



# International Radio Sailing Association

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## 2014 General Assembly - Procedures and Notes applying to the GA

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Last updated 21/04/2014

### 1. Matters applying prior to the commencement of the GA

- (a) Under clause 6.2 of the constitution, each Member is required to give written notice of their Representative prior to the appointed time for the start of the GA. However, in order that the necessary pre-meeting administration can be carried out, the deadline for this notification to be received by the General Secretary will be 23:00GMT on 25th April 2014 (ie 7 days prior to the formal commencement of the GA).

The Member Representative will be provided with a user name and password as necessary to permit them to take full part in the GA. Once this information has been issued to all Member Representatives, the Delegated National Member (DNM) forum will be re-opened.

- (b) The Executive Committee have decided that the following votes will be taken via ballot papers sent out prior to the formal commencement of the meeting:
- (i) Approval of the Agenda
  - (ii) Election of the officers
  - (iii) Voting on the motions

The ballot papers will be sent out by email to the Member contact person as shown on the Member list on the IRSA web site approximately 14 days prior to the commencement of the meeting. Members will be required to submit the completed ballot papers by not later than 23:00GMT on 1st May 2014 (ie 1 day prior to the formal commencement of the GA).

- (c) The non incumbent candidates for officer posts will be provided with “observer” level access to the Delegated National Member (DNM) forum under their own name.

“Observer” level access will enable the user to see what is happening in the forum but will not permit the user to reply to threads or to create any new content.

- (d) “Observer” level access may be provided to interested parties such as ISAF.

## 2014 General Assembly - Procedures and Notes Applying to the GA

- (e) The following has been withdrawn for technical reasons.  
~~Other interested members of the radio sailing fraternity will also be granted “observer” access subject to satisfactory confirmation of identity via their Member.~~

### 2. Matters applying to the proceedings of the General Assembly

- (a) The GA will be conducted inside the DNM Forum in the category listed as “General Assembly 2014”. Within that category, there will be a series of forums covering agenda items and topics appropriate to the meeting. The detailed business of each section of the meeting will be managed via one or more threads inside the relevant forum. Any votes required to be taken within the meeting will also placed in a thread inside the relevant forum.
- (b) The General Secretary will administer the forum throughout the meeting. This will include adding threads and votes within forums as required at any point by the Chairman, and announcing the results of those ballots taken prior to the commencement of the meeting at the appropriate point in the meeting.
- (c) Only Member Representatives and the Executive Committee will be permitted to reply to threads.
- (d) With regards voting, Member Representatives will have the right to vote on all matters. IOMICA will only have the right to vote on matters relating to the International One Metre Class.
- (e) Notes following this paragraph apply to Revision 1 of the Agenda dated 21st April 2014. The revision to the Agenda moves the election of the Officers to be last item on the Agenda.
- (f) Agenda item (1) - Attendance. The following participants will require to register their attendance at the meeting:
  - (i) The Member Representatives and IOMICA;
  - (ii) The incumbent Executive Committee;
  - (iii) The non incumbent officer candidates.
  - (iv) Any observers.

Where a Member has not registered their attendance at the meeting prior to agenda items (9) and (11) being dealt with, their vote will be excluded from the relevant count.

- (g) Agenda item (2) - Approve the Agenda. The outcome of the ballot taken before the commencement of the meeting will be announced.
- (h) Agenda item (3) - Appoint a Scrutineer. Details of how the Scrutineer will be appointed to follow. The Scrutineer will be responsible for validating the tally of the votes (as set out in section 3 below).

## **2014 General Assembly - Procedures and Notes Applying to the GA**

- (i) Agenda item (9) - Motions. The one motion to be considered by the GA concerns 24 individual changes to the Constitution.

The formal Notice of Motion document provides for all the changes to be voted for in a “primary” motion. If the primary motion is not passed, then each individual change will be voted for in a series of “secondary” motions.

As required by clause 10.1 of the Constitution, the approval of either the primary motion or the secondary individual motions will require two thirds of the votes cast to be in favour.

Where any Member has not registered their attendance at the meeting prior to this agenda item being dealt with, their vote will be excluded from the relevant count.

- (j) Agenda item (11) - Elect the officers. As set out in Clause 6.11 of the Constitution, the election of each officer shall be decided by a simple majority of the votes cast. In the event of an equality of votes, the outcome will be decided by the toss of a coin.

Where any Member has not registered their attendance at the meeting prior to this agenda item being dealt with, their vote will be excluded from the relevant count.

### **3. Procedure for tallying the ballots sent out in advance of the formal commencement of the meeting**

Once the ballot document files sent out prior to the meeting have been returned to the General Secretary, the following steps will be carried out by the General Secretary:

- (i) The General Secretary will record in the meeting minutes the sender name, email address and the date and time each ballot paper was received.
- (ii) Following the election of a Scrutineer under Agenda item (3), the General Secretary will pass to the Scrutineer the submitted ballot papers and the analysis of same. The Scrutineer will affirm the validity of all votes.
- (iii) The outcome of each vote will only be announced at the appropriate point in the meeting.