

ISAF Regulations

Housekeeping – Regulation 1

A submission from the Chairman of the Constitution Committee

Proposal

Delete current Regulation 1 and replace with:

PART I - ADMINISTRATION

1. NOTICES AND SUBMISSIONS

- 1.1 Submission may be made by:
Member National Authorities, International Class Associations, the Executive Committee, the Chairmen of Committees established by Council, International or Recognised Rating Systems, the Chairman of the Women's Forum and the President.
 - 1.2 A notice, submission, proposal or nomination to the ISAF shall be addressed to the Secretary General at the address of the ISAF Secretariat and shall be delivered in writing by hand, post, fax or Email, and be deemed to have been given or made on the date of receipt by the Secretariat
 - 1.3 A submission from a Member National Authority shall be signed by the President, Vice-President, Chairman or Secretary of that Member.
 - 1.4 A submission from an International or Recognized Class Association shall be signed by the President, Chairman or Secretary of the Class Association.
 - 1.5. A submission or proposal shall firstly state its purpose or objective, set out the proposal, the current position, if any, identify any Article, Regulation or Rule considered to be affected and the reasons for the proposal. In a submission or proposal to change any Article, Regulation or Rule, the current Article, Regulation or Rule shall also be set out in full, with the proposed changes including the exact words to be inserted and/or deleted.
 - 1.6.1 Submissions or proposals must be received at the ISAF Secretariat in respect of:
 - (a) the Annual ISAF Meeting, by 1200 hours UTC on 1 August except Class rule change submissions, which shall be received by 1200 hours UTC on 1 September;
 - (b) the Mid-Year meeting or other meetings, not less than eight weeks before the meeting at which it is considered. Only urgent submissions may be considered at a Mid-Year meeting. The Executive Committee shall determine whether a submission is urgent. (The provisions of this section do not apply to submissions or proposals brought forward under Regulation 1.8 and 16.1.2);
 - 1.6.2 Notwithstanding Regulation 1.6 .1 above, submissions made by the Executive Committee arising out of their September meeting shall not be late submissions provided they are included in the November Conference mailing.
 - 1.7 A late submission may only be considered upon the approval of the President or in his absence of one of the Vice-Presidents and then only when he considers that a matter of urgency is involved.
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- 1.8 Any other late submission shall be placed on the agenda for the next available meeting of the General Assembly, Council, or Committee (as the case might be), if the person or body which made the submission so requests.
- 1.9 The Council shall not resolve any matter or substance unless it is based upon a submission which has been received in accordance with these regulations or is otherwise on the agenda of a committee of the Council.
- 1.10 All submissions or proposals complying with Regulation 1 shall be placed on the agendas of the appropriate Committees.
- 1.11 The procedure for deciding on submissions as received will be as follows:
- (a) during their meeting the 'reporting committee' shall allow representatives from those responsible for the submission to speak to it;
 - (b) those submissions which affect ISAF regulations and articles will be included on the agenda of the Constitution Committee who will be required to give their input on any such changes;
 - (c) before the Council meeting, the ISAF staff will prepare a 'recommendations paper' detailing the recommendations on each submission from the reporting committee and the opinions from the 'other committees'. The Chairman of each committee will be asked to authenticate that the 'recommendation paper' shows an accurate record of the committee's discussion on submissions allocated to their committee
 - (d) in making recommendations on submissions, committees may not recommend a substantial change
 - (e) the chairman of the reporting committee for a submission will be invited to give their verbal recommendation to Council on the submission;
 - (f) the opinions of 'other committees' will be received in writing as part of the 'recommendations paper'.
- 1.12 The procedure for deciding on Committee recommendations not based on official submissions shall be as follows:
- (a) recommendations that are either pending from previous Committee Meetings or new items deemed urgent and requiring an immediate Council decision may be presented to Council;
 - (b) Council may decide to make a decision on such recommendations or defer the matter to the next Council meeting;
 - (c) any recommendations from the Constitution Committee which bring about a change to the Regulations may be deferred to the following Mid-Year or Annual meeting by the Council.
- 1.13.1 Submissions to change or add a Regulation which are approved by Council without changes to the text as recommended to the Council by the Constitution Committee shall be effective on the date of approval unless a later date is stated in Council's decision.
- 1.13.2 In the event that Council's decision changes the text, as recommended to the Council by the Constitution Committee, the Regulation shall not be effective until such text shall have been resubmitted to the Constitution Committee for its recommendation and is approved by Council at its next meeting. The effective date of the approved text shall be as stated in Regulation 1.10.1 above.
- 1.13.3 Where appropriate, the Chairman of the Constitution Committee may certify that the changes to the text have been approved either:
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- (a) where there is sufficient time to do so, by the members of the Constitution Committee after discussion by email or other electronic means; or
 - (b) where a change is proposed at a Council Meeting, by those members present at that meeting
- 1.14 The Secretary General shall keep a register of addresses of all members of the ISAF, the members of the Council and members of the Committees. Notices from the ISAF shall be deemed to be properly delivered if dispatched by post, fax or Email to the appropriate registered address. Notices to be given by the Secretary General shall be dispatched not less than one calendar month before the meeting to which they relate, provided that under exceptional circumstances failure to dispatch a notice in proper time shall not invalidate such notice or preclude the subject matter of such notice being placed on an agenda and resolved, if the General Assembly, Council or Committee (as the case might be) so decides.
- 1.15 All notices and circulars sent to Members shall be sent to the members of the Council for information.

Current Position

Current Regulation 1.

Reason

To improve the English to make the text more easily understood and to put Regulation 1 into a more logical order:

1. Who can make submissions;
 2. The content – incorporating the change to Regulation 1.5.1 proposed in submission 041-10;
 3. Requirements for delivery;
 4. Late submissions;
 5. How submissions are to be dealt with;
 6. Implementation;
 7. Changes made by the Council
 8. Administration..
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