

***34. þing Landssambands ísl. verzlunarmanna***  
***30.-31. október 2025***

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## **Rules of Procedure for the LÍV Congress**

### **1. Opening of the Congress – Processing of Credentials**

1.1 The Leader of LÍV shall open the congress and preside over it until a Congress President has been elected. The Leader of LÍV shall organise the election.

1.2 The Leader of LÍV may appoint two secretaries, if deemed appropriate, until secretaries are elected from among the congress delegates. Appointed secretaries shall have the same duties as elected ones.

1.3 The Leader of LÍV shall appoint as many congress delegates and/or staff as necessary to count votes during the credentials vote.

1.4 Once the congress is open, the Credentials Committee shall present its proposals. These must be made available to congress delegates for at least half an hour before a vote is held.

The committee spokesperson shall explain the proposals regarding the validity of the election and eligibility of congress delegates and their alternates.

The Leader shall present the committee's proposal orally, without reading individual credentials, except those recommended for rejection or postponement in accordance with Article 1.7.

1.5 A simple majority shall decide the outcome of the credentials vote. At least 10 delegates may request a secret ballot in writing concerning the validity of one or more credentials.

1.6 Delegates have full rights concerning the vote on their own credentials.

1.7 Delegates may approve the postponement of individual credential decisions if further examination is needed.

Affected delegates shall not participate in the work of the congress until their credentials are resolved, subject to Article 1.6.

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1.8 The Credentials Committee shall serve from its appointment (Article 15 of the LÍV Constitution) until a new committee is appointed for the next congress.

1.9 If valid reasons (e.g., transport issues or illness) delay the arrival of credentials to LÍV headquarters, the Credentials Committee shall review them at the earliest opportunity and present them for approval by the congress.

1.10 If a delegate becomes indisposed after their credentials have been approved and cannot attend the congress, the Credentials Committee shall review the alternate's credentials immediately for congress approval. The alternate shall assume congress duties until its conclusion.

1.11 Credentials that have been rejected by vote may not be resubmitted or debated during the same congress.

1.12 Once credentials have been processed, the Leader of LÍV shall present applications from new member unions.  
Upon approval, the credentials of their representatives shall be submitted and processed.

1.13 Access to the congress hall shall be limited to congress delegates, staff, invited guests and parliamentary building staff.

## **2. Organisation of the Congress**

2.1 After processing credentials and admitting new members, a Congress President and Deputy President shall be elected.  
The Congress President shall be elected first and shall organise the election of the Deputy President and two secretaries.

To be validly elected, the President must receive more than half of the votes of those present.

If this is not achieved, a second vote shall be held between the top two candidates. A tie shall be decided by drawing lots.

This rule also applies to the election of the Deputy President.

At least 10 delegates may request a secret ballot for the election of the President.

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2.2 The Congress President shall chair the meeting, ensure proper conduct, accept and announce proposals, and distribute them in print or electronically.

2.3 If the President wishes to participate in the debate more actively, they must temporarily step aside, with the Deputy President assuming the chair.

2.4 Secretaries shall maintain the official record of the congress under the supervision of the President, recording all discussed matters and their outcomes. They shall record votes and election results and ensure that resolutions are documented. The President shall sign one official copy of each resolution.

2.5 The President shall appoint personnel to distribute ballots and appoint vote counters from among delegates and/or staff as needed.

### **3. Committees**

3.1 The LÍV Executive Board shall prepare the agenda in accordance with Articles 8 and 9 of the LÍV Constitution and propose subject-specific committees for the congress. It shall also propose chairs and secretaries for each. Delegates may register for committees and have voting rights therein.

3.2 The congress shall elect a Nomination Committee of six representatives to serve between congresses and present proposals for positions to be filled by congress vote, unless otherwise stated in these rules.

3.3 The congress may form other committees as needed at any stage. If done before debate ends, the debate shall be postponed.

3.4 Committees shall submit written reports to be distributed to delegates in print or electronically.

If no consensus is reached, a minority may submit a separate opinion, which must be supported in writing by at least 10 delegates in accordance with Article 5.4.

### **4. Debates**

4.1 Delegates must request permission from the President to speak. If multiple delegates request simultaneously, the President shall determine the speaking order.

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4.2 Delegates shall speak from the podium and address their remarks to the President and the congress.

4.3 The LÍV Leader may speak as often as desired during the Executive Board report. Committee spokespersons (majority or minority) may speak up to three times for 10 minutes each.

Other delegates may speak twice per issue, for up to 10 minutes.

Short remarks are allowed on voting, chairing or procedural matters.

The proposer of a motion may close the debate with a 5-minute response.

4.4 If debate becomes too lengthy, the President may propose time limits or a deadline for conclusion. These proposals shall be voted on without discussion. Delegates may also submit such proposals with written support from at least five members.

4.5 Delegates must respect the authority of the President.

If a delegate is twice reprimanded for disorderly conduct, the President may propose that they be stripped of speaking rights for the rest of the session. The proposal shall be voted on without debate.

## **5. Motions, Amendments and Voting**

5.1 No proposal may be voted on unless distributed in print or electronically. A simple majority decides unless otherwise specified.

5.2 Issues received under Articles 8 and 9 of the LÍV Constitution shall undergo two readings.

The first reading presents the motion and any proposed amendments.

All motions shall then be referred to the appropriate committee.

5.3 A committee's proposal after its deliberation becomes the main proposal.

All previous motions fall away.

Delegates may submit amendments under Article 5.4.

5.4 Under "Other Matters", delegates may raise new issues not previously resolved.

However, only motions instructing the Executive Board or Leader of LÍV to pursue matters between congresses are permitted.

All proposals must be submitted in writing, signed by the proposer and supported by at least 10 delegates (including the proposer).

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The President shall announce the motion before debate.  
Disputes over committee assignment shall be resolved by the President.

5.5 If multiple proposers submit a motion, each may withdraw.  
If the proposal is fully withdrawn, any delegate may re-submit it with renewed support.

5.6 These withdrawal rules do not apply to motions that require statutory support.

5.7 Types of motions:

1. Main proposal
2. Amendment
3. Supplementary motion

5.8 Voting shall follow this order:

First the amendment, then the main proposal (as amended, if applicable), followed by supplementary motions.

5.9 More substantial amendments shall be voted on before less significant ones.  
An amendment that negates the purpose of the main proposal shall be ruled out by the President.

Amendments must meet the same voting threshold as the main proposal.

5.10 Priority motions shall be considered in this order:

1. Proceed to vote immediately
2. Dismiss the matter
3. Move to the next item
4. Postpone the matter
5. Refer the matter to another body

The first cannot be debated.

The next three allow short comments.

Item 5 follows standard rules for substantive issues.

5.11 The President may divide a motion into separate items if they are independent and clearer when separated.

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5.12 Defeated motions may not be resubmitted at the same session.  
However, with a two-thirds majority and three-quarters of registered delegates present, a motion may be reopened.

5.13 This rule does not apply to credential decisions.

5.14 Voting shall be by show of hands.  
Secret ballots may be held if requested in writing by at least 10 delegates.

Roll-call votes are not permitted.  
Electronic voting is allowed. Voting data shall be securely stored.

5.15 No vote may occur unless at least half the registered, non-excused delegates are present.  
However, if the President has announced the vote at least 30 minutes in advance, it may proceed with those present.

5.16 Vote counters shall be appointed from among the delegates or staff.  
Where appropriate, counters shall represent opposing factions.

5.17 Amendments to the LÍV Constitution require a two-thirds majority.

## **6. Elections**

6.1 All elections to union positions at LÍV congresses shall be by secret ballot.  
Electronic voting is permitted.

6.2 Simple majority applies, except for positions governed by Article 18 of the LÍV Constitution.

6.3 If only one candidate is nominated, they shall be elected unopposed.

6.4 In case of a tie, the result shall be decided by drawing lots.

6.5 A ballot is void if it includes names not running or the wrong number of votes.  
Blank ballots are not counted but shall be recorded.

Electronic systems should prevent invalid ballots.

6.6 Delegates vote in accordance with Article 18 of the LÍV Constitution.

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6.7 The President shall notify delegates before the vote.  
No one may enter or exit the hall once the vote has started.

For electronic votes, access shall be opened as announced. Voting shall last at least as long as announced.  
A 10-minute warning shall be given before closing.

6.8 Once vote counting concludes and results are confirmed, ballots shall be sealed or data securely stored.  
If no recount is demanded by 10 delegates, the results are final.  
Ballots or data shall be destroyed before the end of the congress under the President's supervision.

6.9 All full members of LÍV-affiliated unions who are paid under a VR or LÍV collective agreement are eligible.  
Nominations must be written and supported by at least 10 delegates.  
Nomination Committee proposals do not require written support.  
Candidates not present must provide written confirmation of acceptance.

**7. Adoption and Amendment of Rules of Procedure**

7.1 A simple majority of votes cast shall adopt the rules of procedure.

7.2 In cases not addressed by these rules, a legally constituted meeting may decide by simple majority.