

## Detailed Procedure for Policy 20 - Revision of the IBS

This procedure describes the procedural flow of the “decision” phase of the IBS revisions, starting with the publication of the Committee Final Draft by the NMC. The successful execution of this procedure is also dependent on the administrative procedure for member voting, which is established by the Head Office.

### Publication of Final Draft and Call for Motions

- The NMC approves the Committee Final Draft for publication and call for member motions.
- The OGS staff emails the Committee Final Draft and instructions for motions to the IFOAM membership. The documents are sent in postal mail to those members for whom no email address is listed. The document is also posted on the IFOAM website.
- The OGS receives, acknowledges, and compiles the motions, and forwards them to the NMC and SC.

### Contact Groups

- The SC reviews motions and recommends to the NMC which motions cannot be readily resolved by SC and should have a “contact group.”
- NMC oversees the organization of contact groups, which are administered by the OGSM. Contact group sessions may include email, phone conferences, or in-person meetings. Each contact group will have a facilitator, who is decided by the NMC Chair.
- The results of the contact group are recorded by the OGS staff in one of the following categories
  - a. Resolution. No change in IBS text
  - b. Resolution. Non-substantial change in IBS text
  - c. Resolution Substantial change in IBS text
  - d. No Resolution

Any changes to the IBS resulting during the contact groups are also recorded.

### First Ballot

A. Unresolved Motions or Motions resolved with substantial change to IBS.

- Any motions in categories c. and d as above are sent to the membership for a vote (on the motions only). The ballot includes the full context of each motion, and the comments of the motion maker and the SC concerning the motion. (A quorum of members for this vote is determined

according to the general IFOAM voting procedure.) Membership has 42 days to vote on the motions/substantial changes.

- Votes are counted by the Head Office and reported by the Head Office to the WB, NMC and SC, and results of the vote determine if there are agreed changes.
  - If a quorum of votes is not received by the deadline, the motions and accompanying information is presented to the WB, who will decide on the motions.
- B. No motions, motions resolved without any change, motions resolved without contact group, or motions with non-substantial changes to Committee Final Draft.
- The full “Committee Final Draft” plus agreed changes is sent to the membership; for a “yes” or “no” vote.
  - Membership has 42 days to vote on the Final Draft.
  - Votes are counted by the Head Office and reported to the WB.
  - If a quorum of votes is not received by the deadline, the motions and accompanying information is presented to the WB, who then decides on the approval of the changes to the Final Draft.

### **Second Ballot**

A second ballot occurs after motions and/or substantial changes to the IBS as a result of the contact groups, have been decided by the membership or the World Board.

- The “Committee Final draft” plus agreed changes is sent to the membership for a “yes” or “no” vote.
- Membership has a minimum of 30 days to vote on the “Committee final draft” plus agreed changes.
- Voting results are reported to the WB.
- If a quorum of votes is not received by the deadline, the Amended Final Draft (or Committee Final Draft) is presented to the WB, who then decides on the approval of the Final Draft.

See also flowchart on the next page.

Revision approved by the NMC February 27-28<sup>th</sup> 2007 in Bonn.

### Flow Chart Detailed Procedure for Policy 20

