

Statutory texts of the International Federation of Red Cross and Red Crescent Societies

Constitution

Rules of Procedure

Financial regulations

Staff rules

Rules for travel assistance

2007



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**Main statutory texts
of the
International Federation of Red
Cross and Red Crescent Societies**

Constitution
Rules of Procedure
Financial regulations
Staff rules
Rules for travel assistance

2007

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Constitution

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Preamble

We, the National Red Cross and Red Crescent Societies, being the basic units and vital force of the International Red Cross and Red Crescent Movement, founded in 1919 the League of Red Cross Societies “as a purely voluntary non-political, non governmental, non sectarian organisation, to anticipate, diminish and relieve the misery produced by disease and calamity in a systematic approach”¹.

We are committed to protecting human dignity and to improving the lives of vulnerable people by mobilizing the power of humanity.

We carry out our humanitarian activities in conformity with the Fundamental Principles of the International Red Cross and Red Crescent Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary service, Unity and Universality. To alleviate human suffering, we work as auxiliaries to our public authorities in the humanitarian field and through our global network of National Societies and the Movement.

With the objectives of ensuring the co-ordination of our international activities, the development and implementation of common standards and policies, organizational development, capacity building and effective international disaster management, and of having an international presence and recognition as a global partner in humanitarian assistance, we therefore have agreed to unite ourselves and to establish an international body, named the “International Federation of Red Cross and Red Crescent Societies”, whose general aim is to inspire, encourage, facilitate and promote at all times all forms of humanitarian activities.

With these objectives in mind, we hereby set out the constitutional provisions of this international body and the related rights and duties by which we agree to abide.

We further recall that the mottoes “Inter arma caritas” and “Per humanitatem ad pacem” together express the ideals of the Movement.

1. *Bulletin of “The League of Red Cross Societies”, Geneva, Switzerland, May 15, 1919*

Section I

International Federation

Article 1

Membership organisation

- Character of the organisation*
- 1 The International Federation of Red Cross and Red Crescent Societies (the “International Federation”) is a membership organisation established by and comprised of the National Societies.
- Status in the Movement*
- 2 The International Federation is a component of the International Red Cross and Red Crescent Movement (the “Movement”).

Article 2

Legal personality

- Legal personality*
- The International Federation acts under its own Constitution with all the rights and obligations of a corporate body with legal personality.

Article 3

Headquarters

- Headquarters*
- Unless otherwise decided by the General Assembly of the International Federation (the “General Assembly”), the headquarters of the International Federation is in Geneva, Switzerland.

Article 4

General object

- General object*
- The general object of the International Federation is to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.

Article 5

Functions

- Functions*
- 1 To achieve the general object as defined in Article 4 of the Constitution, in conformity with the Fundamental Principles and in the context of the Statutes of the Movement and the resolutions of the

International Conference of the Red Cross and Red Crescent (the “International Conference”), the functions of the International Federation shall be the following:

A. Services to National Societies:

- a) act as the permanent body of liaison, co-ordination and study among the National Societies and to give them assistance;
- b) encourage and promote in every country the establishment and development of an independent and duly recognised National Society;
- c) assist the National Societies in risk reduction, in disaster preparedness, in the organisation of their relief actions and in relief operations themselves;
- d) encourage and co-ordinate the participation of the National Societies in activities for safeguarding public health and the promotion of social welfare in co-operation with their appropriate national authorities;
- e) encourage and co-ordinate between National Societies the exchange of ideas for the education of children and young people in humanitarian ideals and for the development of friendly relations between children and young people of all countries, and to share good practices for the participation of youth in volunteer services and decision-making processes; and
- f) assist National Societies to recruit volunteers and members from the population as a whole and to promote awareness and understanding of the Fundamental Principles and ideals of the Movement to them and to the general public.

B. Humanitarian activities:

- a) bring relief by all available means to all disaster-affected persons;
- b) organise, co-ordinate and direct international relief actions in accordance with the “Principles and Rules for Red Cross and Red Crescent Disaster Relief” adopted by the International Conference;
- c) bring relief to victims of armed conflicts, to assist in the promotion and the development of international humanitarian law and to disseminate this law and the Fundamental Principles, in accordance

with the agreements concluded with other components of the Movement; and

- d) be the official representative of the National Societies in the international field, among others for dealing with any matters in connection with decisions and recommendations by the General Assembly, and to be the guardian of their integrity and the protector of their interests.
- 2 The International Federation shall in addition carry out any other functions validly given to it by the General Assembly.
 - 3 The International Federation shall carry out the mandates entrusted to it by the International Conference.
 - 4 In each country the International Federation shall act through or in agreement with the National Society and in conformity with the laws of that country.

Section II

National Societies

Article 6 Members of the International Federation

The membership of the International Federation shall include all National Societies duly admitted as members as per Article 7 (hereinafter the “National Societies”), on which the strength of the International Federation and its ability to achieve its general object depends.

Article 7 Admission

Eligibility

- 1 To be eligible for membership of the International Federation a National Society must be recognised by the International Committee of the Red Cross.

- Admission* 2 A National Society becomes a member when it is admitted to the International Federation in accordance with this Constitution and the Rules of Procedure.
- Conditions for admission* 3 Any National Society wishing to become a member of the International Federation shall apply to the President of the International Federation (the “President”) and shall formally undertake to respect the provisions of the Constitution.
- Decision of admission* 4 The admission of a National Society is subject to decision by the General Assembly. Any applicant National Society may be admitted provisionally by the Governing Board until the General Assembly takes a decision. A National Society admitted provisionally may take part in the work of the International Federation but has no voting right and cannot be elected to any official position in the International Federation.

Article 8 Rights and duties of National Societies

- 1 In order to ensure that the International Federation is able to fulfil the functions set for it, and to guarantee the equal rights of its membership, National Societies have the following rights and duties:
- Rights* **A. Rights:**
- a) National Societies shall have the right to be represented at and to participate in the work of the General Assembly, with the right to vote;
 - b) National Societies may stand for election and nominate candidates, to all official bodies, commissions and committees of the International Federation;
 - c) National Societies may call upon and receive from the International Federation any of the services and information which the International Federation has the power and the ability to provide, in conformity with its general object, functions, resources, and legal obligations;
 - d) National Societies may submit, on their own initiative, in their name or in that of a group of National Societies, proposals to the General Assembly and to other bodies, commission and committees of the International Federation and;

- e) National Societies may call upon sister National Societies for support in accordance with the applicable rules of co-ordination and co-operation.

Duties

B. Duties:

- a) National Societies agree to act at all times in accordance with the Fundamental Principles of the Red Cross and Red Crescent Movement;
- b) National Societies agree to work diligently in pursuit of their humanitarian objectives as set out in the Statutes of the International Movement, including minimising the impacts of disaster and disease; strengthening local capacity to address vulnerability; promoting respect for diversity and human dignity; and alleviating the suffering resulting from armed conflict and internal strife;
- c) National Societies agree to abide by the policies, decisions and rules adopted by the Council of Delegates and the International Conference;
- d) National Societies, following the principle of Unity, agree to respect the territorial integrity and independence of one another;
- e) National Societies agree to provide the necessary support to the International Federation in the pursuit of its general object and functions;
- f) National Societies agree to follow the rules set out in this Constitution, as well as to apply the decisions adopted by the General Assembly and by the Governing Board;
- g) National Societies recognize the necessity of ensuring their collective integrity, and agree to co-operate fully with the Compliance and Mediation Committee as well as to take the necessary steps to ensure adherence to the standards of integrity required of them;
- h) National Societies agree to remit on the date set out in the Financial Regulations an annual contribution to the International Federation of the amount approved by the General Assembly;
- i) National Societies agree to contribute to the International Federation-wide reporting and performance management systems, once

such a system have been adopted by the General Assembly, and to provide the International Federation with annual reports and audited financial statements and;

- j) National Societies agree to inform the International Federation, through the Secretary General, of any proposed amendments to their Statutes and of the composition of their main governing and managing bodies.
- 2 National Societies shall enjoy all the rights granted to them and comply with all the duties stipulated in this Constitution.
- 3 None of the provisions of this Constitution shall limit in anyway the National Societies' mandate as set out in the Statutes of the Movement

Article 9 Cessation of membership

- | | |
|--------------------|--|
| <i>Dissolution</i> | 1 A National Society shall cease to be a member of the International Federation when it is dissolved and in the circumstances set out in paragraphs 2 and 3 below. |
| <i>Withdrawal</i> | 2 Any National Society may withdraw from the International Federation provided it gives the President six months' written notice of withdrawal. |
| <i>Expulsion</i> | 3 A National Society may be expelled from the International Federation by decision of the General Assembly in accordance with Article 13 of this Constitution. |

Article 10 Integrity and compliance

- | | |
|-------------------------------|---|
| <i>Standards of integrity</i> | 1 National Societies and constitutional bodies of the International Federation are expected to comply with applicable integrity policies adopted by the General Assembly and National Societies also with the duties of National Societies as set out in this Constitution. |
| <i>Breaches of integrity</i> | 2 Any failure to comply with the policies or duties referred to in paragraph 1 above will be considered a breach of integrity and shall be referred to the Compliance and Mediation Committee, as set out in Article 31. |

Article 11 Financial default

Any failure to pay the required statutory contributions shall be subject to the rules and regulations stipulated under Article 35 of this Constitution.

Article 12 Suspension

Suspension

- 1 The Governing Board, after examining the recommendation of a Panel formed by the Compliance and Mediation Committee and in accordance with the Rules of Procedure, may decide to suspend a National Society from membership status in the International Federation.

Grounds for suspension

- 2 **A National Society may be suspended:**
 - a) if it ceases to fulfil the conditions for admission provided for in this Constitution, in particular if, because of modification, its Statutes are no longer in conformity with the Fundamental Principles;
 - b) if the National Society on its own initiative or under pressure from the government of its country contravenes any of the Fundamental Principles;
 - c) if the National Society uses its connection with the International Federation for a purpose which is not in conformity with any of the Fundamental Principles;
 - d) if the National Society acts contrary to the general object of the International Federation and persistently refuses to comply with its duties under the Constitution; or
 - e) if the National Society is considered by the Governing Board to having committed a breach of integrity.

Consequences of suspension

- 3 A suspended National Society shall immediately lose its rights as a member.
- 4 An individual holding any office on appointment by a suspended National Society, except such individuals elected or appointed to such office in their personal capacity, shall forfeit the right to perform any official function.

- 5 Any vacancy created by the suspension of a National Society shall be filled by the competent body, committee or commission according to the procedures for appointment or election to such office at its next session.

Reinstatement

- 6 The Governing Board may revoke the suspension of a suspended National Society when the reasons for suspension no longer apply.

Article 13 Expulsion

Expulsion

- 1 When the Governing Board determines that the continued membership of a National Society is a grave risk to the International Federation or its membership, the Governing Board may recommend to the General Assembly, as a last resort, expulsion of that Society.

Consequences of expulsion

- 2 An expelled National Society shall remain liable for all obligations to the International Federation or its membership incurred prior to expulsion.
- 3 An expelled National Society shall immediately lose its rights as a member.
- 4 An individual holding any office on appointment by an expelled National Society, except such individuals elected or appointed to such office in their personal capacity, shall forfeit the right to perform any official function

Readmission

- 5 A National Society which has been expelled can reapply for admission following the procedures laid down in Article 7 once the reasons for expulsion no longer apply.

Section III

Bodies of the International Federation

Article 14 Statutory Bodies

The Statutory Bodies of the International Federation, are those bodies having governance functions, which are:

- The General Assembly;
- The Governing Board;
- The President;

and the body with executive functions, which is the Secretary General.

General Assembly

Article 15 Definition

Subject to the Constitution, the General Assembly shall be the supreme governing body of the International Federation.

Article 16 Composition

The General Assembly shall be composed of the National Societies.

Article 17 Functions

- 1 The General Assembly shall, among others, exercise the following functions:

Policy

- a) determine the general policies that govern the International Federation and the National Societies;

*Admission/
sanctions*

- b) take decisions on the admission of National Societies and expulsion as set out in Articles 7 and 13 respectively;

- Election President* c) elect the President of the International Federation;
- Election Vice-Presidents* d) elect those four National Societies, one from each region, which shall be entitled to appoint a Vice-President of the International Federation (“Vice-President”);
- Election Societies members of the Governing Board* e) elect the National Societies members of the Governing Board;
- Appointment of constitutional bodies* f) appoint members of the constitutional commissions and committees;
- Representatives to Movement bodies* g) designate the representatives of the International Federation to the bodies of the Movement;
- Other bodies* h) set up other bodies, including, among others, advisory bodies and bodies with legal status required for the activities of the International Federation, and to appoint their members;
- External auditors* i) designate as external auditors, on the recommendation of the Governing Board, a firm of internationally recognised independent auditors;
- Budget* j) approve, on the recommendation of the Governing Board, the biennial plans, budgets and financial reports of the International Federation;
- k) take note of the report of the external auditors;
- Statutory contributions* l) approve, on the recommendation of the Governing Board and the Finance Commission, the annual scale of contributions of the National Societies;
- Constitution, Rules of Procedure and other regulations* m) amend the Constitution and the Rules of Procedure and adopt any other regulations necessary for the implementation of the Constitution;
- Reports* n) consider the reports of the Governing Board and Secretary General and of all bodies set up by the General Assembly and discharge the Secretary General and the Governing Board on its delegated activities;

Proposals from National Societies and bodies

- o) decide on the proposals presented by National Societies, the Governing Board and other bodies of the International Federation;
- p) ratify general agreements concluded with the International Committee of the Red Cross or any other international organisation or institution that create obligations for National Societies; and

Transfer of the headquarters

- q) decide on the transfer of the headquarters of the International Federation;

Delegation of powers

- 2 The General Assembly may not delegate to another body of the International Federation the powers defined in paragraph 1 of this Article, with the exception of the following, which are hereby delegated to the Governing Board between sessions of the General Assembly and until the General Assembly decides otherwise:
 - a) set up commissions and committees, including, among others, those with legal status, required for the activities of the International Federation, and to appoint their members;
 - b) decide on the reports of bodies set up by the General Assembly;
 - c) decide on proposals presented by National Societies or other bodies of the International Federation; and
 - d) designate the representatives of the International Federation to the bodies of the Movement;

Financial implications

- 3 Before the General Assembly takes decisions involving expenditure, the Secretary General, after having consulted the Finance Commission, shall submit a report to it on the administrative and financial implications of any such proposal. If the expenditure proposed cannot be covered by the budget, no commitment in this respect can be made before the General Assembly has taken the necessary measures to make available the additional funds required.

Article 18

Sessions of the General Assembly

Ordinary sessions

- 1 The General Assembly shall meet in ordinary session once every two years. Such sessions shall normally be held where the headquarters of the International Federation are located.

- 2 A session of the General Assembly shall be held in the same place as and before the International Conference when the latter has been convoked.

*Change of place
of the session*

- 3 In exceptional circumstances, the President, in consultation with the Secretary General and with the agreement of the majority of the members of the Governing Board, may change the place and/or the dates of the session of the General Assembly.

*Extraordinary
sessions*

- 4 An extraordinary session of the General Assembly shall be held in the same place as and before any extraordinary session of the International Conference when the latter has been convoked.
- 5 Extraordinary sessions of the General Assembly may also be held on the initiative of the President in agreement with the majority of the members of the Governing Board or on the initiative of at least thirty-five percent of the National Societies.

Article 19 Quorum

- 1 With the exception of the quorum required to amend the Constitution, to transfer the headquarters of the International Federation and to dissolve the International Federation, decisions taken at an ordinary or extraordinary session of the General Assembly shall be valid only with a quorum of fifty percent of the National Societies.
- 2 The quorum required to amend the Constitution, to transfer the headquarters or to dissolve the International Federation, shall be sixty-five percent of the National Societies.
- 3 Should less than fifty percent of the National Societies be in attendance at any ordinary or extraordinary session, the General Assembly shall be re-convened after at least 24 hours have elapsed. At such session, decisions shall be validly taken with a quorum of twenty-five percent of the National Societies.
- 4 Should the provisional or adopted agenda include the admission of National Societies or the expulsion of National Societies, the adoption of the biennial budget, the transfer of the headquarters of the International Federation, the election to the positions referred to in Article 33, the dissolution of the International Federation or amend-

ments to the Constitution, another session shall be convened not less than forty-five and not more than ninety days after the one preceding it. At such a session, decisions shall be validly taken with a quorum of twenty-five percent of the National Societies.

Article 20 Voting

- 1 Each National Society represented at the General Assembly shall have one vote.
- 2 Except as otherwise provided in the Constitution, decisions of the General Assembly shall be taken by a simple majority of the National Societies present and voting.

Absolute majority 3 An absolute majority of the National Societies present and voting is required to elect the President.

Qualified majority of sixty percent 4 A qualified majority of sixty percent of the National Societies present and voting is required to admit National Societies (Article 7) and expel National Societies (Article 13), to reconsider a decision previously taken at the same session of the General Assembly, to classify a matter as an important matter, and to decide on any matter classified by the General Assembly as an important matter.

Qualified majority of seventy-five percent 5 A qualified majority of seventy-five percent of the National Societies present and voting shall be required to amend the Constitution (Article 46) to transfer the headquarters of the International Federation (Article 17.1.q) and to dissolve the International Federation (Article 44).

National Societies present and voting 6 Within the context of the Constitution, the term “National Societies present and voting” shall mean National Societies present and voting for or against. National Societies abstaining from voting are considered as not having voted.

Governing Board

Article 21 Definition

The Governing Board is the body which governs the International Federation between sessions of the General Assembly.

Article 22 Composition

The Governing Board shall be composed of :

- a) the President;
- b) the four Vice-Presidents;
- c) the ex officio Vice-President;
- d) twenty National Societies;
- e) the Chair of the Finance Commission;
- f) the Chair of the Youth Commission.

Article 23 Functions

- 1 The Governing Board shall exercise the following functions :
 - a) decide on any matter assigned or delegated to it by the Constitution or by the General Assembly;
 - b) appoint and dismiss the Secretary General of the International Federation;
 - c) define, within the framework of the general policies determined by the General Assembly, the policies for the various fields of activity of the International Federation and the National Societies;
 - d) interpret the decisions of the General Assembly, advise the President and give guidance and support to the Secretary General in implementing the decisions of the General Assembly;
 - e) monitor on behalf of the General Assembly the implementation of the mandates entrusted to the International Federation by the International Conference;
 - f) draw up the provisional agenda of the General Assembly;
 - g) submit advice and proposals to the General Assembly when so requested by the latter or on its own initiative;
 - h) submit to the General Assembly the proposed members of the Election Committee;

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- i) study any questions relating to the implementation of the functions of the International Federation, and submit advice and proposals in this respect to the General Assembly;
 - j) recommend to the General Assembly as external auditor a firm of internationally recognised independent auditors;
 - k) examine the reports on activities as well as the financial and budgetary reports and reports on risk matters presented by the Secretary General and the Finance Commission, and recommend, for final approval by the General Assembly, the biennial budget, plans and financial reports of the International Federation, including the scale of contributions of National Societies and the formula for fixing their financial participation;
 - l) ratify general agreements concluded with the International Committee of the Red Cross and any other international organisation or institution not requiring General Assembly ratification as set out in Article 17.1.p;
 - m) provisionally admit the National Societies,
 - n) apply any or a combination of the following sanctions towards National Societies in case of a breach of integrity:
 - recommend a particular action to one or more National Societies;
 - render the breach public or may make an appeal to the conscience of the world;
 - terminate any International Federation support to the National Society;
 - suspend the National Society;
 - take any other measure it deems appropriate;
 - as a last resort, recommend to the General Assembly that the National Society be expelled
 - o) declare in default National Societies that have not paid their annual contribution in accordance with Article 35;
 - p) approve the selection of candidates for appointment to the posts of (or equivalent to) Deputy and Under Secretaries General or Directors; and
 - q) approve the outline structure of the Secretariat of the International Federation proposed by the Secretary General.

- 2 The Governing Board shall report to the General Assembly on the accomplishment of its functions.

Financial implications

- 3 The Governing Board must not take decisions involving expenditure not included in the budget before the Secretary General and the Finance Commission have submitted a report to it justifying the administrative and financial implication of any such proposal. If the expenditure proposed cannot be covered, no commitment in this respect can be made before the General Assembly has taken the measures to make available the additional funds required.

Emergency authorisation

- 4 If in the opinion of the Governing Board an emergency exists and it is impossible or impracticable to convoke a session of the General Assembly, the Governing Board is authorised, subject to Article 43, to take such measures as it deems necessary to deal with the emergency. Decisions so reached by the Governing Board shall be reported to and discharged by the General Assembly at its next session.
- 5 If the Governing Board decides that there is an emergency affecting the International Federation, the Secretary General shall as soon as is practicable thereafter inform all National Societies that the Governing Board has decided that an emergency exists, stating the nature of the emergency and all decisions and actions taken by the Governing Board to deal with it.

Article 24 Procedure

- 1 The Governing Board shall meet in ordinary session twice a year, when convened by the President. In addition the President shall convene the Governing Board on his/her own initiative or whenever requested by a majority of its members, and may also do so at the request of the Secretary General.
- 2 The decisions of the Governing Board shall be valid with a quorum of sixty percent of its members and shall be taken by a simple majority of the members present and voting. In the event of a tie the President shall have the casting vote. A decision to suspend or to recommend expulsion of a National Society shall be taken with a qualified majority of sixty percent of the members of the Governing Board.
- 3 The President may invite any person to attend the meetings of the Governing Board as an observer.

President

Article 25 President of the International Federation

- 1 The President is the highest personality of the International Federation. The President shall be responsible to the General Assembly for ensuring that the International Federation pursues its general object and exercises its functions as defined in the Constitution. The President acts under the authority of the General Assembly and of the Governing Board to guide the affairs of the International Federation, including the activities of the Secretary General, in conformity with the decisions of the General Assembly and the Governing Board.

Functions

- 2 The President shall :
 - a) convene and preside over the sessions of the General Assembly and the Governing Board;
 - b) present to the General Assembly a review of the state of the International Federation;
 - c) present to the Governing Board and General Assembly the report of a firm of internationally recognised independent auditors;
 - d) co-ordinate the work of the governance bodies, commissions and committees of the International Federation;
 - e) represent the International Federation in its relations with the other components of the Movement and with other international organisations and institutions;
 - f) have the ability to call upon the Vice-Presidents and the Chair of the Finance Commission, to assist him/her individually or collectively, in his/her functions;
 - g) carry out any other function entrusted by the General Assembly or by the Governing Board.

Delegation

- 3 The President may delegate a part of the functions under this Article to any of the Vice-Presidents.

- Replacement during a meeting* 4 The President may charge one of the Vice-Presidents with replacing him/her during a meeting or part of a meeting.
- Vacancy in the office of the President* 5 In the event of a vacancy arising in the office of the President or the President being unable to carry out his/her functions, the Governing Board, at its next ordinary session, shall designate a Vice-President who shall serve as Acting President until the next session of the General Assembly. At this session the General Assembly shall elect the President to fill the vacancy for the remaining period of the current term of office. Until the designation of a Vice-President as Acting President by the Governing Board the ex-officio Vice-President shall fulfil this function.

Vice-Presidents

Article 26

Vice-Presidents of the International Federation

- Role of the Vice-President* 1 The Vice-Presidents of the International Federation shall support the President and may be called upon individually or collectively by the President to assist in the execution of his/her functions. They participate in the sessions of the General Assembly in their personal capacity.
- Ex-officio Vice-President* 2 The President of the National Society of the country in which the International Federation has its headquarters or his/her designated representative appointed from and by the governing body of that Society shall be ex officio Vice-President.
- Functions* 3 The elected Vice-Presidents shall:
- a) ensure communication on governance matters between the General Assembly, the Governing Board and the National Societies in their regions; and
 - b) promote the decisions of the General Assembly and Governing Board, particularly in their regions.

In regards to the regional conferences in their regions the elected Vice-Presidents shall serve as chairs of the relevant preparatory bodies.

Secretary General

Article 27

Secretary General of the International Federation

Appointment

- 1 The Secretary General shall be appointed by the Governing Board, for a period of up to four years, renewable. The contract between the International Federation and the Secretary General shall be drawn up by the Governing Board in accordance with the relevant provisions of the Rules of Procedure, any applicable conditions set by the General Assembly and the labour law governing the International Federation.

Functions

- 2 The Secretary General, as defined in Article 14 is the Chief Executive Officer of the International Federation and carries out the following functions:
 - a) implement the decisions of the General Assembly and the Governing Board;
 - b) be responsible for the administration of the approved budget, in accordance with Article 36.6;
 - c) direct the Secretariat and be responsible for the execution of the work entrusted to it;
 - d) organise the different services of the Secretariat in accordance with the decisions of the General Assembly and of the Governing Board; appoint the staff of the Secretariat, keeping in mind the principles of gender equality and geographical distribution; and when necessary terminate the engagements of such staff;
 - e) make appointments to the posts of (or equivalent to) Deputy and Under Secretaries General, such as Directors, after obtaining the Governing Board's approval of the candidates selected by him/her;
 - f) in the absence of the President or as otherwise agreed appropriate, represent the International Federation in its relations with other components of the Movement and with other international organisations and institutions;
 - g) be the authorised representative of the International Federation in relation to third parties and courts of law for all transactions what-

soever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the International Federation;

- h) assure the execution of the functions set out in Article 5, including direct relief actions or other actions decided upon by the General Assembly or the Governing Board. In exceptional or urgent circumstances, the Secretary General shall take all appropriate measures after consultation with the National Society concerned to the extent possible;
 - i) carry out any other function assigned to him/her by the Constitution or entrusted to him/her by the General Assembly or the Governing Board;
 - j) report on the activities of the Federation to the General Assembly and to the Governing Board;
 - k) keep the President and Vice-Presidents, as appropriate, closely informed in carrying out his/her functions; and
 - l) establish relations with those National Societies or organisations recognised as auxiliaries to the public authorities in the humanitarian field who accept and respect in their action the Fundamental Principles, even though they may not be components of the Movement or members of the International Federation.
- 3 The Secretary General shall ex officio be secretary of the General Assembly and of the Governing Board and, unless the Constitution provides otherwise, of all bodies set up by the General Assembly and the Governing Board. The Secretary General may delegate these functions to other officials of the Secretariat.

*Participation in
the General Assembly
and the Governing
Board*

- 4 The Secretary General participates in the sessions of the General Assembly and the Governing Board.
- 5 The Secretary General shall be assisted in the implementation of his/her executive task by a Secretariat.

- 6 The Secretary General shall establish the structure of the Secretariat, the general outline of which shall be subject to the approval of the Governing Board.

Section IV

Constitutional Commissions and Committees of the International Federation

Article 28 Constitutional Commissions and Committees

The Constitutional Commissions and Committees of the International Federation are:

- The Finance Commission;
- The Youth Commission;
- The Compliance and Mediation Committee;
- The Election Committee.

They have advisory or such other functions as set out in this Constitution.

Article 29 Finance Commission

Composition

- 1 The Finance Commission shall be composed of :
- a Chair; and
 - nine members,
- appointed in a personal capacity by the General Assembly on presentation of candidates by the Election Committee.

Functions

- 2 The functions of the Finance Commission shall be:
- a) to give advice on all financial and risk matters affecting the International Federation;

- b) to comment on the financial report and on the budget drawn up by the Secretary General;
- c) to receive from the President the report of the external auditors, and to comment on the same to the President and the Governing Board;
- d) to comment on the handling and investment of available funds and to make recommendations to the General Assembly and the Governing Board on any financial measures which it deems appropriate;
- e) to review periodically the formula for fixing the financial participation of National Societies and every two years to establish the annual scale of contributions of National Societies for submission, through the Governing Board, to the General Assembly for approval;
- f) to establish the annual contributions of National Societies applying for membership prior to the application being considered by the General Assembly;
- g) to hear appeals from National Societies in accordance with Article 35, paragraphs 3 and 4, to acquaint itself with arrears in payment of contributions by National Societies and to express its views to the Governing Board and the General Assembly on whether a Society should be declared in default in accordance with Article 35, paragraph 5;
- h) to assist the Governing Board in applying and implementing the decisions of the General Assembly on the financial management of the International Federation; and
- i) to report on its work to each session of the General Assembly and of the Governing Board.

*Authority
of the Chair*

- 3 The Chair of the Finance Commission shall have the right to obtain from the Secretary General all information and documents of a financial and budgetary character and those related to risk matters.
- 4 The Chair of the Finance Commission shall advise the President and the Secretary General on all financial and risk matters affecting the International Federation.

- Procedure* 5 The procedures of the Finance Commission shall be laid down in the Rules of Procedure.

Article 30 Youth Commission

- Composition* 1 The Youth Commission shall be composed of:
- a Chair; and
 - eight members,
- appointed in a personal capacity by the General Assembly on presentation of candidates by the Election Committee.

- Functions* 2 The functions of the Youth Commission shall be:
- a) to give advice on all matters concerning youth and youth-related activities throughout the International Federation;
 - b) to promote and assess the implementation of the youth policy decided by the General Assembly or the Governing Board, as well as to consider and study as requested by the Board matters of policy development in the area of youth;
 - c) to review and suggest revisions of the youth policy to the Governing Board or the General Assembly (as the case may be) for adoption;
 - d) to seek youth opinions on the implementation of relevant International Federation policies and to ensure that those opinions are communicated to the Statutory Bodies of the Movement;
 - e) to advise the Secretary General in the implementation of the youth policy and all other policies and strategies as they relate to youth within the Movement; and
 - f) to report to the General Assembly and Governing Board on its general activities on a regular basis.
- 3 The Chair of the Youth Commission shall receive from the Secretary General all relevant information and documents necessary to enable the Commission to fulfil its functions.

- 4 The Chair of the Youth Commission shall advise the President and the Secretary General on all issues affecting youth in the Movement.

Procedure

- 5 The procedures of the Youth Commission shall be laid down in the Rules of Procedure.

Article 31 Compliance and Mediation Committee

- 1 A Compliance and Mediation Committee shall be established to assist the bodies of the International Federation in taking the appropriate steps to resolve any potential breaches of integrity on the part of a National Society or any body of the International Federation, and to help settle any disagreements submitted to it.

Composition

- 2 The Committee shall be composed of thirteen individuals, three from each of the four statutory regions of the International Federation, and one individual who shall be named to serve as Chair. It shall serve as a pool for the formation of individual panels. All members shall be appointed by the General Assembly on presentation of candidates by the Election Committee.

Complaints

- 3 Allegations of a breach of integrity or any dispute may be brought to the attention of the Chair of the Compliance and Mediation Committee by any National Society or body of the International Federation.

*Compliance and
Mediation panel*

The Chair shall review the allegation in accordance with the Rules of Procedure and if an inquiry is merited shall ensure that a panel of three to five members is formed to consider the allegation, with due regard to geographical representation.

Mandate of panel

- 4 Upon receipt of a complaint the panel, in accordance with the Rules of Procedure and with full respect for due process, shall investigate the matter and make a determination as to the nature and extent of any breach. In cases where breaches are substantiated the panel shall recommend to the National Society steps to resolve the matter.
- 5 If the matter is not resolved, the panel shall submit a report to the Governing Board, including a summary of its findings, measures taken to try to resolve the matter and any further action recommended to be taken by the Governing Board or General Assembly.

- 6 The Compliance and Mediation Committee shall report to the General Assembly and Governing Board on its general activities on a regular basis.

Article 32 Election Committee

Composition

- 1 The Election Committee shall be composed of:
- a Chair; and
 - four members, one from each of the four statutory regions,
- all five to be appointed in a personal capacity by the General Assembly on the proposal of the Governing Board.

Functions

- 2 The Election Committee shall:
- a) develop electoral standards for campaigning;
 - b) draw up criteria for the positions of President and Vice-President, to be approved by the Governing Board at least one year before the relevant election;
 - c) review against the relevant criteria the applications of all candidates for the Governing Board (ad persona and National Societies);
 - d) establish, after consultation with the Governing Board, a list of proposals of candidates for the Finance Commission, the Youth Commission and the Compliance and Mediation Committee, for appointment by the General Assembly;
 - e) monitor and oversee all elections to these positions; and
 - f) announce the results of elections to these positions.

Section v

Elections and appointments

Article 33

Election of the President, the Vice-Presidents, the National Societies members of the Governing Board, and the appointment of the Chairs and the members of the Constitutional Bodies

- Periodicity* 1 Elections shall be held in ordinary sessions every four years. The appointments of the members of the Finance Commission, Youth Commission, Compliance and Mediation Committee and Election Committee shall be made in ordinary sessions every four years, not coinciding with elections of the President, Vice-Presidents and National Societies members of the Governing Board.
- Term of office* 2 The term of office of all elected and appointed positions is four years. It begins at the close of the session of the General Assembly at which the incumbents have been elected/appointed and expires at the close of the session of the General Assembly which elects/appoints their successors.
- President* 3 The General Assembly elects the President in a personal capacity. A person who has served two consecutive four-year terms as President is not eligible to stand again for election until a further four-year term has elapsed.
- Vice-Presidents* 4 The General Assembly elects four National Societies, one from each of the four statutory regions established in accordance with the Rules of Procedure, for the purpose of each of them appointing a member of their National Society to the post of Vice-President for a period of four years. Once appointed, the Vice-Presidents shall serve in a personal capacity.
- Societies members of the Board* 5 The General Assembly elects twenty National Societies as members of the Governing Board, respecting geographical distribution as set out in the Rules of Procedure. A National Society elected member of the Governing Board shall appoint one individual to serve as its representative on the Governing Board. The appointed individual should

normally not be changed during the elected Society's term of office. The National Societies of which the President or the Vice-Presidents are members must not be proposed for candidature to the Governing Board.

- Rotation* 6 Any National Society elected for the purpose of appointing a Vice-President or a National Society member of the Governing Board and having served two consecutive four-year terms in either capacity or combinations thereof is not eligible to stand again for election until a further four-year term has elapsed.
- Chair and members of the Finance Commission, Youth Commission, and Compliance and Mediation Committee* 7 The General Assembly shall appoint the Chair and members of the Finance Commission, Youth Commission and Compliance and Mediation Committee. Any person who has served two consecutive four-year terms as Chair or as member of any of these bodies shall not be eligible to stand again for election as Chair or as member of such body until a further four-year term has elapsed.
- Election committee* 8 The General Assembly shall, on the proposal of the Governing Board, appoint the Chair of the Election Committee and four members, one from each of the four statutory regions.

Section VI

Finance of the International Federation

Article 34 Finances and property

- Civil liability* 1 The International Federation shall be solely responsible, to the exclusion of the National Societies, for all its transactions and commitments.
- Resources* 2 The regular resources of the International Federation shall consist of contributions from National Societies and income derived from investments.

- Properties and unrestricted resources* 3 Within the limits laid down by its general object and functions the International Federation shall acquire, own, dispose of and administer any property. It may accept unrestricted contributions and assistance in any form from National Societies, individuals, governments and other public or private bodies.
- Earmarked resources and real estate* 4 The International Federation may accept as an agent or trustee funds or property earmarked for particular use provided that such use is within the general scope of its activities, general object and functions. It may accept any conveyance of real estate for its use or benefit.
- Reserves* 5 The International Federation may constitute and manage any reserves or other funds for its staff or for any of its activities.

Article 35 Financial contributions

- Financial year* 1 The financial year shall run from 1 January to 31 December.
- Statutory contributions* 2 Each National Society shall pay an annual contribution to the International Federation in accordance with the scale of contributions established by the Finance Commission and approved by the General Assembly and within such time-limit as may be prescribed by the General Assembly.
- Appeals* 3 Any National Society which contests the annual contribution approved by the General Assembly shall have the right to appeal immediately to the Finance Commission. However, such an appeal shall not invalidate the obligation of paying the uncontested part of the annual contribution within the time-limit fixed by the General Assembly.
- Arrangements for payment of the contribution* 4 Any National Society unable, for any reason whatsoever, to pay its contribution may refer this matter to the Finance Commission in order to obtain appropriate arrangements enabling the National Society to pay it in conformity with the conditions fixed by the Finance Commission. However, such an appeal shall not invalidate the obligation of paying the contribution.
- Declaration in default* 5 If a National Society does not pay the amount in accordance with paragraphs 3 or 4 of the present Article, the Finance Commission shall report the matter to the Governing Board.

The Governing Board shall receive the recommendation of the Finance Commission and shall decide whether to declare the Society in default or not.

Consequences of the declaration in default

- 6 Any National Society which has been declared in default shall not be eligible for election or re-election to any body of the International Federation and, if so decided by the Governing Board, shall lose its right to vote.

Financial obligations

- 7 Any National Society which has withdrawn, which has been suspended or which has been declared in default shall remain liable for payment of its contribution for the financial year during which any of the foregoing steps were taken, of any arrears of previous years and of any other debt to the International Federation.

Article 36 Budget

Preparation of budget and financial statements

- 1 The Secretary General shall draw up the budget of the International Federation in consultation with the Chair of the Finance Commission. The Secretary General shall also prepare a report on the accounts relating to the preceding financial year and submit these documents to the Governing Board for study and to the General Assembly for approval.

Approval of budget and financial statements

- 2 The General Assembly shall examine and approve every two years:
- a) the financial statements and reports covering the previous two financial years;
 - b) the budget for the next two financial years presented by the Secretary General and recommended by the Governing Board.
- 3 The Governing Board shall examine every year the annual report of the previous financial year, presented by the Secretary General.
- 4 In those years in which the General Assembly does not meet the Governing Board shall review the budget for the following year, and, if exceptional circumstances exist, adjust that budget in the light of those circumstances.

- Financial measures* 5 Subject to the provisions of Articles 17, paragraph 3, and 23, paragraph 3, the General Assembly, or failing it the Governing Board, may decide on any financial measures which may appear advisable, and shall take into consideration such recommendations as may be made by the Secretary General or the Chair of the Finance Commission.
- Administration and execution of the budget* 6 The Secretary General who is responsible for the administration of the approved budget shall:
- a) implement the budget as adopted, ensuring the payment of contributions and, depending on the needs, defraying the expenses authorised;
 - b) receive and hold all funds paid to the International Federation for whatever purpose, be accountable for these funds to the General Assembly and the Governing Board, and dispose of them in accordance with the budget adopted; and
 - c) decide on the handling and investment of the available funds after consultation with the Chair of the Finance Commission.

Article 37 Audit

- 1 At the close of each financial year, the accounts of that year :
 - a) shall be made the subject of a report prepared by the Secretary General; and
 - b) shall be audited and reported upon by a firm of internationally recognised independent auditors to be designated by the General Assembly on the recommendation of the Governing Board.
- 2 These reports shall refer to the budget and accounts of the International Federation and shall also cover the use of funds entrusted to the International Federation in the capacity of agent or trustee.

Section VII

Co-operation

Article 38

Regional Conferences

- Definition*
- 1 A Regional Conference is a meeting of the National Societies of a statutory region as defined in the Rules of Procedure with the purpose of:
 - promoting co-operation, networking and partnerships amongst the National Societies of the regions;
 - identifying common humanitarian concerns and issues;
 - striving to achieve common strategies of implementation with regard to decisions of the General Assembly, the Council of Delegates and the International Conference;
 - making proposals to the Governing Board on matters related to the General Assembly and the Statutory Bodies of the Movement.
- Timing*
- 2 In principle a Regional Conference shall be held in each statutory region once every four years.
- Reports from the Secretary General*
- 3 The Secretary General shall provide a report for the approval of the Governing Board on the agenda and the administrative, technical, financial and other implications of forthcoming Regional Conferences. He/she shall also present a report on the results of any Regional Conference held.
- Secretariat assistance*
- 4 The Secretary General shall assist the host National Society in organising and holding a Regional Conference.
- Applicable rules*
- 5 A Regional Conference shall be held in conformity with the Constitution and the Rules of Procedure.

Article 39

Co-operation with the ICRC

The International Federation shall maintain close contact with the ICRC. It shall co-operate with the latter in matters of common concern in accordance with the Statutes of the Movement and the agreements concluded between the International Federation and the ICRC.

Article 40 Co-operation with other international organisations

The International Federation shall co-operate within the terms of the Constitution with international, intergovernmental and non-governmental organisations, as it deems appropriate.

Article 41 Observers

The Governing Board and, if it is not in session, the President may, after consultation with the members of the Governing Board and in conformity with the Rules of Procedure, invite observers to participate in sessions of the General Assembly.

Section VIII Final provisions

Article 42 Regulations

- 1 The General Assembly shall enact by a simple majority all regulations relating to procedure and other matters as may be necessary for the implementation of the Constitution as well as for the accomplishment of the tasks of the International Federation.
- 2 Within the framework of the Constitution and of the Rules of Procedure in force, and subject to the approval of the General Assembly, the Governing Board and other bodies of the International Federation may also draw up such regulations as are necessary for the accomplishment of their respective tasks.
- 3 The General Assembly may, in a manner consistent with the Constitution, at any time amend such regulations by a simple majority.

Article 43

Special provisions

- 1 When, for any reason beyond its control, the General Assembly is prevented from meeting and thereby from electing the President, the National Societies to appoint the Vice-Presidents or, the National Societies members of the Governing Board, or from appointing the Chairs and members of the constitutional bodies, those serving at that time shall be authorised to continue to perform their function until the end of the next session of the General Assembly.
- 2 When, for any reason beyond its control, the Governing Board is prevented from meeting, and decisions are indispensable or desirable, and if the Secretary General, is prevented from consulting the President or Vice-Presidents at the time when the session should have been held, the Secretary General shall take such steps as may be necessary to secure a decision by consulting the other members of the Governing Board by the most rapid means available. In this event, the Secretary General shall put each question in one and the same form to all the members of the Governing Board, and in such a manner that each question can be answered by a simple “yes” or “no”. Decisions shall then be taken by a simple majority of the replies received and shall be valid if the number of such replies attains the quorum provided for in Article 24, paragraph 2. Such decisions shall come into force at the expiry of a period of twenty-one days from the date of dispatch of the last communication.

The same procedure may be applied at any time for any important and urgent question for which a decision of the Governing Board is required and which cannot be postponed until the forthcoming regular meeting of the Governing Board.

- 3 When circumstances no longer make it possible to obtain the decisions mentioned in paragraph 2 of the present Article, the Secretary General shall, in exceptional cases, and in order that the work of the International Federation may be carried on, take decisions on all matters that are normally within the competence of the Governing Board. Before taking such decisions, the Secretary General shall consult, insofar as it is possible, the President, the Vice-Presidents and any members of the Governing Board who remain accessible and shall keep them informed of the action taken.

- 4 As soon as circumstances permit, the Secretary General shall take steps to enable the President to convene the Governing Board. When the Governing Board meets, the Secretary General shall submit to it a report on all measures he/she has taken since the last ordinary session of the Governing Board. At the same session, the Governing Board shall consider, if the question arises, the convocation of the General Assembly, in particular for the purpose of holding elections.

Article 44 Dissolution

Decisions on the dissolution of the International Federation can be taken only by the General Assembly with a quorum of sixty-five percent and a qualified majority of seventy-five percent of the National Societies present and voting. In this case, the net assets of the International Federation, after settlement of the debts, will be transferred to a body with legal capacity set up by the Governing Board with the purpose of endowing the capital of the International Federation if reconstituted within a year from the effective date of its dissolution, or of distributing the assets to any body or organisation the objects of which are as close as possible to those of the International Federation.

Article 45 Interpretation of texts

Any question or disagreement concerning the interpretation or application of the Constitution which for any reason is not settled by the General Assembly shall be referred to the Governing Board and then submitted again to the General Assembly for its final decision.

Article 46 Amendments to the Constitution

- 1 The provisions of the Constitution can be amended only by the General Assembly with a quorum of sixty-five percent and a qualified majority of seventy-five percent of the National Societies present and voting.
- 2 Proposals to amend the Constitution may be put to the vote only when submitted by a National Society supported by at least five National Societies, or by the Governing Board.

Article 47 Entry into force

Subject to Article 48 this Constitution shall come into force at the end of the 16th session of the General Assembly, 23 November 2007, at which time the former Constitution shall stand repealed.

Article 48 Transitional Provisions

Finance Commission

- 1 The mandate of the Chair and members of the Finance Commission shall be prolonged by two years until the General Assembly 2011. These additional two years shall not be counted against the maximum of two consecutive terms of office. If however the Chair or a member resigns prior to the General Assembly 2011 the General Assembly shall fill any such vacancy during such time in accordance with the provisions of the Constitution and Rules of Procedure then in force. This appointment shall not count against the maximum term of two consecutive terms of office.

Compliance and Mediation Committee

- 2 Notwithstanding Article 31, the Governing Board shall appoint at its first ordinary session after the General Assembly 2007 the Chair and members the Compliance and Mediation Committee for a term of office lasting until the General Assembly 2011.

Election Committee

Notwithstanding Article 32, the Governing Board shall appoint at its first ordinary session after the General Assembly 2007 the Chair and members of the Election Committee for a term of office lasting until the General Assembly 2011.

Youth Commission

The Youth Commission set up by the General Assembly pursuant to Rule 36 of the Rules of Procedure in force prior to the adoption of this Constitution shall be regarded as the Youth Commission set out in Article 30 as a Constitutional Body. The Chair and members appointed by the General Assembly 2007 shall be appointed for a term of office of four years.

The Chair of the Youth Commission at the time of the entry into force of this Constitution shall become a Board member as set out in Article 22.

The Fundamental Principles of the International Red Cross and Red Crescent Movement

humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, co-operation and lasting peace amongst all peoples.

impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

neutrality

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

unity

There can be only one Red Cross or one Red Crescent Society many one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

universality

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

The Fundamental Principles were proclaimed by the XXth International Conference of the Red Cross, Vienna, 1965. This is the revised text contained in the Statutes of the International Red Cross and Red Crescent Movement, adopted by the XXVth International Conference of the Red Cross, Geneva, 1986.

Bulletin of "The League of Red Cross Societies", Geneva, Switzerland, May 15, 1919

Rules of Procedure

Revised and adopted by the VIth Session of the General Assembly,
Rio de Janeiro (Brazil), November 1987

Amended by the VIIIth Session of the General Assembly,
Budapest (Hungary), November 1991, and

by the IXth Session of the General Assembly,
Birmingham (UK), October 1993,

by the Xth Session of the General Assembly,
Geneva (Switzerland), November 1995

Revised and adopted by the 12th Session of the General Assembly,
Geneva (Switzerland), October 1999

Revised and adopted by the 16th Session of the General Assembly,
Geneva (Switzerland), November 2007

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Section I

General provisions

Rule 1

Object, definition, official name

- Object* 1.1 The general object of these Rules of Procedure (the “Rules”) is to ensure the implementation of the Constitution of the International Federation of Red Cross and Red Crescent Societies (the “Constitution”).
- Definition* 1.2 These Rules shall regulate the work of all bodies of the International Federation of Red Cross and Red Crescent Societies (the “International Federation”), established either by the Constitution or by a statutory body of the International Federation.
- Official name* 1.3 The official name of the International Federation shall be the “International Federation of Red Cross and Red Crescent Societies”, and shall be used in all documents having legal consequences. In letterheads and publications the International Federation logo as described in the annex shall be used.

Section II

Admission and membership of National Societies

Rule 2

Admission

- Application for admission* 2.1 National Red Cross and Red Crescent Societies wishing to join the International Federation must send their application to the President of the International Federation (the “President”).
- Presentation of documents* 2.2 The following documents shall be attached to the application:
- a) the statutes of the applicant National Society;

- b) an account of the applicant National Society's activities during the two years preceding the application;
- c) written evidence of the circumstances which brought about the formal recognition of the applicant National Society by the government of its country;
- d) a written statement in which the applicant National Society acknowledges having reviewed the Constitution and agrees to respect its provisions;
- e) a written statement in which the applicant National Society commits itself to pay its financial contribution to the International Federation in accordance with Article 35, paragraph 2 of the Constitution.

*Examination
of documents*

- 2.3** The Secretary General of the International Federation (the "Secretary General") shall, after due consideration of the recommendation of the Joint ICRC/International Federation Commission for National Society Statutes ("Joint Statutes Commission")¹, examine the application as well as the documents annexed thereto, in order to determine whether the conditions for recognition and admission are satisfied.

If the documents annexed are in accordance with the conditions for admission as provided for by the Constitution and these Rules, the Secretary General shall submit a report, together with the comments of the Joint Statutes Commission, to the Governing Board, which shall decide upon the provisional admission of the National Society at its next session.

If, however, the documents annexed are not in accordance with the conditions for admission as provided for by the Constitution and these Rules, the Secretary General shall, after such further consultation with the applicant National Society as may be necessary, submit to the Governing Board a report containing his/her comments.

¹ The Joint ICRC/International Federation Commission for National Society Statutes was set up by the ICRC and the International Federation following the agreement between the two institutions of 1969 in order to jointly examine the applications for recognition and admission of National Societies and to study the Statutes of National Societies. The XXIInd International Conference of the Red Cross (Teheran, 1973, res. VI) and the XXIVth International Conference (Manila, 1981, res. XX) have confirmed their request to both institutions in regard of the joint examination of applications for recognition and admission and the Statutes of National Societies, and in particular the role of their Joint Commission in this respect.

Provisional admission 2.4 Once the Governing Board has admitted a National Society on a provisional basis, it shall present the application to the General Assembly at its first session following the decision of the Governing Board on the matter.

Final admission 2.5 A National Society shall become a member of the International Federation as soon as the General Assembly has approved its admission.

Rule 3 Compliance and mediation

Compliance and Mediation Committee 3.1 The first objective of the Compliance and Mediation Committee (Article 31 of the Constitution) shall be to seek resolution of any potential breaches of integrity or of any disagreement submitted to it, as expeditiously as possible and with full respect for due process. The Secretary General shall support the Committee in its work, in particular by making relevant information available.

The Committee shall meet at least once a year. It shall otherwise agree its own working procedures, in consultation with the Governing Board. Such procedures shall include agreement upon the preparation and scope of the records of its meetings. The work and reports of the Committee and its Panels shall be kept confidential.

Composition 3.2 In conformity with Articles 31, paragraph 2 and 33, paragraph 7 of the Constitution the Chair and members of the Committee shall be appointed by the General Assembly, in a personal capacity, on the nomination of the Election Committee.

An individual serving in an official position of the International Federation, whether through appointment by a National Society or in an individual capacity, shall not be eligible to serve as a member of the Committee.

If the Chair or a member resigns before completion of his/her full term, the Governing Board may, on the proposal of the Election Committee, appoint an interim Chair or member to serve until the next session of the General Assembly.

Preliminary review and substantiation 3.3 On receipt from a National Society or a statutory body of the International Federation of an allegation of a breach of integrity by a National Society or statutory body, the Chair shall inform the National

Society or statutory body against which the allegations were made, and the President and (where applicable) the Vice-President of the relevant geographical region. The Chair, together with two other members of the Committee, shall review the information received and determine whether the allegation is substantiated by sufficient evidence to merit an inquiry.

If the Chair and the two other members determine that the allegations are inadequately substantiated, no inquiry shall be made. The Chair shall communicate this outcome, with reasons, to the National Society or statutory body that submitted the allegations; to the National Society or statutory body against which the allegations were made; and to the President and (where applicable) the Vice-President of the relevant geographical region. The Governing Board may, on appeal by the submitting National Society or statutory body, or by its own decision, request the Chair to form a Panel to conduct a neutral inquiry into the allegations.

If the Chair and the two other members determine that the allegations are adequately substantiated, the Chair may consult informally with the National Society or statutory body in order to endeavour to resolve the matter.

*Compliance
and Mediation
Panel*

- 3.4 If allegations of a breach of integrity are determined to have been adequately substantiated but cannot be resolved informally, the Chair shall form a Panel composed of a minimum of three and a maximum of five members of the Committee to conduct a neutral inquiry into the allegations. One of the members shall be appointed as rapporteur.

The Panel shall notify the National Society or statutory body in writing of the details of the allegations made, and shall request a written response.

On receipt of a written response from the National Society or statutory body, the Panel may, if it deems necessary, collect additional information in connection with the allegations or request the Secretary General to provide expertise or to seek external expertise. The scope of any such activities must stay within the approved budget. Any new information collected by the Panel must be provided to the National Society or statutory body in writing, with an opportunity given to respond.

On conclusion of its consideration of the allegations, the Panel shall issue to the National Society or statutory body, with a copy to the Chair, a final report including its recommendations for the resolution of any breach of integrity that could not be resolved during the course of the Panel's work.

*Action by the
Governing
Board*

- 3.5 If the Panel's recommendations require any action by the Governing Board, as outlined in Article 23, paragraph 1 (n) of the Constitution, or by the General Assembly, as outlined in Article 17, paragraph 1 (b) of the Constitution, the Panel shall submit a report to the Governing Board, including a summary of its findings, measures taken to resolve the matter and recommendations for any further action to be taken.

The President shall immediately inform the National Society or statutory body concerned, and shall invite it for a hearing at a closed session of the Governing Board, at which the Governing Board shall discuss and/or decide the case.

Rule 4 Suspension and re-instatement of a National Society

*Hearing and
consideration*

- 4.1 If on receipt of a report from the panel it appears to the Governing Board that the situation of a National Society may have fallen into one of the cases provided for in Article 12, paragraph 2 ("Suspension") or Article 13, paragraph 1 ("Expulsion") of the Constitution, the Governing Board shall send a written notice to the National Society identifying the possible fault and requesting it to submit its response for consideration by the Governing Board at its next session.

The National Society shall have the right to be heard at the Governing Board, in a closed session.

*First written
warning*

- 4.2 If the Governing Board determines, after due consideration of the National Society's response, that the National Society has fallen into one of the cases provided for in Article 12, paragraph 2 or Article 13 paragraph 1 of the Constitution, the Governing Board may issue a written warning to the National Society.

Suspension

- 4.3 If the Governing Board, at its next session following issuance of a written warning, determines that the National Society has not resolved the issue, it may - once having allowed the National Society a second

opportunity to be heard, and after due consideration of the matter in closed session - suspend the membership of the National Society, and/or recommend to the General Assembly the expulsion of the National Society.

Any decision to suspend the membership or recommend the expulsion of a National Society must be supported by a report of the Governing Board, including all information and copies of all documentation considered by the Governing Board in reaching its decision.

- Appeal* 4.4 A National Society may appeal against the decision in favour of its suspension to the General Assembly. The suspension shall remain valid, however, unless and until overturned by the General Assembly. On receipt of an appeal from a National Society, the General Assembly shall review in closed session the Governing Board's report, together with any additional information presented to it by the National Society, and shall give the National Society an opportunity to be heard.
- Re-instatement* 4.5 The Governing Board may re-instate the National Society after:
- determining that the National Society has resolved the issue for which its membership was suspended,
 - assessing that these difficulties are unlikely to be repeated in the foreseeable future, and
 - receiving from the National Society an assurance that these difficulties will not be repeated.

Rule 5 Expulsion and re-admission

- Expulsion* 5.1 The Governing Board may recommend to the General Assembly the expulsion of a National Society only after having taken all the steps set out in Rule 4.1–3. Such recommendation shall be made by submission of a report including all information and copies of all documentation on which the recommendation is based, and detailing the steps taken to date.
- Hearing and consideration* 5.2 On receipt from the Governing Board of a recommendation for the expulsion of a National Society by the General Assembly, the Secretary General shall send a written notice to that National Society of the recommendation and its justification, inviting the National Society to

submit its response for consideration by the General Assembly at its next session.

Expulsion 5.3 After due consideration of the matter in closed session, and after allowing the National Society an opportunity to be heard at the General Assembly, the General Assembly may expel the National Society.

Re-admission 5.4 In conformity with Article 13, paragraph 5 of the Constitution, the National Society expelled may apply for re-admission. The General Assembly may admit the National Society, following the procedure laid down in Article 7 of the Constitution, after:

- determining that the National Society has resolved the issue for which its membership was terminated,
- assessing that these difficulties are unlikely to be repeated in the foreseeable future, and
- receiving from the National Society an assurance that these difficulties will not be repeated.

Section III

General Assembly

Rule 6 Ordinary sessions

Place and date of sessions 6.1 The opening date and the duration of all sessions of the General Assembly shall be fixed by the Governing Board if the General Assembly has not itself already decided on these matters. The General Assembly shall meet in ordinary session once every two years, as close as possible to the twenty-fourth month since the previous ordinary session.

6.2 If, as an exception to Article 18, paragraph 1 of the Constitution, an invitation is received from a National Society for the General Assembly to meet elsewhere than at the headquarters of the International Federation the decision to accept the invitation shall be made by the General Assembly if it is in session.

- 6.3 Such an invitation may only be accepted by the General Assembly subject to the provision by the inviting National Society to the Secretary General of the following assurances in writing:
- a) an assurance from its government that all National Societies will be allowed to send delegations to take part in the session;
 - b) an assurance that all practical arrangements for an effective General Assembly can be fulfilled;
 - c) an assurance that all additional costs over and above those normally incurred by sessions held at the headquarters of the International Federation will be met.

*Exceptional
circumstances*

- 6.4 In the application of Article 18, paragraph 3 of the Constitution the following circumstances shall, in particular, be regarded as exceptional:
- a) if a session of the General Assembly cannot be arranged by the inviting National Society because it is no longer able to assure the right of all National Societies to attend the session;
 - b) if the country to which the inviting National Society belongs becomes involved in a conflict of whatever kind, including internal disorders, on a scale or of such a nature as would render the holding of the session impossible or inappropriate;
 - c) if the country of the inviting National Society is affected by a natural disaster on a scale or of such a nature as would render the holding of the session impossible or inappropriate;
 - d) if the inviting National Society is suddenly confronted with financial difficulties.

Before decisions are taken in compliance with Article 18, paragraph 3 of the Constitution, the inviting National Society will be given an opportunity to request a meeting with the Governing Board.

Rule 7 Convocation

The General Assembly shall be convoked by the President at the place and on the date determined in accordance with Rule 6. At least five

months before the opening of the session the Secretary General shall dispatch to all National Societies, by registered mail or by any other means that provide evidence of transmission, the notice of convocation, the provisional agenda drawn up by the Governing Board and relevant practical information.

Rule 8 Agenda and papers for the session

Contents of the provisional agenda

8.1 The provisional agenda for an ordinary session shall among other items comprise:

- Roll call
- Adoption of the agenda
- Admission, suspension, expulsion or re-admission of National Societies
- Appointment of the drafting committee
- Approval of the records of the preceding session
- Statement by the President
- Report by the Secretary General
- Report by the Governing Board
- Reports by the Finance Commission, Youth Commission, Compliance and Mediation Committee and Election Committee
- Financial reports by the Secretary General for the preceding two financial years
- Budgetary proposals by the Secretary General for the ensuing two financial years
- Reports by advisory bodies established by the Assembly
- Items decided by the General Assembly at a previous session
- Items proposed by the Governing Board
- Elections and appointments.

Provisional agenda and observations

8.2 A first draft of the provisional agenda shall be sent out to all National Societies for informal consultation, giving sufficient notice for any National Society to present observations, amendments or additions to this provisional agenda. These must reach the Secretary General at least twenty days before the penultimate ordinary session of the Governing Board preceding the General Assembly. The Governing Board shall examine these observations, amendments or additions at its penultimate ordinary session and decide on the provisional agenda to be submitted with the convocation, together with a request for further comments to reach the Secretary General no later than twenty days be-

fore the ordinary session of the Governing Board immediately preceding the General Assembly. At that session the final draft agenda will be established for adoption at the first meeting of the General Assembly.

- 8.3** The Secretary General shall be responsible for the preparation of the documents, or for collecting them from National Societies or other appropriate bodies, as the case may be. All available documents shall be dispatched forty days before the opening of the session. A second despatch may be arranged not later than fourteen days after the last ordinary Governing Board meeting preceding the General Assembly.

Final agenda

- 8.4** The final agenda shall be adopted by decision of the General Assembly. Only items which the General Assembly considers to be urgent and important may be added to the agenda during the session.

Rule 9 Extraordinary sessions

Extraordinary sessions

Rules 7 and 8 shall also be applied, with due alteration of details, to extraordinary sessions of the General Assembly, with the following modifications:

- a) if the General Assembly is convoked in accordance with Article 18, paragraph 5 of the Constitution, the President shall fix the place and date;
- b) if the session is convoked on the initiative of National Societies, the date and place shall be fixed by the President in consultation with the Secretary General, and shall be held between the twenty-first and the fortieth day following the receipt at the headquarters of the International Federation of the request for convocation;
- c) the provisional agenda shall be dispatched to National Societies without delay.

Rule 10 Delegations of National Societies

Delegations

- 10.1** Each National Society shall be represented by a delegation of not more than five persons.

The names of the members of each delegation and the appointment of one of them as chief of delegation shall be communicated to the Secretary General at least fifteen days before the opening of the session. If a National Society changes the composition of its delegation during a session of the General Assembly, it shall notify the Secretary General immediately.

- Accreditation*
- 10.2** In cases of serious doubt the Secretary General may ask individuals registered as delegates to provide evidence of their legitimacy to represent their National Society. Should such evidence not be considered satisfactory those individuals may be denied access to the General Assembly by its Chair.
- 10.3** No member of a National Society delegation to the General Assembly acting as chair of a session or of a meeting of the General Assembly may represent his/her National Society.
- 10.4** The alphabetical order of National Societies shall be the alphabetical order of the French names of the countries to which they belong.

Rule 11 Observers

- Observers*
- 11.1** In accordance with Article 41 of the Constitution, the observers to be invited to participate in the ordinary sessions of the General Assembly are, among others:
- a) the International Committee of the Red Cross;
 - b) other international organisations ;
 - c) governmental or non-governmental organisations;
 - d) National Societies pending recognition and admission, on condition that they are conducting their activities in conformity with the Fundamental Principles.
- Statements by observers*
- 11.2** At the invitation of the Chair of a session of the General Assembly, observers may make statements on matters of special interest to their organisations.
- Access to documents*
- 11.3** Observers shall have access to such documents of the General Assembly as the Secretary General considers appropriate. Observers may sub-

mit documents to the Secretary General, who shall determine in what form and to what extent these may be distributed during the session.

- Guests* 11.4 The President may, with the agreement of the Governing Board, issue invitations to guests for an ordinary session or part of an ordinary session of the General Assembly.

Rule 12 Chairmanship

- 12.1 The General Assembly shall be chaired by the President of the International Federation.
- 12.2 The President may delegate the chairmanship of a meeting or a session of the General Assembly to a Vice-President.

Rule 13 Opening and conduct of business

- Opening of session quorum* 13.1 The Chair may declare open a session of the General Assembly and allow deliberations to proceed only when there is a quorum present in accordance with Article 19 of the Constitution.
- 13.2 The Chair shall preside over all debates. In addition to the powers conferred upon him/her elsewhere in these Rules, he/she shall declare the opening and closing of each plenary meeting of the session, ensure observance of these Rules, put questions and issues to the vote and announce the results.

Rule 14 Depositing of texts

- 14.1 Proposals for draft decisions to be submitted to the General Assembly shall be deposited with the Secretary General before each meeting in sufficient time for translation, printing and distribution.
- 14.2 As a general rule, proposals and amendments may only be discussed and voted upon when the delegates have been in a position to take note of their exact text. A proposal submitted during the course of a meeting may only be discussed at that meeting with the permission of the General Assembly.

- 14.3 As a general rule, reports submitted to the General Assembly in writing shall not be read out.

Rule 15 Languages

Official languages

- 15.1 The six official languages of the General Assembly shall be Arabic, Chinese, English, French, Russian and Spanish. These six languages may be used in debates without the prior permission of the Chair. Any delegate using one of the official languages which is not at the same time a working language (i.e. Chinese or Russian) shall provide for its interpretation into one of the working languages.

Working languages

- 15.2 The working languages of the General Assembly shall be those in which simultaneous interpretation is provided and shall be the only languages in which documents relating exclusively to items on the agenda will be prepared. The working languages of the General Assembly shall be Arabic, English, French and Spanish.

Other languages

- 15.3 Any delegate wishing to speak in a language which is not a working language shall provide for its interpretation into one of the working languages. If the language in which he/she wishes to speak is not an official language, he/she shall obtain the permission of the Chair to use it.
- 15.4 If the National Society hosting the Assembly wishes to have any other language recognised as a working language it shall cover all costs involved.

Simultaneous interpretation and translation

- 15.5 Simultaneous interpretation and translation into the working languages shall be the responsibility of the Secretariat if the session takes place in Geneva. If the session takes place elsewhere on the invitation of a National Society, the host National Society shall have that responsibility in accordance with Rule 6.3.

Documents

- 15.6 All documents shall be submitted to the General Assembly in one of the working languages.

Rule 16 Debates

- 16.1 A representative of a National Society may only take the floor after having obtained the permission of the Chair.

- 16.2 National Societies shall be called upon in the order in which they have signified their interest to speak. Priority shall be given to the chair or rapporteur of a constitutional or advisory body, or to the delegate responsible for the respective report, proposal or amendment under discussion.
- 16.3 Expressions of congratulations and/or thanks may be given in the form of a single vote of thanks. Speakers shall limit their intervention to the subject under discussion.
- 16.4 The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion or not compatible with the Fundamental Principles. If necessary, the Chair may withdraw permission to speak.
- 16.5 The duration of any one intervention by a delegation on the same item shall not exceed ten minutes, but may be extended or shortened on the proposal of the Chair or of one of the delegations and by decision of the General Assembly.
- 16.6 The Secretary General or his/her representative shall have the right to request the floor at any time to make statements in the General Assembly on any matter under discussion.

Rule 17 Proposals, motions and amendments

- Order* 17.1 Proposals, motions and amendments shall be discussed in the order in which they are presented, unless the Chair decides otherwise.
- Point of order* 17.2 If, during a discussion, a delegation raises a point of order the discussion shall be suspended and the point of order immediately decided by the Chair. A delegate raising a point of order may not speak on the substance of the matter under discussion.
- Motions to adjourn or close* 17.3 Motions to adjourn or to close the debate shall have priority over all other motions. Unless the Chair decides otherwise, only one delegate may speak for, and one against (a) a motion to adjourn or to close a debate or (b) a point of order.
- 17.4 Discussion upon each question shall be closed when there are no further speakers or when a motion of closure proposed by a delegation and

supported by four other delegations has been adopted by the General Assembly.

Appeal 17.5 A delegation may appeal against the ruling of the Chair. The appeal shall immediately be put to the vote, and the Chair's ruling shall stand unless overruled by a simple majority of the National Societies present and voting.

Closing of the list of speakers 17.6 During the course of a debate, the Chair may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. He/she may, however, accord the right of reply to any member concerned by a previous intervention.

Rule 18 Voting rights

18.1 The chief of delegation of each National Society, or his/her substitute, shall exercise the vote of that National Society.

18.2 No National Society may vote on behalf of another National Society.

18.3 The Chair of the General Assembly shall have no vote in the General Assembly.

18.4 Observers and guests shall not have the right to vote.

Rule 19 Voting procedures

General rule 19.1 As a general rule, votes shall be taken by a show of hands.

Roll call 19.2 The vote shall be taken by roll call if five delegations so request. In this event, the delegations shall be called in alphabetical order. The name of the National Society which shall vote first shall be chosen by the drawing of lots.

Secret ballot 19.3 The vote shall be taken by secret ballot if a simple majority of the National Societies present and voting so decides. In this event, the Secretary General shall have ballot papers distributed. Before the vote, the Chair shall appoint, from among the delegates of National Societies present, two tellers who, with the assistance of the Secretary General or his/her representative, and after all the ballots have been collected, shall proceed to a count of the votes.

- Interruption of voting* **19.4** After the Chair has announced the beginning of voting, no delegate shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.
- Voting on proposals* **19.5** If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.
- Voting on amendments* **19.6** When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.
- Priority of motion* **19.7** Subject to Rule 17, the following motions shall have precedence, in the order set out below, over all other proposals or motions:
- a) to suspend the meeting;
 - b) to adjourn the meeting;
 - c) to adjourn the debate on the item under discussion;
 - d) to close the debate on the item under discussion.

Rule 20 Definition of majorities

- Simple majority* **20.1** A simple majority consists of any majority obtaining the largest number of votes of members present and voting.
- Absolute majority* **20.2** An absolute majority consists of more than fifty per cent of National Societies present and voting.

Rule 21 Decisions

- 21.1 Decisions shall be taken in accordance with Article 20 of the Constitution and the results of all votes shall be announced by the Chair and indicated in the records. Amendments to proposals relating to matters for which a qualified majority has been provided require the same majority as the one required for the adoption of the original proposals.
- 21.2 Decisions for consideration by the General Assembly shall be put in writing in all working languages by a drafting committee appointed by the General Assembly for that purpose.

Rule 22 Reconsideration of decisions

Permission to speak to a motion to reconsider shall be accorded only to the proposer of the said motion and to two speakers opposed to such a motion when supported by five delegations. Thereafter the motion shall be put to the vote after any reply from its proposer.

Rule 23 Records

General Assembly

- 23.1 The Secretary General shall retain the recorded tapes of the meetings of the General Assembly. The record of the session shall include a summary of the discussions of the General Assembly, the text of the decisions taken by the General Assembly and the list of delegates. The record of the session shall also include the reports from the constitutional and advisory bodies, as annexes.
- 23.2 The record of the session shall be distributed to National Societies within six months following the close of the session of the General Assembly.

Section IV

Elections

Rule 24 Election Committee

- Appointment* 24.1 In accordance with Articles 28 and 32 of the Constitution, an Election Committee shall be appointed by the General Assembly, on the proposal of the Governing Board.
- Composition* 24.2 The Committee shall consist of one member of each of four geographical regions (Africa, the Americas, Asia, Europe) and a Chair. When a member vacates office before completion of his/her full term for any reason (including possible conflict of interest) the Governing Board may appoint an interim member to hold office until the next session of the General Assembly.
- Functions* 24.3 The Committee's tasks are set out in Article 32, paragraph 2 of the Constitution. When carrying out these tasks the Committee shall:
- (i) ensure that, by means of the development of campaigning standards, equal opportunities for consideration of all candidates are guaranteed;
 - (ii) draw up objective criteria, such as education and professional Red Cross and Red Crescent experience for the different posts approved by the Governing Board.
 - (iii) receive all applications for the posts of President, Vice-Presidents and members of the Governing Board (individuals and National Societies), and inform the National Societies about the process.
 - (iv) establish an election timetable and receive all the applications of candidates for the Finance Commission, Youth Commission and Compliance and Mediation Committee, and submit a list of candidates for appointment by the General Assembly.
 - (v) ensure that members proposed for constitutional bodies reflect the agreed criteria as set out in the Rules of Procedure and that the principles regarding a fair geographical distribution and gender are followed;

- (vi) arrange secret ballots for the election of the President, of the National Societies entitled to appoint a Vice-President, and of the National Societies seeking to be members of the Governing Board. The Committee shall be provided with a special location where each delegation may record its vote by secret ballot while the General Assembly continues its deliberations. No member of the Committee may be a candidate in these elections.

Code of conduct

- 24.4 Each member of the Committee shall sign a code of conduct regarding possible conflicts of interest, to be agreed by the Governing Board.

Ways of working

- 24.5 The Committee shall meet at least once a year. It shall otherwise agree its own working procedures, in consultation with the Governing Board. Such procedures shall include agreement upon the preparation and scope of the records of its meetings.

Rule 25

Fair geographical distribution

- 25.1 Before the elections referred to in Rule 24.3 (vi) the Secretary General, in consultation with the Governing Board and with the National Societies concerned, shall group those National Societies into the four geographical regions listed in Rule 24.2.
- 25.2 The General Assembly shall elect from each geographical region one National Society to appoint a Vice-President and five National Societies members of the Governing Board.

Rule 26

Submission and presentation of nominations

Filing of nominations

- 26.1 Nominations of persons for election to the office of President, of National Societies for the purpose of appointing Vice-Presidents, and of National Societies members of the Governing Board, may be made by the National Societies, and shall be submitted in writing to the Secretary General not later than sixty days before the opening meeting of the session of the Assembly at which the elections are to take place.

The nomination of a President shall be accompanied by a CV in a format provided by the Election Committee and shall include a short statement in support of his/her candidature.

The Secretary General shall publish these nominations, including the CV and the statement, by appropriate means (including electronically) in all four working languages, as soon as possible after reception but not later than fifty days before the opening of the General Assembly.

- 26.2 A National Society that accepts its nomination as a Society to appoint a Vice-President shall communicate to the Election Committee the name of the person it intends to appoint to the post. This communication shall be accompanied by a CV and a statement from that person. The Secretary General shall publish the CV and statement by appropriate means (including electronically) in all four working languages, at least fifty days before the election.

Nominations for more than one position may be submitted simultaneously, on the understanding that once an individual has been elected to any one position all other nominations shall be withdrawn.

- 26.3 These nominations shall be given to the Chair of the Election Committee. Before submitting nominations National Societies shall first satisfy themselves that the candidates they propose are willing to serve.
- 26.4 Between the first and the second plenary meeting of the General Assembly the Election Committee shall present to the chiefs of delegation all the nominations received. Nominations other than those for the office of President shall be arranged in four separate lists according to the four geographical regions listed in Rule 24.2. Until the closure of the second plenary meeting each chief of delegation may present in writing to the Chair of the Election Committee additional nominations, or withdraw his/her National Society's candidatures. The list of nominations shall then be closed and may not be opened again, in order that no unsuccessful candidate may then nominate him/herself for any subsequent election.

Rule 27 Election of the President

- 27.1 The election of the President shall be held by secret ballot and in accordance with the provisions stipulated in Article 33, paragraph 3 of the Constitution.
- 27.2 At the third plenary meeting the final list of candidates for the office of President shall be issued by the Election Committee.

- Profile* 27.3 Eligible candidates for the office of President shall have held similar senior office, and have a sufficient command of at least one of the working languages of the International Federation.
- Further details of the desired profile shall be agreed by the Election Committee, for approval by the Governing Board before candidates are invited to stand.
- Ballots* 27.4 Ballots bearing the names of all candidates for the office of President shall then be issued and the election process for the President shall take place.
- Second ballot* 27.5 If no candidate for the office of the President obtains an absolute majority on the first ballot, a second ballot shall be held, and the candidate who has obtained the smallest number of votes shall be deleted from the list.
- Tie* 27.6 If there is a tie between candidates having obtained the smallest number of votes, both their names shall be deleted from the ballot.
- 27.7 If, on the second ballot, no candidate obtains an absolute majority, successive ballots shall be held in the same circumstances as those stipulated above until one candidate obtains the absolute majority required.

Rule 28

Election and appointment of the Vice-Presidents

- Election* 28.1 The election of National Societies entitled to appoint a Vice-President shall be by secret ballot and held after that of the President.
- Profile and procedure* 28.2 The National Society of which the newly elected President is a member shall not be eligible in this respect, and its name may not be included in the list of candidate Societies.
- Eligible candidates for the office of Vice-President shall have held similar senior office, and have a sufficient command of at least one of the working languages of the International Federation. Further details of the profile shall be established by the Election Committee for approval by the Governing Board.
- 28.3 Any candidate not elected to the post of President may be subject to appointment by his/her National Society to the office of Vice-Presi-

dent, provided that the candidature and nomination have been put forward at the appropriate time as stipulated in Rule 26.2.

Geographical distribution

- 28.4 A single ballot containing the names of all the candidates arranged in four lists in accordance with the four geographical regions listed in Rule 24.2 shall be put before each chief of delegation present at the meeting. Each National Society may exercise its vote in respect of any candidate listed, but may not vote for more than one candidate within each list. Any ballot in which a National Society has voted for more than one candidate from any one of the lists shall be invalid.
- 28.5 The candidate receiving the greatest number of votes in each list will be elected and appointed. If there is a tie in the voting, subsequent rounds will be held until one candidate receives a majority. The election by the General Assembly of those National Societies that have nominated a candidate for the post of Vice-President shall automatically and exclusively involve the appointment of the Vice-Presidents named as candidates by those Societies.

Rule 29 Election of National Societies members of the Governing Board

Timing; eligibility

- 29.1 Proposed candidatures of National Societies members of the Governing Board shall be considered once the elections of the President and the Vice-Presidents have been completed. The elections of National Societies members of the Governing Board shall be held by secret ballot.

The National Societies of the newly elected President and Vice-Presidents shall not be eligible for membership of the Governing Board, in accordance with Article 33, paragraph 5 of the Constitution.

Geographical groups

- 29.2 A single ballot containing the names of all candidates arranged in four lists according to the four geographical regions listed in Rule 24.2 shall be given to each chief of delegation present at the meeting. Each National Society may exercise its vote in respect of any Society listed, but shall not vote for more than five Societies within each geographical region. Any ballot in which a National Society has voted for more than five Societies in any one list shall be invalid.

Majority

- 29.3 The National Societies receiving the greatest number of votes in each geographical region shall be elected. If there is a tie in the voting within

any one list, a second or subsequent ballot will be held, but only in respect of the vacancies remaining within any one geographical region between the tied National Societies.

Rule 30 Vacancies in office

- Vacancy in the office of the President* **30.1** The case of a vacancy in the office of the President is addressed in Article 25, paragraph 5 of the Constitution.
- Vacancy in the office of Vice-Presidents* **30.2** In the event of incapacity or of a vacancy amongst any of the Vice-Presidents the National Society concerned shall, after consultation with the Election Committee in order to verify that the relevant criteria are met, appoint another Vice-President to fill the post until the end of the scheduled term of office.
- Vacancy of Societies members of the Board* **30.3** In the event of vacancies occurring amongst the National Societies members of the Governing Board, the General Assembly at its next session shall hold elections to fill such vacancies, taking into account Rule 25. The term of office of the National Societies so elected shall expire at the close of the ensuing session of the General Assembly at which elections are to be held.
- Vacancy in the post of the Secretary General* **30.4** In the event of a vacancy occurring in the post of the Secretary General, the Governing Board shall at its next session make an appointment as Acting Secretary General until a new appointment has taken place in accordance with Rule 32.1. Until the appointment of an Acting Secretary General by the Governing Board, the Deputy Secretary General shall exercise the functions of the Secretary General. In the event of a vacancy in the post of the Deputy Secretary General, the President shall appoint an interim Deputy Secretary General from among the Under Secretaries General/Directors.
- Vacancy in the chairmanship of a constitutional or advisory body* **30.5** In the event of a vacancy occurring in the office of the chair of a constitutional or advisory body, the vice-chair of the body concerned shall undertake the chair's functions and shall take his/her place on the Governing Board (where applicable) until the General Assembly or Governing Board, as the case may be, holds an election to fill the vacancy at its next session.

Section V

Governing Board and Secretary General

Rule 31 Governing Board

- Board sessions* 31.1 The sessions of the Governing Board shall normally be held at the headquarters of the International Federation, or elsewhere when so decided by the Governing Board, or through the use of telecommunications, on condition that these allow the full participation of all Governing Board members.
- Convocation* 31.2 The Governing Board shall be convoked by the President. The summons shall indicate the place, the opening date and the duration of the session.
- Chairmanship* 31.3 The President of the International Federation, or one of the Vice-Presidents when so asked by the President, shall preside over the sessions of the Governing Board and shall ensure the observance of these Rules.
- 31.4 A provisional agenda drawn up by the Secretary General in agreement with the President shall be dispatched to the members of the Governing Board. The agenda shall be accompanied by all relevant documents. They shall be sent by post or e-mail, according to the preference of each Governing Board member, in time to be received at least fifteen days in advance of the meeting, and shall also be made available by appropriate electronic means.
- Status of representatives* 31.5 Representatives of National Societies members of the Governing Board shall act as members of a collective body of the International Federation, and shall be influenced in their decisions only by the interests of the International Federation when the Governing Board carries out the responsibilities assigned to it by the Constitution and by the General Assembly.
- Working languages* 31.6 The working languages of the Board shall be Arabic, English, French and Spanish.

31.7 Interventions made in any one of the four working languages shall be translated into the three other languages.

31.8 Any member wishing to speak in a language other than any of the four working languages shall obtain the permission of the President and shall provide for interpretation into one of the four working languages.

*Conduct of
Business Board
manual*

31.9 Rules 12 to 23 shall, with due alteration of details and except as otherwise provided, be applied to the conduct of business of the Governing Board, with the modification that the records of the Governing Board shall be presented to National Societies within three months after the close of the session. The Governing Board shall establish a manual for its conduct.

Rule 32 Secretary General

*Vacancy;
Appointment*

32.1 When a vacancy arises in the post of Secretary General, the Governing Board shall establish a selection committee from amongst its members, to draw up a shortlist of candidates ranked in accordance with any applicable conditions set by the General Assembly. The selection committee may enlist external assistance in the selection process. The Governing Board may select one candidate from the shortlist for appointment. The decision shall be taken in closed session.

32.2 In accordance with Article 27, paragraph 1 of the Constitution the Governing Board shall prepare a draft of the general conditions applicable to the post of the Secretary General, together with a contract drawn up in accordance with the relevant provisions of these Rules, any applicable provisions set by the General Assembly and the labour law governing the International Federation.

*Ad hoc
working groups*

32.3 The Secretary General may, in carrying out his/her functions, establish temporary or ad hoc working groups of experts, provided that the necessary funds are available.

Documents

32.4 The Secretary General shall arrange for the receipt, translation into the working languages of the General Assembly and circulation of documents, reports, decisions and recommendations of the Assembly, the Governing Board and their constitutional and advisory bodies, and for the preparation of the records of their meetings.

Communication of decisions 32.5 The Secretary General shall ensure that decisions and recommendations adopted by the General Assembly and the Governing Board are communicated to the members of the Governing Board within fifteen days and to National Societies within thirty days following the end of their respective sessions.

Rule 33

Representation of the International Federation

Representation of the International Federation 33.1 In compliance with Articles 25, paragraph 2 (e) and 27 paragraph 2 (f) of the Constitution, representatives of National Societies charged with representing the International Federation at conferences and meetings, other than those convened by the bodies of the International Federation, shall act in conformity with the official views expressed by the General Assembly, the Governing Board, the President or the Secretary General

The same applies to officials of the Secretariat who attend meetings as representatives of the International Federation.

33.2 The President or the Secretary General shall ensure that all such representatives of the International Federation are given the appropriate briefings and instructions.

Section VI

Finance Commission

Rule 34

Appointment 34.1 In conformity with Articles 29, paragraph 1 and 33, paragraph 7 of the Constitution, the Chair and members of the Finance Commission shall be appointed by the General Assembly on presentation of candidates by the Election Committee.

Vice-Chair 34.2 The Commission shall elect a Vice-Chair from amongst its members.

Nominations 34.3 Nominations for membership of the Commission, when vacancies arise, may be put forward by National Societies and sent to the Sec-

retary General for dispatch to the Election Committee. They should reach the Committee at least sixty days before the session of the last ordinary meeting of the Governing Board before the session of the General Assembly at which the appointment of the Finance Commission is to take place.

On the basis of the proposals received the Election Committee, following consultation with the Chair of the Finance Commission, shall draw up a list of proposed candidates for submission to the Governing Board for its consideration at its last meeting before the next session of the General Assembly. The Election Committee shall present its recommendations to the General Assembly, including a recommendation for the appointment of the Chair.

- | | | |
|-------------------------|------|---|
| <i>Members' profile</i> | 34.4 | Candidates for membership of the Finance Commission must be able to demonstrate at least ten years of relevant senior professional experience in the management of finance and/or risk management, with a record of service with a National Society and with the ability to work effectively in one of the four working languages of the International Federation. |
| <i>Vacancies</i> | 34.5 | Without prejudice to Rule 30.5, in the event of a vacancy occurring amongst the membership of the Finance Commission the General Assembly shall at its next session, upon the recommendation of the Election Committee, appoint new members in order to fill such vacancy, taking into account Rule 25. The term of office of the member so elected shall expire at the close of the ensuing session of the General Assembly at which elections are to be held. |
| <i>Ways of working</i> | 34.6 | The Commission shall meet at least twice a year prior to the ordinary sessions of the Governing Board. It shall otherwise agree its own working procedures, in consultation with the Governing Board. Such procedures shall include agreement upon the preparation and scope of the records of its meetings. |
| <i>Convocation</i> | 34.7 | The Commission shall be convoked by its Chair. The convocation shall indicate the place, the opening date and time and the duration of the session. |

A provisional agenda drawn up by the Chair shall be dispatched to the members. The agenda shall be accompanied by the relevant documents prepared by the Secretary General. They shall be sent to re-

ipients in time to be received at least fifteen days in advance of the meeting.

Chairmanship 34.8 The Chair shall preside over the session, shall ensure the observance of these Rules, and shall prepare a report on the work of the Commission for submission to the Governing Board and the General Assembly.

Decisions 34.9 The decisions of the Commission shall be valid when a quorum of at least half of its members is present, and shall be taken by a simple majority of the members present and voting. In the event of a tie the Chair shall have a casting vote.

Rule 35 Declaration of default

35 Pursuant to Articles 11 and 35 of the Constitution a National Society is considered to be technically in default when the amounts overdue exceed the current year's assessed contribution plus the two preceding years' assessed contributions.

If in such circumstances the current year's contribution has not been received before the April meeting of the Finance Commission the Commission shall send a letter of warning to the National Society, requesting immediate payment or an explanation for the non-payment. If the matter has still not been resolved before the October meeting of the Governing Board the Commission shall bring the matter to that meeting, including a recommendation as to whether the National Society concerned should be declared in default and specifying the consequences set out in Article 35, paragraphs 6 and 7 of the Constitution.

Section VII Youth commission

Rule 36

Appointment 36.1 In conformity with Articles 30, paragraph 1 and 33, paragraph 7 of the Constitution, the Chair and members of the Youth Commission shall

be appointed by the General Assembly on the recommendation of the Election Committee. There shall be two members per geographical region.

Vice-Chair **36.2** The Commission shall elect a Vice-Chair from amongst its members.

Nominations **36.3** Nominations for membership of the Commission, when vacancies arise, may be put forward by National Societies and sent to the Election Committee. They should reach the Committee at least sixty days before the session of the last ordinary meeting of the Governing Board before the session of the General Assembly at which the appointment of the Youth Commission is to take place.

On the basis of the proposals received the Election Committee, following consultation with the Chair of the Youth Commission, shall draw up a list of proposed candidates for submission to the Governing Board for its consideration at its last meeting before the next session of the General Assembly. The Election Committee shall present its recommendations to the General Assembly, including a recommendation for appointment as Chair.

Members' profile **36.4** Candidates for membership of the Youth Commission must be over eighteen, and must not have reached the age of thirty-one upon appointment. They must have experience of governance and/or of the development of youth in their National Society, and be able to work effectively in one of the four working languages of the International Federation.

Vacancies **36.5** Without prejudice to Rule 30.5, in the event of a vacancy occurring among the members of the Youth Commission, the General Assembly shall at its next session, upon the recommendation of the Election Committee, appoint new members in order to fill such vacancy, taking into account Rule 25. The term of office of the member so elected shall expire at the close of the ensuing session of the General Assembly at which elections are to be held.

Ways of working **36.6** The Commission shall meet at least twice a year prior to the ordinary sessions of the Governing Board. It shall otherwise agree its own working procedures, in consultation with the Governing Board. Such procedures shall include agreement upon the preparation and scope of the records of its meetings.

Convocation 36.7 The Commission shall be convoked by its Chair. The summons shall indicate the place, the opening date and the duration of the session.

A provisional agenda drawn up by the Chair shall be dispatched to the members. The agenda shall be accompanied by the relevant documents prepared by the Secretary General. They shall be sent to recipients in time to be received at least fifteen days in advance of the meeting.

Chairmanship 36.8 The Chair shall preside over the session, shall ensure the observance of these Rules and shall prepare a report on the work of the Commission for submission to the General Assembly or the Governing Board.

Decisions 36.9 The decisions of the Commission shall be valid when a quorum of at least half of its members is present and shall be taken by a simple majority of the members present and voting. In the event of a tie the Chair shall have a casting vote.

Section VIII Regional Conferences

Rule 37

Rules of Procedure for Regional Conferences The Rules of Procedure as adopted by the General Assembly for the Regional Conferences are annexed to these Rules.

Section IX Advisory bodies

Rule 38

Definition 38.1 Advisory bodies are those bodies set up by the Governing Board or General Assembly, as the case may be, in accordance with Article 17, paragraphs 1 (h) and 2 (a) of the Constitution, in order to help them

facilitate and enhance their work. The Governing Board or General Assembly shall draw up their terms of reference and the duration of their remit.

- Geographical Distribution* 38.2 When establishing advisory bodies, the Governing Board or General Assembly, as the case may be, shall take into account the need to respect fair geographical representation of National Societies in the activities of the International Federation. The Governing Board or General Assembly, as the case may be, shall appoint the chair, at least one vice-chair and the members of advisory bodies, and shall establish their mandate and term of office. The Governing Board or General Assembly, as the case may be, may decide to ask for nominations from National Societies, or fill the vacancies directly as they deem fit.
- Representation* 38.3 The members of such bodies may include representatives of National Societies or individuals appointed in a personal capacity. The number of members of an advisory body shall not normally exceed nine.
- Financial implications* 38.4 Any proposal or recommendation made by an advisory body involving expenditure shall require a report on the financial and administrative implications of such proposals or recommendations. If the expenditure proposed cannot be covered by the budget, no decision shall be taken nor any recommendation adopted before the General Assembly or Governing Board, as the case may be, has taken the necessary measures to make available the funds required.
- Ways of working* 38.5 When establishing an advisory body the Governing Board or General Assembly shall provide guidance on its ways of working.

Section X

Financial regulations

Rule 39

- Financial regulations* The General Assembly shall establish regulations for the financial administration of the International Federation, including regulations for travel assistance.

Rule 40

Financial implications of recommendations by constitutional or advisory bodies

- 40.1 Recommendations involving expenditure presented for approval to the Governing Board or General Assembly by constitutional or advisory bodies shall be accompanied by an estimate of expenditure prepared by the Secretary General.
- 40.2 The Secretary General shall keep the constitutional or advisory bodies informed of the detailed estimated cost of all recommendations which have been submitted by them for approval by the Governing Board or General Assembly.

Section XI

Final provisions

Rule 41

Amendments to the Constitution

- 41.1 In pursuance of Article 46 of the Constitution the texts of proposed amendments to the Constitution shall be communicated to the Secretary General in time to permit the transmission of copies thereof by the Secretary General to National Societies not later than five months before the opening of the session of the General Assembly at which they are intended to be considered.
- 41.2 The General Assembly shall decide the date on which the adopted amendments shall enter into force.

Rule 42

Amendments and suspension of the Rules of Procedure

*Amendments
to the Rules of
Procedure*

- 42.1 Amendments of or additions to these Rules may be adopted at any plenary meeting of the General Assembly, provided that the General Assembly has received and considered a report thereon by an appropriate body appointed by the Governing Board.

Suspension of the Rules of Procedure **42.2** Apart from the respective provisions of the Constitution the General Assembly may at any plenary meeting decide by a simple majority to propose the suspension of any of these Rules, provided that notice of the proposal has been communicated through the Secretary General to delegations not less than twenty-four hours before the beginning of the meeting at which the proposal is to be debated.

Rule 43

Contradiction between provisions In case of any contradiction between any provision of these Rules and any provision of the Constitution, that of the Constitution shall prevail.

Entry into force These Rules shall enter into force at the end of the 16th Session of the General Assembly, 23rd November 2007.

Annex to Rule 1 para 1.3

Corporate identity 10 basic rules

- 1 The cross and the crescent must always be in plain solid red. Their shapes must not be altered. The cross and the crescent must be two dimensional, not three dimensional.
- 2 The cross and the crescent must always appear on a white background. No variations, not even beige or grey shading, are allowed.
- 3 No lettering, design or object should be superimposed on the white background or on the cross or crescent itself. The cross and the crescent may not be used in series as a border, repetitive decoration, typographic embellishment or shown as a drawing in perspective.
- 4 Do not use the emblem alone. Please use the emblem with the full name placed on the right-hand side.

- 5 Type must align left vertically with the right-hand edge of the emblem.



International Federation
of Red Cross and Red Crescent Societies

International Federation logotype in English

- 6 The wording *International Federation of Red Cross and Red Crescent Societies* is set in HELVETICA regular or HELEVETICA 55, or alternatively in ARIAL regular. The typeface selected for the wording is an integral part of the logotype and cannot be altered.

- 7 The International Federation's logotype comprises three colours:

- red
- black
- white

Red Cross and Red Crescent red is Pantone® P. 485. See left for corresponding formulas in four colour process, RGB process and Web colours.



Pantone® colour

Pantone® P. 485	Process Black-	
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Four-colour process

Magenta	100%	Black	100%	-
Yellow	100%			

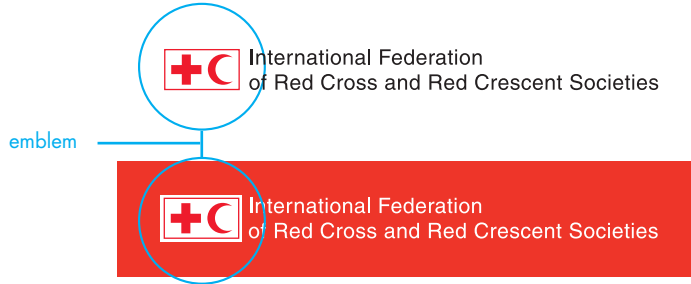
RGB process

red	204	red	0	red	254
green	0	green	0	green	254
blue	0	blue	0	blue	254

Web colours

# CC 00 00	# 00 00 00	# FF FF FF
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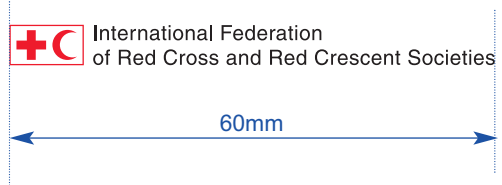
- 8** The emblem must always appear on a field of white. This must be a pure white. **No other background colour is permitted.** However, the logotype in reverse form, as a whole can be depicted on red background (similar to the red use in the emblem). The wording can only appear in white. **Note:** Only black or white is permitted for the wording.



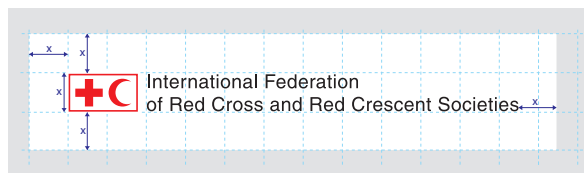
- 9** The minimum width for the International Federation logotype is 60mm.

Note: In rare circumstances, such as on a book or CD spine, it is permitted to use the emblem on its own. But, if possible, this is to be avoided. In such circumstances, the minimum width of the emblem is 10mm.

The minimum width for the four language International Federation logotype is 100mm.



- 10** To ensure that the logotype is not subjected to visual interference, it must be placed at a minimum distance from other text or graphics. The minimum distance that must be respected on all four sides of the logotype is equal to the height of the vertical axis of the emblem, as shown below.



Annex to Rule 37

Rules of Procedure for Regional Conferences

Approved by the 14th Session of the General Assembly
Geneva, 28-30 November 2003

(to replace the Rules adopted by the 12th Session
of the General Assembly, Geneva, October 1999)

Article 38 of the Constitution of the International Federation

Regional Conferences

1. A Regional Conference is a meeting of the National Societies of a statutory region as defined in the Rules of Procedure with the purpose of:
 - promoting co-operation, networking and partnerships amongst the National Societies of the regions;
 - identifying common humanitarian concerns and issues;
 - striving to achieve common strategies of implementation with regard to decisions of the General Assembly, the Council of Delegates and the International Conference;
 - making proposals to the Governing Board on matters related to the General Assembly and the Statutory Bodies of the Movement.
2. In principle a Regional Conference shall be held in each statutory region once every four years.
3. The Secretary General shall provide a report for the approval of the Governing Board on the agenda and the administrative, technical, financial and other implications of forthcoming Regional Conferences. He/she shall also present a report on the results of any Regional Conference held.
4. The Secretary General shall assist the host National Society in organising and holding a Regional Conference.
5. A Regional Conference shall be held in conformity with the Constitution and the Rules of Procedure.

Composition Rule 1

1. A Regional Conference, in accordance with Article 38 of the Constitution, shall be composed of delegations of member Societies of the Federation of the region.
2. Each Society may be represented by a delegation of not more than five persons.
3. The President and the Secretary General of the Federation as well as the Federation's elected Vice-President of the region participate in all regional conferences.

Conference Planning Committee Rule 2

1. For each Regional Conference, a Conference Planning Committee shall be established, immediately following the closure of each Conference, with responsibility for the preparation of the next Conference and for promoting the follow-up to resolutions of the last conference. It shall be composed of the elected Vice-President and the Societies members of the Board of the Federation from the region, of the chairman of the last Conference and, if the chairman comes from another Society, of the Society hosting the last Conference, of the host Society of the forthcoming Conference (as soon as designated) and the Secretary General of the Federation or his/her representative. It shall elect its own Chairman and the Secretary General of the Federation shall, if requested, provide secretarial support.
2. Unless the Conference has decided to accept an invitation from a National Society to host the next Conference, the Conference Planning Committee shall, through the report referred to in Article 38.3 of the Constitution, make a recommendation to the Federation's Governing Board as to the place and date of the next Regional Conference.
3. In case there exists a permanent body of regional coordination, such as CORI (*Inter-American Regional Committee*), this body shall act as Conference Planning Committee provided it meets the requirements of paragraph 1 of Rule 2 of the present Rules.

Responsibilities of the host Society Rule 3

1. The member Society of the Federation hosting the Conference shall be responsible for its organisation, including arrangements for:
 - a) the venues for the meetings of the inauguration, plenary and closing sessions and for any working group meetings,
 - b) the transportation of the delegates to and from official meetings and events if their venue is different from the place where they are boarded,
 - c) the personnel for the secretariat of the Conference, including translators and interpreters when necessary,
 - d) the provision of the audio visual and other equipment and other necessary items.
2. The host Society shall obtain from its Government written assurance that visas will be issued as required, to the representatives of all the National Societies of the region and the National Societies from outside the region invited as observers.
3. The host Society shall prepare and send to the National Societies of the region the final report of the Conference.

4. It shall be the responsibility of the host Society to ensure that all financial commitments of the Conference are met as per paragraph 1 of the present Rule including, as the case may be, additional commitments agreed in the Conference Planning Committee.
5. The Secretariat of the Federation shall support the host Society in organising and holding a Regional Conference in accordance with Article 38 of the Constitution. Such support shall be in conformity with the Strategy 2010, Federation policies and the priorities for the Secretariat set by the Board.

Officers of the Conference

Rule 4

1. At its first plenary meeting, the Conference shall elect a Chairman, one or more Vice-Chairmen, a Secretary and a General Rapporteur. The persons so elected, together with the Vice-President of the Federation of the region and the Secretary General of the Federation or his/her representative, shall constitute the Bureau of the Conference.
2. The elected Vice-President of the Federation from the region is ex officio a Vice-Chairman of the Conference.
3. The Chairman shall chair the plenary meetings. Until the Chairman is elected, the Conference will be chaired by the Chairman of the Conference Planning Committee.
4. On the request of the Chairman, or in the absence of the Chairman, one of the Vice-Chairmen shall chair the plenary meetings.
5. The Secretary of the Conference receives the documents and correspondence of the Conference and keeps the Chairman informed of all relevant matters during the Conference. The Secretary shall act under the general direction of the Chairman of the Conference or, where applicable, the Vice-Chairman. The Secretary shall assist the General Rapporteur in the drafting of the final report of the Conference.
6. The General Rapporteur, in collaboration with the Secretary and, as the case may be, the rapporteurs of the working groups established in accordance with Rule 13, shall coordinate the drafting of the recommendations and the final report. He/she shall be chairman of the drafting committee if the Conference decides to establish one.
7. For the duration of the Conference, the Bureau shall assist the chairman in organising the work of the Conference. It shall on the request of the Chairman or of its own motion advise the Chairman on any matter relating to the Conference.

Convocation Rule 5

1. The Conference shall be convoked by the host Society. The notice of convocation shall indicate the venue, opening date and duration of the Conference.
2. Not later than ninety days before the opening of the Conference, the host Society shall dispatch to the member Societies of the region and the other participants referred to in Rule 1.3, the notice of convocation together with the provisional agenda and any relevant documents available.

Provisional agenda Rule 6

1. The provisional agenda of the Conference shall be drawn up by the Conference Planning Committee and shall include among other items:
 - a) Roll Call,
 - b) Election of the Chairman, Vice-Chairmen, Secretary and General Rapporteur,
 - c) Adoption of the agenda and appointment of subsidiary bodies,
 - d) Report on the implementation of recommendations of the previous Conference,
 - e) Items which have been proposed by the Conference Planning Committee,
 - f) Adoption of reports and recommendations,
 - g) Any other item approved in the plenary during the Conference.
2. As a general rule, the Conference agenda shall conform with and support the implementation in the region of the Federation's main strategy adopted by its General Assembly. It shall take into account the policies of the Movement and Movement issues relevant for the Conference.

Observations on the agenda Rule 7

1. Any member Society may present observations on and amendments or additions to the agenda, to reach the host member Society at least thirty days before the opening date of the Conference.
2. The host Society shall forward such observations, amendments and additions to the Planning Committee which will consider them in view of submitting a draft agenda to the Conference for approval.

Delegations Rule 8

The names of the members of the Delegation of each National Society and the appointment of the Head of Delegation shall be communicated to the host Society not less than thirty days before the opening of the Conference. The Head of Delegation shall be responsible to inform the Secretary of any change in the composition of the delegation.

Observers Rule 9

1. The Conference Planning Committee may recommend that the host Society invite as observers among others:
 - a) the National Societies of the region not yet recognised or not yet admitted to the Federation and that have been invited to the most recent General Assembly of the Federation,
 - b) member Societies and Vice-Presidents of the Federation from other regions, and National Societies from other regions, not yet recognised or not yet admitted to the Federation and which have been invited to the most recent General Assembly of the Federation,
 - c) Standing Commission of the Red Cross and Red Crescent,
 - d) International Committee of the Red Cross (ICRC),
 - e) Inter-Governmental and Non-Governmental Organisations.
2. When the Conference is discussing any matter of special interest to an organisation taking part in the Conference as an observer, that organisation may be permitted by the person chairing the meeting to make a statement. As a minimum, observers shall be given the seating arrangements, documents and speaking rights as for observers in the General Assembly of the Federation.

Travel and Maintenance Rule 10

Participants shall be responsible for their travel, accommodation, meals and all personal expenses. If so requested, the Federation Secretariat may offer assistance to the host Society in raising funds to contribute to the travel and accommodation costs for certain participants, on the basis of the Federation's Travel Assistance Regulations.

Pre-Conference meeting Rule 11

The Conference Planning Committee may decide to hold a pre-conference meeting with the Heads of Delegations, among others, to:

- a) inform the Heads of Delegations of the details of the general programme and the provisional agenda,

- b) review the Rules of Procedure of the Conference
- c) receive the nominations for the Conference Chairman, Vice-Chairmen, Secretary and General Rapporteur.

Opening and closing ceremonies Rule 12

The host Society may arrange opening and closing ceremonies open to delegates, observers and invited guests.

Working groups Rule 13

The Conference, upon the recommendation of the Conference Planning Committee or the Conference Bureau, may establish working groups, define their mandate and composition, and elect their Chairman and Rapporteur. This may include a drafting committee.

Reports and recommendations Rule 14

All reports and recommendations shall be submitted to the final plenary meeting for adoption by consensus.

Languages Rule 15

The Conference Planning Committee shall determine the language(s) of the Conference in accordance with the Rules of Procedure of the Federation.

Reports on the Conference Rule 16

The report for the Governing Board referred to in Article 38, paragraph 3 of the Constitution shall be prepared in close consultation with the Vice-President from the region. In addition to the report of the Conference referred to in Rule 3.3, a report shall also be presented to the Federation's General Assembly by the Chairman of the Conference or, if unavailable, a representative of the host Society.

The General Assembly will consider the recommendations from the Regional Conferences addressed to the statutory bodies of the Federation, together with the advice from the Governing Board or with the Board's report on the action it has taken itself to follow-up on such recommendations.

Follow-up to the resolutions of the Regional Conference Rule 17

The Conference shall establish a mechanism to monitor the follow-up to the recommendations it has approved, or may authorise the Planning Committee for the next Conference to do so.

Final Provisions and entry into force Rule 18

1. These Rules enter into effect as from the date of their adoption by the General Assembly. They may be modified by the General Assembly at any time provided the Board has been given a chance to give its advice.
2. These Rules shall be applied as minimum rules for all Regional Conferences. They may be completed with details as deemed relevant for each Conference, at the proposal of the Planning Committee and with the approval of the Conference. If there are any conflicts of interpretation or application then the present Rules shall prevail.

Financial Regulations

Adopted by the Board of Governors at its Extraordinary Session
(Geneva, November 1976)

Modified by the IInd Session of the General Assembly
(Manila, November 1981)

Adopted by the VIIIth Session of the General Assembly
(Budapest, 25-28 November 1991)

Adopted by the 12th Session of the General Assembly
(Geneva, 23-28 October 1999)

Adopted by the 16th Session of the General Assembly
(Geneva, 20-22 November 2007)

Regulation I Applicability

- 1.1 These Regulations shall govern the financial administration of the International Federation.
- 1.2 The Secretary General shall be responsible for the financial administration of the International Federation in accordance with these Regulations and shall establish such rules and internal procedures as are necessary.

Regulation II The financial year

- 2.1 The financial year shall run from 1st January to 31st December.

Regulation III The budget

- 3.1 The budget for the International Federation shall be prepared by the Secretary General in accordance with Article 36 of the Constitution.
- 3.2 The budget shall be presented in Swiss Francs, shall reflect the strategy of the International Federation, a two year plan of work and shall show the estimated annual income and expenditure for the two-year period.
- 3.3 The budget shall be divided into sections corresponding to the structure of the Secretariat, with such annexes and explanatory statements as may be required by the General Assembly and the Governing Board and such further notes as the Secretary General may deem appropriate.
- 3.4 The budget of the International Federation shall be financed by:
 - Annual statutory contributions of National Societies;
 - Voluntary contributions by National Societies;
 - Donations or any financial assistance from private individuals, States or any other public or private institutions;

- Income derived from investments;
 - Service fees from National Societies and other service recipients;
 - Unrestricted reserves of the International Federation; and
 - Any other funds to which the International Federation may become entitled; and
- 3.5 The Secretary General shall submit his proposed budget to the Governing Board which shall request the Finance Commission to examine and present its comments to the Governing Board.
- 3.6 The Governing Board shall examine the proposed budget, taking into account any comments from the Finance Commission, and may make alternative proposals to the Secretary General.
- 3.7 The Secretary General shall then prepare a final draft of the budget, bearing in mind the proposals of the Governing Board, and shall submit such draft to the Governing Board which shall request the Finance Commission to examine and present its comments to the Governing Board prior to its review and endorsement.
- 3.8 The Secretary General shall submit the draft budget as endorsed by the Governing Board to the members of the General Assembly, not less than fourteen days before the date fixed for the opening of the ordinary session of the General Assembly.
- 3.9 Should the Secretary General, after transmitting the draft budget to the National Societies, receive before the session of the General Assembly information which indicates that there may be a need to alter it, he shall report thereon to the Governing Board which shall request the Finance Commission to examine the proposed changes and present its comments to the Governing Board which shall decide whether to make such alterations and to amend its report to the General Assembly accordingly.
- 3.10 The General Assembly shall examine the draft budget endorsed by the Governing Board together with the report from Finance Commission and take a decision on it in accordance with Article 36 of the Constitution.

- 3.11 Should the Secretary General receive between the sessions of the General Assembly information which indicates that there may be a need to alter the approved budget, he shall report to the Governing Board which shall seek advice from the Finance Commission before deciding on the amendments.
- 3.12 Any necessary amendments to the budget shall be presented in a form and manner consistent with the two-year budget approved by the General Assembly.
- 3.13 The Secretary General shall be authorised to make appropriations within the budget parameters fixed by the General Assembly, or as modified by the Governing Board, to carry out the activities approved by the General Assembly.
- 3.14 The Secretary General shall report to the Finance Commission and the Governing Board on the implementation of the budget at each of their ordinary meetings.

Regulation IV Annual contributions

- 4.1 Following adoption of the two-year budget by the General Assembly, the Secretary General shall inform the National Societies of the amounts of their annual contributions to the budget and request the member Societies to remit their contributions to the International Federation.
- 4.2 Payment of annual statutory contributions shall be made only in Swiss Francs in Geneva.
- 4.3 Annual statutory contributions shall be due and payable in full on the 15 February of the financial year to which they relate. In January of the following financial year the unpaid balance of such contributions shall be considered as arrears.
- 4.4 Any National Society admitted as a new member of the International Federation shall pay the annual statutory contribution to the budget of the financial year immediately following the year in which it is admitted.
- 4.5 Statements of all annual statutory contributions received and outstanding shall be prepared periodically and provided to all National Societies by the Secretary General.

- 4.6 The Governing Board at any of its sessions, after consultation with the Finance Commission, may direct the Secretary General to take steps, including charging interest, in order to expedite the payment of contributions.

Regulation V Resources and funds

- 5.1 The regular financial resources of the International Federation shall comprise:
- Annual statutory contributions of National Societies;
 - Voluntary contributions by National Societies;
 - Donations or any financial assistance from private individuals, States or any other public or private institutions;
 - Income derived from investments;
 - Service fees from National Societies and other service recipients;
 - Unrestricted reserves of the International Federation; and
 - Any other funds to which the International Federation may become entitled.
- 5.2 Trust and special funds may be established by the Secretary General for monies made available to the International Federation for relief actions or for other special purposes. Such funds shall be reported upon to the Governing Board. The purpose and limits of each such fund shall be clearly defined. Such funds shall be administered by the Secretary General in accordance with guidelines approved by the Governing Board.
- 5.3 Voluntary contributions, whether or not in cash, may be accepted by the Secretary General provided that the purposes for which such contributions are made are consistent with the policies and the Constitution of the International Federation.

In the event that acceptance of a contribution results in additional financial liability or any other risk over and above that related to nor-

mal operational activity the Secretary General will inform the Governing Board and, where necessary, request a budget amendment.

- 5.4 Donations accepted for purposes specified by the donor which are appropriate to the objectives of the Plan & Budget as defined in Regulation 3.3 of these regulations shall be allocated accordingly.
- 5.5 Any restrictions placed on the use of funds by donors shall be respected.

Any restricted funds remaining unspent at the end of the calendar year shall be carried forward to be used in the following year.

In the event that a donation cannot be used for its intended purpose it shall be returned to the donor or a request made to the donor to lift the restriction.

- 5.6 Donations accepted in respect of which no purpose has been specified shall be allocated within the budget of the International Federation by the Secretary General.

Regulation VI Custody of funds

- 6.1 The Secretary General shall designate the banks in which the funds of the International Federation shall be kept, taking into account risk and operational requirements, and, upon request, shall inform the Finance Commission and Governing Board thereon.

Regulation VII Investment of funds

- 7.1 The Secretary General, after consultation with the Finance Commission, shall have authority to make short-term investments of funds not needed for immediate requirements, and to make long-term investments of funds owned by the International Federation and of funds administered by the International Federation which are not required in the short or medium term. Such investments shall be reported periodically to the Finance Commission and the Governing Board.
- 7.2 The Secretary General, in consultation with the Finance Commission, shall establish appropriate investment guidelines and select reputable

financial institutions and investment managers to safeguard against investment losses while ensuring the liquidity necessary to meet cash flow requirements.

In addition to, and without detracting from these primary criteria, investments shall be selected to achieve a reasonable rate of return.

The Finance Commission will inform the Governing Board on the selection of investment managers and on the establishment of investment guidelines.

- 7.3 Income derived from investments shall be allocated to the budget of the International Federation on the decision of the Secretary General, after taking advice from the Finance Commission, unless otherwise decided by the General Assembly or the Governing Board. The Secretary General shall inform the Governing Board and the General Assembly on allocations made.

Regulation VIII Risk management and internal control

- 8.1 The Secretary General shall establish a framework of internal controls supported by comprehensive procedures in order to:
- a) Ensure effective protection of the assets of the International Federation and guard against fraud;
 - b) Ensure completeness of data and reliable financial reporting;
 - c) Ensure compliance with local law;
 - d) Ensure the economic use of the resources of the International Federation.
- 8.2 The Secretary General shall establish appropriate levels of authority and designate the officers who may receive funds, incur financial obligations, and make payments on behalf of the International Federation.

Regulation IX Insurance and losses

- 9.1 The Secretary General shall take out appropriate insurance to cover operational and other risks, including directors' and officers' liability insurance in respect of officials entrusted by him with the custody and disbursements of funds of the International Federation.
- 9.2 The Secretary General may, after full investigation, authorise the writing off of losses in cash, and other assets, but not any arrears of contributions due from National Societies. A statement of significant losses written off during the financial year shall be submitted to the Finance Commission and Governing Board with the annual financial statements.

Regulation X The accounts

- 10.1 The Secretary General shall establish and maintain such accounting records as are necessary to allow for:
- a) The preparation of the statutory financial statements;
 - b) The tracking of donor restrictions and the preparation of reports to donors;
 - c) The preparation of reports to other stakeholders;
 - d) The tracking of assets and liabilities of the International Federation;
 - e) The tracking of income and expenditure in line with the plans and budget of the International Federation;
 - f) The tracking of individual funds of the International Federation;
 - g) The provision of appropriate operating information for management use.
- 10.2 The Secretary General shall establish appropriate rules for the retention of documents to support all payments and receipts.

- 10.3 The accounts of the International Federation shall be maintained in Swiss Francs.

Regulation XI Financial statements

- 11.1 The Secretary General shall prepare the statutory financial statements in accordance with an internationally recognised accounting framework, approved by the Finance Commission.
- 11.2 The financial statements shall be made available for examination by independent auditors not later than 31st March following the end of the financial year.
- 11.3 The financial statements shall be reviewed by the Finance Commission and endorsed by the Governing Board for approval by the General Assembly.

Regulation XII Management reporting

- 12.1 The Secretary General shall ensure that processes and procedures are in place to ensure effective financial management reporting to Secretariat management.
- 12.2 The Secretary General shall report to the Finance Commission and the Governing Board on the current years' income and expenditures of the International Federation at each ordinary sitting of the Finance Commission and Governing Board.

Regulation XIII Independent audit

- 13.1 The General Assembly shall, on the recommendation of the Governing Board, following recommendation of the Finance Commission, appoint a firm of internationally recognised independent auditors to carry out annually, and at such other times as may be necessary for special purposes, an independent audit of the financial statements of the International Federation.
- 13.2 The auditors shall conduct their work in accordance with international auditing standards and give an opinion on the financial state-

ments stating whether or not the financial statements give a true and fair view of the financial position of the International Federation.

The Governing Board or the Finance Commission may, in addition, ask for other tasks to be conducted by the auditors.

- 13.3 In carrying out their functions, the auditors shall have access to the books and records of the International Federation at all times. They shall be entitled to obtain such information or explanation as they may require from the Secretary General, from any employee of the International Federation, or from any other persons the auditors deem necessary, with the agreement from the Secretary General.
- 13.4 The auditors shall bring to the attention of the Secretary General any identified weaknesses and non-compliance in internal controls.
- 13.5 The auditors shall report to the Secretary General any cases of suspected fraud that they identify during the course of their audit.
- 13.6 At the completion of each audit of the statutory financial statements the auditors shall submit a report of their findings to the Secretary General, Finance Commission and the President.

The Finance Commission shall report thereon to the Governing Board.

- 13.7 The auditors shall submit a draft of their audit opinion to the President and the Finance Commission.
- 13.8 After consideration of the auditor's report and the audit opinion, the Finance Commission shall recommend to the Governing Board whether or not they should endorse the financial statements for approval by the General Assembly.
- 13.9 The auditors shall complete their audit in principle not later than six months after the end of the financial year to which it relates.

Regulation XIV Internal audit and risk management

- 14.1 The Secretary General shall set up an internal audit and risk management function to assist him in the management of risk.

- 14.2 The mandate of the internal audit and risk management function shall be detailed in a charter that shall be drawn up by the Secretary General who shall inform the Finance Commission and the Governing Board thereon.
- 14.3 The Secretary General shall consult with the Finance Commission when drawing up his plan of work on audit and risk management.
- The Secretary General shall maintain a risk register to assist in the management and monitoring of critical risks.
- 14.4 The Secretary General shall present a summary of the activities, findings and recommendations of the Internal Audit and Risk Management function to the Finance Commission at each ordinary meeting.
- 14.5 The Finance Commission shall inform the Governing Board regularly on internal audit and risk matters.

Regulation XV Delegation of authority

- 15.1 The Secretary General may delegate to other senior officials of the Secretariat of the International Federation, whom he must nominate in each case, such of his powers as he considers necessary for the effective implementation of these Regulations.

Regulation XVI General provisions

- 16.1 All financial provisions contrary to these Regulations shall hereby be cancelled.
- 16.2 These Regulations shall come into force on the 23 November 2007 at the end of the 16th session of the General Assembly (2007) at which time the former financial regulations will stand repealed.
- 16.3 These Regulations may be amended by the General Assembly in the manner provided by Article 42 of the Constitution of the International Federation.

Staff Rules

Adopted by the Board of Governors at its Extraordinary Session
(Geneva, November 1976)

Modified by the IInd Session of the General Assembly
(November 1981),

by the Vth Session of General Assembly
(October 1986)

by the VIIIth Session of General Assembly
(November 1991)

by the Xth Session of General Assembly
(November 1995)

by the XIth Session of General Assembly
(November 1997)

and by the 12th Session of General Assembly
(October 1999)

Rule I

Scope and purpose

- 1.1 These Staff Rules (hereinafter referred to as “These Rules”) set out the basic obligations, duties and rights, as well as the conditions of service of the Secretariat staff of the International Federation of Red Cross and Red Crescent Societies.
- 1.2 These Rules also lay down the broad principles which the Secretary General shall apply to the recruitment of personnel and to the administration of the Staff of the Secretariat of the Federation.
- 1.3 In accordance with these principles, the Secretary General shall establish, in consultation with the Staff Association, and shall put into force regulations for salaried staff working at the Secretariat of the Federation and for staff and delegates working in the field. Guided by the same principles and after similar consultation, the Secretary General may also establish appropriate regulations for volunteer staff.

Rule II

Duties, obligations and privileges

- 2.1 All staff members of the Secretariat shall be considered as international officials of an international non-governmental organisation.
- 2.2 In accepting appointment, staff members shall undertake to discharge their duties and to regulate their conduct solely with the object, goals and interests of the Federation in view.
- 2.3 In the performance of their duties, staff members must neither seek nor accept instructions from any authority other than the Secretary General.
- 2.4 All staff members, including delegates and volunteers, shall be placed under the authority of the Secretary General who may assign to them any task or post within the Federation. They are responsible to him in the performance of their duties. The Secretary General shall decide upon the duration of the normal working week.
- 2.5 Staff members shall conduct themselves at all times in a manner compatible with their position as employees of the Federation. They shall avoid any action and in particular any kind of public pronouncement

which may adversely reflect on their status as international officers and as employees of the Federation.

- 2.6 Staff members shall exercise the utmost discretion on all official matters. Except with the authorisation of the Secretary General, they shall not communicate to any person information not yet made public which may be known to them by reason of their official position.
- 2.7 Staff members of the Secretariat may not exercise any public function, whether remunerated or not, outside the organisation on a permanent or temporary basis, without the previous agreement of the Secretary General.

Rule III **Classification of posts**

- 3.1 The Secretary General with the agreement of the Governing Board (hereinafter referred to as the "Board") shall establish a plan for the classification of all posts according to the duties and responsibilities involved and taking into account the qualifications required.

Rule IV **Salaries and allowances**

- 4.1 The salary scale for staff shall be established by the Secretary General, with the agreement of the Board, according to the classification of posts and shall especially take into account the salary and allowances of comparable international non-governmental organisations and labour market conditions in Geneva.
- 4.2 The salary scale shall be reviewed each year by the Board on the proposal of the Secretary General, taking into consideration the market-employment conditions, cost of living, employee turnover and available finances.

Rule V **Engagement and promotion of staff members**

- 5.1 The paramount criteria governing the selection of staff members shall be their competence, integrity and devotion to the cause served by the Federation.

- 5.2 Secretariat posts shall be filled by recruitment from the member Societies of the Federation, by internal promotion or by external recruitment. The Secretary General shall appoint the staff of the Secretariat, keeping in mind the principle of geographical distribution when this is consistent with ability.
- 5.3 The staff members of the Secretariat shall be informed of any new post and of any vacancies to be filled.
- 5.4 Appointments to the posts of Deputy Secretary General and the Under Secretaries General shall be made by the Secretary General, after obtaining the approval of the Board of the candidates selected by him.
- 5.5 All other staff members shall be appointed by the Secretary General who shall consider the recommendations of a Selection Committee.
- 5.6 The Secretary General shall establish the appropriate medical standards which prospective staff members shall normally be required to meet before their appointment.

Rule VI Social security

- 6.1 The Secretary General shall establish a social security system for staff members providing in particular for measures for the protection of their health and for fair allowances in the event of sickness, accident or death, in conformity with the standards of the Social Security system in force in Switzerland.
- 6.2 The Secretary General shall establish, in agreement with the Board, special regulations for the retirement of staff members of the Secretariat. These regulations shall include the provisions of Rule XI, para 2 of these Rules.

Rule VII Annual and special leave

- 7.1 All staff members shall be entitled to appropriate annual and special leave, in accordance with conditions which shall be established by the Secretary General.

Rule VIII Travel and removal expenses

- 8.1 Subject to conditions and definitions prescribed by the Staff Regulations, the Secretariat of the Federation shall pay the travel and removal expenses of staff members and, where applicable, of their dependants.

Rule IX Conduct

- 9.1 The conduct of all staff members shall be in conformity with the general principles established in these Rules and in the Regulations drawn up by the Secretary General.
- 9.2 Any staff member whose conduct is unsatisfactory may be subject to disciplinary action by the Secretary General.
- 9.3 If any well-founded charge of misconduct has been made against a staff member and it is considered that his continuance in office pending an investigation of the charge might prejudice the service, he may be suspended from his duties by the Secretary General, until the investigation has been completed.
- 9.4 No staff member shall be reassigned, suspended or dismissed for serious misconduct before he has been notified of the charges made against him and been given an opportunity to reply to those charges. Such notification and reply shall be in writing and, unless the urgency of the situation prevents, the staff member shall be given fourteen days in which to submit his reply.

Rule X Staff Association

- 10.1 Staff members shall have the right to set up an official Association in accordance with Art. 60 and seq. of the Swiss Civil Code.
- 10.2 The Staff Association shall define its objectives with the object and functions of the Federation in mind. The main goal of the Association shall be to defend and protect the rights and interests of staff members.
- 10.3 The Secretary General shall set up a Joint Staff Advisory Commission for which he will draw up special regulations. The Staff Association

shall represent the staff members of the Secretariat on this Commission.

- 10.4 The Association shall also represent the staff members of the Secretariat on the Joint Appeals Commission established by the Secretary General in accordance with Rule XII, para 1 of these Rules.
- 10.5 The Secretary General shall take the necessary steps to ensure that the Association is able to function normally and that staff members have the opportunity to participate actively in discussions on measures of interest to them.

Rule XI Termination of engagement

- 11.1 Any staff member who has served for one year or more may resign on giving one month's notice per year of service up to six months. Any staff member engaged for a fixed period shall give the notice specified in his contract of employment.
- 11.2 Staff members shall retire at the end of the month in which they reach the retirement age of the Swiss Social Security System (A.V.S.).
- 11.3 Staff members entitled to a disability pension shall be put on the retired list for disability reasons.
- 11.4 Fixed-term engagements shall come to an end automatically on completion of the agreed period of service.
- 11.5 When an established permanent post is abolished, the services of the holder of that post may be terminated, if no other post is available. A staff member whose service is terminated under this provision shall receive adequate termination notice and compensation as prescribed by the Staff Regulations.
- 11.6 The Secretary General may terminate the engagement of a staff member whose services are unsatisfactory or who is not suited to his work. The staff member shall be given a warning in writing and a reasonable time to improve the quality of his services. The reasons of the termination of the engagement to which Rule 5.4 applies shall be reported by the Secretary General to the Board at its next session.

Rule XII Appeals

- 12.1 The Secretary General shall set up a Joint Appeals Commission on which staff members shall be represented by members of the Staff Association. The Secretary General shall also lay down the terms of reference of such a Commission which shall advise him in case of any appeal by a staff member against an administrative or disciplinary decision on the terms of his engagement, his conduct or the cessation of his employment.
- 12.2 In the event of a dispute between the Secretary General and a staff member not being settled by mutual agreement, alleging non-observance, in substance or in form, of the terms of appointment of staff and of provisions of the Staff Rules and the regulations established by the Secretary General, the difference shall be referred to the Administrative Tribunal of the International Labour Organisation.

Rule XIII General provisions

- 13.1 All previous provisions concerning staff which may be in conflict with these Rules shall hereby be cancelled.
- 13.2 The provisions of these Rules may be amended by the Assembly, after consultation with the Secretary General, without prejudice to the existing rights of staff members.
- 13.3 The Secretary General shall report annually to the Board on any amendments which he has made to the Staff Regulations.
- 13.4 The Secretary General may delegate to the Deputy Secretary General and/or the Under Secretaries General such of his powers as he considers necessary for the effective implementation of these Rules.
- 13.5 Should the meaning of one of the above Rules be in doubt, the Secretary General shall be authorised to decide on the interpretation to be given to that Rule, subject to this interpretation being verified by the Board at its next meeting.

Rule XIV Entry into Force

- 14.1** These Rules shall enter into force on 12 October, 1977, at the end of the XXXIVth Session of the Board of Governors held in Bucharest (Romania) from 7 to 11 October, 1977.

Rules for travel assistance

(Adopted by the 16th session of the General Assembly, 2007)

I. Concept

Travel Assistance was first introduced in 1981 on the proposal of the Executive Council (1980), in order to facilitate the participation of certain National Societies in the IIIrd Session of the General Assembly (1983). It was approved by its inclusion in the Rules of Procedure at the VIth session of the General Assembly (1987). The present version has been approved by the XVIth Session of the General Assembly (2007) and is based on Rule 39 of the Rules of Procedure.

II. Eligibility

1. Travel assistance can be paid upon demand to one member of eligible National Societies attending the following meetings:
 - the General Assembly
 - the Governing Board
 - Advisory Bodies set up in accordance with Rule 38.1

and to individuals attending the following meetings in an official personal capacity:

- the General Assembly
- the Governing Board
- the Finance Commission
- Advisory Bodies set up in accordance with Rule 38.1

Subject to funding arrangements made in conjunction with the ICRC, travel assistance may also be paid for attendance at the Council of Delegates and the International Conference. Attendees of Regional Conferences are not entitled to travel assistance.

2. National Societies with a quota of statutory contributions of 0.25% or less and whose countries are not in World Bank Group D are eligible to receive a subsidy in relation to attendance at the above meetings on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.

III. The Assistance

1. A return ticket for **the most economical route** between the country of the National Society and the place of the statutory meeting(s) will be reimbursed according to the standard tariff determined by the Secretariat's Administration department. If a participant is unable to purchase his/her own ticket, a prepaid ticket will be provided by the Secretariat.
2. A lump sum amount will be provided as participation towards accommodation and subsistence expenses. The amount of the participation provided will depend on the coun-

try where the meeting is held. The current rate for Geneva is CHF 225 per night which will be reviewed and adjusted for inflation as required. Payment will be made for the duration of the meeting(s) plus the night immediately before and the night immediately after the meeting(s). In order to be eligible for payment the nights must be spent at the location of the meeting(s).

3. The travel assistance amount due will be sent to the National Society's or the individual's (when attending in an ad persona capacity) bank account via bank transfer as soon as entitled participants have registered for attendance. **There will be no reimbursement to participants at the conference site**, unless prior **written** authority has been given as a result of exceptional circumstances e.g. National Societies or individuals subject to exchange control mechanisms. All National Societies entitled to assistance agree to return any monies paid by the Secretariat in the event of non-attendance at the meeting.

The Fundamental Principles of the International Red Cross and Red Crescent Movement

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.



The International Federation of Red Cross and Red Crescent Societies promotes the humanitarian activities of National Societies among vulnerable people.

By coordinating international disaster relief and encouraging development support it seeks to prevent and alleviate human suffering.

The International Federation, the National Societies and the International Committee of the Red Cross together constitute the International Red Cross and Red Crescent Movement.