



Athlete Council Charter
Election Procedure
International Jump Rope Union (IJRU)

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FINANCE COMMITTEE CHARTER – ELECTION PROCEDURE

General Provisions

1. This Election Procedure regulates and governs the election process of the members of the IJRU Athletes' Council. This document includes two successive stages, a first phase, entitled the “Preliminary Phase,” followed by the “Election Phase”. (Constitution C 22.6.1)

Candidate Eligibility and NGB Nomination Criteria

2. Candidate Eligibility Criteria

- 2.1. The Charter states the criteria one must meet to make application for the Athletes' Council. The IJRU Ethics Panel will receive nominations of candidates from NGBs. The criteria for candidate eligibility include:
 - 2.1.1. Candidate must be a member of and nominated by their respective NGB who has Full /Provisional membership and who is in good standing with IJRU.
 - 2.1.2. Candidate must be 18 years of age by August 1st in the year of the election.
 - 2.1.3. Candidate must be a current athlete in the sport or be within twelve (12) years of the date of their last competition at a World Championship. The candidate must be able to maintain current eligibility throughout their elected time period.
 - 2.1.4. The Candidate must not have incurred any measure or sanction in relation to any violation of the IJRU Code of Ethics, IJRU Code of Conduct, the World Anti-Doping Code or any other applicable regulations issued by IJRU or an NGB.
 - 2.1.5. Candidate commits to all online meetings and other named functions.
 - 2.1.6. Candidate must be able to communicate in English including the ability to read, write, speak, and comprehend the language.

3. Stipulation for NGB Candidate Nomination

- 3.1. The NGB will be responsible for nominating up to one female and one male athlete, who will represent their country as a candidate for the ballot of the Athletes' Council. The NGBs will include with their nomination the following:
 - 3.1.1. 1.The candidate must belong to an NGB with an established Athletes' Council. (C 22.6.4) The statutes of the proposing NGB and the regulations or terms of reference of the NGB's Athletes' Council must comply with the IJRU Athletes' Council Charter and the IJRU Constitution (hereinafter Constitution).

3.1.2. If an NGB does not have an established, operational, and compliant Athletes' Council, this criterion may be waived by the IJRU BOD, provided that the NGB sends written confirmation to the IJRU BOD that it agrees to create an Athletes' Council, by a date agreed upon and satisfactory to the requirements of the IJRU. This request must be received by email address, (info@ijru.sport) no later than January 10th 23:59.

4. Number of Positions on the Athletes' Council

4.1. The number of positions to be placed on the ballot will follow along with the Constitution.

Adhoc Election Committee

5. Committee Responsibilities

5.1. The Ad Hoc Election Committee, herein referred to as the "Election Committee," has assessment and planning responsibilities during the Preliminary Phase of the Election Procedure and major responsibilities with implementing and overseeing the compliance of the Election Phase of the Athletes' Council Election Procedure.

6. Committee Recusal

6.1. If At any time any members of the Election Committee find themselves to be in a conflict of interest situation, they shall refrain from any involvement in the Election Procedure.

7. Committee Formation

7.1. The Election Committee is formed for the specified period by the President.

7.2. The President will receive written notification from the Ethics Panel to appoint members to the Election Committee by December 1. The President will provide a written letter of welcome, to the candidates and NGB's, prior to November 1 to be given to the Ethics Panel for inclusion in the Election Packet.

8. Committee Makeup

8.1. The Election Committee will be composed of one Chair and at least three but not more than six members appointed by the IJRU President. The President may appoint additional support personnel as needed. The Election Committee will include but not limited to:

8.1.1. The Chair of the Ethics Panel, or his or her representative

8.1.2. The Chair of the Disciplinary Panel, or his or her representative

8.1.3. Member of the IJRU BOD

8.1.4. A member of Innovative Technology, (IT) who will develop all the electronic voting capabilities

8.1.5. An Athlete Council member

Preliminary Phase

9. Duration

9.1. The Preliminary Phase begins in November, 8 months prior to the opening of the voting station with notification of the BOD by the Ethics Panel and ends with the BOD approval of the Athletes' Council Candidature ballot. The responsibility of

activities in this phase rests between the Ethics Panel, the Election Committee, and the IJRU BOD.

10. Voting Eligibility

10.1. Athletes 16 years of age by the start date of the election are eligible to cast 1 vote. The athletes must have competed in previous World Championships (FISAC-IRSF or WJRF) or have qualified to represent their country in the world championships of the election year. Those voting and their respective NGB's must be in good standing. The Election Committee verifies the eligibility with NGBs support.

11. Voter Registration

11.1. The Election Committee will set the guidelines for verifying voter eligibility and may involve NGBs. The guidelines for NGBs will verify each athlete from their country who is eligible to vote. That information will be in accordance to the guidelines set by the Election Committee.

11.2. Guidelines will include:

11.2.1. Providing a system where information is captured during registration

12. Procedure

12.1. The Ethics Panel notifies the BODs in writing by November 1, (8 months prior to the opening of the voting station) that the Preliminary Phase of the Athletes' Council Election Procedure has begun.

12.2. The IJRU President will appoint members of the Election Committee by December 1, (7 months prior to the opening of the voting station).

12.3. The Ethics Panel will create an "Election Packet" to be sent to each NGB by December 1st. The President will name a BOD working group, to approve the Election Packet prior to being sent out. The packet will include at a minimum the following:

12.3.1. Letter of Welcome from the IJRU President.

12.3.2. Candidate Eligibility Criteria

12.3.3. NGB Eligibility Criteria – the following are to be included in these criteria:

12.3.3.1. The NGB must be in good standing at the time the application is sent on December 1st and (Constitution Section C 9.3)

12.3.3.2. The NGB must be in good standing on the due date February 1st, (Constitution)

12.3.4. NGB Nomination Criteria

12.3.5. Candidate Application

12.3.6. A document stating the deadlines/and the email address of info@ijru.sport.

12.3.7. Media Release information on each candidate (See part E below)

12.3.8. Athletes voting register information

12.3.9. Guidelines for candidate promotion.

12.3.10. Specifics surrounding the casting of one's vote including, the date, time and process.

12.4. January 10th 23:59 is the due date for NGB's, without existing operational Athletes' Councils, to deliver their written request for a waiver from the IJRU BOD. The email address for the request is (info@ijru.sport). NGB's and their

candidates are encouraged to continue working to complete the application and meet the February 1st 23:59 due date to the info@ijru.sport. This due date is firm, and extensions cannot be guaranteed.

- 12.5. Prior to February 1st, the Election Committee will determine the logistics needed to oversee and complete a successful election. The direction the committee decides to go will determine the logistics needed for implementation.
 - 12.5.1. the election will be online only, or
 - 12.5.2. the election will be online and include a voting station at an event, which will require: electrical outlets, tables, table drapes, chairs, space dividers, computers, wall or display availabilities, and any other needs determined by the Election Committee.
- 12.6. The Election Committee will work with other committees on an as needed basis to get the job done in the most efficient and professional manner. Some of those committees include: COC, Ethics Panel, Finance Committee, Innovation Technology
- 12.7. The Election Committee will present a documented budget to the IJRU finance committee for review by Feb 1st. The finance committee will provide a response to the Election Committee within 3 weeks of receiving the budget.
- 12.8. By March 1st the Ethics Panel will propose the ballot for the Athletes' Council Election to the IJRU BOD for approval. The BOD will report its decision to the Ethic Panel prior to April 1st.
- 12.9. IJRU voting account registration website opens between March 1st - May 1st for all eligible athletes to register themselves.
- 12.10. Prior to May 1st the Ethics Panel will provide a written update to NGB's regarding the status of the election. Information will include at a minimum:
 - 12.10.1. Candidates accepted to the ballot,
 - 12.10.2. Notification on the guidelines for candidate promotion
 - 12.10.3. Information regarding the voting process.
- 12.11. The Election committee and NGBs will verify the athletes from their country who are eligible to vote and communicate that information according to the guidelines set by the Election Committee between May 1st - June 15th.
- 12.12. For situations where a voting station is being utilized, the NGB's and Candidates will adhere to all guidelines when posting candidate promotions in the designated area. Guidelines are as follows:
 - 12.12.1. Promotion will take place on poster board or paper no larger than 11 x 14",
 - 12.12.2. Must adhere to the facility posting guidelines at the venue
 - 12.12.3. Must be in English
 - 12.12.4. Must be tasteful
 - 12.12.5. Must be approved by the Election Committee prior to posting
 - 12.12.6. Posting is permitted only in the designated area
 - 12.12.7. These guidelines will be strictly adhered to
 - 12.12.8. Disregard for these guidelines may be cause for removal of a candidate
- 12.13. Information regarding the process including dates and times will be announced by the Election Committee 1 month in advance.

13. Preliminary Phase Media Release

- 13.1. A Media Release will be completed and readied for publication by June 1st and will include:
 - 13.1.1. A list of the candidates approved for the ballot
 - 13.1.2. Informing each NGB, with approved candidates, that they can issue one short official media release announcing their candidates. Such official media release shall be submitted to the IJRU Media Committee for approval before publication. (information should be submitted to the email address: Members@ijru.sport with the title listed as NGB Athletes' Council Candidate Media)
 - 13.1.3. Information regarding who is eligible to vote and voting instructions.
 - 13.1.4. When applicable provide the dates, times and location of voting station's logistics to all NGB/s.
 - 13.1.4.1. Constant Contact notification to all NGB's by June 1st.
 - 13.1.4.2. Email notification to each NGB (3) weeks prior to the beginning of the online voting or the setup of the voting station.
 - 13.1.4.3. Posting of the Election information will be provided by the Election Committee.

Election Phase

14. Duration

- 14.1. The duration of the Election Phase will be as follows:
- 14.2. The Election Phase begins with the beginning of online voting or the setting up of the voting station. Information regarding the process including dates and times will be announced by the Election Committee 1 month in advance. Voting will be available no less than 7 days.

15. Media Release

- 15.1. Media Release will take place 1 month prior to the opening the voting procedure and will address the following:
 - 15.1.1. Confirmation of the candidates approved by the IJRU BOD,
 - 15.1.2. Inform each proposing NGB with an approved candidate that they can issue one short official media release announcing their candidate. Such official media release shall be submitted to the IJRU Media Committee for approval before publication.
 - 15.1.3. Information about who is eligible to vote and any necessary voting instructions.
 - 15.1.4. Specific times for when the voting process opens, who is eligible to vote will be clearly posted to the NGB/s. Suggested notification avenues include:
 - 15.1.4.1. Constant Contact notification to all eligible NGB's 1 month prior to the World Championships.
 - 15.1.4.2. Email notification to each NGB (3) weeks prior to the start of the voting process
 - 15.1.4.3. Posting of communication on the IJRU Facebook, and website.

16. Results Management

16.1. The Election Committee will meet following the closure of voting to analyse and record results of all legal votes. This group will compile a results report signed by the members involved in the analysis. The results report will be given to the IJRU BOD for a final review and acceptance of the results. The new members of the Council will be announced within a week by the IJRU BOD. A formal letter of congratulations will be sent by the President of IJRU to the newly elected members and their NGB within a week of the announcement.

17. Promotion of candidatures

17.1. Candidates/NGB's will be permitted to promote their candidacy only at the date, time, and in the fashion as determined by the Election Committee. In the event that promotional material is allowed, it must be approved by the Election Committee prior to posting and must meet the guidelines for display accordingly as noted by the Election Committee. (See guidelines above)

18. Post Election Activities

18.1. The Ethics Panel and Election Committee will separately provide a post report to the IJRU BOD evaluating the overall success of the election process including areas where improvement is suggested, or further development needed. Each group will present their budget requests for the next scheduled election as part of the report. Reports are due to the IJRU BOD by August 1st.

18.2. Prior to the next Athletes' Council Meeting following the election, new members will be given any pertinent information and sign an IJRU NDA.

Election Procedure

19. Role of the Election Committee

19.1. The role of the Election Committee is to ensure compliance with the Election Procedure. The powers of the Election Committee include the following:

19.1.1. To take all measures which the Election Committee deems appropriate, at its sole discretion, to ensure full compliance with this Election Procedure, except the withdrawal or removal of any candidature, which may be decided only by the IJRU BOD.

19.2. Develop an objective ballot.

19.3. To determine, upon proposal by the IJRU, all voting stations, or other venues, where voting will take place, as well as to determine all areas in which the promotion of candidatures may be authorized ("authorized areas") or prohibited ("prohibited areas").

19.4. To supervise the entire election process and procedure, including the management of the analysis, counting and verification of the ballots/votes.

19.5. The committee will define an audit procedure to verify votes. Onsite votes will be verified using information from the IJRU registration system and online votes will be subjected to an audit of 20% of the online valid votes

19.6. The election summary includes:

19.6.1. total number of votes cast by gender breakdown

19.6.2. total number of valid and invalid votes (ask IT if this is even possible)

19.6.3. a summary of all candidates,

- 19.6.4. summary of individuals named as the top vote getters. (total number of vote getters will depend upon the election year as members will fall into a staggered rotation on and off of the Athletes' Council)
 - 19.6.5. a breakdown of what countries the votes originated, and the number of votes cast per country
20. Infringement of the Election Procedure
 - 20.1. Anyone may file or email a report of an alleged violation of this Election procedure from the opening of the election process. The report must be sent to the Ethics Panel Chairperson at (ETHICS@ijru.sport) no later than 24 (twenty-four) hours of discovery of the alleged violation or later than 8 (eight) hours after the closing of voting. The circumstances of the alleged violation must be clearly stated including the dated and signed by the person(s) filing the report. The complaint along with any supporting evidence shall be shared with the Election Committee and IJRU President simultaneously and immediately. The personal information included in the report will be processed in accordance with the laws protecting such personal information applicable to the IJRU and in accordance with IJRU Ethics Code and IJRU Code of Conduct. The report must be filed in English. The Election Committee will begin an immediate investigation regarding the filed report.
 - 20.2. If the Election Committee considers that there has been a violation of this Election Procedure, it may take whatever action it considers appropriate. If it considers the infringement to be of little importance, it may decide to refrain from any action or issue an oral or written warning. If it considers the infringement to be serious, a delegation of 3 (three) members of the IJRU BOD will be appointed by the IJRU President. The IJRU delegation will invite the candidate concerned to appear in person, with a representative of the proposing NGB if the candidate so wishes, in order to submit a brief oral explanation of the candidate's position. The withdrawal decision may not be taken before the candidate, a representative of the proposing NGB (if the candidate so wishes) and the author(s) of the infringement, if applicable, have been offered a reasonable opportunity to be heard by the IJRU delegation. The President shall decide whether the IJRU delegation will make the final decision, or whether the IJRU delegation will further direct the report of the alleged violation to the IJRU BOD and or the Ethics panel which will render the final decision. The withdrawal decision, which may be appealed to the Court of Arbitration for Sport, will be notified in writing, including, as the case may be, by email, to the candidate and to the proposing NGB.
 - 20.3. The withdrawal of a candidate shall be considered an administrative and not a disciplinary measure. If the IJRU delegation or the IJRU BOD considers that the infringement which caused a withdrawal might constitute a violation of the IJRU Code of Ethics, Code of Conduct or of any other decision or regulation issued by the IJRU, the IJRU may take disciplinary action.