

## **EFTA OPERATION**

### ***EFTA General Assembly***

#### **8. *Assembly regulation and quorum***

- 1 - The General Assembly is the supreme EFTA authority
- 2 - Decisions of the General Assembly are applicable only as it was called in due form.
- 3 - The EFTA Executive Board shall fix the place and date of the next General Assembly at least 1 year in advance. The formal notice will be given at least eight weeks before the date of the General Assembly with the Agenda established by the EFTA Executive Board.
- 4 - If there are documents in the Agenda for approval (reports, accounts, proposals from members...), they are sent to members together with the formal invitation to each member to take knowledge.
- 5 - A General Assembly is held valid only if half the members are present at least.

#### **9. *EFTA Ordinary General Assembly***

- 1 - An Ordinary General Assembly takes place each year, usually before a FIFTA Congress, if this Congress is organized.
- 2 - The General meeting is chaired by the President of the EFTA Executive Board or otherwise by his Vice-President. In the absence of the latter, the General Assembly shall elect a member of the EFTA Executive Board as Chairman of the day.
- 3 - Powers reserved to the Ordinary General Assembly :
  - a) elections of tellers;
  - b) approval of the report of the EFTA Executive Board;
  - b) approval of the report of the EFTA General secretary;
  - d) approval of the annual accounts;
  - e) appoint an auditor;
  - f) election of the EFTA President;
  - g) election of the members of the EFTA Executive Board;
  - h) adoption of administrative regulations developed by the EFTA Executive Board;
  - i) adoption of fee schedules developed by the EFTA Executive Board;
  - j) amendment of the statutes;
  - k) decision on proposals submitted;
  - l) admission and exclusion of associations or individual person;
  - m) decisions regarding the termination or continuation of suspension or exclusion of an association, or a member of the EFTA Executive Board;
  - n) consideration of the Agenda of FIFTA Congress;
  - o) approval of minutes earlier when needed;
  - p) award as a member of honour;

## **10. *Proposal from Members***

1 – Any association wishing to include proposals for the Agenda of an Ordinary General Assembly must reach the EFTA General secretary a written document in at least one of the official EFTA languages. This document should clearly describe the proposal is made and reasons thereof.

2 – The EFTA Executive Board may refuse to include this proposal in the Agenda for lack of motivation or received after sending the formal invitation.

## **11. *EFTA Extraordinary General Assembly***

1 – An Extraordinary General Assembly may be convened by the EFTA Executive Board or at the written request of one-fifth of the members at least, stating the subjects to be included in the Agenda. Members subject of proceedings for suspension or exclusion can not be associated with this request.

2 – In the case of a summons by one-fifth members, the General meeting must be held within three months. The notice must be submitted at least eight weeks before the date of the General Assembly, with the Agenda the issues giving rise to the request to convene the members.

3 – The EFTA Executive Board may also included in the Agenda of an Extraordinary General Assembly special subjects which are matters of allocation of the Ordinary General Assembly.

## **12. *Right to vote***

1 – Each association has one and only one vote that will be represented by its President or a member of his Executive Body.

2 – If neither the President of an association, or a member of the Executive Body of this association may be present, it can be represented by another association. It can carry more than two votes including his own.

3 – By sending a power in blank, any member of the association is expected to issue a vote deemed in favour to the adoption of draft resolution put to the Agenda and a vote against adoption of any other project.

4 – Voting by show of hands, unless the General Assembly decides otherwise.

5 – Unless otherwise provided in the statutes, decisions are taken by simple majority of votes validly cast. Abstentions are not taken into account. In case of a tie, the President has a casting vote.

6 – The associations that are the subject of proceedings for suspension or expulsion or admitted provisionally are not eligible to vote.

### 13. *Specific Votes*

#### Dissolution :

- 1 – The EFTA dissolution requires a majority of 4/5 of all EFTA members
- 2 – The decision to dissolve the E.F.T.A must necessarily be accompanied by a decision on use of the assets of the E.F.T.A otherwise the dissolution is ineffective. This decision must be voted in identical conditions as the dissolution itself.

#### Statutory Modifications :

- 1 – Any amendment of the statutes requires a majority of 2/3 of members present or represented at the General Assembly.

#### Revocation of the EFTA Executive Board :

- 1 – Before the initial term, it can be terminated the mandate of the EFTA Executive Board by an affirmative vote of more than half of the members present or represented.
- 2- The revocation is only possible through an Extraordinary General Assembly convened at the request of one-fifth of the members.
- 3- The revocation takes effect immediately. Pending new elections, the powers of the EFTA Executive Board are exceptionally assigned to the EFTA General Secretary.

### 14. *Elections*

- 1 – The candidate who won the first ballot, an absolute majority (half plus one) of valid votes is elected.
- 2 – If no candidate obtains an absolute majority of valid votes cast in the first round, proceeded to a second turn, after which the candidate with the most votes is elected. In case of a tie, there shall be a third round under the same conditions.
- 3 – If, after the third turn, no candidate could be elected, there shall be a draw.
- 4 – The election by secret ballot unless otherwise decided by the General Assembly.

### 15. *Proceedings voting accelerated*

- 1 – In cases envisaged by the statutes and regulations of the E.F.T.A a validation process may be accelerated implementation.
- 2 – When the urgency of the situation so requires, the President of the EFTA Executive Board may also submit a proposal for an expedited voting procedure.

3 – The voting procedure allows rapid harvesting the position of members by fax or e-mail outside of any General Assembly. Members within three working days to make known their vote. The vote is considered valid after receiving the votes of one-third of the members. A simple majority is required.

#### 16. *Minutes*

1 – It is required Minutes of each General Assembly.

2 – The report must then be sent to member within 90 days following the close of the General Assembly. In the absence of objection by letter addressed to the EFTA General Secretary within 30 days following notification, it is considered accepted.

3 – In case of disputes, the Minutes can be a validation process accelerated (in accordance with Article 15 of these Statutes). Otherwise, it is brought to the Agenda of the next Ordinary General Assembly.

#### 17. *Effective Entry of the decisions*

1 – The decisions of the General Assembly imposed automatically to all members.

2 – Unless otherwise stipulated in the General Assembly, its decisions come into force within three months following the closing of the General Assembly.

## ***EFTA Executive Board***

### ***18. Regulations call and quorum***

- 1 – The EFTA Executive Board meets at least three times a year. It is convened by the President.
- 2 – When a third of the members of the Executive Board so request of it, the President shall convene the Executive Board within a month.
- 3 – The Executive Board does debate validly if at least four of his members are present and if among these is the President or, failing that, the Vice-President.
- 4 – If the President deems appropriate, anyone outside the Executive Board may be invited to attend meetings in an advisory capacity.
- 5 – Any subject-specific of which comes from a member of the Executive Board, renders impossible the latter's participation in debates.
- 6 – If a subject addressed by the Executive Board is likely to conflict with personal interests of a member of the Executive Board, directly or indirectly, it must withdraw from the debates.
- 7 – Decisions of the Executive Board are effective immediately, unless it decides otherwise.

### ***19. Composition of the EFTA Executive Board***

- 1 – The EFTA Executive Board consist of nine members elected by the General Assembly.
- 2 – An association can not have more than one representative on the Executive Board.
- 3 – Members of the Executive Board shall hold office active in their National Association. If this function is not fulfilled for one term, the member can not represented at the next election.
- 4 – The Executive Board elects a President, a Treasurer and a Vice-President.

### ***20. Length of Term***

- 1 – The term of office of members of the EFTA Executive Board elected by a General Assembly is four years. All members can be re-elected. However, no member of the Executive Board may not exercise the office of President for more than two terms.
- 2 – An election or re-election is not possible for a person who has over 70 years.
- 3 – If for some reason or for another, the Executive Board would not be complete, the vacancy shall be reallocated to the remaining term of office by vote of the next General Assembly. This vote is not performed if the vacancy occurs during the last year in office.

## **21. Mandat and Duties of EFTA President**

- 1 – The EFTA President of the Executive Board is elected for four years. He can not carry more than two terms in that position.
- 2 – He presides over the General Assemblies and meetings of the Executive Board.
- 3 – He may chair any Committee.
- 4 – He represents E.F.T.A, after approval of the Executive Board, in all acts of civil life and in any jurisdiction in demand as in defence.
- 5 – He authorized expenses.
- 6 – He may delegate power under conditions imposed by the EFTA Administrative Regulations.
- 7 – In the absence of the President, first Vice-President assumes the duties thereof;

## **22. Attributions of the EFTA Executive Board**

1 – The EFTA Executive Board has jurisdiction over all matters not included in the powers reserved to the General Assembly or to another body by law or Statutes.

2 – Powers reserved for the Executive Board:

- a) develop by whatever means it deems appropriate sporting activities governed by EFTA on European territory;
- b) ensure the implementation and enforcement of EFTA Statutes and Regulations;
- c) propose any necessary amendments or changes to the EFTA Statutes and Regulations;
- d) establish the Regulations of each EFTA competition;
- e) engage E.F.T.A, after voting for the General Assembly, with any international body;
- f) establish and revise the amount of annual EFTA contributions and the fee for participate in any EFTA competition;
- g) appoint and dismiss the EFTA General Secretary and Members of Committees;
- h) the ultimate supervision over the activities of the EFTA General Secretary to ensure that they are performed in strict compliance with EFTA Statutes and Regulations;
- i) approve the annual activities plan of the EFTA General Secretary and the budget prepared by it;
- j) setting the Agenda of the General Assembly;
- k) prepare a written report to the attention of the Ordinary General Assembly on the moral, technical and financial situation of the E.F.T.A ;
- l) to conduct an annual audit of the EFTA accounts by the External Auditor appointed by the General Assembly and submit the result to the General Assembly;
- m) to propose the allocation by the General Assembly as a Member of Honour or Honorary President of any particular person having engaged in promoting and defending the European Footballtennis. Honorary Members may attend any General Assembly or meeting of the EFTA Executive Board in an advisory.