

International Federation of Air Line Pilots' Associations



# IFALPA

The Global Voice of Pilots



## Luxembourg

2018  
MARCH 16-19

73<sup>RD</sup> IFALPA  
CONFERENCE

## CONFERENCE PROCEDURES

## INTRODUCTION

In order that delegates clearly understand the IFALPA Conference processes and procedures, as well as the role they should play in the Conference activities, this publication has been distributed to each Delegation and Elected Officer attending the Conference, and provides information relating to processes and procedures relating to the event.

**Please note this year the Credentials Committee will meet on Wednesday, 14 March 2018 at 13:00 in Workshop 1, of the European Convention Center Luxembourg. The Conference Procedures Committee will meet on Wednesday, 14 March 2018 at 18:00 in Workshop 1, of the European Convention Center Luxembourg. If you are a member of either of these committees, it is important that you are available to attend the relevant meeting.**

The Manual covers the following topics:

Conference Procedures and Rules of Order  
Procedures for Nomination and Election of Officers

Please review this document carefully, especially the section which addresses participation in discussions and voting. Your knowledge of these proceedings will enhance the efficiency of this conference.

If you have any questions that are not covered by the above, please contact Ana Zachovay at:  
Tel: +514 419 1191 ext. 225 or via email at [anazachovay@ifalpa.org](mailto:anazachovay@ifalpa.org)

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# **1 CONFERENCE PROCEDURES**

## **1.1 CHAIRMAN [CONSTITUTION 1.5.2.4.1 (A)]**

The President of the Federation is the Chairman of the Conference. He may, however, delegate the Chair to another Executive Officer. The President is advised by the Executive Officers and the Conference Procedures Committee.

## **1.2 QUORUM [CONSTITUTION 1.4.7]**

A quorum must be properly constituted during Plenary in order for the Conference to constitutionally conduct its business. Except for the subjects detailed in the next paragraph, a quorum shall consist of a number of Chief Delegates representing at least two-thirds of the Member Associations of the Federation which have registered at the Conference, or are represented by proxy, in accordance with paragraphs 1.4.6.3 and 2.4.6.3 of the Constitution & By-Laws. (*For example: Number of Member Associations registered or represented by proxy at Conference equals 60. A quorum equals 40.*)

The quorum necessary for decisions to be taken on the following subjects shall consist of a number of Chief Delegates representing at least two-thirds of the Member Associations of the Federation which have registered at the Conference or are represented by proxy, which must equal or exceed a simple majority of the Member Associations in good standing in the Federation:

- a) Dissolution of the Federation
- b) Application for and Expulsion or Removal from Membership
- c) Suspension from Membership as described in paragraph 1.2.1.6 of the Constitution
- d) Reinstatement following Suspension from Membership as described in paragraph 1.2.1.7 of the Constitution
- e) Approval of Subscriptions Rates
- f) Constitutional Amendments
- g) Amendments to the By-Laws

The quorum necessary for decisions to be taken on the addition to the Agenda of Late or Urgent Items (see paragraph 2.4.4.2 of the By-Laws) shall be a number of Chief Delegates representing at least two-thirds votes cast.

All proxies which confer voting powers on their holder shall be used to obtain a quorum throughout the Conference (see paragraph 2.4.7.2 of the By-Laws).

## **1.3 CONFERENCE AGENDA**

Items for discussion at the Conference are detailed on the Conference Agenda which is approved by the Executive Officers and released 42 days prior to the event. The Agenda lists the order of business at the Conference and notes Introductory Papers which have been approved for inclusion onto the Agenda. It also provides a list of the Officer positions which are due for election, together with nominations which have been received at the Headquarters' Office by that date, although nominations can still be made until the relevant deadline during the Conference.

## **1.4 PLENARY SESSIONS - DAILY ORDER OF BUSINESS**

A document detailing the Order of Business for each Plenary session will be issued by the Executive Officers. This document will note any presentations or statements to be made to the Conference, together with information on those Conference Committees that will be presenting reports.

## **1.5 RULES OF ORDER**

See Appendix 1, "Rules of Order".

**1.6 VOTING [CONSTITUTION 1.4.8, BY-LAWS 2.4.8]**

All questions properly brought before a Conference shall be determined by a simple majority of the votes cast unless specifically stipulated otherwise in the Constitution, By-Laws and/or Rules of Order [see Fixed Majorities, 1.7, below].

The total of votes cast shall not include abstentions and/or blanks in order to preclude abstentions and/or blanks influencing the result of the vote. Thus, votes cast shall include:

***FOR and AGAINST***

Each Chief Delegate shall, on a card vote but not otherwise, have one vote for each 500, or fraction thereof, pilot members for whom a Subscription for the current year has been paid. If it is found that the number of votes to which any Chief Delegate is entitled is more than 49.9% of the total votes available, the entitlement of that Chief Delegate shall be reduced to one less than the total number of Card Votes available to the other Chief Delegates at the Conference.

In the event of equality of votes, the Chairman shall have a casting vote, except in the case of the election of Officers.

When any Chief Delegate requests, or the Chairman rules, voting shall be taken in secret except for card vote requests per paragraph 2.4.8.1 of the By-Laws.

Voting shall normally be by voice (i.e. the use of “aye” and “nay”).

Before or immediately after the result of a vote is declared, voting by show of hands shall be carried out if requested by a Chief Delegate or ruled by the Chairman.

A request by a Chief Delegate for a card vote on any motion before the Conference, prior to or immediately after the declaration of the result by the Chairman, shall be granted. Voting shall be taken in secret. A request by a Chief Delegate for a card vote immediately after the declaration of the result of a contested election shall be granted. Voting shall be taken in secret. The balloting procedures can be found in Para 1.17 of this document.

An elected Officer of the Federation shall not be entitled to vote, unless acting as Chief Delegate or exercising a casting vote as Chairman.

**1.7 FIXED MAJORITIES**

Motions requiring more than a simple majority vote for Conference approval:

<b>Subject</b>	<b>Majority Required</b>	<b>Manual Reference</b>
1 Dissolution of the Federation	Three-quarters	C - 1.1.5.1
2 Acceptance of Membership Application	Three-quarters	C - 1.2.1.2.4
3 Expulsion or Removal from Membership	Three-quarters	C - 1.2.1.5.2
4 Suspension from Membership	Three-quarters	C - 1.2.6.1
5 Approval of Subscription and Affiliation Fee	Three-quarters	C - 1.8.2.1
6 Waiving of 2-Year Moratorium for Reconsidering Mature Policy	Two-thirds	BL – 2.4.4.3
7 Admission of Late/Urgent Items to Conference Agenda	Two-thirds	BL – 2.4.4.2
8 Change of Constitution	Three-quarters	C – 1.10.1
9 Change of the By-Laws	Two-thirds	BL – 2.10.2

Subject	Majority Required	Manual Reference
10 Resolutions (first submission) to stand for 2 Years	Two-thirds	BL – 2.6.2.2
11 Resolutions – Re-endorsement Extension for 2 Years	Two-thirds	BL – 2.6.2.2
C = Constitution		BL = By-Laws

## 1.8 GROUP VOTING

Conference procedure allows for the Reports from the Conference Committee Chairmen to be voted on in groups; i.e. a single vote may be used to reach a decision on more than one Agenda item. At any stage prior to the vote, any Chief Delegate may request, through the Conference Chairman, that a particular Report be removed from a Group and be dealt with individually in Plenary.

## 1.9 PROXY HOLDERS [Constitution, 1.4.6.3; By-Laws, 2.4.6.3]

Member Associations may place with the Credentials Committee or IFALPA Headquarters staff the names of a first and second Member Association as duly designated Proxy Holders. In the order nominated, the Chief Delegate of either such proxy may, in the event of the nominating Member Association being unable to be represented at the Conference by a Chief Delegate, take the place of the Chief Delegate of that Member Association and act on its behalf. Such nominations shall be valid only for the Conference in respect of which they are made and will thereafter cease to have any validity. These proxies will not be valid at the Regional Meetings.

In addition to the above provisions Member Associations may lodge with the Secretariat the name of a Member Association within their IFALPA Region duly designated Regional Proxy Holder. The Chief Delegate of such proxy may, in the event of the nominating Member Association being unable to be represented at the Regional Meeting by a Chief Delegate, take the place of the Chief Delegate of that Member Association at the Regional Meeting and act on its behalf.

**Please note that Member Associations not attending the 73<sup>rd</sup> Annual Conference should submit their proxies in advance to Ana Zachovay – [anazachovay@ifalpa.org](mailto:anazachovay@ifalpa.org)**

No Member Association may hold or exercise more than four proxies.

Member Associations may state on the Credential Form, or an authenticated appendix to it, Agenda Items for which a proxy may be exercised.

If the Chief Delegate must depart before the final adjournment of the Conference, or Regional Meeting, by prior notification to the Credentials Committee, an Alternate may be nominated or another Chief Delegate may be designated as a proxy holder. The proxy will replace any previously notified proxy for the remainder of that Conference or Regional Meeting.

## 1.10 RATIFICATION PROCEDURES [Constitution, 1.4.9.1 By-Laws, 2.4.9.1]

Resolutions and Policy Statements are subject to a ratification procedure. On these, votes are cast and when the appropriate majority has been obtained, the policy is adopted. Since proposals are subject to amendment during the Conference, Chief Delegates are not always in a position to commit the Association they represent. The By-Laws allow a fixed period (60 days) after the Conference to obtain the opinion of the Member Association.

If a Chief Delegate wants to make use of this facility, a notification of non-ratification must be filed in written form prior to the end of the Conference. Oral notification is not acceptable. A Non-Ratification Form is supplied in Appendix 4.

Non-Ratification Forms, held by the Credentials Committee, are available to each Chief Delegate. At the end of each day, completed forms should be handed to the Credentials Committee. The Chief Delegate is advised to retain a copy for their own files.

### **Summary of Procedures:**

1. Completed Non-Ratification Form handed to Credentials Committee.
2. Confirm the non-ratification in writing within 60 days of the end of the Conference.
3. Include reasons for the non-ratification.

### **Retention of Records**

Each Member Association represented at Conference must hand a list of the policies on which it withholds ratification to the Credentials Committee, pending confirmation as in paragraph 2.4.9.1.1 of the By-Laws. The list will be the only evidence of a preliminary notification of non-ratification. All non-ratifications must be confirmed in writing to the IFALPA Headquarters within 60 days of the end of the Conference. Unless such confirmations are received, the non-ratification will not be notified in the policy manuals. (By-Laws, paragraph 2.4.9.1.2)

## **1.11 POLICY DEFINITIONS [By-Laws, Sections VI and VIII]**

### **Constitutional Amendments [CA] [Constitution, 1.10]**

Constitutional Amendments apply only to the Constitution. The Constitution shall prevail over the By-Laws and the Rules of Order. The Constitution shall remain in force and effect, and shall not be altered, added to, amended or rescinded except at a Conference of which due notice, and notice of the proposed change, shall have been given in accordance with this Constitution and the By-Laws. A majority of at least three-quarters of the votes cast shall be necessary to effect any change.

### **Amendments to the By-Laws [ABL] [By-Laws, 2.10.2]**

Amendments to the By-Laws apply only to the By-Laws. The By-Laws shall remain in force and effect, and shall not be altered, added to, amended or rescinded except at a Conference of which due notice, and notice of the proposed change, shall have been given in accordance with the Constitution and the By-Laws. A majority of at least two-thirds of the votes cast shall be necessary to effect a change.

### **Amendments to the Rules of Order [ARO] [Rules of Order, Rule 22]**

Amendments to the Rules of Order apply only to the Rules of Order pertaining to Conferences. The Rules of Order cannot be in conflict with the Constitution and By-Laws. The Constitution and By-Laws take precedence over the Rules of Order. The Rules of Order can only be changed during a Conference, acting on a proper Agenda Item, by a simple majority of the votes cast.

### **Mature Policy**

### **Resolutions [RES] [By-Laws 2.6.2.2]**

In order to emphasize specific Policy Statements, Resolutions are adopted by Conference and represent an instruction to Member Associations to implement particular policy. They should be adopted only if it is within the powers of Member Associations themselves to implement them. If an operational restriction is required it should be clearly stated.

A Resolution can only originate from a Conference and meets the following criteria:

- a) shall be linked to specific Policy Statements (POL-STATs);
- b) requires at least a two-thirds majority of the votes cast;
- c) will be incorporated in the appropriate Annex/Manual;
- d) will be binding on all Member Associations which have not given notification of non-ratification as described in paragraph 2.4.9.1;
- e) will remain binding for two years;



- f) can be reaffirmed after two years, if the Resolution is not reaffirmed after two years, the Resolution will cease to be binding and will be removed from the Annex/Manual.

#### **Policy Statements [POL-STAT] [By-Laws, 2.6.1.1]**

Policy Statements emanate only from a Conference and represent defined objectives, capable of early attainment by Member Associations or by some other body which:

- a) have been developed to the degree at which reversal is considered unlikely (although refinement is possible);
- b) have been adopted by a simple majority of the votes cast;
- c) call for the ratification procedure as described in the Constitution & By-Laws;
- d) will be incorporated in the appropriate IFALPA Manual;
- e) call for action by Member Associations with a view to implementation of the policy at as early a date as is practicable;
- f) Member Associations that did not ratify a Policy Statement and that are unable to implement the policy, shall not publicly express disapproval of the Policy Statement.

#### **Provisional Policy**

##### **Draft Policies [DP]**

Draft Policies emanate from a Conference which:

- a) have been developed to the degree of becoming broadly acceptable to Member Associations as IFALPA policy but of which it is believed that further study will result in the proposal for adoption of a more complete and/or more precise policy i.e. a Policy Statement (POL-STAT);
- b) have been adopted by a simple majority of the votes cast;
- c) may or may not be immediately practicable;
- d) should remain on the Work Programme for the appropriate Committee(s) for the purpose of further study (see para. a) above);
- e) will, so far as individual Member Associations may think fit, be the subject of positive action by them;
- f) can be put forward by the Federation's representatives at international meetings as IFALPA policy and should normally form the basis of their position; representatives are, however, allowed to exercise their discretion, in the light of prevailing circumstances, as to the degree to which the policy should be pressed;
- g) will be incorporated in the appropriate Policy Manuals.
- h) in exceptional circumstances, requiring immediate action by the Federation, the Executive Board shall have the authority to enact Draft Policy. Such Draft Policy shall remain in effect until submitted for approval at the next Annual Conference. A two-third vote in favour (rounded up to the nearest whole number) of all members of the Executive Board shall be required to enact Draft Policy. [Constitution 1.3.2.1]

#### **Position Paper/Statement (By-Laws, 2.6.1.3)**

A Position Paper/Statement represents the opinion of the appropriate IFALPA experts on a particular subject or topic but which has not been the subject of review and adoption by Member Associations as IFALPA policy at an Annual Conference. A Position Paper/Statement can be developed in order for the Federation to be able to address or respond to a situation where neither a relevant Policy Statement nor a Draft Policy exists or where an existing policy is irrelevant. It can be developed for use by the Executive Board to deal with industry, the general public and media in regard to issues arising in the aviation world where neither a relevant Policy Statement nor Draft Policy exists. In addition, a Position Paper/Statement:

- a) is developed by request of the Executive Board or within the respective Standing Committee;
- b) is subject to the approval of the Executive Board before its distribution to Member Associations or presentation to external organizations;
- c) should be communicated as expeditiously as possible to Member Associations;
- d) should be presented to the next Annual Conference for adoption as either a Policy Statement or Draft Policy in accordance with the procedures contained in 2.4.4.1 of the By-Laws or in the case of Position Statement developed into Policy within two years;
- e) can be enacted as Draft Policy by the Executive Board as per 1.3.2.1 of the Constitution;
- f) should be time limited as determined by the Executive Board;
- g) is listed in the respective IFALPA Annexes, kept in the database and displayed in a Position Statement folder on the website;
- h) is referenced to and maintained by the respective Standing Committees.

#### **Administrative Recommendations [AR]**

These originate from a Conference or from the Executive Committee. Normally, they will contain directives of an administrative nature; as such, their inclusion in the Federation's Policy Manuals will be at the discretion of the Executive Committee.

Where a policy has been achieved through incorporation into the relevant ICAO Annex to the Chicago Convention the Executive Committee may delete the relevant policy from the IFALPA Annex/Manual or submit it to Conference for removal.

#### **Conference Statements**

These emanate from Conference and express a formal expression of opinion by that legislative body.

#### **1.12 WAIVER OF THE TWO-YEAR RULE [By-Laws 2.4.4.3]**

Where mature policy has been previously determined, the subject thereof shall not be approved for discussion at the next Conference, unless the Executive Board are agreed that it is a matter of exceptional importance. The subject shall be placed on the Agenda only after approval by a majority of at least two-thirds of the votes cast at the Conference. The provisions in this paragraph do not apply to discussions on Critically Deficient Aerodromes or Airspaces.

#### **1.13 PROCEDURES FOR PRESENTATIONS TO CONFERENCE**

##### **Presentation of Statements**

Any Statement to be made to the Conference must be approved by the Executive Board. The text of the Statement should be provided to the Conference Procedures Committee [see paragraph 1.18] who will co-ordinate the approval and timing of the presentation.

##### **Presentation of Gifts or Awards.**

One of the functions of the Conference Procedures Committee is to co-ordinate such presentations. Any presentation to be made at the Conference must be approved by the Executive Board via the IFALPA staff.

#### **1.14 THE EXECUTIVE BOARD**

The Executive Board will meet each day during Conference. They will be available either singly or collectively to meet with Member Associations. Appointments should be co-ordinated with the IFALPA staff, initial contact being made with the Managing Director, Christoph Schewe.

#### **1.15 CONFERENCE COMMITTEES**

##### **Numbers and Composition**

Four Conference Committees will meet in 2018:

- A/B Professional & Government Affairs, Human Performance, Legal and Security
- C Accident Analysis & Prevention, Aerodrome & Ground Environment, Aircraft Design & Operations, Dangerous Goods and Helicopters
- D Air Traffic Services, Regional Matters
- E Administration, Membership & Finance Matters

### **Conference Committee Rapporteurs**

Each Committee is chaired by an individual appointed by the Executive Board who is assisted by a Rapporteur – normally a member of the IFALPA staff. These appointments will normally be made by the Executive Board. Chairmen of Conference Committees may form sub-committees, working groups or drafting groups. If formed, they must be regarded as purely informal and they should not be referred to in the Committee’s official documentation. Each Committee will, as far as is practicable, be assisted by an Executive Officer whose function is advisory.

## **1.16 CONFERENCE REPORT**

A Conference Report providing detail of all Introductory Papers presented, together with the formal voting process, will be prepared by the IFALPA staff. Final responsibility for the accuracy of the Report rests with the President. The Report will be presented to the following Conference for approval, but any inaccuracies should be notified to IFALPA Headquarters as soon as they become apparent and not left until formal presentation at the Conference.

## **1.17 CREDENTIALS COMMITTEE [Constitution 1.4.6.4]**

The Credentials Committee is appointed by the President of IFALPA and advises the Chairman of the Conference in ensuring that a quorum is maintained at all times during Plenary, that only authorised persons cast votes and that secret ballots (when asked for) are correctly conducted.

### **Duties of the Credentials Committee**

The Credentials Committee shall:

- Verify the Credentials of the Chief Delegates and the validity of all proxies.
- Advise the Chairman in writing of the quorum present during each Plenary session [see Appendix 5].
- Maintain an up to date record of voting strength during each Plenary session, including proxies, in relation to both:
  - a) a vote as described in paragraph 1.4.8.1 and 1.4.8.2 of the Constitution
  - b) a card vote as described in paragraph 1.4.8.1.4 and 1.4.8.2.2 of the Constitution and 2.4.8.1 of the By-Laws.
- Ensure that the Chairman is advised if at any time the quorum is not maintained.
- Distribute ballot papers and tally votes when directed by the Chairman.
- Prepare ballot papers for any occasion when a secret ballot is required.
- Assist the Chairman as necessary.

### **Method of Checking Credentials**

A list of Member Associations in good standing [see Appendix 5], together with their number of pilot members, will be provided to the Credentials Committee by the IFALPA Administrative office (the number of pilot members will need to be known if a card (or roll call) vote is taken).

The name of the Chief Delegate for each Member Association in good standing will be obtained from the original of the Credentials Form [see Appendix 7] brought to the Conference by the Chief Delegate. The authenticity of the Form should be verified by checking it against the duplicate provided by IFALPA Headquarters. The Credentials

Committee will also need to obtain from each Chief Delegate the name of the Alternate Chief Delegate and other delegates so that they can be listed for possible use during Plenary.

Irregularities on the Credentials Forms sometimes occur, but they are usually minor and can be solved by the Credentials Committee adopting a rational, non-legalistic approach. However, if the irregularity is complex and the Credentials Committee has any doubt, the Committee should refer the matter to the Parliamentarian, Jim Johnson (Vice Chairman, Legal Committee), who has been appointed by the Executive Board. In extreme cases, the Executive Board may decide to place the matter before Conference for resolution.

### **Annual Conference Balloting Procedures**

One of the tasks of the Credentials Committee at an Annual or Special Conference is to prepare ballot papers and supervise proceedings on occasions when a secret ballot is required. The balloting procedures are detailed below.

#### **Preparation of Ballot Papers**

It is important that no ballot paper, subsequent to its use, can be identified with the Chief Delegate who completed it. Furthermore, the papers must not be capable of easy imitation by anyone wishing to unconstitutionally affect the ballot. The ballot papers therefore have common markings, just sufficient to avoid easy forgery. Each ballot at any one Conference must use different papers, either in colour or size. Up to 95 ballot papers may be required for each secret ballot. The papers will be printed and sequentially numbered normally in packs of 95, in different colours, and held in safe-keeping until they are required. Names of candidates on ballot papers will be shown in alphabetical order of surname.

#### **Balloting Procedure**

When it is decided that a secret ballot is appropriate at the Conference, the Credentials Committee will select one of its packs of ballot papers. The Credentials Committee will then announce to Conference that there are 95 ballot papers in the pack but only, for example, 45 Chief Delegates voting on the proposal. The spare papers will be torn up and the remainder distributed to the Chief Delegates. The Chief Delegates will be required to go to the Credentials Committee Desk in the Plenary Hall where the ballot paper will be given to them.

When the ballot papers have been completed they will be collected and re-counted by the Credentials Committee. A count of the number of votes cast for, or against, the proposal or, in the case of elections, for each candidate, will then be carried out in the Plenary room in a manner which will prevent any delegate from witnessing the counting of papers, and the ballot result will then be recorded and passed in confidence to the Conference Chairman. The used ballot papers will immediately be destroyed. This procedure will be repeated for each secret ballot. In the case of a card vote the procedure will be similar except that the Credentials Committee will publicly declare the number of card votes held by each Chief Delegate and will distribute the ballot papers in full view of the Conference.

## **1.18 CONFERENCE PROCEDURES COMMITTEE (CPC)**

The function and duties of the CPC will be to advise and assist the Chairman of the Conference on:

- The Presentation of Committee Chairmen's reports to Plenary
- The correct meaning and application of the Rules of Order (when required to solve procedural difficulties)
- Presentations to the Plenary
- Statements from Delegates and Observers
- The election process at Regional Meetings

- Any other matter on which a request is made by the Chairman of the Conference

Members of the CPC for the 73<sup>rd</sup> Conference shall be:

- Captain Jack Netskar (Chairman)
- Captain Brian Legge
- Captain Scott Schwartz
- Captain Rola Hoteit
- IFALPA – Managing Director, Christoph Schewe

## 1.19 CONFERENCE COMMITTEE CHAIRMEN

### **Prior to the Conference**

Once advised of their appointment, the Conference Committee Chairmen should familiarize themselves with the available Conference documentation which will be provided by IFALPA. Chairmen will be required to attend the pre-Conference briefing meeting which takes place on Friday 16 March 2018 at 08:30-09:00 in the Ministers 1 meeting room. This will be the opportunity to meet with the Standing Committee Chairmen and the Rapporteur(s). This opportunity should be used to discuss the papers and work out the order of the Agenda for the sessions, together with associated procedures.

### **Voting Certification Committee**

To assist with the processing of elections at the Conference Regional Meetings a Voting Certification Committee (VCC) will be appointed as follows: 2 members of the Credentials Committee, 3 members of the Conference Procedures Committee and 5 additional members. 2 members of the VCC will be assigned to each Regional Meeting to oversee elections, to verify results and to report the results to Conference.

### **Opening Plenary Session**

Conference Committee Chairmen will be announced at the Opening Plenary. The Chairmen will be requested to report at a subsequent Plenary session on the results of discussions in Committee and the ensuing recommendations.

### **In Committee**

On the first occasion when the Committees meet, the Chairmen should advise the items on the Agenda to be discussed that day.

Items not included on the Agenda may not be introduced except by prior reference to the Executive Board. If it is a minor matter (for example, a subject not specified on the Agenda but possibly falling under a more general item which is on the Agenda) a decision may be given at once. If it is considered a major matter, it should be referred to the Conference Procedures Committee for a decision.

Conference Committee Chairmen should bear in mind that the Committees are required to give preliminary consideration to all reports and proposals on the Conference Agenda (except those listed as plenary items). The Committee's Report, with recommendations, has to be presented to the Plenary of the Conference for its consideration [Constitution 1.4.11.1]. This, in effect, means that a Committee has to forward all Introductory Papers [IPs] it receives to Plenary. This is the case even if the Committee recommends withdrawal. The Committee can also sponsor or amend an IP but, again, only as a recommendation to Plenary.

Proceedings in the Committee are informal. Although the Chair may conduct a show of hands in order to assess the consensus of the Delegates, no formal voting may take place.

When Agenda items related to their Committee are being discussed, Standing Committee Chairman attending Conference Committees are allowed freedom to speak on them to explain present policy (where it exists) and the merits of any IP tabled. Each should,

however, be invited to make it clear whether he is speaking in his capacity as the Committee Chairman or as a representative of his Association. Regional Vice-Presidents attending a Conference are, in this respect, in a similar position to Committee Chairmen.

Unless otherwise directed by Plenary decision, the Chairman of a Conference Committee has the right to admit or exclude observers. He may also exercise full discretion as to what extent they participate in the Committee's discussions. Usually full freedom is allowed but, occasionally, it may be necessary to adopt procedures to ensure that the Conference remains primarily the forum for the exchange of ideas between the elected representatives of Member Associations and not, for example, a sales pitch for the commercial or the politically motivated observer.

### **Conference Committee Chairmen's Reports** [Appendix 8]

When an Agenda item and any supporting Introductory Paper [IP] has been dealt with the Chairman and the Rapporteur jointly produce a recommendation for Plenary. This is called the Chairman's Report.

Reports should have, as their main topic, the production of new or amended policies in accordance with the definitions noted in paragraph 1.11 "policy definitions".

The Reports should exclude all material not related to the formulation of policy. All purely acknowledgement or congratulatory references should be omitted, but they may be included verbally when the reports are presented in Plenary.

In cases where the Introductory Paper contains a number of individual policy proposals which become the subject of amendment during the Committee's deliberations, to avoid confusion in Plenary over the original versus the revised status and numbering, a tabular format should be used as shown in Appendix 8. The Chairman's Report should contain:

- an explanation of the detailed changes to individual policy proposals
- a summary of the recommendations made on each policy proposal showing, in the right-hand column, the finalised schedule for voting purposes.

Reports should be completed by end of business on Sunday 18 March 2018.

### **Determination of Status**

It is important to appreciate the difference between a Resolution [RES] and a Policy Statement [POL-STAT]. Resolutions represent an undertaking by Member Associations to implement a particular policy (i.e. a POL-STAT), require a two-thirds majority vote and are valid for two years. This enables Member Associations to take positive actions over a short period before the RES is superseded by other events. After the two years Resolutions may be revised, re-confirmed or allowed to expire. Resolutions must always be related to a POL-STAT, since POL-STATs represent an agreed Federation policy position on a particular matter. They require a simple majority and reflect stable opinion of the majority of Member Associations.

### **Terminology**

There is frequently difficulty over the use of the words "should", "shall" and "must".

As a useful convention, and in order to avoid confusion over the differing use of "should" and "shall", IFALPA uses the word "should" ONLY, except in the Constitution. Where extra emphasis is required, this is given in the status of the Policy; i.e. RES rather than POL-STAT. However, in IFALPA amending text, which is intended for incorporation into ICAO documents, the ICAO use of "shall" for a proposed Standard, and "should" for a proposed Recommended Practice is observed. "Must" is never used, except in the Constitution.



## **Presentation of Reports**

The Reports of the Conference Committee are introduced into Plenary by the Chairman of the Committee. After having referred to the Report by Document Number, he should first announce any typographical errors (if any exist) in the text; then read out the Report. During Plenary, the Chairman of the Conference will confirm the items to be taken individually and those to be taken in groups. For the latter, he will seek Conference approval that they may be dealt with as groups by calling for a simple majority approval. He will then ask for a Proposer and Secunder for the items in the group(s) and invite discussion. Finally, he will call for a vote on all of the items in the group and, if appropriate, ask for notices of non-ratification. The group voting process does not affect the way in which the Chairmen prepare their Reports, but experience has shown that the very large majority of the recommendations emanating from the Committees are not sensitive or controversial, and the group voting device is used only as a means to more efficiently process these items through Plenary.

To enable the system to work with greatest effect, the Committee Chairmen, in conjunction with the Rapporteurs, should decide which Reports should, because of their sensitive or controversial nature, be recommended for individual treatment in Plenary. For the remainder, they should decide upon appropriate groupings and ensure that these are indicated on the Plenary Order of Business.

## **2 NOMINATION AND ELECTION OF IFALPA OFFICERS**

[Constitution 1.5 and By-Laws 2.5]

### **2.1 ELIGIBILITY**

The Officers of the Executive Board shall be members of a Member Association of the Federation, whose nomination has been endorsed by their Member Association. A retired pilot shall not be eligible to stand for an Executive office.

All other Officers of the Federation shall be members or former members of a Member Association of the Federation, whose nomination has been endorsed by their Member Association or the last Member Association of which they were a member.

### **2.2 NOMINATION AND ELECTION**

When nominated for an IFALPA Office, each candidate shall make a declaration to the Conference as to all of the aviation-related offices the candidate holds, or is likely to hold, during the prospective term of office. The declaration shall be made by the candidate or by the candidate's Member Association.

All Officers of the Federation shall be elected from those nominees properly proposed and seconded by the Chief Delegates.

Officers elected at any Conference shall take office immediately after the close of Conference. Officers elected at any Conference during a term of office of an existing officer shall hold office for the unexpired portion of the current term of office.

Nominations shall be made known not later than 17:00 hours on the last business day preceding the elections except as provided under paragraph 2.5.2.1.3 of the By-Laws:

Any Officer, who fulfils the limitations elsewhere imposed, shall be eligible for election to any office which is or becomes vacant, irrespective of the current term of office being complete. In the event that the Officer is successful in the election to another office, a successor shall be elected for the remainder of the term of the office just vacated. In which case the election shall take place after the completion of the election of Executive Officers, but without the need for prior notice required under paragraph 2.5.2.1.1 of the By-Laws. The Officer who is unsuccessful in the election and whose term of office is not complete shall remain in his present office.

Where there are more than two candidates for any position, the electoral procedure shall be as follows: If no candidate receives a majority vote on the first ballot, the candidate receiving the fewest votes will be removed from the ballot and the ballot shall be recast. This procedure shall be continued until a majority vote is obtained. If no candidate receives a majority vote on any one ballot and two or more candidates are tied for the fewest votes, the ballot shall be recast without striking any candidate from that particular ballot.

During the election for the office of President, if the current President is one of the nominees, the Chair shall be taken by the Deputy President. If the Deputy President is also a nominee, the Chair shall be taken by another Executive Officer assigned by the President.

**2.3 PROCEDURE FOR NOMINATION AND ELECTION OF OFFICERS**

Official Nomination Forms should be used [Appendix 9]. These forms should state the person and position nominated and the Forms should present rationale to support the nomination. This should typically include whether the nominee holds any position within the home Association, as well as the areas of expertise in which the candidate operates, and should be signed by the President or IFALPA Director of the nominating Association. The form must be seconded and signed by the President or IFALPA Director of another Association.

Nominations for EVP Regions and RVPs will close at 17:00 on Friday 16 March 2018, the day preceding the Regional elections. Nominations for the Executive Committee and Standing Committee Chairmen will close at 17:00 on Sunday 18 March 2018, the last business day preceding the elections.

Elections for the EVP Regions and RVPs will be held on Saturday 17 March 2018 and elections for the Executive Committee and Standing Committee Chairmen will be held in the final Plenary Session on Monday 19 March 2018.

The Chairman of the Conference will call for nominations at each Plenary session. He will read out those nominations already received.

Completed Nomination Forms should be handed to the Credentials Committee at Conference.

**2.4 EXECUTIVE OFFICERS**

The Executive Officers shall be nominated individually at a Conference to each separate office for which there is, or will be, a vacancy. Election requires a simple majority of the votes cast. Except, as otherwise provided for under paragraph 1.5.1.2 of the Constitution, nominations and elections shall be by Annual Conference at two-year intervals. The order of election shall be:

**Applicable for 2018**

a)	Deputy President
b)	Executive Vice President (Professional & Government Affairs)
c)	Executive Vice President (Technical & Safety Standards)

An Executive Officer shall take office immediately after the close of Conference and shall hold office until a successor has been elected at the Conference at which the post is due to be filled.

In the event of the resignation, incapacitation or death of the President, the Deputy President shall become the “Acting President” until the election of a replacement at the next Conference. The Executive Officers shall designate one of the Executive Vice-Presidents to assume the office and duties of the Deputy President until the election of a



replacement at the next Conference. In the event of the resignation, incapacitation or death of the Deputy President, the Executive Officers shall designate one of the Executive Vice-Presidents to assume the office and duties of the Deputy President until the election of a replacement at the next Conference.

In the event of the resignation, incapacitation or death of an Executive Vice-President, the President or Acting President shall designate another Executive Officer to take over the duties of the vacant office until the election of a replacement Executive Vice-President at the next Conference.

The endorsement of Officers, as required by the Constitution, paragraph 1.5.1.4, shall mean that the nominee's Member Association is aware of the limited facilities that the Federation provides for its Officers and will support the nominee's efforts to fulfil the duties and obligations inherent with the office.

**2.5 EXECUTIVE VICE-PRESIDENTS (REGION)**  
**The positions for elections in 2018 are as follows:**

EVP AFI/MID	Details of nominees will be notified during the Conference.
EVP EUR	
EVP NAM	

**2.6 REGIONAL VICE-PRESIDENTS**  
**The positions for elections in 2018 are as follows:**

AFI/North	Details of nominees will be notified during the Conference.
AFI/East	
ASIA/West	
CAN/Arctic	
CAR/West	
MID/West	
SAM/North	
SOP	
US/CEP	

**2.7 COMMITTEE CHAIRMEN**  
**The positions for elections in 2018 are as follows:**

Accident Analysis & Prevention (AAP)	Details of nominees will be notified during the Conference.
Administration, Membership & Finance (AMF)	
Air Traffic Services (ATS)	
Dangerous Goods (DG)	
Professional & Government Affairs (PGA)	
Legal	

## Appendix 1

RULES OF ORDER FOR CONFERENCES	REMARKS/VOTE REQUIRED
<p><b>Motions and Debate</b></p> <ol style="list-style-type: none"> <li>1. Motions may be considered one at a time or, at the discretion of the Chairman and with the agreement of a simple majority of the Chief Delegates including Alternates and/or proxies at the Conference, may be taken in groups. Each motion within a group shall require a proposer and seconder, but the group shall be subject to a single vote by Chief Delegates.</li> <li>2. Each motion or report shall be proposed and seconded by a Chief Delegate* before it is discussed. Once a motion has been duly proposed and seconded, it becomes the property of the Conference and may not be withdrawn except by a majority of the votes cast voting on the proposer's motion to withdraw.</li> <li>3. An amendment to a motion may be proposed from the floor and shall take precedence over the original motion. An amendment to an amendment may be proposed from the floor and shall take precedence over the first amendment and the original motion.</li> <li>4. A motion shall not be subject to debate until it has been stated by the Chair.</li> <li>5. A Chief Delegate wishing to speak shall seek the recognition of the Chairman and shall then only address the Chairman. The Chairman shall call on speakers when more than one asks for the floor at one time.</li> <li>6. Each speaker may speak only once on any motion, except with the express permission of the Chairman. However, the proposer of a motion shall have the right of reply in all cases, immediately before the vote is taken.</li> <li>7. At the request of the Chairman or any Chief Delegate, a motion may be required to be reduced to writing.</li> <li>8. A motion to reconsider any Resolution previously adopted at the Conference must be made by a Chief Delegate who voted with the majority. (Prevailing side - Vienna 1975.)</li> </ol>	<p>No vote required.</p> <p>Simple majority required.</p>
<p><b>Limiting Debate</b></p> <ol style="list-style-type: none"> <li>9. A Chief Delegate may move 'that the question be now put'. The Chairman shall put this motion, if seconded, to a vote without discussion and, if it is carried by a majority of at least two-thirds of the votes cast the original motion shall be voted upon without further discussion.</li> <li>10. A Chief Delegate may move 'to proceed to the next business'. If seconded, this shall be voted on without discussion and, if it is carried by a majority of at least two-thirds of the votes cast, discussion on the original motion shall cease and no vote be taken. The subject may not then be raised again at that Conference, except by a vote with a majority equal to, or greater</li> </ol>	

<p align="center"><b>RULES OF ORDER FOR CONFERENCES</b></p>	<p align="center"><b>REMARKS/VOTE REQUIRED</b></p>
<p>than, that which carried the motion 'to proceed to the next business'.</p> <p>11. A motion to adjourn shall always be in order, except:</p> <p style="padding-left: 20px;">a) When a member has the floor. b) When members are voting.</p> <p>12. The normal order of business may be suspended, at any time, in order to dispose of any item considered urgent, by a majority of at least two-thirds of the votes cast.</p> <p>13. A Chief Delegate may move the suspension of the Rules of Order for the discussion of a specific motion or motions. If the motion is seconded and carried by a majority of at least two-thirds of the votes cast, the Conference shall proceed as if 'in Committee', but the Chairman shall decide whether or not observers shall remain with the Committee. The Presidential gavel shall be removed from the table during such session and replaced when the business under discussion has been disposed of and normal Rules of Order apply once more.</p>	<p>Two-thirds majority required.</p>
<p><b>Voting</b></p> <p>14. Voting shall normally be by voice (i.e. the use of "aye" and "nay").</p> <p>Before or immediately after the result of a vote is declared, voting by show of hands shall be carried out if requested by a Chief Delegate or ruled by the Chairman.</p> <p>A request by a Chief Delegate for a card vote on any motion properly before the Conference, prior to or immediately after the declaration of the result by the Chairman, shall be granted.</p> <p>On a card vote the Member Associations shall be called in alphabetical order to cast their vote.</p> <p>A Chief Delegate has full discretion on whether or not to use all votes held, and the manner in which they are cast.</p>	<p>A Chief Delegate holding one or more proxies may cast them independently of each other or of his own vote.</p>
<p><b>Ratification</b></p> <p>15. After the completion of voting on a motion, and where the Constitution so requires, the Chairman shall ask "Those not prepared to ratify?" whereupon Chief Delegates will declare themselves, and at the end of the day they should hand their non-ratification forms to the Credentials Committee.</p> <p>16. All questions properly brought before a Conference shall be determined by a majority of the votes cast unless otherwise specifically stipulated in the Constitution. The vote shall be open unless a Chief Delegate requests, or the Chairman rules, that it be taken in secret.</p>	<p>For the report of the proceedings the names of Associations not ratifying must be recorded. This includes those "present by proxy".</p> <p>This includes those "present by proxy".</p>

RULES OF ORDER FOR CONFERENCES	REMARKS/VOTE REQUIRED
<p><b>Precedence of Motions</b></p> <p>17. Order of precedence of motions:</p> <ul style="list-style-type: none"> <li>a) to adjourn;</li> <li>b) to suspend the rules of order;</li> <li>c) to change the order of business;</li> <li>d) to withdraw a motion;</li> <li>e) to proceed to the next business;</li> <li>f) that the question be put;</li> <li>g) to postpone the matter to a later specified meeting;</li> <li>h) to refer the matter to a Committee or other body for investigation and report;</li> <li>i) amendment to an amendment;</li> <li>j) amendment to a main motion or substitute motion;</li> <li>k) main motion.</li> </ul>	<p>Two-thirds majority required.</p> <p>Two-thirds majority required.</p> <p>Simple majority required.</p> <p>Simple majority required.</p> <p>Two-thirds majority required.</p> <p>Two-thirds majority required.</p> <p>Two-thirds majority required.</p> <p>Simple majority required.</p> <p>Simple majority required.</p> <p>Simple majority required, except where stated otherwise in the Constitution, By-Laws or Rules of Order.</p>
<p><b>Points of Order</b></p> <p>18. Departure from any of these rules may be invoked as a point of order.</p> <p>19. No delegate shall interrupt another while speaking, except to raise a point of order. The point shall be stated and shall be decided by the Chairman without debate.</p> <p>20. If a point of order is raised while a delegate is speaking, the delegate shall cease until the validity of the point of order has been decided. If it is decided that the point of order is not valid, the delegate may proceed.</p>	
<p><b>Points of Decorum</b></p> <p>21. a) Each member when speaking shall be confined to the question under debate.</p> <p>b) Sectarian or political discussions shall not be permitted in meetings in any circumstances.</p> <p>c) Any conversation by whispering or otherwise which is calculated to disturb a member while speaking, or hinder the transaction of business shall be considered a violation of order.</p> <p>d) A member being ordered three times to be silent by the Chair shall comply or be debarred from participating in any further business at that session.</p>	

RULES OF ORDER FOR CONFERENCES	REMARKS/VOTE REQUIRED
<p>22. The Rules of Order cannot be in conflict with the Constitution and By-Laws.</p> <p>The Constitution and By-Laws take precedence over the Rules of Order.</p> <p>The Rules of Order can only be changed during a Conference, acting on a proper Agenda Item, by a simple majority of the votes cast.</p>	
<p><b>Additional Procedure</b></p> <p>23. Any point of procedure or rules of order not covered by the Constitution, By-Laws or the foregoing shall be determined in accordance with “Roberts Rules of Order”.</p> <p>The standard reference text shall be Garfield-Jones: ‘Parliamentary Procedures at a Glance’.</p>	

\*Chief Delegate, wherever it occurs, implies Chief Delegate or Alternate or Proxy.

**Appendix 2**

**Plenary Proxy or Voting Transfer Form [By-Laws, 2.4.6.3.1]**

With immediate effect my voting transfer rights at this Conference have been transferred as follows (please delete whichever does not apply).

To Captain/Mr \_\_\_\_\_ of \_\_\_\_\_

Association \_\_\_\_\_

I shall be absent for \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ Minutes

And will notify you when I return

\_\_\_\_\_ Association

Who now becomes my Proxy Holder for the remainder of this Conference

Signed

Chief  
Delegate

Name \_\_\_\_\_

Association \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

**Appendix 3**

**Regional Proxy or Voting Transfer Form**

With immediate effect my voting transfer rights at this Regional Meeting have been transferred as follows (please delete whichever does not apply).

To Captain/Mr \_\_\_\_\_ of

Association \_\_\_\_\_

I shall be absent for \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ Minutes

And will notify you when I return

\_\_\_\_\_ Association

Who now becomes my Proxy Holder for the remainder of this Conference

Signed

Chief  
Delegate

Name \_\_\_\_\_

Association \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

## Appendix 4

### NON-RATIFICATION FORM

This form is to record notification of non-ratifications of RESOLUTIONS or POL-STAT policies during the Conference. It should be handed to the Credentials Committee by the end of each day of Plenary.

Agenda Item Number	Subject Title and Policy Reference (POL-STAT 1, DP-2, AR-3, etc.)	Remarks

Signed \_\_\_\_\_ Chief Delegate

On behalf of \_\_\_\_\_ Association

Date \_\_\_\_\_

\* Member Associations are required to give reason(s) for their non-ratification of Resolutions or POL-STATs (By-Laws, paragraph 2.4.9.1.2); this may be effected either at the Conference or within the stated period of ratification. A post-Conference confirmation of a non-ratification cannot be considered valid unless the reason(s), or a summary thereof, has been stated in writing.



**Appendix 5**

**CREDENTIAL COMMITTEE’S REPORT**

Date		Time
1	Total Number of Member Associations in Good Standing	_____
2	Therefore: Simple majority of Member Associations of the Federation in Good Standing	_____
3	Total Number of Chief Delegates registered at the Conference	_____
4	Total Number of Proxies held by registered Chief Delegates	_____
5	Therefore: Total Number of Member Associations represented at the Conference	_____
6	Two-thirds quorum requirement is therefore	_____
7	Total Number of Chief Delegates present at Plenary	_____
8	Total Number of Proxies held by Chief Delegates present	_____
9	Therefore: Total Number of Member Associations represented at the Plenary	_____

Therefore	a)	If the total at (9) is greater than (6) and (2), decisions may be taken on all forms of Conference business, including the admission of Late or Urgent Agenda items.
	b)	If the total at (9) is greater than (6 but less than ()), decision may be taken on all forms of Conference business except those listed in paragraph 1.2 of this Manual.
	c)	If the total at (9) is less than (2), the Conference is unable to proceed with its business.

	PROXIES	ARE HELD BY
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

## READY RECKONER FOR VOTING PURPOSES

Votes cast	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
Simple	18	18	19	19	20	20	21	21	22	22	23	23	24	24	25	25	26	26	27	27
2/3	23	24	24	25	26	26	27	28	28	29	30	30	31	32	32	33	34	34	35	36
3/4	26	27	27	28	29	30	30	31	32	33	33	34	35	36	36	37	38	39	39	40
Votes	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73
Simple	28	28	29	29	30	30	31	31	32	32	33	33	34	34	35	35	36	36	37	37
2/3	36	37	38	38	39	40	40	41	42	42	43	44	44	45	46	46	47	48	48	49
3/4	41	42	42	43	44	45	45	46	47	48	48	49	50	51	51	52	53	54	54	55
Votes cast	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93
Simple	38	38	39	39	40	40	41	41	42	42	43	43	44	44	45	45	46	46	47	47
2/3	50	50	51	52	52	53	54	54	55	56	56	57	58	58	59	60	60	61	62	62
3/4	56	57	57	58	59	60	60	61	62	63	63	64	65	66	66	67	68	69	69	70
Votes cast	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113
Simple	48	48	49	49	50	50	51	51	52	52	53	53	54	54	55	55	56	56	57	57
2/3	63	64	64	65	66	66	67	68	68	68	69	70	70	71	72	72	73	74	74	75
3/4	71	72	72	73	74	75	75	76	77	78	78	79	80	81	81	82	83	84	84	85
Votes cast	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133
Simple	58	58	59	59	60	60	61	61	62	62	63	63	64	64	65	65	66	66	67	67
2/3	76	76	77	78	78	79	80	80	81	82	82	83	84	84	85	86	86	87	88	88
3/4	86	87	87	88	89	90	90	91	92	93	93	94	95	96	96	97	98	99	99	100
Votes cast	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153
Simple	68	68	69	69	70	70	71	71	72	72	73	73	74	74	75	75	76	76	77	77
2/3	89	90	90	91	92	92	93	94	94	95	96	96	97	98	98	99	100	100	101	102
3/4	101	102	102	103	104	105	105	106	107	108	108	109	110	111	111	112	113	114	114	115
Votes cast	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173
Simple	78	78	79	79	80	80	81	81	82	82	83	83	84	84	85	85	86	86	87	87
2/3	102	103	104	104	105	106	106	107	108	108	109	110	110	111	112	112	113	114	114	115
3/4	116	117	117	118	119	120	120	121	122	123	123	124	125	126	126	127	128	129	129	130
Votes cast	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193
Simple	88	88	89	89	90	90	91	91	92	92	93	93	94	94	95	95	96	96	97	97
2/3	116	116	117	118	118	119	120	120	121	122	122	123	124	124	125	126	126	127	128	128
3/4	131	132	132	133	134	135	135	136	137	138	138	139	140	141	141	142	143	144	144	145
Votes cast	194	195	196	197	198	199	200													
Simple	98	98	99	100	100	101	101													
2/3	129	130	130	131	132	132	133													
3/4	146	147	147	148	149	150	150													

## Appendix 6

### MASTER CREDENTIALS LIST

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Country</b>	<b>Credentials Form No.</b>	<b>Members Declared</b>	<b>Number of Card Votes</b>	<b>Chief Delegate/Alternative</b>	<b>Proxy Assigned to</b>	<b>Proxy Held for</b>	<b>Remarks</b>

- 1 This list will be completed by the IFALPA staff prior to the Conference.
- 2 Column 4 indicates the number of card votes (see By-Laws 2.4.8.1).
- 3 Column 4 indicates the number of vote that may be assigned to another Member Association. It may either have been listed on the Credentials Forms [Constitution 1.4.6.3] and [By-Laws 2.4.6.3] or notified to the Credentials Committee by a Chief Delegate of a Member Association who leaves the Conference before it adjourns [Constitution 1.4.6.3] and [By-Laws 2.4.6.3]. Since proxy votes may be applicable only for some Agenda items they should be listed in the Remarks column.

This form is for guidance only. A copy of the list in its final form will be provided for the Credentials Committee at each Conference.



# CONFERENCE CREDENTIAL FORM

The International Federation of Air Line Pilots' Associations  
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 Montreal, Quebec, H2Y 2H4  
 +1.514.419.1191  
 www.ifalpa.org



*Christoph Scheue*  
**CHRISTOPH SCHEUE**  
 Managing Director

Form Number

Issued to: \_\_\_\_\_

Will you be attending Conference?

- YES (please answer Section 1 & 2 in the event your Association cannot attend Conference for unforeseen reasons.)
- NO (please answer Section 2)

## SECTION 1 - Chief Delegate and Alternate

We hereby certify that \_\_\_\_\_ (full name) has been appointed to represent our Association as Chief Delegate at the Conference. We further certify that \_\_\_\_\_ (full name) has been appointed Alternate Chief Delegate to represent our Association in the absence of the aforementioned Chief Delegate.

## SECTION 2 - Appointment of Proxy

We hereby authorize the following Member Association(s) to represent us at **Plenary**:

FIRST PROXY \_\_\_\_\_ SECOND PROXY \_\_\_\_\_  
Member Association Name - Country Member Association Name - Country

We hereby authorize the following Member Association(s) to represent us at **Regional Meeting**:

FIRST PROXY \_\_\_\_\_ SECOND PROXY \_\_\_\_\_  
Member Association Name - Country Member Association Name - Country

They are permitted to vote on our behalf on all Plenary/Regional Meeting Agenda items  
**OR**  
 They are permitted to vote on our behalf on the following Agenda Items only:  
 \_\_\_\_\_

*This form should be signed by the President of the Association and one other Elected Officer*

\_\_\_\_\_  
 Signature Name in capitals

\_\_\_\_\_  
 Signature Name in capitals

## Appendix 8

### COMMITTEE CHAIRMAN'S REPORT (SAMPLE)

**73<sup>rd</sup> IFALPA CONFERENCE  
LUXEMBOURG, 16 – 19 MARCH 2018**

#### AGENDA ITEM

Item Heading

Classification

- 1 Synopsis – a brief overview of the IP

If no changes are recommended to the IP, this text should state:

“Committee recommends acceptance of the proposals contained in

IP \_\_\_\_ without change of text or status”

- 2 When changes of text or status are recommended the amendments, additional or change of status should be clearly shown. If the change of text is major, consideration should be given to completely rewriting the IP.
- 3 In cases where no IP has been issued but the Committee Chairman wishes to forward a recommendation to Plenary, it should follow the same Report format except that no IP number will be shown.

# COMMITTEE CHAIRMAN'S REPORT FORM (SAMPLE)

CR 18AAP\*\*\*

73<sup>rd</sup> IFALPA CONFERENCE  
LUXEMBOURG, 16 – 19 MARCH 2018

## CHAIRMAN'S REPORT FORM

**Agenda Item: C\*.\***

Title of the IP

IP 18AAP\*\*\*

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### SYNOPSIS:

Brief overview of the IP.

### STATUS

### COMMITTEE RECOMMENDATION:

Committee C recommends acceptance of the proposal contained in IP 17AAP\*\*\* without change of text or status.

DRAFT POLICY 1	- as proposed -	DRAFT POLICY 1
POL-STAT 1	- as proposed -	POL-STAT 1
POL-STAT 2	- as proposed -	POL-STAT 2
POL-STAT 3	- as proposed -	POL-STAT 3
DRAFT POLICY 2	- as proposed -	DRAFT POLICY 2
POL-STAT 5	- as proposed -	POL-STAT 5
POL-STAT 6	- as proposed -	POL-STAT 6
POL-STAT 7	- as proposed -	POL-STAT 7
POL-STAT 8	- as proposed -	POL-STAT 8
POL-STAT 9	- as proposed -	POL-STAT 9
POL-STAT 10	- as proposed -	POL-STAT 10
POL-STAT 11	- as amended -	POL-STAT 11

**Appendix 9**

**73<sup>rd</sup> IFALPA Conference  
16 – 19 March 2018**

**NOMINATION FORM**



Candidates should be chosen for their experience and suitability for the office for which they are nominated

\_\_\_\_\_ Air Line Pilots Association hereby nominates  
\_\_\_\_\_ for the position of

<b>Deputy President</b>	_____
<b>Executive Vice-President Professional &amp; Government Affairs</b>	_____
<b>Executive Vice-President Technical &amp; Safety Standards</b>	_____
<b>Executive Vice-President Africa &amp; Middle East</b>	_____
<b>Executive Vice-President Europe</b>	_____
<b>Executive Vice-President North America</b>	_____
<b>Regional Vice-President</b>	_____
	State Officer Position
<b>Standing Committee Chairman</b>	_____
	State Officer Position

Have you established that your Nominee is willing to stand for the position and that he/she has the approval of the Association?

<b>Association Approves</b>	<b>YES/NO</b>	<b>Candidate Willing</b>	<b>YES/NO</b>
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Please use Attachment 2 to give details of the candidate's background and qualifications and reasons why the Nominee would be suitable for the position

Signed _____	Chief Delegate/President
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**Seconded By**

_____	Air Line Pilots Association
Signed _____	Chief Delegate/President

**73<sup>rd</sup> IFALPA Conference**  
**16 – 19 March 2018**  
**NOMINATION FORM**



**Please state in the box below reasons why your chosen Nominee would be suitable  
for the position of: \_\_\_\_\_**