

# Candidate Pack

2019 Elections

Candidate Pack



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# 1. INTRODUCTION

This Candidate Pack sets out the steps and requirements for all persons wishing to be considered for election as the IAAF President, any of the 4 Vice-Presidents and any of the 13 Individual Council Members. These positions will be elected at the Election Congress, Doha 2019, on 25 and 26 September 2019.

The steps and requirements are new and form part of the governance and integrity reforms of the IAAF which have been undertaken since 2016. They reflect the need for the elections and the campaigns leading to them, to be fair and even for all candidates and to be carried out with integrity. The IAAF takes the need for a level playing field for all of its activities, both on and off the track or field, very seriously.

The new rules are set out in detail in the IAAF Candidacy Rules. There are also other new rules and requirements of the IAAF which are relevant and are referred to in this Candidate Pack. These rules build on those previously applied to the candidacy process.

Part of the reform process has been the establishment of the Election Oversight Panel (EOP). The EOP exists to make sure that everyone who seeks election to high office in the IAAF is aware of the rules and can seek guidance when needed. The composition and short biographies of each Member of the EOP is available on the IAAF website. They can be contacted on [EOPanel@iaaf.org](mailto:EOPanel@iaaf.org).

## 2. ELECTED POSITIONS

### 2.1. IAAF Council

The role of Council has been redefined. It is now responsible for the conduct and management of the sport of Athletics and its disciplines.

The positions to be elected on the IAAF Council are:

- a. President
- b. 4 Vice-Presidents – who must be from different Areas and at least one must be female
- c. 13 Individual Council Members

These positions, together with the 6 Area Presidents (elected by their Area Associations) and two members of the Athletes' Commission, will form the IAAF Council for a period of 4 years.

The Senior Vice-President will be elected at the first Council meeting after the elections from among the 4 Vice-Presidents.

An Area President cannot be a Vice-President or hold any other role on the Council, unless they resign as Area President.

## **2.2. IAAF EXECUTIVE BOARD**

The Executive Board also has a changed purpose and is responsible for the business operations of the IAAF in the same way as the board of a company.

The elected President and 4 Vice-Presidents automatically become members of the Executive Board. They will be joined by 3 other members who will be appointed by the Nomination Panel following the Council election. The Chief Executive Officer is also a member (non-voting) of the Executive Board.

Candidates for President or Vice-Presidents should review and understand the substantial duties of Executive Board members and the travel and time commitments when considering standing.

## **3. STEPS TO BE ELECTED**

### **3.1. There are 5 steps to complete in order to be a candidate at the 2019 Congress:**

Step 1 - Nomination by a Member Federation

Step 2 - Vetting

Step 3 - Candidate Form

Step 4 - Campaign

Step 5 – Election

### **3.2. Step 1 – Nomination By A Member Federation**

Persons seeking to be a candidate must be a Member or affiliated to the Member Federation that nominates them.

A Member Federation can only nominate one candidate for each of the positions of President, Vice-President and Individual Council Member.

The Member Federation's board, executive committee or equivalent body (as stated in the Member Federation's Constitution), must pass a resolution approving the candidate/s to be nominated. This resolution should be recorded in writing.

### **3.3. Step 2 – Vetting**

All Candidates must be declared Eligible by the Vetting Panel. This process involves completing a form and the Panel undertaking an integrity check. Additional information may be requested from candidates by the Panel.

The Integrity Check requires the Panel to be satisfied that the candidate is able to meet the high standards of conduct and integrity required and is of good character and reputation.

No candidate can stand for election without being declared Eligible by the Vetting Panel.

To ensure that the Vetting Panel is able to determine if a prospective Candidate is Eligible before he or she submits their nomination, all prospective **Candidates are requested to contact Compliance@iaaf.org by 25 April midnight CET.**

This also applies to persons who were vetted in 2018, although in this case they will benefit from a “fast track” vetting process.

Candidates who pass the vetting will be sent a letter confirming their Eligibility.

As an Area President automatically sits on Council, candidates seeking election as an Area President at their Area Congress must also be Eligible, and undergo vetting, prior to election as an Area President.

### **3.4. Step 3 – Candidate Nomination Form**

The Candidate Nomination Form must be completed in full, signed and **sent by the Member Federation to the Chief Executive Officer of the IAAF by no later than 25 June 2019 midnight CET, by email to Elections2019@iaaf.org.**

A sample Candidate Nomination Form is provided in section 8 for information only. The form is available for download on the election page of the IAAF [website](#) and by Circular.

It must be signed by the Candidate and the most senior officer (e.g., President, the Secretary General or the Chief Executive) of the Candidate’s Member Federation. If the prospective Candidate is the most senior officer of the Member Federation, the form must be signed by the next most senior officer of the Member Federation.

Prospective Candidates can, at any time, submit a draft Candidate Nomination Form to the EOP to make sure the form is compliant, by writing to [EOPanel@iaaf.org](mailto:EOPanel@iaaf.org). A draft form will not be deemed to be a final submission to the IAAF as the final Candidate Nomination Form must be addressed to the IAAF’s Chief Executive Officer.

A list of all the Candidates approved by the EOP will be sent to all Member Federations and published no later than **25 July 2019** on the IAAF website. Brief profiles drafted by each candidate will also be made available on the IAAF website.

Once declared approved, each candidate must report and disclose Gifts received or given as per the Candidacy Rules to the Ethical Compliance Officer [[click here to disclose](#)]

### **3.5. Step 4 – Campaign**

All candidates should read and have a good understanding of the Candidacy Rules.

Candidates are permitted to promote their candidacy prior to the election at any time but must do so in compliance with the Candidacy Rules which are summarised in section 4 of this Candidate Pack.

A prospective candidate may publicly announce that they are proposing to stand before submitting their Candidate Nomination Form but must bear in mind that as soon as they do so, they will be subject to the Candidacy Rules [[here](#)].

**All campaigning must be undertaken with honesty, dignity, respect for other candidates, the IAAF and the sport.**

### **3.6. Step 5 – Elections**

The elections will be carried out in accordance with the Constitution [\[here\]](#) and the Rules of Congress [\[here\]](#).

Elections will be held by secret ballot using an electronic voting system.

The successful candidates will be announced following verification of the voting process.

## **4. CANDIDACY RULES**

The IAAF Council has adopted Candidacy Rules [\[here\]](#) setting out the scope and manner in which candidates for election shall conduct their campaigns.

In addition, candidates should read the other applicable Rules including:

- Integrity Code of Conduct, which sets out the high standards of behaviour required of IAAF Officials [\[here\]](#).
- Vetting Rules [\[here\]](#).
- Conflicts, Disclosure and Gifts Rules [\[here\]](#).

These Rules contain many of the obligations which have been in force since 2015.

**In short, there is no place for and will be no tolerance of corruption, bribery or the promise or giving of benefits in exchange for a vote in the lead up to the 2019 Election Congress.**

The specific obligations are set out in the Candidacy Rules. The key obligations are summarised below and are also set out in the “Summary Check List” as well as in the Frequently Asked Questions section available on the website:

- **Expenditure:** No candidate may spend more than €25,000 (excluding taxes) on their campaign, except that a candidate for President may spend up to €50,000 (excluding taxes). This includes any expenditure incurred on a candidate’s behalf such as by a Member Federation, Area Association or third party.

However the EOP may approve spending above these limits upon application if there is evidence provided of a demonstrated need, for example, reasonable travel costs due to distance to Area Congress meetings.

These limits apply to expenditure from 1 January 2019 until the end of the 2019 Election Congress. For Area Association President candidates, the limits apply from 6 months before the Area election, or any earlier date imposed by an Area Association.

The €25,000 (in total) limit also applies to a candidate who stands for Area President and also decides to stand for a position on Council, unless the Election Oversight Panel agrees otherwise.

Candidates are responsible for keeping records of their spending and should expect that their campaign expenditure will be audited after the elections.

- **Public Forums:** No candidate can participate in forums, debates or public meetings for the sole purpose of promoting his or her candidacy, unless these are approved by the EOP.

Candidates are responsible for submitting details of such proposed meetings to the EOP at [EOPanel@iaaf.org](mailto:EOPanel@iaaf.org) with all relevant information to obtain approval as promptly as possible.

Should approval not be obtained then a candidate may be subject to sanction if the activity is undertaken without permission.

The EOP will approve such meetings if they are set up so as to offer equal opportunities for participation to all Candidates seeking election, and scheduled and managed to optimize opportunities for all Candidates to promote their Candidacies to the widest possible group of relevant voters. For example, an Area Congress meeting may be a suitable opportunity as long as all Candidates are invited and the EOP approves it.

- **No Promises:** No candidate may agree or make a promise to act (directly or indirectly) for the specific benefit of any individual, Member Federation or Area Association if elected to office, unless it is part of an initiative approved by the IAAF. A candidate cannot bind the IAAF.
- **Support from IAAF:** No candidate (unless in the ordinary course of business as an existing IAAF official), may receive individual or special support or services from any IAAF staff, consultants and advisors, beyond administrative support and services provided to ensure candidacies are conducted fairly and openly.
- **Gifts/Benefits:** No candidate can offer gifts or benefits to any person (directly or indirectly) who will vote in the election. However it is permissible for gifts and exchanges of tokens of courtesy to be given if they are nominal i.e they have no or little commercial value. The EOP may issues guidance on this rule. Candidates are encouraged to ask the EOP for advice if in doubt about a gift proposed to be given or received.
- **Reporting:** All candidates and others bound by the rules, have a duty to report any activity or conduct which they consider may be in violation of the Candidacy Rules to the EOP [[EOPanel@iaaf.org](mailto:EOPanel@iaaf.org)].

## 5. SUMMARY OF TIMELINE OF 2019 ELECTIONS

DATE	ACTIVITY	CONTACT DETAILS	OUTCOME
<b>No later than 25 April 2019</b>	Contact the IAAF Ethical Compliance Officer to start the Vetting Process	Compliance@iaaf.org	Persons interested in running for election must be declared Eligible in accordance with the IAAF Vetting Rules
April to June 2019	IAAF Vetting Panel reviews applications and sends confirmation to eligible candidates	Compliance@iaaf.org	Only candidates declared Eligible by the Vetting Panel can stand for election
April to June 2019	Candidates obtain support from their Member Federation and prepare their Candidate Nomination Form	EOPanel@iaaf.org If you have questions	Candidates understand the rules for campaigning and the requirements for the roles
<b>No later than 25 June 2019</b>	Member Federations send the Nomination Forms to the IAAF CEO	Elections2019@iaaf.org To submit the Nomination form	Member Federations nominating Candidates submit the forms (one per Candidate)
July 2019	Election Oversight Panel reviews Candidate Nomination Forms and develops list of approved Candidates	EOPanel@iaaf.org If you have questions	EOP verifies that the forms are compliant and include the required information.
<b>25 July 2019</b>	IAAF Election Oversight Panel publishes list of approved Candidates	Visit <a href="http://www.iaaf.org/">www.iaaf.org/</a> / IAAF M Circular for list of approved candidates	Only Candidates on the list can be elected at the Congress
5 August 2019	Candidates submit list of gifts and benefits offered or given since 25 September 2018 expect tokens of nominal value	<a href="#">Click here to disclose</a>	Candidates comply with disclosure requirements
<b>25 September 2019</b>	Election Congress in Doha		Congress elects President, 4 Vice-Presidents and 13 Individual Council Members
By no later than 30 September 2019	List of Council Members elected at the 52nd IAAF Congress and at their relevant Area Association Congress is published	<a href="http://www.iaaf.org">www.iaaf.org</a>	

Anyone can express an interest in running for elections and start discussing their campaign. To contact the EOP or to ask any questions, please write to [EOPanel@iaaf.org](mailto:EOPanel@iaaf.org).

## **6. ROLES AND RESPONSIBILITIES**

### **PRESIDENT**

#### **TERM**

The term of office for the President shall be four (4) years, commencing at the first Council meeting held after the Election Congress meeting at which their election is made, and expiring at the commencement of the first Council meeting held after the next Election Congress meeting, unless he/she resigns, is removed, ceases to be Eligible, or ceases to act as President for any other reason.

#### **ROLE**

The role of the President, as set out in Part VI of the 2019 IAAF Constitution, is to serve as the public face of the sport of Athletics, representing the IAAF at competitions, conferences, meetings and before governmental and international organisations where necessary or desirable to foster, develop and promote the strategy and plans of the IAAF in promoting and promulgating the sport of Athletics throughout the world.

#### **PRIMARY RESPONSIBILITIES**

The primary responsibilities of the President are set out in Part VI of the 2019 IAAF Constitution and are summarised below.

- To serve as the primary liaison with the Area Associations and Member Federations of the IAAF
- To chair Congress meetings
- To chair the Council, and lead Council in determining the key strategies, policies and decisions to be adopted by Council as the guardian of the sport
- To chair the Executive Board, and lead the Executive Board in determining the key strategies, policies and decisions to be adopted by the Executive Board in overseeing the business operations of the IAAF
- To serve as the key line manager for the CEO

#### **RELATIONSHIPS AND INTERFACES**

- Member Federations
- Area Associations
- Council
- Executive Board
- CEO

## **FEES AND EXPENSES**

The President's fee is USD 250,000 per annum.

As Chair of the Executive Board, the President receives an additional annual fee of USD 22,500.

## **EXECUTIVE BOARD MEMBER**

### **TERM**

The term will be in accordance with the IAAF Constitution, but in general:

- For the Ex Officio Executive Board (EB) Members (other than the President), the term of office on the Executive Board is the same as their term of office as a Council Member. If any Ex Officio EB Member ceases to be a Council Member, they shall automatically cease to be a member of the Executive Board. The term of office of the President on the Executive Board is the same as his or her term of office as President.
- For the Appointed EB Members, the term of office shall be approximately four (4) years being the period from their appointment to the Executive Board, to the conclusion of the first Council meeting following the Election Congress meeting at which the terms of office of the Ex Officio EB Members expire. This is unless he/she resigns, is removed, ceases to be Eligible, or ceases to act as an Executive Board Member for any other reason.

### **PRIMARY RESPONSIBILITIES**

The Executive Board:

- Meets at least 6 times a year, possibly up to 10, and is responsible for the governance of the business of the IAAF, including determination of the key strategies, policies and decisions to be adopted in overseeing the IAAF's business operations
- Appoints the Chief Executive Officer and oversees his/her implementation of the approved strategies, policies and decisions in the day-to-day management of the IAAF, monitoring progress against these with regular reports by the CEO to the Board
- Works with the CEO to:
  - develop the IAAF Strategic Plan for approval by Council, and oversees its implementation and progress
  - develop and approve the annual plan, budget and a financial forecast, to achieve the targets specified in the IAAF Strategic Plan, receiving regular reports from the CEO on actual income and expenditure against the approved budget
- Deals with various financial matters, including opening and operating bank accounts, recommendations to Council of the fee to be charged to Member Federations, and selection of the IAAF's external auditors;
- Oversees the identification and management of risks to the IAAF

- Approves all major transactions, being those amounting to 500,000 Euros or greater or are unprecedented, complex or high-profile
- Establishes committees to assist in carrying on its work, including a Remuneration Committee and one or more Committees for audit, finance and risk
- Considers and recommends rules for approval by Council

## **RELATIONSHIPS AND INTERFACES**

- President
- Committees to the EB
- Council
- CEO and Senior IAAF Management

## **FEES AND EXPENSES**

An Executive Board Member's fee is USD 22,500 per annum.

For Council Members serving as Executive Board Members (i.e., the Vice Presidents) this annual fee is in addition to the per diems and annual allowance received as Council Members.

Executive Board Members who chair an Executive Board Committee receive an additional fee of USD 2,500 per annum.

## **VICE-PRESIDENT**

### **TERM**

The term of office for all Vice-Presidents shall be four (4) years, commencing at the conclusion of the first Council meeting held after the conclusion of the Election Congress meeting at which their election is made or appointment is effective, and expiring at the commencement of the first Council meeting held after the conclusion of the next Election Congress meeting unless he/she resigns, is removed, ceases to be Eligible, or ceases to act as a Council Member for any other reason

### **SENIOR VICE-PRESIDENT**

One of the four elected Vice-Presidents will be elected as the Senior Vice-President by Council, at the first Council meeting following the conclusion of the Election Congress meeting.

The role of the Senior Vice-President, as set out in Part VI of the Constitution, will be to deputise for the President, as requested by the President. The Roles and Responsibilities of the President sets out the primary duties which may be assumed by the Senior Vice-President in his or her role as deputy. In all other respects, the primary duties of the Senior Vice-President are those of Vice-Presidents, as set out in Part VI of the Constitution and summarised below.

## **PRIMARY RESPONSIBILITIES**

All Vice-Presidents, including the Senior Vice-President, are also Members of Council and ex officio members of the Executive Board. The Roles and Responsibilities of Individual Council Members and of Executive Board Members should therefore also be consulted.

In terms of time commitment, Vice-Presidents are expected to attend between approximately 6 to 10 Executive Board meetings per year as well as the IAAF Council meetings.

The primary responsibilities of the Vice-Presidents are:

- To deputise for the President if neither the President nor the Senior Vice-President are able to act, which may include:
  - Chairing Congress meetings;
  - Leading the work of Council including ensuring Council is organised properly, functions effectively, acts within its powers and meets its obligations and responsibilities;
  - Leading the work of the Executive Board; and
  - Liaising with the Chief Executive Officer and other members of IAAF senior management on matters subject to review and approval by the Executive Board and/or Council
- To carry out such other duties, either on an ad hoc or standing basis, as may be directed by the President, which are likely to include:
  - Representing the IAAF at competitions, conferences, meetings and before governmental and international organisations where necessary or desirable to foster, develop and promote the strategy and plans of the IAAF in promoting and promulgating the sport of Athletics throughout the world; and
  - Serving as a liaison with Area Associations or Member Federations of the IAAF
- To be a member of the Executive Board (see Roles and Responsibilities setting out the role and primary duties of Executive Board Members)
- To be a member of Council (see Roles and Responsibilities setting out the role and primary duties of Council Members)

## **RELATIONSHIPS AND INTERFACES**

- Member Federations
- Area Associations
- Council
- Executive Board
- President
- CEO and Senior IAAF Management (as deputised by the President)

## **FEES AND EXPENSES**

The Vice-Presidents' fees per annum are based on the following cumulative entitlements:

- As Council Member: annual allowance of USD 6,000 and USD 300 in daily per diems for official IAAF business.
- As ex-officio Executive Board Member: fee of USD 22,500 per annum.
- As Chair of an Executive Board Committee: additional USD 2,500 per annum.

In addition, the Senior Vice-President will receive a fee of USD 1,000 for any Executive Board meeting he/she chairs in the absence of the President.

## **COUNCIL MEMBER**

### **TERM**

The term of office for all Individual Council Members shall be four (4) years, commencing at the conclusion of the first Council meeting held after the conclusion of the Election Congress meeting at which their election is made or appointment is effective, and expiring at the commencement of the first Council meeting held after the conclusion of the next Election Congress meeting, unless he/she resigns, is removed, ceases to be Eligible, or ceases to act as a Council Member for any other reason

### **INDUCTION AND LETTER OF APPOINTMENT**

Within two months of each Election Congress, the IAAF's Chief Executive Officer shall arrange for each Council Member and Executive Board member to undergo an induction. This process will include familiarising all Council / EB Members with their roles, duties and responsibilities, the Rules and Regulations, the IAAF Strategic Plan and budget, and the current issues.

Following the induction, all Council / EB Members will be required to sign a written agreement or letter of appointment with the IAAF recording their agreement to actively undertake their duties, to act in the best interests of the IAAF and to comply with all Rules and Regulations, together with such other administrative details as are relevant or necessary.

### **ROLE**

The role of Council is to govern the sport of athletics, as set out in Part V of the Constitution. Each Council Member must seek to fulfil that role by carrying out the duties and responsibilities set out in Part V, including the primary responsibilities summarised below. In all cases, the Council Member must consider the interests of Athletics and the IAAF as a whole throughout the world and must ensure that the IAAF acts in accordance with the Constitution and Rules and Regulations, including but not limited to the Integrity Code of Conduct.

## **PRIMARY RESPONSIBILITIES**

- To attend and actively participate in all Council Meetings and Congress Meetings;
- To ensure that the activities of the IAAF are carried out in a manner which is not likely to create a substantial risk of serious loss to the IAAF's creditors, and without the IAAF incurring any obligations unless the Council Member believes at that time, on reasonable grounds, the IAAF will be able to perform the obligations when it is required to do so;
- To consult widely with Member Federations, Area Associations, athletes and develop the World Plan for Athletics, for approval by Congress;
- To approve and review the IAAF Strategic Plan, on the recommendation of the Executive Board, and regularly monitor progress against that Plan;
- To adopt, amend and repeal Rules and Regulations;
- To approve the Annual Report for approval by Congress;
- To consider and make recommendations to Congress for amendments to the Constitution;
- To consider and make recommendations to Congress for the election of Honorary Life Presidents, Honorary Life Vice-Presidents and Honorary Life Personal Members; and the recognition of awards to be granted for service and contribution to Athletics and the IAAF;
- With respect to Member Federations, to make recommendations to Congress on the amount of the Membership Fee, and decide on the Due Date for payment, on the recommendation of the Executive Board;
- To review the existing International Competitions and competition structure, decide on new competitions and events, approve the annual and multi-year International Competition programme and select hosts and locations of International Competitions;
- To approve and amend policies and procedures for the appointment and training of officials for International Competitions, and appoint officials including technical officials for International Competitions;
- To recognise world records;
- To approve, monitor and assess a Development Programme for the benefit of Member Federations for the global advancement of Athletics;
- To establish and disband such Commissions and Working Groups as considered appropriate, including an Athletes' Commission; appoint and remove members of Commissions and Working Groups; and monitor the progress of Commissions and Working Groups;
- To consider and make recommendations to Congress to approve members of the Vetting Panel;
- To make and amend Rules and Regulations for the establishment and authority of the Disciplinary Tribunal, and consider and make recommendations to Congress to approve members of the Disciplinary Tribunal;
- To make and amend Rules and Regulations for the establishment and authority of the Athletics Integrity Unit, and elect a Council Member to be a member of the Athletics Integrity Unit Board;

- To elect a Council Member to be a member of the Athletics Integrity Unit Board Appointments Panel and approve the independent member of the Athletics Integrity Unit Board Appointments Panel, on the recommendation of the Executive Board;
- To establish, and monitor the performance of, such bodies and entities as it considers appropriate to further the Purposes of the IAAF and in which the IAAF has an interest, on the recommendation of the Executive Board;
- To approve the programme for the Convention;
- To define and monitor delegations of authority from the Council to the President, Vice-Presidents, Council Members and the Executive Board;
- To resolve and determine any disputes or matters not provided for in the Constitution.

### **KEY RELATIONSHIPS AND INTERFACES**

- Member Federations
- Area Associations
- President
- Executive Board
- CEO

### **FEES AND EXPENSES**

Council Members receive an annual allowance of USD 6,000 and USD 300 in daily per diems for official IAAF business.

### **COMMITMENTS**

- 3-4 in person meeting yearly (approximately 3 to 4 days)
- In addition, material review pre/post meetings
- Email consultation between in person meetings



