

INTERNATIONAL BATON FEDERATION, INC.

COUNTRY REPRESENTATION MEETINGS

TECHNICAL ADVISORS:



Business Meetings

The National Technical Advisor Representatives will meet at the Annual General Meeting which is held annually on the last full weekend of January. A maximum of two (2) people per country may be in attendance as National Technical Advisors 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 National Technical Advisor members have arrived and a quorum is not possible, the Technical meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved by 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 the General Assembly for vote approval either by an online platform vote or in-person meeting.

Cancellation/Postponement of IBTF Meetings

If for any reason the scheduled Technical Advisors meeting 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 Technical Director to distribute the Technical Advisors 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 Technical Advisors, Judges and Coaches Representatives.

Following approval, the minutes will be sent by the Technical Director to all National Technical Advisors, Judges' Representatives, and National Board Representatives. The National Board representative is 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 Manual. National 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.

JUDGES' REPRESENTATIVES MEETING:

Business Meetings

The National Judges Representatives will meet at the Annual General Meeting which is held annually on the last full weekend of January. A maximum of two (2) people per country may be in attendance as National Judges Representative 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 quorum is not possible, the Judges' Committee meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved and passed as proposals by the Technical Sport Commission, within sixty (60) days of receipt of letter from the Judges Director, prior to presentation to the Board Executive.

Cancellation/Postponement of IBTF Meetings

If for any reason the scheduled Judges meeting cannot be carried out, the 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 Judges' Representatives. Cancellation/postponement must take place forty-five (45) days before set date(s).

Minutes

It is the responsibility of the Judges Director to distribute the Technical Advisors 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 Technical Advisors, Judges and Coaches Representatives.

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

Motions

All Judges Proposals to be approved by the Technical Sport Commission, prior to submission to the IBTF Board of Directors to be passed as a motion.

All business transactions of the Judges Committee must be approved by the Technical Committee before being implemented.

COACHES REPRESENTATIVES MEETING:

The Business Meeting:

The National Coaches Representatives will meet at the Annual General Meeting which is held annually on the last full weekend of January. A maximum of two (2) people per country may be in attendance as National Coach Representatives 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 quorum is not possible, the Coaches' Committee meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved and passed as proposals by the Technical Sport Commission for further consideration.

Cancellation/Postponement of IBTF Meetings

If for any reason the scheduled Coaches meeting cannot be carried out, the 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 Coaches' Representatives. Cancellation/postponement must take place forty-five (45) days before set date(s).

Minutes

It is the responsibility of the Coaches Director to distribute the Coaches Representative 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 Technical Advisors, Judges and Coaches Representatives.

Following approval, the minutes will be sent by the Coaches Director to all National Technical Advisors, Judge and Coach Representatives, and National Board Representatives. The National Board representative is 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

All business transactions at the Coaches' Committee Meeting must be approved by the Technical Sport Commission before being presented to Board Executive for presentation to the General Assembly.

MAJORETTES REPRESENTATIVES MEETING:

The Business Meeting:

The National Majorettes Representatives will meet at the Annual General Meeting which is held annually on the last full weekend of January. A maximum of two (2) people per country may be in attendance as National Majorettes Representatives 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 quorum is not possible, the Majorettes' Committee meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved and passed as proposals by the Technical Sport Commission for further consideration.

Cancellation/Postponement of IBTF Meetings

If for any reason the scheduled Majorettes meeting cannot be carried out, the 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 Coaches' Representatives. Cancellation/postponement must take place forty-five (45) days before set date(s).

Minutes

It is the responsibility of the Majorettes Director to distribute the Coaches Representative 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 Technical Advisors, Judges and Coaches Representatives.

Following approval, the minutes will be sent by the Majorettes Director to all National Technical Advisors, Judge and Coach Representatives, and National Board Representatives. The National Board representative is 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

All business transactions at the Majorettes' Committee Meeting must be approved by the Technical Sport Commission before being presented to Board Executive for presentation to the General Assembly.

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

WINTER MEETING

The Technical Sport Commission will meet one day prior to the winter meeting, to prepare the frame, the plan for the next year, the projects and their goals.

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

The Technical Sport Commission, 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.

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

SUMMER MEETING

The 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 with all interested national officials to inform them on important matters, and to have a question/answer session.