



International Federation for IT and Travel & Tourism

Rules of Internal Procedure

International Federation for Information Technology and Travel & Tourism (IFITT)

Internationale Föderation für Informationstechnologie, Reise & Tourismus

Addendum 1: Name, Registered Office, Interpretation, Structure and Scope of Activities of the Association

1.4 The Board decides about the institution of appropriate chapters. The appropriate chapter development is described in the relevant chapter documentation.

Addendum 12: Duties of the Board

12.9. The Board shall be required to allocate the following duties among its members, bearing in mind that a member may undertake more than one function.

- Commercial Director.
- Marketing Director
- Research Director
- Education Director
- Membership Director (responsible for attracting general membership)
- International Liaison Director (responsible for international partnerships)
- Corporate Liason Director (responsible for Corporate Members).
- IFITT Chapter Representative



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Electoral Procedures

- All Board members are elected through the AGM
- Nominations are invited in writing not less than 20 days prior to the AGM.
- Closing date for nominations not less than 3 days prior to the AGM.
- The IFITT Secretary shall be responsible for publishing the nominations for vacant positions along with the electoral process details.
- Candidates whose nominations have been accepted as valid for election shall have the opportunity to publish a declaration of intent to the IFITT membership on the IFITT server.
- A valid nomination shall refer to a candidate whose membership is in good standing with IFITT (i.e. paid-up membership, not subject to exclusion), and whose nomination form is signed by the candidate, proposer and seconder and is received by the Returning Officer secretariat within the published time limit.
- Returning Officers, responsible for the administration of the electoral process shall be the IFITT along with one co-opted IFITT member.
- The Returning Officers shall deal with all administrative matters including publication of the electoral process for vacant positions, processing the nomination forms and assessing their validity, publication of candidate statements of intent, management of the voting process including proxy voting and publication of the outcome.
- Proxy voting is permitted and any IFITT member in good standing may avail themselves of the right to vote by Proxy if unable to attend the AGM. (See 8.6 and 8.7 of the Articlex)
Proxy Voting forms shall be administered by the Returning Officers.



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Exceptional Electoral Procedures 2003-2005

The presently constituted Board was elected in Barcelona at ENTER 2000 and would be in its entirety demit office in Helsinki at ENTER 2003. The original articles of association called for a one-third Board member election each year, however, IFITT has varied this. In order to migrate back to a process that allows for a stable Board with one-third member election each year, the following transition arrangements are proposed:

- one third of the current Board positions shall be offered for nomination and election in 2003 and in each subsequent year until a stable annual process is achieved (2005).