

Credentials Committee

Terms of Reference approved by
Acting Working Committee, January 2024

1. The Credentials Committee is a task-based Committee of selected Congress delegates appointed for the duration of this particular Congress.
2. The Credentials Committee consists of Congress delegates who have confirmed that they will not be standing for election.
3. It is composed of 5 people selected by the current Acting Working Committee (AWC) of the IAWP.
4. The Committee will appoint a Credentials Committee chairperson.
5. The Credentials Committee's tasks are as follows:
 - a. to check the registered Congress delegates against the delegations that each affiliate is entitled to send to the Congress as stated in Clause 7.1.10 of the Constitution;
 - b. to check the gender composition of the affiliates' Congress delegations in accordance with Clauses 7.1.11 and 7.2.5 of the Constitution;
 - c. to check the compliance with the required quorum of the congress in accordance with Clause 7.1.14 of the Constitution.
6. In order to be able to do their work, the Credentials Committee must be provided with the following documentation by the Congress administration:
 - a. IAWP constitution;
 - b. List of affiliates with information about membership number and corresponding number of entitled delegates;
 - c. Participants' list of registered delegates, guests and observers (with no voting rights).
7. The Credentials Committee then has to present the credentials report to the Congress for adoption. The Chair of the Committee will be responsible for giving a report on the confirmed total number of voting and non-voting delegates attending the Congress.
 - a. It will confirm that the organizations represented at Congress and claiming delegate voting rights are bona-fide affiliates by:



- i. Option 1: having paid their provisional membership fee (to be set up by March A.W.C), in accordance with Clause 6.2.
 - ii. Option 2: having had an approved affiliation during the Affiliation Process happened in the period from May 2023 to October 2023.
 - c. In the case where any affiliate is not in compliance with the Constitution, the Credentials Committee must report this to the Congress and request the Congress to make a decision as to whether the non-compliance will be overlooked in this Congress, or whether affiliates which are non-compliant will be sanctioned – such as by being registered as (non-voting) observers instead of (voting) delegates.
8. Only those delegates with the proper credentials are entitled to vote, and stand for election for a position as Office Bearers.
 9. After the adoption of the Credential Report by the Congress, the Credentials Committee will hand over the adopted report to the **Independent Electoral Commission** (IEC) for use to create the Voters' Roll for the elections.