

# GUIDELINES FOR COUNCIL & EXECUTIVE BOARD PROCEDURES

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## 1. INTRODUCTION

The BWF Council and Executive Board are committed to building solid foundations for management and oversight and achieving and demonstrating high standards of corporate governance. Key attributes of achieving best practice in corporate governance are:

- A Council and Board that is structured and committed to adding value;
- A commitment to ethical and responsible decision making;
- Safeguarding the integrity of the financial reporting processes;
- Making timely and balanced disclosures of all material matters relating to the Federation's operations;
- Respecting the rights of the members and Stakeholders;
- Recognising and managing risk;
- Encouraging enhanced performance of the Federation Council and Office;
- Ensuring all people involved with the operation of the Federation are fairly and responsibly remunerated consistent with the principles and operations of the organisation; and
- Recognising the legal rights of stakeholders and Members.

The following Guidelines for Council Procedures have been enacted to assist in operating the Federation at all levels in accord with these governance principles.

## 2. PRINCIPLES OF OPERATION

- 2.1. The Council, the Executive Board and all Committees and Commissions operate on democratic principles.
- 2.2. These Guidelines for Council Procedures are a guide and reflect a common sense approach to the business affairs of the Federation. These Guidelines may be varied with the approval of the majority of the Council
- 2.3. The Council and the Executive Board may adopt their own rules and procedures, but in the absence of specific rules, the Rules of Debate and Procedure will be the Rules commonly accepted in countries operating under the British system of justice.
- 2.4. These Guidelines for Council Procedures are to be interpreted taking account of the relative roles and responsibilities of the Council and the Executive Board, as defined respectively in Clauses 19 and 22 of the BWF Constitution.
- 2.5. Email is considered to be an acceptable form of communication for official notification and day to day correspondence.

## 3. MEETINGS

### 3.1. Format of Meetings

- 3.1.1. Meetings may be held physically or virtually. Decisions taken during physical and virtual meetings shall be considered as equal.
- 3.1.2. Virtual meetings shall follow the same procedure as physical meetings, with necessary adaptations for their virtual context.

3.1.3. Virtual meetings may take place on any virtual platform that is reasonably accessible, provided such virtual platform allows for each participant to hear and be heard and voting, if necessary.

3.1.4. In determining the meeting format, the following shall be considered

- Travel restriction and access to host country;
- Travel time (including quarantine) versus meeting time;
- Likelihood a quorum being achieved;
- Overall cost / benefit.

**3.2. Council:**

The Council shall:

- a) have at least two ordinary meetings annually (which may include the AGM meeting);
- b) meet at the time of the AGM;
- c) meet at other times as determined by the agreement of the majority of Council.

**3.3. Executive Board**

The Executive Board shall:

- a) have normally at least two ordinary meetings annually except for Olympic years; and
- b) meet in between Council meetings.

## **4. PLANNING AND NOTICE OF MEETINGS**

**4.1. The Council**

4.1.1. The planning of Council meetings should be done in consultation with the Council and, if possible, consensus should be achieved on acceptable dates and times. The location of the Council meeting shall be decided by its Chair.

4.1.2. Notice of the date, time, and venue of Council Meetings will normally be given a minimum of 8 weeks in advance of the meeting by the Secretary General. In exceptional circumstances, the majority of the Council may agree to vary the timing of the notice.

4.1.3. Extraordinary Meetings may be requested by not less than six members of the Council, with such request specifying the purpose of the meeting.

4.1.4. Extraordinary Meetings shall be convened with a minimum notice of 4 weeks and must not take place more than two months from the date of the request. Unless the majority of Council agrees, an Extraordinary Meeting shall not be closer than one month from a scheduled Council Meeting. The Chair or the person nominated by the Chair will determine the most suitable timing and location.

**4.2. Executive Board**

Notice of the date, time and venue of Executive Board Meetings should be given by the Secretary General a minimum 8 weeks in advance of the meeting. In exceptional circumstances, the timing of the notice may be varied by agreement of the majority of the Executive Board.

## **5. AGENDA AND CONDUCT OF THE MEETING**

- 5.1. The preliminary agenda of Council and Executive Board Meetings, or any Committee meeting shall be circulated not less than two weeks before the meeting.
- 5.2. Meetings shall be conducted in conformity with these Guidelines and the Chair shall have the final decision upon all points of order and matters of procedure, but shall not have the power to rule on matters of the substance of the proposals without the consent of the majority of the meeting.
- 5.3. The Chair has authority to admit guests, interpreters or expert counsel to a Council Meeting, but such guests or expert counsel can only attend and speak during the relevant point on the Agenda.
- 5.4. Additional agenda points may be added as a result of Working Groups, Commissions and Committee meetings. However, the Council shall only accept additional agenda items onto the agenda if the Chair considers them to be material and with a 2/3 Council majority.
- 5.5. The Chair shall be responsible for putting together the agenda at the request of the Council or Executive Board Members.
- 5.6. All matters will be determined firstly by consensus or, if necessary, to finality by a vote.
- 5.7. The Chair of the Meeting has no casting vote. In the event of an equality of votes, the motion is lost.
- 5.8. No proxy voting is permissible at any meeting of the Council, the Executive Board or its Committees.
- 5.9. The Secretary General is responsible for ensuring documentation prepared by the Office for meetings is procedurally correct.

## **6. URGENT DECISIONS BY COUNCIL**

### **6.1. Principle**

6.1.1. The Council may take urgent decisions through:

- a) Urgent virtual Council meetings; and
- b) Email decisions.

6.1.2. Urgent decisions are decisions that cannot wait for the next Council meeting.

### **6.2. Urgent Virtual Council Meetings**

6.2.1. If the Chair is satisfied that a decision must be taken urgently, the Chair may call for an urgent virtual Council meeting to take place.

6.2.2. For such urgent virtual Council meetings, the procedure shall be the same as for Council meetings, but the notice period may be reduced to as short as three days.

**6.3. Email Decisions**

6.3.1. If the Chair is satisfied that a decision must be taken urgently, the Chair may call for an email decision by the Council.

6.3.2. Email Votes will be controlled and declared by the Chair or a person specifically nominated by the Chair.

6.3.3. An email decision may be sought subject to the following:

- a) The email proposing a motion must be sent to the BWF email address of all Council Members, where it will be deemed received.
- b) The proposal must specify the urgency of the decision sought, and provide all necessary documentation - rationale and background information to the decision.
- c) The time frames (dates for the discussion, date for when a vote will be called, closing date for the vote) will be detailed in the initial email calling for an email decision. All deadlines are as at midnight KL time on the date identified.
- d) A discussion period of 5 days must be allowed after which a vote must be called stating the various options / motion(s) the members will be required to vote on. Such voting period lasts 3 days.
- e) The result may not be declared until the specified time limit for voting has been exceeded.
- f) At least half of the Council members must have voted before the declared deadline in order for an email decision to be accepted as a decision of the Council.

6.3.4. In exceptional circumstances, the Chair may call for an expedited email decision process for simple proposals which require no discussion period. For such expedited processes, the procedure shall be the same as for email decisions, save for the discussion period which may be shortened or eliminated.

**7. DUTIES OF MEMBERS OF THE COUNCIL, EXECUTIVE BOARD, COMMITTEES AND COMMISSIONS**

Members of the Council and of its Committees, Commissions and Working Groups must observe and abide by the BWF Code of Ethics.

**8. ROLE OF THE COMMITTEES**

8.1. The Council shall establish Committees to deal with key areas of the Federation. The committee structure will consist of the following:

- Finance Committee

- Events Committee
  - Development and Sport for All Committee
  - Administration Committee
  - IOC/International Relations Committee
  - Marketing Committee
  - Communications & Media Committee
  - Para-Badminton Committee
- 8.2. The composition of each Committee shall be determined bi-annually by the Council upon recommendation of the President at the meeting in connection with the AGM and shall consist of only Council Members. The President may at any time decide to recommend changes to the Council on the composition of a Committee.
- 8.3. The Council shall appoint a Chair and a Deputy Chair of each Committee upon recommendation of the President.
- 8.4. The President and Deputy President shall be ex-officio members of every Committee.
- 8.5. Council Members can attend and speak at all Committee meetings. But only the appointed members of the Committee can vote.
- 8.6. The Chair of each Committee has authority to admit guest or expert counsel to a Committee Meeting, but such guest or expert counsel can only attend and speak during the relevant point on the Agenda.
- 8.7. Committee meetings will be planned in the days prior to Council meetings.
- 8.8. The Committees will deal with any policy, strategy and overall management issue related to their Council-approved Terms of Reference and will make recommendations to the Council within their respective areas.
- 8.9. All matters will be determined firstly by consensus or, if necessary, to finality by a vote. A vote can determine which recommendation is given to the Council, but cannot prevent a proposal to be discussed and decided on in the Council.
- 8.10. The Council may from time to time delegate decision-making powers to the Committees and the Chair of the Committees within their respective areas.
- 8.11. Unless declared otherwise, the Administration Committee Chair and Deputy Chair have the responsibility for conclusive advice on the interpretation of the Constitution pursuant to its Clause 19.10. The Council may co-opt additional person(s) to work with the Chair and Deputy Chair on an equal basis. In the absence of agreement, the Administration Committee Chair provides the conclusive decision.
- 8.12. Any Council Committee, Commission or Working Group will adhere to the principles and procedures of these Guidelines for the Council

## **9. ROLE OF COMMISSIONS**

- 9.1. The Council can establish the number of Commissions as deemed necessary to deal with specialised areas of Council responsibilities. The Council has established the following commissions:

- Ethics Commission
  - Para-Badminton Commission
  - Women in Badminton Commission (WIB)
  - Tournament Doctors Commission
  - Awards Commission
  - Technical Officials Commission
  - HR Commission
  - Athletes and Para-Badminton Athletes' Commission (see clause 10)
  - Sports & Medical Science Research Commission
  - TUE Commission
- 9.2. Members of the Commissions can be members of the Council or members from outside the Council with specialised knowledge about the respective specialised areas.
- 9.3. The Commissions can make recommendations directly to the Council within their respective areas.
- 9.4. The Council will decide on Terms of Reference for such Commissions.
- 9.5. The Council shall appoint a Chair and a Deputy Chair for each Commission and its members.

## **10. ATHLETE REPRESENTATION**

### Badminton Athletes' Commission

- 10.1. An Athletes' Commission will be formed comprising six members elected by a players' body formally recognised by the Council for the purpose of representing the players.
- 10.2. The Athletes' Commission shall be comprised of a minimum of three 'Active Players' and up to three 'Inactive Players' as determined by the election results:
- 10.2.1. Active Players are those with a world ranking of 200 or better in the most recently published BWF World Ranking list as of the date of the calling of the elections.
- 10.2.2. Inactive Players are those that have retired from the sport by not competing in any BWF sanctioned tournaments in the last two years from the date of calling the elections and/or whose Member Association has submitted the BWF Retirement Form to the BWF office. To be eligible for nomination for election, the Inactive Player must have competed in at least one edition of the last two Summer Olympic Games or the BWF World Championships in the last two Olympic cycles and have reached a world ranking of 50 or better in any discipline.
- 10.3. The Athletes' Commission shall be comprised of a Chair, Deputy Chair and four members.
- 10.4. No two elected members of the Athletes' Commission shall come from the same BWF Member Association.

- 10.5. Any Badminton player serving on the IOC Athletes' Commission or other such Athletes' body can seek Council's approval to be included in the Athletes' Commission as an Ex officio member. Such a player cannot be appointed Chair or Deputy Chair of the Athletes' Commission.
- 10.6. To be eligible for election to the Athletes' Commission a person must:
- be at least 18 years of age on the day at which voting for the elections opens;
  - be in good standing with their Member Association;
  - not be serving a period of ineligibility imposed under the BWF Statutes.
- 10.7. The six Athletes' Commission Members are elected the following way:
- 10.7.1. All are elected for a four-year term by the active players at the time of an election in the year after the Summer Olympic Games.
- 10.7.2. In each election, at least one male and one female Commission Member must be elected.
- 10.7.3. The process for election must be approved by the BWF President prior to the election and shall follow the following process:
- The date, venue and process for the election must be announced by the Chair of the Athletes' Commission no later than twelve (12) weeks before the election.
  - The announcement of the date and venue will be sent to all Members, published on the BWF website and sent to players e-mail addresses (if available).
  - Nominations for election to the Athletes' Commission must be made in writing by an active player and sent directly to the Secretary General so as to reach the Federation not later than eight (8) weeks before the election date.
  - Eligible nominations will be sent to all Members, published on the BWF website and sent to players e-mail addresses (if available) at the latest six (6) weeks before the election date.
  - Votes for the election may be cast in person at the competition venue on the announced date of the elections or by electronic means.
  - The deadline to register for voting by electronic means shall be 48 hours before the start of the voting period.
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  - Those eligible to cast a vote must:
    - be at least 18 years of age on the day at which voting for the elections opens;
    - be in good standing with their Member;
    - not be serving a period of ineligibility imposed under the BWF Statutes;
    - be an active player as defined by:
      - being in the top 200 of the most recent World Ranking List prior to the election; or
      - such other criteria as may be decided by the Council prior to an election.
- 10.7.4. The Chair of the Athletes' Commission is appointed for a four-year term and be elected by the members of the Athletes' Commission. The Chair shall assume office immediately upon the conclusion of the election to the Chair by the members of the Athletes' Commission.
- 10.7.5. The Deputy Chair of the Athletes' Commission is for a four-year term, and be from the elected members of the Athletes' Commission. The

Deputy Chair shall assume office immediately upon the conclusion of the election by the Athletes' Commission.

- 10.7.6. If the Athletes' Commission Chair does not complete the term of office, the Deputy Chair of the Athletes' Commission shall act in the position of Chair until the next Commission meeting when the Commission shall elect a new Chair.
  - 10.7.7. If the Athletes' Commission Deputy Chair does not complete the term of office, a new Deputy Chair shall be elected by the members of the Athletes' Commission at the next meeting.
  - 10.7.8. Any other casual vacancy on the Athletes Commission shall be filled by an election by the athlete population held before the end of the second quarter of the following year.
- 10.8. If in the view of the Council, a player on the Athletes' Commission no longer fulfils the eligibility criteria or is unable to represent the players, Council may terminate the membership and request a fresh election.

#### **Para Badminton Athletes' Commission**

- 10.9. A Para Badminton Athletes' Commission will be formed comprising six members for the purpose of representing Para badminton players.
- 10.10. The Para Badminton Athletes Commission shall be comprised of a minimum of three 'Active Players' and up to a maximum of up to three 'Inactive Players'.
- 10.10.1 Active Players are those on the Para Badminton World Ranking List at the date of the calling of the elections.
- 10.10.2 Inactive Players are those that have retired from the sport by not competing in any BWF sanctioned tournaments in the last two years from the date of the calling of the elections and/or whose Member Association has submitted the BWF Retirements Form to the BWF office. To be eligible for nomination for election, the Inactive Player must have competed in at least one edition of the last two Paralympic Games or the BWF Para Badminton World Championships in the last two Paralympic cycles.
- 10.11. The make-up of the Commission shall, have both men and women, and wherever possible have representatives from wheelchair and standing Sport Class and have representatives from at least three continental regions. Any badminton player serving on the IPC Athletes Commission or other such athletes' body can seek the Council's approval to be included in the Para Badminton Athletes' Commission. Such a player cannot be appointed Chair of the Para Badminton Athletes Commission.
- 10.12. The Para Badminton Commission shall include in its membership, two representatives from the Para Badminton Athletes' Commission, one shall be the Chair of the Para Badminton Athletes' Commission and the other shall be appointed by the Council on recommendation of the Para Badminton Commission to ensure where possible, diversity of representation – Sport Class (standing / wheelchair), gender (male / female) or regional representation.
- 10.13. The role of the Para Badminton Athletes' Commission shall be to:
- liaise with players, organise player meetings at tournaments and canvas their views and opinions on rules and regulations, development and direction of para-badminton;



- represent the views of Para badminton athletes at Para Badminton Commission meetings through its representatives;
  - report back to the players on outcomes of meetings and representations made at the Para Badminton Commission meetings.
- 10.14. The Para Badminton Athletes' Commission members shall be elected in the year after the Paralympic Games for a four-year term, with no limit of terms. To be eligible for election, the Para Badminton Athlete Representative shall:
- be at least 18 years of age on the day at which voting for the elections opens;
  - be in good standing with their Member;
  - not be serving a period of ineligibility imposed under the BWF Statutes;
  - be an Active Player (10.10.1) or an Inactive Player (10.10.2); and
  - be from a disability sports organisation recognised by the BWF or a BWF Member in good standing.
- 10.15. The BWF President, after consultation with the Chair of the Para Badminton Committee, shall determine the exact process for election. This shall be determined prior to the election being announced and communicated at the time of the announcement of the election, the election shall follow the processes below:
- The outcome of the election, wherever possible, shall include in the following order: 1) at least one male and one female athlete, 2) at least one person from a wheelchair Sport Class and one person from a standing Sport Class and 3) athletes from at least three continental confederation regions;
  - The date and venue of the election must be announced by the BWF office no later than twelve (12) weeks before the election. The notice of the election and process shall be sent to all Members and disability sports organisations recognised by the BWF as well as players email addresses where known;
  - Nominations for election to the Para Badminton Athletes' Commission must be made in writing on the nomination form, by either:
    - a) an active player from a recognised disability sports organisation or BWF Member, or
    - b) a recognised disability sports organisation or a BWF Memberand be sent directly to the BWF office so as to reach the Federation no later than eight (8) weeks before the election date.
  - The list of eligible candidates for election shall be announced no later than six (6) weeks before the election date via email to all Members and disability sports organisations recognised by the BWF and through the BWF website.
  - Elections by electronic means or in person may be acceptable, and the process must be announced together with the announcement of the election date and venue twelve (12) weeks before the election.
- 10.16. Those eligible to cast a vote must:
- be at least 18 years of age on the day at which voting for the elections opens;
  - be in good standing with their Member;
  - not be serving a period of ineligibility with the BWF;

- be an active player, identified either by presence on the Para Badminton World Ranking List at the time of the election, or using such other criteria as may be decided by the Council for an election; and
  - be from a disability sports organisation recognised by the BWF or a BWF Member in good standing.
- 10.17. If a Para Badminton Athletes' Commission member does not complete his/her term, the BWF Council shall appoint an interim Commission member upon the recommendation of the Para Badminton Commission until the next Para Badminton World Championships or the Council may in its absolute right call for an election where the timeframe between resignation(s) and the next World Championships is significant.
- 10.18. If in the view of the Council, a player on the Para Badminton Athletes' Commission no longer fulfils the eligibility criteria or is unable to represent the players, Council may terminate the membership and request a fresh election.

## **11. WORKING GROUPS**

- 11.1. The President, the Council or the Chairs of Committees may establish Working Groups who are responsible for assisting the Council or the Committee complete particular tasks.
- 11.2. The Chair of the Committee is responsible for approving the Terms of Reference and composition of the Working Group and recommending to the Council any budget for their operation.

## **12. ROLE OF THE PRESIDENT**

- 12.1. The President will be the Chair of Council unless the President chose to delegate such responsibility to another person.
- 12.2. The President will guide the Council and can, within the constitutions and policies approved by the Council, take decisions in case of urgent matters. Such decisions shall immediately be communicated to the Council and be reported at the next Council meeting.
- 12.3. The President will represent the Council in matters related to Members, Continental Confederations, IOC, ASOIF, WADA and other internal and external stakeholders. The President will approve recommendations from the relevant Committees and the Secretary General on representatives to represent Federation in different international relations.

## **13. ROLE OF THE DEPUTY PRESIDENT**

- 13.1. The Deputy President will be the Deputy Chair of the Council. In the absence of the President, the Deputy President will assume the responsibilities of the President.
- 13.2. The Deputy President will have the responsibility to guide and advise Committees and Commissions on political and strategic issues, and the Deputy President will have such other responsibilities as delegated by the President or the Council.

## **14. ROLE OF THE VICE PRESIDENTS**

- 14.1. The five Vice Presidents elected by each of the Continental Confederations are responsible for liaising between Federation and their respective Continental Confederation.

- 14.2. The Vice President for Para-Badminton is responsible for overseeing the Para-Badminton area and to represent BWF in matters related to Para-Badminton.
- 14.3. All Vice Presidents are expected to take a full role in the Council activities beyond their immediate responsibility and to accept the leadership obligations that follow from being elected Officers of the Federation.
- 14.4. Each Vice President elected by the Continental Confederations must:
  - Attend relevant meetings of the respective Continental Confederation;
  - Keep the Federation informed about important developments and trends in the respective Continental Confederation;
  - Keep the respective Continental Confederation informed about developments and trends in the Federation;
  - Advise and monitor the respective Continental Confederation on compliance with Federation policies and strategic plans; and
  - Coordinate with and inform the respective Continental Confederation about changes in regulations relevant for Continental Confederations.

## **15. ROLE OF THE COMMITTEE CHAIR**

- 15.1. The Committee Chair will chair the Committee meetings and will be responsible for putting together the agenda of the meeting together with the Secretary General, and at the request of the Council and Committee Members.
- 15.2. The Chair of the Meeting has no casting vote. In the event of equal number of votes, the motion is lost.
- 15.3. The Chair of the Committee provides oversight of their respective areas and will liaise with the Secretary General and the office to make sure that approved policy and strategies are implemented within each of the respective committee areas defined in the Terms of Reference for the Committee.
- 15.4. In case of urgent budget request in between Council meetings, which is not part of the Council approved budget, such requests can be granted upon approval from the Committee Chair, Finance Chair and the President providing the amount is not above USD 20,000.
- 15.5. The Events Committee Chair is delegated the responsibility for conclusive advice on the interpretation of the events related regulations, and can on behalf of Council approve dispensations to regulations where the regulations allow such possibility to give dispensation.

## **16. ROLE OF THE SECRETARY GENERAL**

- 16.1. The Council shall appoint a person to undertake the functions ascribed to the Secretary General under the Constitution.
- 16.2. The Secretary General reports to the Council and shall ensure a high level of service delivery through the office.
- 16.3. The responsibility for the day to day management and administration of the Federation is delegated to the Secretary General who serves as the chief administrative and financial official of the Federation.

- 16.4. The Secretary General manages the Federation activities in accordance with the policies, programs, strategies, budgets and delegations determined by the Council and works to ensure excellence in management and the growth of the sport.
- 16.5. The Secretary General works in close consultation with and with oversight of the Committee Chairs on the respective areas. In areas not covered by the Committees and Committee Chairs, the President or the Deputy President, as decided by the President, will be responsible to provide oversight.
- 16.6. The Secretary General is responsible for ensuring documentation prepared by the Office for meetings is procedurally correct.
- 16.7. The Secretary General shall employ such staff that is deemed necessary in carrying out the management and administration of the day to day operations of Federation within the approved cadre and budget.
- 16.8. The Secretary General shall lead the management team, identifying and overseeing training and development needs as required.

## **17. MINUTES**

- 17.1. Minutes of the Council, Executive Board and Committee meetings are produced by the Secretariat. The minutes should include:
  - A summary of the presentation of the agenda point or reference to a written presentation or proposal;
  - A summary of the main discussion points during the meeting. Such summary may not include mention of who made a statement unless important for the understanding of the point;
  - A clear description of the conclusion/decision of the agenda point, or a reference to approval/rejection of a written proposal;
  - A clear description of the responsible person(s) to take action on any decision; and
  - The person making a statement at the meeting can have the exact wording included into the minutes, but will have to explicitly request this to the minute taker during the meeting.
- 17.2. The Chair of the Council or Executive Board meeting, in consultation with the Secretary General, shall review the minutes and sign these as being a true record of the respective meeting.
- 17.3. A copy of the minutes of every Council and Executive Board meeting shall be circulated to each member of the Council or Executive Board (as relevant) as soon as practicable after the meeting concerned, desirably within fifteen working days. The Council or Executive Board (as relevant) shall review and approve the minutes through the following process:
  - a) Any comments regarding the accuracy of the minutes must be submitted to the Secretary General within 14 days of receipt of the minutes. A proposal may not be moved nor discussion take place upon the minutes of any Council and Executive Board meeting other than to question their accuracy.
  - b) If no comments are received after the 14 days period, the minutes are considered to be approved.

- c) If any comments are received then such comments are incorporated into the minutes by the Chair in consultation with the Secretary General. The revised version of the minutes is then sent to Council or Executive Board (as relevant) to be approved according to the “E-mail decision” procedures (clause 6 of these Guidelines).

- 17.4. After approval of the minutes, a final copy of the approved minutes shall be circulated to each member of the Council.
- 17.5. At the next meeting of the Council or Executive Board matters arising from the minutes shall be part of the Agenda.
- 17.6. The minutes of Committee meetings and proposals from such Committee meetings shall be produced by the Secretariat, and shall be reviewed and approved by the Committee Chair. Minutes from the Committee meetings shall be circulated to all members of Council and shall be presented to the next meeting of the Council for consideration. It shall be the duty of the Chair of each Committee to draw the Council’s attention to any recommendation which covers a course of action beyond that Committee’s terms of reference. The minutes and any proposals from all Committee meetings shall then be submitted to Council for adoption.

## **18. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

- 18.1. Unless otherwise specified all documents circulated to members of the Council and to its Committees, and information disclosed during Council and Committee meetings are confidential and as a result shall remain confidential to the members of Council. These documents and information include agenda, minutes, and any reports and appendices relating thereto, and furthermore, any verbal information given during the meetings.
- 18.2. Council Members who are allowed interpreters during a meeting shall be held liable for any breach of clause 17.1 by their respective interpreters.

## **19. SPOKESPERSON FOR COUNCIL**

- 19.1. The President, Deputy President and the Secretary General are considered to be the spokespersons on behalf of the Council and are given the right to express publicly the opinion of Council and act as a spokesperson of the Federation. No other persons are entitled to act as spokespersons and publicly express the opinion of the Federation unless this right is explicitly granted by the President.

## **20. TRAVELLING AND OPERATIONAL EXPENSES**

- 20.1. The Council and the Executive Board shall be entitled to reasonable travel, hotel, and subsistence expenses when engaged on the business of the Council. They shall also be entitled to reimbursement of their operational expenses (such as postage and telephone costs). Non-Council Commission, Committee and Working Group members shall similarly be entitled, provided the expenses are agreed in advance by the relevant Chair. Details of the entitlements shall be as specified by the Council in “BWF – Organisation, Rules and Procedures”.
- 20.2. Council members shall not receive travel expenses to Council and Committee meetings in connection with an AGM where elected to Council, if they were not Council members immediately before that AGM.
- 20.3. Council members are however eligible for expenses, including travel and accommodation, from the date of election (including accommodation expenses immediately after being elected) until they demit office.

- 20.4. All claims for expenses shall be lodged with the Secretary General in accordance with the specified guidelines in “BWF – Organisation, Rules and Procedures”, but not later than 15 December in the calendar year concerned, failing which it may be deemed that there shall be no claim. If travel expenses are met in whole or in part by a Member, then a claim may be made and the member of Council entrusted to return any monies received to the Member Association. No claim may be made for any expenses met directly by a Council Member’s government.
- 20.5. Council Members cannot receive remuneration from the Federation directly or indirectly unless specifically decided by the Council. Such remuneration will be declared to the next AGM.

## **21. BANK ACCOUNT**

- 21.1. The Federation's banking accounts can be opened, as deemed fit, with the recommendation from the Finance Committee and be approved by the Council.
- 21.2. The signing authority of such banking accounts will be recommended by the Finance Committee and be approved by the Council.
- 21.3. No signatory may sign or authorise a payment in their own favour
- 21.4. All cheques or electronic payment authorisations require two signatories

## **22. ELECTION OF ASSOCIATE MEMBERS**

To avoid delay when some time must elapse before the Council can meet, the President shall have power to consider an application for election as an Associate member, and if, in the President’s opinion, such an application is in order, to elect the applicant subject to terms and conditions and confirmation by Council.

## **23. INTERPRETATION**

Should formal interpretation of any Guideline for Council Procedures be required that will be undertaken by the body or person designated by the Council pursuant to clause 19.10 of the Constitution and no other person or body.