



Chapter 2.3 – Appendix 1: framework for IPC standing committee bylaws



Each IPC standing committee will develop its own bylaws in compliance with the principles set out below. The bylaws for each IPC standing committee (and any amendments thereto) will be submitted for approval to the IPC Governing Board.

1 Authority

- 1.1 IPC standing committees are appointed by and are accountable to the IPC Governing Board. The IPC Governing Board has the sole power to grant authority to the IPC standing committees, and the IPC standing committees have no authority that does not come from the IPC Governing Board. An IPC standing committee may, however, carry out such tasks as delegated to it by the IPC Governing Board.

2 Role

- 2.1 The bylaws for each IPC standing committee will set out the specific roles and responsibilities of the committee. IPC standing committees will provide the IPC Governing Board with advice on policy and any other relevant matters within their specific area of responsibility.

3 Membership

- 3.1 The bylaws for each IPC standing committee will set out the composition and the number of members required to carry out the duties of the committee.
- 3.2 At least one member of each IPC standing committee must be an athlete who has competed in the Paralympic Games in the eight years preceding his/her appointment.
- 3.3 The IPC Governing Board will appoint the chairperson of each IPC standing committee and the members of each IPC standing committee, in accordance with the following process:
 - (a) The IPC will invite the IPC membership to suggest candidates for membership on an IPC standing committee for consideration by the incoming IPC Governing Board.
 - (b) In addition, the IPC may initiate an active search for suitable candidates to ensure that the IPC standing committees include the best-qualified individuals.
 - (c) As soon as reasonably practicable after its election, the IPC Governing Board will first appoint the chairperson of each IPC standing committee. The chairperson will then make recommendations as to the membership of the respective IPC standing



committee, for consideration by the IPC Governing Board. The IPC Governing Board will then appoint the members of each IPC standing committee.

- (d) Any vacancies on an IPC standing committee (occurring through resignation, death or any other reason) will be filled by appointment by the IPC Governing Board, in consultation with the chairperson of the relevant IPC standing committee.

3.4 No substitutes are allowed in IPC standing committees.

4 Term of office

- 4.1 Membership of an IPC standing committee will begin on the date of appointment and will continue until terminated by the IPC Governing Board. Members will ordinarily serve for a term of four years (corresponding broadly to the term of office of the members of the IPC Governing Board), and will ordinarily remain in office until the incoming IPC Governing Board has appointed the relevant IPC standing committee.
- 4.2 Individuals may be re-appointed to serve consecutive terms on an IPC standing committee, and there is no limit on the number of terms that an individual may serve on an IPC standing committee.
- 4.3 The membership of an individual on an IPC standing committee may be terminated by the IPC Governing Board at any time, at the absolute discretion of the IPC Governing Board.

5 Organisation

- 5.1 Each IPC standing committee will be assigned a member of the IPC management team to assist in the work of that committee.
- 5.2 Ordinarily, each IPC standing committee will meet at least once per year. Any additional meetings must be approved by the IPC Governing Board, which will ordinarily delegate that authority to the IPC CEO.
- 5.3 Telephone, teleconference and similar facilities may be used for a meeting.
- 5.4 The IPC President and the IPC CEO are ex-officio members at meetings of the IPC standing committees, with speaking rights only.
- 5.5 While the procedure is intended to be flexible, meetings of IPC standing committees may, where appropriate, be conducted based on the standing order for the conduct of IPC committee meetings.



- 5.6 Minutes of IPC standing committee meetings will be produced and submitted to the IPC for appropriate distribution and archiving.
- 5.7 The chairperson of an IPC standing committee (or his/her designee) may be invited to attend meetings of the IPC Governing Board and/or may be invited to provide a verbal report at a meeting of the IPC Governing Board on a specific topic.
- 5.8 IPC standing committees have the right to submit motions to the IPC General Assembly, through the IPC Governing Board, and subject to compliance with the relevant IPC standing order. The IPC Governing Board will make recommendations to the IPC General Assembly on all motions submitted by IPC standing committees.

6 Finances

- 6.1 The IPC will produce a budget for each IPC standing committee. Each IPC standing committee budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.
- 6.2 Any financial regulation included in the bylaws of an IPC standing committee will be in compliance with the financial policies issued by the IPC from time to time.

7 Evaluation process

- 7.1 During the last year of the four-year term of office, each chairperson will ordinarily submit to the IPC Governing Board a summary report on the work conducted by the committee during the four year period, along with any recommendations for the next term of office.
- 7.2 At the end of the IPC Governing Board's term of office, the outgoing IPC Governing Board may (during an in-camera meeting) evaluate the overall work of each IPC standing committee and may make recommendations to the incoming IPC Governing Board, including on the mandate, structure and/or membership of the IPC standing committees.