of these Guidelines:

2.1 “Chair” means the person presiding over a meeting (e.g., Chair of the Board, Chair of a committee, or any designated presiding officer).

2.2 “Secretary” means the person responsible for recording the proceedings (e.g., Secretary- General, committee secretary, or designated recorder).

2.3 “Meeting” means any duly convened gathering of a governing body for the purpose of conducting business.

2.4 “Quorum” means the minimum number of members required to be present (in person or remotely) for the meeting to transact business, as defined in the Bylaws or Rules of Procedure.

2.5 “Motion” means a formal proposal made by a member for the body to take a particular action or express a particular opinion.

2.6 “Amendment” means a proposal to modify a motion under consideration.

2.7 “Point of Order” means a question raised by a member regarding whether the proceedings are in accordance with the rules.

2.8 “Floor” means the right to speak, granted by the Chair to a member.

Article 3: Guiding Principles

3.1 Fairness: All members shall have an equal opportunity to participate, speak, and vote.

3.2 Order: Meetings shall be conducted in an orderly manner, with respect for the rules and for the Chair's authority.

3.3 Transparency: Decisions shall be made openly, with clear explanations of the process and outcomes.

3.4 Efficiency: Meetings shall be conducted efficiently, avoiding unnecessary delays while allowing adequate time for discussion.

3.5 Decorum: Participants shall behave with civility, respect, and professionalism.

Article 4: Relationship to Other IAPUC Instruments

4.1 These Guidelines shall be interpreted in harmony with:

- The IAPUC Bylaws (IAPUC/GOV/2025-001);
- The *IAPUC Board of Directors and Standing Committees Rules of Procedure* (IAPUC/GOV/2025-002);
- The *Code of Conduct and Conflict of Interest Policy for Board Members* (IAPUC/GOV/ETH/2025-001);
- The *Policy Development and Revision Procedures* (IAPUC/GOV/POL/2025-001).

4.2 In the event of any inconsistency, the Bylaws shall prevail.

Part II: Types of Meetings

Article 5: General Assembly Meetings

5.1 The General Assembly is the supreme governing body of IAPUC. Meetings of the General Assembly shall be conducted in accordance with the Bylaws and these Guidelines.

5.2 The Secretary shall ensure that all members are notified of the meeting in accordance with the Bylaws.

5.3 The agenda shall be circulated at least **30 days** before the meeting, unless otherwise provided in the Bylaws.

Article 6: Board and Committee Meetings

6.1 Meetings of the Board of Directors, the Accreditation Decision Committee (ADC), and other committees shall be conducted in accordance with these Guidelines.

6.2 Unless otherwise specified, the Chair of the Board or the Chair of the relevant committee shall preside.

6.3 The agenda shall be circulated at least **14 days** before the meeting, unless urgency requires a shorter period.

Article 7: Regular, Special, and Emergency Meetings

7.1 Regular Meetings: Meetings held at fixed intervals as specified in the Bylaws or Rules of Procedure.

7.2 Special Meetings: Meetings called for a specific purpose, outside the regular schedule, with notice given to all members.

7.3 Emergency Meetings: Meetings called on short notice to address urgent matters. The Chair may waive the normal notice requirements, provided that all members are notified as soon as practicable and that the agenda is limited to the urgent matter.

Part III: Notice and Agenda

Article 8: Notice of Meeting

8.1 Notice of a meeting shall be given in writing (including by email) to all members entitled to attend, specifying:

- The date, time, and venue (or virtual platform) of the meeting;
- The type of meeting (regular, special, emergency);
- The agenda (or a statement that the agenda will follow).

8.2 Notice periods shall be as follows:

- General Assembly: **30 days** (or as specified in the Bylaws);
- Board/ADC/Committees: **14 days** for regular meetings, **7 days** for special meetings;
- Emergency meetings: as short as practicable, but members shall be notified as soon as possible.

8.3 The Secretary shall maintain a record of notices sent and shall confirm receipt where feasible.

Article 9: Agenda

9.1 The agenda shall be prepared by the Chair in consultation with the Secretary and, where appropriate, other members.

9.2 The agenda shall include:

- Call to order and opening formalities;
- Apologies for absence;
- Approval of the agenda;
- Approval of minutes of the previous meeting;
- Reports (e.g., Chair's report, Treasurer's report, committee reports);
- Business items (motions, resolutions, discussions);
- Any other business (AOB);
- Date of next meeting;
- Adjournment.

9.3 Members may propose items for the agenda by submitting them to the Secretary at least **10 days** before the meeting (for Board/committees) or **20 days** before the General Assembly.

9.4 The Chair has the discretion to include or exclude items, but shall give due consideration to members' requests.

Article 10: Agenda Approval

10.1 At the start of the meeting, the agenda shall be presented for approval. Members may propose amendments to the agenda (e.g., to add or reorder items).

10.2 The agenda is adopted by a majority vote of the members present, unless otherwise specified.

Part IV: Conduct of Meetings

Article 11: Opening the Meeting

11.1 The Chair shall call the meeting to order at the appointed time.

11.2 The Chair shall confirm that a quorum is present. If a quorum is not present, the Chair shall:

- Wait for a reasonable period (not exceeding 30 minutes) for a quorum to be achieved;
- If a quorum is still lacking, adjourn the meeting to a later date or time, or proceed with an informal discussion (but without taking formal decisions).

11.3 The Chair shall welcome participants, introduce any guests or observers, and explain the purpose of the meeting.

Article 12: Quorum

12.1 Quorum requirements are defined in the Bylaws or Rules of Procedure.

12.2 The Chair shall ensure that the quorum is maintained throughout the meeting. If a quorum is lost during the meeting, the Chair shall:

- Suspend formal business until a quorum is restored;
- If a quorum cannot be restored within a reasonable time, adjourn the meeting.

12.3 Decisions taken in the absence of a quorum are invalid, unless subsequently ratified by the body.

Article 13: Role of the Chair

13.1 The Chair shall:

- Preside over the meeting in a fair and impartial manner;
- Ensure that the agenda is followed;
- Recognise speakers and manage the floor;
- Rule on points of order and procedural questions;
- Ensure that debate remains orderly and focused;
- Put motions to the vote and announce the results;
- Maintain decorum and take appropriate action if members disrupt proceedings.

13.2 The Chair shall not participate in debate unless they relinquish the chair to another member for that purpose. The Chair may, however, provide factual information or procedural guidance without leaving the chair.

13.3 The Chair's rulings on procedural matters are final, subject to appeal to the body by a majority vote (see Article 18).

Article 14: Role of the Secretary

14.1 The Secretary shall:

- Assist the Chair in managing the meeting;
- Record the proceedings (see Part VIII);
- Keep track of time and remind the Chair of agenda items;
- Maintain the list of speakers;
- Count votes and record results;
- Ensure that documents and materials are available.

14.2 The Secretary may be a staff member or a designated member of the body.

Article 15: Conduct of Participants

15.1 All participants shall:

- Respect the Chair's authority;
- Address remarks to the Chair, not directly to other members;
- Speak only when recognised by the Chair;
- Keep remarks relevant and concise;
- Refrain from personal attacks, abusive language, or disruptive behaviour;
- Comply with the *Code of Conduct* and the rules of decorum.

15.2 The Chair may warn or, in extreme cases, remove a participant who persistently disrupts proceedings.

Part V: Debate and Discussion

Article 16: General Principles of Debate

16.1 Debate shall be conducted in an orderly and respectful manner.

16.2 Members shall have the right to speak on any motion or item under consideration, subject to reasonable time limits.

16.3 The Chair shall ensure that both proponents and opponents of a motion are given a fair opportunity to speak.

Article 17: Recognition to Speak

17.1 Members wishing to speak shall indicate their intention to the Chair (e.g., by raising a hand, using a chat function, or other means).

17.2 The Chair shall recognise speakers in the order in which they indicate their intention, giving priority to:

- The mover of a motion (to explain their proposal);
- Members who have not yet spoken on the item;

- Members with a direct interest (e.g., the sponsor of a report).

17.3 The Chair may limit speaking time to ensure that all members have an opportunity to participate.

Article 18: Points of Order

18.1 A member may raise a “point of order” if they believe that the rules of procedure are being violated.

18.2 The point of order must be raised promptly, before the matter in question is concluded.

18.3 The Chair shall rule on the point of order immediately. The ruling may be appealed to the body by a majority vote.

Article 19: Closure of Debate

19.1 The Chair may, at their discretion, close debate on an item when:

- The time allotted for discussion has expired;
- All members who wish to speak have done so;
- The Chair believes that sufficient discussion has taken place.

19.2 A member may move to “close debate” (also known as “call the question”) if they believe that the matter has been adequately discussed. Such a motion:

- Requires a second;
- Is not debatable;
- Requires a two- thirds majority to pass.

19.3 If the motion to close debate passes, the Chair shall proceed immediately to a vote on the main motion.

Part VI: Motions and Amendments

Article 20: Motions – General

20.1 A motion is a formal proposal for the body to take a specific action or express a specific opinion.

20.2 A motion may be moved by any member (the “mover”) and shall be seconded by another member (the “seconder”), unless the body decides otherwise.

20.3 The motion shall be stated clearly by the mover and, if in writing, shall be provided to the Secretary.

20.4 Once moved and seconded, the motion is open for debate.

Article 21: Amendments

21.1 An amendment is a proposal to modify a motion under consideration.

21.2 An amendment shall:

- Be relevant to the motion it seeks to amend;
- Be within the scope of the motion;
- Be clearly stated.

21.3 An amendment must be moved and seconded. It is debated and voted on before the main motion.

21.4 If an amendment is adopted, the main motion is amended accordingly and then voted on in its amended form.

Article 22: Types of Motions

22.1 The following are common types of motions:

Motion	Purpose	Requires Second?	Debatable?	Vote Required
Main Motion	To propose a substantive decision	Yes	Yes	Majority
Amendment	To modify a main motion	Yes	Yes (if debated)	Majority
Refer to Committee	To send a matter to a committee for study	Yes	Yes	Majority
Postpone	To delay consideration to a later date	Yes	Yes	Majority
Limit/Extend Debate	To change speaking time limits	Yes	No	Two- thirds
Close Debate	To end debate and vote	Yes	No	Two- thirds

	immediately			
Point of Order	To raise a procedural issue	No	No	Chair rules
Appeal Chair's Ruling	To challenge the Chair's procedural ruling	Yes	Yes (limited)	Majority to overturn
Adjourn	To end the meeting or pause to a later time	Yes	No	Majority
Reconsider	To reconsider a previously adopted decision	Yes	Yes (limited)	Majority (with conditions)

Article 23: Handling Motions – Procedure

23.1 A motion is introduced by the mover, who shall state the motion clearly and may explain its purpose.

23.2 The Chair shall ask for a second. If a second is not forthcoming, the motion falls.

23.3 The Chair shall restate the motion and then open debate.

23.4 After debate, the Chair shall put the motion to a vote.

23.5 If the motion is adopted, the Chair shall announce the result and the action to be taken.

Part VII: Voting Procedures

Article 24: Voting Rights

24.1 Voting rights shall be determined by the Bylaws or Rules of Procedure.

24.2 Only members present (in person or virtually) may vote, unless proxy voting is expressly permitted by the Bylaws.

24.3 A member shall not vote on a matter in which they have a conflict of interest (see Article 25).

Article 25: Conflicts of Interest in Voting

25.1 Where a member has a conflict of interest, they shall disclose it and shall abstain from voting on the matter.

25.2 The Chair shall ensure that the conflict is recorded in the minutes.

25.3 The member may, however, participate in the debate unless the body decides otherwise.

Article 26: Voting Methods

26.1 Voting shall normally be by a show of hands, voice vote, or electronic poll, as determined by the Chair.

26.2 The following methods may be used:

Method	When Used	Notes
Voice Vote	For routine matters where consensus is clear	Chair calls for “aye” and “nay”
Show of Hands	When a clear count is needed	Used for most votes
Roll Call	When a recorded vote is required	Each member's vote is recorded
Electronic Poll	For remote or hybrid meetings	Facilitates accurate counting
Secret Ballot	For elections or sensitive matters	Requires prior approval

26.3 The Chair shall ensure that the voting method is appropriate and that the results are accurately recorded.

Article 27: Vote Counting and Results

27.1 The Secretary shall count the votes and, if necessary, call for a recount if the result is close.

27.2 The Chair shall announce the result:

- “The motion is carried” (if it passes);
- “The motion is defeated” (if it fails).

27.3 The result shall be recorded in the minutes.

Article 28: Majority Requirements

28.1 The required majority for a decision shall be:

- **Simple Majority**: More than half of the votes cast (excluding abstentions);
- **Two‑ Thirds Majority**: At least two‑ thirds of the votes cast (excluding abstentions);
- **Super‑ Majority**: As specified in the Bylaws (e.g., for amendments to the Bylaws).

28.2 The Bylaws and Rules of Procedure specify the required majority for different types of decisions.

Part VIII: Minutes and Records

Article 29: Minutes

29.1 Minutes are the official record of a meeting.

29.2 The Secretary shall prepare minutes that include:

- The name of the body meeting;
- The date, time, and venue (or virtual platform);
- The names of members present (and apologies for absence);
- The name of the Chair and Secretary;
- The agenda items covered;
- A summary of discussions, including key points raised;
- All motions and amendments, with the names of movers and seconders;
- The voting results (including breakdown if roll‑ call or recorded vote);
- Decisions taken;
- Any points of order and rulings;
- The time of adjournment.

29.3 Minutes shall be drafted in English. Translations may be provided where appropriate.

Article 30: Approval of Minutes

30.1 Draft minutes shall be circulated to members within **14 days** of the meeting.

30.2 Members may propose corrections. Substantive corrections shall be agreed by the body.

30.3 At the next meeting, the minutes shall be presented for approval. Once approved, they become the official record.

30.4 Approved minutes shall be signed by the Chair and the Secretary.

Article 31: Record Keeping

31.1 Minutes and other meeting records shall be retained in accordance with the *IQA Certification Archives and Data Retention Management Regulations* (IAPUC/ARCH/2025-001).

31.2 Minutes of the General Assembly and the Board shall be made available to members and, where appropriate, to the public, subject to confidentiality restrictions.

Part IX: Remote Participation

Article 32: Remote and Hybrid Meetings

32.1 IAPUC encourages the use of remote participation (video conferencing, teleconferencing) to enable broad participation and reduce travel costs.

32.2 Rules for remote meetings:

- Members participating remotely shall be considered present for quorum and voting purposes, provided they can be identified and can participate effectively;
- Remote participants shall have the same rights as those physically present (to speak, vote, make motions);
- The Chair shall ensure that remote participants are able to follow proceedings and be heard;
- Technical failures shall be handled fairly; if a remote participant loses connection, they may be counted as present only if connection is restored within a reasonable time.

32.3 Hybrid meetings (some members physically present, some remote) shall be managed in a way that ensures equality of participation.

Part X: Suspension and Amendment of Rules

Article 33: Suspension of Rules

33.1 The body may, by a two-thirds majority, suspend any of these Guidelines for a particular meeting or item, provided that such suspension does not conflict with the Bylaws.

33.2 A motion to suspend the rules shall specify the rule(s) to be suspended and the purpose.

Article 34: Review and Amendment

34.1 These Guidelines shall be reviewed by the Board at least once every **five (5) years**.

34.2 Amendments may be proposed by any Board Member or the Secretariat and shall be adopted by a two- thirds majority of the Board.

34.3 All amendments shall be documented in the Document Control table, with a new version number.

Annex A: Meeting Agenda Template

IAPUC MEETING AGENDA

[Name of Body]

Date: ___________________________

Time: ___________________________

Venue/Platform: ___________________________

Chair: ___________________________

Secretary: ___________________________

Agenda

1. **Call to Order** [Time]

2. **Apologies for Absence**

3. **Approval of the Agenda**

4. **Approval of Minutes of Previous Meeting** (attached)

5. **Reports**:

- Chair's Report
- Treasurer's Report
- Committee Reports (as applicable)

6. **Business Items**:

- [Item 1 – Description]
- [Item 2 – Description]
- [Item 3 – Description]

7. **Any Other Business (AOB)**

8. **Date of Next Meeting**

9. **Adjournment**

Supporting documents are attached.

Annex B: Minutes Template

IAPUC MINUTES

[Name of Body]

Meeting: [Regular/Special/Emergency]

Date: ___________________________

Time: ___________________________

Venue/Platform: ___________________________

Present (including remote): [List names]

Apologies: [List names]

In Attendance: [Guests, observers, staff]

Chair: ___________________________

Secretary: ___________________________

1. Call to Order

The meeting was called to order at [time] by the Chair, [Name]. A quorum was present.

2. Apologies

Apologies were received from [names].

3. Agenda

The agenda was approved as circulated.

4. Minutes of Previous Meeting

The minutes of the meeting held on [date] were approved as correct.

5. Reports

5.1 Chair's Report

[Summary of Chair's report]

5.2 Treasurer's Report

[Summary of financial report]

6. Business Items

6.1 [Item Description]

[Summary of discussion, key points, motions]

Motion: Moved by [Name], seconded by [Name], that [text of motion].

Vote: [Result] (e.g., passed by 8 votes to 2)

Decision: [Outcome]

7. Any Other Business

[Summary of any AOB items]

8. Date of Next Meeting

The next meeting will be held on [date].

9. Adjournment

The meeting was adjourned at [time].

Minutes approved by:

____
Chair

____
Secretary

Date of Approval: ___________________________

Annex C: Motion Form

(To be used for submitting formal motions)

IAPUC MOTION FORM

Date: ___________________________

Body: ___________________________

Mover: ___________________________

Seconder: ___________________________

Subject/Title of Motion:

____

Text of Motion:

____

____

____

Reason/Justification (optional):

Supporting Documents (if any):

For Secretariat Use Only:

- Received on: __________
- Agenda item: __________
- Outcome: __________

Annex D: Quick Reference – Common Motions

Motion	When to Use	Second Required	Debatable?	Vote Required
Main Motion	To propose a substantive decision	Yes	Yes	Simple majority
Amendment	To modify a main motion	Yes	Yes (if debated)	Simple majority
Refer to Committee	To send a matter for study	Yes	Yes	Simple majority
Postpone to a Definite Time	To delay consideration	Yes	Yes	Simple majority
Limit Debate	To reduce speaking time	Yes	No	Two- thirds
Close Debate (Call the Question)	To end debate and vote	Yes	No	Two- thirds
Point of Order	To raise a procedural issue	No	No	Chair rules
Appeal the Chair's	To challenge a ruling	Yes	Yes (limited)	Majority to overturn

Ruling				
Adjourn	To end or pause the meeting	Yes	No	Simple majority
Reconsider	To revisit a decision	Yes	Yes (limited)	Simple majority