

## Standing orders for the conduct of ICFRA Business

The following are the Standing Orders for conduct of the General Assembly of ICFRA, of ICFRA Council and Committees, and of business conducted out-of-Committee. They were approved by full Council on 2 August 2015 when SO 26A was added.

1. Changes to Standing Orders (save 11.1 and 27.3, which are constitutional requirements) may only be made by a simple majority in General Assembly (or Council) in session or, if by electronic vote, by Council in accordance with SOs 27.1 and 27.3.

### The General Assembly

2. The composition of the General Assembly will be as outlined in the Constitution at Clause 13 and the eligibility to vote as at Clauses 16 & 17.
3. The date and venue of the General Assembly will be decided by the President and Secretary General, in consultation with the host nation. The Secretary General will advise all members concerned of the date, time and venue at least three (3) months prior to an actual (physical) meeting and invite business under SO 4, with a deadline of 4 weeks for submission.
4. A provisional agenda for General Assembly meetings will be distributed at least eight (8) weeks before the meeting, to include business proposed by Members under SO 3. Any additional items, discussion papers or written responses to previously circulated documents or agenda items must be submitted to the Secretary General within two (2) weeks after receipt of the provisional agenda, after which he will finalise and distribute the revised agenda as soon as possible. Further written responses may be submitted and distributed within a reasonable time, to reach councillors not less than two (2) weeks before the meeting.
5. The business of the General Assembly meeting will comprise:
  - 5.1. To ratify the minutes of the previous General Assembly, and consider any matters arising
  - 5.2. To receive the President's and Secretary General's reports for the four year period.
  - 5.3. To agree the financial statement of accounts for the period.
  - 5.4. To amend the Constitution and Standing Orders and/or ratify amendments thereto undertaken by the Council since the previous General Assembly meeting.
  - 5.5. To receive reports from Committee Chairmen and agree or ratify proposed changes to shooting rules and conditions emanating from Committees
  - 5.6. To appoint a Secretary General of the Confederation, a Treasurer (if the offices are separate), and any other officials.
  - 5.7. To appoint or reappoint a President and a Vice-President
  - 5.8. To conduct such other business of which 8 weeks clear notice has been given.
6. The President (failing whom the Vice President) will take the Chair. In the event that both are absent the Assembly will vote one of their number to take the Chair.
7. The Chairman will have a casting vote only. In the event that the Vice President or a temporary Chairman is in the Chair his national voice and vote will be exercised by a delegate nominated by him.
8. If a Member Association's nominated representative (Councillor) is unable to attend the Assembly, the Member Association may nominate a substitute delegate from among its own members who will be present. This delegation MUST be in writing (including e-mail) and must be received by the Secretary General no later than 7 days in advance of the meeting. The delegate may speak and vote in accordance with the standing of his parent Association and will be regarded as having acted on the authority of that Association. If such delegation is not made as above, the Association will have neither voice nor vote.

9. Member bodies which cannot be represented at the Assembly may submit (a) vote (s) to the Secretary General no later than 7 days in advance of the meeting date. The vote MUST be in writing (including e-mail) and may only relate to matters which appear on the Agenda. In respect of motions of which due notice has not been given, or which arise from within the debate, or which are “Any Other Business”, no proxy vote is allowed.
10. **Quorum.** At the General Assembly, a simple majority of the authorised representatives of full members will comprise a quorum. Should a quorum not be present at any meeting, those members present will decide on a postponement date and time, if feasible within the constraints of available time and reasonable cost. If either proviso cannot be met, the meeting will continue, subject to postal/electronic ratification of its decisions. Member bodies or councillors, who had properly submitted written votes in advance of the meeting, will be considered to have formed part of the quorum for the meeting.
11. Motions will be determined by a simple majority of those present and eligible to vote *except*
  - 11.1. Any motion to amend the Constitution, require the resignation of an official or office bearer, or wind up the Confederation requires an affirmative vote of 2/3 (or the next whole number above if not divisible by 3) of those present and entitled to vote, and
  - 11.2. Any contested election with three or more candidates will be conducted by an “Exhaustive ballot”. The candidate with the lowest number of votes will drop out and the poll will be repeated successively until one Candidate achieves more than 50% of the votes.
12. **Minutes.** The Secretary General, or some other appointed person, will prepare comprehensive minutes of all General Assembly meetings and maintain an official minute book or (backed-up) electronic records. Draft minutes will be submitted to the all ICFRA members no more than six (6) weeks after the meeting. Councillors are to submit any objections or suggested improvements within a further six weeks.
13. English will be the language of record for ICFRA.

#### **Physical Meetings of Council**

14. If a physical meeting of the Council is called for under Clause 26 of the Constitution, business will be limited to that for which the requisition has been made. Not less than 8 weeks notice of the agenda must be given to all members of the Confederation. Standing Orders 6 to 12 inclusive will apply to the conduct of the meeting.

#### **ICFRA Committees**

##### **The Committees**

15. The ICFRA Constitution provides for a number of committees responsible for the management of World Championships and any other international events run directly by ICFRA. Membership of these Committees and their terms of reference will be in accordance with Clauses 42-49 of the ICFRA Constitution. Without prejudice to Council’s right to establish new Committees, or disband existing ones, as at 2011, these committees are:
  - 15.1. The World Championship Committee (WCC),
  - 15.2. The F-Class Committee (FCC),
  - 15.3. The World Veterans Committee (WVC),
  - 15.4. The Target Rifle Committee (TRC),
  - 15.5. The Anti-Doping Committee (ADC),
  - 15.6. The Commonwealth Committee (CWC).
16. Throughout these Rules the term “The Committee” applies equally to any – and hence all – of the Committees listed above unless qualified to make it clear that it applies to one specific Committee only. However, the Anti-Doping Committee and Commonwealth Committee will only meet on an ‘as required’ basis and will normally conduct business electronically.

## The Administration of Committees

17. The WCC, VC and TRC will meet at the Long Range World Championship venue prior to the meeting of the General Assembly; and if at all possible TRC should meet prior to WCC. FCC will meet at the venue for the FC World Championship before the start of shooting. ADC and CWC will meet only 'as required'.
18. Any Committee may physically meet if summoned by its Chairman or if called for by one third of its Members provided always that the quorum is one half of its members present or formally represented. Any motion, however, must be passed by a majority of all members – if necessary by an electronic poll subsequent to the physical meeting. Standing Order no 8 applies (for "Assembly" read "Committee Meeting") in respect of physical Committee Meetings, whether 'scheduled' (Standing Order 17) or summoned under this Standing order *except* that the Chairman of FCC may delegate any person to represent FCC's interests at the Meeting of WCC held at a TR World Championship. Committees will normally conduct business electronically between celebrations of appropriate World Championships.
19. Each Committee will make its own arrangements for secretarial support within the Committee. The Committee will record and submit the minutes of all committee meetings to the ICFRA Council through the Secretary General. The Secretary General of ICFRA will maintain a file containing copies of all committee minutes and will hold the master record of the latest rules for each discipline. Once Council votes to 'receive' the minutes of a Committee, they are deemed to be approved, including rules or conditions changes contained therein.
20. The Committee Chairman will be elected by and from the Committee for a term commencing from immediately after the completion of the impending Championship, until immediately after completion of the next World Championship scheduled under the nominal 4-year cycle as in Rule W6.1. In the event that the Chairman ceases in mid-term to be his Nation's appointed delegate he may – by resolution of the Committee – hold the Chair for the remainder of his normal term of office. In this circumstance he will ONLY have a casting vote, the national vote being wielded by the national Member.
  - 20.1. In respect of the WCC and FCC, Members should bear in mind the general desirability that the Chairman should be drawn from the host Country of the next World Championships if that Country is represented on the Committee. This is NOT a strict Constitutional or Standing Order requirement, however.
  - 20.2. In respect of ADC, Council may nominate a Chairman, who will be responsible (subject to Council's approval) for finding appropriate professionally qualified members from among the FB shooting fraternity or elsewhere. Anti Doping matters are described in ICFRA's Anti-Doping rules.
21. The Committee Chairman will convene and chair all meetings of the Committee. In his unavoidable absence he will delegate the Chair to another member of the Committee at his absolute discretion.
22. Nine (9) months before the regular scheduled meeting of a Committee, the Chairman (or Secretary on his behalf) will invite business (including any proposed rule changes) for the Agenda. A provisional agenda for Committee meetings will be distributed at least eight (8) weeks before the meeting, to include business proposed by Members as previously specified. Any additional items, discussion papers or written responses to previously circulated documents or agenda items should be submitted to the Chairman within two (2) weeks after receipt of the provisional agenda, after which he will finalise and distribute the revised agenda as soon as possible.
23. Any other physical meeting of a Committee will be subject to not less than 12 weeks notice, and the agenda will comprise just those matters for which the Committee was summoned. Any 'new' matters arising from Any Other Business will be subject to subsequent electronic poll.
24. The agenda for the regular scheduled meeting of a Committee will include, but need not be limited to:
  - 24.1. Matters arising from minutes of the previous regular Meeting, and those of any meeting(s) in the interim (Note: Minutes will have already been approved through normal processes),

- 24.2. Business proposed by Members or the IRRG including Rule changes or changes to Conditions of Matches (if within the Committee's competence),
- 24.3. In respect of the WCC and FCC business relating to future World Championship events as specified in the Rules for management of World Championships,
- 24.4. In respect of the WCC, an Agenda item to consider matters relating to "Under-25" shooters,
- 24.5. Election of Chairman.
- 25. The Committee Chairman, will be the focal point for the passage of information between member nations. The Secretary General of ICFRA must be consulted from the outset on any policy matter potentially meriting consideration by ICFRA Council.
- 26. Changes in Technical Rules of Shooting or Conditions of ICFRA Matches and World Championships must be complete within twelve (12) months following the scheduled Committee Meeting in question. Minor exceptions are listed in the rules for Management of World Championships and/or the Technical Rules in question.
- 26A. In order for the Commonwealth Committee to appoint a Technical Adviser FBR for a Commonwealth Games, the Chairman thereof will, immediately on receiving an invitation so to do, invite nominations from the Committee members. He will place the name or names before the President and Secretary General for confirmation (if only one name), or (together with his recommendation) for selection if more than one.

**Conduct of business by electronic communications for Council and Committees.**

- 27. Electronic (e-mail) communications will be the normal vehicle for all out-of-Committee business. For Council and Committees alike:-
  - 27.1. In matters of e-mail voting by Committees or Council, 75% of the full members must respond (in whatever vein) for the vote to be valid – "quorate",
  - 27.2. In respect of a "quorate" vote, the simple (clear) majority of those who vote for or against will determine the outcome.
  - 27.3. In respect of changes to the Constitution, however, a majority of 2:1 is required to effect a change.
  - 27.4. Members of Council representing Nations which shoot TR only should not vote on F-Class matters and *vice-versa*. In order to meet the requirements of SO 27.1 affected Councillors must respond to the effect of declining to vote (though comment is not prevented).

**Financial Matters**

- 28. The accounting and reporting requirements of the Confederation are:-
  - 28.1. An annual statement of Income and Expenditure,
  - 28.2. A 4-year consolidated statement of Income and Expenditure for provision to the General Assembly,
  - 28.3. Such other reports (if any) as may be generated by the employment of staff and/or acquisition of physical assets.
- 29. The Secretary General or the Treasurer (as the case may be) has delegated authority to authorise day-to-day expenditure up to £Stlg 300 in any one instance. Expenditure greater than this sum, or payment of Honoraria (including the Secretary General's Honorarium) or the refund of travel and accommodation costs are subject to endorsement by the President (or the Vice-President if the President is the Payee or is unavailable).