



CIVL 2013 PLENARY PROCEDURES

Procedures for the pre-Plenary meetings

Delegates are invited to appoint experts to attend the various sub-committees and working groups which will meet on Thursday and Friday. Unless they are Delegate or Alternate Delegate, these experts do not necessarily need to attend the Plenary meeting. However, they are welcome to attend as observers, providing they register as an observer, and their intention to attend is approved by their national Delegate or Alternate Delegate.

It is recommended that all those attending Subcommittee and Working Group meetings, read carefully the Guidelines for subcommittees and working groups ([Annex 1](#)).

If additional meetings are arranged, or the timetable is changed, the information will be posted at an obvious place at the venue.

Procedures for the Plenary meeting

The procedures are described in the CIVL Internal Regulations that are a compilation of the FAI Statutes, by-laws and Sporting Codes plus some additional rules where needed ([Annex 2](#)). In essence they are the following:

Each FAI Member shall have one vote, to be exercised by its Delegate. In case the Delegate is unable to exercise this right, the Alternate Delegate may vote on behalf of the Delegate.

If no Alternate is available or present an FAI Member may appoint a proxy from among the other Delegates or Alternates. The delegate or alternate of a NAC may hold only one proxy.

Such proxy delegation of voting rights shall require written notification to the CIVL President before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation. The notification shall be signed by the General Secretary or President of the relevant FAI member.

Only the delegates are allowed to speak during the Plenary, the other attendees are observers and have no right to speak unless specifically authorised by his or her delegate

Only items that appear on the agenda can be discussed and decided upon. An item not on the Agenda distributed 45 days before the meeting may be added to it if agreed by at least 2/3 of the delegates present or represented by proxy.

Any amendment to an item has to be presented in writing or displayed electronically to the Plenary.

Voting procedures

They traditionally follow the "Robert's Rules of Order":

A vote on any item on the Agenda (or any amendment thereto proposed before or during the meeting) shall be valid, provided it has been moved and seconded.

Except when specified in these Internal Regulations, decisions are taken on a simple majority vote. In the event of a tie in two successive votes, the President casts a deciding vote without appeal.

Show of hands

Vote is cast by raising a hand.

- Absolute majority vote: more than half of the vote cast (votes for, against and abstentions are counted).
- Simple majority vote: more than half of the votes cast (votes for and against are counted).
- Plural majority vote: the decision is in favour of the option receiving the largest number of the votes cast.
- 2/3 qualified majority vote: at least 2/3 of the votes cast (votes for and against are counted).

Secret ballot

A vote must be secret if requested by a Delegate, Alternate Delegate or national representative. All ballot papers are counted. The following are considered invalid: blank ballot papers; ballot papers marked so that the source can be identified; ballot papers that are illegible; ballot papers that have more names than positions available.

- Absolute majority vote: more than half of the votes cast (invalid ballots are counted).
- Simple majority vote: more than half of the valid votes cast.
- Plural majority vote: the decision is in favour of the option receiving the largest number of valid votes cast.
- 2/3 qualified majority vote: at least 2/3 of the valid votes actually cast.

General consent

This may be used in the election of Officers when positions are not contested.

Examples

On the roll call, 30 persons are present or represented.

When the vote is called 5 persons are absent and 4 ballots are blank or invalid.

- Absolute majority: 13 (more than 25 divided by 2).
- Simple majority: 11 (more than 21 divided by 2).
- 2/3 majority: 14 (at least 21 divided by 2/3).