

**Rule of Procedure  
of the  
World Sokol Federation Board**  
*(approved by WSF Board on 3 July, 2016)*

**Article 1**

**Introduction**

This Rule of Procedure is the internal guideline of the World Sokol Federation and defines the rules of the activities of the World Sokol Federation Board (hereinafter Board), its proceedings and decision making. It goes out of the valid registered By-Laws of the Federation which define the mission of the Federation, principal framework for its work, organization, economy and membership.

**Article 2**

**Convocation of the Board**

1. The meeting of the Board is convened by the President of the Federation, in case of his absence by the Vice-Presidents in the order given by the elections.
2. The meeting is convened according to the needs of the Federation, however at least once a year, and also in case the majority of the Board member request it.
3. The meeting is convened by written form addressed to all Presidents (statutory representatives) of the member organizations 1 month before at the latest. The invitation must include the term, venue and program of the meeting.
4. Also all elected officials, auditing committee members included, are invited to the meeting.
5. Also the guests may participate in the meeting (they do not have to be invited by the written form).
6. Venue and term of the meeting is settled by the President after the agreement with the Vice-Presidents.

**Article 3**

**Program of the Board Meeting**

1. The program of the meeting is prepared by the President of the Federation in cooperation with the Secretary and on the basis of the suggestions of other officials and member organizations.
2. The draft program must be delivered to the invited participants of the meeting (except the guests) together with the invitation. The respective written materials concerning the individual items of the meeting can be also sent. Other written materials are distributed before the opening of the meeting.
3. The amendatory and complementary proposals regarding the program can be sent after the receipt of the invitation or at the beginning of the meeting during the approval of the program at the latest.

**Article 4**

**Board Proceedings**

1. The meeting is chaired and conducted by the President of the Federation, in absentia the Vice-President ordered by the elections.
2. The program of the meeting runs according to that approved at the beginning of the meeting.
3. All invited participants of the meeting have the right to express their views of all negotiated items, the guests only with the permission of the chairperson.

4. The accepted decisions are approved by voting.
5. Official languages of the Board are Czech and English.
6. The dealing of the Board meeting is interpreted to the other language by the interpreter entrusted by the chairperson.
7. All basic documents of the Board are made out in both languages. In case of the variance between both languages the Czech version is valid.

## **Article 5**

### **Voting**

1. The Board has the quorum if half of eligible member organizations representatives are present.
2. The respective decision is adopted if the simple majority of the present eligible members vote for it (with the exception of the provision of Article 4, Item 8 of the WSF By-Laws). Each delegation has one vote.
3. Voting is public (by showing hands) unless some of the present delegates requests the secret voting.
4. In case of the necessity of operative decision in the period between two meetings of the Board the President has the right to ask the Board members for voting per rolam (voting in writing - by surface mail, fax, e-mail). The written documentation about this voting is deposited till the next Board meeting where it is verified.
5. Voting per rolam cannot be used in cases of the changes of the membership in the Federation, for the elections of the Board officials and in cases of changes of the By-Laws of the Federation.

## **Article 6**

### **Elections**

1. The way of the elections of the Federation officials is decided by the Board before the elections.
2. To the election committee, which is proposed by the chairperson, each Board member delegates one representative. This election committee at first elects its chairman and then puts forward, after its consultative meeting, the proposal for the candidates for the elected positions.
3. Each member of the Board has the right to nominate its candidate for any elected position. Each candidate must be present at the meeting or before the meeting must give written assent to his/her candidacy.
4. Electoral process is conducted by the chairman of the election committee.
5. The nominated candidate is elected if the simple majority of the present eligible electors vote for him/her.
6. The elected candidates take up their positions immediately after the elections.

## **Article 7**

### **Presence and the Minutes**

1. The list of participants is the conclusive evidence on the presence of the members of the Board and the guests. It is the proof that the Board has the quorum and is the appendix to the Minutes.
2. The course of dealing is recorded in the Minutes. It is made out by the entrusted minutes clerk. The minutes must briefly and objectively record the course of dealing, especially exactly formulate the decisions of the Board and the conclusions of the respective items.
3. The Minutes are made out in both official languages of the Federation – Czech and English.

4. As the basis for the making the Minutes the electronic audio record of the meeting can be made.
5. Each member of the Board has the right to raise objections to the text of the Minutes. If these objections are objectively proved the Minutes will be corrected on the decision of the chairperson. In case of controversial issue the Board will decide at its following meeting.
6. The Minutes must be sent in written form to the members of the Board one month after the meeting at the latest. The objections to the Minutes can be raised one month after the receipt of the Minutes.

## **Article 8**

### **Close Provision**

This Rule of Procedure comes into force on the day of the approval by the Board of the World Sokol Federation on 3 July, 2016.