

Commissions, Committees and Working Groups Practice and Procedures Policy

Policy number	2020/01	Version	02
Drafted by	Policy working group	Approved by Council	30/06/2020
Responsible person	Matt Mahon/ Geoff Gardner	Scheduled review date	June 2023

1.0 Introduction

- 1.1. The Council has the power and responsibility to establish Committees, Commissions, or other groups to carry out any work of the Council, under its Constitutional authority, including but not limited to one or more Committees for Finance, Audit and Risk (Article 14.1) and Commissions (Article 14.2), including the requirement for an Athletes Commission (Article 14.6)
- 1.2. The Council shall establish other Committees, Commissions and Working Groups, as it considers appropriate. All Committees, Commissions and Working Groups are accountable, and report, to the Council.
- 1.3. Subject to this Policy, the Council shall approve terms of reference for each Committee, Commission and Working Group (if and as necessary) which clearly set out, amongst other things, its:
 - a. Composition
 - b. Specific role and responsibilities
 - c. Nature and limits of its delegated authority
 - d. Reporting requirements to the Council

2.0 Definitions

- 2.1. A "Commission" is a group of people appointed by Council to provide expertise and advice to Council and which facilitates engagement with the Associations members that it deems to be necessary or advisable for the proper functioning of the Association. Commissions are established and function in accordance with this Policy, including the Athletes' Commission.
- 2.2. A "Committee" is a group of people appointed by Council and made up of Council Members, but can include specific independent appointees, to provide expertise and advice to Council that it deems to be necessary or advisable for the proper functioning of the Association, whether on an ad hoc or permanent basis. Council is required to establish Committees on Audit, Risk and Finance.
- 2.3. A "Working Group" is a group of people appointed by Council to undertake a specific task or project that is generally short term in nature, which is not either a Commission or Committee.

3.0 Authority

- 3.1. Pursuant to Article 13.13(x) of the OAA Constitution, Council has the power and is responsible for establishing and disestablishing such Committees and Commissions (including an Athletes' Commission) as it considers appropriate including appointing and removing the members of them and monitoring their progress.
- 3.2. Commissions, Committees and Working Groups are advisory and have no authority to make decisions on behalf of Council or Oceania Athletics Association. They are ultimately accountable to Council.
- 3.3. Commissions, Committees and Working Groups may, if requested, also provide expertise and advice to the President, Executive Director and staff as well as to other Commissions, Committees and Working Groups.
- 3.4. Commissions are standing bodies established for the period from their appointment until the next Election Congress or in the case of the Athletes' Commission as set out in this Policy.
- 3.5. Committees are established in accordance with Article 14.1 of the OAA Constitution, for the period from their appointment until the next Election Congress.
- 3.6. Working Groups are ad hoc and established only for the period necessary to undertake a specific task or project.

4.0 Committees

- 4.1. The Council shall establish a permanent Audit, Risk and Finance Committee, or more than one Committee: responsible for advising the Council on any one or more of audit, risk and finance matters.
- 4.2. Council shall also establish other Committees that it deems necessary or advisable for the proper functioning of the Association.
- 4.3. The specific scope, procedure and authority of each Committee shall be set out in written terms of reference approved by Council.
- 4.4. The Council shall take into account the need for some independent members (independent of any member federation) on the Audit, Risk and Finance Committee/s.
- 4.5. The quorum for any meeting or decision of a Committee shall be three (3) members of which at least one (1) must be a Council Member.
- 4.6. The Chairperson of each Committee must report on the activities of the Committee at each meeting of the Council and at such other times as required by the Council.

5.0 Commissions

- 5.1. There shall be three (3) Commissions as follows:
 - a. Athletes' Commission
 - b. Competition Commission; and
 - c. Development Commission
- 5.2. Council may establish other Commissions as required - (Article 14.2)
- 5.3. The role of each Commission is as follows, and as more specifically described in the terms of reference for each Commission:
- 5.4. Athletes' Commission: is to contribute the perspectives of athletes in Oceania to the association in fulfilling out its objects. (Article 14.6)
- 5.5. Competition Commission: advising Council on the format, qualifications, programme and organisation of all International Competitions that are part of the Oceania competition calendar, including new competitions and to uphold the highest technical and operational standards of those competitions.
- 5.6. Development Commission: is to provide expertise, advice and recommendations or the information and approval of the Oceania Athletics Association Council on matters that support the growth, development and administration of Athletics at the Area and national level through education and other related activities.
- 5.7. The specific scope, procedure and authority of each Commission shall be set out in written terms of reference approved by Council.
- 5.8. The quorum for any meeting or decision of a Commission shall be four (4) members of which, other than for the Athletes' Commission, at least one (1) must be a Council Member.
- 5.9. In addition, each Commission will have a four (4) year plan approved by Council (on the recommendation of each Commission) which aligns with the Strategic Plan and with specified outcomes for the Commission for its term of its appointment.

6.0 Eligibility for Appointment

- 6.1 To be eligible to be nominated for, and to remain as, a Committee or Commission Member the person must:
 - a. Be a current member of the Member Federation (or a body affiliated to the Member Federation) in good standing
 - b. Be nominated by their Member Federation.
 - c. Be at least eighteen (18) years old.
 - d. Not be under investigation, or convicted or otherwise sanctioned for
 - i) A doping offence (whether or not they have served the sanction imposed on them); or,

- ii) Any other offence or breach of any rules of World Athletics, the Oceania Athletics Association, or a Member Federation (whether or not they have served the sanction imposed on them); or,
 - iii) An offence under any applicable laws punishable by a term of imprisonment of two (2) years or more (unless the person has served the sanction imposed on them).
- 6.2 Sub-clause a. and b. do not apply to a nominee who is proposed as an independent appointee to the Finance, Audit or Risk Committee/s.
- 6.3 Council Members are, of right, eligible for appointment to Committees and Commissions (other than to the Athletes Commission), whilst they remain eligible to be a Council Member.

7.0 Committees and Commissions - Composition and Appointment

Clauses 7.5 and 8.1 do not apply to the Athletes' Commission.

- 7.1 Each Committee and Commission will have between five (5) to seven (7) members, including at least two (2) Council Members (other than the Athletes' Commission, of which only the Chairperson shall be a Council Member). In addition, the President will be an ex-officio member of each Commission, a representative of the Athletes Commission, nominated by the Chair of the Athletes Commission, will also be appointed as an ex-officio member to each of the Development and Competition Commission. Representatives from Oceania Member Federations who are members of World Athletics Commissions will also be invited to sit on the respective Oceania Commission as an ex-officio member.
- 7.2 Council shall appoint all Committees and Commissions.
- 7.3 The primary criteria for appointment of any person to a Committee or Commission (including Council Members) are the specific knowledge and expertise they have in the subject matter of the Committee or Commission.
- 7.4 The secondary criteria for appointment to each Committee or Commission, is that the Committee or Commission should comprise of:
- a) At least two (2) persons from the Island Member Federations, and
 - b) At least 30% of each gender.
- 7.5. The procedure for the appointment of members (other than Council Members) to each Committee or Commission shall be as follows:
- 7.5.1 An open call for nominations to membership of all the Committees and Commissions will be made as soon as possible following the first Council meeting held after each Election Congress. This call shall be communicated to Member Federations by circular or other written communication and also be posted on the Association's Website.

- 7.5.2 Nominations must be submitted in writing by the nominee with the endorsement of the Member Federation of which they are a member or otherwise associated (such as a member of a member club, or other body affiliated to the Member Federation), unless they are an expert, in which case they may be endorsed by a Council member or the Executive Director.
- 7.5.3 Nominations must be lodged with the Executive Director before the nomination closing date specified in the circular or other written communication.
- 7.5.4 No staff of the Association may be members of a Committee, Commission or Working Group.
- 7.5.5 Nominees will be reviewed and then shortlisted by a Nominations Panel. The Panel will be appointed by Council and consist of the President and 2 other members of the Council. This Panel may interview and make other enquiries of nominees to ensure their suitability. In doing so, the Panel must first consider nominees endorsed by a Member Federation. If the skills, expertise, knowledge and other criteria in Clause 7.3 and 7.4 of those nominees are insufficient for the relevant Committee or Commission, the Panel may consider nominees who are experts recommended by Council members or the Executive Director.
- 7.5.6 A person should not be a member of more than two (2) Committees or Commissions at the same time, unless in exceptional circumstances as recommended by the Council Nominations Panel.
- 7.5.7 The Nominations Panel will then make recommendations to Council of the persons it considers best suit the positions on each Committee or Commission. This will include nominations for the proposed Chairperson for each Committee or Commission, who shall be a Council Member in accordance with Article 14.5 of the Constitution.
- 7.5.8 Council shall appoint the Chairperson and members of each Committee and Commission by no later than six (6) months after each Election Congress.
- 7.5.9 A member's appointment to a Committee or Commission is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.

8.0 Committees and Commissions -Term and Removal

- 8.1 Members of each Committee or Commission shall commence their terms of office upon notification of their appointment by Council, and subject to Clause 8.2 to 8.4, shall end their term of office at the conclusion of the next Election Congress, but are eligible for reappointment up to a total maximum of three (3) terms. This Clause does not apply to the Athletes' Commission.

- 8.2 A member of a Committee or Commission may resign prior to the expiry of their term of office by giving not less than one (1) months' notice in writing to the Commission Chairperson, President and the Executive Director.
- 8.3 A Commission or Committee Member may be removed from a Commission or Committee prior to the expiry of their term of office, by decision of the Council (after first affording the Commission or Committee Member natural justice) on the recommendation to the President from the Commission or Committee Chairperson (or if it is the Chairperson to be removed, on the recommendation from the President):
- a. If they are no longer Eligible
 - b. For breach of this Policy or any other Rules or Regulations; or,
 - c. For any other act or conduct that, in the opinion of Council, brings the Commission, Committee or the Association into disrepute.
- 8.4 In addition, a Commission or Committee Member shall be deemed to have vacated their position if, during their term, they:
- a. Die; or,
 - b. Is absent from two (2) or more meetings of the Commission or Committee without prior approval of the Commission or Committee Chairperson.

9.0 Working Groups – Composition and Appointment

- 9.1 Council may establish Working Groups from time to time on the recommendation of the President, Council members or the Executive Director.
- 9.2 A Working Group shall be composed of Members of Council, appointed by Council, and have such number of members as is appropriate for the task or project being undertaken. The President will be an ex-officio member of each Working Group.
- 9.3 The primary criteria for appointment of a person to any Working Group are the specific knowledge and expertise they have in the subject matter of the Working Group.
- 9.4 Working Groups should meet as often as required in person or using technology to achieve its agreed outcomes.
- 9.5 Working Groups should report to Council at each Council meeting or as required.

10.0 Commissions and Committees -Working Procedures

- 10.1 The tasks and outcomes sought from each Commission and Committee will be set out in terms of reference approved by Council.

- 10.2 The Executive Director, following consultation with and the agreement of each Chairperson of a Commission or Committee, shall appoint an OAA staff member to be the secretariat/ liaison for each Commission and Committee, and who shall attend all meetings and work of the Commission or Committee.
- 10.3 The relevant staff member shall, in consultation with the Chairperson of each Commission or Committee set the agenda, meeting schedule and work (subject to budget). The Executive Director shall ensure the work of each Commission and Committee is appropriately supported.
- 10.4 The Chairperson of each Commission and Committee is ultimately responsible for the work and outcomes of the Commission or Committee. Should any issues or differences arise between the Chairperson and the relevant staff member, these shall be referred to the Executive Director.
- 10.5 During the first four (4) months post-appointment, the Commission will develop a proposed four (4) year Plan for submission to Council for approval. This Plan shall be reviewed, and where appropriate, revised annually, to ensure alignment with the Strategic Plan.
- 10.6 The Chairperson of each Commission and Committee shall report to Council on progress against its four (4) year plan at least twice each year, either orally or in writing, including using technology, as requested by the President. The content of the report to Council must be prior approved by the members of the Commission or Committee.
- 10.7 Commissions and Committees, if possible, should "meet" at least two (2) times each year, at least once in person and otherwise using technology (e.g., video or audio conferencing, Skype, etc.).
- 10.8 A Commission or Committee may agree to allocate specific tasks of the Commission or Committee to a smaller group of members within the Commission or Committee with the necessary expertise for the task, and to report back to the Commission or Committee with its advice and recommendations. For example, the Development Commission may allocate tasks related to Coaching education and support to a smaller group of its members.

11.0 Confidentiality

- 11.1 All meetings and the work of the Commissions or Committees are confidential. No documents, information, discussion and decisions made at a Commission or Committee meetings or otherwise exchanged or agreed in connection with the work of the Commission or Committee, shall be disclosed to any other person (other than the relevant appointed staff secretariat/liaison for each Commission or Committee) unless authorised to do so by:
 - a. The Chairperson of the Commission or Committee
 - b. The relevant Commission or Committee
 - c. The Council, or

- d. The matter is in the public domain, or
- e. It is required by law, or
- f. By any applicable authority, including the Constitution, Rules, Regulations or Policies of the OAA.

11.2 Appointed staff secretariat/liaisons to Commissions and Committees are bound by this clause in the same way as members of the Commission or Committee. To avoid any doubt, each staff secretariat/liaison is answerable in this regard, to only the Chairperson of the respective Commission or Committee to which they have been appointed.

11.3 Commission, Committee or Working Group members may informally engage with Member Federations or other stakeholders on the matters within the scope of the Commission, Committee or Working Group's mandate, provided that confidentiality of its work is retained.

12.0 Other Matters

12.1 Members of Commissions, Committees and Working Groups cannot engage in the media (in any forum) without the prior approval of the President.

12.2 Members of Commissions, Committees and Working Groups will be paid fees (per diems) and expenses will be covered, in accordance with Oceania Athletics Association policies.

12.3 Members of all Commissions, Committees and Working Groups are bound by the Constitution and any Policies, Rules and Regulations of the Oceania Athletics Association, including the Code of Conduct.

12.4 Advisors may be engaged (subject to budget) to provide particular expertise or advice by the Executive Director to advise a Commission, Committee or Working Group, following consultation with the relevant Chairperson. The role and responsibilities of any advisor should be advised to the members of the relevant Commission, Committee or Working Group and should not duplicate or conflict with the role of the Commission, Committee or Working Group. Such advisors are not members of the Commission, Committee or Working Group.

13.0 Athletes' Commission

13.1 The role of the Athletes' Commission is to contribute the perspectives of athletes in Oceania to the Association in fulfilling out its objects.

13.2 Establishment

The process for the establishment of the Athletes' Commission is, in summary, as follows:

13.2.1 In each year of an Election Congress from 2023 and in conjunction with an Area Championships, four (4) persons will be elected to the Athletes' Commission and appointed by Council.

13.2.2 Council will appoint three (3) additional persons, who may be nominated by member Federations, to the Athletes' Commission.

13.3 Composition

13.3.1 The Athletes' Commission shall comprise of; Four (4) elected members, elected in accordance with Clause 13.5 and approved by Council ("Elected Athletes' Commission Members"); and,

13.3.2 Three (3) other members, appointed by Council in accordance with Clause 12.6 ("Appointed Athletes' Commission Members"); together referred to as "Athletes' Commission Members".

13.3.3 In addition, the President will be ex-officio a member of the Commission and, Representatives from Oceania Member Federations who are members of World Athletics Athletes Commission will also be invited to sit on the respective Oceania Commission as an ex-officio member.

13.4 Eligibility

13.4.1 To be eligible to be nominated for, and to remain as, an Athletes' Commission Member (whether as an Elected Athletes' Commission Member or an Appointed Athletes' Commission Member) the person must:

- a) Be a current member of the Member Federation (or a body affiliated to the Member Federation) in good standing
- b) Be nominated by their Member Federation.
- c) Be at least eighteen (18) years old.
- d) Be able to speak and understand English reasonably well.
- e) If seeking to be an Elected Athletes' Commission Member
 - i) Have competed in at least one (1) of the last two (2) Oceania Area or Regional Championships, or
 - ii) In the last Commonwealth or Olympic Games, or
 - iii) In the World Athletics Championships in the immediate 2year period before election;
- f) Not be under investigation, or convicted or otherwise sanctioned for:
 - i) A doping offence (whether or not they have served the sanction imposed on them); or,
 - ii) Any other offence or breach of any rules of World Athletics, the Oceania Athletics Association, or a Member Federation (whether or not they have served the sanction imposed on them); or,
 - iii) An offence under any applicable laws punishable by a term of imprisonment of two (2) years or more (unless the person has served the sanction imposed on them).

13.5 Elected Athletes' Commission Members

- 13.5.1 There shall be four (4) elected members appointed by Council to the Commission.
- 13.5.2 The elections for Elected Athletes' Commission Members shall take place during the Oceania Area Championships in the same year as the OAA Election Congress.
- 13.5.3 The procedure for the elections, including the nomination and election process is set out in **Appendix 1** of this Policy.
- 13.5.4 By no later than two (2) months prior to each election, the Executive Director will issue a timetable to all Member Federations with dates for the following:
- a. Submission of nominations for Elected Athletes' Commission Members and, if applicable, Appointed Athletes' Commission Members.
 - b. The Athletes' Commission election during the Area Championships; and
 - c. The dates by which the Elected Athletes' Commission Members, Appointed Athletes' Commission Members (when applicable) and the proposed Chairperson of the Athletes' Commission, will be considered by Council.
- 13.5.5 Council shall decide whether or not to confirm the appointment of each of the Elected Athletes' Commission Members as soon as possible following the election.
- 13.5.6 Council may, in its absolute discretion, decide not to confirm a person who has been elected as an Elected Athletes' Commission Member if in Council's opinion there are exceptional circumstances warranting such decision. If this occurs, a vacancy will be created and filled by the process set out in Clause 13.8.1 and 13.8.2.

13.6 Appointed Members

- 13.6.1 In addition to the Elected Athletes' Commission Members, Council may appoint three (3) persons to be Appointed Athletes' Commission Members, once every four years by the following process:
- a. At least two (2) months prior to the Oceania Area Championships that follows, in the same year, the OAA Election Congress, Council may call for nominations from Member Federations for up to three (3) Appointed Athletes' Commission Members.
 - b. Member Federations may nominate one (1) person (who is eligible under Clause 13.4), in the format and by the date specified by Oceania Athletics.
 - c. Within one (1) month of the election of the Elected Athletes' Commission Members under Clause 13.5 and before the next Council meeting to confirm the appointment of each Elected Athletes' Commission Member, Council shall appoint a subcommittee (including the President) to consider the nominations received.
 - d. The subcommittee shall make recommendations to Council for the three (3) Appointed Athletes' Commission Members. Council shall decide whether to confirm the appointment of each of the recommended Appointed Athletes'

Commission Members as soon as possible following the election of the Elected Athletes' Commission Members.

- e. In deciding both the number of Appointed Athletes' Commission Member positions available, and the persons to appoint, Council must take into account the requirement for at least two (2) Athletes' Commission Members of each gender, and the desire for a balance of Athletes' Commission Members from across Oceania, athletics disciplines and the person's skills/expertise and availability to be on the Athletes' Commission.

13.7 Term of Office

13.7.1 The term of office for members of the Athletes' Commission is approximately four years as follows: commencing on their appointment by Council (under Clause 13.6.1); and, subject to Clause 8.2 to 8.4 (resignation and removal), expiring approximately four (4) years later on the appointment by Council of the next group of Athletes' Commission Members.

13.7.2 A member of the Athletes' Commission who is and remains eligible (under Clause 13.4) may be re-elected or re-appointed for further subsequent and consecutive terms of office up to a maximum of three (3) terms in accordance with the process set out in this policy.

13.7.3 Members of the Athletes' Commission appointed by Council in 2019, shall end their term of office upon the approval by Council of the newly Elected Athletes' Commission Members and the Appointed Athletes' Commission Members following the Oceania Area Championships held in 2023.

13.8 Changes and Vacancies

13.8.1 If any position (whether an Elected Athletes' Commission Member or an Appointed Athletes' Commission Member) on the Athletes' Commission is vacant, whether by resignation, removal or otherwise at any time, the Council may (on the recommendation of the Athletes' Commission Chairperson and the President) appoint a replacement member (who is eligible under Clause 13.4) for the balance of the term of office of the vacated position.

13.8.2 If the vacant position is an Elected Athletes' Commission Member, Council may appoint the candidate who received the next highest number of votes for election to the Athletes' Commission in the last election (held under Clause 13.5).

13.9 Chairperson and Deputy Chairperson

13.9.1 The Chairperson of the Commission shall be appointed by Council and shall be an ex-officio member of the Oceania Athletics Association Council.

13.9.2 Any Athletes' Commission Member is eligible to be either the Chairperson or Deputy Chairperson.

- 13.9.3 The Athletes' Commission shall recommend to Council, one (1) of its members to be the Deputy Chairperson.
- 13.9.4 The role of the Chairperson (or the Deputy Chairperson in the Chairperson's absence or if requested by the Chairperson) is to lead and be the spokesperson for the Athletes' Commission. The Chairperson has the following responsibilities:
- i) Chair and prepare the agenda/papers for all meetings of the Athletes' Commission
 - ii) Be the spokesperson for the Athletes' Commission including to the media, subject to this Policy and the terms of reference
 - iii) Liaise with the President and other Commissions as required or requested
 - iv) Prepare and present reports to Council
 - v) Attend meetings of any other Commissions as requested by the President or Council
 - vi) To be the Oceania Athletics athlete representative at any forums, groups or presentations as requested by the President, Council or the Executive Director
 - vii) Regularly communicate with the members of the Athletes' Commission and other athletes and persons in order to identify issues for the Athletes' Commission to consider; and,
 - viii) Any other specific responsibilities as required by the President or Council that are within the scope of the role and responsibilities of the Athletes' Commission (set out in its terms of reference).
- 13.9.5 The Deputy Chairperson shall be elected at the first meeting of the Athletes' Commission held following Council's confirmation of their appointment after the Oceania Championship where an election is held.
- 13.9.6 Commission Members wishing to seek appointment as the Chairperson or election as Deputy Chairperson shall submit their nomination in the format and by the date specified by Oceania Athletics. A Commission Member may seek nomination in one or both positions in the alternative.
- 13.9.7 The election for the Deputy Chairperson shall be undertaken by secret ballot in which all Athletes' Commission Members present at the meeting are entitled to vote, including those seeking appointment, as follows:
- 13.9.8 The candidate with the highest number of votes for that position shall be elected provided that they receive an absolute majority (50% plus 1) of the votes cast in their favour.
- 13.9.9 If no candidate receives an absolute majority, the lowest polling nominee in that vote, shall be withdrawn from the ballot, and the vote for that position undertaken again. This procedure is to be repeated once more and if no candidate receives an absolute majority, then the Chairperson drawing a name by lot will decide the matter.

13.9.10 No proxy votes are permitted.

13.9.11 Any abstentions or invalid votes shall not be counted.

13.9.12 Following the election, Council shall, as soon as practicable, decide whether or not to confirm the appointment of the Deputy Chairperson. Council may, in its absolute discretion, decide not to confirm a person who has been elected as Deputy Chairperson, if in Council's opinion there are exceptional circumstances warranting such decision. If this occurs another election shall be held for that position (in accordance with the process set out in Clause 12.10.4 to 12.10.10), with the Athletes' Commission Member who had been elected in a position removed from the ballot for that position.

13.9.13 The term of office for the Chairperson and Deputy Chairperson is the same as for all other members of the Commission. A Commission Member may be appointed for further terms of office as the Chairperson or re-elected as Deputy Chairperson up to a maximum of three (3) terms of office.

13.9.14 The Chairperson and Deputy Chairperson may each be removed from their position as such, prior to the expiry of their term of office, by:

- a. Resignation; or,
- b. A decision of Council, in its absolute discretion; or
- c. A decision of the Athletes' Commission to remove the member, that shall require a two-thirds (2/3rds) majority of the members of the Athletes' Commission who are present at a meeting called for that purpose (by at least four (4) members of the Commission).

13.9.15 The resignation or removal of a Chairperson or Deputy Chairperson from either position does not affect their membership of the Athletes' Commission, unless their term of office expires or they are no longer eligible in accordance with Clause 12.4. If the Chairperson and Deputy Chairperson resigns or is removed from the Athletes' Commission, they may not continue in that position from the date that resignation or removal is effective.

APPENDIX 1

ELECTIONS FOR ATHLETES' COMMISSION

The Oceania Athletics Association shall organise the election of four Athletes' Commission (AC) members, on the occasion of the Oceania Area Championships that immediately follow the OAA Election Congress, in accordance with the following process:

1.0 Submission of a Candidature

- 1.1 Any person who meets all the eligibility requirements to be a member of the Athletes' Commission may submit a candidacy to be an Elected AC Member.
- 1.2 The official candidature application form must be completed, signed by the candidate, endorsed by a Member and received by Oceania Athletics at the specified email address by the date and time notified by Oceania Athletics, usually 3 months prior to the election. This deadline will be strictly enforced.
- 1.3 A Member Federation may nominate one candidate for election.
- 1.4 The candidate may also send a one-page, A4 document in which they can detail their biography, explaining the reasons for their candidature, on the prescribed form.
- 1.5 The Executive Director shall verify the eligibility of each candidate.

2.0 Publication of Candidates and Campaigning

- 2.1 The names of the eligible candidates seeking election for the Athlete Commission will be published on the OAA Website and circulated to all Member Federations no later than 15 days before the election.
- 2.2 Candidates (or any person authorized by them) may not promote their candidacy in any way whatsoever (other than to state they are a candidate) except throughout the Campaign Period described in Clause 2.3, below.
- 2.3 Candidates may promote their candidacy from the opening day of election, until the conclusion of the election ("Campaign Period"), in social situations inside the Athletes' accommodation and the Stadium. Such promotion must be limited to discussions among athletes.
- 2.4 Candidates must campaign with respect for every other candidate.
- 2.5 Apart from the document submitted with their candidature in paragraph 1.4 above, no other document, poster, sign, banner or presentation may be distributed and/or displayed inside or outside the Athletes' accommodation.

- 2.6 Promoting a candidacy in or around the Voting Centres is prohibited.
- 2.7 The Constitution, Rules, Regulations and relevant policies apply including, in particular, the OAA Code of Conduct.

3.0 The Election

- 3.1 The election will be held at the venue of competition in the city hosting the Oceania Area Championships during the days of official competition.
- 3.2 The times, dates and location at the venue for the conduct of the election will be decided by the Athletes Commission and communicated by Oceania Athletics to all accredited athletes.
- 3.3 Only accredited athletes may vote. Only one vote per accredited athlete is permitted.
- 3.4 The vote must be made in person, on the official voting paper, upon presentation of a valid Accreditation Card.
- 3.5 The vote will be undertaken by secret ballot.
- 3.6 To be valid the voting ballot must vote for four names, (not more, not less).
- 3.7 After voting has closed, the Chairperson of the Election Committee will inform the President and the Executive Director of the result.
- 3.8 The names of the elected athletes will be announced, before the closing of the Championships and posted on the OAA Website. The Member Federations will also be informed of the results via Circular.

4.0 Election Committee

- 4.1 There shall be an Athletes' Commission Election Committee (Election Committee) appointed by the Executive Director, which is responsible for overseeing the election of Elected AC Members.
- 4.2 A candidate for election to the Commission cannot be a member of the Election Committee.
- 4.3 The Election Committee will be composed of three members appointed by the Executive Director as follows:
 - a. Chairperson
 - b. Secretary; and,
 - c. 1 other person
- 4.4 The Election Committee shall:
 - a. Ensure that candidates abide by these Terms of Reference and any applicable rules including responding to any questions or complaints about or by a candidate and investigating any alleged breaches

- b. Organise and supervise the election, including determining the valid votes, counting the votes, certifying the results, and notifying the President of the outcome. The voting papers shall be destroyed at the conclusion of the election and after the result has been notified.
- 4.5 The term of office of the Election Committee shall commence upon their appointment and cease on the completion of their duties following the election.
- 4.6 The outcome of the election as certified by the Chairperson is final and there is no right of appeal.