

Note.

This document was presented to the 2009 CIMA Plenary by the French Delegate and prompted the establishment of the Internal Regulations Working Group by the Plenary.

Internal Regulations

FAI Microlights Commission

Proposal to be presented at the CIMA conference November 2009

French delegate

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1. GENERAL PROVISIONS

1.1. Constitution

The International CIMA is a permanent Commission of the Fédération Aéronautique Internationale (FAI), established to be responsible for all matters related to Microlights and / or Paramotors. CIMA's work shall be in accordance with the FAI Statutes, the FAI By-laws, the General Section of the Sporting Code and these Internal Regulations.

1.2. Organisation

CIMA shall comprise:

- a. The Plenary Meeting (PM). This is CIMA's governing body.
- b. The CIMA Bureau. Elected by the Plenary meeting.
- c. Permanent subcommittees.

1.3. Language of CIMA

The working language of CIMA is English and all documents, minutes, rules etc. shall be prepared and/or presented in English.

1.4. Certificates of proficiency (to be approved)

CIMA recommends that each FAI Member accept and recognise the FAI/CIMA International Pilot Proficiency Identification (IPPI) Card together with a Certificate of Proficiency issued by another FAI Member as being sufficient to permit activity in their country.

1.5. Awards

CIMA may award medals, diplomas etc. in accordance with the FAI by-laws. The qualifications and procedures for the awards under the authority of CIMA are set out in the annexes.

1.6. Revisions of the internal regulations.

These Internal Regulations shall be automatically revised in accordance with any change in the FAI Statutes, by-laws and the General Section of the Sporting Code.

1.7. Amendments to the internal regulations.

Amendments to the internal regulations requires a 2/3 majority in the CIMA plenary meeting.

2. MEMBERS (By Law 5.3)

2.1. CIMA Composition

CIMA is composed of Delegates and/or Alternate Delegates appointed by FAI Members in accordance with FAI by-law 5.3. All Delegates and Alternate Delegates are representatives of their respective FAI Member and each statement, motion and proposal made in CIMA proceedings is made on behalf of the FAI Member and are representative of Microlights and Paramotors in that country.

2.2. CIMA Officers & Officials

All CIMA officers and officials must have the support of their national FAI member.

3. PLENARY MEETINGS

3.1 Authority (By Laws 5.7.3)

The Plenary Meeting is the policy and decision making body of CIMA and authority for any procedures or actions may only come from the Plenary Meeting (see also 4.3).

3.2. Timetable & Schedule (to be approved)

The Plenary Meeting shall normally take place over a two to four days period (including a weekend) in December. It shall be preceded by or include Bureau and Subcommittee meetings. The schedule and timetable for meetings shall be established by the President of CIMA.

3.3. Location (By Laws 5.6.3)

The FAI by-law 5.6.3 states that CIMA shall normally meet at FAI Headquarters. However provided a two thirds majority approve, CIMA may meet in other locations, which shall be selected by means of a vote on hosting proposals made by Delegates. Any bid to host the meeting in another location shall be made in writing to the CIMA Secretary no later than 30 days before the date of the meeting where it is to be considered. The host organisation must provide gratis sufficient meeting facilities with normal AV equipment, at least one computer with printer and a copy machine. The host organisation must also pay all travel and subsistence costs of one FAI staff member who may be directed to attend by the Secretary General of the FAI.

3.4. Notice of the meeting (to be approved)

Notice of the meeting shall be circulated by the CIMA president at least 75 days before the meeting.

3.5. Agenda

3.5.1. Proposals for the Agenda (to be approved)

The Agenda will be established by the CIMA President. Written proposals for inclusion on the

Agenda should reach the CIMA President and secretary no later than 60 days before the date of the meeting. The Plenary meeting cannot make final decisions on items that do not appear on the Agenda ***For new items to be added to the agenda, at least two-thirds of the voting Delegates present must agree.*** (by-law 5.6.4)

3.5.2. Circulation of the Agenda

The agenda and information for convening the meeting shall be sent out at least 45 days before the date fixed for the meeting, by the FAI Headquarters.

3.5.3. Contents

The Agenda shall contain at least the following items:

- a. Minutes of the last meeting
- b. Declarations of Conflicts of Interest
- c. Written reports from the :
 - CIMA President on his activities and the activities of CIMA since the last meeting.
 - Bureau's CIMA interim actions
 - Secretary General of the FAI on the activities of the FAI since the last meeting. This report may be presented by the CIMA president if the Secretary General is unable to attend.
 - Chairman of each CIMA Subcommittee.
 - CIMA Treasurer including audited accounts for CIMA. **(To be approved)**
- d. Reviews of past championships.
- e. Bids for future First Class events.
- f. Budget for CIMA.
- g. Election of the bureau

3.5.4. Items for discussion

Except as provided in § 3.7.2, only items that appear on the agenda distributed 45 days before the meeting can be discussed and decided upon in the Plenary Meeting. Proper underlying documentation should be circulated with the agenda. ***For new items to be added to the agenda, at least two-thirds of the voting Delegates present must agree.*** (By law 5.6.4)

3.5.5. Report Summaries

A summary of any report given during the Plenary Meeting, highlighting the important points, should be given to the CIMA Secretary before the end of the Plenary Meeting to be included in the minutes.

3.6. Bids for First Class events

3.6.1. Three years before the competition

Notice of Bids should be received by the CIMA meeting three years in advance of the competition. They will at that stage only be recognised by CIMA. This notice of Bid should be in writing with personal presentation and supported by a letter of confirmation of bid from the NAC. It should include information on arrangements for pre-worlds or rehearsal competition. This 3 year notice is advisable but not mandatory. If not made the bid must comply directly with the 2 year bid requirements below.

3.6.2. Two years before the competition

The bid should be received by the CIMA at least 60 days (see 3.5.1 and 3.5.3) before the CIMA meeting two years ahead on the competition.

Fully detailed bid (see 3.6.5) presented personally, at the CIMA meeting, plus a letter of

support from the local authority of the area in which the event is to be held.
The Meet Director should be present and, if possible a senior representative of the Local Authority.

The bid must be accompanied by a site report from a nominated FAI/CIMA inspector (see 2.2) if the site or organiser is new. As with all other expenses related to the bid, the cost of the site report is the responsibility of the organiser.

The plenary meeting will award the competition to one of the applicants, if they are qualified.

3.6.3. The year before the competition

Presentation of the Local Regulations, Entry forms, financial and media arrangements and names of key officials.

3.6.4. If a championship was not awarded

If CIMA was not able to award a scheduled championship 2 years ahead of the competition, the CIMA bureau should try to find an organiser. If an acceptable organiser is found and he delivers a bid the bureau may award the competition to this organiser. This decision is subject to approval of the CIMA plenary meeting.

3.6.5. The bid

A bid shall include:

- The items required by the checklist for bids in Section 10, and as a minimum:
- Safety measurements
- A description of the competition that are planned including sites, normal conditions, previous competitions, planned entry fees, the meet director experience etc.
- A written approval from the FAI member concerned.
- A deposit of the sum specified in the current edition of Section 10 of the FAI Sporting Code must be paid to CIMA with each bid. This money is refundable if the bid fails. This sum is considered to be a portion of the entire sanction fee.
- Draft local regulations.

3.6.6. Approval of bid

On approval of the bid the contract between the Organisers and CIMA must be signed as soon as possible. *(see organiser agreement)*

3.7. Meeting procedures

3.7.1. Seconding

A vote on any item on the Agenda (or any amendment therefore proposed before or during the meeting,) shall be valid, provided the item has been moved and seconded.

3.7.2. Items not on the Published Agenda

Any item not on the agenda may be added to it only if agreed to by at least two thirds of the Delegates present or represented by proxy. *(by law 5.6.4)*

3.8. Voting rights (By Law 5.5)

In accordance with FAI by-laws 5.5 each FAI Member shall have one vote, to be exercised by its Delegate. In case the Delegate is unable to exercise this right, the Alternate Delegate may vote on behalf of the Delegate. If no Alternate is available or present an FAI Member may appoint a proxy from among the other Delegates or Alternates. The Delegate or Alternate of any one FAI Member may hold and exercise a proxy vote on behalf of only one other FAI Member. Such proxy delegation of voting rights shall require written notification to the CIMA President

before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation. The notification shall be signed by the General Secretary or President of the relevant FAI member.

3.9. Voting at meetings (By Law 5-5)

Postal voting is not permitted. Voting shall take place either by a show of hands or a secret vote. A vote shall be secret if requested by one Delegate **or Alternate**. When a secret vote takes place

- 1) any ballot paper marked so that the source can be identified shall be considered invalid
- 2) any unmarked ballot paper shall be counted as an abstention.

Except as provided by 5.2.1, 3.7.2 and 6.7.7.3 decisions shall be taken on a simple majority vote of the Delegates present or represented by proxy. In the event of a tie in two successive votes (excluding abstentions) the President shall cast a deciding vote without appeal.

3.10. Amendments

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the CIMA President or any Delegate it must be made in writing and will be read out by the CIMA Secretary before a vote is taken. An amendment proposal requires a seconder to be considered.

Proposal

4. CIMA BUREAU (By Law 5.4.1)

4.1. Composition

The Bureau will have the following members:

- the President
- the 3 vice presidents (one of whom as treasurer)
- the Secretary

All bureau members shall have a vote in Bureau sessions (except as provide in By Law 5.4.14 and internal regulations 5.1.2)

Bureau Members may not be represented by others.

4.2. Meetings

The Bureau shall meet at least once a year immediately before the Plenary Meeting. It may meet at other times as decided by the President or be consulted in writing by the President. The president may invite guests to the bureau meetings. Such guests shall have no voting rights.

4.3. Duties and powers (BL 5.4.2)

The Plenary Meeting may delegate to the Bureau certain responsibilities. These shall be precisely defined by the Plenary Meeting and the decisions will be taken by majority agreement of Bureau members, except that, where the vote is equally divided, the President shall cast the deciding vote. Matters with a perspective beyond the next Plenary meeting shall be subject to subsequent ratification by the Plenary Meeting and may be modified or repealed by CIMA.

4.4. Authority

The Bureau has full authority for any reasonable action necessary to discharge the responsibilities of CIMA, subject to:

- a. Any limitations within the FAI Statutes, by-laws and these internal regulations
- b. Any specific limitations imposed by the plenary meeting

c. Limits specified within the CIMA budget.

4.5. Bureau quorum

Bureau meetings are called by the CIMA President by notifying all Bureau members. A quorum of the Bureau shall consist of the President and two other members. No decision may be taken on any matter unless a quorum has been consulted by or given advice to the President. Bureau meetings may be "Virtual" and conducted by email.

5. CIMA OFFICERS

5.1. President

5.1.1. Elections (By Law 5.4.4)

The Plenary Meeting shall elect a President for CIMA by a secret ballot for a one or two year term. (**FAI Statutes 5.1.2.**)

The candidates shall be chosen from the Delegates by a nomination ballot. The Incumbent President is also eligible. If a majority is not obtained on the first ballot, a second vote shall be taken at which a plurality shall ensure election. The elected President takes office at the end of the meeting. Presidents may be re-elected for an unlimited number of terms.

5.1.2. Duties and powers of the President (By Law 5.4.6)

The CIMA President shall have the following powers and duties:

- To represent CIMA
- To convene the Plenary Meeting, Bureau meetings and Subcommittee meetings where appropriate or ensure that they are convened.
- To act as Chairman of the Plenary Meeting, and Bureau meetings and to ensure compliance with the FAI Statutes, By-laws, Sporting Code and CIMA Internal Regulations. He has no vote unless otherwise provided.
- To prepare a yearly report on the work done by CIMA for submission to the FAI General Conference in person. He shall also submit special reports as required by the FAI General Conference, FAI Executive Board or FAI President.
- To review the minutes of meetings as prepared by the CIMA Secretary not later than 30 days after the meeting.
- To attend meetings of the FAI Air Sport Commission Presidents Group and the meetings of the FAI General Airsports Commission.
- To attend, if possible, all meetings of CIMA Subcommittees.
- To appoint a vice president to carry out his duties when he will be unavailable for specific periods.

5.1.3. Representation (By Law 5.4.6.5)

The CIMA President shall no longer represent the FAI Member who appointed him Delegate and for the term of his Presidency that Member may appoint another Delegate in his place.

5.1.4. President of Honour (By Law 5.4.7)

CIMA may confer upon an outgoing President the title of President of Honour. The honorary if agreed by the FAI member he represented, may be invited, attend and participate in subsequent CIMA Meetings.

5.2. Vice presidents

5.2.1. Election (By Law 5.4.8)

Vice Presidents shall be elected from the Delegates in the same manner as the

President. A plurality of votes are required to ensure election.

5.2.2. Duties (BL 5.4.9)

The Vice Presidents shall continue to represent the FAI member who appointed them Delegate unless called upon to act as President.

5.2.3. Re-election (BL 5.4.10)

They may be re-elected for an unlimited number of terms and shall take office upon election.

5.3. Secretary

5.3.1. Election (BL 5.4.11, 5.4.12)

The Secretary shall be elected in the same manner as the Vice Presidents. They need not be Delegates or Alternate Delegates to CIMA.

5.3.2. The secretary's duties (BL 5.4.13)

The Secretary shall be responsible for preparing and sending the minutes of each meeting to the President and FAI secretariat within 18 days of that meeting's adjournment.

5.3.3. The treasurer's duties

One vice President will act as treasurer .He shall be responsible for the finances of CIMA, in accordance with directions from the Plenary Meeting. The Treasurer shall publish a detailed financial report to delegates a minimum of 21 days before each plenary meeting.

5.3.4. Co-opted officers

If no volunteer stands for election as secretary and no Vice President is prepared to assume those duties, the President may co-opt suitable people to these posts. Co-opted members shall not participate in Bureau votes or count toward a quorum.

6. SUBCOMMITTEES

6.1. Establishment

CIMA shall set up Technical Sub-committees. These subcommittees shall have specific terms of reference (TOR) for their work and responsibilities. The TOR for each Subcommittee shall be drawn up by the Bureau and approved by the CIMA Plenary. The TOR's are attached in the Annexes. All subcommittees must report regularly to CIMA via the President.

TOR reference – CIMA 2004 minutes

6.2. Chairmen

The Chairmen shall be elected annually by the Plenary.

6.3. Members

Delegates, alternate delegates and specialists nominated by their NAC are eligible to become members of subcommittees and working groups. CIMA delegates may, after consulting with the chairman of the Subcommittee, nominate their specialists or themselves to join the Subcommittee of their own wish subject to the chairman decision on numbers. The chairman may restrict number of members to 7 + himself.

6.4. Vote

Each country has only one vote in subcommittee meetings.

6.5. Meetings

Subcommittees shall meet once every year prior to the plenary and on such other occasions as decided by the chairman. The chairman may also convene "virtual" meetings utilising either teleconferencing or internet communication. Rules 6.3 and 6.4 shall apply to such meetings.

6.6. Responsibilities

The subcommittee Chairman should also take care of urgent matters communicated by the CIMA president and prepare papers etc. for the CIMA meetings.

6.7. Decisions

All Technical Subcommittee decisions and recommendations are subject to approval by the CIMA plenary meeting.

6.8. The subcommittees

6.8.1. The Microlight sub committee

managed by term of reference – CIMA 2004 minutes

6.8.2 The Paramotor sub committee

managed by term of reference – CIMA 2004 minutes

6.8.3 The Paramotor precision sub committee

managed by term of reference – CIMA 2004 minutes

6.8.4 The Flight Recorder Approval sub committee

managed by term of reference – CIMA 2004 minutes

6.8.5 The sporting code sub committee

6.8.5.1. Composition

The Sporting Code Subcommittee will be composed of:

- A Chairman
- A Secretary
- The Chairmen of the Technical Subcommittees

6.8.5.2. Chairman and secretary

The CIMA bureau will annually appoint the chairman and the secretary of the Sporting Code Subcommittee.

6.8.5.3. Decisions

All Sporting Code Subcommittee decisions and recommendations are subject to approval by a 2/3 majority at the CIMA plenary meeting.

7. WORKING GROUPS

7.1 General

CIMA may establish temporary Working Groups which will study and report on specific matters or proposals. The Working Group will be disbanded upon completion of its assigned task.

Chairmen of active Working Groups will report to the CIMA President and Bureau on the same basis as Chairmen of subcommittees.

8. TECHNICAL & LIAISON OFFICERS

When necessary CIMA will appoint technical officer or liaison officers. The technical or liaison officers will report to the body that appointed them. A Technical officer will be appointed to take care of special tasks or solve special problems. A Liaison officer will be responsible for taking care of CIMA's interest in or towards another organisation or body.