

## **CASI HANDBOOK (DRAFT)**

### **Introduction**

The Fédération Aéronautique Internationale (FAI) structure includes a number of Commissions, which have roles that are defined in the FAI Statutes and the FAI By-Laws. One of these Commissions is the FAI Air Sport General Commission, otherwise known as CASI.

Although the FAI Statutes and the By-Laws must be followed, they are not totally definitive. In some cases they allow options and also specifically allow the Commissions to decide some procedures that are appropriate to their own operations. The FAI documentation is by necessity of a general nature and does not cover many aspects of the actual working of the Commissions

The purpose of this Handbook is to provide governance guidelines for the activities of CASI within the FAI Structure. It provides some flexibility to enable CASI to adapt, as required, to particular circumstances

### **Authority**

This Handbook has been approved at a CASI meeting. The Amendment Record of this document provides the meeting date at which the amendments included in this version were approved.

Any amendments to this Handbook may only be decided at a CASI meeting by a majority of two thirds of the representatives present or represented, provided the proposed change is put on the agenda notice sent to the representatives in accordance with the requirements of this Handbook.

Where there is any discrepancy between this Handbook and the FAI Statutes and By-Laws the latter two documents shall apply.

The CASI First Vice-President is responsible for ensuring that this Handbook is up-to-date and current and that, after every CASI meeting, the current edition is posted on the FAI Website. This posting may only take place after the CASI Bureau has reviewed and approved the edition to be posted.

### **Statutory Role and Structure of CASI.**

The FAI Statutes, Chapter 5 covers the FAI Commissions and other Bodies and Section 5.2 covers FAI Air Sport Commissions. The provisions governing CASI are in Statute 5.2.3

## **Role of CASI**

The role of CASI is to promote FAI aims and objectives. It shall seek to further the unity of all air sports within FAI through implementation of the FAI Statutes, By-Laws and Sporting Codes, and shall specifically:

- Seek to further the development of air sports;
- Establish and keep current the General Section of the Sporting Code;
- Advise the General Conference on appropriate measures to develop and encourage air sports which appear to be outside the mandate of existing FAI Commissions;
- When so directed by the Executive Board, serve as the FAI final court of appeal in all disputes or difficult cases concerning international sporting events and record attempts;
- In the event of an appeal against a decision relating to a dispute of a sporting nature, investigate whether the appeal should be accepted, and if in the affirmative, establish an International Appeals Tribunal;
- Carry out other tasks related to air sports as assigned by the General Conference or the Executive Board.

## **Structure of CASI**

CASI comprises:

Ten Active Members of the FAI. Each year, five of these will retire by rotation and the resulting vacancies are filled by the General Conference election.

The Presidents or duly appointed representatives of each of the FAI Air Sport Commissions.

Annually CASI elects a Bureau to exercise certain responsibilities between meetings of CASI.

## **Language of CASI**

The working language of CASI is English and all documents shall be prepared and/or presented in English.

All meetings shall be conducted in English

Any representative is entitled to be assisted by an interpreter.

## **CASI Meetings**

### **General**

Chapter 3, Section 3.4 of the FAI By-Laws covers the general procedures for CASI Meetings.

### **Representation at meetings of CASI**

Representation at CASI meetings is governed by FAI Statute 5.2.3.2

### **CASI Meeting Agenda**

So that the CASI President may submit the proposed agenda for a CASI meeting to the FAI, not later than 45 days before the date fixed for the meeting, as required by By-Law 3.4.4, items for inclusion shall be submitted to him/her in writing a minimum of 75 days before the date fixed for the meeting.

### **Right to submit agenda items**

The General Conference, the Executive Board, the FAI Secretariat and Members of CASI may, as of right, submit items for inclusion in the agenda.

Other items may be added to the agenda at the discretion of the CASI President.

### **Place and time of Meetings**

Meetings of CASI are normally held annually immediately prior to and in the same location as the FAI General Conference.

An Extraordinary Meeting may be called by the Bureau or at the written request of six CASI Members. Extraordinary Meetings may be held electronically or at a time and location established by the President.

### **Conduct of Meetings**

Meetings shall be conducted in accordance with generally accepted standards, which include:

- Conflicts of interest being declared

- The Agenda being followed, but may include additional items as allowed by the FAI By-Laws

- Members being recognised by the Chair prior to speaking

- Motions being proposed and seconded

- The Chair may terminate discussions, or call for a vote, on any topic once adequate time has been allowed for discussion

- Voting results, whether by show of hands or secret ballot, being recorded

## Voting

Chapter 3 Section 3.3 of the FAI By-Laws covers the voting procedures at CASI meetings

## Quorum

The quorum for a CASI meeting shall consist of the personal presence of at least six of the representatives of the elected Active Members and at least six representatives of Air Sport Commissions. Proxies are not considered in establishing a quorum.

## **CASI Budget**

CASI has no mechanism for obtaining funds and therefore has no operating budget.

In the event that a project requires funds to complete the task then funding must be provided by the proposer of the project or obtained from some other source.

## **CASI Bureau**

### General

Chapter 3 Section 3.2 of the FAI By-Laws covers the Officials of FAI Air Sport Commissions and Technical Commissions and the applicable election procedures.

### CASI Bureau

The CASI Bureau shall consist of a President, a First Vice-President, 3 Vice-Presidents and a Secretary.

To be eligible for nomination, a potential President must be fluent in English and should have an intimate knowledge of the organisation of the FAI and CASI.

### Powers of the CASI Bureau between CASI meetings

In accordance with By-Law 3.2.2, the CASI Bureau shall act as a decision making body with the power to make decisions on matters that arise between Plenary Meetings. All CASI Bureau decisions shall be made by consensus; however if no consensus can be reached the President has the right to use a majority vote to decide the issue.

The CASI Bureau has the authority, in between meetings of CASI, to discuss, consider and make decisions on:

- (1) items arising from the FAI General Conference;
- (2) items communicated, between CASI Meetings, to CASI or its President by the Secretary General of the FAI;
- (3) recommendations or directions from a CASI Meeting;
- (4) necessary amendments to the Sporting Code, General Section
- (5) items where time does not permit the matter to be discussed by a CASI Meeting and where the CASI President believes that lack of action would have a negative impact on the aims, objectives and/or responsibilities of CASI and other ASCs;

The CASI Bureau may communicate and make decisions by electronic means.

No decision may be taken on any matter unless the whole Bureau has been consulted by, or given advice to, the President.

Any decision made by the CASI Bureau is subject to ratification by CASI and may be modified or repealed by CASI.

The CASI President may decide to consult with the Members of the Commission prior to a Bureau decision if he/she considers that this is appropriate.

The CASI President will advise the Members of CASI of any actions that the Bureau have undertaken.

#### Resignation/Incapacitation

If the CASI President resigns or is otherwise unable to serve, his place will be taken by the First Vice President.

If the First Vice President resigns or is otherwise unable to serve, his place will be taken by the senior (determined by length of service) Vice President.

If a Vice President resigns or is otherwise unable to serve, the position will remain vacant until the next CASI meeting.

If the Secretary resigns or is otherwise unable to serve, the Bureau will appoint a replacement

#### **Sub Committees and Working Groups**

##### General

Chapter 3 Section 3.5 of the FAI By-Laws covers Commission Subcommittees and Working Groups.

## Procedure

CASI may set up Subcommittees and Working Groups with permanent or temporary status.

A temporary Subcommittee or Working Group shall be disbanded at the end of its work.

The appointment of members of a Subcommittee or Working Group shall be for a term of one year. Members may be re-appointed at the end of each such term.

CASI will appoint a Chairman for each Subcommittee or Working Group for a one year term. The Chairman may be re-appointed at the end of each such term.

Subcommittees and Working Groups shall have Terms of Reference which shall include:

- Purpose
- Specific tasks
- Number of Members
- Required skill of members (if appropriate)
- Defined reporting deadlines including intermediate reports (if appropriate)

Any proposal made by a Subcommittee or Working Group shall be subject to the approval by CASI.