CIVL INTERNAL REGULATIONS – 2013

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1. General Provisions

1.1. Constitution
The International Hang Gliding and Paragliding Commission (CIVL or Commission Internationale de Vol Libre) has been a permanent Commission of the Fédération Aéronautique Internationale (FAI) since 1975.
CIVL's work is in accordance with the FAI Statutes and By-laws, the General Section of the Sporting Code and these Internal Regulations.

1.2. Purposes, aims and strategic plan
CIVL is to exercise its executive powers delegated from the FAI concerning the administration of hang gliding and paragliding, including flight safety, sanctioned competitions, record attempts, training programs, environmental issues, badges and awards. Its purposes, aims and strategic plan are detailed in Terms of Reference (Annex 1).

1.3. CIVL Composition
CIVL is composed of Delegates and Alternate Delegates appointed by National Airsport Control organisations (NAC) in accordance with FAI by-law 3.1.
All Delegates and Alternate Delegates are representatives of their respective NACs and all statements, motions and proposals made in CIVL proceedings are made on behalf of their NACs and are thus deemed representative of hang gliding and paragliding in their country.

1.4. Organisation
CIVL is comprised of:
- The Plenary.
- The Bureau.
- The Committees (in FAI Statutes and By-Laws named "Subcommittees").
- The Working Groups.
- The Technical Officers, Jury and Stewards.

1.5. Officers
All members of the Bureau, the Committee and Working Group Chairs, the Technical Officers, Jury and Stewards are CIVL Officers.

1.5.1. Representation
Officers must have the support of their NAC. For some positions the officers must be Delegates. Officers, except for CIVL President, continue to represent the NAC that appointed them, if they are Delegates.
Officers also represent CIVL and each statement, motion and proposal they make as CIVL Officers are made on behalf of CIVL and are expected to be in accordance with CIVL and FAI aims and purposes.
Officers can be elected or appointed for an unlimited number of terms.
Officers can be remunerated.
An Officer can hold more than one office at any time.

1.5.2. Elected Officers
Every two years, the Plenary conducts general elections for the President, Bureau members and the Committee Chairs. Term of office for these Officers is two years.

1.5.2.1. Resignation
If an Officer submits his resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he is permanently incapacitated or dies. For Officers other than Vice-Presidents the Bureau will appoint a replacement as soon as practical. The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.5.2.2. Removal

- If the NAC of a Delegate serving as an Officer no longer supports that Officer, the Officer's term of office ends at the next Plenary meeting. If the elected term of that officer is not at end, the Plenary will vote to replace the original Officer, whose term of office will end at the next general elections.
- On proposal by the President and with a 2/3 majority vote of the Bureau, the Bureau can remove any Officer, except a Vice-President, from his position if this Officer does not fulfil his duties. This decision must be submitted to the next Plenary for approval. The Bureau will appoint a replacement as soon as practical. The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.5.3. Appointed Officers

When necessary, the Bureau appoints Working Group Chairs, Technical Officers, Jury and Stewards. The term of office of these appointed Officers is decided by the Bureau upon appointment.

1.5.3.1. Resignation

If an appointed Officer submits a resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he is permanently incapacitated or dies, or if he is no longer supported by his NAC. The Bureau will appoint a replacement as soon as practical.
The new Officer's term of office is decided by the Bureau.

1.5.3.2. Removal

On proposal by the President, the Bureau can remove any Officer from his position if this Officer does not fulfil his duties. The Bureau will appoint a replacement as soon as practical.
The new Officer's term of office is decided by the Bureau.

1.5.4. Expenses and remuneration

Some Officers' expenses may be reimbursed. Details of when and how claims can be made are set out in CIVL *Guidelines for claiming expenses*.
When it has been agreed that an officer is to be remunerated by CIVL, this will be in accordance with a clearly defined job description and contract drawn up in conjunction with the FAI Head Office. Remunerated roles will be advertised when they become vacant, and the Bureau will appoint the most appropriate candidate after due consideration and consultation. The Bureau will inform FAI secretariat of potential conflicts of interest.

1.6. Meetings

1.6.1. Plenary meeting

See Chapter 2.

1.6.2. Other meetings

Bureau, Committee or Working Group meetings may be called by the CIVL President or the respective Chairs by notifying all members. Such meetings may be closed (appointed members only) or open to invited participants and/or observers. Meetings may be physical or virtual (voice/video communication). Discussions may also be conducted by email or using collaborative, internet-based tools.
In an open meeting, the Chair may allow all in attendance to contribute ideas and information to the discussions. The Chair may ask for an indicative show of hand ballot on specific matters. In this case, only one vote per FAI member nation is normally accepted.

1.7. Voting rights

1.7.1. Plenary meetings

Only Delegates, Alternate Delegates or approved national representatives can vote. Further information can be found in FAI By-laws chapter 3.1
National representatives must present proper credentials with copies direct to the FAI Office from the NAC concerned, in which case he/she represents that NAC and has the right to vote.
Only a Delegate can represent and vote on behalf of one other member of CIVL. Such proxy delegation of voting rights requires written notification to the FAI Office before such voting rights are valid and acknowledgement by the Delegate accepting such proxy. The notification must be signed by the General Secretary or President of the NAC.
CIVL President cannot carry proxies.

1.7.2. Other meetings

All members of the Bureau, Committees and Working Groups have a right to vote in other meetings convened by their respective Chairs. The Bureau secretary has no voting rights in the Bureau unless the secretary is a delegate.

1.8. Voting procedures

1.8.1. Plenary meeting

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.
Decisions shall be made via the following procedures, according to Robert's Rules of Order:

1.8.1.1. 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).

1.8.1.2. 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.

1.8.1.3. General consent

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

1.8.1.4. 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).

1.8.2. Other meetings

No decision may be taken on any matter unless all members have been notified. Decisions are made by consensus. In this case at least half the members, including the President/Chair, must have given their view or advice.
If no consensus can be reached the President/Chair has the right to use a majority vote to decide the issue. The Chair of a committee or the CIVL President only votes in the case of a tied vote, at his discretion.

1.9. Documents (TO BE UPDATED)

CIVL documents include:

- Section 7 of the Sporting Code (Hang gliding, Paragliding, Paragliding accuracy, Aerobatic, Record and badges).
- Internal Regulations and Terms of Reference.
- CIVL Handbook.
- CIVL Jury and Steward Handbook.
- Guidelines for Committees and Working Groups.
- Guidelines & Bid Template for presentation of bids for Category 1 events.
- Guidelines for competition organisers.
- Guidelines for claiming expenses.
- Guidelines & Bid Template for hosting the CIVL Plenary
- SafePro and ParaPro training and safety standards for hang gliding and paragliding.
- Other documents issued as necessary by the Bureau.

All these documents are available on FAI / CIVL website.

1.9.1. Revisions of Section 7 of the Sporting Code

Section 7 of the Sporting Code is revised in accordance with any change in the General Section of the Sporting Code.
All amendments to the Sporting Code require a 2/3 qualified majority in the Plenary.
Changes to the Sporting Code approved by the Plenary are effective from the date of publication of the new edition, 1st May each year, except when the Plenary specifies a different date for a change to be effective.

1.9.2. Revisions of the Internal Regulations.

Internal Regulations and Annexes are revised in accordance with any change in the FAI Statutes and By-laws.
All amendments to the Internal Regulations require a 2/3 qualified majority in the Plenary.
Changes to the Internal Regulations approved by the Plenary are effective immediately, except where the Plenary specifies a different date.

1.9.3. Revisions of other documents

Other documents and updates to these documents, which may have been created or amended by other Officers, are approved and published as necessary by the Bureau.

1.10. Language of CIVL

The working language of CIVL is English and all documents, minutes, rules, etc. must be prepared and/or presented in English.

2. Plenary

2.1. Authority

The Plenary is the policy and decision making forum of CIVL.

2.2. Timetable & Schedule

The Plenary normally takes place over a two day period in February each year. It is preceded by Bureau and Committee meetings. The schedule and timetable for meetings is established by the President of CIVL.

2.3. Location

If no official bids have been received for a meeting to be held anywhere else, CIVL meets at or in the vicinity of FAI Head Office.

If only one bid has been received for a place somewhere else, delegates will vote by secret ballot on whether or not to accept that bid. An absolute majority is required for the bid to be accepted.

If there is more than one proposal, a first vote is taken, by secret ballot and by plural majority, to select the preferred proposal. A vote requiring an absolute majority is then taken to accept the selected proposal.

In any case, CIVL must meet at or in the vicinity of FAI Head Office at least once every 3 years.

2.3.1. Bid to host the Plenary

Any bid to host the Plenary is made in writing to the President no later than 60 days before the date of the Plenary meeting where it is to be considered. The host organisation must provide free of charge sufficient meeting facilities with audio-visual equipment, at least one computer with printer and a copy machine. The host organisation must also pay all travel and subsistence costs of one FAI staff member who may be directed to attend by the FAI Secretary General (FAI bylaws 3.4.3).

2.4. Notice of the meeting

Notice of the meeting is circulated to delegates by the FAI Office or the President at least 75 days before the meeting.

2.5. Agenda

2.5.1. Proposals for the agenda

The agenda is established by the President. Written proposals for inclusion on the agenda that come from Delegates or NACs should reach the President no later than 60 days before the date of the meeting.

2.5.2. Circulation of the agenda

The agenda and information for convening the meeting is sent out by FAI Office to the Delegates at least 45 days before the date fixed for the meeting. The Agenda is also be published on the CIVL website.

2.5.3. Contents

The agenda contains at least the following items:

- Declarations of conflicts of interest.
- Minutes of the last meeting.
- Written reports from the: FAI Secretary General, CIVL President, Secretary, Financial Secretary, Committees and Working Group Chairs and Technical Officers. These reports are included in the documentation published with the Agenda. They can be updated and published again up to 15 days before the Plenary.
- Reviews of past championships and pre-championships.
- Bids for future Category 1 events.
- Provisional budget for CIVL.
- Any proposals or other items for discussion submitted in accordance with 2.5.1.
- Election of Bureau members and Committee Chairs.

2.5.4. Items for discussion

Only items that appear on the agenda can be discussed and decided upon by the Plenary.

Proper underlying documentation should be circulated with the agenda. This concerns in particular, proposals submitted by Delegates or NACs.

Any item not on the Agenda may be added only:
- at the beginning of the meeting if agreed to by a 2/3 majority,
- at any time on the President's proposal and if agreed to by a 2/3 majority.

2.5.5. Bids for Category 1 Events

Bidding procedures are detailed in the Guidelines and Bid Template for presentation of bids for Category 1 events.

2.6. Committee and Working Group meeting procedures

Committees and Working Groups may hold Open meetings just prior to the Plenary meeting. The aim of this meeting is to present and promote discussion of the work of the Committee or Working Group during the past year, in particular:

- those issues that have resulted in proposals brought to the Plenary Agenda by that Committee or Working Group,
- other Plenary Agenda proposals that may have an impact on the work of the Committee or Working Group,
- to create a work plan for new issues arising in the coming year.

The views aired at an Open meeting should be thoroughly considered by the members of the Committee or Working Group, which may result in the decision to amend the proposals brought to the Plenary by that Committee or Working Group and which may necessitate a Closed meeting following the Open meeting.
Alternatively, the Delegate can propose an amendment at the Plenary.
The Committee or Working Group cannot introduce proposals on new business discussed immediately prior to the Plenary.

2.6.1. Sporting Code (Section 7) meeting

The Sporting Code Officer should hold a meeting immediately after the other Committee and Working Group pre-Plenary meetings in order to coordinate and prepare for the implementation of all proposals concerning changes to Section 7 of the Sporting Code.

2.7. Plenary procedures

2.7.1. Moving and seconding

Before any vote on any item on the agenda (or any amendment thereto proposed before or during the meeting) a motion must be made and seconded.

2.7.2. Amendments

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the President or any Delegate, it must be made in writing and is read aloud and/or displayed on a big screen before a vote is taken. A motion to amend a proposal must be seconded.

2.8. Approval by the Plenary

The following items must be approved by vote by the Plenary:

- The annual report from the President.
- The activity and financial reports from the Secretaries.
- The provisional budget for CIVL.

2.9. Election procedures

2.9.1. Before the Election

Three rounds of election are organised in this order:

- President.
- Vice Presidents and Secretaries.
- Committee Chairs.

The President and Vice Presidents must be Delegates.
The Secretaries and Committee Chairs do not have to be Delegates but their NACs must approve their candidacies.

All contenders must be nominated by a voting member of the Plenary and the nominees must accept the nomination prior to the election.
Before the election, contenders should make a brief statement concerning their reasons for taking on the role and their intentions.
A contender for President may wish to suggest how he would like to see his Bureau constituted.
This can be made in person or in writing.

2.9.2. President election

If there is only one contender, voting can take place by general consent.
If requested, voting will be by secret ballot.
The President is elected by an absolute majority vote. If it is not obtained on the first ballot, a plural majority vote assures the election on the second ballot.
The President takes office at the end of the Plenary.

2.9.3. Vice Presidents, Secretaries and Committee Chairs elections

The name and position of all contenders are shown on a screen.
If there is only one contender per position, voting can take place by general consent.
If requested, voting will be by secret ballot.
Vice Presidents, Secretaries and Committee Chairs are elected by a plural majority vote.
They take office at the end of the Plenary.

2.10. President of Honour

The Plenary may confer upon an outgoing President the title of President of Honour. The honouree may be invited to attend and participate in subsequent Plenaries.

2.11. Report Summaries

A summary of any report given during the Plenary, highlighting the important points, should be given, in electronic format, to the President before the end of the meeting.

2.12. Minutes

Minutes of the Plenary are sent to members by the FAI Office within 45 days of the end of the meeting. They are also published on CIVL website.

3. Bureau

3.1. Composition

The Bureau has the following members:

- The President.
- 4 Vice Presidents.
- 1 Administrative Secretary.
- 1 Financial Secretary.

3.2. Authority

The Bureau oversees the operation of CIVL on a day to day basis.
Its duties and powers are detailed in the Terms of Reference (Annex 1).

3.3. Meetings

Bureau meetings may be Open, Closed, Physical or Virtual.
The Bureau meets physically at least twice a year: once immediately before the Plenary; once in September, October or November (referred to as the Bureau Autumn meeting).

4. Committees

4.1. Establishment

CIVL sets up permanent Committees as needed.
Committees have a strong influence in the form of proposals and recommendations. Their operation is specified in the Terms of Reference (Annex 1) and in the Guidelines for Committees and Working Groups.
The Committee Chairs are elected annually by the Plenary.
Members (volunteers or invited experts) are appointed by the Committee Chairs.

4.2. Standing Committees
They are:
- Hang and Paragliding Aerobatics.
- Hang Gliding.
- Paragliding.
- Paragliding Accuracy.

4.3. Reports and proposals
Committees are required to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Autumn Bureau meeting and where necessary, may be added to the Plenary agenda by the President.

5. Working Groups

5.1. Establishment
CIVL may establish temporary or permanent Working Groups which will study and report on specific matters or proposals. Working Groups will be disbanded upon completion of their assigned task.
Working Groups have a strong influence in the form of proposals and recommendations.
The Chairs of temporary working groups may be appointed by the Plenary or by the Bureau. At such time, their duties and powers and their terms of office are defined and published. A list of current temporary working groups can be found on the CIVL website.
Members (volunteers or invited experts) of working groups are agreed by the Working Group Chairs.

5.2. Permanent Working Group
Software Working Group
Due to fast changing technology, this group requires flexibility, and works in close coordination with the Bureau and other Committees.

5.3. Reports and proposals
Working Groups are requested to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Bureau at the Bureau Autumn meeting and, where necessary, may be added to the Plenary agenda by the President.

6. Technical Officers

6.1. Establishment
Technical Officers are appointed by the Bureau. When necessary, the Bureau can create a new Technical Officer role. Technical Officers are assigned to specific on-going tasks, to solve specific problems, or to manage CIVL's interest in or towards another organisation or body.
Technical Officers are regarded as experts in their field and their proposals and recommendations will be considered accordingly. Details of the roles assigned are contained in the Terms of Reference (Annex 1).

6.2. Standing Technical Officers
They are:
- Communication.
- Competition Coordinator.
- Environmental.
- Jury and Steward Coordinator.
- Records and Badges.
- Safety.
- Sporting Code.
- Training.

6.3. Reports and proposals
Officers are requested to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Autumn Bureau meeting and where necessary, may be added to the Plenary agenda by the President.

7. Jury and Steward

7.1. Establishment
For each Category 2 pre-event to a Category 1 event, the Bureau appoints a Steward.
For each Category 1 event, the Bureau appoints a Jury and a Steward.

7.2. Duties and powers
Duties and powers of the Jury are defined by the General Section of the Sporting Code, the FAI Jury Handbook and the CIVL Jury and Steward Handbook.
Duties and powers of the Steward are defined by the General Section of the Sporting Code and the CIVL Jury and Steward Handbook.

7.3. Jury reports
The Jury reports:
- Inform FAI Secretary General of the competition results and of the number of protests made, together with the numbers of protests withdrawn, upheld or failed.
- Inform the Bureau and appropriate Committee and Officers of the competition results, the Jury's work, and of the successes and problems that occurred.
- Are a source of information useful for raising the standards of competition.
- Can be obtained by the event organiser and Delegates on request to the Bureau.

7.4. Steward reports
The Steward reports:
- Inform the Bureau and appropriate Committee and Officers of the successes and problems occurring in Category 1 practice events and championships and are a source of information concerning the general organisation and running of the event.
- The Steward Report following a Test Event may contain recommendations that, after approval by the Bureau, the event organisers must follow in the following year.
- The Steward report is a source of information useful for raising the standards of competition.
- Can be obtained by the event organiser and Delegates on request to the Bureau.