



*Fédération
Aéronautique
Internationale*

IGC Internal Regulations

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General

1.1. Constitution

The International Gliding Commission (IGC) is a Sports Commission of the Fédération Aéronautique Internationale (FAI).

IGC operates in accordance with the FAI Statutes and By-laws, the General Section of the Sporting Code and these IGC Internal Regulations.

1.2. Purposes

IGC is to exercise its executive powers delegated from the FAI concerning the organization and administration of gliding, including flight safety, sanctioned competitions, records, badges and awards.

1.3. IGC Organisation

IGC is comprised of:

- The Plenary.
- The Bureau.
- The Secretaries
- The Committees
- The Working Groups.
- The Experts,
- Officials (Jury and Stewards)

The IGC Plenary meeting is composed of Delegates appointed by National Air Sport Control organisations (NAC) in accordance with FAI by-law 3.1.

Delegates and Alternate Delegates are representatives of their respective NACs and all statements, motions and proposals made in IGC proceedings are made on behalf of their NACs and are thus deemed representative of gliding in their country.

All members of the Bureau are IGC Officials. The Committee and Working Group Chairs, the Technical Officers, Jury and Stewards are IGC Officers.

All Officials and Officers must have the support of their NAC.

The IGC President and Vice-presidents must be an NAC delegate to be elected. The Vice-presidents continue to represent their NAC.

The NAC of the President shall elect another delegate. The outgoing IGC President can be re-elected without being a delegate.

Officials also represent IGC and each statement, motion and proposal they make as IGC Officials are made on behalf of IGC and are expected to be in accordance with IGC and FAI policies, aims and purposes.

1.4. Elections

Every second year, the Plenary conducts general elections for the President and Bureau members. Term of office for these Officials is two years.

Officials and Officers can be elected or appointed for an unlimited number of terms.

An Official or Officer can hold more than one office at the same time.

1.4.1. Resignation

If an Official or Officer submits his/her resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he/she is permanently incapacitated or dies.

For Officers other than Vice-Presidents the Bureau will appoint a replacement as soon as practical.

The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.4.2. Removal

If the NAC of a Delegate serving as an Officer no longer supports that Officer, the Officer's term of office ends at the next Plenary meeting. If the elected term of that officer is not at end, the Plenary will vote to replace the original Officer, whose term of office will end at the next general elections.

On proposal by the President and with a 2/3 majority vote of the Bureau, the Bureau can remove any Officer, except a Vice-President, from his position if this Officer does not fulfill his duties. This decision must be submitted to the next Plenary for approval. The Bureau will appoint a replacement as soon as practical. The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.5. Appointed Officers

When necessary, the Bureau can appoint Working Group Members, Technical Officers, Jury and Stewards. The term of office of these appointed Officers is decided by the Bureau upon appointment.

1.5.1. Resignation

If an appointed Officer submits a resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he is permanently incapacitated or dies, or if he is no longer supported by his NAC. The Bureau will appoint a replacement as soon as practical.

The Bureau decides the new Officer's term of office.

1.5.2. Removal

On proposal by the President, the Bureau can remove any Officer from his position if this Officer does not fulfill his duties. The Bureau will appoint a replacement as soon as practical.

The Bureau decides the new Officer's term of office.

1.6. Language of IGC

The working language of IGC is English and all documents, minutes, rules, etc. must be prepared and/or presented in English.

1.7. Expenses and remuneration

Officials and Officers expenses may be reimbursed. Details of when and how claims can be made are set out in IGC Guidelines for claiming expenses.

2. Plenary

2.1. Authority

The Plenary is the highest body of IGC, dealing with policy, strategy and the Sporting Code related to Gliding.

2.2. Timetable & Schedule

The Plenary normally takes place over a two-day period during the last week of February each year.

The Agenda and timetable for Plenary meetings is established by the President of IGC with support from the Bureau and the Administrative Secretary.

2.3. Location

If no official bids have been received for a meeting to be held anywhere else, IGC meets at or in the vicinity of FAI Head Office.

If only one bid has been received for a place somewhere else, delegates will vote by secret ballot on whether or not to accept that bid. An absolute majority is required for the bid to be accepted.

If there is more than one proposal, a first vote is taken, by secret ballot and by simple majority, to select the preferred proposal. A vote requiring an absolute majority is then taken to accept the selected proposal. Unless there is an absolute majority on the first vote.

In any case, IGC should meet at or in the vicinity of FAI Head Office at least once every 3 years.

2.3.1. Bid to host the Plenary

Any bid to host the Plenary is made in writing to the President no later than 60 days before the date of the Plenary meeting where it is to be considered. (in principle by the 31st of December the previous year, when the Plenary is scheduled for the last week of February).

The host NAC should provide free of charge sufficient meeting facilities for the Plenary with audio-visual equipment.

The host organisation must also pay all travel and subsistence costs to attend the plenary meeting of one FAI staff member, who may be directed to attend by the FAI Secretary General (FAI bylaws 3.4.3), and the travel and subsistence costs of the IGC Administrative Secretary.

2.4. Notice of the meeting

Notice of the meeting, the venue and time-table as well pre-arrangements for accommodation, shall be circulated to delegates by the FAI Office or the President at least 90 days before the meeting.

2.5. Agenda

2.5.1. Proposals for the agenda

Notification of Bids and NAC or Delegate proposals to change the Sporting Code must reach the President, the Bid Expert or the Secretary no later than the 60 days before the date of the meeting (normally the 31st of December). The Bureau, the Bid expert or the relevant Committee can support the proposer with the finalization of the proposal or bid.

Final proposals for inclusion on the agenda that come from Delegates or NACs must reach the President or the Secretary no later than 60 days before the date of the meeting in written format.

The following entities have the right of proposal: NAC, delegates, Bureau and Standing committees.

2.5.2. Circulation of the agenda

The agenda and information for convening the meeting is sent out by the FAI Office to the Delegates at least 45 days before the date fixed for the meeting. The Agenda shall also be published on the IGC website together with all meeting material requiring voting.

2.5.3. Contents

The agenda contains at least the following items:

- Declarations of conflicts of interest.
- Minutes of the last meeting.
- Written reports from the: FAI Secretary General, IGC President, Financial Officer, Committees and Working Group Chairs and Technical Officers.
- These reports are included in the documentation published with the Agenda. They can be updated and published again up to 15 days before the Plenary.
- Reviews of past championships and preparations for future championships.
- Bids for future Category 1 events.
- Provisional budget for IGC.
- Any proposals or other items for discussion submitted in accordance with 2.5.1.
- Election of Bureau members and Committee Chairs.

2.6. Participation

Delegates, Alternate Delegates, IGC Officers, Officials and FAI staff are invited to participate.

Other interested parties can only participate by invitation from the IGC president and can only speak if invited to do so by the President.

2.7. Plenary procedures

2.7.1. Items for discussion

Only items that appear on the agenda can be discussed and decided upon by the Plenary.

Proper underlying documentation should be circulated with the agenda. This concerns in particular, proposals submitted by Delegates or NACs.

Any item not on the Agenda may be added only:

at the beginning of the meeting if agreed to by a 2/3 majority of voting delegates present (no proxies), or

at any time on the President's proposal and if agreed to by a 2/3 majority of voting delegates present (no proxies).

2.7.2. Moving and seconding

Before any vote on any item on the agenda (or any amendment thereto proposed before or during the meeting) a motion must be made and seconded.

2.7.3. Amendments

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the President or any Delegate, it must be made in writing and is read aloud and/or displayed before a vote is taken. A motion to amend a proposal must be seconded.

2.7.4. Approval by the Plenary

The following items must be approved by vote by the Plenary:

- The annual report from the President
- The activity and financial reports from the Secretaries
- The provisional budget for IGC
- Bid selection for Category 1 event
- Changes to the Sporting Code
- Motions
- IGC Medals and Awards
- IGC officers as stated later in this document
- Venue of the next Plenary

2.8. Voting

2.8.1. Voting rights

Only Delegates, Alternate Delegates or approved national representatives can vote. Further information can be found in FAI By-laws chapter 3.1.

National representatives must present proper credentials with copies direct to the FAI Office from the NAC concerned, in which case he/she represents that NAC and has the right to vote.

Only a Delegate can represent and vote on behalf of one other member of IGC. Such proxy delegation of voting rights requires written notification to the FAI Office before such voting rights are valid and acknowledgement by the Delegate accepting such proxy. The General Secretary or President of the NAC must sign the notification.

The IGC President cannot carry proxies.

See also FAI By-laws chapter 3.3.

2.8.2. Voting procedures

Except when specified in these Internal Regulations, decisions are taken on a simple majority vote. In the event of a tie in two successive votes, the President casts a deciding vote without appeal.

Votes are normally cast by raising the delegate country panel. Electronic voting systems may be used.

Plurality vote - In a vote of more than two alternatives, the decision shall be in favor of the alternative gaining the largest number of votes cast.

Simple majority - more than half of the votes cast (votes for and against are counted).

Absolute majority - more than half of the votes present (votes for, against and abstentions are counted).

2/3 qualified majority - at least 2/3 of the voting delegates present (no proxies) (votes for, against and abstentions are counted), for adding items to the Agenda.

Examples:

On the roll call, 30 persons are present or represented.

When the vote is called 5 persons are absent, and 4 ballots are blank, abstention votes or invalid.

- Absolute majority: 13 (more than 25 divided by 2).
- Simple majority: 11 (more than 21 divided by 2).
- 2/3 majority: 17 (at least 25 divided by 2/3).
- Plurality vote: 11 (more than 21 divided by 2).

2.8.3. General consent

This may be used in the election of Officials and Officers when positions are not contested.

2.8.4 Secret ballot

A vote must be secret if requested by a Delegate, Alternate Delegate or national representative.

Votes concerning medals and awards are normally secret ballots. See also FAI Statutes Chapter 9.1.

A secret ballot will normally use dedicated electronic voting device.

If an electronic voting device is not available, paper ballots will be used.

All ballot papers are counted. The following are considered invalid: blank ballot papers; ballot papers marked so that the source can be identified; ballot papers that are illegible; ballot papers that have more names than positions available.

2.9. Changes to the Sporting Code

Changes to the Sporting Code in all except safety matters require an Absolute Majority on two consecutive Plenary Meetings and will be included in the Sporting Code published the 1st of October following the second Plenary Meeting.

This procedure extends to the following annexes of the sporting code: Annex A, Annex D.

Editorial changes to the sporting code may be approved by the Bureau on the condition that they do not affect the meaning of the rules. The Bureau may also approve a clarification of a rule, if a situation emerges where the existing code creates ambiguity as to the interpretation, provided that the new language stays within the limits of the existing rule. Any such changes should normally be incorporated in the next annual publication of the sporting code.

An error in the Sporting Code document can be corrected at any time, with the approval of the Bureau

2.10. Election procedures

Six rounds of election are organized in this order:

1. President
2. First Vice-President
3. Vice Presidents
4. Secretary
5. Treasurer
6. Committee and Working Group Chairs and Members

The President and Vice Presidents must be Delegates. The outgoing President can be re-elected without being a Delegate.

The Secretaries and Committee Chairs do not have to be Delegates but their NACs must approve their candidacies. (See also FAI By-law chapter 3.2)

A voting member of the Plenary must nominate all contenders and the nominees must accept the nomination prior to the election.

Before the election, contenders should make a brief statement concerning their reasons for taking on the role and their intentions.

2.10.1. President election

If there is only one candidate, voting can take place by general consent.

If there is more than one candidate, the voting will be by secret ballot.

The President is elected by an absolute majority vote. If this is not obtained on the first ballot, a plural majority vote assures the election on the second ballot.

The President takes office at the end of the Plenary.

2.10.2. Vice Presidents, Secretaries and Committee Chairs elections

The name and position of all contenders are shown on a screen.

If there is only one contender per position, voting can take place by general consent.

If there is more than one contender, voting will be by secret ballot.

Vice Presidents, Secretaries and Committee Chairs are elected by a plural majority vote.

They all take office at the end of the Plenary.

2.10.3. President of Honor

The Plenary may confer upon an outgoing President the title of President of Honor. The honoree may be invited to attend and participate in subsequent Plenaries.

2.10.4. Secretary of Honor

The Plenary may confer upon an outgoing Secretary the title of Secretary of Honor. The honoree may be invited to attend and participate in subsequent Plenaries.

2.11. Report Summaries

A summary of any report given during the Plenary, highlighting the important points, should be given, in electronic format, to the President before the end of the meeting.

2.12. Minutes

The FAI Office sends minutes of the Plenary to members for approval within 45 days of the end of the meeting. The minutes are also published on FAI website.

3. Bureau

3.1 Composition

The Bureau is composed of:

- The IGC President
- 1st Vice-president
- 5 Vice-Presidents
- 1 Administrative Secretary
- 1 Financial Secretary (Treasurer)

3.2. Authority

The Bureau oversees the operation of IGC according to rules, policies and strategies set out by the Plenary.

3.3. Meetings

Bureau meetings are normally closed, but the Bureau can decide to invite IGC Officers or other persons to a Bureau meeting.

The Bureau meets physically at least twice a year immediately before the Plenary and in October.

The President, if deemed necessary, may organize additional meetings, physical or by using electronic means.

The President will distribute the meeting Agenda to Bureau members in due time before the meeting.

All members of the Bureau have a right to vote in Bureau meetings. The Bureau secretaries have no voting rights in the Bureau unless the secretary is a delegate.

3.4. Meeting Minutes

The Secretary will distribute meeting Minutes to Bureau members. These Minutes will be published on the FAI Web Portal once approved by the Bureau.

3.5 Resignation

If the President submits his resignation to the Bureau, it will be accepted with immediate effect and the 1st Vice-president will act as President until the next Plenary. The Plenary will elect a new President whose term of office will end at the next general elections. The same procedure will apply if he is permanently incapacitated or dies.

If a Vice-president submits his resignation to the Bureau, it will be accepted with immediate effect and post will remain open until the next Plenary. The Plenary will elect a new Vice-president whose term of office will end at the next general elections. The same procedure will apply if he is permanently incapacitated or dies.

4. Committees and Working Groups

Committees and Working Groups are required to provide a written report that will be distributed to NACs and Delegates as part of the Plenary meeting material. The report shall contain a resume of the activities during the past year as well as a work plan for the coming year.

No decision may be taken on any matter unless all members have been notified about the subject. Decisions are normally made by consensus. In this case at least half the members, including the President/Chair, must have given their view or advice.

If no consensus can be reached the President/Chair has the right to use a majority vote to decide the issue. All members of Committees and Working Groups have a right to vote in meetings convened by their respective Chairs.

Proposals from a Committee or working group requiring voting at the Plenary meeting shall be submitted to the President or IGC Secretary not later than 60 days before the Plenary for approval by the Bureau and distribution.

A complete list of Committees, Working Groups, Technical Experts including Chairmen and Members is available in a separate document.

4.1. Committees

4.1.1. Establishment

IGC sets up permanent Committees to undertake activities of permanent character or activities that are of high importance to IGC.

The Bureau can propose to the Plenary to initiate new committees or to stop existing committees.

All Committees require Terms of Reference approved by the plenary.

4.1.2. Election of Committee Members.

Committee Chairman and members are elected by the Plenary. The Plenary can authorize the Bureau to appoint Committee Chairman and Members.

In addition to the Committee members elected by the Plenary, the Bureau can appoint a Bureau member to be member of a Committee in order to assure a close coordination between the Committee and the Bureau.

4.1.3. Current Committees

Currently the following Committees exist:

- Sporting Code Section 3 Committee
- Sporting Code Annex A, Championships Committee
- Handicap Committee
- Sporting Code Annex D, Ranking List Committee
- Air Traffic, Navigation, Display Systems (ANDS) Committee.
- GNSS Flight Recorder Approval Committee (GFAC) Committee

4.2. Working Groups

4.2.1. Establishment

IGC sets up Working Groups to undertake activities of temporary character or activities that require a group of experts work on a subject that is relevant to IGC.

The Bureau can propose to the Plenary to initiate new Working Groups or to stop existing Working groups. Working groups can also be initiated with a fixed deliverable and duration.

All Working Groups require Terms of Reference approved by the plenary.

4.2.2. Election of Working Group Members.

Working Group Chairman and members are elected by the Plenary. The Plenary can authorize the Bureau to appoint Working Group Chairman and Members

In addition to the Working Group members elected by the Plenary, the Bureau can appoint a Bureau member to be member of a Committee in order to assure a close coordination between the Committee and the Bureau.

4.2.3. Current Working Groups

- Country Development
- History Committee
- Scoring Software Testing
- Safety
- Championship Structure
- Sailplane Grand Prix

4.3 Technical Experts

4.3.1. Establishment

The IGC Bureau can appoint Technical Experts to oversee or undertake the activities in a particular area of interest to IGC.

Technical Experts are assigned to specific on-going tasks, to solve specific problems, or to manage IGC's interest in or towards other organizations or bodies.

Technical Experts are regarded as experts in their field and their proposals and recommendations will be considered accordingly. Details of the roles assigned are contained in the Terms of Reference

Technical Experts shall report to the Bureau at regular intervals and shall provide a written report to the Plenary distributed with the meeting material.

4.3.2. Current Technical Experts

The following Technical Expert are currently appointed:

- Air Sport General Commission (CASI)
- Championship Bid Manager
- European Gliding Union (EGU) and EASA
- FAI Environmental Commission
- FAI Medical Commission
- On-Line Contest
- Trophy Management
- IGC Website

4.4. International Jury and Stewards

The Bureau, following recommendation of the appropriate NAC, appoints jurors and Stewards.

Jury presidents, Jury members, the Chief Steward and Stewards are allocated to all Sanctioned championships by the Plenary. The living and transport expenses of the Chief Steward and of the Jury President are covered by IGC and subject to the approval of the IGC Treasurer.

4.4.1. Duties and powers

Duties and powers of the Jury are defined by the General Section of the Sporting Code, the FAI Jury Handbook.

Duties and powers of the Stewards are defined by the General Section of the Sporting Code and the IGC Steward Handbook.

4.4.2 International Jury

The International Jury is appointed by the IGC President and approved by the IGC Bureau. The Jury President shall be on site for the duration of the event, from the first official briefing.

The jurors can be remote and available for meetings on request. One of the remote juror can be from the Country hosting the event

The chairman of the Jury Management Working Group is responsible for the communication, the jury database, the dissemination of the procedures and shall refer to the IGC President.

4.4.3 Jury President Responsibility

At the closing of the entry period, he/she shall check that all the pilots are on the FAI Sporting License database. If not, he/she shall inform the CD and the pilot (and the TC, if already appointed).

In case an antidoping control will be performed, he/she shall follow the FAI instruction and help organisers and local doctors to facilitate the procedure.

As soon as practicable, he/she shall verify trophies, medals and diplomas.

He/she shall check the scores randomly.

He/she shall send short reports to the IGC Bureau every two/three days.

He/she shall verify the score before the closing ceremony and shall check with the organisers the facility and the protocol for the opening ceremony and price giving.

As soon as the overall score is official, he/she shall send the official results to the FAI HO, with the correct naming of the competition and using an official score sheet, signed by the Contest Director.

4.4.4. Jury President's report

After a sanctioned championship, the Jury President will provide a report to:

Inform FAI Secretary General of the competition results and of the number of protests made, together with the numbers of protests withdrawn, upheld or failed.

Inform the Bureau and appropriate Committee and Officers of the competition results, the Jury's work, and of the successes and problems that occurred.

The Jury President's report is a source of information useful for raising the standards of competition. The report will also be provided to the event organizer and Delegates.

4.4.5 Chief Steward's responsibilities and report

The Chief Steward is appointed by the Championship Management Committee and, subject to the approval of the IGC Bureau and the Plenary.

The Chief Steward shall finalize the Local Procedures of the event with the Contest Director.

The Chief Steward is required to approve all the documents that the Contest Director displays on the official notice board of the event.

After a sanctioned championship, the Chief Steward will provide a report to:

Inform the Bureau and appropriate Committees and Officers of the successes and problems occurred during the championships and are a source of information concerning the general organisation and running of the event also with regard to flight safety.

The report may contain recommendations that, after approval by the Bureau, will lead to changes to the Sporting Code or procedures for future events.

The Chief Steward's report is a source of information useful for raising the standards of competition. The report will also be provided to the event organizer and Delegates.

5. Documents

IGC documents are the official document published on the FAI Portal maintained by IGC and required for the governing of IGC activities.

IGC documents include:

- Section 3 of the Sporting Code () including Annexes A, B, C and D.
- IGC Internal Regulations and Terms of Reference.
- IGC Jury and Steward Handbook.
- Guidelines & Bid Template for presentation of bids for Category 1 events.
- Guidelines for competition organisers.
- Guidelines for claiming expenses.
- Other documents issued as necessary by the Bureau.

6. Revisions of the Internal Regulations .

Internal Regulations and Annexes are revised in accordance with any change in the FAI Statutes and By-laws.

All amendments to the Internal Regulations require a 2/3 majority in the Plenary.

Changes to the Internal Regulations approved by the Plenary are effective immediately, except where the Plenary specifies a different date.