

Electronic and Email Voting Policy of the International Sport for All Federation (FISpT)

1. Purpose

This Policy governs the use of electronic and email voting by the FISpT Board for decisions taken outside formal Board meetings. International good governance standards for sport organisations encourage clear rules for remote decision-making, transparency of Board decisions, and proper record-keeping.

Electronic and email voting under this Policy is intended for routine and non-controversial matters, ensuring that all Board members receive adequate information before voting.

2. Scope and Legal Basis

This Policy applies to all electronic or email votes (“Electronic Votes”) conducted by the FISpT Board, irrespective of the physical location of its members.

Electronic Votes may only be used where the FISpT Statutes and other internal regulations allow Board decisions to be taken by written procedure or electronic means, and must respect any quorum and majority rules set therein.

In case of any conflict between this Policy and the FISpT Statutes, the Statutes shall prevail.

3. Eligible Matters for Electronic or Email Voting

Electronic Votes are limited to matters of ordinary administration that do not require in-person deliberation or extensive debate.

Eligible matters include, in particular:

- Routine administrative decisions that are consistent with approved strategies, policies, and budgets.
- Admission of new members whose applications clearly comply with the Statutes and membership criteria and do not require prior discussion.
- Time-sensitive matters that can be fully documented and understood on the basis of written materials circulated by email.

Electronic Votes shall not be used for:

- Amendments to the Statutes or other fundamental regulations.
- Strategic decisions with major financial, legal, or reputational impact.
- Election or removal of officers, or any matter for which secret ballot is required under the Statutes. Such matters must be reserved for duly convened Board or General Assembly meetings, in accordance with the Statutes and applicable regulations.

4. Initiation of an Electronic or Email Vote

The Chief Executive Officer (CEO) may initiate an Electronic Vote when a decision on an eligible matter is required between scheduled Board meetings.

To initiate the process, the CEO shall send a "Voting Request Email" to the official Board email address (as designated by FISpT) and to all Board members at their registered email addresses.

The CEO shall ensure that the proposed decision falls within the scope defined in Section 3 and is consistent with the Statutes and existing FISpT policies.

5. Content of the Voting Request Email

Each Voting Request Email must contain at least the following elements:

- A clear subject line indicating "Board Electronic Vote – Decision Required".
- A concise description of the matter to be decided, including the background and purpose of the proposed decision.
- The full text of the proposed resolution or motion on which the Board is asked to vote.
- All supporting documents necessary for informed decision-making (e.g. applications, contracts, proposals, prior correspondence), attached or linked in a secure way.
- The voting options (IN FAVOUR / AGAINST / ABSTAIN).
- The deadline for replies, which shall be seven (7) days from the date and time of dispatch, unless a longer period is specified.

The CEO shall make it clear in the email when the voting period begins and when it ends, and shall invite Board members to request clarification during the voting period if needed.^[3]

6. Voting Procedure and Timeline

Upon receipt of the Voting Request Email, each Board member shall have seven (7) days to cast their vote by replying via email.

Each Board member may vote by responding to the Voting Request Email (reply all is recommended) using one of the following options:

- "I am IN FAVOUR of this motion."
- "I am AGAINST this motion."
- "I ABSTAIN from this motion."

A Board member who replies with a clearly equivalent formulation (e.g. "yes/no/abstain") shall be deemed to have cast a valid vote.

Votes received after the expiry of the seven-day deadline shall not be counted, unless the CEO extends the deadline before its expiry and informs all Board members accordingly.

7. Non-Response and Null Votes

Failure to respond within the voting period shall be treated as a null vote.

Null votes shall not be counted as votes cast and shall not be taken into account for the calculation of quorum or majority for the purposes of the Electronic Vote.

Non-response does not constitute consent and shall not be interpreted as a vote in favour of, or against, the motion.

8. Quorum and Majority Requirements

Unless otherwise specified in the Statutes, the quorum and majority requirements applicable to Board decisions in meetings shall also apply to Electronic Votes.

For the purposes of Electronic Votes, quorum and majority shall be calculated on the basis of the number of valid votes cast (IN FAVOUR, AGAINST, or ABSTAIN), excluding null votes.

If, after the expiry of the voting period, the minimum number of valid votes required for quorum is not reached, the motion shall be deemed not adopted and shall be referred to the next Board meeting or to a new procedure as decided by the Board.

9. Determination and Communication of Results

After the expiry of the voting period, the CEO (or a person designated by the CEO) shall verify the votes received and confirm that they originate from the registered email addresses of the Board members.

The CEO shall count the votes and determine whether the motion has been adopted or rejected in accordance with the quorum and majority requirements.

The CEO shall then inform all Board members of the result of the vote by email without undue delay, indicating the number of votes IN FAVOUR, AGAINST, ABSTAIN, the number of null votes, and whether the motion has passed.

10. Recording and Transparency

All Voting Request Emails, responses, and the final result notification shall be retained by the FISpT Secretariat in accordance with the Federation's document retention policy.

The motion and outcome of each Electronic Vote shall be reported to the next in-person or virtual Board meeting for ratification and inclusion in the official minutes, in line with good governance practices in sport organisations.

Where appropriate and consistent with FISpT's transparency policy, Board decisions adopted by Electronic Vote may be published on the Federation's official communication channels.

11. Confidentiality and Data Protection

Board members shall treat all information and documents circulated in connection with an Electronic Vote as confidential, unless and until the Board decides to make the decision or related documents public. Electronic Votes shall be conducted using secure email accounts and systems compatible with applicable data protection and privacy laws, including, where relevant, the General Data Protection Regulation (GDPR).

Any personal data processed in the context of Electronic Votes shall be limited to what is necessary for the organisation and documentation of the vote and shall be retained only for as long as required by law and FISpT's internal policies.

12. Entry into Force and Review

This Policy shall enter into force on the date of its approval by the FISpT Board.

The Board shall periodically review this Policy, at least every three (3) years or earlier if required by changes in the Statutes, applicable law, or international good governance standards.