

WORLD TRIATHLON**Rules of Congress Procedure**

- 1 Calling Congress: Ordinary & Extraordinary
- 2 Agenda
- 3 Quorum Congress Meeting
- 4 Delegates, Attendees and Observers
- 5 Chairperson
- 6 Rules of debate
- 7 Voting
- 8 Elections
- 9 Scrutineers
- 10 Interpreters
- 11 Media
- 12 Call to Order & Disorder
- 13 Proceedings not Invalid
- 14 Minutes
- 15 Application of these Rules

Introduction

In this document, all references to any Articles are referring to World Triathlon's Constitution. This document (hereinafter referred as to "Rules"), has been created according to Art. 22.3. The purpose is to make a document summarising the rules applicable to all person attending any Congress meeting (Ordinary or Extraordinary.) In the event of any inconsistency between this document and the Constitution, the relevant provisions of the Constitution shall prevail. These Rules shall apply for any Ordinary and Extraordinary Congress Meeting unless specified otherwise in the Constitution or these Rules. Words beginning with capital letters shall have the meaning ascribed to them in the Constitution.

1 Calling Congress: Ordinary & Extraordinary

The Secretary General has an obligation to notify to all Members and Associate Members of a Congress meeting not less than hundred (100) days prior to Congress by a written notice of the date, time and venue of the Congress Meeting.

In the event of a request to call an Extraordinary Congress meeting, the Secretary General shall give notice within sixty (60) days but not less than forty-five (45) days' notice to all Members and Associate Members.

An accidental omission to give notice of Congress to a Member or the non-receipt of notice by a Member shall not invalidate any of the proceedings at Congress (Art. 25.2).

2 Agenda

- a The Agenda for an **Ordinary Congress** Meeting shall include the following:

- (1) Opening and welcome by the President;
 - (2) Roll call and first announcement of voting strength (Art. 27);
 - (3) Approval of scrutineers (Art. 30.17);
 - (4) Approval of the Minutes of the previous Congress Meeting, Ordinary or Extraordinary;
 - (5) If notified, the admission (Art. s 7.7 and 41.f), suspension or sanctions (Art. 13), or reinstatement of Members and Associate members (Art. 16 Art 23.1.a.). Also Refer to Art 7.7., Art 13.3., Art 14., Art 16., Art 41.1.;
 - (6) Second announcement of voting strength (which shall include any changes in membership resulting from 2.a (5) above);
 - (7) Report on behalf of the Executive Board including audited financial statements and budget (Art. 59);
 - (8) Reports from the Committees and Commissions (Art. 46.8.a) and report from the World Triathlon Tribunal;
 - (9) Approval of members of the World Triathlon Tribunal, if any (Art. 23.1.e);
 - (10) Resolutions (Art. 31):
 - (a) Amendments to the Constitution: (Art. 60);
 - (b) Resolutions Executive Board (Art. 34.3.e.);
 - (c) Resolutions Members (Art. 9.1.b);
 - (d) Resolutions Continental Confederations (Art. 43.f.).
 - (11) Elections (if an Election Congress or any vacancies) (Art. 30)):
 - (a) Report Credential Committee eligibility candidates for election;
 - (b) President (Art. 30.13);
 - (c) Vice Presidents (Art. 30.14);
 - (d) Individual Executive Board members (Art. 30.14);
 - (e) Chairpersons and individual members of Committees (Art. 46.2.b);
 - (12) Nominations for Honorary President, and Honorary Members (Art. 34.f.(1));
 - (13) Approval of Awards (Art. 34.f.(2));
 - (14) Closing.
- b The Agenda shall be prepared and dispatched no later than 30 days before the Congress (in accordance with Art. 25), by the Secretary General and shall include all the items of business specified in Rule 2.a of these Rules (unless not applicable), in such order as the Secretary General considers practicable.
 - c Once at a Congress, the Agenda may not be changed or extended to other items without the consent of a special majority (2/3). Extend the agenda introducing an amendment to the constitution is not allowed (Art. 25.3.b.).
 - d Items on the Agenda will not be 'seconded' before discussing or voting.
 - e The Agenda for an **Extraordinary Congress** meeting shall be limited to the business for which the meeting in convened (Art. 26.3).

3 Quorum Congress Meeting

The quorum for a meeting of Congress shall be no less than one third (1/3rd) of the total number Members entitled to vote and can continue even if quorum is lost during the meeting (Art. 27).

4 Delegates, Attendees and Observers

a Delegates

The delegates of a Member are entitled to attend, speak and vote at Congress Meetings (Art. 9.1.a.) if they are appointed in accordance with and comply with Art. 20; and if the Member is not suspended. In case of a *suspension of the Member*, that Delegates will not be entitled to vote (Art. 19.2.c).

b Attendees

The following persons are entitled to **attend and speak** at Congress Meetings, in accordance with these Rules, but not vote (Art. 21.2.):

- (1) The President;
- (2) All other members of the Executive Board;
- (3) The Secretary General;
- (4) Attendees of Associate members with maximum one (1) attendee of each gender;
- (5) Chairpersons of Committees and Commissions
- (6) Any person who is required to present a report to Congress provided that such person may only speak on the item of the Agenda regarding his report, unless requested or approved by the Chairperson to speak on other matters;
- (7) Any other person who is invited by the Executive Board to attend to address or report on a specific item of the Agenda provided that such person may only speak on that specific item of the Agenda unless he or she is requested or approved by the Chairperson to speak on other matters.

c Observers

The following persons are entitled to **attend** Congress Meetings as observers, in accordance with these Rules (Art. 22.3.):

- (1) Members of all Committees and Commissions;
- (2) Continental Confederation delegates, max one (1) of each gender;
- (3) Honorary Presidents and Honorary members;
- (4) Nominees for election;
- (5) Auditors;
- (6) World Triathlon Staff;
- (7) Persons engaged or employed by World Triathlon to ensure the smooth running and administration of the meeting (such as venue organisers, technicians etc.);
- (8) A huissier, if requested by the Secretary General;
- (9) Any other person invited by the Executive Board.

5 Chairperson

The Chairperson of each Congress is the President (Art. 28.1). In case of unavailability of the President, the First-Vice President will be the Chairperson for that meeting; In case of unavailability of the First-Vice President, the Executive Board shall appoint one of the remaining Vice-Presidents to chair the meeting (Art.28.2). The elections at an election Congress shall be chaired by the Secretary General (Art. 30.3).

The Chairperson has control of the Congress Meeting and shall:

- a preserve the order of the meeting, which may include removing any person from the meeting who is in breach of these Rules or the Constitution;
- b ensure the Constitution and these Rules are adhered to, including the rules of debate as set out in Rule 6 of these Rules;
- c decide on any points of order or any other procedural matters in accordance with the Constitution and these Rules; and,
- d decide on any matter of procedure during a Congress Meeting where the Constitution or these Rules make no provision or insufficient provision.

6 Rules of debate

The following rules of debate shall apply to all Congress meetings.

Resolutions

a Resolution

A resolution is a formal and **written** proposal for the Agenda by a Member, a Continental Confederation or the Executive board, and to be put to a vote.

b Overview of the Process

- (1) The following process shall be followed for any decision to be made on any matter at a Congress Meeting except for the elections:
- (2) A member, Continental Confederation or the Executive Board puts a resolution on the Agenda;
- (3) The Chairperson states the resolution;
- (4) Members debate the resolution;
- (5) The Chairperson puts the resolution to a vote;
- (6) The Chairperson announces the results of the vote and what happens with the resolution.

c Moving a resolution

- (1) A resolution can be introduced in the Agenda by a Member (Art. 9.1.b.), a Continental Confederation (Art. 43.f.) and the Executive Board (Art. 34.3).
- (2) At a Congress Meeting, a Delegate of the Member or for resolutions of Executive Board, a Board member appointed for that purpose, must move the resolution proposing that decision.

d Discussing the resolution

- (1) Once the resolution has been moved, the Chairperson shall first give the Delegate or Executive Board member (as applicable) who "moved" the motion, the right to speak to the resolution. Time limits on speaking apply (see Rule 6.n of these Rules).

If more than one Member introduced the resolution only one Delegate of one Member has the right to speak to the resolution.

- (2) The Chairperson will then open the discussion for any other Delegates to speak to the motion as follows:
 - (a) Only one Delegate from each Member may speak to a resolution. Time limits apply (see Rule 6.n of these Rules). The members which moved the resolution and did not speak to introduce the resolution may speak to the resolution.
 - (b) The Chairperson shall usually hear from the Delegates in the order in which they request to speak but the Chairperson may decide otherwise.
 - (c) Delegates shall address the Chairperson when speaking to a resolution.
 - (d) If there are five (5) or more Delegates consecutively in favour or consecutively against a resolution, the Chairperson may request any Delegate to the contrary to speak, and if there are none, the Chairperson may ask Congress to terminate the right for any further Delegates to speak and proceed to the mover's right of reply. The Chairperson may also ask Congress to terminate the right for Delegates to speak if he considers the debate has run its course and the speakers are repetitive.
 - (3) After all Delegates who wish to speak have done so, subject to Rule 6.d(2)(d) of these Rules, the Chairperson shall invite any other person who is entitled to speak at the Congress Meeting in accordance with 5b of these Rules, to speak to the resolution. Time limits on speaking apply (see Rule 6.n of these Rules).
 - (4) Unless otherwise permitted by the Chairperson, a Delegate or person who is entitled to speak, may only speak once to a motion, except for the Delegate who moved the motion, who has the right of reply (as specified in Rule 6.l of these Rules).
 - (5) A Delegate or person who is entitled to speak on a resolution may ask questions of speakers who have previously spoken on the motion, and such questions shall be directed to that speaker through the Chairperson.
 - (6) If a Delegate who wishes to speak has already spoken to three or more resolutions and motions in a Congress Meeting, and the Chairperson considers that as a result the Delegate is or may be limiting the ability for other Delegates to speak, the Chairperson may decline the right for that Delegate to speak or require the Delegate to only speak after all other Delegates have spoken on that resolution.
- e Right of Reply
- (1) Once the discussion on the resolution is completed, the Chairperson shall give the Delegate or Executive Board member (if applicable) who moved the resolution the right to reply to the discussion. Time limits as specified in Rule 6.n apply.
 - (2) The right of reply must be strictly limited to the speaking on matters raised by the previous speakers on the motion and may not introduce any new matters.
 - (3) The mover of the resolution may withdraw the resolution at this time.
- f Resolutions which Propose Amendments to the Constitution
- (1) Motions to amend Articles of the Constitution shall be dealt with in the order in which the applicable Article appears in the Constitution. However, the Chairperson may, with the approval of the Delegates, by special majority, propose motions to amend Articles to be dealt with together in blocks if, for example, the motions are about the same subject matter, or they are technical, clerical or minor in nature.

- (2) If there is more than one amendment proposed to the same Article of the Constitution the Chairperson shall proceed with the motions as he considers appropriate including (but not limited to):
 - (a) proceeding with the resolutions to be proposed, discussed and voted on in the order in which they were received by World Triathlon; or,
 - (b) proceeding with the resolutions in such order as the Chairperson considers appropriate for purposes of allowing them to be moved and discussed together, followed by a vote on each of the resolutions (or as they may be amended), in such order as the Chairperson decides; or,
 - (c) proceeding with them in any other order proposed by the Chairperson and approved by a majority of the Delegates, provided that if a resolution to amend an Article is voted on by the Delegates, then no further resolution dealing with the same subject can be voted on at that Congress Meeting.

g Amending resolutions

- (1) A resolution can be amended by a Delegate (or as applicable an Executive Board member appointed by Executive Board to propose that resolution) after the original resolution has been moved and discussed but before it is voted on.

For example: "On behalf of XYZ Member I move that the resolution proposed by the delegate from ABC Member be amended by deleting the words "....." and replacing them with ".....", so that it reads "[insert full motion with changes included]."

- (2) A motion to amend a resolution shall be in writing and notified to the Chairperson before the original motion is voted on, unless the Chairperson allows otherwise.
- (3) The Chairperson may decline an amending motion for any of the reasons set out in Rule 7.j.6.
- (4) An amending motion cannot itself be amended, and must be voted on, before another amending motion can be moved. This does not prevent a Delegate (or as applicable an Executive Board member) from notifying the Chairperson of an intention to move a further amendment, once the first amending motion is resolved.
- (5) An amending motion shall be moved, seconded, discussed and voted on, in the same manner as the original resolution. If the amending motion is successful, the original resolution is then amended accordingly, and the original resolution (as amended) will then be discussed and voted on.

Motions

h Motion

A motion is a formal and **oral** proposal by a Member, a Continental Confederation or the Executive Board during a Congress Meeting, be put to a vote.

i Overview of the Process

- (1) Except for elections, for any decision to be made on any matter at a Congress Meeting the following process shall be followed:
- (2) A member takes the floor and proposes a motion;
- (3) Another member seconds the motion;
- (4) The Chairperson re-states the motion;
- (5) Members debate the motion;

- (6) The Chairperson puts the motion to a vote;
 - (7) The Chairperson announces the results of the vote and what happens with the motion.
- j Moving a motion
- (1) Except for elections, for any decision to be made on any matter at a Congress Meeting, a Delegate of the Member or (for motions of Executive Board) a Board member appointed for that purpose, must move a motion proposing that decision.
 - (2) Substantive motions can only be moved if there is a special majority (2/3) to put it on the agenda.
 - (3) Motions on the Constitution cannot be moved (Art. 25.3.b).
 - (4) A Delegate or Executive Board member who wishes to move a motion shall do so by informing the Chairperson by show of hands or notification via the technology provided.
 - (5) An Executive Board member may only move a motion if the member has been appointed by Executive Board to represent it at Congress, and the motion which is being proposed has been prior approved by Executive Board.
 - (6) The Chairperson may reject a motion being put if it:
 - (a) has not been properly notified;
 - (b) covers the same or substantially similar matters which either have already been dealt with, or which will be dealt with later, in the Congress Meeting; or
 - (c) is unclear or ambiguous.
- k Discussing the motion
- (1) Once the motion has been moved and seconded, the Chairperson shall first give the Delegate or Executive Board member (as applicable) who "moved" the motion, the right to speak to the motion. Time limits on speaking apply (see Rule 6.n) of these Rules).
 - (2) The Chairperson shall then give the Delegate who "seconded" the motion the right to speak to the motion. Time limits on speaking apply (see Rule 6.n of these Rules).
 - (3) The Chairperson will then open the discussion for any other Delegates to speak to the motion as follows:
 - (a) Only one Delegate from each Member may speak to a motion. Time limits apply (see Rule 6.n of these Rules).
 - (b) The Chairperson shall usually hear from the Delegates in the order in which they request to speak but the Chairperson may decide otherwise.
 - (c) Delegates shall address the Chairperson when speaking to a motion.
 - (d) If there are 5 or more Delegates consecutively in favour or consecutively against a motion, the Chairperson may request any Delegate to the contrary to speak, and if there are none, the Chairperson may terminate the right for any further Delegates to speak and proceed to the mover's right of reply. The Chairperson may also terminate the right for Delegates to speak if he considers the debate has run its course and the speakers are repetitive.
 - (4) After all Delegates who wish to speak have done so, subject to Rule 6.d of these Rules, the Chairperson shall invite any other person who is entitled to speak at the

Congress Meeting in accordance with Rule 4 of these Rules, to speak to the motion. Time limits on speaking apply (see Rule 6.n of these Rules).

- (5) Unless otherwise permitted by the Chairperson, a Delegate or person who is entitled to speak, may only speak once to a motion, except for the Delegate who moved the motion, who has the right of reply (as specified in Rule 6.l of these Rules).
- (6) A Delegate or person who is entitled to speak on a motion may ask questions of speakers who have previously spoken on the motion, and such questions shall be directed to that speaker through the Chairperson.
- (7) If a Delegate who wishes to speak has already spoken to three or more motions in a Congress Meeting, and the Chairperson considers that as a result the Delegate is or may be limiting the ability for other Delegates to speak, the Chairperson may decline the right for that Delegate to speak or require the Delegate to only speak after all other Delegates have spoken on that motion.

l Right of Reply

- (1) Once the discussion on the motion is completed, the Chairperson shall give the Delegate or Executive Board member (if applicable) who moved the motion the right to reply to the discussion. Time limits as specified in Rule 6.n apply.
- (2) The right of reply must be strictly limited to the speaking on matters raised by the previous speakers on the motion and may not introduce any new matters.
- (3) The mover of the motion may withdraw the motion at this time.

m Vote on resolutions and motions

Following the right of reply, the resolution or motion shall be voted on in accordance with the Constitution and these Rules.

n Speaking to resolutions and motions

- (1) The mover of a resolution or motion shall be entitled to speak to the resolution or motion for no more than three (3) minutes.
- (2) Any other Delegate or Executive Board member shall be entitled to speak to the resolution or motion for not more than three (3) minutes.
- (3) Other persons entitled to speak to a resolution or motion shall be entitled to two (2) minutes.
- (4) The Chairperson has discretion to extend the time limits set out in these Rules.
- (5) In speaking to any resolution or motion, speakers are to limit their comments strictly to the resolution or motion and shall not speak to irrelevant or unrelated matters, as decided by the Chairperson.
- (6) The Chairperson may stop a speaker from speaking if they are disrespectful or make statements which are offensive to any person or contain offensive language. (See also Rule 12 where Chairperson may order a person to leave the meeting.)
- (7) The time limits in this Rule 6.n do not apply to the presentation of reports, the time limit for which shall be no more than ten (10) minutes or as decided by the Chairperson.
- (8) Persons entitled to speak at a Congress Meeting may speak in English or Spanish (Art. 56.2.).

- o For avoidance of doubt

There is no right for a person who is a candidate for election at a Congress Meeting, to speak about themselves as a candidate, or for any other person to speak in support of or against a person who is a candidate, during a Congress Meeting.

7 Voting

- a Each Member in good standing has one vote (Art. 19.2.c.). Only one Delegate per Member may cast the vote on behalf of the Member.
- b No proxy votes of any kind will be accepted at Congress (Art. 29.1.)
- c All resolutions and motions shall be passed by Simple Majority unless a different Majority is expressly specified in the Constitution (Art. 29.2.).
- d Proposals should normally be put to the vote in the order in which they are submitted. If there are more than two main proposals, they should be put to vote in succession. Where an amendment is proposed to a resolution, the amendment shall be put to vote before the original resolution.
- e A Member can vote in favour of a resolution, against a resolution or by way of an abstention (Art. 29.4.).
- f Electronic voting and tabulating equipment shall be used for voting on resolutions, motions and candidates whenever possible (Art. 29.3.). Each Member shall be provided with official voting equipment. In order to ensure a fair and transparent voting procedure, the electronic voting and tabulating equipment shall be operated by a totally independent organisation. The voting procedure shall be explained by the Secretary General and practice(s) may be made to test the equipment in place.
- g Before each vote, the Chairperson or the Secretary General shall present the proposal.
- h Proposals which are not contested shall be considered as adopted.
- i Votes: all votes cast by those present and entitled to vote including those for, against, abstentions and invalid votes.
- j Open Voting on all motions and elections for positions shall be undertaken using an Electronic Voting System except in the following circumstances:
 - (1) if a motion is a Procedural Motion, it will usually be voted on by a show of hands or voices as decided by the Chairperson;
 - (2) the Chairperson may request a Substantive Motion to be voted on by a show of hands or voices, which shall be valid unless:
 - (a) prior to the vote, there is an objection made by at least ten (10) Voting Delegates to request voting using the Electronic Voting System; or
 - (b) having taken the vote, the voting outcome is uncertain or inconclusive, in which case, the Chairperson shall hold the vote on the motion a second time using the Electronic Voting System; or
 - (c) if having taken a vote using the Electronic Voting System, there is a malfunction or problem with the Electronic Voting System (as advised by the Verifying Company), the vote shall be undertaken manually using voting papers.
- k When using the Electronic Voting System, the Chairperson shall announce when voting is open with respect to a motion or the election of a position, and when it is closed (which

shall not usually be longer than three (3) minutes), including giving a warning when there is one (1) minute left for voting.

Voting majority

- l All resolutions and motions shall be decided by Simple Majority or Special Majority as specified in the Constitution:
 - (1) **A Majority**: is the highest number of votes cast for a candidate, only during elections.
 - (2) **A Simple Majority**: is more than half (>50%) the votes cast.
 - (3) **A Special Majority**: is two-thirds (2/3) of the votes cast.
- m In the event of a tied vote, the vote shall be lost.

Valid vote

- n A valid vote is one that conforms to all stated requirements. The following shall not be counted as valid votes: votes for more or fewer candidates than the number required and votes declared void by the scrutineers whose decision shall be final, e.g., unintelligible votes.

8 Elections

- a The Chairperson of the Congress Meeting shall vacate the chair for the period of the elections during an Election Congress and for any election of a position for which the Chairperson is seeking election. The Secretary General shall then chair the elections.
- b The election of positions on the Executive Board and the Committees shall take place at the annual Congress in the year of the Summer Olympic Games (Art. 30.1.)
- c Elections for persons shall be undertaken by secret ballot (Art. 30.3.).
- d A valid ballot is one that conforms to all stated requirements and has no more votes than vacancies (Art. 30.4.).
- e Only Members may nominate candidates for election: one (1) candidate for each position (Art. 30.5.).
- f No candidate can be elected by Congress for more than one position as Official (Applicant). A serving Official can seek election for another Position, but if successful, must immediately resign from his or her previous position (Art. 30.6.).
- g To be eligible, every candidate including existing Officials shall be approved by the Credentials Committee (Art. 53.1).
- h No Official shall hold a position as a voting member in more than one (1) of the following bodies: Executive Board, Committees and World Triathlon Tribunal (Art. 53.2).
- i A person seeking election or applying to be an Official, or to remain in office as an Official (existing Official), shall be Eligible (Art. 53.3). The decision to approve if a candidate is eligible or otherwise shall be made by Congress, following the report of the Credentials Committee (Art. 53.4).
- j All bodies under Art. 18 shall have
 - (1) a minimum of 25% of the opposite gender; and
 - (2) maximum one (1) voting member per Member (Art. 30.7.)
- k Each candidate must:
 - (1) be a member of, or be affiliated to, the Member which is nominating him or her.

- (2) submit with their application the following items to the Secretary General:
 - (a) brief curriculum vitae;
 - (b) statement of their personal records and goals for election;
 - (c) signed declaration of eligibility in accordance to Art. 53.
 - (d) The Secretary General will forward completed applications including these items to Members together with the Agenda for Congress.
 - (3) Only candidates for the Executive Board may address Congress. The candidates for the Presidency may speak for maximum five (5) minutes. The other candidates may speak for maximum one (1) minute.
- l Continental Confederations' executive board members may stand for election as an Executive Board member, but if successful must immediately resign from their existing office in their Continental Confederation.
- m Staff members of World Triathlon and Continental Confederations (in any capacity) may not hold office as an Executive Board member, except the Secretary General as ex-officio member of the Executive Board.
- n The positions, order and requirements for elections shall be as follows:
- (1) Executive Board:
 - (a) *President* (1);
 - (b) *Vice-Presidents* (4): They must be from at least three (3) different Continental Confederations: one (1) First Vice-President and one (1) Financial and Marketing Vice-President (appointed by the President after consultation of the Executive Board).
 - (c) *Ordinary Executive Board Members* (4): No more than two (2) from any one Continental Confederation.
 - (d) Of the nine (9) Executive Board members elected by Congress, four (4) shall be of the opposite gender.
 - (e) There shall be no more than one Executive Board member elected from a Member. For the purposes of this rule the Secretary General, the Continental Confederations Presidents and the Athletes Committee representatives shall not count.
 - (2) Committees (in alphabetical order):
 - (3) The requirements for all the following Committees are that at least two (2) members of each gender and at least three (3) Continental Confederations are represented.
 - (a) Audit Committee (5);
 - (b) Credentials Committee (5);
 - (c) Legal and Constitution Committee (7);
 - (d) Medical and Anti-Doping Committee (7);
 - (e) Multisports Committee (7);
 - (f) National Coaches Committee (7): only National coaches and Elite team managers from Members;
 - (g) Paratriathlon Committee (7);
 - (h) Technical Committee (7);

- (i) Women's Committee (7);

Procedure

- o Election of President (Art. 30.13.)
 - (1) If a candidate receives a Simple Majority on the first round of voting, then he or she shall be elected President.
 - (2) If no candidate receives a Simple Majority, the candidate with the lowest number of votes is eliminated and a further round of voting shall take place until one of the candidates obtains a Simple Majority of votes cast.
- p Election of Vice-Presidents, of ordinary Executive Board Members and of Committee members (Art. 30.14.):
 - (1) Candidates with the most votes will be elected until all positions are filled, subject to the gender and regional requirements set out in Art. 34.1;
 - (2) In the event of a tie between two or more candidates for the last position(s) to be filled, a further round of voting shall take place only between those candidates tied.

Tie

- q If there is a tie there will be a second round between those tied. If a tie again, the candidature shall be filled by the drawing of lots, using a coin (Art. 30.15).

Result

- r Once the voting has taken place, the Chairperson or someone appointed by the Chairperson shall announce the result of the election, stating the number of valid votes cast for each candidate. The signed scrutineers' result sheets shall be preserved till the Congress minutes are approved by Congress.
- s Where the result of the election is challenged, any protest must be made in writing and presented to the Chairperson before the closing of the respective meeting of the Congress.
- t The Executive Board and Committees elected at a Congress shall take office immediately following the end of Congress.

Campaign

- u All the candidates are bound and must abide by the World Triathlon Code of Ethics, including its Appendix: Rules Concerning Candidacy for World Triathlon Office and Conduct of Elections.

Honorary

- v Voting to elect Honorary Presidents and Honorary members shall usually be undertaken by show of hands or voices, for each nominated position.

9 Scrutineers

- a The Delegates shall appoint scrutineers upon the recommendation of Executive Board (Art. 6.22).
- b The scrutineers shall be composed of six persons, with at least one (1) person from each Continental Confederation who is a Delegate.
- c One scrutineer shall be designated by the Secretary General as Chief Scrutineer.

- d When the Electronic Voting System is used for voting, the Verifying Company and the Chief Scrutineer shall oversee the voting and confirm that it is functioning adequately and confirm the validity of each result.
- e If voting is undertaken by show of hands, the scrutineers shall count the votes, and the Chief Scrutineer shall confirm the result.
- f If voting is undertaken by voices, the Chairperson shall declare the result, unless it is inconclusive or unclear.
- g If voting is undertaken using manual voting papers, the Chief Scrutineer shall be responsible for distributing the voting papers, overseeing the voting and validating each vote. The scrutineers shall count the valid votes. The Chief Scrutineer and the Secretary General shall verify the counting and inform the Chairperson of the outcome of the vote.
- h The Secretary General may request a judicial officer to be present at Congress Meetings to witness the voting procedure.

10 Interpreters

In accordance with Art. 56.2, simultaneous translations must be made in English and Spanish. Official interpreters shall secure the simultaneous translations during the Congress. The interpreters shall be appointed by the Secretary General.

11 Media

Congress Meetings shall not be open to the public or any representatives of the media. However, in the interests of transparency, live proceedings of the Congress Meeting (or parts of it) may be viewed by the public (including representatives of the media) in an adjacent room to the Congress Meeting or via online, if the facilities and costs reasonably permit such proceedings, as decided by the Secretary General.

12 Call to Order & Disorder

- a If the Congress Meeting is called to order by the Chairperson, all persons are to resume their seats and /or stop speaking as the case may be. Should any person refuse to obey the Chairperson they may be directed by the Chairperson to leave the meeting. If such direction is made, the person shall leave the meeting and will not be permitted to return during the meeting, or any period of that meeting that the Chairperson may determine.
- b The Chairperson may, at any time, require any person to leave the Congress Meeting if he is disorderly, disrespectful, is breaching any of these Rules, is making statements which are offensive to any person or contain offensive language, or is otherwise acting in a manner which is disruptive or inappropriate.
- c If a person is directed to leave the meeting and he or she is a Delegate, the Member which the Delegate represents, shall lose the right to vote at that meeting, even if it has another Delegate present at the meeting.

13 Proceedings not Invalid

- a Any irregularity, error, omission in notices, agendas and relevant papers for a Congress Meeting and any other error in the organisation of the Congress Meeting, shall not invalidate the meeting nor prevent Congress from considering the business of the meeting, provided that:
- b the Chairperson of the meeting in his discretion decides that it is still appropriate for the meeting to proceed despite the irregularity, error or omission; and,

- c a resolution to proceed is put to the Congress Meeting to proceed and is carried by Simple Majority.

14 Minutes

The Minutes of each Congress Meeting shall be in English and shall be sent to all Members within ninety (90) days of the date of the Congress. An audio-record of the meeting shall be made during all Congress Meeting and kept by World Triathlon. The Minutes is stored at World Triathlon's headquarters.

15 Application of these Rules

These Rules shall apply to all Members, Associate members, World Triathlon Officials, Delegates, Attendees, Observers and all other persons attending any Congress.