



RULES OF PROCEDURE

The International Federation Icestocksport (IFI) gives itself the following rules of procedure for the implementation of all Congresses and meetings on the basis of the Statutes (Art. 21.2.2).

1 Administration

1.1 The IFI is governed by the Executive Committee.

1.2 Scope of duties of the Executive Committee Members:

1.2.1 The President:

1.2.1.1 He represents the IFI in all superordinate sports organisations at international level.

1.2.1.2 He chairs all Congresses and meetings of the Executive Commi

1.2.1.3 He coordinates the work of the Executive Committee.

1.2.1.4 He orders the convocation of Congresses and Executive Committee meetings.

1.2.1.5 He is entitled to issue instructions to all officials.

1.2.1.6 He supervises adherence to the legal bases and the implementation of the decisions taken by the Congress and the Executive Committee.

1.2.2 The Vice-President for Legal matters and Olympic Relations

1.2.2.1 He shall represent the President in the event of his prevention according to Articles 1.2.1.1 to 1.2.1.3 of these regulations.

1.2.2.2 He checks contracts and legally relevant documents or questions and maintains the regulations.

1.2.3 The Vice-President for International Affairs

1.2.3.1 The Vice-President for International Affairs is especially responsible for youth issues as well as the youth sports business and long-distance competition from the call for proposals to the WBL.



1.2.3.2 He is responsible for the anti-doping area.

1.2.4 The Vice-President for Finance:

1.2.4.1 The Vice-President for Finance carries out financial transactions in accordance with the IFI's Rules of Financing.

1.2.4.2 He is responsible for IFI accounting.

1.2.5 The Vice-President for Special Affairs

The Vice-President for Special Affairs is responsible for the record keeping

1.2.5.1 at Congresses;

1.2.5.2 at meetings of the Executive Committee.

1.2.5.3 Furthermore, the Vice President is particularly responsible for the topics of Marketing and Media.

1.2.5.4 He maintains the homepage and inserts all data.

1.2.6 The Vice-President for Sport:

1.2.6.1 He calls and chairs the meetings of the Technical Committee and the meetings of icestock equipment manufacturers licensed by IFI.

1.2.6.2 The Head of the IFI Technical Examination Office is answerable to the President and the Vice-President for Sport.

1.2.6.3 The Vice-President for Sport supervises the approval and licensing of items of sports equipment for use by IFI.

1.2.6.4 He proceeds in accordance with the Rules of Procedure of the Technical Committee.

1.2.6.5 He is responsible for the sports business of women and men from the Tender until the WBL.

1.2.6.6 He is responsible for the areas DfB, rule book and senior referees, training, classification.

1.2.7. The Women's Representative as Vice-President

1.2.7.1 The Women's Representative as Vice President is responsible especially for questions of gender equality and for prevention.



- 1.2.7.2 She is responsible for the areas of accounting, cost control and Transfers of running costs.
- 1.2.8 The Chairman of the Athletes' Commission
- 1.2.8.1 The chairman of the Athletes' Commission is responsible especially for the Representation of the athletes in the Executive Committee.
- 1.2.9. The Chairman of the Medical and Anti-Doping Commission
- 1.2.9.1 The Chairman of the Medical and Anti-Doping Commission is responsible especially for sports medicine, prevention of injuries and anti-doping policies.
- 1.2.10. The Secretary General as a non-voting member
- 1.2.10.1 The Secretary General leads the administration of the IFI and the Office.
- 1.2.10.2 The Secretary General is particularly responsible for administration and Anti-Doping Administration and responsible for all topics according to the specific task description of the Executive Committee, including contacts to the members, contacts to the IOC, day-to-day business, coordination of conferences, document filing, digital management.
- 1.3 Tasks of the head of the technical inspection body (TK)
- 1.3.1 Material matters, new registrations and monitoring of the Manufacturers.
- 2 Congresses and meetings**
- 2.1 Public nature of the Congress and the meetings of the Committee:
- 2.1.1 The IFI Congress is open to the public. However, the President may exclude members of the public from certain agenda items.
- 2.1.2 Meetings of the other bodies and committees are not public.
- 2.2 Convocation of the meetings:

Executive Committee meetings and meetings of the committees and panels are to be convoked in accordance with the matters to be addressed and the agenda is to be announced.



In such case as more than half of Executive Committee Members apply in writing for a meeting of the Executive Committee to be held, such a meeting shall be called by the President within 30 days.

Meetings of the other bodies may be called by committee chairmen only in agreement with the President.

Meetings are to be called at least 10 days prior to the meeting unless other periods have been stipulated.

2.3 Ability to form a quorum:

2.3.1 The ability of the Congress to form a quorum has been provided for in Article 11.6 of the Statutes.

2.3.2 There is a quorum at meetings if at least half of the members who are eligible to vote are in attendance.

2.4 Chairing Congresses and meetings:

2.4.1 Congresses:

2.4.1.1 The President shall open and chair the Congress; if he is unable to do so, the Vice-President shall do so.

2.4.1.2 He ascertains that the Congress is able to form a quorum.

2.4.1.3 He announces the agenda. If no objection is raised, it shall be deemed to have been approved. The order of agenda items may be changed at any time following application and approval.

2.4.1.4 He receives motions, opens the debate, closes the debate and ascertains the results of the vote.

2.4.2 Meetings:

2.4.2.1 Of the Executive Committee: Procedure as under Articles 2.4.1.1 and 2.4.1.4 above.

2.4.2.2 The Committee: The respective committee chairmen take over the rights and duties in accordance with Articles 2.4.1.1 and 2.4.1.4 above.

2.5 Order of speeches:

2.5.1 The President or committee chairmen (heads of negotiation) open the meeting with the announcement of the agenda and its approval by the assembly.



- 2.5.2 Representatives of the Members may speak when they are given leave to do so by the President. At the meetings of the Committees, the respective Committee Chairman (head of negotiation) takes the place of the President.
- 2.5.3 If anyone wishes to make a statement on the matter in hand, the speakers shall have their names entered into the list of speakers.
- 2.5.4 Speakers shall be granted leave to speak in the order of their requests to do so.
- 2.5.5 The head of negotiation may give leave to speak on the Rules of Procedure at any time. Remarks on the Rules of Procedure are to relate to the matter under debate.
- 2.5.6 Applications for a debate to be brought to an end may only be made by the President or, in such case as he is unable to do so, by one of the Vice-Presidents and by such members who are eligible to vote who have not taken part in the debate.

A vote is to be taken immediately on applications for a debate to be brought to an end after announcing the remaining speakers on the list of speakers.

In such case as the application for the debate to be brought to an end is accepted, the head of negotiation gives leave to speak to just one further speaker in favour and one speaker opposed to the matter in hand.

Applications concerning the Rules of Procedure are not affected by the above.

- 2.5.7 The general length of speech shall be determined in individual cases by the head of negotiation.
- 2.5.8 The head of negotiation has the right and the duty to call for the debate to address the matter in hand and to call to order.

After calling to order three times, he may order a speaker to stop speaking provided that he has drawn the speaker's attention to the consequences of the third call to order after the second call to order.

After unsuccessfully calling upon a speaker to address the matter in hand, he may order a speaker to stop speaking.



In such case as a speaker considers a call to order or an order to stop speaking to be unfair, he may bring about the decision of the assembly by means of an application to be made at the same meeting.

2.5.9 In such case as a speaker has been ordered to stop speaking, he may not be granted leave to speak again on the same subject of debate.

3 Motions

3.1 Motions are to be made in accordance with Articles 5 and 13 of the Statutes.

3.2 The following persons are eligible to make motions:

3.2.1 the Executive Committee,

3.2.2 the Members,

3.2.3 the Committees.

3.3 Motions on the Rules of Procedure and on ending the debate may be made right up until the end of meetings.

3.4 Motions may be postponed at any time.

3.5 Motions may not be made to close the list of speakers.

3.6 In such case as an additional, amending or opposing motion has been made, a vote is to be taken in the first instance on the last motion, or if there are a number of motions, on the furthest-reaching motion.

4 The vote

4.1 The questions on which a vote is to be taken are to be expressed in such a way that they can be answered by saying yes or no.

4.2 As a general rule, the vote takes place publicly by showing voting cards. Upon a Member's application, a secret ballot shall be held. In such case as votes are cast by name, the Members shall be called upon in alphabetical order.

4.3 As a general rule, a vote shall be taken on a subject of debate in its entirety, but in such case as the question on which the vote is to be taken is divisible, separate votes may be taken upon application.



4.4 All decisions shall be taken by simple majority unless the Statutes provide otherwise. The decision shall be taken on the basis of the majority of the valid votes cast.

4.5 In such case as there is an equal number of votes in favour of and opposed to a motion, it shall be deemed to have been rejected.

5 Elections

5.1 An Election Committee shall be formed to hold elections of the Executive Committee which is to be elected by the Congress.

5.2 The Election Committee shall comprise a Chairman and two co-chairs, who must belong to different Members.

5.3 The election of the Election Committee shall be chaired by the President or one of the Vice-Presidents.

5.4 The Chairman and the co-chairs of the Election Committee shall be proposed by the Members and elected individually by the Congress by simple majority.

In such case as there are a number of proposals for one position, a secret ballot shall be held. If candidates receive an equal number of votes, the election shall be repeated.

5.5 The Chairman of the Election Committee shall direct the elections in the following order:

5.5.1 President,

5.5.2 Vice-President for International Affairs,

5.5.3 Vice-President for Finance,

5.5.4 Vice-President for Special Affairs,

5.5.5 Vice-President for Sport,

5.5.6 Vice-President for Legal matters and Olympic relations,

5.5.7 Women's Representative as Vice-President,

5.5.8 Chairman of the Medical and Anti-Doping Commission,



- 5.5.9 Members of the Technical Committee,
- 5.5.10 Members of the Sports Tribunal,
- 5.5.11 Members of the Sports Court of Appeal,
- 5.6 The proposals for the positions specified under 5.5 above may be made by the delegates
 - 5.6.1 in writing or
 - 5.6.2 orally.
- 5.7 In such case as only one candidate has been proposed for a position, an open vote may be taken. If a number of candidates have been proposed for a position, the ballot must be secret.
- 5.8 In elections, the absolute majority applies in the first round of elections and in the second and any further round of elections, the relative majority applies.
- 5.9 After each position has been elected, the Chairman of the Election Committee shall ask the person concerned whether he accepts his election.

In such case as he declines, a new round of elections is required, for which proposals for candidates may be made again.
- 5.10 It is not possible to coordinate functions within the Presidency.
- 5.11 A person not present at the assembly but who has submitted a declaration in writing of his willingness to accept election to a certain position in the Presidency may also be elected upon presentation of this declaration by the responsible Member.

6 Committees

The Rules of Procedure shall apply analogously to the Committees formed within the IFI.
The Committees may make additions for their field of activity.

7 Submissions

The Members' reports must be submitted to the Congress in writing. They are to be submitted to the Office by the deadline for the



submission of motions to the Congress; the Office shall send them to all Members together with the motions.

8 Minutes

- 8.1 Minutes shall be taken of Congress and Presidency meetings as well as of all Committee meetings containing a brief description of the course of the debate, the exact wording of the decisions taken and the results of votes. A list of the participants shall be attached.
- 8.2 The Congress minutes shall be sent to all IFI Members by the President no later than 60 days after the Congress after being signed by the President and the Secretary.
- 8.3 Objections to the minutes shall be made to the President in writing within 4 weeks of their dispatch; the relevant date is that of the postmark. A decision shall be taken on them by the next Congress.

If there are no objections, the minutes shall be deemed to have been accepted.

9 Correspondence

Any correspondence within the IFI may only be sent between Members and the Presidency / Office and vice versa.