IAP General Meeting, 16 November 2026
Process for electronic Participation and Voting

1. Meeting arrangements

Following the Executive Committee's decision under Article 14.3 of the Constitution and Rule 5.1 of the General Meeting Rules of Procedure, the General Meeting will be held online on **16 November 2026**. This does not alter the General Meeting Rules of Procedure and constitutional voting rights or requirements.

The meeting will include presentation and review of the business, electronic voting and announcement of the results. After voting closes, the Chair will announce a **45-minute break** for votes to be checked and counted, specifying the time at which the meeting will resume on the same platform. The results will be announced before the meeting closes.

2. Notice of the Meeting, Meeting Papers and Conduct of the General Meeting

Members will be notified of the meeting time, time zone and participation arrangements by Special Bulletin.

The agenda, underlying material and electronic participation guide will be published on the IAP website at least fourteen calendar days before the meeting, in accordance with Rules 6.1–6.2.

Members are encouraged to email questions to info@iap-association.org beforehand so that they can be addressed during the meeting.

To facilitate orderly proceedings, participants' microphones will remain muted. Members may use the chat function to submit questions, comments and procedural points. The Secretariat will monitor the chat, respond where appropriate and bring matters requiring consideration to the Chair. The Chair will allow reasonable opportunity for consideration of the issues before voting. *(Rules 3.1–3.3 and 7.1.)*

3. Registration and access

To assist preparations, members are requested to register by **23:59 CET on Sunday 8 November 2026 using the registration link in** the meeting notice. Electronic participation constitutes presence in person at the General Meeting *(Rules 5.2–5.4.)*.

Members can register to participate in the following categories:

I. **Authorised Representative of an Organisational Member** - The nominated representative of an Organisational Member, authorised to exercise the

organisation's full voting entitlement. An Authorised Representative may not cast an additional vote in any other membership category. **Please note:** Only one Authorised Representative may be nominated by each Organisational Member for voting purposes.

II. **Individual Member** – Members attending and voting in their individual capacity.

III. **Organisational Member (Non-Voting)** – Organisational Members who are attending the meeting but are not the nominated Authorised Representative and therefore have no voting rights.

4. Voting entitlement

Under Article 14.4 of the Constitution:

- Each organisational member's vote has a value equivalent to **ten individual votes**, cast by its nominated representative present at the meeting.
- Each individual member present has **one vote**.

Honorary members and Senate members retain the membership rights conferred by Articles 4.2 and 9.4 respectively.

The Secretariat will verify voting entitlements and organisational representatives before issuing electronic ballots.

Electronic ballots will be emailed to registered participants who are entitled to vote.

5. Voting

Votes will be cast through the electronic ballot while the meeting is in session by members present and voting in accordance with the Constitution. For each resolution, members may vote in favour, vote against or abstain. The wording of the voting options may vary to reflect the question being put to the meeting.

The Chair will announce when voting opens and closes. Each member may exercise their voting entitlement only once on each question. **To be counted, ballots must be submitted before voting closes and the break for counting begins.**

6. Counting and results

During the break, the Secretariat will check and count ballots using the voting weights prescribed by Article 14.4.

Unless the Constitution provides otherwise, a resolution is carried where the weighted votes in favour exceed those against by members present and voting (Article 14.6).

Constitutional amendments governed by Article 16.3 require a majority of at least two-thirds of the weighted votes cast by members present and voting.

Members should rejoin the same platform at the announced resumption time. The Chair will announce the results before closing the meeting.

7. Technical difficulties

Members experiencing access or voting difficulties should contact the Secretariat immediately using the details provided with the voting instructions. Members are responsible for their own internet and audio connections under Rule 5.5. If a wider platform failure prevents proceedings or voting from continuing properly, the Chair may pause or adjourn the meeting under Rule 9.1.

IAP General Counsel

28 October 2026