



# **Regulations of Congress Procedure**

**(Approved by the Council in March 2019)**

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## **1. Introduction**

- 1.1 According to Article 9.1 the Congress is the general assembly of the Members and the supreme authority of the EAA (hereafter European Athletics),
- 1.2 As per article 14.3 the Congress shall be conducted in accordance with the Regulations of Congress Procedure approved by the Council.
- 1.3 In the event of any conflict between the European Athletics Constitution and the Regulations of Congress Procedure, the European Athletics Constitution shall prevail.
- 1.4 Every reference to an Article in these Regulations, shall mean an Article of the European Athletics Constitution, unless specified otherwise. In these Regulations, all references to the masculine shall include the feminine.

## **2. Convening the Congress**

- 2.1 Notices of Ordinary Congress shall be sent by the Chief Executive Officer (CEO) in writing to each Member at least 120 days before the date thereof. The notice to the Members shall set out the following information: the date of the Congress, the Congress location and the preliminary agenda of the Congress.
- 2.2 The date and venue of the Congress shall be set by the preceding Congress.
- 2.3 An accidental omission to give notice of Congress to a Member, or the non-receipt of notice by a Member, shall not invalidate the proceedings at Congress.

Note: Also refer to Section III of the Constitution.

## **3. Congress Agenda & Documentation**

- 3.1 The preliminary agenda shall be sent in writing to each Member together with the Congress notice at least 120 days before the date thereof.

- 3.2 Proposals by the Members to the Congress must be in writing and must be received by European Athletics at least 60 days before the date of the Ordinary Congress.
- 3.3 Nominations of candidates for election must be received, in writing, by European Athletics at least 60 days before the date of the Congress at which the elections are to be held.
- 3.4 All supporting and explanatory documentation, including the final agenda, so as the list of persons who have been nominated for the election(s) when relevant, shall be sent to each Member and each Member of the Council at least 30 days before the date of the Congress.
- 3.5 The Congress Agenda should include the following items:
1. Opening of the Congress
  2. Roll call and announcement of votes present & voting strength
  3. Approval of the Congress agenda
  4. Appointment of scrutineers
  5. Approval of the minutes of the last European Athletics Congress
  6. President's Address
  7. Elections (when relevant)
  8. Report of the Council
  9. Financial Matters
  10. Proposals
    - 10.1 Amendments to the European Athletics Constitution
    - 10.2 Proposals of the European Athletics Council
    - 10.3 Proposals of the Members
  11. European Athletics Awards
  12. Miscellaneous
  13. Date and venue of the next Ordinary Congress Meeting
  14. Closing of the Congress
- Note: Certain topics such as Member Federations' anniversaries, obituaries, presentations of future major events by organisers, etc will be included in the above agenda points as relevant.
- 3.6 The Congress Meeting shall be run according to the agenda order as circulated, but may be adjusted by the Chairperson at the meeting, as he considers fit.
- 3.7 The Council shall have the authority to add a new matter for information to the Congress agenda if it is an urgent item. There can be no voting on such items.

- 3.8 Other agenda items that have not been announced in writing at least 30 days prior to an Ordinary Congress can be discussed at the Congress if a simple majority of the attending Members so decides.
- 3.9 Agenda items that have not been announced in writing at least 30 days prior to an Ordinary Congress can be voted on only if all Members (including those that do not attend the Congress) agree.
- 3.10 Otherwise, no business other than items appearing on the Congress agenda shall be dealt with.

#### **4. Conducting the Congress**

- 4.1 The Chairperson of each Congress Meeting is the European Athletics President.
- 4.2 In the President's absence, the First Vice President or, in his absence one of the other Vice Presidents shall chair the Congress. In the absence of the President and the three Vice Presidents, the Congress shall elect a Member of the Council as Chairperson of the Congress.
- 4.3 The Chairperson of the Congress Meeting shall vacate the chair for the period of any election of a position for which he is seeking election. For the period of such vacation, the Senior Vice-President shall assume the chair, unless he is also seeking election for the same position, in which case a Vice-President designated by the President shall assume the chair.
- 4.4 The Chairperson shall:
- preserve order at the Congress, which may include removing any person from the meeting as foreseen in point 9.8 of these Regulations;
  - ensure the proper conduct of Congress according to the European Athletics Constitution and these Regulations;
  - rule on points of order of the agenda as foreseen in points 3.5;
  - decide on any matter of procedure during a Congress Meeting where the Constitution or these Regulations make no provision or insufficient provision;
  - decide upon all matters relating to the adjournment of the Congress.
- 4.5 The decision of the Chairperson on procedural matters at a Congress Meeting is final, and is not open to debate at the Congress meeting nor is it subject to any right of appeal.

## 5. Participation

- 5.1 At the beginning of the Congress, the number of the Members present and of the persons entitled to vote shall be announced and the appointment of the scrutineers proposed by the CEO shall be approved by the Congress Delegates.
- 5.2 Members shall only be represented by duly empowered delegates. Delegates must be affiliated to the Member which they represent. A delegate may represent only one Member.
- 5.3 Members must notify the names of their delegates through the online registration system. The presence of the delegate(s) at the Congress will be confirmed by the scan of their accreditation or by signing the nominative list of participants at the entrance desk prior to the commencement of the Congress. A Member may have no more than 3 (three) delegates present at the Congress. Where 3 (three) delegates represent a Member, both genders must be represented. Only one delegate is entitled to vote on behalf of that Member.
- 5.4 The Council Members shall attend the Congress in person. They are not entitled to represent a Member. Council members may speak but not vote. As a Council member, the Chair of the Athletes Committee may also speak but not vote and is not entitled to represent a Member.
- 5.5 Honorary Presidents and Honorary Council Members may attend the Congress and may speak, but not vote.
- 5.6 The Chairpersons of all Commissions may attend the Congress. They are not entitled to represent a Member. Commission Chairpersons may not speak nor vote. Commission Members and Athletes Committee Members may attend the Congress as observers.
- 5.7 IAAF Council Members, European Athletics Council Candidates, European Athletics Bidders, European Athletics Awards Recipients, Congress LOC Members, Technicians, European Athletics Staff (including Interpreters) and such other persons as may be decided by the Council may attend the Congress.
- 5.8 European Athletics Council Members and European Athletics Council Candidates are entitled to have one accompanying person in the Congress room.
- 5.9 The Chairperson may admit individuals as observers to the Congress if their presence is justified by a particular interest in one of the agenda points.

- 5.10 There shall be no persons other than those specified in the Constitution and these Regulations permitted to attend a Congress Meeting, including the media, unless decided by the Chairperson.

## **6. Attendance quorum**

- 6.1 No business may be transacted at a Congress unless a quorum is present when the Congress proceeds to business. The quorum shall be the properly appointed representatives of one third (1/3) of the Members entitled to vote, which represents the minimum required attendance.
- 6.2 If no quorum is obviously present, the Chairperson shall adjourn the Congress until a later date or until the next date for Congress or Extraordinary Congress as set out hereunder.

Note: Refer to point 11 related to specific voting and required quorum.

## **7. Scrutineers**

- 7.1 The Congress shall approve the appointment of scrutineers proposed by the CEO.
- 7.2 The scrutineers shall be composed by 3 (three) members. The scrutineers shall be at least one of each gender. One of the 3 (three) should be designated Chief Scrutineer.
- 7.3 In the case of voting by an electronic voting system, the company responsible for the voting system and the Chief Scrutineer shall oversee the voting, confirm that the system is functioning adequately and confirm the validity of each result.
- 7.4 Should the voting be done by paper ballot, the 3 (three) scrutineers shall oversee the voting, count the votes and validate the results.

## **8. Language and Interpreters**

- 8.1 The Congress shall be held in English language. Contributions by Delegates may be made also in French.

8.2 Simultaneous translations will be made in English and French. Official interpreters shall secure the simultaneous translations during the Congress. The interpreters shall be appointed by the CEO.

## **9. Procedure for discussion**

9.1 The Chairperson shall announce each agenda item. The Chairperson shall then present the proposal(s) related to that agenda item to the Congress. Each proposal shall be accompanied by a statement from one or more of:

- The Chairperson;
- The CEO;
- A Council Member called upon by the Chairperson;
- A Delegate of a Member which has proposed the agenda item.

9.2 Any Congress Delegate wishing to speak shall attract the attention of the Chairperson by raising his Federation's nameplate or flag.

9.3 Congress Delegates shall speak in the order that they are called by the Chairperson. Delegates can speak once on each item except when exercising the proposer's right of reply, or if invited to do so by the Chairperson. Interventions may not exceed 3 (three) minutes or any other duration determined by the Chairperson. The CEO shall assist the Chairperson in recording the length of each intervention.

9.4 Speakers shall use a microphone to address the Congress. The CEO shall ensure that the next speaker is standing by so that no delays occur between speeches.

9.5 Interventions must be relevant to the topic under discussion. If a Congress Delegate insists on putting irrelevant subjects before the Congress, the Chairperson may order the speaker to stop speaking and may request that the debate moves on to the next speaker, or to a vote, whichever is appropriate.

9.6 If in the Chairperson's opinion the agenda item has sufficiently been discussed, he may close the debate or limit the number of further speakers.

9.7 Once the debate is closed, the Chairperson may comment on the subject under discussion, summarising the options available to the Congress prior to calling for a vote.

9.8 If a person is responsible for any disruption or other conduct prejudicial to the good order of the Congress, the Chairperson may warn that he faces ejection if such conduct continues. If such conduct continues, the Chairperson may order that person to be ejected from the Congress.

## 10. Closing of the debate

10.1 The Chairperson shall close the debate if there are no further speakers announced or if the agenda item has, according to the Chairperson's opinion, sufficiently been discussed, unless Congress decides otherwise by a simple majority.

10.2 Debates may also be terminated by a proposal if upheld by a simple majority of the Congress.

10.3 The proposal refers to the matter under discussion and is immediately put to vote. If the proposal is unsuccessful, the Chairperson shall not permit it to be raised again for a reasonable period of time.

## 11. Voting

11.1 All decisions of the Congress, whether by way of a proposal or for elections of positions, shall be decided by open voting.

11.2 As per Article 16.3 the Council and any Member at the Congress may request a secret vote, which must be approved by the Congress.

11.3 "Open voting" means that after the vote has closed on each proposal or the election for each position, the following will be displayed at the Congress Meeting to all persons present at the Congress:

- a. For all votes, the voting strength, the required Majority, and the outcome of the vote, including the total number of votes in favour, against, and any votes that were not Valid Votes.
- b. The vote cast by each Member Federation as follows:
  - i. For proposals: whether the Delegate voted in favour or against the proposal or it was not a Valid Vote;
  - ii. For positions being elected, the nominees which the Delegate voted for, in each stage and round of the election;

- 11.4 Only one delegate per Member may cast the vote on behalf of the Member.
- 11.5 Electronic voting shall be used for voting, whenever possible. Each Member shall be provided with official voting equipment. In order to ensure a fair and transparent voting procedure, the electronic voting shall be operated by a totally independent organisation. The voting procedure shall be explained by the CEO and practise(s) may be made to test the equipment in place.
- 11.6 Before each vote, the Chairperson shall present the proposal.
- 11.7 Definition of the different “Majorities”:
- **An Absolute Majority** is more than half of the valid votes cast.
  - **A Simple Majority** is the highest number of valid votes cast for a candidate, subject or proposal in a specific vote.
- 11.8 Constitution changes are only passed by two-third (2/3) of the total number of votes validly cast. Any other decision shall be passed by a Simple Majority, except as otherwise provided. In the event of an equality of valid votes for, and against, the proposal shall be considered as rejected.
- 11.9 Elections shall require an Absolute Majority of the votes validly cast in the first round and a Simple Majority in a second round. In case of a tie occurring in any election, a second vote shall be held to decide between the candidates so tying. If a tie occurs also in the second vote the election shall be decided by a draw made by the chairperson of the Congress.
- 11.10 The President, Vice-Presidents and Council members may be removed individually or as a group, by a decision of an Ordinary or Extraordinary Congress with a vote in favour of at least 2/3 of the total number of votes validly cast. This special majority must represent 1/2 of the total number of Members eligible to vote.
- 11.11 Upon recommendation of the Council, or upon request of at least half the Members, the Association may be dissolved by decision of an Ordinary or Extraordinary Congress with a vote in favour of not less than 2/3 of the total number of votes exercisable by all the Members.
- 11.12 The following shall not be counted as valid votes:
- abstentions;
  - blank votes;

- if paper ballots are used in elections and include names other than the candidates or that contain votes for more or less candidates than the number required;
- paper ballots that bear any indication of the identity of the voter in secret ballot voting;
- votes declared void by the scrutineers whose decision shall be final, e.g., unintelligible votes.

11.13 Proposals should normally be put to the vote in the order in which they are submitted. If there are more than two main proposals, they should be put to vote in succession. Where an amendment is proposed to a subject/proposal, the amendment shall be put to vote before the original subject/proposal.

11.14 The chairperson of the Congress shall announce the results of the voting and the numbers of votes cast. The signed scrutineers' results sheets shall be preserved.

11.15 In case of a secret vote where ballot papers are used, the ballot papers shall be destroyed immediately after the conclusion of the Congress, unless any result is challenged. Any such challenge must be made in writing and presented to the chairperson of the Congress before the closing of the Congress. The matter shall be determined by the chairperson of the Congress whose decision shall be final.

11.16 In case of an open vote for elections the results will be made public.

## 12. Elections

### 12.1 Procedure

#### **President**

1 (one) person to be elected for this position

- In the first round, if a candidate reaches the Absolute Majority, this candidate is elected.
- In case that no candidate reaches the Absolute Majority, a second round will be held. The candidate with the highest number of votes (Simple Majority) shall be elected.

#### **Vice-Presidents**

3 (three) persons to be elected for this position, at least one of each gender among the President and Vice-President positions.

### **1<sup>st</sup> Round - Absolute Majority**

Member Federations shall vote for 3 candidates and minimum of one per gender. The following applies according to the results:

- If absolute majorities are found for 3 or more candidates meeting the gender criteria the first 3 with absolute majorities meeting the gender criteria are elected.
- If absolute majorities are found for 3 or more candidates, but the gender criteria are not met, then the candidate(s) who is (are) 3<sup>rd</sup> or further will not be elected and we progress to Round 2, which will only contain candidates from the gender that has not filled the quota.
- If there is a tie for the last available position(s), then we progress to a round where just those tied candidates are presented and a simple majority is required for election.
- If absolute majorities are found but not for all positions, then candidates who have absolute majorities are elected and we move to a second round to obtain the remaining positions. If the positions available are only in relation to a particular gender, then only candidates of that gender will be presented in the next round.
- If no absolute majority is found at all then progress to a 2<sup>nd</sup> Round.

### **2<sup>nd</sup> Round - Simple Majority**

Member Federations shall vote for the number of candidates required to fulfill the positions and gender criteria not fulfilled in the 1<sup>st</sup> Round. The following applies according to the results:

- If the candidates with the highest number of votes for the available positions meet the gender criteria, they are elected.
- If the summary result, showing the candidates in descending order of votes obtained, does not meet the gender criteria, then the candidate(s) from the gender that has exceeded the quota is (are) not elected to ensure that the required position is available for the other gender. The next highest candidate on the list – from the gender that has not received minimum quota – is then elected.
- If there is a tie for the last available position(s) then we progress to a round where just those tied candidates are presented and a simple majority is required for election.

### **Other Council Members**

13 (thirteen) persons to be elected for this position and at least 3 (three) of each gender.

### **1<sup>st</sup> Round - Absolute Majority**

Member Federations shall vote for 13 candidates and minimum of three per gender. The following applies according to the results:

- If absolute majorities are found for 13 or more candidates, the first 13 with absolute majorities meeting the gender criteria are elected.

- If absolute majorities are found for 13 or more candidates but the gender criteria are not met, then the candidate(s) who is(are) in positions 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> or further will not be elected and we progress to Round 2, which will only contain candidates from the gender that has not filled the quota.
- If there is a tie for the last available position(s), then we progress to a round where just those tied candidates are presented and a simple majority is required for election.
- If absolute majorities are found but not for all positions, the candidates who have absolute majorities are elected (meeting the gender criteria) and we move to a second round to obtain remaining positions, which could contain a combination of genders. If the positions available are only in relation to a particular gender, then only those candidates of that gender will be presented in the next round.
- If no absolute majority is found at all then progress to a 2<sup>nd</sup> Round.

### **2<sup>nd</sup> Round - Simple Majority**

Member Federations shall vote for the number of candidates required to fulfill the positions and gender criteria not fulfilled in the 1<sup>st</sup> Round. The following applies according to the results:

- If the candidates with the highest number of votes for the available positions meet the gender criteria, they are elected.
- If the summary result, showing the candidates in descending order of votes obtained, does not meet the gender criteria, then the candidate(s) from the gender that has exceeded the maximum available positions is (are) not elected to ensure the required position(s) is (are) available for the other gender. The next highest candidate(s) on the list – from the gender that has not received minimum quota – is (are) then elected.
- If there is a tie for the last available position(s) then we progress to a round where just those tied candidates are presented and the majority is then simple majority.

## **13. Media**

- 13.1 Shall the media be allowed to enter the Congress by the Chairperson they will only attend the elections and no recording shall be allowed.

## **14. Extraordinary Congress**

- 14.1 If an Extraordinary Congress is convened, these Regulations of Congress Procedure shall also apply to the proceedings of such Extraordinary Congress, where appropriate.

- 14.2 Notices of Extraordinary Congresses shall be sent in writing to each Member at least 60 days before the date thereof. The notice shall be accompanied by a preliminary agenda or, in case of a Congress convened by the Council, an agenda.
- 14.3 Only proposals connected to the matter for which the Extraordinary Congress has been convened may be dealt with at such Congress. Such proposals from Members must be in writing and must be received by the EAA at least 45 days prior to the Extraordinary Congress.

## **15. Closure of the Congress**

- 15.1 When all agenda items have been discussed, the Congress shall be officially closed by the Chairperson.

## **16. Minutes of Congress**

- 16.1 An audio-recording shall be made of each Congress Meeting and retained in the European Athletics Office.
- 16.2 Minutes of the Congress shall be prepared in English by the CEO, signed by the chairperson of the Congress and sent to the Member Federations in English within 60 days after the closing of the Congress.
- 16.3 Any proposal to amend the Minutes must be made in writing and must be received by European Athletics within 30 days following the issue of the Minutes. The Minutes shall be regarded as approved if, within 30 days of their dispatch, no objections are received by European Athletics. Any question arising from the Minutes shall be decided by the Council at its next meeting and reported to the next Congress.