

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.*