

**RULE OF PROCEDURES OF THE COUNCIL**

## **TITLE I : GENERALITIES**

### **Article 1**

This rule of procedures is based on the Statutes of CAHB. It determines the method of functioning and work of the Council and the Executive Committee.

### **Article 2**

The members of the Council receive from the Secretariat General all the material and official information necessary to the execution of their tasks.

### **Article 3**

The members of the Council, including those of the Commissions and of the Secretary General receive a card which allows them assisting for free to all the events of CAHB and the member federations.

### **Article 4**

In the framework of their statutory activities, the air-tickets and the allowances of the members of the Council are governed by the financial regulation.

## **TITRE II : THE COUNCIL**

### **COMPOSITION**

#### **ARTICLE 5**

The Council is made up of the elected members and the members confirmed by the Congress of CAHB. It is composed as follows:

- ❖ The President ;
- ❖ The 1<sup>st</sup> Vice – President ;
- ❖ The 2<sup>nd</sup> Vice – President ;
- ❖ The Secretary General;
- ❖ The Treasurer;
- ❖ Three (03) members elected by the Congress.
- ❖ The Presidents of Zones;

A member of the Council can be suspended by the Arbitral Tribunal on request of the 4/5 of the members of the Council. The Arbitral Tribunal must transfer the file to the next Congress for final decision.

### **MEETING**

#### **ARTICLE 6**

1. The Council meets at least once a year.
2. The President of CAHB can convene some extraordinary meetings of the Council. The 2/3 of its members can request the convening of an extraordinary meeting. The extraordinary meetings are convened to deal with the points of extreme urgency (See Art 22 to 25 of the Statutes).
3. Each ordinary meeting fixes the date and place of the next meeting. If it fails, the President will fix the date and choose the place.

4. The agenda prepared by the Secretary General must be approved by the President.
  5. The Secretary General must send the convocations and the agenda as well as the documents of work to the members at least one month before the meeting.
  6. The written requests by any member and the documents other than those mentioned in the agenda must be sent to the Secretariat General three (03) weeks before the meeting and must be justified and orally commented during the meeting by the member in question.
  7. The meetings of the Council are presided by the President of CAHB or by delegation, by one the Vice-Presidents. The quorum is reached when more than the half of the members is present.
  8. Once a year the President of CAHB and the Secretary General organize a consultation with the Presidents of the Commissions in order to examine and coordinate the programmes and tasks of their commissions.
- The President and the Secretary General, organize a working session with the Presidents of zones once every two years in order to envisage the new orientations.

## **MINUTES**

### **Article 7**

The Minutes of the Council's meeting is written under the supervision of the Secretary General. It must include all the decisions, resolutions and recommendations.

### **Article 8**

The Minutes approved by the President, must be sent to all the members of the Council and Commissions and also to the member Federations Four (04) weeks after the meeting. The approval of the Minutes and the checking of the decisions must be done by the Council during its next meeting.

The Secretariat General and the staff of the Secretariat will make a follow-up of all the decisions taken during the meeting.

### **Article 9**

The Secretary General makes sure that all the required information concerning the meetings of the Council are immediately published to the federations and the public by CAHB's official organs of publication.

## **VOTING**

### **Article 10**

The Council is authorized to proceed to a vote when more than half of the members are present.

During the voting, the Council decides at the simple majority of the members who are present. In case of equal votes, the President or his representative duly appointed has the casting vote.

### **Article 11**

Between two meetings of the Council, in case of urgency, the President of CAHB can proceed with the voting by correspondence.

### **Article 12**

The decisions taken by the Council are binding on all the members including those who are not present.

## **WORK PLANNING**

### **Article 13**

The Council's work is based on the decisions of the Congress, particularly on CAHB's programme of activities and the development projects.

## **TITLE III : THE EXECUTIVE COMMITTEE**

### **Article 14**

The Executive Committee is composed in compliance with the provisions of CAHB' Statutes. The tasks of the Executive Committee are mentioned in the Statutes.

The meetings of the Executive Committee are convened by the President according to the necessity and are held under his presidency.

The voting is done by show of hand or secret ballot on request of a member and at the simple majority. In case of equal votes, the President has the casting vote. During the meetings of the Executive Committee, the Minutes must be written and addressed to the Council.

## **TITRE IV : PROTOCOL ARRANGEMENTS**

### **ARTICLE 15**

The Precedence within CAHB is as follows:

- ❖ The President ;
- ❖ The 1st Vice - President ;
- ❖ The 2<sup>nd</sup> Vice – President ;
- ❖ The Secretary General;
- ❖ The Treasurer;
- ❖ The Three (03) elected members
- ❖ The Presidents of Zones ;
- ❖ The Presidents of Commissions ;
- ❖ The members of the Commissions ;
- ❖ The Secretariat of CAHB

### **ARTICLE 16**

Arrangements relating to the remittance of Cups and Medals during CAHB events.

1. The President of CAHB awards the Cups and medals

2. If a Head of State or his representative is present at the final, the President of CAHB will invite him to give on behalf of CAHB, the Cups and Medals.
3. When the players come, the President of CAHB gives the medals to the guest of Honor who in his turn , give them to each player
4. Then the President of CAHB presents the Cup to the guest of Honor who in his turn gives it to the captain of the winning team.
5. Another arrangement can be established on request of the President.

All the arrangements must be done in coordination with the organizer and under the supervision of the Representative nominated by CAHB (priority given to the Secretary General, should this not be the case, the President of the Commission of Organizing and Competitions : COC or other).

This Rule of Procedures was adopted by the Council on 26<sup>th</sup> October 2018.

It enters into force upon notification.