

Draft 08/10

Internal Regulations

FAI Microlights Commission

Proposal to be presented at the CIMA conference November 2010

Working group

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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. Subcommittees.
- d. Temporary working group

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.

1.5. Awards

CIMA may award medals, diplomas etc. in accordance with the FAI by-laws. (**this need to be clarified : do FAI accept that a Commission, issue awards outside 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 **pilots or community** 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

The Plenary Meeting shall normally take place over a two to four days period (including a weekend) in November. 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 (**do we have to put a time limit before or allow a proposal followed by a decision at the plenary ?**). 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

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

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 45 days before the date of the meeting by:

An FAI member, signed by the President and /or Secretary thereof

A CIMA delegate

A CIMA Committee or temporary working group

The CIMA President

The Plenary meeting cannot make final decisions on items that do not appear on the Agenda ***except as provided by 3.7.2***

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.
 - NAC'S Microlights Activity reports
- d. Reviews of past championships.
- e. Bids for future First Class events and appointment of officials
- f. Budget for CIMA.
- g. Election of the bureau
- h. Deadlines, dates and location of next plenary meeting

3.5.4 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 VALIDITY

3.6.1 Quorum

A quorum consist of the personal presence of at least twenty five percent of the CIMA delegates regisitered with the FAI

3.6.2. Seconding

A vote on any proposals or item on the Agenda (or any amendment therefore proposed before or during the meeting,) shall be valid.

3.6.3. 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***)

3.7. Voting rights (By Law 5.5.Verbatim)

5.5.1. *Subject to the provisions of Sections 5.3. and 5.4., each Delegate to an FAI Air Sport Commission or Technical Commission shall have one vote. In case the Delegate is unable to exercise this right, and subject to the provisions of Sections 5.3. and 5.4., the Alternate may*

vote on behalf of the Delegate.

5.5.2. *If no alternate delegate is available and if no substitute has been appointed under the provisions of 5.3.3, a proxy may be given to one of the other delegates, except to the Commission President, who shall not have the right to cast proxy votes. All proxies must be given in writing and be signed by the President or Secretary General of the FAI Member concerned.*

5.5.3. *A Delegate may represent and vote on behalf of only one other Member of the FAI.*

3.8. 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 secret ballot shall be compulsory when requested by any one of the Delegates or their representatives attending a meeting.*

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 their representatives. In the event of a tie in two successive votes (excluding abstentions) the President shall cast a deciding vote without appeal.

3.9. 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.

4. CIMA BUREAU (By Law 5.4.1)

4.1. Composition

The Bureau will have the following members:

- the President
- the 2 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

The Secretary or one of the 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.

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

6.8.2 The Paramotor sub committee

6.8.3 The Paramotor precision sub committee

6.8.4 The Flight Recorder Approval sub committee

6.8.5 The sporting code sub committee

6.8.5.1. Composition

The Sporting Code Subcommittee will be composed of:

- Chairman also named Section 10 Editor
- unlimited members including the technical subcommittees chairman

6.8.5.2. Chairman

The CIMA plenary will annually appoint the chairman of the Sporting Code Subcommittee. The designated chairman will propose members.

6.8.5.3. Amendments to Sporting code section 10

Only CIMA delegates may submit proposals in time to the sporting code editor. Each proposal will respect the following process with reference of :

- 1) The number of the affected paragraph (or where it should go, if it is something new).
- 2) The reason for the proposed change.

The Sporting Code section 10 Editor will then assemble this into A DRAFT, along with:

- a) Comments from the S10 Sub-Committee
- b) Comments from any other CIMA delegates wish to make on the proposal.

The deadline for additions to the plenary agenda is the 45 day rule; FAI bylaws 5.6.4)

An extended deadline could be allowed by the CIMA Bureau

All proposals will be re-ordered according to the layout of S10 and subjected to Sub-committee review and a FINAL set of proposals which will be put to the CIMA Plenary meeting.

Each proposal will be submitted in its exact wording and are not subject to be amended during the following CIMA plenary .

Each proposal may be withdrawn at any time before to be considered at the following plenary

S10 Sub committee (4 members/2010) review is as follows:

- *Supported 4/4* means “unanimously supported”
- *Supported 3/4* means one sub-committee member did not support the proposal.
- *Supported 3/3* means one sub-committee member did not have a view, but three did.
- The same applies for “*Not supported*” in the 3 cases above.
- *Undecided* means less than 3 sub committee members were of the same opinion.

6.8.5.4 Decisions

All Sporting Code Subcommittee decisions and recommendations are subject to approval by a simple 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.

9. TERM OF REFERENCE FOR CIMA TECHNICAL SUB COMMITTEES (ref IPC Internal regulations annex 5 rewritted for CIMA)

1 PRINCIPLES

Each CIMA Technical Sub Committee shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the CIMA.

The responsibilities and scope of work of each CIMA Technical Sub Committee shall be in accordance with the Internal Regulations of the CIMA, these Terms of Reference and instructions approved by the Plenary Meeting.

2 OBJECTIVES

The objectives of each CIMA Technical Sub Committee are :

- to co-ordinate the efforts of FAI Members to further the development of the Committee's event throughout the world;
- to write and keep current the Competition Rules for its event;
- to assist and advise potential and selected Organisers of World Championships and other International Competitions of its event;

- keep the CIMA informed of developments in the Committee's event;
- make recommendations to the CIMA on matters pertaining to the Committee's event.

3 ORGANISATION

3.1 RESPONSIBILITY

The CIMA Technical Sub Committee are established by the CIMA plenary. They report directly to the Bureau and the Plenary Meeting of the CIMA and are responsible to the Plenary Meeting.

Except for the publication of press releases and statistical information, all findings, reports, recommendations and proposals of the CIMA Technical Sub Committee shall be presented to the Plenary Meeting, which shall decide on its use, distribution or publication.

3.2 COMPOSITION

3.2.1 Members

The composition of the IPC Competition Committees will be in accordance with subsection 6.2 of the Internal Regulations.

3.2.2 Chair

Each CIMA Technical Sub Committee shall have a Chair who is appointed annually by the Plenary Meeting in accordance with subsection 6.2/ 6.3 of the Internal Regulations. The Chair may allocate specific tasks to groups and/or individuals on a project basis.

3.2.3 Secretary

Each Committee may appoint a Secretary from among its members.

3.3 AUTHORITY

Each CIMA Technical Sub Committee has the authority to collect, store and process information relevant to its event as specified in Section 4 - Areas of Work.

All CIMA Members and their Delegates are obliged to provide all the information requested by an CIMA Technical Sub Committee.

4 AREAS OF WORK

CIMA Technical Sub Committee shall engage in and be responsible for:

- Competition Rules for its event;
- Advising Organisers and potential Organisers of World Championships and International Competitions in its event;
- Recommending (for CIMA approval) the officials for a World Championship in its event;
- Soliciting bids for future World Championships in its event;
- Analysing results and experiences from WPC's so as to recommend changes where necessary.

5 MEETINGS

Each CIMA Technical Sub Committee shall hold meetings as follows:

- A Meeting at the annual Plenary Meeting

6 REPORTS

Each year, the Chair of each CIMA Technical Sub Committee shall present to the

Plenary Meeting, a written Annual Report, which will give details of the Sub Committee's work during the previous year. The report must contain all proposals and recommendations for changes (i.e. to Competition Rules, Sporting Code S10 etc.) which will be discussed in the committee working session held immediately prior to the Plenary Meeting. The report must be submitted to the CIMA Secretary in accordance with paragraph 3.5.1 (ie no later than 45 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, which is sent out 45 days before the upcoming Plenary Meeting.