

CONGRESS REGULATIONS
(UPDATED APRIL 2021)

CoR 1 Chairman

CoR 1.1 The Chairman of the Congress shall normally be the LEN President or, in the President's absence, as per Constitutional Rule C 9.1.3.

CoR 1.2 The Chairman shall ensure that the Congress Regulations are observed. He/she shall open, conduct and close the Congress. He/she shall give speakers permission to take the floor.

CoR 1.3 The LEN President may designate another person to help him Co-Chair the Congress, with the approval of the Congress.

CoR 1.4 The Chairman, or the person designated by him to Co-Chair the Congress, shall keep order at the Congress. He/she may take the following measures against Congress participants who disrupt the proceedings:

- a) call to order;
- b) reprimand;
- c) exclusion from the Congress.

CoR 2 Voting cards

Each delegation registered shall receive voting cards for open ballots as well as secret ballots, unless voting is conducted by electronic voting.

CoR 3 Scrutineers

After the Opening of the Congress by the Chairman the Congress shall appoint an adequate number of scrutineers. They shall assist in counting, collecting and verifying ballots submitted.

In the event the voting is conducted by electronic voting, either in person or remotely, the company in charge of the electronic voting shall automatically be appointed as scrutineers, with the approval of the Congress.

CoR 4 Agenda

At the beginning of the Congress the agenda shall be agreed. The agenda may be amended at any time if supported by vote of the majority of the delegates.

CoR 5 Discussion

Each agenda item and each proposal submitted correctly may be introduced with a brief report:

- a) by the Chairman or a member of the Bureau,

b) by the Member Federation which had the item in question placed on the agenda.

The matter at issue shall then be opened to the floor for general discussion.

CoR 6 Permission to take the floor

CoR 6.1 Delegates shall be given permission to take the floor in the order that requests have been made to do so. A speaker may not take the floor unless and until he has been given permission to do so. A speaker shall speak from the place designated for that purpose.

CoR 6.2 A speaker may be given the floor for a second time on the same matter only when all other delegates who have requested to take the floor have had a chance to speak on the matter in question. A speaker may be given permission to speak more than two times on the same issue only at the discretion of the Chairman.

CoR 6.3 The Chairman, or the person designated by him to Co-Chair the Congress, may set a time limit for speakers.

CoR 7 Procedural motions and closing of debates

CoR 7.1 If a procedural motion is made, discussion on the main question shall be suspended until a decision has been taken on the motion.

CoR 7.2 If a motion is made to close the discussion only one speaker shall be given permission to speak in favor of it and one against. Then the motion shall be put to the vote without further debate. If the motion is approved further permission to speak shall only be granted to those delegates who have asked to speak before the vote was taken.

CoR 7.3 The Chairman, or the person designated by him to Co-Chair the Congress, shall decide when to close the discussion.

CoR 8 Voting except for elections

CoR 8.1 Proposals which are unopposed shall be regarded as adopted without voting.

CoR 8.2 In general, voting shall be open by showing voting cards, or by electronic voting. Voting by secret ballot shall be subject to a delegate's request and supported by minimum ten (10) Member Federations

CoR 8.3 Nobody shall be obliged to vote.

CoR 8.4 The Chairman, or the person designated by him to Co-Chair the Congress, may at his discretion allow amendments at the meeting provided it does not materially affect the substance of the matter under discussion.

CoR 8.5 A motion of amendment which has been proposed and seconded in accordance with LEN Rules shall be discussed and voted upon. The wording of a motion permitted, shall either delete words and/or add others but such omissions or insertions must not have the effect of introducing a new proposal into, or rendering negative the motion before the Congress.

- CoR 8.6 If an amendment is lost, other amendments may be moved on the original motion.
- CoR 8.7 If an amendment is carried, the motion, as amended, will replace the original motion and become the motion on which any further amendments may be made.
- CoR 8.8 A further amendment may not be moved until the Congress has disposed of the amendment previously moved.
- CoR 8.9 Before each vote the Chairman, or the person designated by him to Co-Chair the Congress, shall explain the issue to vote upon and explain the voting procedure.
- CoR 8.10 In case of equality of votes the voting process shall be repeated. If a motion fails to achieve a majority in a repeated vote, it shall be regarded as lost.
- CoR 8.11 Nobody shall be given the floor on the subject of voting during the vote or until the result of the vote has been announced.

CoR 9 Elections

- CoR 9.1 Elections shall be conducted by a person designated by the Chairman and approved by the Congress.
- CoR 9.2 The person designated to conduct the Elections shall not manage the elections for which role he/she may be a candidate.
- CoR 9.3 Elections shall be either by ballot or electronic voting.
- CoR 9.4 In general, elections shall be held by open ballot. If the number of nominations exceeds the number of offices or if it is requested by a delegate and supported by minimum thirty (30) Member Federations, voting shall be by secret ballot.
- CoR 9.5 If the election is held for a single person a majority of more than fifty (50) % shall decide. In case none of the candidates obtain the majority required, another ballot shall be held between the two candidates who obtained the largest number of votes in the first ballot. In the second ballot the simple majority shall decide. In case the election is held without result it shall be repeated. If there is still no result, election shall be determined by draw.
- CoR 9.6 If the election is held for a group of persons jointly together the following voting procedure shall be observed:
- a) When there are more candidates than places for office, voting shall be carried out by secret ballot or electronic voting.
 - b) Each Member Federation represented at the Congress shall be entitled to cast its votes for the number of candidates to be elected. A ballot paper or electronic voting shall not be valid unless exactly the number of candidates to be elected has been supported/indicated.
 - c) In case of a tie between the last two or more candidates another vote shall be held among them. In case of another tie a final ballot shall be held.

- CoR 9.7 Only valid ballot papers or electronic voting shall be counted. Abstentions, blank or not correctly used papers or electronic votes shall be ignored in the counting of votes. If two or more votes for one candidate are on the same ballot paper or recorded, the vote shall not be valid.
- CoR 9.8 The result of any election process shall be announced to the Congress.
- CoR 9.9 The ballot papers cast in, counted and verified or electronic votes counted, shall be put in envelopes prepared for that purpose, which shall immediately be sealed. The LEN Executive Director shall keep the sealed envelopes and destroy them ninety (90) days after the closing of the Congress.

CoR 10 Minutes

The person designated by the Chairman to Co-Chair the Congress, the LEN General Secretary or the LEN Executive Director shall be responsible for taking minutes of the businesses conducted at the Congress. The minutes shall be circulated to the Member Federations no later than sixty (60) days after the closing of the Congress.