

# **WORLD TRIATHLON RULES OF CONGRESS PROCEDURE**

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## 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. 22.4. The purpose is to make a document summarising the rules applicable to all persons 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. 30.19);
  - (4) Approval of the Minutes of the previous Congress Meeting, Ordinary or Extraordinary;
  - (5) If notified, the admission (Art 6.5 and 15.2), suspension, expulsion and sanctions (Art 11, Art 12, Art 15.5);
  - (6) Second announcement of voting strength (which shall include any changes in Membership resulting from art 2.a (5) above);
  - (7) Report on behalf of the Executive Board including audited financial statements and budget, and the reports from the Committees, Commissions and World Triathlon Tribunal (Art. 23.f.h.i.j.), Art. 59, Art 60);
  - (8) Approval of members of the World Triathlon Tribunal, if any (Art. 23.e);
  - (9) Resolutions (Art. 31):
    - (a) Amendments to the Constitution: (Art. 31.4);
    - (b) Resolutions Executive Board (Art. 34.3.e.);
    - (c) Resolutions Members (Art. 7.b);
    - (d) Resolutions Continental Confederations (Art. 44.d.).
  - (10) Elections (if an Election Congress or any vacancies) (Art. 30):
    - (a) Report Credential Committee eligibility candidates for election(47.3, 54.3);
    - (b) President (Art. 30.14);
    - (c) Vice Presidents (Art. 30.15);
    - (d) Individual Executive Board members (Art. 30.15);
    - (e) Chairpersons and individual members of Committees (Art. 46.3);
  - (11) Nominations for Medal of Honour and Honorary membership (Art. 64);
  - (12) Closing.
- b The Agenda shall be prepared and dispatched no later than 30 days before the Congress (following 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 only be changed or extended to other items immediately after the appointment of the scrutineers with the consent of a special majority (2/3) (Art 25.3.a.). Extending the agenda by 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 of 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. 7.a.) if they are appointed in accordance with and comply with Art. 20; and if the Member is in good standing (Art 17). If a Member is not in good standing their delegates will not be entitled to vote (Art. 17.1.a).

#### 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) Continental Confederation delegates, max one (1) of each gender
- (7) Auditors;
- (8) A public Notary, if requested by the Secretary General;
- (9) 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 their report, unless requested or approved by the Chairperson to speak on other matters;
- (10) 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. 21.4.):

- (1) Members of all Committees and Commissions;
- (2) Honorary Presidents and Honorary members;
- (3) Nominees for election;
- (4) World Triathlon Staff;
- (5) Persons engaged or employed by World Triathlon to ensure the smooth running and administration of the meeting (such as venue organisers, technicians etc.);

- (6) 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 (Rule 6) and timing (Rule 7) 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.

### a Resolutions

#### (1) 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.

#### (2) Overview of the Process

The following process shall be followed for any decision to be made on any matter at a Congress Meeting except for the elections:

- (a) A Member, Continental Confederation or the Executive Board puts a resolution on the Agenda;
- (b) The Chairperson states the resolution;
- (c) Members debate the resolution;
- (d) The Chairperson puts the resolution to a vote;
- (e) The Chairperson announces the results of the vote and what happens with the resolution.

#### (3) Moving a resolution

- (a) A resolution can be introduced in the Agenda by a Member (Art. 7.b.), a Continental Confederation (Art. 44.d.) and the Executive Board (Art. 34.3.).
- (b) At a Congress Meeting, one (1) delegate of the Member or for resolutions of the Executive Board, a Board member appointed for that purpose, must move the resolution proposing that decision.

b 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 resolution, the right to speak to the resolution. Time limits on speaking apply (see Rule 7 of these Rules). If more than one Member introduced the resolution only one (1) delegate of one (1) Member has the right to speak to the resolution.
- (2) The Chairperson will then open the discussion for any other Member to speak on the resolution as follows:
  - (a) Only one (1) delegate from each Member may speak to a resolution. Time limits apply (see Rule 7 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 under 5b of these Rules, to speak to the resolution. Time limits on speaking apply (see Rule 7 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 resolution, except for the delegate who moved the resolution, who has the right of reply (as specified in Rule 6.e. 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 resolution, 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 (3) or more resolutions 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.

c 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 7 apply.

- (2) The right of reply must be strictly limited to the speaking on matters raised by the previous speakers on the resolution and may not introduce any new matters.
- (3) The mover of the resolution may withdraw the resolution at this time.

d Resolutions which Propose Amendments to the Constitution

- (1) Resolutions 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 resolution to amend Articles to be dealt with together in blocks if, for example, the resolutions are about the same subject matter, or they are technical, clerical or minor in nature. If there is more than one amendment proposed to the same Article of the Constitution the Chairperson shall proceed with the resolution 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 resolution with changes included]."*
- (2) A resolution to amend a resolution shall be in writing and notified to the Chairperson before the original resolution is voted on, unless the Chairperson allows otherwise.
- (3) The Chairperson may decline an amending resolution for any of the reasons set out in Rule 6.j.6.
- (4) An amending resolution cannot itself be amended, and must be voted on, before another amending resolution 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 resolution is resolved.
- (5) An amending resolution shall be moved, seconded, discussed and voted on, in the same manner as the original resolution. If the amending resolution is successful, the original resolution is then amended accordingly, and the

original resolution (as amended) will then be discussed and voted on.

h Vote on resolutions

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

## 7 Time rules

### Speaking to resolutions

- a. The mover of a resolution shall be entitled to speak to the resolution for no more than three (3) minutes.
- b. Any other delegate or Executive Board member shall be entitled to speak to the resolution or not more than two (2) minutes.
- c. Other persons entitled to speak to a resolution shall be entitled to two (2) minutes.
- d. The Chairperson has the discretion to extend the time limits set out in these Rules.
- e. In speaking to any resolution, speakers are to limit their comments strictly to the resolution and shall not speak to irrelevant or unrelated matters, as decided by the Chairperson.
- f. 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 13 where Chairperson may order a person to leave the meeting.)
- g. The time limits in this Rule 7 do not apply to the presentation of reports, the time limit for which shall be no more than five (5) minutes or as decided by the Chairperson.
- h. Persons entitled to speak at a Congress Meeting may speak in English, Spanish or French (Art. 57.2.).
- i. For avoidance of doubt, it is not allowed 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.

## 8 Voting

- a Each Member in good standing has one vote (Art. 17.1.a.). 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 shall be passed by Simple Majority unless a different Majority is expressly specified in the Constitution (Art. 29.1.).
- 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. 29.3.).
  - f Before each vote, the Chairperson or the Secretary General shall present the



proposal.

- g Proposals which are not contested shall be considered as adopted.
- h Votes: all votes cast by those present and entitled to vote including those for, against, abstentions and invalid votes.
- i Open Voting:
  - (1) All decisions of Congress, shall be decided by Open Voting except for:
    - (a) Elections, which shall be undertaken by Secret Ballot (Art 30.3)
    - (b) Voting undertaken by show of hands, by voice or acclamation, if permitted by the Constitution or these Rules of Congress (see Rule 7.3); or,
    - (c) Voting on any other resolution where the Voting Delegates call for a Secret Ballot, in accordance with Rule 8.j.
  - (2) **“Open Voting”** means the vote is undertaken using the Electronic Voting System and after the vote has closed on each resolution the following will be available at the Congress meeting to all persons present at the Congress meeting:
    - (a) the names of the Members which voted in favour, against or abstained from voting on the resolution; and,
    - (b) the required majority, and the outcome of the vote, including total number of votes in favour, against and abstentions;
    - (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 (the results of which shall be made available at the Congress meeting in the same manner as described in Rule 8.j.(2)(a) and (b) or Rule 9. of these Rules, as applicable)
- j **Voting by Show of Hands, Voice or Acclamation:**
  - (1) The Chairperson shall decide if a resolution shall be voted on by a show of hands, voice or acclamation unless:
    - (a) prior to the vote, there is an objection made by at least ten (10) Voting delegates to request Open 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 resolution a second time by Open Vote using the Electronic Voting System.
- k **Voting by Secret Ballot:**
  - (1) In addition to voting in Elections, a resolution may be voted on by Secret Ballot only:

- (a) If 33% of the Voting Delegates present in the Congress meeting call for a vote to be held by Secret Ballot.
- (b) if the threshold in (1) supra is met, the resolution to vote by Secret Ballot is then voted on by Open Voting; and,
- (c) if the resolution to hold the vote by Secret Ballot is then carried by a Simple Majority, and if carried,

The original resolution is then voted on by Secret Ballot.

- (2) **“Secret Ballot”** means voting will be undertaken in the same way as other resolution using the Electronic Voting Technology, however after each vote, the votes of the voting delegates shall not be disclosed, and only the following will be available after each vote (including rounds of a vote) at the Congress meeting:
  - (a) The outcome of the vote;
  - (b) In an Election, the total number of votes for each candidate in the Election and the order of votes from the highest to the lowest for all candidates in each vote (including any rounds of vote);
  - (c) For any other resolution voted by Secret Ballot, the total number of votes in favour, against and abstentions;
  - (d) The number of any votes that were not valid votes.

- I **Open and Closing Votes:** When using the Electronic Voting System, the Chairperson shall announce when voting is open with respect to a resolution or the Election of a position, and when it is closed, including giving a warning before voting is closed.

#### Voting majority

- m All resolutions 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.
- n In the event of a tied vote, the vote shall be lost.

#### Valid vote

- o A valid vote is one that conforms to all stated requirements. The following shall not be counted as valid votes:
  - (1) votes for more candidates than vacancies; and
  - (2) votes declared void by the scrutineers whose decision shall be final, e.g., unintelligible votes.

## 9 Elections

- a The Chairperson of the Congress 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 first year of the Olympiad (Art. 30.1.)
- c Elections for persons shall be undertaken by secret ballot (Art. 30.3.).
- d A valid ballot 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 (1) 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. 30.7).
- 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. 54.2).
- 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. 54.1). The decision to approve if a candidate is eligible or otherwise shall be made by Congress, following the report of the Credentials Committee (Art. 54.4).
- j All bodies under Art. 18 shall have:
  - (1) a minimum of 25% of the opposite gender (Art 18.2); and
  - (2) maximum one (1) elected voting member per Member (Art. 30.8.)
- k Each candidate must:
  - (1) be a member of, or be affiliated to, the Member which is nominating them;
  - (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. 54.

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' 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 (Art 30.10).
- m 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). Of the President and the four Vice-Presidents, maximum three (3) may be of the same gender.
    - (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. 30.14.)
  - (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. 30.15.):

- (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. 30.16).

#### 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 by and must abide the Election Rules and Procedures and the Code of Ethics.

#### Honorary and Awards

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

### **10 Scrutineers and Tellers**

- a Upon the recommendation of the Executive Board the delegates shall appoint three (3) scrutineers and three (3) tellers (Art. 30.19).
- b One (1) scrutineer shall be designated by the Secretary General as Chief Scrutineer.
- c Verifying Company and the Chief Scrutineer shall oversee the voting and confirm that it is functioning adequately and confirm the validity of each result.
- d If voting is undertaken by show of hands, the tellers and scrutineers shall count the votes, and the Chief Scrutineer shall confirm the result.
- e If voting is undertaken by voices, the Chairperson shall declare the result, unless it is inconclusive or unclear.
- f 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 and tellers 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.

- g The Secretary General may request a public notary to be present at Congress Meetings to witness the voting procedure.
- h If voting is undertaken using manual voting papers, each voting paper shall have the name of the Member Federation recorded on it, unless it is a Secret Ballot. If it is an Open Vote, after the voting papers have been collected, the votes will then be manually entered into the Electronic Voting System to display the results of the vote at Congress in accordance with Rule 8 of these Rules, as applicable.
- i In addition to the Scrutineers, the Chief Executive Officer may request an independent third party with a professional qualification to be present at Congress meetings to witness and verify the voting procedure and outcomes of the votes.

### **11 Interpreters**

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

### **12 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.

### **13 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.

### **14 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:
  - (1) the Chairperson of the meeting in their discretion decides that it is still appropriate for the meeting to proceed despite the irregularity, error or omission; and,

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

**15 Minutes**

The Minutes of each Congress Meeting shall be in English and shall be sent to all Members within forty-five (45) 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 are stored at World Triathlon's headquarters.

**16 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.