

# **UIAA GENERAL REGULATIONS**

## **FOR THE COMMISSIONS**

### **20211016\_V13**

This guide presents the organisation of a UIAA Commission, defines the conditions for becoming a Commission member and describes the rights and obligations of members.

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# 1. Structure and Constitution

The Management Committee creates, maintains and dissolves Commissions, appoints full members of each Commission and outlines the tasks and purpose of each Commission (Art. 15d. of the Articles of Association / AoA).

There shall be two types of members of a Commission; full members and corresponding members.

## 1.1 Formation, Size

- 1.1.1 A Commission may have as many full members as in the Management Committee's judgement best serves the purposes of the Commission. Full members are nominated by UIAA member Federations and recommended by the Commission before they are appointed by the Management Committee.
- 1.1.2 A Commission may have as many corresponding members as in the Commission's judgement best serves the interest of the Commission after considering any recommendation of the number of corresponding members made by the Executive Board or Management Committee. Corresponding members may be nominated either by member federations or by Commission members and must be approved by the Commission President.
- 1.1.3 The term of each full member of a Commission is 4 years from the date of the member's appointment by the Management Committee. The Commission President and the Commission Vice President may hold the position for two consecutive terms. Full members of a Commission may hold their position for three consecutive terms. The Management Committee may extend the term of a Commission President and individual Commission members.
- 1.1.4 Notwithstanding section 1.1.3, if the maximum term of the persons, President or Vice President extends beyond the term limit of full membership of a Commission, set out in section 1.1.3, the maximum term of the persons occupying the position of President or Vice President shall be extended to enable such person to complete the term as President or Vice President.
- 1.1.5 The Management Committee appoints the President and Vice President of each Commission (Art. 15d. and Annex 3 Art.3 of the AoA) after considering any recommendation of candidates made by the Commission for both positions. Each Commission will have one Vice President who shall replace the Commission President in case of absence.
- 1.1.6 Each Commission may recommend candidates for Commission President and Vice President to the Management Committee. The newly elected President or Vice President's term will replace his or her current Commission term as a Commission member.

- 1.1.7 Procedures concerning the elections (such as deadlines for proposals of candidates) will be set by the Executive Board.
- 1.1.8 Full or corresponding Commission members may be removed from Commission membership, at any time during their term, by their federation or by resolution of the Management Committee, each acting reasonably but in its sole and complete discretion.

## 1.2 Candidates for Commission Membership

- 1.2.1 Candidates for full membership in a Commission must be proposed in writing by their member Federation. The proposal shall include a curriculum vitae of the candidate stating in particular his/her experience in the field of activity of the Commission, a letter of motivation, as well as his/her language skills and a signed "Conflict of Interest Declaration."
- 1.2.2 Candidates should be able to follow discussions in the English language.

## 1.3 Participation at meetings

- 1.3.1 Full Commission members are expected to attend all meetings of the Commission.
- 1.3.2 If a full Commission member fails to attend a meeting without previous excuse, the President of the Commission may inform the person concerned, as well as his Federation of the consequences of yet another absence.
- 1.3.3 Within 30 days following a second absence (during the 4-year term), whether excused or not, the President of the Commission advises the full Commission member concerned, as well as his/her Federation that the Management Committee of the UIAA may revoke the Commission membership.
- 1.3.4 A copy of the notice described in para. 1.3.3 will be sent to the UIAA office.
- 1.3.5 A member of a Commission, who has not attended any meeting during a term of 4 years, even if excused, may not be proposed for re-election.

# 2. Working Method

## 2.1 Convocation

- 2.1.1 The President summons a meeting of the Commission at least once a year with not less than two months' previous notice.
- 2.1.2 The date and location of each meeting of the Commission shall be on the dates fixed, in principle, at the end of the previous Commission meeting and communicated to the Executive Board for approval. If possible, practical, and in the

best interests of the business of the Commission, each Commission should seek to hold their meetings at the time and location of the Spring Management Committee Meeting and/or the General Assembly. Any proposed meeting shall not conflict with other major UIAA meetings of the Management Committee or the General Assembly. The Executive Board shall decide on the proposed location and date or time not less than 15 weeks before the proposed Commission meeting.

- 2.1.3 An agenda and its accompanying documents are to be sent to all Commission members and to the Office not less than one month prior to the meeting.
- 2.1.4 Upon request of half of the full members of the Commission, the President must summon a meeting.
- 2.1.5 The Executive Board of the UIAA may invite the President of a particular Commission to attend one of its meetings.

## 2.2 Voting

- 2.2.1 A Commission will strive to have all full members present at all Commission meetings, in person or by electronic means, nevertheless, a Commission is entitled to take decisions if at least one third of its full members and the Commission's President or Vice President are present at the meeting. Each Commission should designate one of its members to try to ensure maximum attendance at every meeting.
- 2.2.2 Each full member of a Commission including the President and Vice President has one vote, but no one country or federation (excluding the vote of the President or the Vice President of the Commission) may exercise more than 25% of the vote at any meeting ("Threshold"). In any meeting where the number of full members from any one country or federation would exceed the Threshold, the votes of the respective country or federation shall be reduced by eliminating the vote of the country's or federation's Commission member, or member(s) with least time served on the Commission until the country or federation has 25% or less of the votes at the meeting in question.
- 2.2.3 Corresponding members of the Commission may attend and have a voice at meetings of the Commission at their cost (or the cost of their federation), but they have no vote.
- 2.2.4 Subject to section 2.2.2, decisions are taken by the simple majority of full Commission members present. No voting rights may be exercised by proxy.
- 2.2.5 No voting rights may be exercised without signed and valid "Conflict of Interest Declaration" being in place with the UIAA office before the meeting at which the vote may be exercised.

- 2.2.6 In case of a tie the President, or the Vice President if the Vice President is presiding over the meeting due to the absence of the President, has the casting vote.
- 2.2.7 The Commissions may take decisions on a specific motion by way of mail, email or similar electronic means, provided that no member objects. The motion is accepted when the majority of the members, including the President or Vice President, responds affirmatively. The Commission President shall ensure that the results of the decision are documented in the minutes of the Commission's meeting following the decision.

## **2.3 Working Groups**

By decision of a Commission, internal working groups with specific goals, tasks and timing may be formed. Working Groups report to the Commission as a whole. Working Groups may include non-members of the Commission.

## **2.4 Minutes**

- 2.4.1 At each meeting of a Commission or of a Working Group written minutes in English shall be taken and shall include a meeting attendance record.
- 2.4.2 The minutes of Commission meetings must be forwarded to the Commission members, to the Management Committee and to the office of the UIAA not more than eight weeks after the meeting.

## **2.5 Decisions of general importance, motions**

- 2.5.1 Decisions which have policy significance for the UIAA as a whole and which a Commission would like to be published in the name of the UIAA (e.g. declarations), must first be submitted to the Executive Board of the UIAA for onward decision by the General Assembly according to (Art. 10m. of the AoA).
- 2.5.2 The Commissions are entitled to carry motions to the Management Committee within the bounds of the Management Committee's competence.

## **2.6 Reports to the Management Committee**

The annual report of the Commission shall be submitted in writing to the Management Committee of the UIAA, taking into account the deadlines set by the Executive Board (Art. 25.2 of the AoA).

## **2.7 Communication**

- 2.7.1 Each Commission appoints one of its members whose task is to regularly pass on information about the activities of the Commission to the person responsible for communication within the UIAA.
- 2.7.2 All Commission members are expected to inform their member federation about the work done in the Commission.
- 2.7.3 Commission documents, such as budget requests, annual accounts, candidate proposals for the election of a Commission (Vice) President, minutes of a Commission meeting, will be sent to the UIAA office in accordance with the deadlines set by the Executive Board. The UIAA office will take care of further circulation of these documents to other UIAA bodies.
- 2.7.4 The Commission will include the responsible Management Committee member in its internal correspondence.

## **2.8 Particular tasks of the Presidents**

- 2.8.1 Presidents of the Commissions are expected to attend the Management Committee meetings held at the time of annual General Assemblies and to attend General Assemblies. They inform the Management Committee about current and planned activities.
- 2.8.2 On the occasion of the UIAA General Assembly Meeting provisions shall be made for a meeting of Commission Presidents with the Executive Board, chaired by the President of UIAA or his nominee. The principal purpose of the meeting shall be to contribute to the well-being and proper functioning of the UIAA. The members of the Management Committee should attend this meeting. The proceedings of the meetings shall be minuted in accordance with normal custom and practice as set out in the AoA Article 25.3.

## **2.9 Participation of the Executive Board**

Members of the Executive Board as well as the Director of Operations may attend Commission meetings without the right of vote. The resulting expenses are debited from the expense account of the Executive Board.

## **2.10 Specialists**

Individuals (e.g., experts) may attend a meeting of the Commission on invitation by the President and approval of the Commission. They have no voting rights.

## 3. CORRESPONDING MEMBERS

### 3.1 Decision for having Corresponding Members

Commissions may decide whether they want to have corresponding members who take part in the work of the Commission or to engage voluntary (without compensation) advisors to assist the Commission in its work and who may attend meetings, and as stated in section 2.2.2, have no voting rights. The Management Committee must give prior approval to the Commission's retention of non-voluntary (compensated) advisors to the Commission except for staff of the UIAA.

### 3.2 Regulations concerning Corresponding Members

A Commission deciding to have corresponding members must establish regulations governing the participation of corresponding members in the Commission (to be reviewed every 4 years) and which provide in particular: (See Annex 1)

- a. The maximum number of corresponding members;
- b. The qualifications to be corresponding members;
- c. The procedure for applying to be a corresponding member, including whether they must be proposed by UIAA Member Federations;
- d. The procedure about acceptance or refusal of applicants;
- e. Rights and obligations of corresponding members;
- f. The term for which corresponding members are accepted;
- g. Rules to guarantee that the mandate of corresponding members is only renewed if they have actively participated in the work of the Commission;
- h. Rules regarding the expenses of corresponding members.
- i. The rules must be submitted to the Management Committee for approval.

## 4. ADMINISTRATION

### 4.1 Finances

- 4.1.1 Travel and accommodation expenses of the Commission President may be borne by the UIAA (Commission budget) if not covered by the Federation they belong to. Travel and accommodation expenses of the members of the Commission are at the

cost of the Federation they belong to. See *UIAA Expense Regulations* for more details.

- 4.1.2 All foreseeable expenses must be included in the budget of the Commission. All expenses not budgeted or exceeding the budget, may not be reimbursed without previous approval by the Executive Board. See also the *UIAA Budget Planning Guidelines for the Commissions*.
- 4.1.3 The costs for organising the meetings of the Commission or of working groups are borne by the organisers.
- 4.1.4 The expenses for specialists invited according to Art. 2.10 of the present Regulations can be paid out of the budget of the Commission, if and only if, the expenses have been included in the Commission's Annual Budget (as defined below) or have otherwise been approved by the Executive Board or Management Committee.
- 4.1.5 The Management Committee may allow different financial rules for Commissions which govern competition sports activities.

## 4.2 Budget

- 4.2.1 It is essential for the financial management of the UIAA that all aspects of its operations are included in its annual budget. Therefore, each Commission must submit a proposed detailed annual budget, including, limited information on:
  - a. anticipated project with sufficient detail so that the Management Committee can assess the project within the strategic priorities of the UIAA,
  - b. anticipated travel costs,
  - c. anticipated costs of compensated advisors and other experts, and
  - d. sources of revenue to the Commission,

The "Commission's Proposed Budget" must be sent to the UIAA Office on or before July 31 of the current fiscal year for the next fiscal year (for example, the detailed budget for 2021 must be submitted on or before July 31, 2020).

- 4.2.2 Upon approval of the UIAA budget at a General Assembly, the elements of the Commission's proposed budget (which have been incorporated into and accepted as part of the approved UIAA budget) will become the Commission's Annual Budget for the following fiscal year (the "Commission's Annual Budget").

## 4.3 Bookkeeping

- 4.3.1 To support effective financial control, Commission members should submit their expense claims with receipts within one month after they are incurred. Each



Commission receives an account statement every quarter year from the office.  
Errors or omissions must be notified to the office within four weeks.

- 4.3.2 Commission Presidents and members are to follow the UIAA Expenses Regulations.

## 5. MISCELLANEOUS

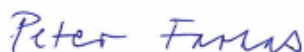
### 5.1 Duty to abstain

Membership in a Commission may never be used for commercial purposes. Commission members must abstain in cases where they have a direct or indirect personal interest.

### 5.2 Special Rules for Safety Commission

Safety label holders and Accredited Laboratories may attend the Plenary meetings of the Safety Commission. Voting at these meeting will be regulated by the UIAA Safety Label Regulations as recommended by the Commission and approved by the Management Committee.

*These guidelines came into force on 6 October 2011.*



Peter Farkas  
UIAA Treasurer



Jordi Colomer  
UIAA Vice President

## **ANNEX 1- REGULATIONS FOR CORRESPONDING MEMBERS (CM)**

(Implementation of Art 3.2 of the General Regulations for Commissions)

- *Mountaineering, Mountain Protection, Safety and Youth Commissions Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018*

- *Medical and Anti Doping Commission Approved by the Management Committee Malta, 04.05.2019*

- *Ice Climbing Commission Approved by the Management Committee Online, 01.05.2021*

### **MOUNTAIN PROTECTION & ANTI-DOPING COMMISSIONS**

*Mountain Protection: Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018*

*Anti Doping Commission Approved by the Management Committee Malta, 04.05.2019*

- a. The number of corresponding members should not exceed the number of full members.
- b. Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Federations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d. The President informs the Commission on the number of corresponding members nominated. Only in case of objections, the Commission will deliberate in the following Commission meeting.
- e. Corresponding members are expected to participate in Commission deliberations by providing comments and/or advice to requests for input at annual meetings - either in person if attending the meeting, or in advance via correspondence to the Commission. Furthermore, they are expected to fulfil specific duties related to projects when requested. Corresponding members are welcome to attend meetings, however they do not have a vote.
- f. The membership of CM should be revised every four years
- g. The Commission will review the active participation of CMs annually.
- h. If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

## **MOUNTAINEERING & YOUTH COMMISSIONS**

*Mountaineering & Youth: Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018*

- a. The number of corresponding members should not exceed the number of full members.
- b. Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Federations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d. Twice a year, in respect of the spring and fall MC meetings, the CM nominations approved by the commission shall be sent to the UIAA office. The CM Commission list is the sole responsibility of the Commission.
- e. Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f. After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President.
- g. The Commission will review the active participation of CMs annually.
- h. If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

## **SAFETY COMMISSION**

*Safety and Youth Commissions Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018*

- a. There is no limit on the number of corresponding members.
- b. Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Federations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d. Twice a year, in respect of the spring and fall MC meetings, the CM nominations approved by the commission shall be sent to the UIAA office. The CM Commission list is the sole responsibility of the Commission.
- e. Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f. After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President.
- g. The Commission will review the active participation of CMs annually.
- h. If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

## **MEDICAL COMMISSION**

*Medical: Approved by the Management Committee Malta, 04.05.2019*

- a. The number of corresponding members should not exceed the number of full members.
- b. Corresponding members should be experts in fields related to the Commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Federations or by the members of the Commission and approved by the Commission President. They should submit a technical CV and letter of intent for Commission review.
- d. The President informs the Commission on the number of corresponding members nominated. Only in case of objections, the Commission will deliberate in the following Commission meeting.
- e. Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f. The membership of CMs should be revised every four years
- g. The Commission will review the active participation of CMs annually.
- h. If the CMs have to accomplish missions or specific tasks requested by the Commission, the costs can be borne by the Commission. No expenses for attending the Commission meetings can be covered by the Commission.

## **ICE CLIMBING COMMISSION**

*Ice Climbing Commission Approved by the Management Committee Online, 01.05.2021*

- a. The number of corresponding members should not exceed the number of full members.
- b. Corresponding members should be experts in fields related to the commission with significant recognised contributions in their field.
- c. Corresponding members may be proposed either by UIAA Member Federations or by the members of the commission and approved by the Commission President. They should submit a technical CV and letter of intent for commission review.
- d. Twice a year, in respect of the spring and fall MC meetings, the CM nominations approved by the commission shall be sent to the UIAA office. The CM Commission list is the sole responsibility of the Commission.
- e. Corresponding members have all the rights and privileges of regular members however they do not have a vote. Corresponding members may attend any of the meetings at their own expense.
- f. After being corresponding members for four years, such membership can be extended for a further four years on the recommendation of the Commission President. If the corresponding member is very active, after one year they may apply via their federation to be upgraded to full member after the approval of the voting members of the commission.
- g. The Commission will review the active participation of corresponding members annually and a report will be submitted to the management committee in the case of inactive corresponding members.

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Last Updated	Remarks
May 2, 1992	First adopted by the Council in San Sebastian
October 3, 1997	Modifications approved in Kranjska Gora
May 17, 2003	Modifications approved in Grindelwald
May 14, 2005	Modifications approved in Grindelwald
October 13, 2006	Modifications approved in Banff
October 17, 2008	Totally revised and approved by the UIAA Management Committee in Tehran
October 6, 2011	Modifications approved in Kathmandu, including changes in 4.2 Bookkeeping cf. new guidelines for expenditures in Annex 1
October 21, 2015	Name change from Mountaineering and Climbing to International Climbing and Mountaineering Federation. 1.1.8 added, 1.2.1 and 1.2.2 were joined together, Pier Giorgio Olivetti added as treasurer
October 2018	(Implementation of Art 3.2 of the General Regulations for Commissions) - <i>Mountaineering, Mountain Protection, Safety and Youth Commissions Approved by the Management Committee Ulaanbaatar, Mongolia 05.10.2018</i>
May 2019	(Implementation of Art 3.2 of the General Regulations for Commissions) - <i>Medical and Anti Doping Commission Approved by the Management Committee Malta, 04.05.2019</i>
September 26, 2020	Totally revised and approved by UIAA Management Committee in online meeting.
May 2021	(Implementation of Art 3.2 of the General Regulations for Commissions) - <i>Ice Climbing Commission Approved by the Management Committee Online, 01.05.2021</i>
October 2021	Removal of Annex 1 Guidelines for expenditures Reworking of unclear sentences. Approved by MC 16.10.2021