



# WCF Management Committee Administration Regulations

Effective Date 21.03.07  
Version 1

## 0.1 Introduction

The World Croquet Federation (WCF), through its FULL membership, is responsible for the adoption of WCF Rules to which all subsequent resolutions, regulations and policies are subservient.

Day to day administration of WCF is undertaken by the WCF Management Committee in accordance with those WCF Rules.

These regulations control how the WCF Management Committee will operate in undertaking its responsibilities.

## 0.2 Scope

This will apply to all members of the WCF Management Committee.

## 0.3 Compliance

0.3.1 WCF Rule 105

## 0.4 Related Documentation

0.4.1 WCF Rules

## 0.5 Input Responsibilities

|                                          |                          |
|------------------------------------------|--------------------------|
| Day to day control of WCF administration | WCF Management Committee |
|------------------------------------------|--------------------------|

## 0.6 Output Responsibilities

|                                                    |                          |
|----------------------------------------------------|--------------------------|
| Decisions taken regarding Policies and Regulations | WCF Management Committee |
|----------------------------------------------------|--------------------------|

## 0.7 Definitions and Revisions

|             |                       |                                                                                                             |
|-------------|-----------------------|-------------------------------------------------------------------------------------------------------------|
| Definitions | WCF                   | World Croquet Federation                                                                                    |
|             | WCFMC                 | World Croquet Federation Management Committee                                                               |
| Revisions   | 21.03.07<br>Version 1 | 1. Original                                                                                                 |
|             | 12.10.09<br>Version 2 | 1. Deletion of article relating to WCF Statute 105.9 following changes to that Statute by WCF Council vote. |



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## **1 WCFMC Principles**

- 1.1 The decisions taken by WCFMC are subservient to WCF Rules;
- 1.2 Membership of WCFMC and outline election process are defined by WCF Rules;
- 1.3 The President shall act as Chairperson of the WCFMC;
- 1.4 The quorum of the WCFMC is half the current WCFMC membership, rounded up. e.g. 8 = 4; 9 = 5;
- 1.5 Unless there is a face to face meeting, the quorum shall be indicated by the number of respondents during the consideration or decision of any matter;
- 1.6 From time to time and where possible, as many members of the WCFMC as possible shall attend major WCF recognised world croquet events and hold a WCFMC meeting, face to face. Whether quorate or otherwise, no decisions shall be made at these meetings. All absent members shall have the opportunity to comment on the issues raised prior to a decision being reached;
- 1.7 Communications shall be mainly by electronic means;
- 1.8 Matters raised shall be distributed to all WCFMC members by electronic means allowing sufficient time for them to consider, comment and decide an appropriate course of action. No decision shall be taken unless:-
  - 1.8.1 The matter is deemed to be an emergency and the "WCFMC Emergency Committee" decides the issue, or
  - 1.8.2 a minimum of one week elapses from the time of the circulation to WCFMC members and the final decision taken;
- 1.9 Decisions shall generally be taken by consensus viewpoint;
- 1.10 If necessary, a vote is taken by electronic means. Simple majority view prevailing;
- 1.11 In the event of a tie, the President to have a second and casting vote;
- 1.12 Due to time considerations, as soon as a majority have approved or declined a proposal, the decision is taken and can be published and/or acted upon;
- 1.13 Unless agreed by WCFMC, all other WCF Committees shall have at least one member of the WCFMC as a member.
- 1.14 Unless agreed by WCFMC, all other WCF Committees are subservient to the WCFMC and, any decisions the other WCF Committees take or recommendations they make, must be ratified by the WCFMC before they can be acted upon and/or published as WCFMC policy.

## **2 Election of WCF President and WCFMC members**

|                                                                                                        |                      |        |
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- 2.1 WCF Rules stipulate that :-
  - 2.1.1 the election of a President takes place every four years for a four year term. The President can serve no more than two terms;
  - 2.1.2 elections of members to the WCFMC are on a rolling basis with the six elected members being elected or re-elected every four years (half every two years);
- 2.2 Elections for WCF President and WCFMC members take place in the December of the retiring year with the successful person taking up their appointment on the following 1<sup>st</sup> January.
- 2.3 The “end date” for election as WCF President and/or WCFMC member shall be 1<sup>st</sup> December in the relevant year.
- 2.4 The following timetable shall apply for such elections:-
  - 2.4.1 1<sup>st</sup> October - 1<sup>st</sup> Notice of upcoming election - 60 days prior to end date (WCF Rule 108.2);
  - 2.4.2 22<sup>nd</sup> October - Nominations received by WCF from members – 40 days prior to end date (WCF Rule 105.11);
  - 2.4.3 30<sup>th</sup> October - Voting papers sent to members by WCF – 30 days prior to end date (WCF Rule 105.12)
  - 2.4.4 1<sup>st</sup> December - End date and Result of election declared.

**End of WCF Management Committee Administration Regulations**