

*JJEU General Assembly, May 30, 2019 – a proposal, not approved yet*

# **JJEU RULES OF PROCEDURES**

Proposal for a General Assembly, May 30, 2019, Bucharest - Romania

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Supplement:

1. project dashboard

## I. General provisions

### Article 1 (scope and objective)

- (1) These Rules of Procedures shall regulate the organization and the system of work of the JJEU Board, proceedings of preparing and managing meetings, including motions, decision-making process, minutes and transparency of decisions.
- (2) These Rules are complementary to the regulatory provisions of the Statutes.

### Article 2 (apply by analogy)

- (1) These rules shall apply as appropriate also for commissions, committees, departments, work groups or other standing or ad-hoc organs (hereinafter "statutory body") if not already indicated differently in the Statutes or special regulations for respected organ.

## II. Convening the meeting

### Article 3 (convening the meeting)

- (2) The Board shall in principle meet four times a year. Time and location shall be set by the annual calendar of activities.
- (3) The meetings are convened and chaired by the President. The President shall attend a meeting of the Congress, Session and the Board.
- (4) The President and any Board members may attend meetings of the statutory bodies. If the President is present, he/she is chairing the meeting.
- (5) Statutes provide specific rules in case of absence of the President and the rights of the substitute in charge.

### Article 4 (approval of the minutes and decisions)

- (1) The first item of business is to confirm and officially approve the minutes of the previous meeting as an authentic record of the meeting.
- (2) Even if there were no objections to the draft or members have agreed on the content the formal approval of the minutes is mandatory.
- (3) This subject also includes a review of progress made on the realisation of the decisions.

### Article 5 (required quorum)

- (1) The quorum required for the JJEU Board meetings is majority of Board members, as defined in the Statutes.
- (2) The quorum of the statutory bodies to make a valid decision is one-half of the delegates with the voting rights present unless otherwise indicated in these rules. The Statutes may require a qualified quorum for certain important decisions.
- (3) Decisions are accepted with a simple majority of votes cast.

### III. Motions and proposals, discussions

#### Article 6 (motions and proposals)

- (1) Proposals and motions for the meetings must be submitted to the office (headquarters) at least thirty days prior to the date of the meeting.
- (2) Proposals and motions should be supported with an explanation of the objective of the proposal, its content, financial implications and details of the person who can offer a further explanation to the proposals and motions (applicants shall use form 1 in the appendix of these Rules).
- (3) The Board shall take into consideration all proposals and motions received by the JJNO (member federations). Other proposals and motions shall be put on the agenda after evaluation and at Board's discretion.
- (4) The agenda, send before the meeting in timely manners, shall be supported by proposals and motions, the Board's positions on those motions when applicable and proposal of the final decision (conclusion).

#### Article 7 (discussion)

- (1) In principle, each speaker would have 15 minutes for presenting the case, motion or proposal. Different time may be allocated by the Board in preparation of the agenda (presentation of the reports, projects, next events etc.) to allow quality and understandable presentation of the item.
- (2) Reply to the statement is allowed and has preference over the next speaker.
- (3) Procedural issues, questions and motions have priority over the next speakers or replies to the statements.
- (4) The Chair may prolong the debate if it could bring better understanding of the issues at hand and help the decision-making process.

#### Article 8 (order at the meeting)

- (1) The Chair is responsible for maintaining the order at the meeting and to enable speakers to speak. If the person present is no behaving appropriately after the second warning, the Chair may ask the person to leave the meeting.

## IV. Decision making process

### Article 9 (general provisions)

- (1) Decision-making process shall follow the basic principles of good governance, focusing on well prepared and timely delivered proposals to allow proper preparation under given circumstances and step by step process of inclusion of expert's statutory bodies.
- (2) Whenever the Office recognises that the proposal is not clear enough or not sufficiently supported the applicant shall be asked to amend the proposal. The reasonable time from 5 to 15 days shall be given.
- (3) If the amended proposal is not received the proposal is dismissed. The Office shall inform the Board about such case.

### Article 10 (decisions related to existing rules and regulations)

- (1) The applicant shall use the FORM 2 (in the attachment) to explain what is to be changed, how, why and what are the objectives of the proposal, advantages and summary of the solution proposed and possible financial and other consequences.
- (2) The proposal shall be supported by an explanation of each paragraph. The document shall be prepared in a fashion of old text and new text (changes shall be seen visible and clear).

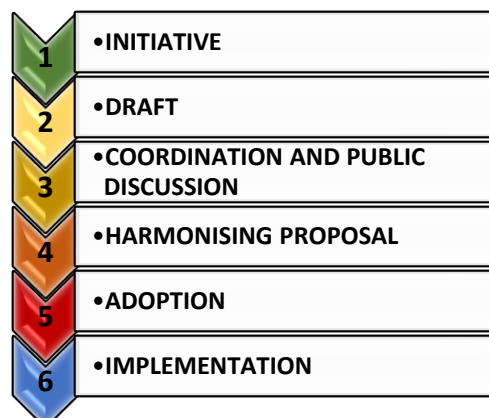
### Article 11 (decision on new rules and regulations)

- (1) If the initiative was given for a new rule or regulation, the Office should ask the competent statutory body to prepare a draft (if not received by the applicant)
- (2) Draft shall be evaluated and discussed within the statutory body which is competent for the subject.

### Article 12 (role of the statutory bodies – commissions and committees)

- (1) Before the deciding on the issue, the Board shall submit the proposal to the competent statutory body which will prepare an expert opinion on the issue.
- (2) The Board shall evaluate the proposal based on thereceived expert opinion.
- (3) If the Legal and Compliance Department has a reservation to the proposal, such proposal shall not pass.

Picture: decision making process steps



## V. Minutes

### Article 13 (layout and scope)

- (1) Each meeting of the statutory body shall have an official record about the meetings - hereinafter the minutes.
- (2) **The purpose of the minutes is to accurately summarize discussions and decisions of the meetings with the objective of informing present and non-present individuals about the topics discussed and decisions made.**
- (3) Minutes should be concerned with the genuine summary of the content of the discussion. Upon request of the member, dissenting opinion will be included in the minutes. The minutes are written "in the third person".
- (4) Each decision – action should address:
  - a. WHAT is going to be done
  - b. WHO will take responsibility for implementation
  - c. WHEN the action should be completed
- (5) If the decision for any given reason was not reached the minutes should address that item on the agenda with an explanation (as "no action necessary", "no decision taken", "no consensus reached", "deferred to next meeting at..." etc.).
- (6) **Original minutes shall have all attachments used in discussion and decision-making process of the agenda enclosed in the file (enclosed in the archive).**

### Article 14 (attendance)

- (1) List of attendance is provided for all present at the meeting to sign in. The minutes should record at what time someone left the meeting and when the person returned, if at all. The minutes should have all present persons listed at the beginning.
- (2) If invited people did not attend the meeting the minutes should record those who have excused their absence and those who didn't show up.

## VI. Approval of the minutes

### Article 15 (approval of the minutes)

- (1) The secretary prepares a draft of the minutes to be reviewed by the Chair. When the draft is approved by the Chair, the draft is sent to the members present at the meeting for comments. If everybody agrees on comments, then minutes are accordingly amended and given to the Chair for signature.
- (2) If the agreement on the amendments cannot be reached, the minutes shall be amended at the next meeting when all members can discuss on the amendments.
- (3) If everyone present agrees on the content, the minutes shall enter into force. On the next meeting, the procedural approval statement should be recorded.

### Article 16

(signatures)

- (1) Minutes are signed by the person making records and the President (or person Chaired the meetings if the President was not present at the meeting).

Article 17

(safekeeping of the minutes)

- (1) The Office is responsible for the safekeeping of all minutes, accounts and other records of the JJEU in compliance with the law.

Article 18

(numbering of decisions)

- (1) Each decision shall have a specific number to allow easier evaluation and review. The number shall in principle include the order number of the decision and order number of the meeting and year.

*Per example: the second decision from third meeting of the Board in 2017 shall have number 2-3/17.*

- (2) The Office shall manage the register of all decision of all statutory bodies. The register is public.

## VII. Audio/video recording of the meetings

Article 19

(authorisation)

- (1) The Chair of the meeting may **decide** the meetings to be recorded audio and/or video.
- (2) The only purpose of audio/video recording is to assist the process of preparing the minutes, especially to check that reached decisions are written without errors and the content is accurately summarized.

Article 20

(announcement)

- (1) The persons at the meeting shall be noticed in advance the meeting is being audio/video recorded.
- (2) When recorded the order of discussion can be addressed with the name of the speaker before the discussion.

Article 21

(access and data protection)

- (1) The records are archived at the Office. Only the President and the secretary (record person) have the right to access the records of the meeting.

- (2) Upon request of two or more member of the Board, the records shall be played on the Board meeting, when it is necessary to establish the accuracy of the statements or decisions. The hearing of those records is for the Board use only.

Article 22  
(destruction of records)

- (1) The records of the meetings shall be destroyed after the minutes of that meeting were approved at the next meeting.
- (2) The Audit Commission, the IDRМ Commission (mediation/arbitrage/disciplinary), the Ethics Commission and the Legal and Compliance Departments may hold the destruction of those records, whenever the records could be used as evidence in their inquiry.
- (3) Formal information on the destruction shall be attested on the following meeting and noted in the minutes.

## VIII. Archive

Article 23  
(document library)

- (1) The Office of the JJEU shall create documentation registry (document library) system to provide safekeeping of the archive of the JJEU in respect to confidentiality and data protection as well in respect to simple and effective finding of documents and managing of the JJEU archive.
- (2) The archive includes but it is no limited to:
- present and previous Statutes, by-laws, rules and regulations
  - Minutes of the meetings of all statutory bodies (and organs)
  - Register of decisions
  - Contracts (present and past)
  - Financial management documentation as defined by the Statutes and Financial Rules
  - Register of assets and equipment
  - World and Continental Championship results
  - Activities reports (camps, seminars etc.), annual reports of the statutory bodies
  - Register of licenced referees
  - Register of licenced coaches and other experts
  - Membership documentation (application documentation, correspondence related to documentation,
  - E-mail archive from official domain e-mails
  - Documentation related to IOC, Anti-Doping (WADA and related) and multisport organisations and activities
- (3) The period of safe retention and details about documentation belonging to the JJEU Archive can be established in by-laws.

Article 24  
(access)



- (1) Access to the archive is free of authorisation to the Board members, to the heads of the Audit Commission, the Ethics Commission, the IDRM Commission (mediation/arbitrage/disciplinary), and the Legal and Compliance Department.
- (2) All other individual requests to access the archive is subject to the authorisation from the President or General Director.
- (3) Access cannot be limited to state authorities like tax administration supervisors or if ordered by the police or by the court.
- (4) Temporarily removal documents from the Archive should be registered with: names, surname, authorisation, date and hour of removal and details of expected return.

## **IX. Safety and Security of the data**

### Article 25 (safety and security of data)

- (1) The Office of the JJEU shall strictly respect the principle of data protection as defined by common standards of personal data protection and JJEU rules, especially having in mind General Data Protection Regulation rules, procedures and standards.
- (2) The Office shall provide proper physical and software protection of the facility, offices, rooms and electronic devices in use to avoid unauthorised removal or discloser (including on electronic devices.).
- (3) Special policies may be implemented to address different aspects of data protection and provide guidelines, rules and procedures (i.e. general data protection policy, anti-doping data protection policy, cyber security, safety and security etc.)

### Article 26 (individual responsibility)

- (1) If some functions of the office are not occupied or assigned to the individual person with statutory bodies, that person shall manage data with proper care and diligence to avoid unauthorised removal or discloser (including on electronic devices).

### Article 27 (general responsibility)

- (1) Any person within JJEU is shall respect and implement necessary measures to avoid unauthorised removal or discloser or damaging the data (including on electronic devices) and shall use the data and information with proper care and diligence.

## **X. Transitional and final provisions**

### Article 28

(transitional and final provisions)

- (1) In case of the conflict of the rules or the procedures within this by-law or legal vacuum, the JJEU Board is the competent authority for authentic interpretation and decisions.

Article 29  
(vacatio legis)

- (1) All resolutions of the meetings come into effect immediately, unless otherwise decided. Documents (rules, regulations, by-laws) shall come into force on a day after they were published on the JJEU website.

Article 30  
(document library)

- (1) The Office of the JJEU shall create documentation registry system to provide safekeeping of the archive of the JJEU in respect to confidentiality and data protection as well in respect to simple and effective finding and managing of the archive.

Article 31  
(required quorum for acceptation and changes)

- (1) A quorum of an absolute majority of the cast of the organ is required to accept, ratify or change these rules if not decided differently by the Statues.

Article 32  
(register of changes)

- (1) These rules were accepted by the JJEU Board on xx.xx.xxxx.

**FORM 1 – SUBMITTING THE PROPOSAL (GENERAL GUIDANCE)**

Letter Heading

Number and Date

**SUBMITTING THE PROPOSAL**

**1. Title**

(main title of the proposal and background which could be a decision of the Board, committee or commission, annual plan, calendar, action plan, project development...)

**2. Who prepared materials**

(Board, Commission, Committee, Department, national federation, working group, individual...)

**3. Person in charge**

(who is or was in charge for handling the submission or creating it, contact to ask additional question or resolve doubts before the matters is discussed)

**4. Alignment of the materials - coherence**

(when applicable or required, especially in case of overlapping responsibilities or sphere of work...)

**5. Main purpose and objective**

(what do we want to achieve, what is the main objective of the proposal or materials submitted, what problem are we trying to solve...)

**6. Financial implications**

(costs related to preparation of materials – if any, costs expected after approval of the proposals; if that is unknown it should be statement about that also...)

**7. Proposal of decision/conclusion/resolution**

(precise definition of the end decision you are expecting to achieve – proposal of the decision or resolution in text and form as expected to be approved...)

**8. Representative of the submitter who will participate on the session/meeting**

(person who will represent, advocate and explain submitted proposal on the meeting of competent body...)

PLEASE NOTE: THIS IS A GUIDANCE HOW TO PREPARE A PROPOSAL AND WHICH TOPICS SHOULD BE INCLUDED FOR EASIER DECISION-MAKING PROCESS.

**FORM 2 – SUBMITTING RULES OR REGULATION CHANGES PROPOSAL/APPROVAL**

Letter Heading

Number and Date

**SUBMITTING THE PROPOSAL**

**1. Title**

(main title of the proposal and background which could be a decision of the Board, committee or commission, annual plan, calendar, action plan, project development...)

**2. Who prepared materials**

(Board, Commission, Committee, Department, national federation, working group, individual...)

**3. Person in charge**

(who is or was in charge for handling the submission or creating it, contact to ask additional question or resolve doubts before the matters is discussed)

**4. Alignment of the materials - coherence**

(when applicable or required, especially in case of overlapping responsibilities or sphere of work...)

**6. Financial implications**

(costs related to preparation of materials – if any, costs expected after approval of the proposals; if that is unknown it should be statement about that also...)

**7. Representative of the submitter who will participate on the session/meeting**

(person who will represent, advocate and explain submitted proposal on the meeting of competent body...)

**8. Main purpose and objective of the rule and regulation (for new one when providing draft) or changes (when proposing changes or updates)**

(what do we want to achieve, what is the main objective of the proposal or materials submitted, what problem the proposal is trying to solve...indicate if any statutory body of the JJEU already made any motion or decision related to the proposal)

**9. Draft of the rules or regulation or changes by paragraphs**

(precise definition of the end decision you are expecting to achieve – proposal of the decision or resolution in text and form as expected to be approved...)

When proposal is made to change existing rule or regulation the proposal shall have explanation of each paragraph changes and text shall be presented in a fashion of old text and new one (changes shall be seen visible and clear).