



International Federation of Sled Dog Sports

Policy and Procedure for submitting Motions to IFSS General Assembly

- A)** President and the Executive board shall require that motions for the General Assembly follow the Policy and Procedure for Motions to the GA.
- B)** Any IFSS member in good standing may submit a Motion to the General Assembly
- C)** All Motions shall be written and comply with the following procedure:
 - 1) Motions to be considered at the IFSS General Assembly will be mailed/emailed to the Executive Director's office and postmarked no later than 6 weeks prior to the date of the General Assembly.
 - 2) Motions shall contain, but not be limited to, the following information.
 - a) Name of the proposing Member, responsible officer and contact person preferably written with the letterhead of the Member Federation.
 - b) Only one Motion on each document. One motion on each document except if a member submits multiple motions they need to be numbered and filed on the same document.
 - c) A descriptive title of the Motion.
 - d) A brief summary of the Motion.
 - e) Background information pertaining to the Motion.
 - f) Problem to solve.
 - g) Improvement/Development of the Sport. If the motion implies the amendment of or an addition to IFSS rule(s) or regulation(s), the motion shall clearly state the concern rule(s) or regulation(s) before and after the proposed amendment or addition.
 - h) Duration and area(s) of impact.
 - i) Financial information if moneys are involved. Financial information shall include sources and amounts of income and expenses.
 - j) A cost/benefit analysis of the activities proposed and outcome measurement if appropriate.
 - 3) The Executive Director shall, upon request, assist in the development and submission of complete proposals. Assistance shall be limited to editorial review and compliance with proposal requirements.
- D)** The Executive Director shall send a copy of the motion to the Council and to the concerned Committee, if any, for review and comments prior to the General Assembly.
- E)** The Executive Director shall send a copy with comments and/or recommendations from the Council to the Member in the information package for the GA (ByLaws C5.2).