



IAAF RULES OF CONGRESS

(In force from 11 March 2019)

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1. INTRODUCTION

- 1.1 According to Articles 24.1 and 25.1 of the Constitution, Congress consists of the Member Federations of Good Standing represented by up to three (3) delegates each. Congress is the highest authority of the IAAF and the sport of Athletics worldwide.
- 1.2 Article 26.5 of the Constitution provides that the procedure for meetings of Congress shall be as specified in the Constitution and the Rules of Congress.
- 1.3 To the extent the Constitution does not provide for the procedure for meetings of Congress, these Rules of Congress 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 11 March 2019. They supersede any previous rules of Congress procedure of the IAAF.
- 2.2 These Rules are adopted in accordance with Article 47.2(d) 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 twelve (12) months written notice of each Ordinary Congress meeting to all Member Federations and Area Associations in accordance with Article 30.2.

5. AGENDA AND RUNNING ORDER

- 5.1 The Agenda for an Ordinary Congress meeting shall contain the items of business specified in Article 31.1.

- 5.2 The order in which items on the Agenda proceed at a Congress meeting shall be decided by the President, but will usually be as follows:

- a. Opening and welcome by the President;
- b. Roll call and first announcement of voting strength of the Member Federations;
- c. Apologies;
- d. Approval of Scrutineers for voting (see Rule 12 of these Rules of Congress);
- 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 7.7 to 7.8, suspension or sanctions (Article 13), expulsion (Article 14) or reinstatement (Article 16) of Member Federations;
- g. Second announcement of voting strength (which shall include any changes in membership resulting from Rule 5.1f above);
- h. Receipt and approval of the Annual Council Report, which includes reports from the Auditors and the annual report of the preceding financial year's activities (Articles 27.1(l), 79.1 and 79.5(a));
- i. Receipt of the annual reports from the Vetting Panel, Integrity Unit Board and the Disciplinary Tribunal (Article 27.1(k));
- j. If notified, approval of the World Plan for Athletics (Article 27.1(j));
- k. If notified, approval of the Membership Fee, and Due Date for payment (Article 27.1(r));
- l. Elections (if an Election Congress) (Article 36):
 - i. President (Article 36.4);
 - ii. Vice Presidents (Article 36.5);
 - iii. Individual Council Members (Article 36.6) including any vacancies (Article 45.2(g)).

- m. If an Election Congress, approval of members of the Vetting Panel, on the recommendation of Council (Article 27.1(h)), or if there are any vacancies, then at an Ordinary Congress in accordance with the Vetting Rules;
 - n. If an Election Congress, approval of members of the Integrity Unit Board, on the recommendation of the Integrity Unit Appointments Panel (Article 27.1(i)) or if there are any vacancies, then at an Ordinary Congress in accordance with the Integrity Unit Rules;
 - o. If an Election Congress, approval of members of the Disciplinary Tribunal, on the recommendation of Council (Article 27.1(g)) or if there are any vacancies, then at an Ordinary Congress in accordance with the Disciplinary Tribunal Rules;
 - p. Appointment of the Auditors, on the recommendation of the Executive Board (Article 27.1(m));
 - q. If notified, amendments to the Constitution (Articles 27.1(b) and 82);
 - r. If notified, grant the titles of Honorary Life President, Honorary Life Vice-President and Honorary Life Personal Members (Article 27.1(o)), on the recommendation of Council;
 - s. If notified, grant awards for services to the IAAF and the sport of Athletics, on the recommendation of Council (Article 27.1(p));
 - t. Closing.
- 5.2 The Agenda shall be prepared and dispatched no later than two (2) months before the Congress meeting (in accordance with Article 31.1), by the Chief Executive Officer.

6. SPECIAL CONGRESS

- 6.1 These Rules of Congress 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 three (3) months before the Congress in accordance with Article 32.3 of the Constitution. The Agenda shall be limited to the business for which the Special Congress meeting is convened.

7. QUORUM

Note: Refer Article 33 of the Constitution

8. DELEGATES AND ATTENDEES

Delegates

- 8.1 Up to three (3) Delegates of each Member Federation (appointed or elected in accordance with Article 28) may attend and speak at Congress meetings.
- 8.2 Each Member Federation shall designate one of its Delegates to be the Voting Delegate for that Member Federation at a Congress meeting, and shall notify the IAAF of its Voting Delegates by the time specified by the IAAF, prior to the commencement of the Congress meeting. Only the Voting Delegate is permitted to vote. If, due to illness or other extraordinary circumstance, the Voting Delegate cannot be present during any part of the Congress meeting, a Member Federation may designate one of its other Delegates (if it has one) to be the Voting Delegate for the remainder of the Congress meeting, **provided that** before the Delegate can vote as a Voting Delegate.:
- a. the Chairperson must be notified in writing of such request and the reason for it,
 - b. the new Delegate must be verified as a Voting Delegate (in accordance with Rule 12.3(a));

The Voting Delegate can only be changed once during a Congress meeting and cannot be changed a second time back to the original Voting Delegate or to any other Delegate of the Member Federation once changed.

Attendees and Observers

- 8.3 The Attendees specified in Article 29.1 shall attend each Congress meeting.
- 8.4 In addition, the Observers specified in Article 29.3 and 29.4 may attend Congress meetings in accordance with the Constitution. This may include a Huissier, if requested by the Chief Executive Officer, and at an Election Congress, if recommended to the Chief Executive Officer by the Election Oversight Panel.
- 8.5 Persons who are candidates for the position of President, Vice-President and Council Member, and who are not otherwise entitled to attend an Election Congress in another capacity may attend Election Congress meetings as Observers. However, no candidate may speak about himself as a candidate, or request or permit any other person to speak in support of or against a person who is a candidate, during an Election Congress meeting.
- 8.6 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 Article 29.7 and Rule 13 of these Rules for the option of broadcast of a Congress meeting).

9. CHAIRPERSON

- 9.1 The Chairperson of each Congress meeting is the President (Article 34.1) or if he is unavailable, the Senior Vice-President or another Vice-President (in accordance with Article 34.2).

9.2 In an Election Congress, 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 who is not seeking election for the same position shall assume the chair.

9.3 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.

9.4 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 be moved only for an item of business appearing on the Congress Agenda dispatched by the Chief Executive Officer in accordance with Article 31 of the Constitution and Rule 5.2 of these Rules.
- 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 move a Substantive Motion only if the member has been appointed by Council to represent it at Congress, and the motion that 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. If it is a Procedural Motion calling for a Secret Ballot the number of Delegates required to second the motion is specified in Rule 11.5.

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 Article 29 of the Constitution, 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 of the following languages for which simultaneous translations will be available:
 - a. Arabic;
 - b. Russian;
 - c. Spanish;
 - d. English;
 - e. French.

Simultaneous translations may be made from and into any other language required, provided this is notified to the IAAF well in advance of the meeting, and the costs of this is met by, or on behalf of the Member Federation requesting the additional language.

- 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 vote on each motion and on each position in an Election.

Open Voting

11.2 All decisions of Congress shall be decided by Open Voting, except for:

- a. Elections, which shall be undertaken by Secret Ballot in accordance with Article 36.1 of the Constitution;
- b. Voting undertaken by show of hands, by voice or acclamation, if permitted by the Constitution or these Rules of Congress (see Rule 11.4); or,
- c. Voting on any other motion where the Voting Delegates call for a Secret Ballot, in accordance with Rule 11.5.

11.3 **Open Voting:** “Open Voting” means the vote is undertaken using the Electronic Voting System and after the vote has closed on each motion the following will be displayed at the Congress meeting to all persons present at the Congress meeting:

- a. The names of the Member Federations which voted in favour, against or abstained from voting on the motion or it was not a Valid Vote; and,
- b. The voting strength, the required Majority, and the outcome of the vote, including total number of votes in favour, against, abstentions and any votes that were not Valid Votes.

11.4 **Voting by Show of Hands, Voice or Acclamation:** Voting may be undertaken by shows of hands, voice or acclamation only in the following circumstances:

- a. if a motion is a Procedural Motion, it may be voted on by a show of hands, voices or by Open Voting as decided by the Chairperson;
- c. 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 Open 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 by Open Vote using the Electronic Voting System; or,
- d. 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 or 11.6

of these Rules, as applicable); or,

- e. the following motions:
 - i. granting of the titles Honorary Presidents, Honorary Life Vice-Presidents and Honorary Life Personal Members;
 - ii. granting of awards for services to the IAAF and the sport of Athletics;
 - iii. approval of the Auditors;
 - iv. approval of the members of the Vetting Panel;
 - v. approval of the members of the Integrity Unit Board; and,
 - vi. approval of the members of the Disciplinary Tribunal

11.5 Voting by Secret Ballot: In addition to voting in Elections, a Substantive Motion may be voted on by Secret Ballot only if:

- a. 25% of the Voting Delegates present in the Congress meeting call for a vote to be held by Secret Ballot. This shall be satisfied where a Voting Delegate from a Member Federation moves a Procedural Motion to hold the vote by Secret Ballot and this motion is seconded by such number of Voting Delegates from other Member Federations as are present to meet the 25% threshold;
- b. If the threshold in Rule 11.5a is met, the Procedural Motion to vote by Secret Ballot is then voted on by Open Voting; and,
- c. The Procedural Motion to hold the vote by Secret Ballot is then carried by a Simple Majority.

If the Procedural Motion is carried, the Substantive Motion is then voted on by Secret Ballot.

- 11.6 **“Secret Ballot”** means voting will be undertaken in the same way as other motions using the Electronic Voting Technology, however after each vote, the votes of the Voting Delegates shall not be disclosed, and only the following will be displayed after each vote (including rounds of a vote) at the Congress meeting:
- a. The voting strength;
 - b. The outcome of the vote;
 - c. In an Election, the total number of votes for each candidate in the Election and the order of votes from the highest to the lowest for all candidates in each vote (including any rounds of vote);
 - d. For any other motions voted by Secret Ballot, the total number of votes in favour, against and abstentions;
 - e. The number of any votes that were not Valid Votes.
- 11.7 **Open and Closing Votes:** 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

- 11.8 All motions shall be decided by Absolute Majority, Simple Majority or Special Majority as specified in the Constitution. A Procedural Motion shall require a Simple Majority. If a vote is held by show of hands, voice or acclamation and the required majority is not clear, the vote shall be repeated using Open Voting.
- 11.9 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

- 11.10 Voting to elect Council Members (including President and Vice-Presidents) shall be undertaken, by Secret Ballot in accordance with Article 36.1 of the Constitution.

12. SCRUTINEERS

- 12.1 There shall be six (6) Scrutineers (one from each Area) who shall not be IAAF Officials, candidates in any election or appointment occurring at the Congress meeting, persons employed or contracted to the IAAF (other than as independent professional advisors), or Voting Delegates of Member Federation present at the Congress meeting. For the avoidance of doubt, observers, attendees and Delegates who are not Voting Delegates and who are not otherwise excluded by this Rule and attending the Congress meeting, may be nominated to be Scrutineers.
- 12.2 The Voting Delegates shall approve the Scrutineers (including a Chief Scrutineer) upon the recommendation of the Election Oversight Panel. The Chief Executive Officer shall call for nominations for Scrutineers from the Member Federations at the same time as the Agenda is sent to the Member Federations and Area Associations under Article 31.1 of the Constitution. The

nominations received shall be referred to the Election Oversight Panel for assessment and recommendation of the Scrutineers to the Voting Delegates.

12.3 The Scrutineers are responsible for:

- a. allocating the voting equipment for the Electronic Voting System to each Voting Delegate including verifying them as the Voting Delegate;
- b. overseeing the voting where Electronic Voting System is used to ensure all Voting Delegates have voted, and confirming that it is functioning adequately;
- c. if voting is undertaken by show of hands, confirming the identity of the person voting to ensure they are the Voting Delegates, and counting the votes;
- d. if voting is taken using manual voting papers, distributing the voting papers, overseeing the voting, collecting the voting papers and counting the votes;
- e. if voting is undertaken by acclamation or voices, deciding the outcome of the vote. If the Chief Scrutineer considers the outcome is inconclusive or unclear, he will order a revote either by show of hands or voting using the Electronic Voting System;
- e. confirming the outcome of each vote and, the Chief Scrutineer informing the Chairperson.

12.4 If voting is undertaken using manual voting papers, each voting paper shall have the name of the Member Federation recorded on it, unless it is a Secret Ballot. If it is an Open Vote, after the voting papers have been collected, 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 or 11.6 of these Rules, as applicable.

12.5 In addition to the Scrutineers, the Chief Executive Officer may request a Huissier to be present at Congress meetings to witness and verify the voting procedure and outcomes of the votes.

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 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 held 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 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 2019.

“Election Oversight Panel” means the panel responsible for the oversight of the Elections as described in the Candidacy Rules.

“Elections” in these Rules, means, the elections of the President, Vice-Presidents and Individual Council Members.

“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 in Monaco who serves as a formal witness.

“Open Voting” has the meaning given to it in Rule 11.3, and “Open Vote” has the same meaning.

“Procedural Motion” has the meaning given to it in Rule 10.2.2

“Rule” means a rule in these Rules, unless specified otherwise.

“these Rules” means these Rules of Congress.

“Scrutineers” means the persons specified in Rule 12.

“Secret Ballot” has the meaning given to it in Rule 11.6.

“Substantive Motion” has the meaning given to it in Rule 10.2.2.

“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. It shall also include any change to the Voting Delegate as specified in Rule 8.2.