



RULES OF CONGRESS PROCEDURE OF THE IAAF

Contents

1. Introduction
2. Convening the Congress
3. The Congress Agenda
4. Quorum
5. Participation
6. The Chairman
7. Scrutineers
8. Interpreters
9. Procedure for discussion
10. Points of order
11. Conclusion of debate
12. Voting
13. Elections
14. Amendments to the IAAF Constitution
15. Amendments to the IAAF Competition Rules
16. Special Congress
17. Closure of Congress
18. Minutes of Congress

1. Introduction

- 1.1 Article 5.21 of the IAAF Constitution: *The Congress shall be conducted in accordance with the Rules of Congress Procedure.*
- 1.2 In the event of any conflict between the IAAF Constitution and the Rules of Congress Procedure, the IAAF Constitution shall prevail.

2. Convening the Congress

- 2.1 Congress shall be convened by Notice to all Members at least eight months before the date of the Congress.
- 2.2 The date and venue of the Congress shall have been set by the preceding Congress. *(Article 5.2 of the IAAF Constitution)*
- 2.3 The Notice to the Members shall be sent by the General Secretary and shall set out the following information: the date of Congress, its location, its main topics.

- 2.4 An accidental omission to give notice of Congress to a Member, or the non-receipt of notice by a Member, shall not invalidate any of the proceedings at Congress.

3. The Congress Agenda

- 3.1 Article 5.8 of the IAAF Constitution: *No later than two months before the Congress, the General Secretary shall dispatch the Congress agenda finalised by the Council. In years in which one or more elections are to be held, a list of the persons who have been nominated for the election(s) shall be attached to the Congress agenda.*

- 3.2 The Congress Agenda should include the following items:

- (i) Opening Ceremony
- (ii) Address of Welcome by IAAF President/Local Dignitaries
- (iii) Presentation of Awards
- (iv) Reading of Notice convening Congress
- (v) Roll call, announcement of voting strength and votes present
- (vi) Approval of scrutineers appointed by Council
- (vii) Approval of minutes of previous Congress
- (viii) Membership issues
- (ix) Report/proposals by IAAF Council
- (x) Financial Report
- (xi) Elections (if any)
- (xii) Committee and Commission Reports
- (xiii) Area Group reports
- (xiv) Reports from Organising Committees of specific future IAAF Competitions
- (xv) Report from the next Olympic Games (at even numbered Congresses)
- (xvi) Proposals for changes to the Constitution (if any)
- (xvii) Proposals for changes to the Competition Rules (if any)
- (xviii) Any other business
- (xix) Date and venue of next IAAF Congress
- (xx) Closure of Congress by the President

- 3.3 Article 5.10 of the IAAF Constitution: *No business other than items appearing on the Congress agenda shall be dealt with.*

- 3.4 Article 5.11 of the IAAF Constitution: *The Council shall however have authority to add a new matter to the Congress agenda if it is an urgent item.*

4. Quorum

- 4.1 Article 5.19 of the IAAF Constitution: *No business shall be transacted at Congress unless a quorum is present. A quorum shall exist if delegates representing one-third of the Members are present.*

- 4.2 Article 5.20 of the IAAF Constitution: *If it is clear that no quorum is present, the President shall adjourn the Congress until either such a quorum is present or, if there is no real possibility of a quorum within a reasonable period, until the next date for Congress or Special Congress as set out hereunder.*

5. Participation

- 5.1 Article 5.22 of the IAAF Constitution: *Immediately after the number of Members present has been confirmed, the first voting strength shall be announced and the appointment of scrutineers nominated by the Council from the delegates at the Congress shall be put to the Congress for approval.*
- 5.2 Article 5.23 of the IAAF Constitution: *Confirmation of any Membership provisionally granted by the Council under Article 4.4 shall then be voted upon and the second voting strength shall be announced.*
- 5.3 Article 5.12 of the IAAF Constitution: *A Member may participate and vote in a meeting of the Congress -provided that:*
(a) it has taken part in at least one World Athletics Series event and/or one Area Competition under Rule 1.1(f) since the last meeting of the Congress; and
(b) it is not suspended.
A Member that is not suspended but is otherwise in breach of Article 5.12(a) may participate at the meeting of Congress but shall not be eligible to vote unless the Council determines that there was a justifiable reason for the breach in question.
- 5.4 Article 5.13 of the IAAF Constitution: *Members shall only be represented by delegates. Delegates shall be affiliated to the Member which they represent. A delegate may represent only one Member.*
- 5.5 Article 5.14 of the IAAF Constitution: *Members must certify the names of their delegates in writing to the General Secretary prior to the commencement of the Congress meeting. A Member may have no more than three delegates present at the Congress, only one of whom may record votes from that Member.*
- 5.6 Article 5.15 of the IAAF Constitution: *The Council shall attend the Congress but no members of Council shall represent their own Member. Council members may speak, but may not vote.*
- 5.7 Article 5.16 of the IAAF Constitution: *Honorary Presidents, Honorary Life Vice Presidents and Honorary Life Personal Members may attend the Congress and may speak, but may not vote.*
- 5.8 Article 5.17 of the IAAF Constitution: *The Chairpersons of all Committees and Commissions shall attend the Congress but no Committee or Commission Chairperson shall represent his or her own Member. Committee or Commission Chairpersons may speak but may not vote. Committee and Commission Members may attend the Congress as observers.*
- 5.9 Article 5.18 of the IAAF Constitution: *Area Associations formed for each of the six areas listed under Article 4.12 may appoint up to 3 representatives who may attend the Congress as observers.*
- 5.10 The Chairman may admit individuals as "Observers" to Congress when such guests have an interest in a particular Congress debate or on any other occasion where their attendance is thought appropriate.

6. The Chairman

6.1 The IAAF President shall be the Chairman of the Congress. In light of the spirit of IAAF Constitution Article 6.9, if he is absent or unavailable, the Chairmanship of the Congress shall be assumed by the Senior Vice President or, if the Senior Vice President is absent or unavailable, by any other Vice President or individual designated by the President.

6.2 The Chairman shall:

- (i) preserve order at the Congress;
- (ii) ensure the proper conduct of Congress;
- (iii) rule on points of order;
- (iv) decide upon all matters relating to the adjournment of Congress.

7. Scrutineers

In accordance with Article 5.22 of the IAAF Constitution, the Congress shall approve the appointment of scrutineers nominated by the Council. The scrutineers shall be composed of two lists of six members (List A: Confirmed and List B: Alternates). Each list shall have one representative from each of the Areas. One scrutineer from List A and one scrutineer from List B shall be designated as Chief Scrutineer and Alternate Chief Scrutineer respectively.

In the case of voting using an electronic voting system (EVS), the representative(s) of the contracted independent EVS certification company, the Chief Scrutineer and the Alternate Chief Scrutineer shall oversee the voting/elections, confirm that the EVS is functioning adequately and confirm the validity of each result.

Should the voting be done by paper ballot, the representative(s) of the contracted independent certification company, the Chief Scrutineer and the Alternate Chief Scrutineer shall be responsible for the management and distribution of the paper ballots, overseeing the voting/elections and validating each result. The six scrutineers from List B shall count the votes, the six scrutineers from List A shall re-count the votes and the representative(s) of the contracted independent certification company, the Chief Scrutineer and the Alternate Chief Scrutineer shall confirm the validity of each result.

If a scrutineer is not in attendance or is deemed ineligible to participate in the counting of the votes, the member from the same Area on the other List shall replace him.

8. Interpreters

In accordance with Article 11.5 "*...Simultaneous translations must be made in Arabic, German, Russian and Spanish, in addition to English and French. ...*", official interpreters shall secure the simultaneous translations during the Congress. The interpreters shall be appointed by the General Secretary.

9. Procedure for discussion

- 9.1 The Chairman shall announce each new agenda item. The General Secretary shall then present the proposal(s) to the Congress relevant to each item. Each proposal shall be accompanied by a statement from one or more of:
- (i) the Chairman;
 - (ii) a Council Member called upon by the Chairman;
 - (iii) a Chairman of the Committee, Commission or Area Association relevant to the item;
 - (iv) a Delegate of a Member Federation responsible for the inclusion of the item on the agenda.
- 9.2 Any Congress Delegate wishing to speak shall attract the attention of the Chairman by raising his Federation's nameplate or his personal name card.
- 9.3 Congress Participants shall speak in the order that they are recognised by the Chairman. Participants can speak once on each item except when exercising the proposer's right of reply, or if invited to do so by the Chairman. Interventions may not exceed three minutes. A steward shall assist the Chairman in recording the length of each intervention.
- 9.4 Speakers shall use a microphone to address the Congress. Stewards 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 Participant insists on putting irrelevant material before the Congress, the Chairman 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 the Chairman thinks that a debate has run its course, he may limit the number of further speakers.
- 9.7 Once the debate is closed, the Chairman may comment on the subject under discussion, summarizing the options available to 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 Chairman may warn him that he faces ejection if such conduct continues. If it does, the Chairman may order the person responsible to be ejected from Congress.

10. Points of Order

- 10.1 Congress Participants may raise a point of order:
- (i) to explain some material points of a former speech which may have been misunderstood;
 - (ii) to ask a question which must be a request for information but must not be a statement or an argument.

11. Conclusion of the debate

- 11.1 The Chairman shall decide when to close the discussion unless Congress decides otherwise by a simple majority.
- 11.2 Debate may also be terminated by:
- (i) a motion for the closure of the debate from the floor;
 - (ii) a motion for reference of a matter back to a Committee, Commission or a specially-created Working Group;
 - (iii) a motion for adjournment of the debate.
- 11.3 A motion for the closure of debate from the floor is a motion that discussion before Congress shall end and that the matter be put to vote immediately. If the motion is unsuccessful, the Chairman shall not permit it to be raised again for a reasonable period of time.
- 11.4 A motion for reference of a matter back to a Committee, Commission or a specially-created Working Group is a motion to refer the matter under discussion back to a Committee, Commission or a specially-created Working Group for further study or examination.
- 11.5 A motion for adjournment of the debate is a motion to defer consideration of the item indefinitely or to some fixed time in future.
- 11.6 A Congress Participant may propose any of the motions set out in §11.2 above. Each motion must be seconded. A simple majority is sufficient to pass the motion.

12. Voting

- 12.1 Majority: Extract of the IAAF Constitution: *"Definitions"*
- *An Absolute Majority is more than half the valid votes cast.*
 - *A Simple Majority is the highest number of valid votes cast for a candidate, subject or motion in a specific vote.*
 - *A Special Majority is two-thirds of the valid votes cast at a Congress or Special Congress, such two-thirds to represent at least one half of the total voting power of all Members of the IAAF.*
- 12.2 Electronic voting and tabulating equipment shall be used for voting on motions, whenever possible. Each Member shall be provided with official voting equipment. Only one delegate per Member may cast the vote on behalf of the Member. In order to ensure a fair and transparent voting procedure, the electronic voting and tabulating equipment shall be operated by a totally independent organization. The voting procedure shall be explained by the General Secretary and practice(s) may be made to test the equipment in place.
- 12.3 Before each vote, the Chairman or the General Secretary shall present the proposal.

- 12.4 Proposals which are not contested shall be considered as adopted.
- 12.5 All other decisions, other than Constitution changes which are passed by Special Majority, including amendments to the Rules, shall be passed by an Absolute Majority (see §12.1 above).
- 12.6 Definition: Valid Vote:
A valid vote is one that conforms to all stated requirements. The following shall not be counted as valid votes:
- (a) abstentions;*
 - (b) blank votes;*
 - (c) votes for more or fewer candidates than the number required;*
 - (d) votes declared void by the scrutineers whose decision shall be final, e.g., unintelligible votes.*
- 12.7 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 motion, the amendment shall be put to vote before the original motion.

13. Elections

- 13.1 Article 5.24 of the IAAF Constitution: *Elections will be held at the even numbered Congresses.*
- 13.2 Article 5.26 of the IAAF Constitution: *Electronic voting and tabulating equipment shall be used for voting on the election of members to the Council and Committees, whenever possible.*
The elections shall be held in the following order:-
- (a) President*
 - (b) Four Vice Presidents*
Congress shall first elect one female Vice-President. In order to be registered as voting, each Member shall vote for one candidate, no more and no less. Following election of one female Vice-President, Congress shall vote for the remaining 3 Vice-Presidents. This second vote is open to males and females. In order to be registered as voting, each Member shall vote for three candidates, no more and no less. If there are two or three successful candidates in the second vote from the same Area Association as the first elected female, then only the one with the most votes shall be declared elected, and, in the next round of voting, only candidates from the other Area Associations may participate.
 - (c) Treasurer*
 - (d) Individual Members of Council*

Females and males must each be represented by at least 5 individual members of Council. There shall be a single vote for the individual members of the Council. In order to be registered for voting, each Member shall vote for 15 candidates, no more and no less, of whom at least 5 shall be female and 5 shall be male. Subject to this rule, the candidates with the greatest number of votes shall be declared elected. If the candidates who have obtained the greatest number of votes do not include at least 5 candidates of each gender, the candidates of the affected gender who obtained the greatest number of votes of that gender, in sufficient number to meet the afore-mentioned minimum gender representation for individual members, shall be declared elected.

(e) Committees

Congress shall next elect the individual members of each Committee.

Females and males must each be represented by at least 3 members of the Technical Committee and at least 2 members of each of the Cross-Country, Race Walking and Women's Committees. There shall be a single vote for the individual members of the Committees. In order to be registered for voting for the Technical Committee, each Member shall vote for 15 candidates, no more and no less, of whom at least 3 shall be female and 3 shall be male. In order to be registered for voting for each of the Cross-Country, Race Walking and Women's Committees, each Member shall vote for 10 candidates, no more and no less, of whom at least 2 shall be female and 2 shall be male.

Subject to this rule, the candidates with the greatest number of votes shall be declared elected. If the candidates who have obtained the greatest number of votes do not include at least 3 candidates of each gender for the Technical Committee and at least 2 candidates of each gender for the Cross-Country, Race Walking and Women's Committees, the candidates of the affected gender who obtained the greatest number of votes of that gender, in sufficient number to meet the afore-mentioned minimum gender representation for individual members, shall be declared elected.

- 13.3 Article 5.27 of the IAAF Constitution: *Elections held for the positions of the President, the 4 Vice-Presidents, the Treasurer and the Chairperson of each Committee shall require an Absolute Majority on the first round and a Simple Majority on the second round. Elections held for the individual members of Council and of each Committee shall be in accordance with the provisions of Articles 5.26(d) and (e).*
- 13.4 Article 5.28 of the IAAF Constitution: *If, at the time of an election, there are fewer candidates than there are vacancies, the President may invite all Members at the Congress to submit further nominations.*
- 13.5 Article 5.29 of the IAAF Constitution: *Any unsuccessful candidate for any position may, if also so nominated, be included in a subsequent election for any other position.*
- 13.6 Article 5.30 of the IAAF Constitution: *The Council and Committees elected at a Congress coinciding with a World Championships shall take office immediately following the end of the Championships.*
- 13.7 In the case of a tie, a fresh vote shall be held to decide between candidates tying for each post. The post shall be filled by the candidate obtaining a Simple Majority of the valid votes cast. If a tie occurs on the second vote, the candidature shall be filled by the drawing of lots.

- 13.8 Once the voting has taken place, the Chairman or someone appointed by the Chairman shall announce the result of the election, stating the number of valid votes cast for each candidate. The signed scrutineers' result sheets shall be preserved. Where the result of the election is challenged, any protest must be made in writing and presented to the Chairman before the closing of the respective meeting of the Congress.
- 13.9 For Council and Committee elections, no succeeding vote in respect of that election may be taken until the result of the previous vote is known and announced.
- 13.10 Campaign
All the candidates are bound and must abide by the IAAF Code of Ethics, including its Appendix 3: Rules Concerning Candidacy for IAAF Office and Conduct of Elections.

14. Amendments to the IAAF Constitution

- 14.1 Article 5.3 of the IAAF Constitution: *The Congress alone shall have the power to amend the Constitution. Such power must be exercised in accordance with Article 12.*
- 14.2 Article 12.3 of the IAAF Constitution: *A proposal for amendment to the Constitution may be withdrawn at any time but a withdrawal by a Member must be in writing unless it is made by the head of the delegation of that Member during the Congress.*
- 14.3 Article 12.4 of the IAAF Constitution: *To be accepted, any proposal to amend the Constitution must obtain a Special Majority (see §12.1 above).*
- 14.4 Article 12.7 of the IAAF Constitution: *Amendments to the Constitution adopted by Congress shall take effect on the publication of the Constitution in English, unless otherwise specified by the Congress. The Constitution shall be published in English by the 1st of November and in French by the 1st of December of the same year.*

15. Amendments to the IAAF Competition Rules

15.1 General

- 15.1.1 The IAAF Competitions Rules are divided in 5 chapters:

Chapter 1 : International Competitions
Chapter 2 : Eligibility
Chapter 3 : Anti-Doping Rules and Medical
Chapter 4 : Disputes
Chapter 5 : Technical Rules

- 15.1.2 Article 6.11 of the IAAF Constitution: *The Council's powers shall include the following:*

...

c) to make any interim amendments to the Rules it considers to be necessary between Congresses and to fix a date on which such amendments shall take effect. The interim amendments shall be reported to the next Congress. Where the interim amendments pertain to Rules other than Technical Rules, Congress shall decide whether they shall be made permanent in accordance with Article 13.

(d) to make decisions in urgent matters relating to all Rules. Any such decisions may be notified to the Members by the IAAF Office and shall be reported to the next Congress.

...

15.1.3 Article 13.9 of the IAAF Constitution: *To be accepted, the following must obtain an Absolute Majority in a Congress vote:*

(a) any proposal to make permanent an interim amendment to a Rule made by Council in accordance with Article 6.11(c) since the previous Congress;

(b) any proposal to amend a Rule other than a Technical Rule; and

(c) any proposal to amend a Technical Rule that has been submitted to Congress under Article 13.6.

15.1.4 Article 13.3 of the IAAF Constitution: *A proposal for amendment to a Rule may be withdrawn at any time but a withdrawal by a Member must be in writing unless it is made by the head of the delegation of that Member during the Congress.*

15.1.5 Article 13.10 of the IAAF Constitution: *When an amendment to a Rule is adopted by Congress (other than an interim amendment by the Council already in effect which has been made permanent by the Congress), a fixed date for when the amendment shall take effect shall be stated, failing which the amendment shall take effect on the date of publication of the new IAAF Competition Rules handbook in English in accordance with Article 13.13.*

15.2 Chapters 1 to 4

Article 13.5 of the IAAF Constitution: *The Council shall give its recommendations on all proposals for amendment to a Rule other than a Technical Rule.*

Article 13.8 of the IAAF Constitution: *The Congress shall*

...

c) receive information on the recommendations made by Council on all proposals to amend a Rule other than a Technical Rule in accordance with Article 13.5, and make decisions on those proposals;

...

e) receive information and decide whether the interim amendments to Rules other than Technical Rules, made by the Council in accordance with Article 6.11(c) shall be permanent; and

f) receive information on the decisions in urgent matters relating to the Rules made by the Council in accordance with Article 6.11(d).

Article 13.13 of the IAAF Constitution: *The IAAF Competition Rules handbook incorporating the changes to the Rules made by or reported to Congress shall be published in English by the 1st of November and in French by the 1st of December of the same year.*

15.3 Chapter 5 (Technical Rules)

Article 13.4 of the IAAF Constitution: *All proposals for amendment to a Technical Rule shall be sent by the General Secretary to the Technical Committee and/or, where relevant, to another Committee or any Commission established by the Council for study. After receiving the recommendations, the Council shall decide on each proposal.*

Article 13.6 of the IAAF Constitution: *The Council shall also identify and make preliminary decisions on those proposals for amendment of a Technical Rule, if any, which for their importance or for their controversial or sensitive nature shall be submitted to the Congress for its final decision.*

Article 13.8 of the IAAF Constitution: *The Congress shall*

- a) receive information on all interim amendments to Technical Rules made by Council in accordance with Article 6.11(c);*
- b) receive information on all decisions made by Council regarding proposals to amend Technical Rules in accordance with Article 13.4;*
- ...*
- d) receive information on the recommendations made by Council on all proposals for amendment to Technical Rules which the Council has submitted to Congress in accordance with Article 13.6, and make decisions on those proposals;*
- ...*
- f) receive information on the decisions in urgent matters relating to the Rules made by the Council in accordance with Article 6.11(d).*

16. Special Congress

Article 5.34 of the IAAF Constitution: *If a Special Congress is so convened, the Rules of Congress Procedure shall apply to the proceedings before such Special Congress, where appropriate.*

17. Closure of the Congress

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

18. Minutes of Congress

18.1 An audio-recording shall be made of the Congress proceedings and retained in the IAAF Office.

18.2 Minutes of Congress shall be sent to the Member Federations in English and French within six months of the date of the Congress. Any request for correction must be received within 60 days following the issue of the minutes. Any query arising will be decided by the Council at its next meeting.