

Preliminary Provision

The Rules and Procedures at IPSA Council meetings, in harmony with IPSA Constitution, apply to the Executive Committee and other category of members listed below.

Book 1 – PROCEDURES AT COUNCIL MEETINGSⁱ

Title I. Conduct of Meetings

Article 1

Meetings of the Council shall be chaired by the President of IPSA; or, in his or her absence, by the First Vice-President; or, in his or her absence, by one of the other Vice-Presidents designated by the President.

Article 2

The Secretary General shall act as Secretary to the Council.

Article 3

Decisions of the Council shall be by a majority of the votes of members present. In the event of a tie, the President shall have a second or casting vote.

Title II. Membership and Attendance

Article 4

Meetings of the Council shall be attended, normally in a non-voting capacity, by the Secretary General, the Program Chair, the editors of IPSA's publications (the *International Political Science Abstracts*, the *International Political Science Review*, *World Political Science* and *IPSA Portal*) and the IPSA Summer School Coordinator. Other persons, including representatives of institutional members, may be invited by the President to attend all or part of a meeting.

Article 5

In proposing individual members for ratification by the Executive Committee as members of the Council under article 11B of the Constitution, the President shall take the following considerations into account:

- (i) in the case of chairpersons and secretaries of research committees or their representatives, the need to ensure circulation of representation from group to group between congresses;

- (ii) in the case of other members, the need to maintain an appropriate gender and regional balance.

For purposes of article 7, individual members appointed to the Council under article 11B shall be seen as belonging to the collective member of the country or region in which they normally reside.

Article 6

Alternate representatives designated by the collective members may only vote if the representatives are not able to attend the Council meeting in question.

Title III. Elections

Article 7

The election of the President of IPSA shall be governed by the following provisions:

- (i) In addition to the candidate or candidates nominated by the Executive Committee one year in advance of the Council meeting, other candidates may be nominated by at least four members of the Council. Any such nomination must be in writing, must contain the signatures of four Council members, the assent of the candidate and a short biographical note, and must be handed to the Secretary General by 17h00 at the latest on the day before the scheduled presidential election;
- (ii) Presidential nominees must be adequately informed of their tasks and of the electoral process;
- (iii) If there is only one candidate, the sole candidate shall be declared elected unanimously;
- (iv) If there is more than one candidate, voting shall be held by secret ballot of members of the Council. The candidate obtaining a majority of valid votes is elected President. Should no candidate obtain a majority, a second ballot shall be held between the two candidates with the largest numbers of votes in the first ballot.

Article 8

The election of the Executive Committee of IPSA shall be governed by the following provisions:

- (i) Subject to article 7 (iv), the number of vacancies shall be 16, the maximum permitted by article 20 of the Constitution;
- (ii) Any candidate must be a member or an alternate member of the Council, and must be nominated by at least four members of the Council. All nominations must be in writing, must contain the signatures of four Council members, the assent of the candidate and a biographical note, and must be handed to the Secretary General by a specified deadline, which shall be not less than 24 hours before the time for which the election is scheduled;
- (iii) The Secretary General shall publish the list of candidates and their biographical details appropriately as soon as possible after the close of nominations;
- (iv) If the number of candidates is at least 10 and no more than 16, all candidates shall be declared elected, provided there are no more than two candidates from any collective member. If there are more than two candidates from any collective member, a secret ballot shall be held to select two of them;
- (v) If the number of eligible candidates is less than 10, the President shall make provision for additional nominations;
- (vi) If the number of candidates is greater than 16, voting shall be held by secret ballot of members of the Council. Each voter may cast up to 16 votes;
- (vii) On the first ballot, candidates receiving an absolute majority of votes cast are elected in descending order of votes until all vacancies have been filled, subject to article 7 (ix);
- (viii) If fewer than 16 candidates are elected on the first ballot, a second ballot takes place among the remaining candidates. Candidates are declared elected in descending order of votes until all vacancies have been filled, subject to article 7 (ix);
- (ix) If more than two candidates from any collective member are placed within the top 16 candidates, only the two with the largest numbers of votes shall be considered eligible, and remaining vacancies

shall be filled by remaining candidates in descending order of votes;

- (x) In nominating candidates and in voting, members of the Council should take into consideration the need for representation by world region and by gender.

Article 9

All elections shall be subject to the following conditions:

- (i) The counting of votes shall be conducted by tellers appointed by the Council, who shall normally include the president and the Secretary General;
- (ii) In the event of a tie in the election of the IPSA President, the following provisions shall apply: if, on the first ballot, two or more candidates tie for second position or three or more tie for first position, all of these candidates shall proceed to a second ballot, and a third ballot between the two candidates with the greatest numbers of votes shall be held if necessary; if, on a later ballot, two or more candidates tie, the winning candidate shall be the one with the greatest number of votes on the first ballot; on account of transparency, the information about the electoral results of the first round will be made public before the vote of the second round (should there be one);
- (iii) In the event of a tie in the election of the IPSA Executive Committee, the following provisions shall apply: if, on the first ballot, two or more candidates tie for the last position or positions, these candidates (and these alone) shall proceed to the second ballot; if, on the second ballot, two or more candidates tie, the winning candidate or candidates shall be those with the greatest numbers of votes on the first ballot;
- (iv) Should the provisions of articles 8 (ii) and 8 (iii) fail to break a tie, the issue shall be decided by lot.

Title IV. Interpretation**Article 9**

The meaning of these rules shall be determined by the President, subject to appeal to the Council, whose decision shall be final.