



COUNTRY REPRESENTATION AT BUSINESS MEETINGS

Business Meetings of the National Board Representatives, Technical Advisor Representatives, Coaches Representatives, Judges Representatives and Majorette Representatives

The National Board Representatives, Technical Advisor Representatives, Coaches Representatives, Judges Representatives, and Majorette Representative will meet at the Annual General Meeting which is held bi-annually on the last full weekend of January. A maximum of two (2) people per country may be in attendance at each of the meetings at the AGM. Only one (1) person to speak, only one vote per country. The maximum number of 2 people excludes a translator.

Absence of Quorum

If the members have arrived and a quorum is not possible, each of the meetings will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved by the Annual General Meeting of Board Representatives and the Technical Sport Commission within sixty (60) days of receipt before being sent to the Board Executive for further consideration. If the proposal involves the budget, it moves to a General Assembly for approval either by an online platform vote or in-person meeting.

Cancellation/Postponement of IBTF Meetings

If for any reason the scheduled meetings cannot be carried out, IBTF shall inform all member countries and a postponement or cancellation of such meeting may be made by an affirmative vote of two-thirds (2/3rd's) of the member countries Technical Advisors. Cancellation/postponement must take place forty-five (45) days before set date(s).

Minutes

It is the responsibility of the Executive Board Secretary and each Technical Sport Commission Director to distribute the Minutes to the IBTF President, Board Executive, Technical Sport Commission to assist in making sure that everything is included and written with clarity prior to distribution to the National Board Representatives, Technical Advisors, Judges Representatives, Coaches Representatives, and Majorette Representatives..

Following approval, the minutes will be sent to all National Board Representatives. The National Board representative are responsible to get the minutes to other appropriate officials in their country. Minutes are to be ready for distribution **45 days** following each meeting.

Proposals

Due to timeframe involved in up-dating Policy Manuals and Rules manuals, motions carried at the summer meetings override any rules and regulations that currently appear in any Policy Manual. Technical Advisors are responsible to inform their country of new rules and regulations that are proposed by the Technical Committee and approved by the Technical Sport Commission/Board Executive and/or General Assembly if necessary.

Voting Policy

If all country Technical Advisors **unanimously** agree on a rule change or competition procedure change, the change will become effective immediately. All changes must be forwarded to the Technical Sport Commission and Board Executive for final approval, before implementation occurs. The IBTF President will forward all changes to the General Assembly.

RESPONSIBILITY OF COUNTRY TECHNICAL ADVISORS:

- ❑ Correspondence:
It is the responsibility of each Technical Advisor to distribute the appropriate correspondence to the appropriate technical representatives in each country.
- ❑ Voting by E-mail and/or Facsimile:
In order to conduct the business of the IBTF, during the interim between the IBTF meetings, correspondence to members is required by e-mail or via the website. and/or . Decisions requiring a vote may also be conducted by email during this period of time.

SCHEDULE OF THE TECHNICAL SPORT COMMISSION, TECHNICAL ADVISOR, JUDGES AND COACH REPRESENTATIVE MEETINGS

WINTER MEETING

MANAGING COMMITTEE MEETING:

The Managing Committee, comprised of the Technical Director, Judges Director, Coaches Director and Majorette Director will meet with the Board Executive at its Winter Meeting to report on projects, and present completed proposals for approval.

The Technical Director, Judges Director, Coaches Director and Majorette Director will also meet with the General Assembly at the Annual General Winter Meeting to report on projects, and present completed proposals for approval.

Depending on the subjects, it may be necessary to include one or two experts to be in attendance.

The Managing Committee, with approval from the Board Executive, may choose those additional experts to assist them in the work to do, if necessary. These experts will be chosen based upon skills, their language, their knowledge of a particular subject.

SUMMER MEETING

The Managing Committee, Board Representatives and Technical Sport Commission will meet one day prior to the start of the summer event and practice sessions to continue work on all projects and goals.

The Technical Sport Commission, along with the Board Executive will develop an agenda and will hold a forum if the need arises for all interested national officials to inform them on important matters, and to have a question/answer session.