

# CONTINENTAL CONFEDERATION STANDARD RULES OF PROCEDURE

Version on 24.11.20

## Preamble

- (A) The present Continental Confederation Standard Rules of Procedure are issued by the UCI Management Committee in accordance with article 26.4 of the UCI Constitution.
- (B) The present Continental Confederation Standard Rules of Procedure provide guidance to Continental Confederations on the organisation of Congress and the conduct of elections.
- (C) The provisions contained herein shall complement the UCI Constitution and documents edited by the Continental Confederations, including their Constitutions. In case of divergence, the UCI Constitution or Continental Confederations' Constitutions shall prevail over these Continental Confederation Standard Rules of Procedure.

## **§ 1 Organisation of Continental Confederation Congress**

1. Each Continental Confederation shall organise a Congress meeting at least every two years.
2. Continental Confederations shall be responsible for the proper organisation of Congress and respect of the member federations' rights, including the right to participate and be provided with information and documents in the official language of their choice.
3. The Continental Confederation's Constitution shall provide clear indications regarding the Congress meeting, including:
  - a. Competence and process for summoning Congress;
  - b. Content of agenda and process of inclusion of items on the agenda;
  - c. Applicable deadlines;
  - d. Applicable quorum;
  - e. Representation, registration and voting rights of member federations;
  - f. Applicable rules for voting and election proceedings.
4. Regarding the form of the Congress meeting or any voting procedure under the competence of the Congress, Continental Confederations shall provide clear guidance on:
  - a. The process and competence to determine the form under which matters are submitted to the Congress;
  - b. The specific rules applicable to voting by Congress under a different form than a physical meeting (e.g. postal or electronic voting, partially or entirely virtual meeting).
5. Whenever proceeding in a different form than with a physical Congress meeting (e.g. postal or electronic voting, partially or entirely virtual meeting), Continental Confederations shall ensure that the rights of member federations are duly

respected. In particular, whenever electronic tools are used, Continental Confederations shall implement procedures to ensure the identification of voting delegates and the application of other legal principles such as the secrecy of votes, if applicable. Such electronic tools shall also enable to keep proof of the result of the voting process.

6. Whenever elections are due to be held, the Congress meeting shall be held in-person, insofar as possible. If, however, the circumstances (such as a health crisis) do not allow for a participation corresponding to a representative democratic process, Continental Confederations must conduct the elections by correspondence or virtual/electronic means. They shall thus determine whether to organise the elections, and/or the Congress as a whole:
  - a. As part of a physical meeting with electronic voting for member federations that are not present; in which case debates on the elections shall not be allowed, or;
  - b. Virtually or by correspondence for all voting members.

## **§ 2 Information to the UCI**

7. In relation to the organisation of Congress meetings or any item submitted to the approval of Congress, Continental Confederations shall provide the following information to the UCI:
  - a. Item(s) submitted for approval;
  - b. Form of submission to Congress;
  - c. Outcome of voting process.
8. Continental Confederations shall also submit the minutes of any Congress meeting to the UCI within 30 days of approval.

## **§ 3 Organisation of elections**

9. Continental Confederations shall be responsible for the proper conduct of elections in accordance with their Constitution.
10. Continental Confederations shall be responsible for the necessary equipment, including:
  - a. voting booths;
  - b. ballot boxes;
  - c. ballot papers;
  - d. voting platform in case of electronic voting.
11. Continental Confederations shall be responsible for the administration of elections, including:
  - a. The issuance of the invitations for candidates;
  - b. The submission of candidate files to the Electoral Monitoring Committee for verification of candidates' eligibility;
  - c. The transmission of candidate files to member federations;
  - d. The transmission of member federations' contact details to candidates.
12. The President of the Electoral Monitoring Committee shall chair the elections. This shall include providing information to the member federations regarding the conduct of the elections prior to the vote, giving instructions during the voting process and communicating the results of the elections.

13. Continental Confederations shall be responsible for the identification of delegates voting on behalf of the member federations in accordance with their Constitution.
14. Continental Confederations shall provide guidance on the means for candidates to present their candidature prior to or during the Congress meeting. In this respect, Continental Confederations shall ensure that all candidates are given equal opportunities to present their candidature. Continental Confederations shall ensure that the provisions of the UCI Code of Ethics pertaining to elections are complied with and report any violations.
15. Whenever the Continental Confederation's Constitution requires the appointment of scrutineers for elections, the Continental Confederation shall use its best efforts to ensure that the scrutineers have no links with any of the candidates and shall inform the Electoral Monitoring Committee of their names, competencies and functions within cycling federations, if any. If scrutineers are not required by the Continental Confederation's Constitution, the Electoral Monitoring Committee may be assisted by scrutineers of their choice. In any case, the scrutineers shall undertake their tasks under the authority and in coordination with the Electoral Monitoring Committee.

#### **§ 4 Electoral Monitoring Committee**

16. Continental Confederations shall ensure that elections are conducted in coordination with the Electoral Monitoring Committee, which will undertake its tasks in accordance with the Electoral Monitoring Committees' Terms of Reference.
17. Continental Confederations shall be responsible for the appointment of two members of the Electoral Monitoring Committee. The Continental Confederation shall communicate their names to the UCI Ethics Commission, along with information on their identity, competencies and functions within cycling federations, if any. These two members may not be candidates in any of the elections overseen by the Electoral Monitoring Committee and may not vote in the election on behalf of their respective national federations. Continental Confederations shall furthermore use their best efforts to ensure that the two members have no links with any of the candidates. The President of the Electoral Monitoring Committee is entitled to request additional information or documentation regarding the other two members to ensure full disclosure of any links with candidates.
18. The composition of the Electoral Monitoring Committee shall be confirmed in a timely manner to enable the appropriate implementation of the missions set forth in the Electoral Monitoring Committee Terms of Reference. In any case, the composition shall be confirmed prior to any procedure or operation related to the elections within the Continental Confederation.
19. The Electoral Committee's term shall be as determined by the Continental Confederation's Constitution. If the Continental Confederation's Constitution does not provide guidance in this respect, the term of operation shall be determined in collaboration between the UCI Ethics Commission as regards the President and the Continental Confederation as regards the other two members.
20. The Electoral Monitoring Committee shall undertake its tasks in relation to all elections within a Continental Confederation, except when the only election(s) on the agenda concern(s) the appointment of voting delegates for the UCI Congress and/or auditors.

**§ 15 Enforcement**

These Continental Confederation Standard Rules of Procedure were adopted by the UCI Management Committee on 24 November 2020 and came into force on the same day.