



INTERNAL REGULATIONS

for the

ELECTIONS AT THE GENERAL ASSEMBLY 2022

– elections for the period 2022 - 2026

10th December 2021

Pursuant to article 10 of the Articles of Association the Executive Committee has adopted the present Internal Regulations in relation to the election rules and procedures which complement the Articles of Association. The Executive Committee will in line with article 2:59 of the Code of Companies and Associations amend the Articles of Association by including a reference to the present version of the Internal Regulations and will publish this version of the Internal Regulations on the Association's website.

1. POSITIONS TO BE ELECTED IN 2022 for the period 2022 - 2026

PRESIDENT – 1 position

VICE-PRESIDENT – 3 positions

CONTINENTAL PRESIDENT – 5 positions (Africa, America, Asia, Europe, Oceania)

ASSESSOR – 14 positions

2. GENERAL INFORMATION

The Elected EC members are elected by the General Assembly ("GA") among the candidates presented by the Full Members, without prejudice to article 2.2.2.1 §5 of the Articles of Association regarding the possibility for qualified experts to propose their candidature for one of the positions of Elected EC member.

Each Full Member may indicate in writing to the Secretary General which candidates it wishes to propose to the GA for election as Elected EC member. Only physical persons can be elected as EC member. A full member cannot have more than one of its affiliated physical persons elected as Elected EC member.

All candidates must be active in the field of school sport and should be affiliated with the Full Member which has proposed his/her candidature.

Each Full Member proposing candidates shall issue a written letter of confirmation confirming such affiliation.

Qualified experts may propose to the Secretary General, in writing, their candidature for the post of Elected EC member. To be eligible to apply in this capacity, they must:

- held two full terms in the Executive Committee ("EC"), or
- a full term in the Management Committee ("MC"), or
- see their candidature supported in writing by at least five (5) members from at least three (3) different continents. A Full Member can only support one "Qualified Expert" candidate and in this case, it does not affect its right to nominate one candidate of its own.

A maximum of three (3) Qualified Experts, from among the persons who have proposed their candidature to the Secretary General, can be elected as Elected EC members.

The elections to the EC shall be for named individual persons.

The EC members are elected by the General Assembly 2022 for a period of 4 years (until 2026).

In line with article 1.6.6 of the Articles of Association, candidates who are in breach with the law, the Articles of Association, any decision of the bodies of the association or with the present Internal Regulations, or in general violate the rules of honour and decency, the rules of sports competitions, or in any way discredit the ISF or the school sport in any way, can be excluded as candidate for a position in the EC upon proposal of the ISF Ethic and Legal Committee and via a decision of the Executive Committee with a two-thirds majority of the votes present or represented at the meeting.

3. HOW TO APPLY?

The application procedure is the following:

- The full member sends the application form for their candidate for a position in the EC to the Secretary General.
- The Qualified Expert directly sends its application form for a position in the EC to the Secretary General.
- The choice of maximum 2 positions per candidate is permitted.
- The Secretary General draws up the list of the candidates for the EC positions.
- The list of candidates will be confirmed by the Executive Committee and send to all ISF Members at the latest by 01 April 2022, together with the CV of the candidates.

When proposing a candidate, one should also take the following criteria into account:

- The candidate must have an extended experience within sport organisations.
- The candidate must have active knowledge of English.
- The full member that proposes a candidate EC member must commit itself to bear the EC member's expenses (travel and if needed visa costs) to the meetings of the Executive Committee/General Assembly to ensure his/her presence.

Specifically, as concerns the candidature for the position of Continental President, the candidates must represent either ISF Africa, ISF America, ISF Asia, ISF Europe or ISF Oceania and candidates for such position are presented by full members originating from the respective continent.

When proposing his/her candidature for the position of Qualified Expert, the candidate Qualified Expert should also take the following criteria into account:

- The candidate must have active knowledge of English.
- The candidate must have an extended experience within sport organisations.
- The candidate must commit himself/herself to bear the expenses (travel and if needed visa costs) to the meetings of the Executive Committee/General Assembly to ensure his/her presence.

For each candidate a motivation letter and his/her complete CV must be added to the duly completed candidature form.

The candidature form can be obtained by sending an email to hrvoje.custonja@isfsports.org.

Unless force majeure the candidate must be present in the meeting of the 2022 General Assembly to be eligible for election.

The deadline for submitting the application form is 1st March 2022 by 23:59h CET. Application forms received after this date will not be taken into account.

Applications must be sent to the Secretary General by email to hrvoje.custonja@isfsports.org

4. ELECTION PROCEDURE AT THE GENERAL ASSEMBLY

Each candidate for the position of Elected EC member will have the opportunity to present himself/herself during the meeting of the General Assembly, prior to the voting process:

- candidates for the position of President – 20 minutes
- candidates for the position of Vice President – 5 minutes
- candidates for the position of Continental President and Assessor – 3 minutes

All candidates may at their own costs prepare personal promotional materials and distribute them to the ISF Members.

The voting process will be organised in the following order:

1. Presentation of the candidates for the position of President.
2. Voting for the position of President.
3. Announcement of the Voting results for the position of President.
4. Presentation of the candidates for the positions of Vice President.
5. Voting for the positions of Vice President.
6. Announcement of the Voting results for the positions of Vice President.
7. Presentation of the candidates for the positions of Continental President.
8. Voting for the positions of Continental President.
9. Announcement of the Voting results for the positions of Continental President.
10. Presentation of the candidates for the positions of Assessor.
11. Voting for the positions of Assessor.
12. Announcement of the Voting results for the positions of Assessors.

The five Continental Presidents shall be elected by means of a specific procedure whereby each Continental President shall be elected by the GA in an election in which only the Full Members, originating from the respective continent which the Continental President shall represent, shall have the right to vote.

The GA shall elect three (3) Vice-Presidents, from among the candidates presented by the Full Members, who represent at least two different continents.

The GA may elect a maximum of three (3) Qualified Experts in any of the positions of Elected EC member (i.e. either as President, Vice-President, Assessor or Continental President) insofar they meet the conditions foreseen in the Articles of Association for such position.

VOTING/QUORUMS/ELECTORAL COMMITTEE

Only votes cast in favour and votes against shall be counted for. Abstentions and invalid votes shall not be taken into consideration. The vote is held by secret ballot.

The decisions are validly adopted only if at least half of the Full Members are present or represented at the meeting. If the attendance quorum is not reached at the first meeting of the GA, a second meeting may be organized with the same agenda which will be able to validly decide without any specific quorum requirement.

The EC will appoint 3 scrutineers from among the EC members or external advisors whose tasks are to check all registered delegates, check the quorum and majorities and the validity of proxies and the voting process. During the election of the EC members, no candidate for such election may be appointed as scrutineer. The oldest in years among the scrutineers shall chair the GA during the voting for the election of the President. The 3 scrutineers will form the Electoral Committee. The elections at the General Assembly will be supervised by the Electoral Committee. The Electoral Committee shall see to it that the Articles of Association and the present Internal Regulations are complied with during the election procedure and shall be responsible for all organizational aspects of the election procedure. The Electoral Committee shall have the power to decide on any matter that arises during the election procedure and which would not be regulated by the Articles of Association or by the present Internal Regulations.

5. VOTING RULES DURING THE GENERAL ASSEMBLY

The Vote is held by secret ballot. The Electoral Committee will decide on the validity of the voting ballots.

Voting rules for the election of the President:

- Each delegate must circle only one candidate on the ballot.
 - if not, the ballot will be considered invalid.
 - a ballot will be considered as invalid if it is marked in any other way.
 - a ballot will be considered as invalid if it is empty/blind/not circled
- If a candidate would reach 50% + 1 vote, he/she will be elected.
- Should no candidate reach 50% + 1 vote, the two candidates with the highest number of votes will go to a second round.
- In a second round, the candidate with the higher number of votes will be elected.
- In the second round, if 2 candidates would receive the same number of votes, there will be a third round.
- In a third round, the candidate with the higher number of votes will be elected.
- In the third round, if 2 candidates would receive the same number of votes the decision will be made by a draw, which will be made by the Electoral Committee publicly.

Voting rules for the election of the Vice Presidents:

- Each delegate can circle a maximum of 3 candidates.
 - if the delegate circles more than 3 candidates, the ballot will be considered invalid.
 - a ballot will be considered as invalid if it is marked in any other way.
- The first 3 candidates with the highest number of votes will be elected.
- If the first 3 candidates with the highest number of votes are not representing 2 different continents, then the candidate with lowest number of votes out of those three will be replaced by the first candidate on the list of candidates (ranked in order of number of votes from high to low) who represents another continent.
- If it is not possible to define the 3 elected candidates, then those that have equal votes will go to a second round to decide on the remaining position.
- In the second round, if the candidates would again receive the same number of votes, the decision will be made by means of a draw which will be made by the Electoral Committee publicly.

Voting rules for the election of the Continental Presidents (via separate elections per continent)

- Each delegate must circle only one candidate on the ballot representing the continent from which it originates.
 - if not, the ballot will be considered invalid.
 - a ballot will be considered as invalid if it is marked in any other way.
- If a candidate would reach 50% + 1 vote, he/she will be elected.
- Should no candidate reach 50% + 1 vote, the two candidates with the highest number of votes will go to a second round.
- In a second round, the candidate with the higher number of votes will be elected.
- In the second round, if 2 candidates would receive the same number of votes, there will be a third round.
- In a third round, the candidate with the higher number of votes will be elected.
- In the third round, if 2 candidates would receive the same number of votes the decision will be made by means of a draw, which will be made by the Electoral Committee publicly.

Voting rules for the election of the Assessors:

- Each delegate can circle a maximum of 14 candidates.
 - if the delegate circles more than 14 candidates, the ballot will be considered invalid.
 - a ballot will be considered as invalid if it is marked in any other way.
- The first 14 candidates with the highest number of votes will be elected.
- If it is not possible to define the 14 elected candidates, then those that have equal votes will go to a second round to decide on the remaining position(s).
- In the second round, if the candidates would again receive the same number of votes, the decision will be made by means of a draw, which will be made by the Electoral Committee publicly.

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