

## **Duration of Annual Conferences**

Presented by Constitution and Administrative Committee (CAC)

### **Summary**

Review guidelines for the duration of IFATCA conferences

## **1. INTRODUCTION**

At IFATCA Annual Conference 2023, Montego-Bay Jamaica, the Constitution and Administrative Committee (CAC) was tasked to examine the need for conference to be of 5 days duration and whether the Federation is meeting this requirement if the Opening Ceremony is conducted on Day 2.

## **2. DISCUSSION**

2.1 There was a concern that having the opening ceremony on day 2 may not be in accordance with the IAM provisions on duration of the Annual conferences.

2.2 The IAM PART II Administrative policy (Bye-laws), Chapter 4, section 1.5, states:

- The duration of the Annual Conference shall normally be five days. (Acapulco 90.A.34)

2.3 The IAM PART II Administrative policy (Bye-laws), Chapter 4, section 3.3 outlines the normal order of business which includes the Opening ceremony, Opening plenary, meetings of committees and final plenary.

2.4 However, the IAM PART II Administrative policy (Bye-laws), Chapter 4, section 3.3.5 provides that:

- The Agenda above may be expanded by the addition of:
  - a) Agenda items proposed by Standing Committees, based on their working programme, as accepted by Conference;
  - b) Agenda items proposed by the Executive Board;
  - c) Agenda items proposed by one or more Member Associations. (Acapulco 90.A.37)

### **3. CONCLUSION**

3.1 The IAM provides for a 5-day conference and allows Standing Committees, the Executive Board, and Member associations to expand the Agenda in such way as to meet the objectives of the Conference.

3.2 There is no specific guidance as to the timing of the Opening Plenary.

3.3 Conducting Opening ceremony on other than the first day does not violate the IAM provided the agenda of the conference as published or subsequently amended is conducted.

3.4 It is CAC's view that it is advisable to maintain an Annual Conference duration of 5 days as the Agenda is extensive.

### **4. RECOMMENDATION**

4.1 That this paper be accepted as information only.

### **5. REFERENCES**

[IFATCA Administrative Manual Version 66.1 – September 2023](#)

- Part II Administrative policy (Bye Laws)  
Chapter 4, clause
  - 1.5
  - 3.3
  - 3.35

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