

# 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

**2019**

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The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. With our 192 member National Red Cross and Red Crescent Societies worldwide, we are in every community reaching 160.7 million people annually through long-term services and development programmes, as well as 110 million people through disaster response and early recovery programmes. We act before, during and after disasters and health emergencies to meet the needs and improve the lives of vulnerable people. We do so with impartiality as to nationality, race, gender, religious beliefs, class and political opinions.

Guided by *Strategy 2030* – our collective plan of action to tackle the major humanitarian and development challenges of this decade – we are committed to saving lives and changing minds.

Our strength lies in our volunteer network, our community-based expertise and our independence and neutrality. We work to improve humanitarian standards, as partners in development, and in response to disasters. We persuade decision-makers to act at all times in the interests of vulnerable people. The result: we enable healthy and safe communities, reduce vulnerabilities, strengthen resilience and foster a culture of peace around the world.

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Constitution

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# Constitution

Revised and adopted by the VI<sup>th</sup> Session of the General Assembly  
Rio de Janeiro (Brazil), 23–26 November 1987

Amended by the VIII<sup>th</sup> Session of the General Assembly  
Budapest (Hungary), 25–28 November 1991

Revised and adopted by the 12<sup>th</sup> Session of the General Assembly  
Geneva (Switzerland), 23–28 October 1999

Revised and adopted by the 16<sup>th</sup> Session of the General Assembly  
Geneva (Switzerland), 20–22 November 2007

Amended and adopted by the 20<sup>th</sup> Session of the General Assembly  
Geneva (Switzerland), 4–6 December 2015

Amended and adopted by the 21<sup>st</sup> Session of the General Assembly  
Antalya (Turkey) 6–8 November 2017

Amended and adopted by the 22<sup>nd</sup> Session of the General Assembly  
Geneva (Switzerland) 5–7 December 2019

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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”.<sup>1</sup>

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.

<sup>1</sup>. Bulletin of “The League of Red Cross Societies”, Geneva, Switzerland, May 15, 1919.

# Section I

## International Federation

|                                      |          |  |
|--------------------------------------|----------|--|
| <i>Character of the organisation</i> | <b>1</b> | <p><b>ARTICLE 1 Membership organisation</b></p> <p>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.</p>  |
| <i>Status in the Movement</i>        | <b>2</b> | <p>The International Federation is a component of the International Red Cross and Red Crescent Movement (the “Movement”).</p>  |
| <i>Legal personality</i>             |          | <p><b>ARTICLE 2 Legal personality</b></p> <p>The International Federation acts under its own Constitution with all the rights and obligations of a corporate body with legal personality.</p>  |
| <i>Headquarters</i>                  |          | <p><b>ARTICLE 3 Headquarters</b></p> <p>Unless otherwise decided by the General Assembly of the International Federation (the “General Assembly”) in accordance with Articles 19 and 20, the headquarters of the International Federation is in Geneva, Switzerland.</p>   |
| <i>General object</i>                |          | <p><b>ARTICLE 4 General object</b></p> <p>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 contributing to the maintenance and promotion of human dignity and peace in the world.</p>  |
| <i>Functions</i>                     | <b>1</b> | <p><b>ARTICLE 5 Functions</b></p> <p>To achieve the general object as defined in Article 4, in conformity with the Fundamental Principles of the Movement as contained in the Statutes of the Movement (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:</p> |

**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, sustainable and duly recognised National Society with a strong local capacity to address vulnerability;
- 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 and a culture of non-violence and peace 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;
- f) assist National Societies to recruit, protect, empower and retain 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; and
- g) 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;

**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; and

- c) bring relief to victims of armed conflicts and internal strife, 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.
- 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.
- Statutory Regions within the International Federation* 5 There are four statutory regions within the International Federation as specified in the Rules of Procedure (the “Statutory Regions”).

## 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 (the “National Societies”), on which the strength of the International Federation and its ability to achieve its general object depends.

#### **ARTICLE 7 Admission**

- Admission* 1 A National Society becomes a member of the International Federation when it is admitted to the International Federation in accordance with this Constitution and the Rules of Procedure.

*Conditions  
for Admission*

- 2 In order to be eligible for admission to the International Federation, the applicant National Society must:
- a) be recognised by the International Committee of the Red Cross (the "ICRC") in accordance with the conditions for recognition of National Societies set out in the Statutes of the Movement;
  - b) undertake to respect the provisions of the Constitution and all other statutory texts and decisions of the General Assembly;
  - c) commit to pay its annual financial contribution to the International Federation in accordance with Article 36.2; and
  - d) apply to the President of the International Federation (the "President") in the form and manner set out in the Rules of Procedure

(together the "Conditions for Admission").

*Decision  
of admission*

- 3 The admission of a National Society is subject to a decision by the General Assembly in accordance with Article 20, whereupon it shall become a member of the International Federation.

*Provisional  
admission*

- 4 Any applicant National Society may be admitted provisionally by the Governing Board until the General Assembly takes a decision. The Governing Board shall present the application to the General Assembly at its first session following the decision of the Governing Board. 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.

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## **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, commissions 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 and the general object of the International Federation;
- 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, and comply with the duties and obligations, set out in this Constitution and all other statutory texts, as well as to apply the decisions adopted by the General

Assembly and by the Governing Board, and to ensure that this requirement is clearly specified in their Statutes;

- 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 applicable integrity policies adopted by the General Assembly and any other standards of integrity required of them, and to comply with the recommendations of the Compliance and Mediation Committee, and the decisions of the President and Vice-Presidents, the Governing Board, and the General Assembly relating to allegations of a Breach of Integrity;
- h) National Societies agree to remit on the date set out in the Financial Regulations an annual financial contribution to the International Federation of the amount approved by the Governing Board calculated using the formula 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 has 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 shall comply with all the duties stipulated in this Constitution.

3 None of the provisions of this Constitution shall limit in any way the National Societies' mandate as set out in the Statutes of the Movement.

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#### **ARTICLE 9 Cessation of membership**

*Dissolution*

- 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.       |

## INTEGRITY, COMPLIANCE AND SANCTIONS

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### ARTICLE 10 Integrity and compliance

- |                               |   |   |
|-------------------------------|---|---|
| <i>Standards of integrity</i> | 1 | National Societies shall comply with, applicable integrity policies adopted by the General Assembly, and the duties of National Societies as set out in this Constitution. National Societies shall also continue to fulfil the Conditions for Admission.   |
| <i>Breaches of Integrity</i>  | 2 | Any failure to comply with the policies or duties referred to in paragraph 1 above or to fulfil any of the Conditions for Admission will be considered a breach of integrity (the "Breach of Integrity") and shall be referred to the Compliance and Mediation Committee, as set out in Article 32. |

### ARTICLE 10A Sanctions

- |                            |   |  |
|----------------------------|---|--|
| <i>Breach of Integrity</i> | 1 | <p>Subject to Article 24, the Governing Board may apply any or a combination of the following sanctions towards a National Society if the National Society is considered by the Governing Board to have committed a Breach of Integrity:</p> <ol style="list-style-type: none"> <li>a) recommend a particular action to one or more National Societies;</li> <li>b) render the breach public or make an appeal to the conscience of the world;</li> <li>c) terminate any International Federation support to the National Society;</li> <li>d) issue a written warning;</li> <li>e) restrict membership rights as set out in Article 11;</li> <li>f) suspend or withdraw a capacity assessment certificate issued to a National Society by the Governing Board;</li> <li>g) suspend the National Society as set out in Article 12;</li> <li>h) take any other measure it deems appropriate;</li> </ol> |
|----------------------------|---|--|

- i) as a last resort, recommend to the General Assembly that the National Society be expelled subject to Article 13.

The Governing Board shall examine the recommendation of a Panel of the Compliance and Mediation Committee prior to its application of any of the above sanctions except where membership rights are restricted in the circumstances set out in Articles 11.4 and 11.5.

*Measures relating to any individual who holds a National Society Leadership Position*

- 2 The following sanctions (or a combination thereof) may be applied if any individual who holds a governance or senior management office within a National Society (“National Society Leadership Position”) fails to step aside from office following a recommendation of the Compliance and Mediation Committee to the respective National Society in accordance with Article 32 and the Rules of Procedure –
  - a) the President and Vice-Presidents may take a decision, which is issued to the National Society, requiring the individual or individuals concerned to step aside from office, and
  - b) if the individual or individuals have not stepped aside after a decision issued under sub-paragraph (a), the National Society will be considered to have committed a Breach of Integrity and the Governing Board may apply towards the National Society any sanction listed in, and in accordance with, paragraph 1 (including its suspension).

Upon the recommendation of the Compliance and Mediation Committee, the individual or individuals concerned shall step aside from any office held on appointment or election within the International Federation until at least the investigation has been concluded and the reasons for the recommendation to step aside no longer apply.

*Procedure*

- 3 The procedures in relation to sanctions may be set out in the Rules of Procedure.

*Grounds for restriction  
of membership rights* 1

**ARTICLE 11 Restriction of membership rights**

In addition to the sanctions listed in Article 10A, the Governing Board may, after examining the recommendation of a Panel of the Compliance and Mediation Committee, or in the circumstances specified in paragraphs 4 and 5, the recommendation of the Finance Commission, and in accordance with the Rules of Procedure, decide to restrict a National Society's membership rights where —

- a) a National Society fails to pay its annual financial contribution in the circumstances specified in paragraph 4;
- b) a National Society fails to provide audited financial statements or accounts in the circumstances specified in paragraph 5;
- c) ongoing investigations are being conducted by the Compliance and Mediation Committee;
- d) a National Society is considered by the Governing Board to have committed a Breach of Integrity in the circumstances specified in Articles 10.2 and 10A.

*Consequences  
of restriction of  
membership rights* 2

Subject to paragraphs 4 and 5, a decision by the Governing Board to restrict a National Society's membership rights may entail the restriction or suspension of a National Society's right to —

- a) run for any governance position or nominate an individual for any governance position in the Organs or Constitutional Commissions and Committees of the International Federation (the "Statutory Bodies");
- b) continue to hold any governance position in the Statutory Bodies;
- c) vote at the General Assembly.

3 An individual holding any office on appointment or election within the International Federation which emanates from a National Society whose membership rights have been restricted in the manner set out in paragraph 2(b) shall, depending on the decision of the Governing Board, step aside for the duration of the restriction. In such cases, neither the individual nor any other individual representative of the National Society will be permitted to participate in any meetings or vote in respect of any decisions relating to such office.

- Failure to pay annual financial contribution, arrears and financial default*      **4**      Where a National Society fails to pay its annual financial contribution in accordance with Article 36 and the Rules of Procedure and —
- a) is in arrears (and has not been granted relief by the Governing Board from the consequences of being in arrears) and/or has been declared by the Governing Board to be in financial default;
  - b) is in arrears (and has not been granted relief by the Governing Board from the consequences of being in arrears) and/or is in technical default, on the 30 June of the year of a General Assembly,

the National Society's membership rights shall be restricted, by a decision of the Governing Board, in the manner set out in paragraphs 2(a), (b) and (c).

- Failure to submit annual reports or financial statements*      **5**      Where, in accordance with the Rules of Procedure, a National Society fails to provide either its annual reports or audited financial statements to the International Federation for three consecutive years without a justified reason, the National Society's membership rights shall be restricted, by a decision of the Governing Board, in the manner set out in paragraphs 2(a) and (b).

- Warning*      **6**      The Governing Board, or in the circumstances set out in paragraphs 4 and 5, the Finance Commission, may issue a written warning prior to the restriction of any membership rights.

- Restoration of rights*      **7**      The Governing Board may revoke the restriction of membership rights imposed on a National Society when the reasons for restriction no longer apply.

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## **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 in the circumstances specified in Articles 10.2 and 10A.



**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 by a decision of the General Assembly in accordance with Article 20 in the circumstances set out in Articles 10.2 and 10A.
- 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 or election within the International Federation which emanates from the expelled National Society shall step down.
- Readmission*
- 5** A National Society which has been expelled can reapply to the General Assembly for admission once the reasons for expulsion no longer apply and in accordance with the Rules of Procedure.

## Section III

# Organs of the International Federation

*Organs*

### ARTICLE 14 Organs

- 1 The Organs of the International Federation, are –
  - those bodies with governance functions, which are:
    - The General Assembly;
    - The Governing Board;
    - The President; and
  - the body with executive functions, which is:
    - The Secretary General
 (together the “Organs”).

*Standards of integrity and Breach of Integrity*

- 2 Organs shall comply with applicable integrity policies adopted by the General Assembly. Any failure to comply with such policies will be considered a Breach of Integrity and shall be referred to the Compliance and Mediation Committee.

*Procedures*

- 3 The procedures of the Organs shall be laid down in the Rules of Procedure.

## 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

*Vision, strategy, policy*

- 1 The General Assembly shall, among others, exercise the following functions:
  - a) determine the vision and strategy of the International Federation, and the general policies that govern, the International Federation and the National Societies;

|   |  |
|---|--|
| <i>Admission/Sanctions</i>  | b) take decisions on –<br>(i) the admission of National Societies and expulsion as set out in Articles 7 and 13 respectively; and<br>(ii) the application of any particular action or measure that it deems appropriate towards the Governing Board in case of a Breach of Integrity under Article 14 further to the examination of the recommendation of a Panel of the Compliance and Mediation Committee; |
| <i>Election – President</i>                                       | c) elect the President of the International Federation;  |
| <i>Election – Vice-Presidents</i>                                 | d) elect those four National Societies, one from each Statutory Region, which shall be entitled to appoint a Vice-President of the International Federation (the “Vice-President”);  |
| <i>Election – National Society members of the Governing Board</i> | e) elect the National Society members of the Governing Board;  |
| <i>Appointment of Constitutional Commissions and Committees</i>   | f) appoint or elect, as the case may be, members of the Constitutional Commissions and Committees;   |
| <i>Representatives to Movement bodies</i>                         | g) designate the representatives of the International Federation to the bodies of the Movement;  |
| <i>Other bodies</i>   | 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;   |
| <i>Designate external auditors</i>                                | i) designate as external auditors, on the recommendation of the Governing Board, a firm of internationally recognised independent auditors;  |
| <i>Budget</i>   | j) on the recommendation of the Governing Board –<br>(i) approve the biennial plans, budgets and financial reports of the International Federation, and<br>(ii) adopt the audited financial statements of the International Federation;  |
| <i>Auditor’s report</i>   | k) take note of the report of the external auditors;   |
| <i>Statutory financial contributions</i>                          | l) approve, on the recommendation of the Governing Board and the Finance Commission, the formula for fixing the financial participation of National Societies, and to take note of the annual scale of contributions of the National Societies approved by the Governing Board and calculated using the said formula;  |
| <i>Constitution, Rules of Procedure and other regulations</i>     | 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 ICRC or any other international organisation or institution that create obligations for National Societies;
- Transfer of the headquarters*
- q) decide on the transfer of the headquarters of the International Federation; and
- Suspension and expulsion*
- r) hear an appeal from a National Society in accordance with Article 12.7 and/or upon the recommendation of the Governing Board, decide on the expulsion of a National Society in accordance with Article 13.
- 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 bodies, 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;
- d) designate the representatives of the International Federation to the bodies of the Movement; and
- e) determine, in urgent situations which require a fast policy decision, the general policies that govern the International Federation and the National Societies, which shall be decided upon at the next General Assembly.
- 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.

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**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.

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**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 34, the dissolution of the International Federation or amendments 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.

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**ARTICLE 20 Voting**

- 1 Each National Society represented at the General Assembly shall have one vote.

*By consensus*

- 2 Decisions of the General Assembly shall be taken by consensus with the exception of the elections of the President, Vice-Presidents, the National Society members of the Governing Board and the Chair and members of the Youth Commission.

Consensus shall be understood to mean the absence of any objection expressed by a delegation and submitted by it as constituting an obstacle to the taking of the decision in question.

*If no consensus  
or elections*

- 2A If consensus cannot be reached or in the case of elections, decisions of the General Assembly shall be taken by a simple majority vote of the National Societies present and voting except —
  - in the circumstances set out in Articles 20.3 to 20.5 inclusive, where a decision shall be taken in the manner set out in those Articles; or
  - as otherwise provided in the Constitution.

- 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 47) to transfer the headquarters of the International Federation (Article 17.1(q)) and to dissolve the International Federation (Article 45).
- 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. In the event that the Rules of Procedure provide that a National Society may exercise the vote remotely by the means of a secure electronic mechanism, a National Society shall be deemed “present and voting” if it exercises its vote in such a manner.

## GOVERNING BOARD

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### **ARTICLE 21 Definition**

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

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### **ARTICLE 22 Composition**

- Composition*      **1**      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 Audit and Risk Commission;
  - g) the Chair of the Youth Commission.

- 
- Status of members of the Governing Board*     **2**     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.
- Code of conduct*     **3**     Every member of the Governing Board shall sign a code of conduct which includes a provision regarding possible conflicts of interest.
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### **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 and approve those policies that are internal only to the International Federation and which are presented to it by the Secretary General, and in urgent situations, determine the general policies of the International Federation and the National Societies in accordance with Article 17.2(e);
  - 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 and approve electoral standards for campaigning submitted to it by the Election Committee;
  - 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 financial risk matters presented by the Secretary General, the Finance Commission or the Audit and Risk Commission, and
  - (i) recommend, for final approval by the General Assembly, the biennial budget, plans and financial reports of the International Federation, including on the recommendation of the Finance Commission, the formula for fixing the financial participation of National Societies,
  - (ii) approve, on the recommendation of the Finance Commission, the annual scale of contributions of National Societies (calculated using the formula approved by the General Assembly under Article 17.1); and
  - (iii) endorse and recommend for adoption by the General Assembly, the audited financial statements of the International Federation;
- l) ratify general agreements concluded with the ICRC 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) decide on the application of any particular action or measure that it deems appropriate towards any of the Statutory Bodies (except the Governing Board and the General Assembly) in case of a Breach of Integrity under Articles 14 or 28 further to the examination of the recommendation of a Panel of the Compliance and Mediation Committee (except where the Compliance and Mediation Committee is implicated in the Breach of Integrity);
- o) decide on the application of, and apply, sanctions towards National Societies as set out, and in the circumstances specified, in Articles 10.2, 10A, 11, 12 and 13;
- p) approve the selection of candidates for appointment to the posts of (or equivalent to) Deputy and Under Secretaries General or Directors;

- q) approve the outline structure of the Secretariat of the International Federation proposed by the Secretary General;
- r) approve the certification of National Societies proposed by the Compliance and Mediation Committee in accordance with the capacity assessment process adopted by the Governing Board; and
- s) decide upon, further to consultation with the Finance Commission, any request by a National Society for relief under Article 36.5 from the consequences of being in arrears, and whether to declare a National Society in default under Article 36.6.

The functions of the Governing Board and its members may be further described in the Rules of Procedure or any manual, guidance or other document adopted by the General Assembly from time to time.

- 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 44, 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.

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**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.

The Governing Board takes its decisions by consensus.

If consensus cannot be reached, decisions of the Governing Board shall be taken by –

- a) a simple majority vote of the members present and voting (where in the event of a tie the President shall have the casting vote) unless sub-paragraph (b) applies; or
  - b) a qualified majority of sixty percent of the members of the Governing Board, in the event of a decision to suspend or to recommend expulsion of a National Society.
- 3 The President may invite any person to attend the meetings of the Governing Board as an observer.

**PRESIDENT**

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**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) have the ability to take a decision collectively with the Vice-Presidents, which is issued to a National Society, requiring an individual or individuals who hold a National Society Leadership Position to step aside from office in accordance with Article 10A.2;
  - h) carry out any other function entrusted by the General Assembly or by the Governing Board.

The functions of the President may be further described in the Rules of Procedure or any manual, guidance or other document adopted by the General Assembly from time to time.

*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

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### **ARTICLE 26 Vice-Presidents of the International Federation**

*Composition and role of the Vice-Presidents*

**1** The Vice-Presidents of the International Federation comprise of the four elected Vice-Presidents (one from each Statutory Region), and the ex officio Vice-President. 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 Statutory Regions;
- b) promote the decisions of the General Assembly and Governing Board, particularly in their Statutory Regions; and
- c) in close coordination with the Secretary General, support National Societies in their Statutory Regions and globally with integrity challenges as requested by the National Society itself or the Compliance and Mediation Committee.

*Regional Conferences*

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

- Measures relating to an individual*
- 5 The Vice-Presidents shall have the ability to take a decision collectively with the President, which is issued to a National Society, requiring an individual or individuals who hold a National Society Leadership Position to step aside from office in accordance with Article 10A.2.
- 6 The functions of the Vice-Presidents may be further described in the Rules of Procedure or any manual, guidance or other document adopted by the General Assembly from time to time.

## 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 and the preparation of a report of the accounts, in accordance with Articles 37.6 and 38;
  - c) direct the Secretariat and be responsible for the execution of the work entrusted to it;
  - d) establish the structure of the Secretariat, the general outline of which shall be subject to the approval of the Governing Board;
  - e) 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 equitable gender balance and fair

- geographical distribution; and when necessary terminate the engagements of such staff;
- f) 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;
  - g) 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;
  - h) be the authorised representative of the International Federation in relation to third parties and courts of law for all transactions whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the International Federation;
  - i) 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;
  - j) 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;
  - k) report on the activities of the International Federation to the General Assembly and to the Governing Board;
  - l) keep the President and Vice-Presidents, as appropriate, closely informed in carrying out his/her functions; and
  - m) 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.

## Section IV

# Constitutional Commissions and Committees of the International Federation

### ARTICLE 28 Constitutional Commissions and Committees

- Constitutional Commissions and Committees*
- 1 The Constitutional Commissions and Committees of the International Federation are:
    - The Finance Commission;
    - The Audit and Risk Commission;
    - The Youth Commission;
    - The Compliance and Mediation Committee; and
    - The Election Committee;

(together the “Commissions and Committees”).

They have advisory or such other functions as set out in this Constitution.
- Standards of integrity and Breach of Integrity*
- 2 Commissions and Committees shall comply with applicable integrity policies adopted by the General Assembly. Any failure to comply with such policies will be considered a Breach of Integrity and shall be referred to the Compliance and Mediation Committee (except where the Compliance and Mediation Committee is implicated in the Breach of Integrity, where the failure shall be directly referred to the Governing Board).
- Procedures*
- 3 Procedures of the Commissions and Committees shall be laid down in the Rules of Procedures.

**ARTICLE 29 Finance Commission**

*Composition*

- 1 The Finance Commission shall be composed of:
- a Chair; and
  - five members,

The Chair and four members shall be appointed in a personal capacity by the General Assembly on presentation of candidates by the Election Committee; and one member shall be appointed by the Governing Board from amongst its members.

*Functions*

- 2 The Finance Commission shall have the following functions:
- a) give advice on all financial matters affecting the International Federation;
  - b) comment on the periodic financial reports of and on the budget drawn up by the Secretary General;
  - c) receive from the Audit and Risk Commission the report of the external auditors, and to comment on the same to the Audit and Risk Commission;
  - d) 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) review periodically the formula for fixing the financial participation of National Societies for submission, through the Governing Board, to the General Assembly for approval, and every two years to establish the annual scale of contributions of National Societies (calculated using the formula approved by the General Assembly under Article 17.1) for submission to, and approval by, the Governing Board;
  - f) establish the annual financial contributions of National Societies applying for membership (calculated using the formula approved by the General Assembly under Article 17.1) prior to the application being considered by the General Assembly;
  - g) hear appeals from National Societies in accordance with Articles 36.3 and 36.4, to acquaint itself with arrears in payment of annual financial contributions by National Societies, to comment on a National Society's request for relief under Article 36.5 from the consequences of being in arrears and express its

views to the Governing Board on whether a National Society should be declared in default in accordance with Article 36.6;

- h) assist the Governing Board in applying and implementing the decisions of the General Assembly on the financial management of the International Federation; and
- i) bring allegations of Breaches of Integrity to the Compliance and Mediation Committee, in consultation with the President.

*Reporting* **3** The Finance Commission shall report on its work to the Governing Board and the General Assembly.

*Authority of the Chair* **4** The Chair of the Finance Commission shall have the right to obtain from the Secretary General all information and documents related to financial matters.

**5** The Chair of the Finance Commission shall advise the President and the Secretary General on all financial matters affecting the International Federation.

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**ARTICLE 30 Audit and Risk Commission**

*Composition* **1** The Audit and Risk Commission shall be composed of:

- a Chair; and
- five members,

appointed in a personal capacity by the General Assembly on presentation of candidates by the Election Committee.

*Functions* **2** The Audit and Risk Commission shall have the following functions:

- a) give advice on all audit and risk matters affecting the International Federation;
- b) assess the scope and effectiveness of the systems established by the Secretary General to identify, assess, manage and monitor risks;
- c) review areas of risk, major cases of fraud and corruption, irregularities, and legal claims that could have a significant financial, reputational or other impact impeding the International Federation and advise the Secretary General accordingly;

- d) receive and review the reports of the internal and external auditors, comment on the same to the President, Secretary General and Governing Board;
- e) oversee the implementation of the audit recommendations by the Secretary General;
- f) bring allegations of Breaches of Integrity to the Compliance and Mediation Committee, in consultation with the President;
- g) recommend, in consultation with the Chair of the Finance Commission, the appointment of the external auditors to the Governing Board; and
- h) approve, in consultation with the Chair of the Finance Commission, the audited financial statements and recommend their endorsement by the Governing Board for adoption by the General Assembly.

*Reporting*                      **3**    The Commission shall report on its work to the Governing Board and the General Assembly.

*Authority of the Chair*    **4**    The Chair of the Audit and Risk Commission shall have the right to obtain from the Secretary General all information and documents related to audit or risk matters.

**5**    The Chair of the Audit and Risk Commission shall advise the President and the Secretary General on all risk matters affecting the International Federation.

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**ARTICLE 31 Youth Commission**

*Composition*                      **1**    The Youth Commission shall be composed of:

- a Chair; and
- eight members, two from each of the four Statutory Regions,

elected in a personal capacity by the General Assembly on presentation of candidates by the Election Committee.

*Functions*                              **2**    The Youth Commission shall have the following functions:

- a) advise on all matters concerning youth and youth-related activities throughout the International Federation;
- b) promote and assess the implementation of the youth strategy or policy decided by the Governing Board or the General Assembly, as well as to consider and

- study as requested by the Board matters of policy development in the area of youth;
- c) review and suggest revisions of the youth strategy or policy to the Governing Board or the General Assembly (as the case may be) for adoption;
- d) 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) 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) bring allegations of Breaches of Integrity to the Compliance and Mediation Committee in consultation with the President.

*Reporting* **3** The Youth Commission shall report on its work to the Governing Board and General Assembly.

*Authority of the Chair* **4** The Chair of the Youth Commission shall have the right to obtain from the Secretary General all relevant information and documents necessary to enable the Youth Commission to fulfil its functions.

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

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**ARTICLE 32 Compliance and Mediation Committee**

*Composition* **1** The Compliance and Mediation Committee shall be composed of:

- a Chair; and
- twelve members (three from each of the four Statutory Regions),

appointed in a personal capacity by the General Assembly on presentation of candidates by the Election Committee.

*Functions* **2** The Compliance and Mediation Committee shall have the following functions:

- a) give advice on compliance and integrity issues affecting the International Federation;
- b) resolve any potential Breaches of Integrity on the part of a National Society or any Statutory Body (except the Compliance and Mediation Committee), as expeditiously as possible and with full respect for due process;
- c) help settle any disputes submitted to it as expeditiously as possible and with full respect for due process;
- d) review, investigate, and determine the nature and extent of, any potential Breach of Integrity, or of any dispute submitted to it;
- e) make recommendations to help resolve any potential Breach of Integrity, or any dispute submitted to it, including, where appropriate —
  - (i) recommending action to be taken by the relevant National Society or Statutory Body (except the Compliance and Mediation Committee),
  - (ii) reporting to the Governing Board or to the General Assembly (in the case of a Breach of Integrity by the Governing Board) with any further action or sanctions to be taken by the Governing Board and/or General Assembly,
  - (iii) in cases of a potential Breach of Integrity which involve serious allegations against an individual or individuals who hold a National Society Leadership Position<sup>2</sup>,
    - (A) recommending action to be taken by the relevant National Society in respect of such allegations, and
    - (B) where such action has not been implemented and it involves the individual or individuals stepping aside, reporting to the President and Vice-Presidents or the Governing Board, as the case may be, with any further action or sanctions to be taken by the President and Vice-Presidents and/or the Governing Board;
- f) serve as a pool for the formation of individual panels;
- g) recommend National Societies to the Governing Board for certification as a National Society in accordance

<sup>2</sup> See Article 10A.2 of the Constitution for the definition of National Society Leadership Position.

with the capacity assessment process adopted by the Governing Board.

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|---------------------------------------|----------|--|
| <i>Submission of allegations</i>      | <b>3</b> | 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, the General Assembly, the Governing Board, the President, or the Secretary General. Commissions and Committees may also bring allegations to the Compliance and Mediation Committee in consultation with the President. The Compliance and Mediation Committee may initiate its own review of a potential Breach of Integrity based on criteria adopted by the Governing Board and with notification to the President. |
| <i>Compliance and Mediation Panel</i> | <b>4</b> | The Chair shall review any potential Breach of Integrity or dispute referred to in paragraph 3 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 potential breach or dispute with due regard to the principles of fair geographical representation, and equitable gender balance as well as any potential conflict of interest and to carry out the functions set out in paragraphs 2(d) and 2(e).   |
| <i>Reporting</i>                      | <b>5</b> | The Compliance and Mediation Committee shall report on its work to the General Assembly and Governing Board.   |
| <i>Authority of Chair</i>             | <b>6</b> | In addition to paragraph 3, the Chair of the Compliance and Mediation Committee — <ol style="list-style-type: none"> <li>a) shall advise the Secretary General and the President on the handling of compliance and integrity issues as requested;</li> <li>b) shall notify the relevant National Society or Statutory Body of allegations received against it; and</li> <li>c) may consult informally with the relevant National Society or Statutory Body in order to endeavour to resolve the matter.</li> </ol>   |
|                                       | <b>7</b> | The Secretary General shall support the Committee in its work, in particular by making relevant information available.   |

**ARTICLE 33 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 have the following functions:
- a) develop electoral standards for campaigning for approval by the Governing Board;
  - b) draw up objective criteria for the positions of President and Vice-President or for any of the other positions (such as education and professional Red Cross and Red Crescent experience), 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 governance positions (*ad personam* and National Societies);
  - d) notify the Governing Board of any candidates which the Election Committee considers are ineligible against approved criteria;
  - e) establish, after consultation with the Governing Board, a list of proposals of candidates for the Finance Commission, the Audit and Risk Commission and the Compliance and Mediation Committee, for appointment by the General Assembly, and establish a list of candidates for the Youth Commission for election by the General Assembly;
  - f) monitor and oversee all elections to these positions;
  - g) announce the results of elections to these positions; and
  - h) bring allegations of Breaches of Integrity to the Compliance and Mediation Committee in consultation with the President.
- 3 When carrying out the Election Committee's functions, the Committee shall:
- a) ensure that, by means of the development of campaigning standards, equal opportunities for consideration of all candidates are guaranteed;

- b) 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;
- c) establish an election timetable and receive all the applications of candidates for the Finance Commission, Audit and Risk Commission, Youth Commission and Compliance and Mediation Committee, and submit a list of candidates for appointment (or election in the case of the Youth Commission) by the General Assembly;
- d) ensure that members proposed for Statutory Bodies reflect the agreed criteria as set out in the Rules of Procedure and that the principles regarding a fair geographical distribution and equitable gender balance are followed;
- e) arrange secret ballots, where possible by means of a secure electronic voting mechanism, for the election of the President, of the National Societies entitled to appoint a Vice-President, of the National Societies seeking to be members of the Governing Board and of the Chair and members of the Youth Commission.

*Reporting*                      **4**      The Election Committee shall report on its work to the General Assembly and Governing Board.

*Authority of the Chair*      **5**      The Chair of the Election Committee shall advise the President and the Secretary General on all electoral matters affecting the International Federation.

## Section V

# Elections and Appointments

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### **ARTICLE 34 Election of the President, the Vice-Presidents, the National Society members of the Governing Board, and the election or appointment of the Chairs and the members of the Commissions and Committees**

*Periodicity*

- 1 Elections shall be held in ordinary sessions every four years. The appointments by the General Assembly of the members of the Finance Commission, Audit and Risk Commission, Compliance and Mediation Committee and Election Committee and the election of the members of the Youth Commission shall be made in ordinary sessions every four years, not coinciding with elections of the President, Vice-Presidents and National Society members of the Governing Board. The appointment by the Governing Board of the fifth member of the Finance Commission shall be held in ordinary session every four years, at its first session after the General Assembly session in which the National Society members of the Governing Board are elected.

*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 or Governing Board at which the incumbents have been elected/appointed and expires at the close of the session of the General Assembly or Governing Board which elects/appoints their successors.

*President*

- 3 The General Assembly elects the President in a personal capacity. A person who has served two four-year terms as President is not eligible to stand again for election.

*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.

- 
- National Society members of the Board*      **5**      The General Assembly elects twenty National Societies as members of the Governing Board, respecting the principles of fair geographical distribution and equitable gender balance 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, and shall not be eligible as members of, 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, Audit and Risk Commission, Youth Commission, and Compliance and Mediation Committee*      **7**      The General Assembly shall appoint the Chair and four members of the Finance Commission, and the Chair and members of the Audit and Risk Commission and the Compliance and Mediation Committee, and shall elect the Chair and members of the Youth Commission. The Governing Board shall also appoint one of its members to be a member of the Finance Commission. 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 appointment or election (as the case may be) 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. Any person who has served two consecutive four-year terms as Chair or as member of the Election Committee shall not be eligible to stand again for appointment as Chair or as member of such body until a further four-year term has elapsed.

*Principles of fair geographical distribution and equitable gender balance*

9 The principles of fair geographical distribution and equitable gender balance shall be taken into account by National Societies and Statutory Bodies in connection with the nomination, and the appointment or election (as the case may be) of all governance positions in any of the Statutory Bodies, and as further specified in the Rules of Procedure.

*Procedures*

10 The procedures relating to elections may be set out in the Rules of Procedure.

## Section VI

# Finance of the International Federation

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### **ARTICLE 35 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.

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*Procedures*                      **6**    The procedures relating to the finances of the International Federation (including, without limitation, financial contributions, financial reporting requirements, budget and audit procedures) may be set out in the Rules of Procedure.

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**ARTICLE 36 Financial contributions**

*Financial year*                      **1**    The financial year shall run from 1 January to 31 December.

*Statutory financial contributions*                      **2**    Each National Society shall pay an annual financial contribution to the International Federation in accordance with the scale of contributions established by the Finance Commission, approved by the Governing Board and calculated using the formula approved by the General Assembly under Article 17.1, and within such time-limit as may be prescribed by the General Assembly.

*Appeals*                                      **3**    Any National Society which contests the annual financial contribution approved by the Governing Board shall have the right to appeal immediately to the Finance Commission. However, such an appeal (whether successful or not) shall not invalidate the obligation of paying the uncontested part of the annual financial 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 annual financial 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 (whether successful or not) shall not invalidate the obligation of paying the annual financial contribution.

*Request for relief*                      **5**    Any National Society in arrears and unable, due to compelling and exceptional grounds, to pay its annual financial contribution may, in accordance with the Rules of Procedure, make a request to the Governing Board for relief from the consequences of being in arrears set out in Article 11. The Governing Board shall consult with

the Finance Commission prior to making its decision. However, such a request (whether successful or not) shall not invalidate the obligation of paying the annual financial contribution nor bear any consequence upon a National Society's ability to be declared in default.

*Report to the Governing Board, arrears and declaration in default*

If a National Society does not pay the amount in accordance with paragraphs 2, 3 or 4 of the present Article —

- the Finance Commission shall report the matter to the Governing Board; and
- the Governing Board shall receive the recommendation of the Finance Commission and shall decide whether or not to grant any request for relief from the consequences of being in arrears and/or declare the National Society in default or not,

in accordance with the Rules of Procedure.

*Consequences of failure to pay the contribution*

**7** In addition to the potential sanctions listed under Article 10A, the consequences of a failure to pay the annual financial contribution, including the consequences of being in arrears or a declaration in default are set out in Article 11.

*Financial obligations*

**8** Any National Society which has withdrawn, which has been suspended or expelled or which has been declared in default or has arrears shall remain liable for payment of its annual financial 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.

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### **ARTICLE 37 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 every two years:
- a) adopt the audited financial statements and approve the financial reports and plans covering the previous two financial years recommended by the Governing Board;
  - b) approve 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 17.3, and 23.3, 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 38 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

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#### **ARTICLE 39 Regional Conferences**

- |   |   |   |
|---|---|---|
| <i>Definition</i>                         | 1 | A Regional Conference is a meeting of the National Societies of a Statutory Region with the purpose of: <ul style="list-style-type: none"><li>■ promoting co-operation, networking and partnerships amongst the National Societies of the regions;</li><li>■ identifying common humanitarian concerns and issues;</li><li>■ striving to achieve common strategies of implementation with regard to decisions of the General Assembly, the Council of Delegates and the International Conference;</li><li>■ making proposals to the Governing Board on matters related to the General Assembly and the Statutory Bodies of the Movement.</li></ul> |
| <i>Timing</i>                             | 2 | In principle a Regional Conference shall be held in each Statutory Region once every four years.  |
| <i>Reports from the Secretary General</i> | 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.  |
| <i>Secretariat assistance</i>             | 4 | The Secretary General shall assist the host National Society in organising and holding a Regional Conference.   |
| <i>Applicable rules</i>                   | 5 | A Regional Conference shall be held in conformity with the Constitution and the Rules of Procedure.   |

**ARTICLE 40 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 41 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 42 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 43 Regulations**

- 1 The General Assembly shall enact by a simple majority all regulations or rules 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 or rules 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 or rules by a simple majority.

**ARTICLE 44 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 Society members of the Governing Board, or from appointing or electing (as the case may be) the Chairs and members of the Commissions and Committees, 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 24.2. 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

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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.

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#### **ARTICLE 45 Dissolution**

Further to a decision on the dissolution of the International Federation taken by the General Assembly in accordance with Articles 19.2 and 20.5, 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.

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#### **ARTICLE 46 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.

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#### **ARTICLE 47 Amendments to the Constitution**

The provisions of the Constitution may only be amended by the General Assembly in accordance with Articles 19.2 and 20. Proposals to amend the Constitution may be put to the vote in accordance with such Articles only when submitted by a National Society supported by at least five National Societies, or by the Governing Board.

**ARTICLE 48 Entry into force**

Subject to Article 49 this Constitution shall come into force at the end of the 22<sup>nd</sup> session of the General Assembly, 7 December 2019, at which time the former Constitution shall stand repealed.

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*Finance Commission*

**ARTICLE 49 Transitional provisions**

Notwithstanding Articles 29 and 34, the Chair and five members of the Finance Commission appointed in 2019 by the General Assembly shall remain in appointment until their term expires at the General Assembly session in 2023, whereupon (a) a Chair and four members of the Finance Commission will be appointed by the General Assembly in 2023 in accordance with Articles 29 and 34, and (b) a fifth member will be appointed by the Governing Board from amongst its members at its first session after the General Assembly in 2023 until their term expires at the General Assembly session in 2025, upon which a fifth member will be appointed by the Governing Board in accordance with Articles 29 and 34.

If, before the General Assembly session in 2023, there is a vacancy of one of the five members of the Finance Commission appointed by the General Assembly, the Governing Board shall at its next session appoint one of its members to fill up to one such vacancy, whose term shall expire in 2023.

# Rules of Procedure

Revised and adopted by the VI<sup>th</sup> Session of the General Assembly,  
Rio de Janeiro (Brazil), November 1987

Amended by the VIII<sup>th</sup> Session of the General Assembly,  
Budapest (Hungary), November 1991,

by the IX<sup>th</sup> Session of the General Assembly,  
Birmingham (UK), October 1993,

by the X<sup>th</sup> Session of the General Assembly,  
Geneva (Switzerland), November 1995

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

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

Amended and adopted by the 20<sup>th</sup> Session of the General Assembly,  
Geneva (Switzerland), December 2015

Amended and adopted by the 21<sup>st</sup> Session of the General Assembly,  
Antalya (Turkey), November 2017

Amended and adopted by the 22<sup>nd</sup> Session of the General Assembly,  
Geneva (Switzerland), December 2019

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## Section I

### General Provisions

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|                      | <b>RULE 1 Object, definition, official name</b>   |
|----------------------|---|
| <i>Object</i>        | <b>1.1</b> The general object of these Rules of Procedure (the “Rules”) is to ensure the implementation of the Constitution of the International Federation (the “Constitution”).   |
| <i>Definition</i>    | <b>1.2</b> These Rules shall regulate the work of all bodies of the International Federation, established either by the Constitution or by a Statutory Body of the International Federation.  |
| <i>Official name</i> | <b>1.3</b> 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, publications, communications, and items, the International Federation logo as described in the annex shall be used. |

## Section II

### National Societies

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|                                  | <b>RULE 2 Admission</b>  |
|----------------------------------|--|
| <i>Presentation of documents</i> | <b>2.1</b> The following documents shall be attached to the application for admission submitted to the President:<br>a) the statutes of the applicant National Society;<br>b) an account of the applicant National Society’s activities during the two years preceding the application;<br>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:
- (i) acknowledges having reviewed the Constitution and agrees to respect its provisions and all other statutory texts and decisions of the General Assembly;
  - (ii) commits itself to pay its annual financial contribution to the International Federation in accordance with Article 36.2 of the Constitution.

*Examination  
of documents*

**2.2** 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”)<sup>1</sup>, examine the application as well as the documents annexed thereto, in order to determine whether the Conditions for Admission as provided by the Constitution and these Rules are satisfied.

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 a determination as to whether or not the Conditions for Admission are satisfied, together with the comments of the Joint Statutes Commission and any other comments.

The Governing Board shall consider the Secretary General’s report and decide upon the provisional admission of the National Society at its next session. In the event that the Governing Body does not admit the National Society on a provisional basis, the application will not be presented to the General Assembly.

**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 XXII<sup>nd</sup> International Conference of the Red Cross (Teheran, 1973, res. VI) and the XXIV<sup>th</sup> 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.

## Section III

# Integrity and Compliance

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### **RULE 3 Allegations of Breach of Integrity and disputes**

*Review of allegation of Breach of Integrity* **3.1**

On receipt, in accordance with Article 32 of the Constitution, of an allegation of a Breach of Integrity carried out by a National Society, or by any Organ<sup>2</sup>, Commission or Committee (the “Statutory Body”) (except the Compliance and Mediation Committee itself), the Secretariat of the Compliance and Mediation Committee shall inform the National Society, or Statutory Body against which the allegations were made, and the President and (where applicable) the Vice-President from the relevant Statutory Region.

*Initiation of independent review* **3.2**

In the case of a potentially grave integrity breach concerning a National Society which, in the reasonable opinion of the Compliance and Mediation Committee places at risk the image and reputation of the International Federation, the Committee may on its own initiative, and in accordance with criteria adopted by the Governing Board, review the potential integrity breach. The Chair of the Committee shall inform the National Society concerned and the President and (where applicable) the Vice-President from the relevant Statutory Region.

*Preliminary review and substantiation* **3.3**

The Chair, together with two other members of the Compliance and Mediation Committee, shall review the information received and determine whether the allegations or information received under paragraphs 3.1 or 3.2 (the “Allegations”) are 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

**2.** See Article 14 of the Constitution for the definition of Organs (the General Assembly, the Governing Board, the President and the Secretary General). See Rule 44.2 where expressions set out in these Rules have the same meaning as in the Constitution.

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 from the relevant Statutory 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, or a request has been made by the Governing Board pursuant to paragraph 3.3, the Chair shall form a Panel in accordance with Article 32 of the Constitution 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.

*Serious Allegations against any individual holding a National Society Leadership Position*

**3.5** If at any time during the Panel's inquiry into the Allegations, there are allegations against an individual or individuals who hold a National Society Leadership Position<sup>3</sup> that are —

- a) of a serious nature (including without limitation, allegations of fraud or corruption, mismanagement of funds, abuse of authority, harassment, criminal conduct, gross violation of the Fundamental Principles of the Movement); and
- b) determined by the Panel to be adequately substantiated,

the Panel may issue a written recommendation (with reasons) to the National Society (with a copy to the Chair), setting out the recommended action to be taken by the National Society, including the recommendation that the individual or individuals concerned step aside from any National Society Leadership Position as soon as possible and until at least the investigation is concluded and the reasons to step aside no longer apply.

In respect of a recommendation to step aside, the National Society has a period of one month from the date of the recommendation to implement the recommended action of the Panel.

*Action by the President and Vice-Presidents*

**3.6** If, further to paragraph 3.5, the Panel's recommendation to step aside has not been adhered to within the required time period, and thus requires action by the President and Vice-Presidents, as outlined in Articles 25.2(g) and 26.5 of the Constitution, the Panel shall submit a report to the President and the Vice-Presidents including a summary of its findings, measures taken to resolve the matter and recommendations of any further action to be taken.

The President shall immediately inform the National Society concerned, and shall invite it to answer any questions and make written submissions prior to the meeting at which the President and Vice-Presidents shall discuss and decide the case.

**3.** See Article 10A.2 of the Constitution for the definition of National Society Leadership Position (any individual who holds a governance or senior management office within a National Society). See Rule 44.2 where expressions set out in these Rules have the same meaning as in the Constitution.

A formal note of the meeting of the President and Vice-Presidents shall be retained by the Secretary General. The formal note of the meeting shall include a summary of the Presidential and Vice-Presidential discussions, decision, and the reasons for its decision. The formal note of the meeting may, if appropriate, include relevant documents submitted to the President and Vice-Presidents for its consideration. As soon as reasonably possible after the decision has been made, a copy of the formal note of the meeting, including the President and Vice-Presidents' decision, shall be sent to the National Society, the Chair and the Panel.

If the President and Vice-Presidents' decision is not adhered to within one month from the date of the decision, the National Society will, in accordance with Article 10A.2 of the Constitution be considered to have committed a Breach of Integrity and 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 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.

*Action by the  
Governing Board*

**3.7** If the Panel's recommendations require any action by the Governing Board, as outlined in Articles 23.1(n) and 23.1(o) of the Constitution, the Panel or the Chair, as the case may be, shall submit a report to the Governing Board, including a summary of the Panel's 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.

*Action by the General Assembly*      **3.8**      If the Panel’s recommendations require any action by the General Assembly, as outlined in Article 17.1(b)(ii) of the Constitution, the Panel or the Chair, as the case may be, shall submit a report to the General Assembly, including a summary of the Panel’s findings, measures taken to resolve the matter and recommendations for any further action to be taken.

*Disputes*      **3.9**      The procedures for the handling of disputes shall be set out in the working procedures of the Compliance and Mediation Committee.

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**RULE 4 Suspension and re-instatement of a National Society**

*Hearing and consideration*      **4.1**      If on receipt of a report of the Panel convened pursuant to Rule 3 it appears to the Governing Board that the situation of a National Society may have fallen into one of the cases provided for in Articles 12 (“Suspension”) or 13 (“Expulsion”) of the Constitution, the Governing Board shall send a written notice to the National Society identifying the possible fault, requesting it to submit its response for consideration by the Governing Board and inviting it to attend a hearing at the Governing Board’s next session.

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

*Governing Board decision*      **4.2**      If the Governing Board determines, after having allowed the National Society to be heard in a closed session and after due consideration of the National Society’s response, that the National Society has fallen into one of the cases provided for in Articles 12 or 13 of the Constitution, the Governing Board may —

- a) issue a written warning to the National Society;
- b) suspend the membership of the National Society —
  - (i) with immediate effect; or
  - (ii) with effect from a future date specified by the Governing Board (“Effective Date”) if, the National Society has not resolved the issue identified by the Governing Board by the Effective Date as confirmed in a report of the Compliance and Mediation Committee, whereupon the Governing Board, or if entrusted by the Governing Board, the

- President and the Vice-Presidents, will implement the suspension decision;
- c) recommend to the General Assembly the expulsion of the National Society.

*Suspension or recommendation of expulsion*

**4.3** The International Federation shall give notification of the Governing Board's decision to suspend the membership, and/or recommend the expulsion, of the National Society, to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

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** 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.

The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

**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 Rules 4.1 to 4.3. 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. The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

*Re-admission*                    **5.4**    The General Assembly may re-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.

The International Federation shall give notification of this decision to the National Society concerned and the government of its country as well as to all National Societies and components of the Movement.

## Section IV

# General Assembly

*Place and date  
of sessions*

### **RULE 6 Ordinary 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 as close as possible to the twenty-fourth month since the previous ordinary session.
- 6.2** If, as an exception to Article 18.1 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 18.3 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 18.3 of the Constitution, the inviting National Society will be given an opportunity to request a meeting with the Governing Board.

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### **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.

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*Contents of the  
provisional agenda*

#### **8.1**

### **RULE 8 Agenda and papers for the session**

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, Audit and Risk 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 before 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.

*Extraordinary sessions*

**RULE 9 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 18.5 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.
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*Delegations*

**10.1 RULE 10 Delegations of National Societies**

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.

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**RULE 11 Observers**

- Observers* **11.1** In accordance with Article 42 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 submit 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.

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**RULE 12 Chairing**

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

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**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.
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**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.
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**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.

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| <i>Simultaneous interpretation and translation</i> | <p><b>15.4</b> If the National Society hosting the Assembly wishes to have any other language recognised as a working language it shall cover all costs involved.</p> <p><b>15.5</b> 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.</p> |
| <i>Documents</i>                                   | <p><b>15.6</b> All documents shall be submitted to the General Assembly in one of the working languages.</p>   |

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### **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 Commission, Committee 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.

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**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 over-ruled 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.

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**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. In accordance with Rule 30A, in the election of the Chair and members of the Youth Commission,

a National Society's vote shall be exercised by a youth delegate nominated by a National Society (either in person or remotely).

**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.

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**RULE 19 Voting procedures**

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

*Electronic voting* **19.2** Voting may take place with the use of an electronic voting mechanism if facilities permit.

*Roll call* **19.3** 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* **19.4** The vote shall be taken by secret ballot if a simple majority of the National Societies present and voting so decides or in the circumstances set out in Rule 19.6. In this event, the Secretary General shall if possible make available an electronic voting mechanism, with appropriate measures to ensure the secrecy of the vote is preserved or shall distribute paper ballots. In the case of voting by paper ballots, 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* **19.5** 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 for  
elected officials*

**19.6** Voting for elected officials (including the members and Chair of the Youth Commission) shall be made by secret ballot. The secret ballot for all elections of officials to governance positions shall be held on the first full day of the General Assembly, unless otherwise agreed by the Governing Board. The election of the President, Vice Presidents and National Society members of the Governing Board shall be grouped into two voting rounds. There shall be a first voting round for the President and the Vice Presidents in accordance with Rules 28 and 29, respectively, followed by a second voting round for National Society members of the Governing Board in accordance with Rule 30. The election of the members and Chair of the Youth Commission shall be grouped into one voting round in accordance with Rule 30A.

*Voting  
on proposals*

**19.7** 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*

**19.8** 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*

**19.9** 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.

*Simple majority*      **20.1**      **RULE 20 Definition of majorities**  
A simple majority consists of any majority obtaining the largest number of votes of National Societies present and voting.

*Absolute majority*      **20.2**      An absolute majority consists of more than fifty per cent of National Societies present and voting.

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### **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.

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### **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.

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### **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 Statutory Bodies 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 V

# Elections and Appointments

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- Principle of fair geographical distribution*     **24.1**     **RULE 24 Fair geographical distribution** The principle of fair geographical distribution shall be taken into account in connection with the nomination, appointment and election, as the case may be, of the President, the National Societies entitled to appoint a Vice-President, the National Society members of the Governing Board, and Chairs and members of any Commission or Committee.
- Statutory Regions*     **24.2**     In accordance with Article 5.5 of the Constitution, the four statutory regions within the International Federation are:
- Africa;
  - the Americas;
  - Asia-Pacific; and
  - Europe
- (together the “Statutory Regions”).
- Elections*     **24.3**     Before the elections of the President, of the National Societies entitled to appoint a Vice-President, of National Societies seeking to be members of the Governing Board, and of the members and Chair of the Youth Commission, the Secretary General, in consultation with the Governing Board and with the National Societies concerned, shall group those National Societies and the candidatures of the members of the Youth Commission into the four Statutory Regions.
- 24.4**     The General Assembly shall elect from each Statutory Region one National Society to appoint a Vice-President, five National Society members of the Governing Board, and two members of the Youth Commission.

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- RULE 25 Equitable gender balance**
- Commissions and Committees*      **25.1**      The General Assembly, Election Committee and the Governing Board as relevant shall consider the principle of equitable gender balance in each Commission/Committee in connection with any nominations, appointments or elections of candidates serving in a personal capacity.
- Governing Board members*      **25.2**      The principle of equitable gender balance shall be applied in relation to the nomination and election of the National Society members of the Governing Board as follows —
- The General Assembly shall elect from each Statutory Region at least two National Society members of the Governing Board with a female representative and at least two National Society members of the Governing Board with a male representative.
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- RULE 26 Submission and presentation of nominations for the President, Vice-Presidents and National Society members of the Governing Board**
- 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 Society members of the Governing Board, may be made by the National Societies, and shall be submitted in writing to the Secretary General for dispatch to the Chair of the Election Committee not later than sixty days before the opening meeting of the session of the Assembly at which the elections are to take place. No member of the Election Committee may be a candidate in these elections.
- 26.2**      Before submitting nominations National Societies shall first satisfy themselves that the candidates or representatives they propose are willing to serve.
- Attestation and declaration of integrity to accompany nomination*      **26.3**      Nominations of candidates acting in their personal capacity for an appointed or elected governance position, and proposals of representatives for nominations of National Society members of the Governing Board, must be accompanied by an attestation from both the

International Federation and the nominating National Society stating the following:

- a) "The candidate or the representative has not been sanctioned by the International Federation or the nominating National Society in the past for:
  - (i) Violating either institutions applicable Code of Conduct,
  - (ii) Fraudulent or corrupt conduct, or for failing to declare a conflict of interest, or
  - (iii) Violating laws or policies relating to sexual exploitation, abuse, discrimination or harassment.
- b) To the best of the nominating National Society and the International Federation's knowledge of a candidate or of a representative, the respective candidate or representative has not been involved in any conduct, dispute or controversy in or outside the Movement that would risk the reputation or standing of the Red Cross or Red Crescent network."

All such nominations must also be accompanied by a signed declaration of integrity from the respective candidate or representative.

*Nominations  
of President and  
Vice-Presidents*

**26.4** 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.

In respect of the nomination of a National Society for the purpose of appointing a Vice-President, the National Society 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.

Eligible candidates for the office of President and 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.

*Nominations of National Society members of the Governing Board*      **26.4A**      In respect of the nomination of a National Society for membership of the Governing Board, the National Society shall communicate to the Election Committee the name and gender of the person who it shall appoint to serve as its representative on the Governing Board if it is elected. This communication shall be accompanied by a CV from that person.

*Nominations for more than one position*      **26.5**      Nominations for more than one position may be submitted simultaneously, on the understanding that:  
a) Once an individual has been elected to any one position all other nominations shall be withdrawn.  
b) Candidates cannot be nominated for both President and Vice-President as they will be elected in a single round of voting in accordance with Rule 19.6.

*Publication of nominations*      **26.6**      The Secretary General shall publish these nominations, including the CV, the statements and the attestations (where required), 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.

**26.7**      On the first full day of the General Assembly the Election Committee shall present to the chiefs of delegation all the nominations received, and the voting shall take place in accordance with Rule 19.6. Nominations other than those for the office of President shall be arranged in four separate lists according to the four Statutory Regions. Nominations for National Society members of the Governing Board shall also be arranged by gender.

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**RULE 27 Nominations of the Chair and members of the Commissions and Committees**

*Finance Commission, Audit and Risk Commission, and Compliance and Mediation Committee*      **27.1**      Nominations for membership of a Commission or Committee (other than the Election Committee and Youth Commission), when vacancies arise, may be put forward by National Societies and sent to the Secretary General for dispatch to the Election Committee. They should reach the Election 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 Commission or Committee is to take place.

On the basis of the proposals received and the rules set out in paragraph 4, the Election Committee, following consultation with the Chair of the Commission or Committee, 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.

*Youth Commission* **27.2**

Nominations for membership of the Youth Commission, when vacancies arise, may be put forward by National Societies and sent to the Secretary General for dispatch to the Election Committee. They should reach the Election 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 election of the Commission is to take place.

On the basis of the proposals received and the rules set out in paragraph 4 the Election Committee, following review against the relevant criteria, shall draw up a list of candidates for the Chair and members of the Youth Commission for circulation to the National Societies for their consideration at least forty days before the next session of the General Assembly. Nominations, other than for the Chair, shall be arranged in four separate lists according to the four Statutory Regions.

The Election Committee shall present the nominations to the General Assembly.

Candidates cannot be nominated for both member and Chair of the Youth Commission as they will be elected in a single round of voting in accordance with Rule 19.6.

*Election Committee* **27.3**

The Governing Board shall submit to the General Assembly the proposed members of the Election Committee.

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|---------------------------------------|-------------|--|
| <i>All Commissions and Committees</i> | <b>27.4</b> | <p>The following rules will apply to all Commissions and Committees:</p> <ul style="list-style-type: none"> <li>a) Rules 26.2 and 26.3 shall apply equally to Commissions and Committees;</li> <li>b) All nominations for candidates for membership shall comply with the criteria set out in Rule 35A;</li> <li>c) The Election Committee, the Governing Board and the General Assembly, as the case may be, shall strive to achieve a rotational system for the selection of members within every Commission and Committee so as to ensure adequate and appropriate continuity within each Commission and Committee;</li> <li>d) With the exception of the Youth Commission, candidates may be nominated simultaneously for both member and Chair of the same Commission or Committee;</li> <li>e) National Societies may nominate candidates for membership on more than one Commission or Committee provided that the candidates are not the same individual.</li> </ul> |
|---------------------------------------|-------------|--|

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**RULE 28 Election of the President**

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|----------------------|-------------|--|
| <i>Election</i>      | <b>28.1</b> | The election of the President shall be held by secret ballot in a first round of voting and in accordance with the provisions stipulated in Article 34.3 of the Constitution.  |
| <i>Second ballot</i> | <b>28.2</b> | 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. |
| <i>Tie</i>           | <b>28.3</b> | If there is a tie between candidates having obtained the smallest number of votes, both their names shall be deleted from the ballot.  |
|                      | <b>28.4</b> | 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 29 Election and appointment of the Vice-Presidents**

*Election*                    **29.1**    The election of National Societies entitled to appoint a Vice-President shall be by secret ballot and held in a first round of voting together with that of the President.

*Geographical distribution*                    **29.2**    A single ballot containing the names of all the candidates arranged in four lists in accordance with the four Statutory Regions shall be put before the chief of delegation of each of the National Societies 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.

**29.3**    The candidate receiving the greatest number of votes in each Statutory Region's list will be elected. If there is a tie in the voting, subsequent rounds will be held until one candidate in each Statutory Region 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.

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**RULE 30 Election of National Society members of the Governing Board**

*Timing; eligibility*                    **30.1**    Proposed candidatures of National Society members of the Governing Board and the names and genders of their representatives shall be considered in a second round of voting at the first plenary meeting of the General Assembly once the elections of the President and the Vice-Presidents have been completed. The elections of National Society members of the Governing Board shall be held by secret ballot.

*Geographical groups and gender dimension*                    **30.2**    A single ballot containing the names of all candidates arranged in four lists according to the four Statutory Regions shall be given to each chief of delegation present at the meeting. Each Statutory Region list shall be arranged in two according to the gender of the

representative of the candidate National Society. Each National Society may exercise its vote:

- in respect of any Society listed, but shall not vote for more than five Societies within each Statutory Region; and
- in respect of up to two candidates from one list and up to three candidates from the other list within each Statutory Region.

Any ballot in which a National Society has voted for more than five Societies, or for more than three male or female representatives in any one list shall be invalid.

|                        |             |  |
|------------------------|-------------|--|
| <i>Majority</i>        | <b>30.3</b> | The National Societies with the two male and two female representatives receiving the greatest number of votes in each Statutory Region shall be elected. The National Society with the male or female representative receiving the next largest number of votes in each Statutory 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 Statutory Region between the tied National Societies. Further, if in one Statutory Region, only spoilt ballots or an insufficient number of votes are received in relation to one gender, a second or subsequent ballot will be held, but only in respect of the vacancies remaining between the candidates that have representatives from that gender. |
| <i>Vacancies</i>       | <b>30.4</b> | In the event that the number of male or female representatives required by Rule 25.2 are not elected by members of the General Assembly, the seat(s) reserved for that gender will be deemed forfeited by all members of the General Assembly and shall remain vacant until the next election of the National Society members of the Governing Board.  |
| <i>Representatives</i> | <b>30.5</b> | The election by the General Assembly of those National Societies that have nominated an individual to serve as their representative shall automatically and exclusively involve the appointment of the individuals named as representatives by those Societies.  |

**RULE 30A Election of the Chair and members of the Youth Commission**

- Timing*                   **30A.1**   Proposed candidatures of the Chair and members of the Youth Commission shall be considered at the plenary meeting of the General Assembly once the appointments of the other Committees and Commissions have been completed. The elections of the Chair and members of the Youth Commission shall be held by secret ballot.
- Election of members*                   **30A.2**   For the election of the members of the Youth Commission, there shall be a single ballot containing the names of all candidates arranged in four lists according to the four Statutory Regions. In relation to each National Society, this single ballot shall be given to the youth delegate nominated by a National Society in accordance with paragraph 4 and the International Federation's youth policy.
- Each National Society may exercise its vote in respect of any candidate listed, but shall not vote for more than two candidates within each Statutory Region. Any ballot in which a National Society has voted for more than two candidates in any one list shall be invalid. The two candidates receiving the greatest number of votes in each Statutory 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 Statutory Region between the tied candidates.
- Election of the Chair*                   **30A.3**   For the election of the Chair of the Youth Commission, there shall be a single ballot containing the names of all candidates. In relation to each National Society this single ballot shall be given to the youth delegate nominated by a National Society in accordance with paragraph 4 and the International Federation's youth policy. The candidate receiving the greatest number of votes shall be elected as Chair. If there is a tie in the voting, subsequent rounds shall be held until one candidate receives a majority.
- Exercise of the vote*                   **30A.4**   For the purposes of paragraphs 2 and 3 the youth delegate nominated by a National Society may exercise the vote

in the General Assembly meeting, or remotely by means of a secure electronic voting mechanism, approved by the Election Committee and which allows for a secret ballot.

**RULE 31 Vacancies in office**

*Vacancy in the office of the President* **31.1**

The case of a vacancy in the office of the President is addressed in Article 25.5 of the Constitution.

*Vacancy in the office of Vice-Presidents* **31.2**

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 National Society members of the Board and their representatives* **31.3**

In the event of vacancies occurring amongst the National Society members of the Governing Board, the General Assembly at its next session shall hold elections to fill such vacancies, taking into account Article 34.9 and Rules 24 and 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.

In the event of incapacity or of a vacancy amongst any of the appointed representatives of the National Society members of the Governing Board, the National Society concerned shall, after consultation with the Election Committee in order to verify that the relevant criteria are met, appoint another representative of the same gender to fill the vacancy until the end of the scheduled term of office.

*Vacancy in the post of the Secretary General* **31.4**

In the event of a vacancy occurring in the post of the Secretary General, the Governing Board shall –

- a) at its next session make an appointment as Acting Secretary General until a new appointment has taken place in accordance with sub-paragraph (b);
- b) 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.

Until the appointment of an Acting Secretary General by the Governing Board under sub-paragraph (a), 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 of Chair of Commission or Committee: Role of Vice-Chair*

**31.5**

In the event of a vacancy occurring in the office of the Chair of a Commission or Committee the Vice-Chair shall undertake the Chair's functions and shall take his/her place on the Governing Board (where applicable) until the Governing Board appoints an interim Chair under paragraph 6.

*Vacancy of Chair or member of Commission or Committee*

**31.6**

Without prejudice to paragraph 5, if the Chair or a member of a Commission or Committee vacates office before completion of his/her full term for any reason (including possible conflict of interest) the Governing Board may appoint an interim Chair or member to hold office until the next session of the General Assembly. With the exception of a vacancy in the Election Committee, the Election Committee shall propose an interim Chair or member to the Governing Board prior to the Governing Board making its appointment.

The General Assembly shall at its next session, appoint or elect (as the case may be) a new Chair or member in order to fill such vacancy, taking into account Article 34.9 and Rules 24 and 25. With the exception of a vacancy in the Election Committee, the Election Committee shall recommend a Chair or member to the General Assembly prior to the General Assembly making its appointment. The term of office of the Chair or member so appointed shall expire at the close of the ensuing session of the General Assembly at which appointments or elections (as the case may be) for all Commission and Committee members are to be made or held.

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|---|-------------|---|
| <i>Vacancy in the chair of an advisory body</i> | <b>31.7</b> | In the event of a vacancy occurring in the office of the chair of an 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, fills the vacancy at its next session. |
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## Section VI

### Governing Board and Secretary General

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|                          |             | <b>RULE 32 Governing Board</b>   |
| <i>Board sessions</i>    | <b>32.1</b> | 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 or any other electronic or virtual means approved by the Governing Board, on condition that these allow the full participation of all Governing Board members.   |
| <i>Convocation</i>       | <b>32.2</b> | The President's convocation shall indicate the place, the opening date and the duration of the Governing Board session.  |
| <i>Chairing</i>          | <b>32.3</b> | 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.  |
|                          | <b>32.4</b> | 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. |
| <i>Working languages</i> | <b>32.5</b> | The working languages of the Board shall be Arabic, English, French and Spanish.   |

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

**32.7** 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*

**32.8** 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 and may also establish its procedures in manuals or guidance adopted by the Governing Board from time to time.

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**RULE 33 Secretary General**

**33.1** Further to, and in accordance with, Article 27.1 of the Constitution the Governing Board shall prepare a draft of the general conditions applicable to the post of the Secretary General.

*Ad hoc  
working  
groups*

**33.2** 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*

**33.3** 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 the Commissions and Committees and advisory bodies, and for the preparation of the records of their meetings.

*Communication  
of decisions*

**33.4** 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.

*Representation of  
the International  
Federation*

**34.1**

**RULE 34 Representation of the International Federation**

In compliance with Articles 25.2(e) and 27.2(g) 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.

**34.2**

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

## Section VII

### Commissions and Committees

*Application*

**35.1**

**RULE 35 Common procedures**

This Rule shall apply to each of the Commissions and Committees established under Article 28 of the Constitution unless otherwise specified.

*Vice-Chair*

**35.2**

Each Commission and Committee shall elect a Vice-Chair from amongst its members.

*Ways of working*

**35.3**

The Finance Commission, Audit and Risk Commission and Youth Commission shall meet at least twice a year prior to the ordinary sessions of the Governing Board.

The Compliance and Mediation Committee and the Election Committee shall meet at least once a year.

Each of the Commissions and Committees 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 Compliance and Mediation Committee and its Panels shall be kept confidential.

*Convocation*                    **35.4**    Each Commission and Committee 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 recipients in time to be received at least fifteen days in advance of the meeting.

*Chairing*                        **35.5**    The Chair of each Commission and Committee shall preside over the session, shall ensure the observance of these Rules, and shall prepare a report on the work of the Commission or Committee for submission to the Governing Board and the General Assembly.

*Deliberations*                **35.6**    The decisions of each of the Commissions and Committees 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.

*Code of conduct*              **35.7**    Every member of each Commission and Committee shall sign a code of conduct which includes a provision regarding possible conflicts of interest, to be agreed by the Governing Board.

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**RULE 35A Members' profile**

*Finance Commission*           **35A.1**    Candidates for membership of the Finance Commission (whether appointed by the General Assembly or the Governing Board) must be financially literate and be able to demonstrate at least five years of relevant senior professional experience 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.

The members should be collectively knowledgeable in the following areas of expertise: financial management including budgeting and reporting; investment management; fundraising; compensation; understanding of legal issues relevant to the International Federation; understanding of humanitarian operations; not-for-profit sector; and information technology.

One member of the Commission shall be independent of the Movement.

All members must have demonstrated sound judgment, objectivity, and a high level of ethics as well as the time needed to fulfil their responsibilities to the Commission.

*Audit and Risk  
Commission*

**35A.2**

Candidates for membership of the Audit and Risk Commission must be financially literate and able to demonstrate at least five years of relevant senior professional experience. The members must be collectively knowledgeable in at least three of the following areas of expertise: financial reporting, Movement issues, internal control environments, internal and external auditing, information management, reputational risk management and financial risk management. At least one member of the Commission shall have accounting or related financial management expertise and be consistently knowledgeable of events affecting the changes in financial reporting processes. At least one member of the Commission shall be independent of the Movement. All members must have demonstrated sound judgement, objectivity, and a high level of ethics as well as the time needed to fulfill their responsibilities to the Commission. Prior experience serving on an audit and risk committee is preferred.

*Youth  
Commission*

**35A.3**

Candidates for membership of the Youth Commission must be over eighteen, and must not have reached the age of thirty-one upon election. 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.

*Compliance  
and Mediation  
Committee*

**35A.4** 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 Compliance and Mediation Committee.

*Election  
Committee*

**35A.5** 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 Election Committee.

## Section VIII

# Finance of the International Federation

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*Arrears and  
technical default*

**36.1** Pursuant to Articles 11 and 36 of the Constitution a National Society is considered to be —

- a) in arrears when the National Society fails to pay its annual financial contributions and such contributions remain unpaid in the circumstances prescribed by the Financial Regulations;
- b) technically in default when the amounts overdue exceed the current year's assessed annual financial contribution plus the two preceding years' assessed annual financial contributions.

*Procedure*

**36.2** Where a National Society is considered to be in arrears or in technical default, and the current year's annual financial 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, an explanation for the non-payment and drawing particular attention to the consequences of non-payment set out in Articles 11.4 and 36.7 of the Constitution.

- Request for relief* **36.3** In circumstances of arrears, any request to the Governing Board for relief under Article 36.5 of the Constitution from the consequences of being in arrears must include compelling and exceptional grounds to justify non-payment, together with evidence of the inability to pay, and all other necessary information and documentation in support of the request including the prior year's audited financial accounts. These requirements shall also be set out in the Finance Commission's letter of warning.
- Report of arrears or default and Governing Board warning* **36.4** If the matter has not been resolved before the May meeting of the Governing Board, the Finance Commission shall report to the Governing Board as to whether the National Society is in arrears and/or technical default, and the Governing Board shall send a separate letter of warning to the National Society.
- Finance Commission report and Governing Board decision* **36.5** If the matter has still not been resolved before the October meeting of the Governing Board the Finance Commission shall bring the matter to that meeting, including comments on any request by the National Society concerned for relief under Article 36.5 of the Constitution from the consequences of being in arrears, a recommendation, where relevant, as to whether the National Society concerned should be declared in default and specifying the consequences of being in arrears or declared in default set out in Articles 11.4 and 36.7 of the Constitution. The Governing Board shall consider the Finance Commission's report prior to making a decision under Article 36.6 of the Constitution.
- Special consideration* **36.6** In the Governing Board's decision-making process, it shall give special consideration to National Societies situated in a country either classified by the World Bank as a low-income country, or suffering from exceptional and serious circumstances such as an environmental disaster, armed conflict, internal strife or other humanitarian crisis.

**RULE 37 Failure to submit annual reports and audited financial statements**

Pursuant to Article 11 of the Constitution a National Society will have its membership rights restricted upon a failure to submit to the Secretary General either annual reports or audited financial accounts for three consecutive years.

After two years of such failure a warning shall be issued to the National Society, with a request for justification.

## Section IX

### Regional Conferences

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*Rules of Procedure  
for Regional Conferences*

**RULE 38 Regional Conferences**

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

## Section X

### Advisory Bodies

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*Definition*

**39.1**

**RULE 39 Advisory bodies**

Advisory bodies are those bodies set up by the Governing Board or General Assembly, as the case may be, in accordance with Articles 17.1(h) and 17.2(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  
and gender  
considerations*

**39.2**

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 and the principle

of equitable gender balance 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*      **39.3**      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*      **39.4**      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*      **39.5**      When establishing an advisory body the Governing Board or General Assembly shall provide guidance on its ways of working.

## Section XI

# Financial Regulations

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### *Financial regulations*

#### **RULE 40 Financial regulations**

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

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#### **RULE 41 Financial implications of recommendations by Commissions and Committees or advisory bodies**

- 41.1** Recommendations involving expenditure presented for approval to the Governing Board or General Assembly by Commissions and Committees or advisory bodies shall be accompanied by an estimate of expenditure prepared by the Secretary General.
- 41.2** The Secretary General shall keep the Commissions and Committees 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.
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## Section XII

# Final Provisions

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#### **RULE 42 Amendments to the Constitution**

- 42.1** In pursuance of Article 47 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.
- 42.2** The General Assembly shall decide the date on which the adopted amendments shall enter into force.

**RULE 43 Amendments and suspension of the Rules of Procedure**

- |   |             |   |
|---|-------------|---|
| <i>Amendments to the Rules of Procedure</i> | <b>43.1</b> | 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.   |
| <i>Suspension of the Rules of Procedure</i> | <b>43.2</b> | 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 44 Contradiction between provisions; Interpretation: Entry into force**

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|---|-------------|--|
| <i>Contradiction between provisions</i> | <b>44.1</b> | In case of any contradiction between any provisions of these Rules and any provision of the Constitution, that of the Constitution shall prevail.<br><br>In case of any contradiction between any provision of the Constitution or these Rules and any provision in any other rules or regulations or procedures agreed pursuant to these Rules, that of the Constitution or these Rules (as the case may be) shall prevail. |
| <i>Interpretation</i>                   | <b>44.2</b> | Unless the contrary intention appears, expressions set out in these Rules shall have the same meaning as in the Constitution.  |
| <i>Entry into force</i>                 | <b>44.3</b> | These Rules shall enter into force at the end of the 22 <sup>nd</sup> Session of the General Assembly, 7 December 2019, at which time the former Rules shall stand repealed.   |

## Annex to Rule 1 para 1.3

### Brand Identity and Logo: 10 Basic Rules

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- 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 emblems alone. Please use the emblems with the acronym IFRC below the emblems (in the square version of the logotype) or on the right hand side of the emblems (in the horizontal version of the logotype) as shown below.



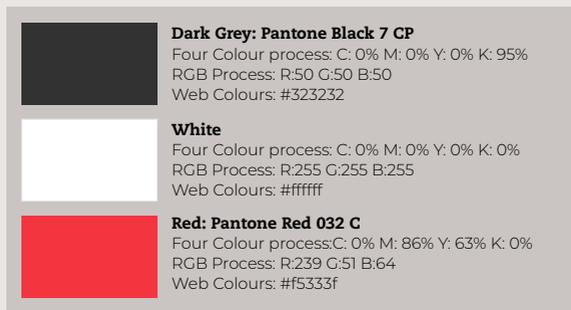
*Square logo*



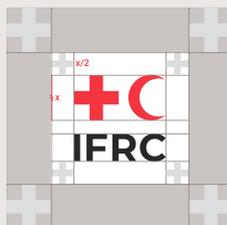
*Horizontal logo*

- 5 Type must align top horizontally with the left-hand-edge of the emblems (in the square version of the logotype) or left vertically with the right-hand-edge of the emblems (in the horizontal version of the logotype) as shown above in rule 4.

- 6 The wording *IFRC* is set in Montserrat Bold typeface. 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 ■ dark grey ■ white  
 Red Cross and Red Crescent red is Pantone© P.032C. The Dark Grey is Pantone© Black 7 CP. See below for corresponding formulas in four colour process, RGB process and Web colours.



- 8 The red emblems must always appear on a field of white. This must be a pure white. **No other background colour is permitted.** The white background should always be larger than the space covered by the emblems and the wording. The white background around the emblems and the wording should always equal one half of the height or width of one of the emblems as shown below. Only dark grey is permitted for the wording.



Square logo:  
white background

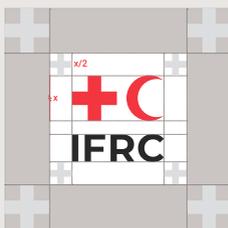


Horizontal logo:  
white background

- 9 For print use, the square version of the logotype should never be reduced below the minimum size of 8 mm (width) and the horizontal version of the logotype should never be reduced below the minimum size of 10 mm (width).



- 10 To ensure that the logotype is not subjected to visual interference, it must be given sufficient clear space, and therefore 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.



*Square logo: clear space*



*Horizontal logo: clear space*

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**Annex to Rule 38**

# Rules of Procedure for Regional Conferences

Approved by the XIV<sup>th</sup> Session of the General Assembly  
Geneva, 28–30 November 2003

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

Edited following the XX<sup>th</sup> Session of the General Assembly  
Geneva, 4–6 December 2015

Amended and adopted by the XXI<sup>st</sup> Session of the General Assembly  
Antalya, 6–8 November 2017

Amended and adopted by the XXII<sup>nd</sup> Session of the General Assembly  
Geneva, 5–7 December 2019

### **RULE 1 Composition**

1. In accordance with Article 39 of the Constitution, each National Society of the Statutory Region may be represented by a delegation of not more than five persons.
  2. The President and the Secretary General as well as the elected Vice-President of the Statutory Region participate in all regional conferences.
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### **RULE 2 Conference Planning Committee**

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 National Society members of the Governing Board from the Statutory Region, of the chair of the last Conference and, if the chair comes from another National Society, of the National Society hosting the last Conference, of the host National Society of the forthcoming Conference (as soon as designated) and the Secretary General or his/her representative. It shall elect its own Chair and the Secretary General 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 39.3 of the Constitution, make a recommendation to the 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 Rule 2.1 of the present Rules.

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**RULE 3 Responsibilities of the Host Society**

1. The National Society hosting the Conference (the “Host Society”) 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 Statutory Region and the National Societies from outside the Statutory Region invited as observers.
3. The Host Society shall prepare and send to the National Societies of the Statutory 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. Further to Article 39 of the Constitution, the support offered by the Secretariat shall be in conformity with the International Federation’s strategies, policies and the priorities for the Secretariat set by the Governing Board.

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**RULE 4 Officers of the Conference**

1. At its first plenary meeting, the Conference shall elect a Chair, one or more Vice-Chairs, a Secretary and a General Rapporteur. The persons so elected, together with the Vice-President from the Statutory Region and the Secretary General or his/her representative, shall constitute the Bureau of the Conference.

2. The elected Vice-President from the Statutory Region is ex officio a Vice-Chair of the Conference.
3. The Chair shall chair the plenary meetings. Until the Chair is elected, the Conference will be chaired by the Chair of the Conference Planning Committee.
4. On the request of the Chair, or in the absence of the Chair, one of the Vice-Chairs shall chair the plenary meetings.
5. The Secretary of the Conference receives the documents and correspondence of the Conference and keeps the Chair informed of all relevant matters during the Conference. The Secretary shall act under the general direction of the Chair of the Conference or, where applicable, the Vice-Chair. 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 chair of the drafting committee if the Conference decides to establish one.
7. For the duration of the Conference, the Bureau shall assist the chair in organising the work of the Conference. It shall on the request of the Chair or of its own motion advise the Chair on any matter relating to the Conference.

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#### **RULE 5 Convocation**

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 National Societies of the Statutory Region and the other participants referred to in Rule 1.2, the notice of convocation together with the provisional agenda and any relevant documents available.

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**RULE 6 Provisional agenda**

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 Chair, Vice-Chairs, 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 Statutory Region of the International 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.

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**RULE 7 Observations on the agenda**

1. Any National Society may present observations on and amendments or additions to the agenda, to reach the Host 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 Conference Planning Committee which will consider them in view of submitting a draft agenda to the Conference for approval.

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**RULE 8 Delegations**

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.

### **RULE 9 Observers**

1. The Conference Planning Committee may recommend that the Host Society invite as observers among others:
  - a) the National Societies of the Statutory Region not yet recognised or not yet admitted to the International Federation and that have been invited to the most recent General Assembly,
  - b) National Societies and Vice-Presidents from other Statutory Regions, and National Societies from other Statutory Regions, not yet recognised or not yet admitted to the International Federation and which have been invited to the most recent General Assembly,
  - c) Standing Commission of the Red Cross and Red Crescent,
  - d) 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 same seating arrangements, documents and speaking rights as observers in the General Assembly.

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### **RULE 10 Travel and maintenance**

Participants shall be responsible for their travel, accommodation, meals and all personal expenses. If so requested, the 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 International Federation's Travel Assistance Regulations.

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### **RULE 11 Pre-Conference meeting**

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 Chair, Vice-Chairs, Secretary and General Rapporteur.

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**RULE 12 Opening and closing ceremonies**

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

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**RULE 13 Working groups**

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 Chair and Rapporteur. This may include a drafting committee.

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**RULE 14 Reports and recommendations**

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

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**RULE 15 Languages**

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

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**RULE 16 Reports on the Conference**

The report for the Governing Board referred to in Article 39.3 of the Constitution shall be prepared in close consultation with the Vice-President from the Statutory Region. In addition to the report of the Conference referred to in Rule 3.3, a report shall also be presented to the General Assembly by the Chair 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 International 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.

**RULE 17 Follow-up to the resolutions of the Regional Conference**

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

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**RULE 18 Final provisions and entry into force**

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 Conference Planning Committee and with the approval of the Conference. If there are any conflicts of interpretation or application then the present Rules shall prevail. Any terms defined in the the Constitution or the Rules of Procedure shall apply to these Rules.

# Financial Regulations

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

Modified by the II<sup>nd</sup> Session of the General Assembly  
(Manila, November 1981)

Adopted by the VIII<sup>th</sup> Session of the General Assembly  
(Budapest, 25–28 November 1991)

Adopted by the 12<sup>th</sup> Session of the General Assembly  
(Geneva, 23–28 October 1999)

Adopted by the 16<sup>th</sup> Session of the General Assembly  
(Geneva, 20–22 November 2007)

Modified by the 20<sup>th</sup> Session of the General Assembly  
(Geneva, 4–6 December 2015)

Modified and adopted by the 21<sup>st</sup> Session of the General Assembly  
(Antalya, 6–8 November 2017)

Modified and adopted by the 22<sup>nd</sup> Session of the General Assembly  
(Geneva, 5–7 December 2019)

### **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.
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### **REGULATION II The financial year**

- 2.1 The financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.
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### **REGULATION III The budget**

- 3.1 The budget for the International Federation shall be prepared by the Secretary General in accordance with Article 37 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.

- 3.5** The Secretary General shall submit the 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, the Secretary General 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 the Finance Commission and take a decision on it in accordance with Article 37 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, the Secretary General 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.

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#### **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 Effective not later than January 1, 2017, payment of annual statutory contributions in compliance with Financial Regulation 4.3 shall be made to the authorised Swiss bank account(s) in Swiss francs, U.S. Dollars, European Euros, or Japanese Yen. Payments of annual statutory contributions in currencies other than the Swiss franc shall only be accepted until the due day outlined in Regulation 4.3 of the financial year to which they relate subject to prior written agreement with the Secretary General. Following this due day, payment of annual statutory contributions or any outstanding portion thereof shall only be authorised in Swiss francs. All payments of arrears and payments pursuant to an arrangement for payment as per Article 36.4 of the Constitution shall only be made to the authorised Swiss bank account(s) in Swiss francs. All appeals of annual statutory contributions under Article 36.3 shall be considered by the Finance Commission and resolved only in Swiss francs.

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- 4.3 Annual statutory contributions shall be due and payable in full on the 31<sup>st</sup> of March 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.
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#### **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 normal 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.

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## **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.

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**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.

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**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.

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### **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 the Secretary General 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.

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### **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.

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- 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.
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### **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 31<sup>st</sup> March following the end of the financial year.
- 11.3** The financial statements shall be approved, in consultation with the Chair of the Finance Commission, by the Audit and Risk Commission and endorsed by the Governing Board for adoption by the General Assembly.
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### **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.
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### **REGULATION XIII Independent audit**

- 13.1** The General Assembly shall, on the recommendation of the Governing Board, following recommendation of the Audit and Risk 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 statements stating whether or not the financial statements give a true and fair view of the financial position of the International Federation.

The Governing Board, the Finance Commission or the Audit and Risk 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, Audit and Risk Commission and the President.

The Audit and Risk 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 Audit and Risk Commission.

- 13.8** After consideration of the auditor's report and the audit opinion, the Audit and Risk Commission shall approve the financial statements and recommend to the Governing Board whether or not they should endorse

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the financial statements for adoption 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.
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#### **REGULATION XIV Internal audit and risk management**

- 14.1** The Secretary General shall set up an internal audit and risk management function to assist the Secretary General 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 Audit and Risk Commission and the Governing Board thereon.

- 14.3** The Secretary General shall consult with the Audit and Risk Commission when drawing up the plan of work on internal 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 Audit and Risk Commission at each ordinary meeting.

- 14.5** The Audit and Risk Commission shall inform the Governing Board regularly on internal audit and risk matters.
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#### **REGULATION XV Delegation of authority**

- 15.1** The Secretary General may delegate to other senior officials of the Secretariat of the International Federation, whom the Secretary General must nominate in each case, such of the Secretary General's powers considered necessary by the Secretary General 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 7 December 2019 at the end of the 22<sup>nd</sup> session of the General Assembly (2019) 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 43 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 II<sup>nd</sup> Session of the General Assembly (November 1981)

by the V<sup>th</sup> Session of the General Assembly (October 1986)

by the VIII<sup>th</sup> Session of the General Assembly (November 1991)

by the X<sup>th</sup> Session of the General Assembly (November 1995)

by the XI<sup>th</sup> Session of the General Assembly (November 1997)

by the XII<sup>th</sup> Session of the General Assembly (October 1999)

by the XVII<sup>th</sup> Session of the General Assembly (November 2009)

and by the XXII<sup>nd</sup> Session of the General Assembly (December 2019)

**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 staff of the International Federation of Red Cross and Red Crescent Societies (hereinafter termed “Staff”).
- 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 Staff.
- 1.3 In regards to Staff subject to applicable national law, as may be amended by an applicable Status Agreement, (hereinafter “National Staff”) these Rules shall be interpreted to apply as far as compatible with such laws.
- 1.4 In accordance with these principles, the Secretary General shall establish, in consultation with the relevant Staff Association set up in accordance with Rule X, para 1 of these Rules, and shall put into force appropriate staff regulations (hereinafter “Regulations”).
- 1.5 These Rules do not apply to individuals seconded to the International Federation by National Societies or any other organisation, or to any other individuals not having concluded a contract of employment with the International Federation, including consultants, interns, and volunteers.
- 1.6 Guided by the same principles and after similar consultation, the Secretary General may also establish appropriate regulations for consultants, interns and volunteers.

**RULE II Duties, obligations and privileges**

- 2.1 All Staff shall be considered as international or national officials representing an international non-political, non-governmental, membership organisation. They work to serve the interests of its membership as per the general object and functions of the International Federation and in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement.
- 2.2 In accepting appointment, Staff shall undertake to discharge their duties and to regulate their conduct solely with the object, goals and interests of the International Federation in view.
- 2.3 In the performance of their duties, Staff must neither seek nor accept instructions from any authority other than the Secretary General.
- 2.4 All Staff shall be placed under the authority of the Secretary General who may assign to them any task or post within the International Federation. They are responsible to him/her in the performance of their duties. The Secretary General shall decide upon the duration of the normal working week.
- 2.5 Staff shall conduct themselves at all times in a manner compatible with their position as employees of the International Federation. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status as representatives of the International Federation.
- 2.6 Staff 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 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 of the International Federation (hereinafter referred to as the “Governing 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.
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**RULE IV Salaries and allowances**

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

- 5.1 The paramount criteria governing the selection of Staff shall be their competence, integrity and devotion to the cause served by the International Federation.
- 5.2 Posts shall be filled by recruitment from the member National Societies of the International Federation, by internal promotion or rotation or by external recruitment. The Secretary General shall appoint the Staff keeping in mind the principle of diversity when this is consistent with competence.
- 5.3 Staff shall be informed, of any new post and of any vacancies to be filled, and the selection process for such post, including whether such post shall be filled by competitive process. This Rule shall not apply to posts which must be filled nationally.

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- 5.4 Appointments to the posts of Deputy Secretary General, Under Secretaries General and Directors shall be made by the Secretary General, after obtaining the approval of the Governing Board of the candidates selected by him/her.
  - 5.5 National Staff shall be appointed in a manner compatible with applicable national law.
  - 5.6 All other Staff shall be appointed by the Secretary General who shall consider the recommendations of a selection panel.
  - 5.7 The Secretary General shall establish the appropriate medical standards which prospective Staff shall normally be required to meet before their appointment.
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#### **RULE VI Social security**

- 6.1 Subject to applicable national law, the Secretary General shall establish a social security system for Staff providing in particular for measures for the protection of their health and for fair allowances in the event of sickness, accident or death.
  - 6.2 The Secretary General shall establish, in agreement with the Governing Board, special regulations for the retirement of Staff. These regulations shall include the provisions of Rule XI, para 3 of these Rules.
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#### **RULE VII Annual and special leave**

- 7.1 All Staff shall be entitled to appropriate annual and special leave, in accordance with applicable national labour law or conditions which shall be established by the Secretary General.
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#### **RULE VIII Travel and removal expenses**

- 8.1 Subject to conditions and definitions prescribed by the Regulations established by Secretary General, the International Federation shall pay the travel and removal expenses of internationally-recruited Staff and, where applicable, of their dependants.

### **RULE IX Conduct**

- 9.1 The conduct of all Staff shall be in conformity with the general principles established in these Rules and in the Regulations (including codes of conduct) established by the Secretary General.
- 9.2 Any Staff 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 any Staff and it is considered that his/her continuance in office pending an investigation of the charge might prejudice the service, he/she may be suspended from his/her duties by the Secretary General, until the investigation has been completed.
- 9.4 No Staff shall be reassigned, suspended or dismissed for serious misconduct before he/she has been notified of the charges made against him/her and has been given an opportunity to reply to those charges.

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### **RULE X Staff Association**

- 10.1 Staff shall have the right to set up an official association in accordance with the articles of 1948 ILO Convention on Freedom of Association and Protection of the Right to Organise.
- 10.2 The Staff Association shall define its objectives with the object and functions of the International Federation in mind. The main goal of the Staff Association shall be to defend and protect the rights and interests of Staff.
- 10.3 The Secretary General shall set up a Joint Staff and Management Committee for which he/she will draw up special regulations. The Staff Association shall represent the Staff of the International Federation on this Committee.
- 10.4 The Staff Association shall also represent the Staff of the International Federation on the Joint Appeals Commission established by the Secretary General in accordance with Rule XII, para 1 of these Rules, should such a mechanism include management representatives.

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- 10.5** The Secretary General shall take the necessary steps to ensure that the Staff Association is able to function in accordance with its mandate and that Staff have the opportunity to participate actively in discussions on measures of interest to them.
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**RULE XI Termination of employment**

- 11.1** Any Staff may resign on giving one month's notice per year of service up to six months, unless waived by the Secretary General, or otherwise stipulated in their contract of employment.
- 11.2** In case of termination of a contract early, notice shall be given, as set in the employment contract and/or the applicable Regulations established by the Secretary General.
- 11.3** Staff shall retire at the end of the month in which they reach the retirement age prescribed in the applicable Regulations established by the Secretary General, or applicable national law.
- 11.4** Staff entitled to a disability pension shall be put on the retired list for disability reasons.
- 11.5** Fixed-term contracts shall come to an end automatically on completion of the agreed period of service. Renewal of fixed-term contracts shall be preceded by advance notice as prescribed in the Regulations established by the Secretary General.
- 11.6** When a post is abolished, the services of the holder of that post may be terminated early, if no other post is available. Any Staff whose contract is terminated under this provision shall receive adequate termination notice and compensation as prescribed by the Regulations established by the Secretary General or as otherwise provided in the contract of employment.
- 11.7** The Secretary General may terminate the employment of Staff in the interests of the organisation as governed by the jurisprudence of the International Labour Organisation's Administrative Tribunal, or whose

services are unsatisfactory. In the case of termination due to unsatisfactory performance, the individual shall first be given a warning in writing and a reasonable time to improve the quality of his/her services. The reasons for the termination of the employment of Staff to which Rule 5.4 applies shall be reported by the Secretary General to the Governing Board at its next session.

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### **RULE XII Appeals**

- 12.1** The Secretary General shall set up an Appeals Commission, which shall have the mandate to advise the Secretary General in the case of an appeal by any Staff who has concluded a contract of employment with the International Federation which is not governed by national law against an administrative or disciplinary decision on the terms of engagement, conduct or termination of employment. The Secretary General shall also lay down the terms of reference of such a Commission.
- 12.2** In the event of a dispute between the Secretary General and any Staff not being settled by mutual agreement, alleging non-observance, in substance or in form, of the terms of appointment of Staff and/or of provisions of the Staff Rules and the Regulations established by the Secretary General, the dispute shall be settled either by the applicable national labour courts or by the Administrative Tribunal of the International Labour Organisation, as determined by the Secretary General.
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### **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 General Assembly, after consultation with the Secretary General, without prejudice to the existing rights of Staff.
- 13.3** The Secretary General shall report annually to the Governing Board on any amendments which he/she has made to the Regulations established by him/her under Rule I, para 4 of these Rules.

**13.4** The Secretary General may delegate to the Deputy Secretary General and/or the Under Secretaries General or Directors such of his/her powers as he/she 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 Governing Board at its next meeting.

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**RULE XIV Entry into force**

**14.1** These Rules as updated shall enter into force on 7 December 2019 at the end of the XXII<sup>nd</sup> Session of the General Assembly, at which time the former Rules shall stand repealed.

# Rules for Travel Assistance

Edited following the XXI<sup>st</sup> Session of the General Assembly (2017)<sup>1</sup>

1. This version was edited following the XXI<sup>st</sup> session of the General Assembly (2017) to update the references made to relevant sections.

## I. CONCEPT

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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 III<sup>rd</sup> Session of the General Assembly (1983). It was approved by its inclusion in the Rules of Procedure at the VI<sup>th</sup> Session of the General Assembly (1987). It was then amended by the XVI<sup>th</sup> Session of the General Assembly (2007) and XX<sup>th</sup> Session of the General Assembly (2015). The present version was approved by the XXII<sup>nd</sup> Session of the General Assembly (2019) and is based on Rule 40 of the Rules of Procedure.

## II. ELIGIBILITY

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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 39.1

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

- the General Assembly
- the Governing Board
- the Finance Commission
- the Audit and Risk Commission
- the Youth Commission
- the Election Committee
- the Compliance and Mediation Committee
- Advisory Bodies set up in accordance with Rule 39.1

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. For meetings of the General Assembly, National Societies with a quota of statutory contributions of 0.25% or less and whose countries are not classified as World Bank

high income countries are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.

3. For meetings of the Governing Board, all National Societies are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.
4. For meetings of Advisory Bodies set up in accordance with Rule 39.1, all National Societies are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.

### III. THE ASSISTANCE

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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 either:
  - a) be a prepaid ticket provided by the Secretariat; or
  - b) be reimbursed according to the standard tariff determined 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 country where the meeting is held. The rate shall be defined taking into account the average cost of the hotel for that location and the Secretariat per diem rate for the country where the meeting is held. 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). Where a participant opts for private accommodation, the lump sum amount shall be adjusted accordingly.

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 prior to the meeting, and only when the entitled participants have registered for attendance, and have submitted the "Request for Travel Assistance" form to the Secretariat. The Secretariat is not liable for any bank charges that may arise from intermediary banks, or the bank of the beneficiary. **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.

# Glossary of Terms

In these Statutory texts of the International Federation of Red Cross and Red Crescent Societies, unless the context requires otherwise, each expression listed below is defined by, or otherwise construed in accordance with, the provision indicated next to the expression —

|   |   |
|---|---|
| <b>absolute majority</b>  | Rule 20.2, Rules of Procedure   |
| <b>advisory bodies</b>  | Rule 39.1, Rules of Procedure   |
| <b>Allegations</b>  | Rule 3.3, Rules of Procedure  |
| <b>annual financial contribution; annual statutory contribution</b> | Article 36.2, Constitution;<br>Regulation 4, Financial Regulations      |
| <b>arrears</b>  | Rule 36.1(a), Rules of Procedure;<br>Rule 4.3, Financial Regulations    |
| <b>Audit and Risk Commission</b>                                    | Article 30, Constitution  |
| <b>Breach of Integrity</b>  | Article 10.2, Constitution  |
| <b>Commissions and Committees</b>                                   | Article 28.1, Constitution  |
| <b>Compliance and Mediation Committee</b>                           | Article 32, Constitution  |
| <b>Conditions for Admission</b>                                     | Article 7.2, Constitution   |
| <b>Constitution</b>   | Rule 1.1, Rules of Procedure  |
| <b>duties [of National Societies]</b>                               | Article 8.1B, Constitution  |
| <b>Election Committee</b>   | Article 33, Constitution  |
| <b>ex officio Vice-President</b>                                    | Article 26.2, Constitution  |
| <b>Finance Commission</b>   | Article 29, Constitution  |
| <b>functions [of the International Federation]</b>                  | Article 5.1, Constitution   |
| <b>Fundamental Principles</b>                                       | Article 5.1, Constitution   |
| <b>General Assembly</b>   | Articles 3, 15, Constitution  |
| <b>general object</b>   | Article 4, Constitution   |
| <b>Governing Board</b>  | Article 21, Constitution  |
| <b>Host Society</b>   | Rule 3.1, Annex to Rule 38: Rules of Procedure for Regional Conferences |
| <b>ICRC</b>   | Article 7.2(a), Constitution  |
| <b>International Conference</b>                                     | Article 5.1, Constitution   |
| <b>International Federation</b>                                     | Article 1.1, Constitution   |

|  |  |
|--|--|
| <b>Joint Statutes Commission</b>                   | Rule 2.2, Rules of Procedure                                     |
| <b>membership</b>                                  | Article 6, Constitution  |
| <b>membership rights</b>                           | Article 8.1A, Constitution                                       |
| <b>Movement</b>                                    | Article 1.2, Constitution  |
| <b>National Societies</b>                          | Article 6, Constitution  |
| <b>National Societies present and voting</b>       | Article 20.6, Constitution                                       |
| <b>National Society Leadership Position</b>        | Article 10A.2, Constitution                                      |
| <b>Organs</b>                                      | Article 14.1, Constitution                                       |
| <b>President</b>                                   | Articles 7.2(d), 25.1, Constitution                              |
| <b>principle of fair geographical distribution</b> | Article 34.9, Constitution;<br>Rule 24, Rules of Procedure       |
| <b>principle of equitable gender balance</b>       | Article 34.9, Constitution;<br>Rule 25, Rules of Procedure       |
| <b>Regional Conference</b>                         | Article 39.1, Constitution                                       |
| <b>rights [of National Societies]</b>              | Article 8.1A, Constitution                                       |
| <b>Secretary General</b>                           | Articles 14.1, 27, Constitution;<br>Rule 2.2, Rules of Procedure |
| <b>simple majority</b>                             | Rule 20.1, Rules of Procedure                                    |
| <b>Statutory Body</b>                              | Article 11.2, Constitution;<br>Rule 3, Rules of Procedure        |
| <b>Statutory Regions</b>                           | Article 5.5, Constitution;<br>Rule 24.2, Rules of Procedure      |
| <b>technical default</b>                           | Rule 36.1(b), Rules of Procedure                                 |
| <b>Vice-President</b>                              | Articles 17.1(d), 26.1, Constitution                             |
| <b>Youth Commission</b>                            | Article 31, Constitution   |

In this Glossary of Terms, unless the contrary intention appears, expressions in the singular include the plural and expressions in the plural include the singular.

# 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 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 Fundamental Principles were proclaimed by the XX<sup>th</sup> 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 XXV<sup>th</sup> International Conference of the Red Cross, Geneva, 1986.*



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