

# **Routine Orders**

of the International Public Sports Association (IVV)  
in the proposed revision of December 1, 2009

## **A) Delegate Meeting**

### **§ 1**

#### **Public**

IVV meetings are not public. The chairperson of the meeting may allow the public in single cases.

### **§ 2**

#### **Calling and Agenda**

- (1) The calling will be done according § 8 (4) of the statutes.
- (2) The agenda of an orderly delegate meeting has to include:
  - Identification of attendants and persons entitled to vote
  - Approval of the minutes of the last delegate meeting
  - Reports of the presidium members and any commissions
  - Report of the auditor
  - Approval of presidium
  - Elections
  - Motions and motions to alter the statutes, the regulations and standards of the association
  - Resolution of location, date and time of the next delegate meeting

### **§ 3**

#### **Opening and Direction**

- (1) The chairman or a chairperson named by the chairman will conduct the meeting.
- (2) The chairperson of the congress shall relinquish chairmanship of the congress during a deliberation, discussion or vote involving himself, his organization, or a matter in which he is prejudiced.
- (3) Each entitled delegate has to register in the list of attendants prior to the delegate meeting. At this point he will receive the ballot paper and the supporting documents for the delegate meeting.
- (4) After the opening the chairman verifies the orderly compliance of the calling, the list of attendants, the entitlement to vote, the quorum of the conference and announces the agenda which has to be approved by the delegates. The verifications can be delegated. Vetoes against the agenda or alteration motions will be determined by the assembly with single majority, but without discussion.
- (5) Minutes may only be audio-taped with the approval of the delegates.

## **§ 4**

### **Reporting, Permission to speak and Succession of Speakers**

- (1) For the single subjects on the agenda the responsible member of the presidium or a delegate has to be given permission to speak.
- (2) Motions are introduced by the petitioner, followed by the responsible presidium member as a referee. After the discussion and prior to the voting again both may be given permission to speak regarding the motions.
- (3) Each delegate entitled to vote can participate in the discussion of the topic.
- (4) The chairperson recognizes speakers by order of application. The chairperson is allowed to speak at any time.
- (5) The chairperson is responsible for calling the congress 'to order' and he must ensure that the speakers stick to the agenda. After a second unsuccessful request that the speaker keeps to the agenda topic, the chairperson may rule the speaker out of order. A speaker ruled out of order may not participate in subsequent discussions on the same topic. The congress may decide about a possible veto of the criticized speaker without prior discussion.
- (6) The chairperson may give permission to speak to attending visitors.
- (7) The Routine of Orders may be commented after the previous speaker concluded his or her statement..

## **§ 5**

### **Motions**

- (1) Motions and alteration motions to the statutes and regulations as well as the standards have to be submitted to the IVV-office 4 months prior to the according delegate meeting.
- (2) All motions have to be in written form and must include substantiation. The member associations are entitled to move motions through the according association representatives. Unsigned motions will not be accepted.
- (3) Motions originating from a discussion of another motion which are an improvement, a shortening or an expansion are allowed without considering urgency. They have to be made in written form.
- (4) Motions, received after the appointed time and not included in the agenda may only be allowed if given to the chairperson in written form as urgent motions with a two-thirds majority vote regarding move and voting. Urgency will be determined after the petitioner substantiated the motion and the delegates had a chance to make a statement.
- (5) Urgent motions on altering the statutes or dissolution of the association are inadmissible.
- (6) Motions regarding Routine Orders or termination of discussion come to immediate vote out of order of speakers, after the petitioner has spoken for the motion and another speaker against it. Speakers commenting the issue may not place a motion to terminate the debate.

(7) After the motion to terminate debate has been accepted, only those speakers will be heard who already had been recognized to speak. Continued discussion of the topic is prohibited after debate has been terminated. Motions to restrict the list of speakers may not be submitted.

## **§ 6 Voting**

(1) The sequence of motions included in the voting has to be clearly announced prior to voting

(2) The chairperson has to read out each motion prior to voting.

(3) Only delegates attending the meeting and with the right to vote are entitled to vote.

(4) In case more than one motion is listed for a single topic the more extensive motion has to be voted on. In doubt as of what the more extensive motion is the decision will be made without prior discussion.

(5) Additions and sub-motions to a motion will be voted on separately.

(6) Normally, voting will be conducted open; a secret voting has to be made if motioned and concluded by the assembly

(7) All voting is decided by the absolute majority of the attending delegates. Parity of votes resembles defeat, except for elections. Abstention and void votes will not be counted.

(8) Voting can be made in written form or by visible showing of the ballot paper.

(9) Voting has to be repeated – if immediately contested after – by accurately counting the votes..

## **§ 7 Election Committee**

(1) Prior to the elections an election committee has to be nominated with at least three members which has the task to count and control the cast votes

(2) The elected members of the committee nominate one of them as a chairman who will fulfil the rights and duties of a conference leader.

(3) The election result may be determined by the election committee and announced to the congress.

(4) Written minutes have to be made on the election process and enclosed to the meeting minutes. Ballot papers have to be saved at IVV-Headoffice until the period for filing an objection against the meeting minutes has expired.

## **§ 8 Elections**

(1) The invitation of the Congress of Delegates must include the elections as topic of the agenda.

- (2) All members of Congress of Delegates entitled to vote are allowed to vote.
- (3) Each election requires a candidature. A candidaturee is established:
- by proposal of the Congress
  - by proposed person´s agreement.
- If not present personally, the proposed person must have given a written agreement to the Congress.
- (4) Presidium and national member associations are responsible to submit written proposals up to 1 month prior to the Congress of Delegates.
- (5) The elections are basically in writing and secret. The elections of Presidium members, chairman of Disciplinary Tribunal and Arbitration Board have to be carried out in separate ballots. If there is only one election proposal, election can be made by open voting with ballot paper unless secret voting is moved.
- (6) In case there are several proposals the proposed person with the absolute majority of votes of the present delegates is elected.
- (7) If none of the proposed persons reached this majority in the first ballot, a final ballot conducted in a second ballot between the two proposed persons with the most votes in the first ballot will be held.
- (8) In the final ballot the person gaining the most given votes is elected (relative majority). In the event of a tied vote election has to be repeated.
- (9) Auditor and his deputy and both assessors of the Disciplinary Tribunal and Arbitration Board can be elected in one ballot. In this case each person entitled to vote is allowed to write at most as many names on the ballot paper as candidates are to be elected. Ballot papers with more names are void. Elected are the candidates with the most votes (simple majority). The election of the Disciplinary Tribunal´s and Arbitration Board´s reserve assessors is according to §8 (9), sentence 1 and 2.

## **§ 9 Minutes**

- (1) Minutes of the Congress of Delegates are to be made, containing course of the negotiations, results in wording and exact result of votes. The attendance list of delegates entitled to vote has to be attached.
- (2) Minutes have to be signed by the president and/or chairman and recording secretary.
- (3) Minutes of the Congress of Delegates will have to be submitted to the member associations and the Presidium members within 6 weeks after the meeting.
- (4) Minutes are accepted if none of the member associations or presidium members object in writing within 6 weeks after minutes were submitted by the IVV-Headoffice. The mailing date has to be documented in writing by the IVV-Headoffice. \_
- (5) Objections against the minutes made within the stated period must be submitted to the member associations and the Presidium in written form. The Arbitration Board will decide on the objections.

## **B) Presidium**

### **§ 10 Tasks**

(1) The Presidium is in charge of the tasks defined in the statutes and regulations. The specific task assignment for the single members follows the organizational chart as in attachment 1 to the Routine Orders.

**Remark: Attachment 1 still pending**

(2) The Presidium can appoint a board to fulfil the tasks which will have a preparatory and advisory function.

### **§ 11 Power of Representation**

The IVV is legally and extrajudicially following the requirements of § 9 (5) in the statutes.

### **§ 12 Head Office**

The Head Office is in charge of the administration of the IVV. The necessary administrative tasks of the head office will be defined by central operation guidelines.

**Remark: Guidelines still pending.**

### **§ 13 Presidium Meeting and Minutes**

- (1) The Presidium passes resolutions during meetings.
- (2) Meetings will be announced in writing, specifying the date, place, time (local time) and agenda at least four weeks in advance.
- (3) The President is responsible for preparing and directing meetings.
- (4) The Presidium has a quorum if at least half of the members are present. Decisions will be made by simple majority of the attending presidium members. In case of a tie vote the issue will be declined. Abstention is only allowed of legal reasons or personal involvement.
- (5) Minutes of the Presidium meeting will be taken. They will record the proceedings in proper form, the resolutions and the exact results of the elections.
- (6) Minutes will be signed by the President and the recording secretary.
- (7) Minutes of the Presidium meeting have to be submitted to the member associations and the members of the presidium within 8 weeks after the meeting.

### **§ 14 Public Relations**

- (1) Press releases of all Presidium meetings and IVV Congresses of Delegates have to be presented in the next upcoming publication of the association and on the website of the IVV within four weeks after the meeting.
- (2) The note will provide the essential decisions and resolutions.

