

Conference Committee Minutes Review

Presented by Constitution and Administrative Committee (CAC)

**Review requirement to meet to review Annual Conference
Committee minutes 1 hour prior to Final Plenary**

1. INTRODUCTION

- 1.1. The IFATCA Administrative Manual (IAM) currently requires that Directors meet 1 hour prior to final plenary to review Conference Reports. This is not aligned with current practice and is not cognisant of widespread electronic access to materials. CAC was tasked to review the requirement and amend the IAM accordingly, if so required.

2. DISCUSSION

- 2.1. The IAM provides at Part 2 Administrative Policy (Bye-Laws), Chapter 4 Conferences, Section 7 Order of Business, 7.3 Rules of Procedure for Conference Committees, sub-section 7.3.16 Committee Reports to the Final Plenary at Conference (pp103) that:

7.3.16. Committee Reports to the Final Plenary at Conference:

- a) *Reports of deliberations in Committees shall be made available in draft form to delegates, as soon as possible, to permit corrections and editorial remarks to be brought to the attention of Chairs of Committees prior to the production of the Final Reports of the Committees. Whenever possible, Committees should defer final adjournment until corrections have been made to the final draft of Committee Reports. Corrections to Final Reports of the Committees during Final Plenary should only be made if unavoidable.*
- b) **At least one hour prior to the commencement of the Final Plenary session, the Directors and Officers shall meet to review the Conference Reports of each Committee in order**

that discussion areas may be identified and voting on each Recommendation may be expedited.

- 2.2. All papers are published in accordance with the notification provisions of the IAM, excepting Late Working Papers (LWP). LWP will only be discussed provided the completion of the published agenda is not compromised, and Directors agree to hear the paper.
- 2.3. Progress of each Committee is updated real-time on the Conference Website.
- 2.4. Directors have opportunity to participate in or witness any Committee proceedings.
- 2.5. Where Member Associations are unable to attend concurrent sessions, they have opportunity to allocate proxies and directions for their votes.
- 2.6. Production of minutes and Conference Reports is conducted live during the proceedings of each Committee, and provides a precis of discussion, recommendations carried or rejected, and outcomes of elections.
- 2.7. Some elements may require separate ratification by Directors in Final Plenary (Executive Board elections, and Constitutional changes)
- 2.8. To facilitate conduct of Final Plenary, excepting those items mentioned above, all recommendations are accepted by carriage of a motion to accept the Conference Report from each Committee. Directors do have the right ask for amendments, or individual Recommendations to be voted separately, but must ask specifically for that to occur.
- 2.9. Draft Conference Reports are published as early as practicable and immediately made available electronically.
- 2.10. Conducting a meeting of Directors 1 hour before Final Plenary to review all Conference Reports is impractical with respect to managing the output of all Committees in the nominal 1 hour timespan and does not appear to have occurred in recent Conferences.

3. CONCLUSION

- 3.1. The provision discussed above, given current practice and electronic access to Conference materials, should be removed from the IAM.

4. RECOMMENDATION

4.1. That the IFATCA Administrative Manual, Part 2 Administrative Policy (Bye-Laws), Chapter 4 Conferences, Section 7 Order of Business, 7.3 Rules of Procedure for Conference Committees, sub-section 7.3.16 Committee Reports to the Final Plenary at Conference (pp103) should be amended as shown below:

- Delete paragraph 7.3.16 (b) in toto
- Renumber (c) and (d) to (b) and (c) respectively

5. REFERENCES

5.1. IFATCA Constitution and Administrative Manual Version 69, 2024 per included references above

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