



# **RULES OF PROCEDURE OF THE FIVB CONGRESS**

**Edition 2016**

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# Article 1

## Accreditation of Delegates

### 1.1 RIGHT TO ACCREDITATION

#### 1.1.1 Entitled National Federations (NFs)

Only affiliated National Federations (NFs) that have fulfilled their financial commitments, have the right and obligation to accredit delegates to the FIVB Congress.

NFs which are not present or represented at a World Congress will receive no financial or technical support of any kind from the FIVB for the next two-year (2) period. They will regain FIVB support by attending the following Congress.

#### 1.1.2 List of NFs in good standing

The official list of affiliated NFs that have fulfilled their financial commitments will be drawn up by the FIVB Secretariat prior to the Congress and closed at a meeting of the Credentials Verification Commission.

### 1.2 ACCREDITED DELEGATES

#### 1.2.1 Choice of Delegates

NF's delegates shall

- a) either be members of the board of the NF or hold an official position in the NF, except as provided in Article 2.3.1.3 of the FIVB Constitution and 1.3.3 of these Rules;
- b) be nationals or permanent residents of the country concerned, except as provided in Article 2.3.1.3 and 1.3.3 of these Rules; and
- c) not be members of the current or the next FIVB Board of Administration.

#### 1.2.2 Number of Delegates

Each affiliated NF may accredit no more than two (2) delegates.

### 1.3 CREDENTIALS OF NF's DELEGATES

#### 1.3.1 Credential Letter

Delegates are given accreditation on the basis of a credential letter issued by their NF, typewritten on the letterhead paper of the NF, stamped with the seal and signed by the President and Secretary General or another authorised member.

### 1.3.2 Name of Delegates

The credential letter indicates to the FIVB the name of the delegate formally appointed by the NF to speak and vote on its behalf. A second delegate may also be designated in the same letter.

### 1.3.3 Representation by proxy

An affiliated NF, which meets the conditions for accreditation according to Article 1.1 above, may authorise another affiliated NF to represent it by proxy.

### 1.3.4 Number of proxies per NF

The accredited delegates of an affiliated NF cannot represent more than one (1) other affiliated NF by proxy.

## 1.4 VALIDITY OF A PROXY

### 1.4.1 Formalities

A proxy must be typewritten on the official letterhead paper of the NF, naming the affiliated NF to which it grants its power of representation. The proxy must bear the signatures of the President and Secretary General of the represented NF as well as its official seal.

### 1.4.2 Blank proxies

If a specific NF is not designated, the proxy is invalid.

### 1.4.3 Number of votes

The delegates of an affiliated NF who represent another affiliated NF are entitled to one (1) vote per NF.

## 1.5 DELEGATES OF A NEW FEDERATION

### 1.5.1 Presence as observers

The delegates of an NF whose request for affiliation is on the agenda of a Congress may attend the sessions, except during the study of and voting on the affiliation.

### 1.5.2 Participation

They may take part in the debates immediately after the affiliation of the NF they represent has been approved, but they cannot be represented by proxy.

## 1.6 REGISTRATION PROCEDURE

### 1.6.1 Registration Desk

A Congress Registration Desk will be set up in the area allocated to the FIVB Secretariat within the Congress hotel.

### 1.6.2 Documents to be presented

Upon arrival, NF delegates are required to present a copy of their credential letter (and proxy where applicable) to the FIVB Secretariat staff.

#### 1.6.3 Outstanding debts

The delegates of NFs who are not included in the aforementioned (1.1.2) official list must also either pay the total amount of outstanding debts with the FIVB or clarify their situation with respect to the said debts.

#### 1.6.4 Period of accreditation

Delegates may be accredited before the Credentials Verification Commission concludes its report, subject to cases of force majeure (e.g. delays in travel) as decided by the Congress upon recommendation of the Credentials Verification Commission.

### **1.7 CREDENTIALS VERIFICATION COMMISSION**

#### 1.7.1 Composition

This Commission is composed of six (6) members: a President, who is appointed by the FIVB Executive Committee and the five (5) Confederation Presidents. [NOTE: see Article 2.3.3.1 of the FIVB Constitution]

#### 1.7.2 Duties

The Commission is responsible for verifying the authenticity of the credential letters and proxies presented by the Congress delegates and ensures that the statutory conditions to participate in the debates and vote in Congress have been satisfied.

#### 1.7.3 Notification to the Congress

The President of the Commission notifies the Congress of the number of NFs and proxies which have complied with the statutory requirements and whose delegates are thus entitled to vote.

## **Article 2**

### **The Congress**

#### **2.1 AGENDA OF THE CONGRESS**

##### 2.1.1 Items to be included

In addition to and including the items referred to in Article 2.3.4.1 of the FIVB Constitution, the agenda for a Congress should include the following items approved by the Board of Administration:

1. report of the Credentials Verification Commission and statement of quorum;

2. approval of the minutes of the preceding Congress;
3. affiliations, resignations, suspensions and expulsions of NFs;
4. the FIVB President's report;
5. the financial report;
6. the consolidated biennial accounts (of the last 2 years);
7. the external and internal auditors' reports;
8. adoption of the budget;
9. appointment of internal auditors as required;
10. amendments to the FIVB Constitution as required;
11. amendments in the Official Rules of Volleyball, Beach Volleyball, Park Volley, etc. as required (during or with the approval of a Congress held in an Olympic year);
12. proposals presented by the Confederations and/or affiliated NFs;
13. proposals presented by the Board of Administration;
14. Councils and Commissions' proposals, as approved by the Board of Administration, projects and programmes;
15. Confederations' projects and programmes of activities for the next two (2) years;
16. election of the FIVB President as required;
17. election of the gender-in-minority Board of Administration members as required;
18. other business; and
19. date and place of the next Congress.

#### 2.1.2 Agenda and reports

The agenda is sent to the affiliated NFs no later than one (1) month before the Congress opens together with administrative, financial and sports reports, financial statements and lists of nominations to the various FIVB Institutions.

#### 2.1.3 Confederation and NF proposals

All questions which an NF wishes to raise at the Congress must be sent to the FIVB Secretariat at least three (3) months before the Congress.

#### 2.1.4 Proposal support

Only those proposals timely submitted by at least five (5) affiliated NFs or previously approved by the Board of Administration will be discussed by the Congress. In case of an emergency and on the recommendation of the Board of Administration or the Executive Committee, items not on the agenda may be debated, provided that the Congress agrees to their addition to the agenda by a two-thirds (2/3) majority of the NFs accredited and with a right to vote in the Congress. Proposals must be drafted in one of the working languages of the FIVB.



#### 2.1.5 Study by the Legal Commission

The Legal Commission is authorised to study the proposals and suggest a new wording to the Board of Administration without modifying the content.

#### 2.1.6 Working languages

The official proceedings of the Congress shall be published in the working languages of the FIVB.

### **2.2 CONGRESS BUREAU**

#### 2.2.1 Composition

The Congress Bureau is composed of the FIVB Executive Committee members and must be in session at least twenty-four (24) hours prior to the opening of the Congress.

#### 2.2.2 Duties

The Bureau convenes the members of the Credentials Verification Commission, coordinates the work of the auxiliary personnel and directs the work of the Congress through the President.

### **2.3 QUORUM**

After verifying that the required quorum for a valid Congress of at least one-third (1/3) of NFs with the right to vote (as established in Article 2.3.1.5 of the FIVB Constitution) has been reached, the President of the Congress declares the Ordinary Congress formally opened.

## **Article 3**

### **President of the Congress**

#### **3.1 CONGRESS PRESIDENT**

The FIVB President presides over the Congress. Should the President be unable to carry out his functions, he shall be replaced as per Article 2.6.1.2 of the FIVB Constitution.

#### **3.2 POWERS OF THE CONGRESS PRESIDENT**

The Congress President:

3.2.1 presides over the Congress.

3.2.2 opens and closes the sessions and debates.

3.2.3 gives the floor and supervises debates.

- 3.2.4 brings items to a vote when considered sufficiently debated.
- 3.2.5 adjourns debates diverging from the question under discussion.
- 3.2.6 warns delegates delaying the development of discussions. If the delegate continues acting improperly toward colleagues he may propose:
- a) an admonition;
  - b) expulsion from the session (leaving the session hall for the rest of the session);
  - c) expulsion from the Congress.
- 3.2.7 announces the result of voting to the Congress.
- 3.2.8 designates or proposes the formation of Special Commissions.

## Article 4

### Secretary of the Congress

#### **4.1 APPOINTMENT**

The Congress Bureau shall appoint a Secretary of the Congress, preferably selected from among the members of the FIVB Secretariat.

#### **4.2 DUTIES**

He receives and registers all the credentials and proxies forwarded by the affiliated NFs.

#### **4.3 RECORDING OF DEBATES, DECISIONS & VOTES**

He is responsible for the accurate recording of debates, decisions and votes.

#### **4.4 TAPE-RECORDING OF DEBATES**

He must ensure that the organiser secures complete digital recordings of the Congress' proceedings and transmits them to the President of the Congress when sessions are closed. The minutes of the Congress are based on the digitally-recorded information, which must be kept, until its approval by the following Congress, at the FIVB Secretariat.

#### **4.5 ANNOUNCEMENT OF VOTING AND ELECTION RESULTS**

He announces the results of voting and elections (assisted by the scrutineers).

# Article 5

## Advisory Electoral Committee and Scrutineers

### 5.1 ADVISORY ELECTORAL COMMITTEE

#### 5.1.1 Appointment

At least six (6) months prior to the elective Congress, the FIVB Executive Committee shall appoint an Advisory Electoral Committee consisting of six (6) members as follows:

- a) the FIVB President, as President;
- b) the five (5) Confederation Presidents, as members.

Members of the Advisory Electoral Committee cannot be candidates for election as FIVB President or as gender-in-minority members of the Board of Administration. As soon as a member has already filed with the FIVB (or later files) his/her candidature, he is automatically substituted in accordance with the principles set out in Article 2.6.1.2 of the FIVB Constitution. The substitution of the FIVB President (if required) shall take place first and shall be followed by the substitution of one or more of the Confederation Presidents (if required).

#### 5.1.2 Observers

Each candidate may appoint one (1) representative as an observer of the Advisory Electoral Committee's workings during the Congress. Such observer shall have full access to the Congress venue.

#### 5.1.3 Duties

The Advisory Electoral Committee shall be assisted by a member of the FIVB Secretariat that is appointed by the FIVB Executive Committee, and it shall have the following duties:

Prior to the Congress:

- a) To review the candidatures, as received by the FIVB Secretariat, and submit its recommendation to the Board of Administration regarding the eligibility of the candidates;
- b) To distribute to all NFs, through the FIVB Secretariat, the list of eligible candidates for FIVB President (in alphabetical order) at least thirty (30) days prior to the opening of the Congress;
- c) To distribute to all NFs, through the FIVB Secretariat, the list of eligible candidates for the gender-in-minority positions of the FIVB Board of Administration at least thirty (30) days prior to the opening of the Congress;
- d) To make all necessary preparations for the elections' procedure, if there is more

than one candidate.

During the Congress:

- a) If the number of candidates corresponds to the positions to be filled, to announce to the Congress that the election can be made by acclamation (see Article 2.3.6.2.1.c of the FIVB Constitution);
- b) If the number of candidates is higher than the positions to be filled, to supervise the work of the scrutineers and decide on any disputes arising during the voting or election process in accordance with the Rules of Procedure of the FIVB Congress and the FIVB Constitution;
- c) To confirm the results of the elections or of each round of the elections and notify the Secretary of the Congress of those results.

## **5.2 SCRUTINEERS**

### 5.2.1 Appointment

At the proposal of the Advisory Electoral Committee, an appropriate number of scrutineers is appointed by the Congress at the beginning of the first meeting or during the course of the sessions. An equal number of scrutineers from each Confederation shall be appointed.

### 5.2.2 Duties

They distribute the ballots, received from the President of the Congress, and collect them in the ballot boxes when each NF is called.

### 5.2.3 Counting

They control the validity of the ballots and their counting. The final result must be given to the Secretary of the Congress.

### 5.2.4 Excluded Delegates

Candidates for office cannot act as scrutineers.

## **Article 6**

### **Language and Administrative Personnel**

#### **6.1 INTERPRETERS**

Congress debates shall be translated into the official languages of FIVB (English, French, Spanish, Arabic, Portuguese and Russian) by professionally qualified interpreters nominated by, and at the expense and responsibility of, the Organizing Committee approved by the Congress Bureau.

## **6.2 ADMINISTRATIVE PERSONNEL**

Members of the FIVB Secretariat and the administrative personnel nominated by the Organising Committee of the Congress carry out the following functions:

- a) they ensure the provision of a top quality audio-visual system, sound, lighting and tape recording facilities; and
- b) they are in charge of all secretarial work, printing of documents and their circulation among delegates.

# Article 7

## Congress Documents and Reports

The working documents of the Congress shall be prepared in the working languages of the FIVB.

### **7.1 DOCUMENTS TO BE PRESENTED BY THE EXECUTIVE COMMITTEE**

#### 7.1.1 Documents

According to its statutory powers, the Executive Committee presents to the Congress the following documents:

- a) the agenda;
- b) its activity report;
- c) the biennial financial report;
- d) the budget for the next two years;
- e) the internal and external auditors' reports; and
- f) the proposals from the Executive Committee, those presented by the Board of Administration and affiliated NFs.

#### 7.1.2 Mailing to NFs

These documents must be mailed to all NFs at least one (1) month prior to the Congress.

#### 7.1.3 Content

The reports should contain a clear and brief summary of the administrative performance, financial and accounting situation of the FIVB, together with precise information on the present role of Volleyball throughout the world.

These documents are evidence of the budgets and programmes relevant to activities or promotions performed, which were previously approved by the Board of Administration or a former Congress.

## **7.2 DOCUMENTS TO BE PRESENTED BY THE COUNCILS, COMMISSIONS AND CONFEDERATIONS**

### 7.2.1 Required documents

The Confederations and FIVB Councils and Commissions must send the following documents to the FIVB Secretariat, no later than six (6) months prior to the Congress:

- a) detailed activity programmes for the two (2) following fiscal years;
- b) proposals to the Congress, which must have been previously approved by the Board of Administration.

### 7.2.2 Board of Administration's approval

These documents must be sent to the NFs at least three (3) months prior to the Congress, after approval by the Board of Administration.

# Article 8

## Presentation of Proposals to the Congress

### **8.1 PROCEDURE**

#### 8.1.1 Formalities

In order to be legally submitted to the Congress, a proposal must be presented in writing and fulfill the following conditions:

- a) proposals from one of the FIVB Institutions must be in one (1) of the working languages of the FIVB (English and French) and be previously approved by the Board of Administration;
- b) Proposals from one (1) of the Confederations or NFs must be written in one (1) of the working languages and sent to the FIVB Secretariat no later than six (6) months prior to the Congress. These proposals require the previous approval of the Board of Administration.

#### 8.1.2 Mailing to NFs

All proposals to be brought for the consideration of the Congress must be sent to the NFs, no later than one (1) month before the opening of the Congress.

#### 8.1.3 Late proposals

Proposals sent or presented after the deadline will be forwarded to the next Congress unless the Congress in session decides otherwise by a two-thirds (2/3) majority of the NFs accredited and with a right to vote in the Congress.

## **8.2 AMENDMENTS TO A PROPOSAL**

Amendments to a proposal must be presented in writing and transmitted to the President of the Congress prior to the debates or, as the case may be, during discussion of the said proposal.

# Article 9

## Debates

### **9.1 PRESENTATION OF PROPOSALS AND REPORTS**

#### 9.1.1 Opening of debate

A debate opens with the reading of the proposal by the President of the Congress, or by the representative of the FIVB Institutions which proposed the inclusion of the item in the agenda.

#### 9.1.2 Debate

The debate opens after the complete report has been presented by the corresponding FIVB Institution.

### **9.2 DISCUSSION**

After the presentation of the report or the proposal, the discussion develops as follows:

1. The floor is given by the Congress President to the delegates so requesting. They deliver their intervention from their place.
2. The Congress President may reasonably limit the debates.
3. Where general controversy exists, the Congress may decide with a 2/3 majority of the accredited NFs with a right to vote that the matter be limited to a specific point or that the matter be closed and referred to a vote of the Congress.

# Article 10

## Congress Decisions

### **10.1 APPROVAL OF PROPOSALS**

#### 10.1.1 Simple majority

Proposals are approved by simple majority of the accredited NFs with a right to vote in the Congress, except for the items stated in Article 10.1.2 and 10.1.3.

#### 10.1.2 Two-thirds (2/3) majority

A two-thirds (2/3) majority of the accredited NFs with a right to vote in the Congress is required to approve the following proposals:

- a) to open a debate on items not included in the agenda;
  - b) amendments to the FIVB Constitution;
  - c) to limit the debate on a specific point or close the debate and refer a matter to the vote; and
  - d) expulsion of an affiliated NF,
- on the condition that the actual quorum is reached as per Article 2.3.1.5 of the FIVB Constitution.

#### 10.1.3 Three-quarters (3/4) majority to dissolve the FIVB

A three-quarters (3/4) majority of the accredited NFs with a right to vote in the Congress is required to approve the dissolution of the FIVB, during an Extraordinary Congress at which eighty percent (80%) of the affiliated NFs are accredited. Voting is held by secret ballot.

#### 10.1.4 Voting by roll-call

Voting may be held by roll-call either when so decided by the President or at the request of the delegate of an affiliated NF supported by the delegates of five (5) other present or represented NFs. The roll-call starts with a letter drawn from the English alphabetical order.

#### 10.1.5 Freedom to vote

Voting is not compulsory.

### **10.2 SUBMITTING TO A VOTE**

#### 10.2.1 Preparation

Before a proposal is voted on, the President of the Congress allows it to be read and informs the Congress of the way in which the vote will be taken and the majority required for the approval of the motion. In case of amendments to the Constitution and upon request of the delegate of an accredited NF with a right to vote, separate voting may be held for one or more proposed amendments.

#### 10.2.2 Electronic voting

The FIVB Board of Administration may decide to use at the Congress a system of electronic voting by the NFs present or represented by proxy in the Congress. The system shall be certified by an independent company and shall securely and immediately tally the votes. Electronic voting cannot be used for elections.



### **10.3 CASTING OF VOTES**

#### 10.3.1 Number of votes

Each NF has one (1) vote. In the case of a NF representing another NF by proxy, its delegate(s) may vote once for his/their NF and once for the NF represented by proxy, in connection with the same matter.

#### 10.3.2 Motion during voting

During voting, the floor is not given to any delegate. However, the Congress President may present a motion of order.

### **10.4 RESULTS OF VOTING**

Votes are counted by the scrutineers. The result is announced by the Secretary of the Congress.

### **10.5 ENTRY INTO FORCE OF CONGRESS DECISIONS**

Unless decided otherwise by the Congress, the decisions of the Congress enter into force three (3) months after the closing of the Congress.

## **Article 11**

### **Elections**

#### **11.1 GENERAL**

11.1.1 The election process will start with the Secretary of the Congress informing the Congress of the names of the five (5) Confederation Presidents and of the twenty-nine (29) persons elected by the Confederations as Board of Administration members.

11.1.2 Following the process in Article 11.1.1, the Congress shall proceed with the election of the two (2) members of the gender in minority for the Board of Administration.

11.1.3 The Congress shall continue with the election of the FIVB President.

11.1.4 Elections of the President and of the two (2) gender-in-minority members of the Board of Administration shall be held by secret ballot unless the number of candidates corresponds to the positions to be filled, in which case the election can be made by acclamation.

#### **11.2 ELECTION PROCESS**

11.2.1 Announcement of the list of candidates

The candidates, listed in alphabetical order regardless of their gender, will be announced to the NFs in advance.

#### 11.2.2 Distribution of ballots

The Congress delegates will be provided with a ballot paper listing all candidates in alphabetical order regardless of their gender. Ballots are verified by the scrutineers.

#### 11.2.3 Number of ballots

The Congress President notifies the Congress of the number of distributed ballots. The election is valid when the collected ballots are numerically equal or fewer than those distributed.

When the number of ballots collected is greater than that of the ballots distributed, the election is deemed invalid and shall be repeated.

#### 11.2.4 Voting

For the election of the President, the Congress delegates vote for the candidate of their choice by marking an "X" in the box beside the candidate's name.

For the election of the two (2) gender-in-minority members of the Board of Administration, the Congress delegates can vote up to two (2) candidates of their choice by marking an "X" in the box beside each candidate's name.

#### 11.2.5 Protocol

The results of the election shall be recorded in writing by the scrutineers in an election protocol, which shall be signed by the scrutineers and confirmed by the Advisory Electoral Committee.

#### 11.2.6 Announcement of the results

The Secretary of the Congress announces the results of each election as well as of each voting round, if applicable.

#### 11.2.7 Custody and destruction of ballots

Scrutineers shall have the custody of ballots in accordance with this paragraph. After the ballots have been counted and the results of the election have been notified to the Congress, the scrutineers shall immediately put aside the ballots so that they cannot be used again for the next vote(s).

At the end of all election procedures, ballots must be delivered in a sealed container to a member of the FIVB Secretariat appointed by the Congress Bureau. Ballots must be kept at the FIVB headquarters for a period of at least ninety (90) days after the vote in one or more sealed containers.

## 11.3 ELECTION SYSTEM

### 11.3.1 Election of the President

#### (a) First round

The candidate that receives more than fifty percent (50%) of the votes cast is elected at the first round. Abstentions, blank or invalid votes are not taken into consideration for the calculation of the required majority.

#### (b) Second round

If no candidate is elected at the first round, all candidates except for the two (2) receiving the most votes are eliminated.

A second round between these two (2) candidates shall take place, at which the candidate receiving the highest number of votes is elected.

### 11.3.2 Election of the two (2) gender-in-minority members of the Board of Administration

#### (a) First round

The two candidates that receive the highest number of votes and more than fifty percent (50%) of the votes cast are elected in the first round. Abstentions, blank or invalid votes are not taken into consideration for the calculation of the required majority.

#### (b) Second round

If no candidate is elected at the first round, all candidates except for the three (3) receiving the most votes are eliminated. A second round between these three (3) candidates shall take place, at which the two (2) candidates receiving the highest number of votes are elected.

If only one candidate is elected at the first round, all other candidates except for the two (2) receiving the most votes are eliminated. A second round between these two (2) candidates shall take place, at which the candidate receiving the highest number of votes is elected.

### 11.3.3 Tie

If the position(s) cannot be filled or a new round initiated as per the above provisions because two or more candidates received the same number of votes, the Congress will take a separate vote between these candidates. The candidate with the highest number of votes will be elected or proceed to the next round of elections, as applicable. This procedure may be applied more than once if the tie persists.

## Article 12

### Congress Minutes

#### **12.1 MINUTES**

The Congress minutes are drawn up by the FIVB Secretariat.

#### **12.2 VERIFICATION AND MAILING**

The minutes are submitted to the President for verification and mailed to the NFs within three (3) months after the closing of the respective Congress.

#### **12.3 PROVISIONAL APPROVAL**

The minutes are submitted for the provisional approval of the following Board of Administration and will be finally approved by the subsequent Congress.

## Article 13

### Entry into Force

#### **13.1 ENTRY INTO FORCE**

These Rules of Procedure of the FIVB Congress were approved by the FIVB Congress on 5 October 2016 and enter into force immediately.

#### **13.2 AMENDMENT**

These Rules of Procedure of the FIVB Congress can be amended only by the Congress.