
Working Rules for the co-operation between orienteering federations in Europe (OFE)

1. The purpose of the co-operation

The purpose of the co-operation between the European federations is:

- to promote regional co-operation for the further development of the sport in Europe.

The co-operation shall respect and abide by the IOF Statutes, IOF competition rules and decisions by the IOF General Assembly.

2. Co-operating partners

OFE is made up of the European orienteering federations that are members of the IOF.

3. Working structure

- Annual meeting
- Working Group (EWG)
- The Chairman and Secretary of the Working Group

4. The Annual Meeting

The decisive body of the OFE is the Annual Meeting.

The Annual Meeting shall be organised every year in conjunction with the IOF General Assembly / Presidents' Conference. If the IOF General Assembly / Presidents' Conference is organised outside Europe another venue may be decided for the Annual Meeting. The meeting shall be open to all European member federations of IOF. Provisional members are not entitled to vote or nominate candidates to the EWG.

An invitation to the Annual Meeting, together with a draft agenda, shall be sent to the member federations 3 months before the meeting. A final agenda and background documents shall be sent out 4 weeks before the meeting.

5. The Working Group

The Annual Meeting shall elect a Working Group for a two years term. The election takes place in the same years as when the IOF General Assembly is held. The Working Group consists of a Chairman, 4 members and a Secretary.

The tasks of the Working Group are to prepare and lead the Annual Meeting, and to lead the OFE between the Annual Meetings, in liaison with the IOF Council and the relevant IOF commissions, in matters related to the co-operation between the European orienteering federations.

The Chairman of the Working Group decides if it is necessary to call a meeting in the Working Group. Communication shall normally be undertaken by email or phone.

The appointment as Secretary is honorary. The Secretary is the connecting link between the IOF Secretariat, OFE members and the Working Group. The Secretary is responsible

for distributing calls for meetings, taking of the minutes from meetings and being the contact point for members sending in proposals.

6. Rules of the Annual Meeting

At least the following items shall be included:

- roll call of participating federations
- establishment of the number of votes present
- election of chairperson for the meeting, a person to take minutes, 3 tellers to count votes and observe elections.
- approval of the agenda. Additional items can be included on the agenda with a 2/3 majority.
- approval of the minutes from the previous meeting.
- proposals
- election of Chairman, Secretary and members of the Working Group (every second year)
- time and venue for the next Annual Meeting
- any other business
- closure of the meeting

Minutes from the meeting shall be taken and distributed to the European member federations, and the IOF, within 6 weeks after the meeting.

Decisions are made among the members present at the meeting during that item. Except in the case of provisional membership, each European member of the IOF has 1 vote. All decisions concerning matters on the agenda are taken by simple majority of votes expressed (abstentions do not count). If a voting gives an equal number of votes for each alternative, the casting vote of the Chairman's federation will decide.

Proposals may be tabled by a member federation or the Working Group. Proposals shall reach the Secretary within the time limit given in the call for the meeting.

The Working Group may invite the members to a workshop in conjunction with the Annual Meeting in order to discuss matters of interest.

7. Online voting

The EWG can ask the European federations for online voting in between the Annual Meetings on items which the EWG considers as urgent. The proposal must be sent to the federations via email on the official email addresses given to the IOF Office and the federations should have at least 4 weeks to reply. Decisions are taken by absolute majority (50 % + 1 federation) cast in favor. Replies must be submitted from the official federation emails.

8. Cost and fees

The work of the OFE shall be carried out with minimal cost to its members. Each member is carrying their own cost for participation at the Annual Meeting and the cost of members being appointed to the Working Group.

9. Changing the Working Rules

Member Federations and the Working Group may propose changes to these Working Rules. Changes must be approved by a 2/3 majority by the Annual Meeting. Such proposals must reach the Secretary 4 months before the Annual Meeting. All changes in the Working Rules are subject to approval by the IOF.

Valid from 17 October 2015

Adopted by the Annual Meeting in Inverness, Scotland, on 4th August 2015, approved by the IOF Council on 17 October 2015
