GENERAL ASSEMBLY

RULES OF PROCEDURE

1. General

1.1 A General Assembly is a general meeting of the Federation for the purpose of company law. The General Assembly is the supreme decision-making body of the Federation but must always act in accordance with the Constitution, Regulations and the law.

1.2 These Rules of Procedure are made under Article 20.6. If there is any conflict between the Constitution and these Rules, the Constitution must prevail.

2. Convening a Meeting

2.1 The Chief Executive Officer is responsible for convening the General Assembly under the authority of the Board and in accordance with Article 16.

2.2 Informal notice of the date, time and location of the ordinary annual meeting of the General Assembly can be given at any time by the Board and will ordinarily be announced at the same time as the arrangements for the Annual Conference. However, the formal notice of meeting issued by the Federation is a constitutional requirement and will always take precedence.

2.3 The notice of meeting is issued by the Chief Executive Officer and is sent by email only to MNAs and other persons entitled to attend meetings of the General Assembly. It will also be published on the World Sailing website.

2.4 An Extraordinary General Assembly is any meeting which is not the ordinary annual meeting. An Extraordinary General Assembly will be convened in accordance with Article 16.2 and must only consider the items of business for which the meeting has been convened.

3. Notice of Meeting (Agenda)

3.1 The notice of meeting is the agenda. It is issued by the Chief Executive Officer on the instructions of the Board and must be sent out at least 21 clear days' notice to all MNAs, with a copy to those entitled to attend.

3.2 The content of the notice of meeting are governed by Article 16.4. Ordinarily, it will consist of the following (<u>as far as is relevant for the meeting</u>):

- (a) Opening and Welcome by the President
- (b) Roll call and apologies for absence
- (c) Declaration of interests
- (d) Approval of the previous minutes
- (e) Proposals to admit, suspend or cancel Membership
- (f) Board's Report and World Sailing Strategy
  - (i) Receipt of the Board's Annual Report (a report on the Federation's activities since the last General Assembly, progress on fulfilling the Federation's objects, and progress against the World Sailing Strategy, and a report on its

policies and procedures for the financial management, internal control and risk management of the Federation) (Article 17.1(h) & (k))

(ii) Approval of the World Sailing Strategy (Article 17.1(a))

(g) Finance:

(i) Receipt of the annual audited accounts

(ii) Approval of the Financial Plan (Article 17.1(j))

(iii) Approval of annual subscriptions (Article 17.1(e))

(iv) Appointment of the auditors

(h) Governance

(i) Proposals to amend the Constitution

(ii) Proposals received under Article 17.3 to reject Regulation changes

(iii) Proposals concerning the location criteria of meetings (Article 17.1(m))

(iv) Receipt of the reports of the Elections Panel (Article 43.5), Disciplinary Tribunal (Article 45.9) and Ombudsman (Article 46.9)

(v) Appointment of Independent Bodies (Article 17.1(q))

(i) Events

(i) Receipt of reports on the Olympic Games, Paralympic Games, World Sailing events and any Special Events (Article 17.1(n) and Article 17.1(p))

(ii) Proposals to approve the events and equipment for the Olympic Games (Article 17.1(o))

(j) All other Proposals made under Article 16.5

(k) Elections

(l) Any Other Business

(m) Date of next meeting

3.3 All supporting papers should be published on the World Sailing website and circulated not fewer than 14 days before the meeting.

4. Attendance

4.1 The appointment of Delegates to represent Member National Authorities is governed by Article 18.

4.2 Delegates may attend, speak and vote remotely at a General Assembly via such electronic means as the Board may reasonably make available. Meetings will ordinarily be held in person but, in exceptional circumstances, the Board may decide the entire meeting is to be held remotely.

4.3 The following are entitled to attend and speak at meetings of the General Assembly and must be invited to attend by the Chief Executive Officer:

(a) the President and the directors;

(b) one representative each of non-MNA Members (but not Honorary Members) if written notice of their appointment has been given under Article 18;

(c) the chairs of the Nominations Panel, Board Sub-committees, Committees, Subcommittees, and the Independent Bodies. The chairs may only speak on matters concerning their own respective bodies;

(d) the Chief Executive Officer;

(e) the external auditors; and

(f) any other person with the permission of the chair of the meeting.

4.4 The Chair is presumed to permit all registered delegates at a World Sailing Annual Conference to attend as observers unless the Chair indicates to the contrary.

5. Quorum

5.1 The quorum for a meeting of the General Assembly is 40 Member National Authorities present in person or remotely via their Delegates.

6. Chair

6.1 The chair of the General Assembly (“the Chair”) is:

(a) except during an election, the President (or if the President is unavailable or cannot for any reason assume the chair, the Board must appoint another director to chair); or

(b) during any election, the Chair of the Elections Panel or another member of the Elections Panel appointed by it.

6.2 The Chair has control of the meeting and must:

(a) ensure the meeting is conducted in a fair and neutral manner and respect all different points of view;

(b) ensure the Constitution and these Rules are adhered to, including the rules of debate;

(c) preserve the order of the meeting, which may include directing the removal of any person from the meeting who is in breach of these Rules and/or the Constitution;

(d) decide on any objection to the qualification of a Delegate to vote;

(e) decide whether or not a proposed amendment is in order;

(f) decide when to move to a vote having gained the sense of the meeting;

(g) decide on any points of order or any other procedural matters in accordance with the Constitution and these Rules; and,

(h) decide on any matter of procedure during a meeting not governed by the Constitution or by these Rules.

6.3 The decision of the Chair on the above matters, and any other procedural matters, is final. It is not open to debate nor subject to any right of appeal.

6.4 The Chair may take such advice as they think appropriate in discharging their duties.

6.5 The Chair may adjourn the meeting to a different time or place with the meeting’s consent and must do so when directed to do so by the meeting.

7. Rules of Debate

7.1 Items which properly appear on the notice of the meeting do not require a proposer or seconder. The Chair will put the item to the vote upon conclusion of any debate.

7.2 All other motions must be proposed and seconded by a Delegate before they can be considered.

7.3 The Chair may reject any motion or amendment if:

(a) it has not been properly notified to the Chief Executive Officer (if required);

(b) it covers the same (or substantially similar) matters which have already been dealt with, or which will be dealt with later at the meeting; or

(c) in the opinion of the Chair, it is unclear or ambiguous.

7.4 During a debate, the Chair decides the order of speaking. As a guide:

(a) Each Delegate should be allowed to speak at least once on any item of business (unless they have been disqualified due to a conflict of interest). However, if there is a proposer and seconder:

(i) they should be invited to address the meeting first; and

(ii) the proposer should be invited to reply at the end of the debate.

(b) Remarks must be respectful and not negatively directed at any other Delegate or person present. Delegates should refer to other Delegates by their country name and not their personal name.

(c) Remarks must be kept short and relevant to the item of business.

(d) Delegates must not interrupt other Delegates whilst they are speaking.

7.5 At the conclusion of the debate, the Chair must put the item under debate to the vote unless it has been withdrawn. An item may only be withdrawn by notice given to the Chair by all the proposers of the item (which the Chair may require be put in writing). However, once the meeting commences it may only be withdrawn with the consent of the meeting.

8. Amendments

8.1 Article 17.5 restricts the powers of the General Assembly to amend proposals put to it. Amendments are not permitted unless the item of business is one listed in Article 17.5(a) or (b), or it is a procedural motion. Instead, if the General Assembly is not prepared to approve an item, then it must reject it rather than substitute its own decision.

8.2 For the limited items of business or procedural motions which may be amended, an amendment may be considered if:

(a) it is in writing and was notified to the Chair either:

(i) before debate on the motion to be amended begins; or

(ii) if the Chair imposed an earlier deadline on amendments to be notified, by that deadline,

and

(b) in the Chair's opinion it:

(i) is minor in nature, or it does not change the substance or intent of the main motion or impose unreasonable conditions on it;

(ii) does not seek to re-open a matter already decided by the meeting, or which will be decided by the meeting later on the agenda; and

(iii) it is clear and unambiguous.

However, for special resolutions, amendments are never permitted.

9. Voting

9.1 The rules for voting, including secret ballots, are set out in Article 62.

9.2 The Chair may appoint such independent persons as they consider appropriate as scrutineers to monitor the voting.

9.3 If voting is conducted by a show of hands, a declaration by the Chair that a motion has or has not been carried, or has or has not been carried either unanimously or by a particular majority, and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact.

10. Minutes

10.1 The Chief Executive Officer shall prepare the minutes of the meeting, and any resolutions which must be filed with the Financial Services Authority in the Isle of Man. The Chair shall approve and sign these and they shall then be forwarded in draft to the Delegates and published on the World Sailing website.

10.2 The minutes shall be approved at the next meeting of the General Assembly and shall be published within 14 days of their approval on the World Sailing website.

COUNCIL

RULES OF PROCEDURE

1. General

1.1 Council is established under Article 29 of the Constitution and is responsible for:

(a) debating and deciding the overall policy of World Sailing, which must be consistent with the World Sailing Strategy;

(b) approving any Regulations made by the Board which affect or implement policy;

(c) receiving reports from the Board and Committees on the implementation of the World Sailing Strategy and policies;

(d) advising the Board on the proposed World Sailing Strategy before it is recommended to the General Assembly for approval;

(e) approve the terms of reference of Committees and Sub-committees which report to Council;

(f) monitoring the progress of Committees and the Board on the delivery of World Sailing Strategy and objectives and provide feedback on areas for improvement;

(g) appointing and removing the members of Committees and Sub-committees on the recommendation of the Board;

(h) making protective suspension decisions; and

(i) recommending to the General Assembly:

(i) the programme of events and equipment for the Olympic Games; and

(ii) any Regulations which govern the procedures for the selection, review or removal of Olympic Events and Equipment.

1.2 These Rules of Procedure are made under Article 33.8. If there is any conflict between the Constitution and these Rules, the Constitution must prevail.

2. Convening a Meeting

2.1 The Chief Executive Officer is responsible for convening Council under the authority of the President.

2.2 Council meets on a quarterly basis. Its meeting held around the occasion of the General Assembly must be held in person (unless Council agrees to meet remotely under Article 33.1) and all other meetings are held electronically. If there is insufficient business to justify a meeting, the Board may decide it is not to be held (provided that at least five Council members do not object).

2.3 An extraordinary Council meeting is any meeting which is not one of the quarterly meetings. An extraordinary Council meeting will be convened in accordance with Article 33.3 and must only consider the items of business for which the meeting has been convened. Extraordinary meetings must be held electronically unless Council decides otherwise.

3. Agenda

3.1 The agenda must be issued by the Chief Executive Officer under the authority of the President at least 14 days prior to the meeting. It is to be sent by email only to all Council members and to all MNAs. It will also be published on the World Sailing website.

3.2 Article 29.3 states that decisions of Council must be based on recommendations from the Board, Committees or Sub-committees. Therefore, no substantive item should appear on the agenda unless supported (or will be supported) by such a recommendation for Council to act on.

3.3 The agenda must include the following items:

(a) Opening and Welcome by the President

(b) Roll call and apologies for absence

(c) Declaration of interests

(d) A report from the Board on progress with the implementation on the World Sailing Strategy and World Sailing policies

(e) Any Proposals which are ready for Council consideration

(f) Any Other Business

(g) Date of next meeting

3.4 All supporting papers should be published on the World Sailing website and circulated and a note to that effect, to Council Members and MNAs not fewer than 14 days before the meeting.

4. Attendance

4.1 The appointment procedures for Council members and Alternates is set out in Articles 30 to 32.

4.2 At the annual in-person meeting, Council members must attend in person or appoint an Alternate if they cannot attend.

4.3 Meetings of Council must be open to representatives of any Member, unless Council decides in open session that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the meeting is to be held in private.

4.4 The chair of the meeting is presumed to permit all registered delegates at a World Sailing Annual Conference to attend (but not speak) unless the chair indicates to the contrary.

5. Quorum

5.1 The quorum for a meeting of Council is 12 members.

6. Chair

6.1 The Chair is the President. If the President is unavailable or cannot act for any reason, Council must appoint a director to act as chair for that meeting. If there is no director available or willing to act, the members present may appoint one of their number to act as chair for that meeting.

6.2 The Chair has control of the meeting and must:

(a) ensure the meeting is conducted in a fair and neutral manner and respect all different points of view;

(b) ensure the Constitution and these Rules are adhered to, including the rules of debate;

(c) preserve the order of the meeting, which may include directing the removal of any person from the meeting who is in breach of these Rules and/or the Constitution;

(d) decide when to move to a vote having gained the sense of the meeting;

(e) decide on any points of order or any other procedural matters in accordance with the Constitution and these Rules.

6.3 The decision of the Chair on the above matters, and any other procedural matters, is final. It is not open to debate nor subject to any right of appeal.

6.4 The Chair may take such advice as they think appropriate in discharging their duties.

6.5 The Chair may adjourn the meeting to a different time or place with the meeting's consent and must do so when directed to do so by the meeting.

7. Rules of Debate

7.1 Items which properly appear on the agenda do not require a proposer or seconder. The Chair will put the item to the vote upon conclusion of any debate.

7.2 All other motions must be proposed and seconded before they can be considered.

7.3 The Chair may reject any motion or amendment if:

(a) it has not been properly notified to the Chief Executive Officer (if required);

(b) it covers the same (or substantially similar) matters which have already been dealt with, or which will be dealt with later at the meeting; or

(c) it is unclear or ambiguous.

7.4 During a debate, the Chair decides the order of speaking. As a guide:

(a) Each Council member should be allowed to speak at least once on any item of business (unless they have been disqualified due to a conflict of interest). However, if there is a proposer and seconder:

(i) they should be invited to address the meeting first; and

(ii) the proposer should be invited to reply at the end of the debate.

(b) Remarks must be respectful and directed to the Chair, and at no time may a speaker make any negative remarks to or about any other Council member or person, present or not.

(c) Remarks must be kept short and relevant to the item of business.

(d) Council members must not interrupt others whilst they are speaking.

7.5 At the conclusion of the debate, the Chair must put the item under debate to the vote unless it has been withdrawn or does not require a vote. An item may only be withdrawn by notice given in writing to the Chair by all the proposers of the item. However, once the meeting commences it may only be withdrawn with the consent of the meeting.

8. Amendments

8.1 Article 29.3 restricts the powers of Council to amend recommendations put to it. Amendments are not permitted to recommendations before Council. Instead, if Council is not prepared to approve an item, then it must reject it rather than substitute its own decision.

8.2 For procedural motions which may be amended, an amendment may be considered if:

(a) it is in writing and was notified to the Chair either:

(i) before debate on the motion to be amended begins; or

(ii) if the Chair imposed an earlier deadline on amendments to be notified, by that deadline,

and

(b) in the Chair's opinion it:

(i) is minor in nature, or it does not change the substance or intent of the main motion or impose unreasonable conditions on it;

(ii) does not seek to re-open a matter already decided by the meeting, or which will be decided by the meeting later on the agenda; and

(iii) it is clear and unambiguous.

9. Voting

9.1 The rules for voting, including secret ballots, are set out in Article 62.

9.2 The Chair may appoint such independent persons as they consider appropriate as scrutineers to monitor the voting.

9.3 If voting is conducted by a show of hands, a declaration by the Chair that a motion has or has not been carried, or has or has not been carried either unanimously or by a particular majority, and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact.

10. Minutes

10.1 The Chief Executive Officer shall prepare the minutes of the meeting within 14 days. The Chair shall approve and sign these and they shall then be forwarded in draft to the Council members. Council members shall have seven days to propose any amendments, after which the minutes are deemed approved. If the amendment is not accepted by the Chair, it must be put to an electronic vote of Council.

10.2 The minutes shall be published within 14 days of their approval on the World Sailing website.

TERMS OF REFERENCE

ATHLETES' COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Athletes' Committee is to advise and report to the Board on the views of Olympic and Para Sailing athletes. The Committee is a non-political body that offers advice and assistance to World Sailing on matters and issues of relevance to Olympic and Para Sailing sailors, and acts as a link between active Olympic and Para Sailing sailors and World Sailing.

2. Membership

2.1 *The Committee will consist of a Chair, Vice-Chair and other members elected in accordance with the Regulations.*

3. Remit

3.1 The remit of the Committee is to advise and report to the Board on:

(a) the views and needs of Olympic and Para Sailing athletes, in particular at World Sailing Events;

(b) the promotion of the rights of athletes within the sport;

(c) the promotion of high standards of sportsmanship and ethical performance when competing and participating; and

(d) establishing relationships to promote feedback to World Sailing bodies from Olympic and Para Sailing athletes.

3.2 Under Article 51.2(b), the Committee may appoint, from its own members, a member to each Committee or Sub-committee and may change that member from time to time. However, if the appointed member is the Chair of the Athletes' Committee, then he or she does not have a vote on the Committee or Subcommittee they have been appointed under this Article to.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

WORLD SAILING CLASSES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the World Sailing Classes Committee is to advise and report to Council on the development and promotion of World Sailing Class Associations, their growth and welfare, and matters concerning their governance and administration (excluding class rule matters).

2. Membership

2.1 *The Committee will consist of a Chair, Vice-Chair and other members, all as provided in Article 51.15.*

2.2 The ED&I Forum may elect one of its members to be a member of the Committee and may change that member from time to time.

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) ensuring close liaison between all World Sailing Classes and sailors;

(b) the promotion of the welfare and growth of World Sailing Classes;

(c) issues, excluding class rule matters, from World Sailing Class Associations; and

(d) such other matters that may be relevant to World Sailing Classes' interests.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations, or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least 15% of World Sailing Class Associations in good standing; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.* For the purposes of quorum, only members who have been appointed to attend the specific meeting count as members of the Committee.

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within 21 days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUITY, DIVERSITY & INCLUSION COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Equity, Diversity & Inclusion Committee is to promote and develop equity, diversity and inclusion within the sport of Sailing and World Sailing itself, to promote and monitor the implementation of clause 1.3(c) of the Constitution[1], and to convene the Equity, Diversity and Inclusion Forum ("the ED&I Forum").

2. Membership

2.1 *The Committee will consist of the following members:*

(a) *a Chair and Vice-Chair elected by and from the ED&I Forum under Article 51.5; and*

(b) *up to 13 other members appointed under Article 50.*

2.2 *The election of the Chair and Vice-Chair is held at the meeting of the ED&I Forum held immediately prior to the General Assembly after which committee vacancies arise. The Chief Executive Officer conducts the election. For the elections in 2024 and 2028, only female members of the ED&I Forum may participate and vote, and only a female member may be elected.*

3. Remit

3.1 The remit of the Committee is advise and report to Council on:

(a) promoting diversity within the sport of Sailing and World Sailing;

(b) discussing and promoting non-discrimination within the sport of Sailing under clause 1.3(c) of the Constitution;

(c) encouraging and increasing participation by women and underrepresented groups in all aspects of sailing and sailing administration; and

(d) monitoring Proposals made to World Sailing and advise on any aspects which may affect equity, diversity and inclusion.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee has the authority to convene the ED&I Forum in accordance with Article 40.

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[1] *"(c) to promote the sport of Sailing regardless of colour, gender, physical ability, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status"*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUIPMENT COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Equipment Committee is to advise and report to Council on equipment matters, equipment trials and evaluations, World Sailing Class Associations (but not international rating systems), and the Equipment Rules of Sailing.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are ex officio members of the Committee:*

(a) *the Chair of the Equipment Rules Sub-committee; and*

(b) *the Chair of the Special Regulations Sub-committee*

2.3 *In addition, the Chairs of each of the Oceanic & Offshore Committee, the Para Sailing Committee, the Racing Rules Committee, and the World Sailing Classes Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Equipment Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Equipment Committee is advise and report to Council on:

(a) planning and policy recommendations on equipment matters;

(b) policy concerning the Equipment Rules of Sailing (via the Equipment Rules Sub-committee which reports to the Equipment Committee)

(c) Proposals on equipment matters;

(d) the monitoring and promotion of safety;

(e) equipment policy for the Olympic Sailing Competition and at World Sailing Events, and changes or evolutions of Olympic Equipment;

(f) equipment trials or other equipment evaluations;

(g) applications by classes for World Sailing Class Association status and membership;

(h) liaison with World Sailing Class Associations and help them promote World Sailing;

(i) supervising the constitutions of World Sailing Class Associations and conducting periodic reviews of World Sailing Classes, including where appropriate, recommending the suspension or cancellation of their membership; and

(j) liaise with other World Sailing committees on matters affecting equipment.

3.2 In matters concerning Olympic equipment, the Committee must liaise with the Events Committee.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least twice per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal* *privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUIPMENT RULES SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Equipment Rules Sub-committee is to advise and report to the Equipment Committee on the establishment and maintenance of the class rule approval process, reviews and interpretations of class rules referred to it, and formulates, revises and interprets the Equipment Rules of Sailing.

2. Membership

2.1 *The Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Chairs of each of the International Measurers Sub-committee, Para Sailing Committee, Racing Rules Committee, Special Regulations Sub-committee and the World Sailing Classes Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Equipment Rules Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the Equipment Committee on:

(a) policies for the approval of proposed class rule and building specification changes;

(b) class rule and building specification change applications referred to it;

(c) interpretations of class rules of World Sailing Classes;

(d) the formulation, revision and approval of the Equipment Rules of Sailing, and any cases or other interpretations;

(e) Proposals that might affect the Equipment Rules of Sailing;

(f) regular reviews of:

(i) the World Sailing Guide to Equipment Control/Equipment Inspection;

(ii) the World Sailing Standard Class Rules;

(iii) World Sailing Event Equipment Regulations;

(iv) the class rules of World Sailing Classes; and

(v) building processes,

(g) building processes and inspections of licensed builder's premises by World Sailing;

(h) standards of construction and inspection;

(i) liaison with relevant World Sailing committees concerning equipment control,

(j) liaison with World Sailing Technical Department concerning the management of effective equipment control schemes by World Sailing Classes

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Equipment Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Equipment Committee.*

4.2 *The Sub-committee is authorised to make, amend, interpret and revoke the Equipment Rules of Sailing under Article 38.4.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Equipment Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EVENTS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Events Committee is to advise and report to Council on the Olympic Events, World Sailing events, qualification systems for those events, the World Sailing calendar of events, and ranking lists.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are also members of the Committee:*

(a) *one member of the Olympic Classes Sub-committee appointed by that Sub-committee under Article 51.6(a); and*

(b) *one member of the Para Sailing Committee appointed by the Chair of that Committee under Article 51.6(b).*

3. Remit

3.1 The remit of the Events Committee is advise and report to Council on:

(a) changes to World Sailing's Olympic Strategy;

(b) changes to the Olympic Events, in accordance with the World Sailing Strategy;

(c) reviews of each edition of the Olympic Sailing Competition at the next meeting held after the Olympic Games;

(d) the format and courses to be used at the Olympic Sailing Competition;

(e) the policies to be used at World Sailing Events and other major international events, including the Olympic Qualification system and events (including any implementing actions); and

(f) the policies concerning the World Sailing Calendar and World Sailing Ranking Lists (including any implementing actions).

(g) the monitoring and promotion of safety.

3.2 In matters concerning equipment, Olympic or otherwise, the Committee must liaise with the Equipment Committee.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to decide on the grading of events for the World Sailing Rankings System. It must do this via a Working Group appointed by the Committee under Article 41.

5. Procedures

5.1 The Committee must meet at least twice per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

GOVERNANCE COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

1.1 *The purpose of the Governance Committee is to advise and report to the Board on the effectiveness of the governance and structures of the Federation, best practice in international sports governance, and the development of the Constitution and Regulations.*

1.2 *It is also responsible interpreting the Constitution and Regulations under Article 62.*

1.3 The Governance Committee provides leadership and oversight to the ongoing development of World Sailing's Constitution. The Constitution is a living document needing to adapt to the changing circumstances of WS's service to the sailing community and its relevant stakeholders.

1.4 The guiding principles by which the Committee must operate are:

(a) World Sailing is owned by the MNAs dating back to 1907. It works with the representatives of sailors, regions, classes, the marine industry and other stakeholders, all recognised as being vital to the success of sailing.

(b) World Sailing operates according to a Strategy set by the Board and approved by the General Assembly. The Strategy, which can evolve over time, is underpinned by a business plan and a budget approved annually.

(c) World Sailing is run by many dedicated and committed individuals consisting of both an extremely large body of volunteers and a small staff of professional managers.

(d) The Constitution primarily sets out to define the roles and responsibilities of these groups, based on the fundamental governance principle that the volunteers are non-executive and the professional staff are executive. Executive responsibility is given to the professional staff. Oversight and monitoring of executive activities is the responsibility of volunteers, both elected and appointed.

(e) World Sailing should focus on issues which its members are not able to undertake themselves, or where it is agreed collaborative effort is bigger than the sum of the parts.

(f) World Sailing should respect the territorial integrity of the MNAs.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is advise and report to the Board on:

(a) the structure, Constitution, Regulations of the Federation;

(b) the terms of reference of committees, when appropriate;

(c) all Proposals affecting the Constitution and Regulations;

(d) the groupings of Member National Authorities and the assignment of Members to appropriate Groups;

(e) the subscription categories for each Member National Authority;

(f) items on the agendas of the Council and General Assembly;

(g) proposals to challenge the membership of an existing Member;

3.2 The Committee shall also advise on:

(a) the constitutions of proposed new Members;

(b) certificates of appointment to the General Assembly;

(c) proposed amendments to the Constitution being considered by the Board; and

(d) rules of procedure proposed by the Disciplinary Tribunal.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 *The Committee is authorised to interpret the Constitution and Regulations under Article 62.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

GROWTH OF SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Growth of Sailing Committee is to advise and report to Council on the growth and development of Sailing, the World Sailing development plan, and the promotion of emerging nations and new disciplines.

It shall also review all policy recommendations concerning the growth and development of Sailing from other Committees before their consideration by Council.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, each Continental Association and Recognised Organisation in good standing may appoint a member of the Growth of Sailing Committee and may change that member from time to time.*

2.3 *In addition, the Chair of the Para Sailing Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Growth of Sailing Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Growth of Sailing Committee is to advise and report to Council on:

(a) the growth and development of Sailing around the world;

(b) the World Sailing Development Plan, including its consistency with the World Sailing strategy;

(c) the promotion and development Sailing in new and emerging nations;

(d) the growth and development of Sailing in new disciplines; and

(e) strategic and regional development issues, including advising on resource requirements and policy.

3.2 The Committee shall monitor all Proposals and policy recommendations and inform any other relevant body if the Committee considers that it must review the matter under Article 35.1(d)(ii) before the matter is considered by Council. The Committee must act promptly and expeditiously if it considers that Council must also receive its recommendations.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides that there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these Terms of Reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these Terms of Reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these Terms of Reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

MATCH RACING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Match Racing Committee is to advise and report to Council on the promotion and co-ordination of match racing throughout the world, world championships in match racing, rankings, and match race organization.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Match Racing Committee is to advise and report to Council on:

(a) the promotion and co-ordination of match racing throughout the world;

(b) the promotion and monitoring of the arrangements for the World Championships of Match Racing, the World Sailing Nations Cup, and the World Match Racing Tour;

(c) through the Match Race Rankings Working Party, administering, promoting and controlling the World Match Race Ranking System;

(d) monitoring and development of all technical aspects of match racing organization; and

(e) through the Match Racing Rankings Working Party and the Chief Executive Officer, maintaining a close liaison with sailors, organizers, classes and Member National Authorities concerning World Match Race Rankings and qualification issues.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to decide on the grading of events for the World Sailing Match Race Rankings System. It must do this via a Working Party appointed by the Committee under Article 41.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

OCEANIC & OFFSHORE COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Oceanic & Offshore Committee is to advise and report to Council on oceanic and offshore racing, international rating systems, the World Sailing Offshore Special Regulations, and the calendar of oceanic and offshore events

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are ex officio members of the Committee:*

(a) *the Chair of the International Regulations Commission; and*

(b) *the Chair of Sailor Categorization Commission*

3. Remit

3.1 The remit of the Oceanic & Offshore Committee is advise and report to Council on:

(a) the promotion and planning of oceanic and offshore racing throughout the world;

(b) the monitoring and promotion of safety;

(c) the criteria for designation of international or recognised rating systems and offshore classes, and applications for such status;

(d) the promotion of dual-purpose cruiser/racer boats in competition;

(e) the promotion and maintenance of the calendar of oceanic and offshore events and races within the overall World Sailing calendar; and

(f) oceanic and offshore racing conducted in one design or level rating classes of boats, as well as under handicap or rating systems;

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to:

(a) make, amend, interpret and revoke the Offshore Special Regulations under Article 38.4;

(b) appoint members of the Committee to work with the Executive Office as the Oceanic Panel; and

(c) appoint members of the Committee to liaise with offshore classes, rating systems and cruising groups and clubs.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

OLYMPIC CLASSES SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Olympic Classes Sub-committee is to advise and report to the World Sailing Classes Committee on views of the Olympic Class Associations and to debate and consider matters which specifically affect Olympic Class Associations.

2. Membership

2.1 *The Sub-committee will consist of a Chair, Vice-Chair and other members, all as provided in Article 51.10.*

2.2 Committee members may only vote on matters that relate to the Olympic Games of which the Class they represent are part of.

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the World Sailing Classes Committee on:

(a) maintaining close liaison with the Olympic Classes and their sailors;

(b) promoting the welfare and growth of the Olympic Classes;

(c) issues, other than class rules, raised by the Olympic Classes;

(d) other matters that may be relevant to the Olympic Classes' interests;

(e) all relevant items on other committees' agenda.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the World Sailing Classes Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the World Sailing Classes Committee.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the World Sailing Classes Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

PARA SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Para Sailing Committee is to advise and report to Council on world championships in Para Sailing and other Para World Sailing events, classification, the development of equipment, aids and adaptations, and, when applicable, the events and equipment for the programme of the Paralympic Games

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) policy for the Para World Sailing Championships and other Para World Sailing events;

(b) the development and monitoring of the Para World Sailing Ranking System;

(c) liaison, through the Chief Executive Officer, with the International Paralympic Committee;

(d) the activities of Paralympic sailors and the administration of the Para World Sailing classification programme;

(e) the promotion, assessment and support for programmes for Paralympic sailing run by Member National Authorities; and

(f) the criteria and the development of equipment, aids, and adaptations for Para Sailing and Paralympic Sailing formats.

3.2 Under Article 22.3(y), the Committee shall advise and report to the Board on the selection of events and equipment for the Paralympic Sailing programme.

3.3 The Committee shall make recommendations to the Race Officials Committee on the appointment and administration of International Classifiers, including classifier instruction and evaluation and recommendations on TD appointment,

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council’s consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

RACE OFFICIALS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Race Officials Committee is to advise and report to the Board on race officials, their certification and education, the monitoring, investigation and sanctioning of their competence, and the development and implementation of race official policies.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following ex officio members of the Committee:*

(a) *The Chair of the International Judges Sub-committee*

(b) *The Chair of the International Measurers Sub-committee*

(c) *The Chair of the International Umpires Sub-committee*

(d) *The Chair of the Race Management Sub-committee*

2.3 *In addition, the Chairs of the Equipment and Racing Rules Committees may, after consulting with their Committee, each appoint a member of their Committees to be a non-voting member of the Race Officials Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Committee is to advise and report to the Board on:

(a) the education and certification of World Sailing Race Officials to the highest calibre for the sport of sailing;

(b) the activities of its Sub-committees and liaison with other committees responsible for any other World Sailing Race Official disciplines;

(c) policies for the conduct of, and processes for, World Sailing Race Officials;

(d) matters relating to the training and certification of World Sailing Race Officials;

(e) conflict of interest declarations from World Sailing Race Officials; and

(f) reports about the conduct and competence of World Sailing Race Officials and make commendations and administer sanctions, as set out in the Regulations, where appropriate.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 The Committee is authorised:

(a) to award and terminate the status of a World Sailing Race Official (International Classifiers, International Judges, International Measurers, International Race Officers, International Technical Delegates, and International Umpires)

(b) with the Racing Rules Committee, to approve World Sailing Racing Rules Questions and Answers; and

(c) to determine whether or not there is a conflict of interest at events in response to a requests from World Sailing Race Officials.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal* *privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

RACING RULES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Racing Rules Committee is to advise and report to the Board on the development, maintenance, interpretation and promotion of the Racing Rules of Sailing, and considers all other matters related to the Racing Rules of Sailing.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the Chair of the Race Officials Committee may, after consulting with their Committee, appoint a member of that Committee to be a non-voting member of the Racing Rules Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Committee is to advise and report to the Board on:

(a) the formulation, revision and approval of the Racing Rules, and any cases and calls or other interpretations;

(b) recommendations from, and decisions of, other committees that might affect the Racing Rules;

(c) all educational material published by World Sailing concerning the Racing Rules;

(d) continued improvement of rule observance;

(e) standardization and improvement of notices of race and sailing instructions; and

(f) other subjects related to the Racing Rules.

3.2 The Committee must ensure that the Racing Rules include the following:

(a) the authority given to national authorities, organizing authorities, race committees, protest committees, umpires, technical committees, and other race officials in the conduct of races;

(b) the procedures to be used when conducting races;

(c) the responsibilities of boats, competitors, support persons, and boat owners before, during and after racing;

(d) the rules that apply when boats meet;

(e) methods of dealing with breaches of rules and the imposition of penalties;

(f) other disciplinary measures;

(g) provisions for appealing decisions of protest committees; and

(h) references to appropriate World Sailing Regulations that are also Racing Rules.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 *The Committee is authorised to make, amend, interpret and revoke the Racing Rules of Sailing under Article 38.4.*

4.3 The Committee is further authorised:

(a) with the Race Officials Committee, to approve World Sailing Racing Rules Questions and Answers; and

(b) to approve all authoritative interpretations made by World Sailing of the Racing Rules (including cases and calls).

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

INTERNATIONAL JUDGES SUB-COMMITTEE
INTERNATIONAL MEASURERS SUB-COMMITTEE
INTERNATIONAL UMPIRES SUB-COMMITTEE
RACE MANAGEMENT SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Race Officials Sub-committees are to advise and report to the Race Officials Committee on consider appointments, education and training, development of race official policies, grouping and matters affecting their respective race official disciplines.

2. Membership

2.1 *Each Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Chair of the Equipment Rules Sub-committee may, after consulting with their Sub-committee, appoint a member of their Sub-committee to be a non-voting member of the International Measurers Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of each Sub-committee is advise and report to the Race Officials Committee on:

(a) the administration of its discipline's international programme;

(b) recommendations for appointment in its discipline;

(c) the instruction and evaluation of international race officials and candidates in its discipline, which shall include:

(i) the development and conduct of seminars to train and qualify as international race officials; and

(ii) the formulation of the examinations which applicants must pass to qualify as international race officials; and,

(iii) if required, the establishment of the criteria for a performance assessment and its administration;

(d) assisting Member National Authorities in training and in developing national race official programmes in its discipline;

(e) policies regarding the conduct of international race officials in its discipline;

(f) programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing and other World Sailing documents by international race officials in its discipline;

(g) potential rule changes and interpretations of the Racing Rules of Sailing;

(h) the development and administration of procedures for the grouping and classification of international race officials in its discipline according to their abilities and to place them in groups based on agreed criteria;

(i) consider and recommend race officiating policies for the Olympic Sailing Competition and World Sailing Events, in consultation with the Events Committee or Equipment Committee (as appropriate);

(j) the maintenance of documents, such as manuals, application forms and reference forms for its discipline; and

(k) addressing questions from international race officials in its discipline.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Race Officials Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Race Officials Committee.*

4.2 To allow for the efficient administration and operation of each discipline, each Sub-committee is authorised to carry out its remit under section 3 above subject to any decisions by the Race Officials Committee.

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Race Officials Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Sub-committee may propose amendments for the Board's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

REGIONAL GAMES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Regional Games Committee is to advise and report to Council on the promotion of Sailing at regional games, the format and programmes of Sailing events at regional games, and developing and promoting the standards of organization at regional games.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) the promotion of:

(i) sailing at any games that already include sailing in their sports programme; and

(ii) the inclusion of sailing on the sports programme in all major regional games and as many other games as is feasible; and

(iii) the inclusion of para sailing in regional games and regional para games.

(b) the inclusion of sailing and para sailing in regional games and regional para games to promote the sport of sailing generally throughout the various regions;

(c) technical and instructional resources of World Sailing to maintain and improve the standard of competitive sailing and the standards of technical supervision at regional games to a level that these events could serve as qualifying events for the Olympics and Paralympics;

(d) guidance on the format and programme of the regional games sailing events and regional sailing championships;

(e) the promotion the organization of regional sailing championships in addition to the regional games;

(f) the promotion of participation of women and youth in all regional games sailing events.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council’s consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

SPECIAL REGULATIONS SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Special Regulations Sub-committee is to advise and report to the Oceanic & Offshore Committee on safety and seaworthiness developments in offshore and oceanic racing, and to formulate, revise and interpret the World Sailing Offshore Special Regulations.

2. Membership

2.1 *The Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Offshore Racing Congress may appoint a member of the Special Regulations Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the Oceanic & Offshore Committee on:

(a) the maintenance, revision and changes to the World Sailing Offshore Special Regulations governing offshore racing, under licence from ORC Limited, and any interpretations (changes to be biennial with revised editions published in January of each even year, except that matters of an urgent nature affecting safety may be dealt with by changes to the Regulations on a shorter time scale); and

(b) developments in offshore racing relative to the standards of safety and seaworthiness.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Oceanic & Offshore Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Oceanic & Offshore Committee.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the*

Board on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Oceanic & Offshore Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

SPECIALIST SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Specialist Sailing Committee is to advise and report to Council on promoting co-operation and liaison between major events (including World Sailing Special Events), advising on the development of broadcast, sustainability and e-Sailing strategies, providing specialist input from pinnacle events to the development of World Sailing's Strategy, and advising on all non-Olympic pinnacle events owned or sanctioned by World Sailing Membership.

1.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

1.2 *In addition, the Chair of the Para Sailing Committee may, after consulting with their Committee, appoint a member of their Committee to be a member of the Specialist Sailing Committee and may change that member from time to time*

2. Membership

2.1 In accordance with section 50.3(d) of the Constitution an event sanctioned by World Sailing as a Special Event may nominate a person to the Specialist Sailing Committee with the written consent of that person's Member National Authority.

2.2 The Board may nominate up to 2 persons whose experience, knowledge or skills could contribute to the deliberations of the Committee.

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) The coordination of World Sailing's global calendar of major sailing events

(b) Best practice in the promotion of major non-Olympic events and World Sailing Special Events including opportunities to benefit from economies of scale and collaborative effort to increase the coverage and global promotion of sailing and the number of E Sailing events conducted alongside major sailing events

(c) Initiatives major sailing events are taking to comply with World Sailing's Sustainability Agenda 2030 (as updated from time to time) and identifying initiatives that can be shared and improvements that can be made by collaboration between major events;

(d) Initiatives major sailing events are taking to adhere to World Sailing's policies in safeguarding, anti-doping and transgender;

(e) Initiatives major sailing events are taking to adhere to gender equity strategies both for athletes and officials;

(f) Initiatives major sailing events are taking on youth strategies, to ensure a youth pathway to that event.

3.2 At the request of the Board, the Committee will provide recommendations on matters relating to Special Events as they may arise from time to time including the sanctioning of new events as a World Sailing Special Event and recommendations for changes or improvements to Special Events processes and policy.

3.3 The Committee will provide input to other World Sailing committees and commissions as appropriate.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

TEAM RACING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Team Racing Committee is to advise and report to Council on the the promotion and co-ordination of team racing throughout the world, world championships in team racing, rankings, and team race organization.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Team Racing Committee is to advise and report to Council on:

(a) policy for the World Sailing Team Racing World Championship and a World Sailing Youth Mixed Team Racing World Championship;

(b) the conditions and requirements for the selection of countries and venues to host Team Racing World Championships;

(c) the development of equipment to be used in Team Racing World Championships;

(d) the promotion of the World Sailing Team Racing World Championship as the premier team racing event in order to encourage as many worldwide countries as possible to participate;

(e) the championship guidelines and other relevant information to maintain and improve the quality and standards of the Team Racing World Championship;

(f) the promotion and co-ordination of team race sailing throughout the world; and

(g) technical aspects of team race sailing organization.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

YOUTH EVENTS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Youth Events Committee is to advise and report to Council on the promotion and co-ordination of youth racing throughout the world, the Youth Sailing World Championships and other major international youth fleet racing events.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) policy for World Sailing and other major international youth sailing events (excluding match and team racing events);

(b) the promotion of the Youth Sailing World Championships as the premier youth sailing event in order to encourage as many countries as possible to participate

(c) the Youth Sailing World Championships guidelines and other relevant information to maintain and improve the quality and standards of the World Sailing Youth Sailing World Championship;

(d) the conditions and requirements for the selection of countries and venues to host the Youth Sailing World Championship;

(e) proposed hosting requirements for the Youth Sailing World Championships; and

(f) the development of equipment to be used in the Youth Sailing World Championship and other major international youth fleet racing events and the Committee must liaise with the Equipment Committee in this respect.

3.2 The Committee must liaise with the Growth of Sailing Committee to ensure the development of pinnacle youth events promotes the growth of Sailing worldwide.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*