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.