

Chapter 3.
Regulation 6: Sport Congresses
20241022

Approval authority:	World Abilitysport Governing Board
Responsible:	
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Related document/s:	1. World Abilitysport Articles (Constitution) 2. IPCH Operational Regulations 3. WPDS Operational Regulations 4. WPF Operational Regulations 5. World Abilitysport Nominations Committee - Terms of Reference

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1. Sport Congresses

Overview

Sport Congresses for all sports governed by World Abilitysport must be convened every year on a date and time to be approved by the World Abilitysport Governing Board on recommendation from the Sport Executive Committees. Sport Congresses can be held online, in person or hybrid.

Sport Congresses shall be held to provide a forum to debate the state of the sport, make recommendations, and provide guidance to the Sport Executive Committees for the future development of the sport.

The Sport Congress will:

- Determine the technical rules and regulations for the sport
- Receive the reports of the relevant Commissions and Committee
- Receive and overview of the financial status from World Abilitysport Honorary Treasurer
- Vote upon recommendations and motions submitted by the Sport Executive Committees and the member nations
- Make recommendation for motion to be presented to the World Abilitysport Governing Board and/or General Assembly on matters concerning wider subjects not under the authority of the Sport Congresses
- Elect, every four (4) years, in the year of the summer Paralympic Games, or in the year of the Sport's World Championships (whichever is more relevant), the Officers of the Sport Executive Committee in accordance with Point Seven (7) below
- Mandate, nomination and motion forms must be submitted by a national member organisation in good standing and authorised by the President or CEO/Secretary General of the Member organisation and carry the respective organisation's official stamp if available.

2. Requirements for conducting Sport Congresses

(2.1) Conditions of Mandates

(a) The call for mandates from World Abilitysport Member shall be made at least 12 weeks prior to the meeting, by the World Abilitysport office.

(b) Each World Abilitysport Member is entitled to mandate two (2) official delegates, one with voting right and one without voting right

(c) Arrangement may be made on the mandate forms that the voting right can be transferred to the delegate without voting right, provided World Abilitysport is notified by the World Abilitysport Member in good time to verify the transfer.

- (d) Arrangement may be made to accommodate Observers at the discretion of World Abilitysport.
- (e) Mandates will be verified and accepted by World Abilitysport and notified to the participating Nations
- (f) Acceptance of mandates are preferred within a 2-week deadline from the date of the meeting, although they can be accepted up until the meeting date if registration and verification by World Abilitysport has been concluded.

(2.2) Conditions of Motions

- (a) A call for motions shall be made by World Abilitysport at least 12 weeks prior to the respective meeting
- (b) World Abilitysport members can submit motions. "Guidelines for formulating a Motion" is circulated and these guidelines will form the basis for consideration and consultation between the World Abilitysport and respective national organisation, if necessary.
- (c) The Sport Executive Committee is entitled to put forward motions to the Congress. These will be submitted and handled in the same way as the members' motions.
- (d) Motions received will be circulated with the necessary comments and recommendations at least eight (8) weeks prior to the Sport Congress.

(2.3) Conditions of Nominations

- (a) The Nominations Officer for World Abilitysport is the World Abilitysport CEO and will report to the World Abilitysport Nominations Committee.
- (b) The Nominations Committee, appointed by the World Abilitysport Governing Board, will scrutinise all Nominations and may call for evidence of compliance of conditions of the nomination/nominee and will report any anomalies to the World Abilitysport Governing Board.
- (c) A call for nominations from relevant World Abilitysport Member Organisations shall be made at least twelve (12) weeks prior to the respective meetings by the World Abilitysport office.
- (d) The call for nominations will include a list of positions for election as Officers as well as requirement for a letter of support from the nominating member and information on:
 - the required level of commitment, including ethical guidelines to be signed by the nominee,

- the deadline date for submission
- and detail of the meeting at which elections will be held

(e) Nominations must be submitted (using the official form provided) by the respective World Abilitysport Member Organisation and not by the nominated candidate, no later than eight (8) weeks prior to the meeting, together with a curriculum vitae and photograph.

(f) The nominee must sign the World Abilitysport Undertaking for Executive Committee Members. This Undertaking shall be submitted together with the completed Nomination Form

(g) **World Abilitysport maintains a policy of universality and diversity in representation. Each World Abilitysport Member Organisation shall therefore be entitled to nominate up to one (1) candidate per position - up to a total of three (3) nominations.

(h) If one (1) person from a nation is nominated for three (3) positions, this counts as three (3) nominations. Individuals not nominated to multiple positions will not be permitted at the time of election to stand for election to additional positions

(i) Where a member organisation nominates more than one (1) individual, both genders must be represented

(j) The World Abilitysport CEO will advise the relevant member organisations, and the Governing Board and Sport Executive Committees of the nominations received and verified no later than six (6) weeks prior to the meeting

3. Conducting a Sport Congresses

(3.1) Call to Order

(a) The Chair will call the meeting to order by asking for quiet and inviting official mandated delegates to take the seats designated to them

(b) Guests, observers, staff members and other endorsed individuals must be seated in the area designated for their use.

(c) Following housekeeping announcements (i.e. information related to evacuation in the event of fire, locations of toilets, etc) the voting system that will be used, the meeting will formally be declared open by the Chair.

(d) A motion will be introduced to approve tellers and/or scrutinizers or any other 'officials' necessary for the efficient conduct of the meeting nominated by the Chair.

(3.2) Roll Call

- (a) The Roll Call is taken by the World Abilitysport CEO or nominated representative, who must confirm that delegates are as is named in the mandate from the World Abilitysport Member Organisation.
- (b) The purpose of this Roll Call is
 - (i) to record the World Abilitysport Member organisations present in person
 - (ii) to officially acknowledged and recorded members who have sent apologies for absence
 - (iii) to ensure certainty about who has speaking and voting rights
 - (iv) to announce the number of those present in person and entitled to vote
 - (v) to establish the quorum
 - (vi) to record others present (observers, World Abilitysport Governing Board members, invited persons etc)

(3.3) Quorum

- (a) No business shall be transacted unless a quorum of members is present in person or by hybrid.
- (b) A quorum is 50% of the total number of active sporting nations in the specific sport that are in good standing with World Abilitysport on the day of the Congress.
- (c) A member may send one authorised representative in person on hybrid, whom shall be counted in the quorum. Any additional delegates sent shall not count towards the quorum.

(3.4) Adjournment of meeting

- (a) If a quorum is not present within half an hour from the time appointed for the meeting or during a meeting a quorum ceases to be present, the members present in person or online may resolve the meeting by an ordinary resolution that the meeting shall be adjourned.
- (b) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution
- (c) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.
- (d) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (e) If no quorum is present at the reconvened meeting within half an hour of the appointed starting time, the Member or Members present at that time shall constitute the quorum for that meeting.

(3.5) Adoption of the Agenda

- (a) The Chair will ask for a motion and a seconder from the members that the agenda (circulated at least two (2) weeks in advance) be adopted. The order of business will follow the order as outlined in the adopted agenda.
- (b) Although the agenda may be varied by subsequent resolution of the meeting, no subject should be discussed at the meeting that is not on the agenda as agreed or amended.
- (c) The agenda can be amended at any time during the meeting subject to the approval of the appropriate procedural motion of a simple majority of those present and entitled to vote.

(3.6) Minutes of the previous meeting

- (a) The Chair will ask for a motion and seconder to accept the 'draft' minutes (circulated 4 weeks before by World Abilitysport Office as an accurate record of the last meeting).
- (b) Minutes remains 'draft' until approved by the membership. It is only then recoded as the official record of that meeting. The Minutes will be taken as read if no objection or point of issue has been raised before the Congress.
- (c) The Sport Secretary will present any written amendments that may have been submitted in advance with a recommendation from the Sport Executive Committee that the meeting should either approve or reject the proposal.
- (d) Only 'matters arising' from the minutes that are not likely to be covered by any other item on the agenda may be discussed at this point in time.

(3.7) Receipt of reports

- (a) The World Abilitysport Annual Report/s and the reports from the Commissions, Council and Committees, are circulated in advance of the meeting and all reports will be taken as having been read.
- (b) The Chair or the author of each report will summarise in a few sentences the main highlights of the report.
- (c) The Chair will then invite questions from the floor. Only delegates with Speaking Rights' will be allowed to speak.

(3.8) Speaking Rights

- (a) Only officially mandated delegates (max 2) are permitted to speak.

- (b) The Chair may invite someone to speak who does not have 'speaking rights' or may acknowledge someone wishing to speak who does not have 'rights' and allow them to do so; this is within the authority of the Chair but should be exercised sensitively.
- (c) Requests to speak from the floor should be indicated by a raised hand. The Chair will acknowledge such request, either by granting an immediate right to address the meeting or where several people wish to speak at the same time, by indicating the order in which these contributions will be taken.
- (d) Speakers must always address their remarks to the Chair and not conduct a debate with either a Sport Executive Committee member of the 'top table' or a delegate within the meeting.
- (e) Speeches are only permitted if they are relevant to the current business, or to a point of order or point of information or a challenge to a ruling from the Chair.
- (f) A person who has spoken once in a debate on a subject or motion may not speak again except:
 - (i) to speak once on an amendment moved by someone else
 - (ii) to exercise the right of reply as mover of the original motion
 - (iii) to move a further amendment if the motion has been amended since the person first spoke
 - (iv) to move a procedural motion
 - (v) to make a personal explanation
- (g) The Chair may indicate time limitations to the speeches and has the final decision in terms of what is considered a relevant speech or a speech that has gone on too long.
- (h) Personal explanation. Where a person who has already spoken at the meeting feels her/his views have been misrepresented, she/he shall be granted the right to make a personal explanation. She/he can attract the Chair to her/his wish to correct such misrepresentations by raising a point of information. However, this must be limited to the part of the speech that she/he believes has been misrepresented.

4: Motions and Voting

(4.1) Motions

- (a) Except for procedural motions, only motions submitted in writing, and circulated with the meeting documents in accordance with the timelines quoted in Conditions of Motions before the Congress is due to meet, are valid for discussion.
- (b) The Sport Executive Committee shall discuss all motions in advance and provide the Congress with its observations and recommendations as per Conditions of Motion.

(c) The Chair shall rule whether a motion introduced new from a member is an emergency motion and can be followed by a procedural motion to be introduced to the agenda.

(d) If this ruling is challenged, the procedures for a challenge shall be invoked – see 5: Other Rulings, point 2

(e) Motions shall not be discussed or debated unless they have been formally ‘moved’ (proposed) and ‘seconded’ (supported). Only someone entitled to speak and vote at the meeting can propose and second a motion or an amendment to the motion.

(f) The mover (not the seconder) will be allowed to conclude the debate with a brief statement (right of reply).

(4.2) Amendments

(a) The mover, with the approval of the seconder of the motion, can accept an amendment without further discussion or vote which has the effect of amending the motion accordingly. The discussion then continues the motion as amended.

(b) Any member, including the mover and seconder, may propose an amendment to the motion under discussion; the amendment must be seconded.

(c) Amendments should be taken in the order they are proposed.

(d) An amendment shall be relevant to the motion and may consist of proposals to add or omit words. It must have the intention of modifying the motion and not negating it or proposing something unrelated or different. The Chair can rule that the amendment cannot continue to be presented if it is believed that any of these obstructive actions are the intention of the amendment.

(e) During discussion on an amendment, discussion on the main motion is suspended. Eventually the Chair will call for a vote on the amendment only.

(f) If the amendment is adopted, then the original motion plus the amendment now becomes the substantive motion. The discussion continues until the Chair that calls for a vote.

(g) If the amendment fails, the discussion continues in the main motion and eventually the Chair will call for a vote.

(4.3) Procedural Motions

(a) The most common form of procedural motions are points of information and points of order.

(b) Points of information seek clarification of the speaker and may be raised at any time if the speaker holding the floor is prepared to accept the question.

(c) A Point of Order can be raised by anyone entitled to speak and vote in case they believe that there has been a material breach of a regulation. They may at any time other than during the process of voting specify the alleged breach, with a clear reference to the regulation allegedly being breached, whereupon the Chair will rule as they see fit.

(d) The other forms of procedural motions that may be put forward are:

(i) to table a motion: The Chair will put that motion immediately to the vote unless it is felt that insufficient discussion has been allowed. If the motion to 'table the motion' is carried, no further discussion on the motion or any amendments will be permitted. A 'tabled motion' will appear automatically on the agenda of the next meeting unless withdrawn by the proposer

(ii) to adjourn the meeting or the debate until a certain time

(iii) to put the motion to the vote immediately

(iv) to proceed to the next agenda item or to modify the agenda

(v) to challenge the ruling of the Chair

(vi) that a member be not further heard

(vii) that a member must leave the meeting

(viii) to allow a motion (not submitted in time or an emergency motion to be included on the agenda)

(e) The nature of procedural motions, points of order and information and a challenge to the ruling of the Chair inevitably requires the current proceedings to be stopped; those proposing such actions should do in a respectful tone of voice, indicating by hand and speech that they wish to, for example, make a point of order, propose a procedural motion.

(f) Provided such requests are in accord with this Regulation then the Chair is obliged to immediately suspend the current discussion no matter how close the discussion is to a vote.

(4.4) Electronic Voting

(a) Electronic Voting may be used to decide on any matter that is being decided upon at a Sport Congress.

(b) Any such Electronic Voting shall be conducted in a manner that is consistent with the Electronic Voting provisions in the World Abilitysport Articles of Association.

(4.5) Voting

a) A motion will be put to the meeting to approve the appointment of an Election Chair. The Election Chair shall ask for a motion to approve the appointment of

Tellers or equivalent depending on the system used, who will be responsible for distribution of voting cards, counting of votes cast and advising Election Chair of results.

- b) Voting will be by ballot (one vote per country)
- c) Voting will be in the order prescribed on notification of election with precedence given to the highest position (e.g. Sport EC Chairman, Vice President, Member at Large)
- d) Short presentations will be made by the respective candidates for each position (2 minutes max) prior to the relevant position to be elected
- e) If no nominations are received for a position, the incoming Sport Executive Committee shall appoint the position from within the elected Committee members to serve until the next Sport Congress.
- f) Where there are more than two candidates for a position, the vote will be held in rounds until a clear winner with 50% + 1 or more of the votes is declared. At the end of each round, the person(s) with the least votes is eliminated.
- g) In the event of a tie, there shall be a re-vote.
- h) Where there is only one candidate, a vote shall still be taken, and the position awarded on a vote of 50% + 1. In the case where this majority vote is not reached, the article above shall apply.
- i) The Election Chair will announce to the meeting the result of each position after each vote, including number of votes recorded.

5: Other Rulings

(5.1) Rulings from the Chair

- (a) The Chair can rule on any matter relating to the conduct of the meeting, points of order, personal explanations and the construction or interpretation of the Regulations governing the meeting, and this ruling shall be final and accepted without debate.
- (b) Any person present and entitled to speak at the meeting may formally challenge the ruling of the Chair by the procedure outlined below.

(5.2) Challenge a Ruling

- (a) When a member challenges a ruling of the Chair, the Chair will ask if there is a member who will second the Challenge. If the Challenge is seconded, the meeting will be suspended.
- (b) The Chair will hand over the chair to the most senior member of the Executive Committee present at that time to continue as Chair of the meetings.
- (c) The meeting will be reconvened, and the acting Chair will allow the member proposing the Challenge to give their specific reasons including quoting, 'World

Abilitysport Regulation number, etc. and will then allow a limited debate of 2 or 3 speakers; in this situation, the proposer may not conclude the discussion.

(d) The acting Chair will then call for the vote for or against the Challenge to be determined by simple majority.

(e) The Chair will then be handed back to the original Chair who will act upon the wishes of the membership, either to continue with the meeting as ruled before or issue a new ruling, which of course could be subject to another Challenge.

(5.3) Unacceptable Behaviour

(a) When the conduct of any speaker risks disrupting the proper and efficient conduct of the meeting, any member may move that this person 'be no longer heard' (see procedural motion). If carried, the person is not allowed to take any further part in that debate.

(b) If the behaviour of the individual so cited continues to be disruptive any member may move that this person 'must leave the meeting' (see procedural motions). If carried, the person in question must immediately leave the meeting.

6: Adjourning & Reconvening the Meeting

(a) If a quorum is not present within half an hour from the time appointed for the meeting or during a meeting a quorum ceases to be present, the members present at a meeting may resolve the meeting by ordinary resolution to adjourn.

(b) The Chair must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.

(c) If the meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

(d) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

(e) If no quorum is present at the reconvened meeting within half an hour of the appointed starting time, the Member or Members present at that time shall constitute the quorum for that meeting.

7: Sport Executive Committee

Members of Sport Executive Committees shall be elected every four (4) years, in the year of the summer Paralympic Games, or in the year of the Sport's World Championships (whichever is more relevant), the Officers of the Sport Executive Committee in accordance with relevant World Abilitysport Regulations as stated earlier.

Members are eligible for re-election at the end of their term of office for up to 2 terms (8 years) and then must stand for different position on the committee where they can be elected again for a maximum of two (2) terms (8 years).

The World Abilitysport Nominations Committee must evaluate if being a member of the WPFEC is incompatible with a nominee's national roles.

Each nation that is allowed to vote, has one vote for Chairman, Vice Chairman and five votes for Members at Large.

For the Members At Large there will be:

- a vote to ensure both genders are represented. One (1) person
- a vote to ensure all regions are represented. Three (3) persons
- all candidates nominated that are not elected in these rounds will return to the pool for the final vote to fill the remaining position.

8: Closing of the Meeting

The Chair will declare the meeting closed having ascertained that all agenda items have been concluded.

9: Minutes of the Meeting

Draft Minutes of Sport Congresses shall be circulated to World Abilitysport Members within 6 weeks of the date of the meeting.

10: Schedule and deadlines

	Document sent to Nations	Document returned to World Abilitysport Head Office	Collated information to Nations
Delegation Information Pack	Dependant on travel requirements		
Mandate Form	At least 12 weeks	2 weeks	N/A
Draft Agenda	At least 4 weeks	Updated	4 weeks
Nomination Form	At least 12 weeks	8 weeks	4 weeks
Motion Form	At least 12 weeks	8 weeks	4 weeks
Minutes from last meeting	6 weeks	n/a	n/a