

# **IAAF**

## **RULES OF CONGRESS PROCEDURE**

### **1. INTRODUCTION**

- 1.1 According to Article 6.1 of the Constitution, Congress is the general assembly of the Members and the highest authority of the IAAF.
- 1.2 Article 6.21 of the Constitution provides that Congress shall be conducted in accordance with the Rules of Congress Procedure.
- 1.3 To the extent the Constitution does not provide for the procedure of Congress Meetings, these Rules of Congress Procedure shall apply.
- 1.4 Every reference to an Article in these Rules, shall mean an Article of the Constitution, unless specified otherwise. In these Rules, all references to the masculine shall include the feminine.

### **2. COMMENCEMENT**

- 2.1 These Rules shall be effective from 30<sup>th</sup> June 2017. They supersede any previous rules of congress procedure of the IAAF.
- 2.2 These Rules are adopted in accordance with Article 7.11(c) of the Constitution, and may be amended from time to time by Council.
- 2.3 In the event of any inconsistency between these Rules and the Constitution, the relevant provision(s) of the Constitution shall prevail.
- 2.4 These Rules shall be governed by and interpreted in accordance with the laws of the Principality of Monaco.

### **3. APPLICATION OF THESE RULES**

- 3.1 These Rules apply to all Member Federations, Area Associations, IAAF Officials, Delegates and all other persons attending any Congress Meeting.

#### **4. CONVENING CONGRESS**

- 4.1 The Chief Executive Officer shall give not less than eight (8) months written notice of the date, time and venue of each Ordinary Congress Meeting to all Member Federations and Area Associations.

**Note:** Also refer to Article 6.2 of the Constitution.

#### **5. AGENDA**

- 5.1 The Agenda for an Ordinary Congress Meeting shall include the following:

- a. Opening and welcome by the President;
- b. Roll call and first announcement of voting strength (Article 6.22);
- c. Apologies;
- d. Approval of scrutineers (Article 6.22);
- e. Approval of the Minutes of the previous Ordinary Congress Meeting, and any Special Congress Meetings held in the intervening period;
- f. If notified, the admission (Articles 5.4 and 5.5), suspension or sanctions (Article 6.5 and 15), or reinstatement of Members;
- g. Second announcement of voting strength (which shall include any changes in membership resulting from Rule 5.1f above) (Article 6.23);
- h. Report on behalf of the Council including audited financial statements and budget (Article 7.12(b));
- i. Reports from the Commissions and Committees;
- j. Area Association Reports (Article 10.4(a));
- k. Approval of new competitions, if any, directly organised by IAAF (Article 6.6);
- l. Elections (if an Election Congress or any vacancies) (Article 6.26):
  - i. President (Article 6.26(a));
  - ii. Vice Presidents (Article 6.26(b));
  - iii. Treasurer (Article 6.26(c));
  - iv. Individual Members of Council (Article 6.26(d));
  - v. Chairpersons and individual members of Committees (Article 6.26(e));
- m. Report from the Disciplinary Tribunal (Article 18.2(e));
- n. Approval of members of the Disciplinary Tribunal, if any (Article 6.4(a));
- o. Report from the Integrity Unit Board (Article 16.6);
- p. Approval of the Independent Members of the Integrity Unit Board, if any (Article 6.4(b));

- q. Approval of the members of the Integrity Unit Board Appointment Panel (Article 6.4(c));
  - r. Report from the Vetting Panel (Article 19.14);
  - s. Approval of members of the Vetting Panel, if any (Article 6.4(d));
  - t. Amendments to the Constitution, if any (Articles 6.3 and 13.1);
  - u. Other matters properly notified by Members (Article 6.9);
  - v. Any urgent items added by Council pursuant to Article 6.11;
  - w. Nominations for Honorary Life President, Honorary Life Vice Presidents, and Honorary Personal Members (Article 6.31);
  - x. Approval of Awards (Article 6.32):
    - i. IAAF Veteran Pin;
    - ii. Plaque of Merit;
    - iii. Admittance to the Hall of Fame;
  - y. Date and venue of next Ordinary Congress Meeting (Article 6.2);
  - z. Closing.
- 5.2 The Agenda shall be prepared, and dispatched no later than 2 months before the Congress (in accordance with Article 6.8), by the Chief Executive Officer and shall include all the items of business specified in Rule 5.1 of these Rules (unless not applicable), in such order as the Chief Executive Officer considers practicable.
- 5.3 At the Congress Meeting the business shall usually be dealt with in the same order as the Agenda as circulated but may be adjusted by the Chairperson at the meeting, as he considers fit.

**Note:** Also refer to Article 6.8 to 6.11 of the Constitution on adding further items to the Agenda.

## **6. SPECIAL CONGRESS**

- 6.1 These Rules of Congress Procedure shall also apply to a Special Congress Meeting unless specified otherwise in the Constitution or these Rules.
- 6.2 The Agenda for a Special Congress Meeting shall be dispatched no later than 2 months before the Congress in accordance with Article 6.8 of the Constitution. The Agenda shall be limited to the business for which the Special Congress Meeting is convened.

## **7. QUORUM**

**Note:** Refer Articles 6.19 and 6.20 of the Constitution

## 8. DELEGATES AND ATTENDEES

8.1 The following persons are entitled to **attend, speak and vote** at Congress Meetings in accordance with these Rules:

- a. Delegates of Member Federations who are appointed in accordance with, and must comply with, Articles 6.12, 6.13, 6.14, 6.15 and 6.17.
- b. Each Member Federation shall designate a Delegate to be the Voting Delegate for that Member Federation at a Congress Meeting, and shall notify the IAAF by the time specified by the IAAF, prior to the commencement of the Congress Meeting.

8.2 The following persons are entitled to **attend and speak** at Congress Meetings, in accordance with these Rules, but not vote:

- a. President;
- b. All other members of the Council (Article 6.15);
- c. Chief Executive Officer;
- d. Delegates of any Member Federation that is not suspended but which is in breach of Article 6.12(a) (i.e., due to failure to take part in at least one World Athletics Series event and/or one Area Competition under Rule 1.1.(f) of the Competition Rules since the last meeting of Congress) (Article 6.12);
- e. Honorary Presidents, Honorary Life Vice Presidents and Honorary Life Personal Members (Article 6.16);
- f. Chairpersons of all Committees and Commissions (Article 6.17);
- g. Any person who is required to present a report to Congress including the Chairperson of the Disciplinary Tribunal, Chairperson of the Integrity Unit Board, and Chairperson of the Vetting Panel provided that such person may only speak on the item of the Agenda regarding his report, unless requested or approved by the Chairperson to speak on other matters;
- h. Any other person who is invited by the President or Council to attend to address or report on a specific item of the Agenda provided that such person may only speak on that specific item of the Agenda unless he is requested or approved by the Chairperson to speak on other matters.

8.3 The following persons are entitled to **attend** Congress Meetings as observers, in accordance with these Rules, but shall not speak or vote except to the extent they are persons identified within Article 8.1 (entitled to speak and vote) or Article 8.2 (entitled to speak):

- a. Members of all Committees and Commissions (Article 6.17);

- b. Area Association representatives (Article 6.18);
- c. IAAF Staff;
- d. Persons engaged or employed by the IAAF to ensure the smooth running and administration of the meeting (such as venue organisers, technicians etc.);
- e. A Huissier, if requested by the Chief Executive Officer;
- f. Any other person invited by the President or Council.

8.4 There shall be no persons other than those specified in the Constitution and these Rules permitted to attend a Congress Meeting, including the media. (However see Rule 13 of these Rules for live streaming of a Congress Meeting).

## **9. CHAIRPERSON**

9.1 The Chairperson of each Congress Meeting is the President (Article 8.4(c)).

9.2 If the President is unable or unwilling to chair a Congress Meeting (whether in whole or in part), the Senior Vice-President shall chair the Congress Meeting. If the Senior Vice-President is unable or unwilling to chair a Congress Meeting, a Vice-President designated by the President (or in his absence, designated the Senior-Vice President), shall be the Chairperson.

9.3 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.

9.4 The Chairperson has control of the Congress Meeting and shall:

- a. preserve the order of the meeting, which may include removing any person from the meeting who is in breach of these Rules or the Constitution;
- b. ensure the Constitution and these Rules are adhered to, including the rules of debate as set out in Rule 10 of these Rules;
- c. decide on any points of order or any other procedural matters in accordance with the Constitution and these Rules; and,
- d. decide on any matter of procedure during a Congress Meeting where the Constitution or these Rules make no provision or insufficient provision.

9.5 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.

## 10. RULES OF DEBATE

10.1 The following rules of debate shall apply to all Congress Meetings.

### 10.2 Motions

#### 10.2.1 Overview of Process

Except for elections, for any decision to be made on any matter at a Congress Meeting the following process shall be followed:

- a. a motion is moved (as described in Rule 10.2.2 of these Rules);
- b. the motion is seconded (as described in Rule 10.2.3 of these Rules);
- c. the motion is discussed (as described in Rule 10.2.4 of these Rules);
- d. there is a right of reply to the discussion on the motion (as described in Rule 10.2.5 of these Rules); and,
- e. there is a vote on the motion (as described in Rule 10.2.6 of these Rules).

#### 10.2.2 Moving a Motion

- a. Except for elections, for any decision to be made on any matter at a Congress Meeting, a Delegate of the Member Federation or (for proposals of Council) a Council Member appointed for that purpose, must **move a motion** proposing that decision.

*For example a motion to amend a specific Article in the Constitution, or a motion to approve the Council report.*

- b. A motion may either relate to a matter of substance ("Substantive Motion") or relate to the procedure of the Congress Meeting ("Procedural Motion").

*For example:*

*"On behalf of XYZ Member Federation, I move that Johnny Smith be appointed to the Disciplinary Tribunal" (Substantive)*

*"On behalf of XYZ Member Federation, I wish to move an amendment to the motion being proposed" (Procedural)*

- c. Substantive Motions can only be moved for an item of business appearing on the Congress Agenda dispatched by the Chief Executive Officer in accordance with Article 6.8 of the Constitution and Rule 5.8 of these Rules, or added by Council to the Agenda as an urgent item in accordance with Article 6.11 of the Constitution.

- d. Only a Delegate or a Council Member appointed by Council in accordance with Rule 10.2.2.f, can move a motion, whether a Substantive Motion or a Procedural Motion.
- e. A Delegate or Council Member who wishes to move a motion shall do so by informing the Chairperson by show of hands or notifying him via the technology provided.
- f. A Council Member may only move a Substantive Motion if the member has been appointed by Council to represent it at Congress, and the motion which is being proposed has been prior approved by Council.
- g. The Chairperson may reject a motion being put if it:
  - i. has not been properly notified;
  - ii. covers the same or substantially similar matters which either have already been dealt with, or which will be dealt with later, in the Congress Meeting; or,
  - iii. is unclear or ambiguous.

#### 10.2.3 **Seconding the Motion**

- a. Once a motion is "moved", it must be "**seconded**" by a Delegate from another Member Federation before it can proceed.  
  
*For example: "On behalf of XYZ Member Federation, I second that motion"*
- b. Only Delegates can second a motion. Council Members may not second a motion.
- c. Seconding a motion shall be done by informing the Chairperson by show of hands or notifying him via the technology provided.
- d. If the motion is not seconded, the motion lapses and cannot be proposed again at the same Congress Meeting.

#### 10.2.4 **Discussing the Motion**

- a. Once the motion has been moved and seconded, the Chairperson shall first give the Delegate or Council Member (as applicable) who "moved" the motion, the right to speak to the motion. Time limits on speaking apply (see Rule 10.5 of these Rules).
- b. The Chairperson shall then give the Delegate who "seconded" the motion the right to speak to the motion. Time limits on speaking apply (see Rule 10.5 of

these Rules).

- c. The Chairperson will then open the discussion for any other Delegates to speak to the motion as follows:
  - i. Only one Delegate (who may or may not be the Voting Delegate) from each Member Federation may speak to a motion. Time limits apply (see Rule 10.5 of these Rules).
  - ii. The Chairperson shall usually hear from the Delegates in the order in which they request to speak but the Chairperson may decide otherwise.
  - iii. Delegates shall address the Chairperson when speaking to a motion.
  - iv. If there are 5 or more Delegates consecutively in favour or consecutively against a motion, the Chairperson may request any Delegate to the contrary to speak, and if there are none, the Chairperson may terminate the right for any further Delegates to speak, and proceed to the mover's right of reply. The Chairperson may also terminate the right for Delegates to speak if he considers the debate has run its course and the speakers are repetitive.
- d. After all Delegates who wish to speak have done so, subject to Rule 10.2.4(c)iv of these Rules, the Chairperson shall invite any other person who is entitled to speak at the Congress Meeting in accordance with Rule 8.2 of these Rules, to speak to the motion. Time limits on speaking apply (see Rule 10.5 of these Rules).
- e. Unless otherwise permitted by the Chairperson, a Delegate or person who is entitled to speak, may only speak once to a motion, except for the Delegate who moved the motion, who has the right of reply (as specified in Rule 10.2.5 of these Rules).
- f. A Delegate or person who is entitled to speak on a motion may ask questions of speakers who have previously spoken on the motion, and such questions shall be directed to that speaker through the Chairperson.
- g. If a Delegate who wishes to speak has already spoken to three or more motions in a Congress Meeting, and the Chairperson considers that as a result the Delegate is or may be limiting the ability for other Delegates to speak, the Chairperson may decline the right for that Delegate to speak or require the Delegate to only speak after all other Delegates have spoken on that motion.

#### 10.2.5 **Right of Reply**

- a. Once the discussion on the motion is completed, the Chairperson shall give the Delegate or Council Member (if applicable) who moved the motion the right to reply to the discussion. Time limits as specified in Rule 10.5 apply.



- b. The right of reply must be strictly limited to the speaking on matters raised by the previous speakers on the motion and may not introduce any new matters.
- c. The mover of the motion may withdraw the motion at this time.

#### 10.2.6 **Vote**

- a. Following the right of reply, the motion shall be voted on in accordance with the Constitution and these Rules.

### 10.3 **Motions which Propose Amendments to the Constitution**

- 10.3.1 Where a Member Federation or Council has properly notified proposed amendments to the Constitution, the Chairperson will ask a Delegate of the Member Federation or, for Council proposals, the appointed Council Member (as applicable) to move the proposal as a motion. This can be done by the Delegate or the Council Member (as applicable) reading out the proposed amendment in full or simply referring to the document in which the proposal is specified.

For example: *"On behalf of Council, I move that Article 5.23 be amended by ....."* or *"on behalf of XYZ Federation I move that Article 5.23 be amended as set out in the proposal number # as circulated."*

- 10.3.2 Motions to amend Articles of the Constitution shall be dealt with in the order in which the applicable Article appears in the Constitution. However the Chairperson may, with the approval of the Delegates, by show of hands or voices, propose motions to amend Articles to be dealt with together in blocks if, for example, the motions are about the same subject matter, or they are technical, clerical or minor in nature.

- 10.3.3 If there is more than one amendment proposed to the same Article of the Constitution the Chairperson shall proceed with the motions as he considers appropriate including (but not limited to):

- a. proceeding with the motions to be proposed, seconded, discussed and voted on in the order in which they were received by the IAAF; or,
- b. proceeding with the motions in such order as he considers appropriate for purposes of allowing them to be moved, seconded and discussed together, followed by a vote on each of the motions (or as they may be amended), in such order as the Chairperson decides; or,
- c. proceeding with them in any other order proposed by him and approved by a majority of the Delegates,

**provided that** if a motion to amend an Article is voted on by the Delegates, then no further motion dealing with the same subject can be voted on at that Congress Meeting.

## 10.4 Amending Motions

- 10.4.1 A motion can be amended by a Delegate (or as applicable a Council Member appointed by Council to propose that motion) after the original motion has been moved, seconded and discussed but before it is voted on.

*For example: "On behalf of XYZ Federation I move that the motion proposed by the delegate from ABC Federation be amended by deleting the words "....." and replacing them with ".....", so that it reads "[insert full motion with changes included]."*

- 10.4.2 A motion to amend a motion shall be in writing and notified to the Chairperson before the original motion is voted on, unless the Chairperson allows otherwise.
- 10.4.3 The Chairperson may decline an amending motion for any of the reasons set out in Rule 10.2.2(g).
- 10.4.4 An amending motion cannot itself be amended, and must be voted on, before another amending motion can be moved. This does not prevent a Delegate (or as applicable a Council Member) from notifying the Chairperson of an intention to move a further amendment, once the first amending motion is resolved.
- 10.4.5 An amending motion shall be moved, seconded, discussed and voted on, in the same manner as the original motion. If the amending motion is successful, the original motion is then amended accordingly, and the original motion (as amended) will then be discussed and voted on.

## 10.5 Speaking to Motions

- 10.5.1 The mover of a motion shall be entitled to speak to the motion for no more than three (3) minutes.
- 10.5.2 The seconder of a motion, and any other Delegate or Council Member, shall be entitled to speak to the motion for not more than three (3) minutes.
- 10.5.3 Other persons entitled to speak to a motion shall be entitled to two (2) minutes.
- 10.5.4 The Chairperson has discretion to extend the time limits set out in these Rules.
- 10.5.5 In speaking to any motion, speakers are to limit their comments strictly to the motion and shall not speak to irrelevant or unrelated matters, as decided by the Chairperson.
- 10.5.6 The Chairperson may stop a speaker from speaking if they are disrespectful, or make statements which are offensive to any person or contain offensive language. (See also Rule 14 where Chairperson may order a person to leave the meeting.)
- 10.5.7 The time limits in this Rule 10.5 do not apply to the presentation of reports, the time limit for which shall be no more than ten (10) minutes or as decided by the Chairperson.

10.5.8 Persons entitled to speak at a Congress Meeting may speak in any language specified in the Constitution (Article 12.5).

10.5.9 For avoidance of doubt, there is no right for a person who is a candidate for election at a Congress Meeting, to speak about themselves as a candidate, or for any other person to speak in support of or against a person who is a candidate, during a Congress Meeting.

## **11. VOTING**

11.1 The only persons who may vote at a Congress Meeting are the Voting Delegates. Each Voting Delegate is entitled to one vote on each motion and on each position in an election.

### **Open Voting**

11.2 All decisions of Congress, whether proposed by way of a motion or for elections of positions, shall be decided by Open Voting.

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

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

11.4 Open Voting on all motions and elections for positions shall be undertaken using an Electronic Voting System except in the following circumstances:

- a. if a motion is a Procedural Motion, it will usually be voted on by a show of hands or voices as decided by the Chairperson;
- b. the Chairperson may request a Substantive Motion to be voted on by a show of hands or voices, which shall be valid unless:
  - i. prior to the vote, there is an objection made by at least ten (10) Voting Delegates to request voting using the Electronic Voting System; or
  - ii. having taken the vote, the voting outcome is uncertain or inconclusive, in which

case, the Chairperson shall hold the vote on the motion a second time using the Electronic Voting System; or

- c. if having taken a vote using the Electronic Voting System, there is a malfunction or problem with the Electronic Voting System (as advised by the Verifying Company), the vote shall be undertaken manually using voting papers (the results of which shall be displayed at the Congress Meeting in the same manner as described in Rule 11.3 of these Rules).

11.5 When using the Electronic Voting System, the Chairperson shall announce when voting is open with respect to a motion or the election of a position, and when it is closed (which shall not usually be longer than three (3) minutes), including giving a warning when there is one (1) minute left for voting.

### **Voting Majority**

11.6 All motions shall be decided by Absolute Majority, Simple Majority or Special Majority as specified in the Constitution.

11.7 In the event of a tied vote, the vote shall be lost. The Chairperson does not have a right to vote, including a casting vote in the event of a tied vote.

### **Elections**

11.8 Voting to elect Council Members and Committees shall be undertaken, using Open Voting, in accordance with Articles 6.26 and 6.27 of the Constitution.

11.9 Voting to elect Honorary Presidents, Honorary Life Vice Presidents and Honorary Life Personal Members shall usually be undertaken by show of hands or voices, for each nominated position, subject to Rule 11.4 of these Rules.

## **12. SCRUTINEERS**

12.1 The Delegates shall appoint scrutineers upon the recommendation of Council (Article 6.22).

12.2 The scrutineers shall be composed of two lists of six persons - List A and List B. Each list shall have one person from each Area Association who is a Delegate.

12.3 One scrutineer from List A and one scrutineer from List B shall be designated as Chief Scrutineer and Assistant Chief Scrutineer respectively.

12.4 When the Electronic Voting System is used for voting, the Verifying Company, the Chief Scrutineer and the Assistant Chief Scrutineer shall oversee the voting and confirm that it is functioning adequately and confirm the validity of each result.

12.5 If voting is undertaken by show of hands, the scrutineers shall check the identity of the Voting Delegates, count the votes, and the Chief Scrutineer and Assistant Chief Scrutineer shall confirm the result.

- 12.6 If voting is undertaken by voices, the Chairperson shall declare the result, unless it is inconclusive or unclear, in which case voting in accordance with Rule 11.4 of these Rules shall apply.
- 12.7 If voting is undertaken using manual voting papers, the Verifying Company, the Chief Scrutineer and the Assistant Chief Scrutineer shall be responsible for distributing the voting papers, overseeing the voting and validating each vote. Each voting paper shall have the name of the Member Federation recorded on it. The scrutineers from List B shall count the valid votes followed by the scrutineers in List A, who shall re-count the votes. The Verifying Company, the Chief Scrutineer and the Assistant Chief Scrutineer shall verify the counting and inform the Chairperson of the outcome of the vote. The votes will then be manually entered into the Electronic Voting System to display the results of the vote at Congress in accordance with Rule 11.3 of these Rules.
- 12.8 The Chief Executive Officer may request a Huissier to be present at Congress Meetings to witness the voting procedure.

### **13. MEDIA**

- 13.1 Congress Meetings shall not be open to the public or any representatives of the media. However, in the interests of transparency, live proceedings of the Congress Meeting (or parts of it) may be viewed by the public (including representatives of the media) in an adjacent room to the Congress Meeting or via online, if the facilities and costs reasonably permit such proceedings, as decided by the Chief Executive Officer.

### **14. CALL TO ORDER & DISORDER**

- 14.1 If the Congress Meeting is called to order by the Chairperson, all persons are to resume their seats and /or stop speaking as the case may be. Should any person refuse to obey the Chairperson they may be directed by the Chairperson to leave the meeting. If such direction is made, the person shall leave the meeting and will not be permitted to return during the meeting, or any period of that meeting that the Chairperson may determine.
- 14.2 The Chairperson may, at any time, require any person to leave the Congress Meeting if he is disorderly, disrespectful, is breaching any of these Rules, is making statements which are offensive to any person or contain offensive language, or is otherwise acting in a manner which is disruptive or inappropriate.
- 14.3 If a person is directed to leave the meeting and he is a Voting Delegate, the Member Federation which the Delegate represents, shall lose the right to vote at that meeting, even if it has another Delegate present at the meeting.

### **15. PROCEEDINGS NOT INVALIDATED**

- 15.1 Any irregularity, error, omission in notices, agendas and relevant papers for a Congress Meeting and any other error in the organisation of the Congress Meeting, shall not invalidate the meeting

nor prevent Congress from considering the business of the meeting, provided that:

- a. the Chairperson of the meeting in his discretion decides that it is still appropriate for the meeting to proceed despite the irregularity, error or omission; and,
- b. a resolution to proceed is put to the Congress Meeting to proceed and is carried by Majority.

## **16. MINUTES**

- 16.1 An audio-recording shall be made of each Congress Meeting and retained by the IAAF.
- 16.2 Minutes of each Congress Meeting (in English and French) shall be sent to all Member Federations, within six (6) months of the date of the Congress Meeting.
- 16.3 The minutes shall be stored at the headquarters of the IAAF.

## **17. INTERPRETATION AND DEFINITIONS**

- 17.1 The capitalised words and phrases used in these Rules shall have the meanings specified in the Constitution, unless specified otherwise below=

**"Agenda"** means the items of business for the Congress Meeting as described in Rules 5 and 6.2 of these Rules.

**"Congress"** means the IAAF Congress which is the body comprising the Delegates of Member Federations.

**"Congress Meeting"** means a meeting of Congress including an Ordinary Congress Meeting or a Special Congress Meeting.

**"Constitution"** means the constitution of the IAAF in force from 1 January 2017.

**"Election Congress Meeting"** means the Ordinary Congress Meeting held at the even numbered Congress Meetings as specified in Article 6.24 of the Constitution.

**"Electronic Voting System"** means the technology by which electronic voting is undertaken usually tabulating software.

**"Huissier"** means a "huissier de justice" which is an officer of the court who serves as formal witness.

**"Ordinary Congress Meeting"** means the meeting of Congress which is held every second year and includes an Election Congress.

**"Rule"** means a rule in these Rules, unless specified otherwise.

**"these Rules"** means these Rules of Congress Procedure.

**"Special Congress Meeting"** means the meeting of Congress convened in accordance with Article 6.33 of the Constitution.

**"Verifying Company"** means the representative of the contracted independent electronic voting system certification company or entity, who shall be present at the Congress Meeting.

**"Voting Delegate"** means the Delegate or, if more than one Delegate from a Member Federation, then one Delegate who is present at a Congress Meeting, who is designated by their Member Federation to vote on behalf of the Member Federation at that Congress Meeting.