

# Standing Orders

**WorldSkills International**

## Gender

In all WorldSkills International documentation, any words implying male gender shall automatically imply female gender.

# 1. MEETINGS

## 1.1 Participants

1.1.1 The following persons are entitled to attend the meetings:

- Board of Directors
- Official and Technical Delegates
- Technical Delegate Assistants
- Substitute Official and Technical Delegates
- Honorary Presidents and Honorary Members
- Staff from Member organisations
- Interpreters
- Staff from the organising committees of future Competitions
- Official Observers
- Official representatives from a Member hosting a meeting or the Competition
- Global Industry Partners
- Guests invited by the Chair

## 1.2 Hosting by Members

1.2.1 Members wishing to host a meeting should notify the Chief Executive Officer for the attention of the Board of Directors.

1.2.2 If there is more than one Member wishing to host a meeting, the Board of Directors will consider the applications and if the basic requirements are met, the Board of Directors will forward the applications to the General Assembly for the final decision. To select the host Member, Members will follow the same voting procedure used for the election of officers (refer sub-section 3.3).

1.2.3 If no Member is prepared to host a meeting, the Board of Directors will take the necessary steps to organise the meetings at a place of its choice and as economically as possible.

1.2.4 Travel costs, accommodation and expenses are borne by the participants at the meeting.

1.2.5 The infrastructure for meetings, excursions or visits is provided and paid for by the host Member.

1.2.6 The host Member is entitled to seek sponsors to defray their costs for the meeting but must have the agreement of WorldSkills International regarding the sponsor arrangements and final package prices for the participants.

1.2.7 Flags used by Members at WorldSkills International events must be officially recognised in the country/region hosting the event. When this is not the case, an alternative flag needs to be agreed with the hosting Member at least 12 months before the event, or the Member concerned may choose to use the WorldSkills International flag or no flag at all.

## 2. VOTING

### 2.1 Procedure

- 2.1.1 Only Delegates may cast a vote for the Member they represent on the condition that the Member has fulfilled its financial obligations towards the organisation.
- 2.1.2 In all meetings votes will be open, unless otherwise required by the Constitution.
- 2.1.3 A request for a secret ballot will be accepted if two-thirds of the Members that are represented at the meeting and entitled to vote agree.
- 2.1.4 If a Chair is also a Delegate then he is entitled to vote.
- 2.1.5 If a Delegate cannot attend a given meeting, the Member is entitled to appoint a replacement for the meeting.
- 2.1.6 Votes may not be cast on behalf of absent Members.
- 2.1.7 A quorum is achieved when at least two-thirds of the Members eligible to vote are represented at the meeting.
- 2.1.8 A simple majority of votes will decide the result unless otherwise required by the Constitution or specified in the Standing Orders.

### 2.2 Tied Votes

- 2.2.1 If a tie occurs in a vote that is not an election then the Chair shall have the casting vote.

## 3. ELECTION OF BOARD OF DIRECTORS

### 3.1 Timing of Elections

- 3.1.1 The election of the Board of Directors shall take place in the year between WorldSkills Competitions.

### 3.2 Prior to Elections

- 3.2.1 Five months prior to the General Assembly meeting at which an officer or officers will be elected, the Chief Executive Officer will invite Members to submit nominations for the election of candidates for these positions. Nominations are to be submitted to the Chief Executive Officer no later than three months before the General Assembly meeting.
- 3.2.2 Only Delegates may stand for election (except for the position of Treasurer – refer 3.2.4). To be confirmed, a nominee must present evidence in writing that he has the support of the nominating Member and any other support necessary to carry out the responsibilities of the office for which he is nominated, and provide a statement indicating the skills and experience he has for the role (candidates may nominate for more than one position).
- 3.2.3 Subject to the rotation and limitations of office provisions in 3.4, elected officers who are no longer Delegates are eligible for re-election in any position (refer Constitution 3.3.2). Once on the Board, the Board member can do one of the following:
  - Stay as the Official Delegate or Technical Delegate
  - Stay as the Official Delegate or Technical Delegate and appoint a Substitute Official Delegate or Substitute Technical Delegate to support them in their role in the standing committees
  - Step down as the Official Delegate or Technical Delegate and allow the Member Organisation to appoint a replacement.

- 3.2.4 An individual who is not currently a Delegate may be nominated for the position of Treasurer where both their qualifications and their position and experience within both WorldSkills International and in their own country/region make them a suitable candidate.
- 3.2.5 The Chief Executive Officer will notify the Members of the candidates nominated for election at least one month before the General Assembly meeting.
- 3.2.6 The Board of Directors should be reasonably representative of the different continents and total Membership. In particular, two elected officers may not come from the same Member.

### **3.3 Election Procedures**

- 3.3.1 The Board of Directors will nominate two scrutineers (from the delegates who are present and eligible to vote) to the GA for their approval prior to the election commencement. The role of the scrutineers is to ensure the elections are fair and held according to the procedures. They also check the counting of the secret ballots with the Chief Executive Officer.
- 3.3.2 All elections will be conducted by secret ballot.
- 3.3.3 At the commencement of the election, the Chief Executive Officer will announce all Members that are present and entitled to vote. He will announce the total number of voters in the election, and indicate whether or not the requirement for a quorum of two-thirds of the Members being present has been met.
- 3.3.4 Voting will take place in the following order: President, VP Special Affairs, VP Strategic Affairs, VP Technical Affairs, Vice Chair Strategy Committee, Vice Chair Technical Committee, Treasurer.
- 3.3.5 For each election, the Chief Executive Officer will prepare a uniquely designed ballot paper. These ballot papers will be distributed to each Member by the Secretariat and/or the scrutineers. A Member votes by writing the name and/or the Member's ISO code of the candidate they are voting for on the ballot paper provided. The ballot paper will be declared invalid if nothing is written, an ineligible name or ISO code is written or more than one name is written. If a Member makes a mistake then the Member is to clearly cross out the mistake and rewrite the corrected name on the same ballot paper.
- 3.3.6 At the start of each election, the position, the candidates' names and their Member's ISO code will be projected on the screen at the front of the room. An explanation on how to properly fill out the ballot will be given.
- 3.3.7 Completed ballots will be collected in a ballot box by the Secretariat and/or scrutineers. Ballots will be counted in the meeting room by the Chief Executive Officer and the scrutineers in view of the Members.
- 3.3.8 Where there are more than two candidates, an absolute majority (50% plus one of the votes) is required. If there is no absolute majority then a second vote takes place but without the lowest scoring candidate from the first vote. If there are two or more equal lowest scoring candidates then a sub-election takes place between them. The lowest scoring candidate is removed and then the second vote takes place with all remaining candidates.
- 3.3.9 When the election/s include the office of President, the current President appoints an interim Chair for the duration of the election.

- 3.3.10 The results of each election will be announced by the Chief Executive Officer after validation by the scrutineers. The results will be announced and documented by providing the number of votes for each candidate and the number of abstained and invalid votes (totalling the number of eligible voting Members).
- 3.3.11 The ballot papers will be kept by the Chief Executive Officer in sealed envelopes until the conclusion of the meeting. When the results of the meeting have been ratified by the GA the ballot papers will be destroyed.

### **3.4 Rotation and Limitation of Terms of Office**

- 3.4.1 The term of office for each Board member is 4 years (effectively spanning two Competitions).
- 3.4.2 All Board members are limited to 2 consecutive terms in an office (but a Vice President can run for President or Treasurer, a Vice Chair can run for President, Vice President or Treasurer, and the Treasurer (if a Delegate) can run for Vice Chair, Vice President or President).

### **3.5 Timing of Elections and Transitions of Office**

- 3.5.1 The incumbent Board of Directors shall complete its term of office at the completion of the Competition (after the Closing Ceremony) in the relevant year and the Board-elect shall commence their term of office at this time.
- 3.5.2 The Board of Directors elected at the General Assembly in the relevant non-competition year shall have a one-year period of overlap prior to taking office. During this time the Board-elect shall have no decision making power and shall not be entitled to represent WorldSkills International as Officers, but may be included in meetings and correspondence for sharing of information and preparation for taking office.

## **4. PROPOSALS**

### **4.1 Oral proposals**

- 4.1.1 Any Delegate is entitled to put forward oral proposals for the agenda and these will be dealt with under "Other Business".

### **4.2 Written proposals**

- 4.2.1 Any Member is entitled to submit written proposals in an official language to the CEO. The proposals will be acknowledged by the Board of Directors and placed on the agenda for the next meeting of the appropriate committee. The proposer is entitled to explain or justify his proposal at the meeting.

### **4.3 Honorary President, Honorary Members**

- 4.3.1 Any Member may submit written proposals to the Chief Executive Officer nominating distinguished past Delegates for Honorary Membership or for appointment of the past Presidents of the Organisation as Honorary President. These proposals will be approved by the Board of Directors and presented at the General Assembly.

### **4.4 Certificates of Merit**

- 4.4.1 Once a year the Chief Executive Officer shall invite Members to submit written proposals nominating distinguished individuals for the award of a Certificate of Merit for consideration and approval by the Board of Directors and presentation at the General Assembly.

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## 5. WORLDSKILLS COMPETITION

### 5.1 Principles

- 5.1.1 A Member may apply to the Board of Directors to host a Competition. Applications must be made at least five years before the proposed event.
- 5.1.2 Any Member that undertakes to organise a WorldSkills Competition must have experience in the preparation and hosting of large and/or national skills competitions. It would be expected that the applying Member would have participated in a number of recent WorldSkills Competitions and have a solid base of personnel with competition experience across all sectors.
- 5.1.3 The Board of Directors must have:
- Detailed information on the vocational education and training system represented by the Member that makes the offer.
  - Comprehensive information on the Member's level of experience and representation with professional personnel in the skill categories and sectors represented at a WorldSkills Competition.
  - Comprehensive information on the financial resources and physical infrastructure and the level of support in government, education and industry.
  - Any other information requested by the Board.

With these objectives, the capacity of the Member to organise a WorldSkills Competition will be determined by a visit to the Member at the Member's expense by at least two members of the Board of Directors.

Furthermore, the Board of Directors must be certain that the Member, which makes the offer, is fully aware of all its obligations relating to costs, equipment and the necessary infrastructure and respecting WorldSkills' political and denominational neutrality so that all its members are able to participate equitably.

- 5.1.4 Once the applying Members have fulfilled the organisation's hosting requirements mentioned in 5.1.3 they will be invited to submit a formal bid application. The formal bid application will be checked and, if complying, forwarded to the Members for voting at the General Assembly. The voting procedure for Host Members is in sub-section 3.3.
- 5.1.5 The Member hosting the Competition must sign a Memorandum of Understanding (incorporating the Checklist for the organisation of a WorldSkills Competition) as binding for the holding of the Competition and must obtain a written commitment from the public or private institution representative of the Member's country/region. In addition, the Member hosting the Competition must agree to pay EUR400,000 to WorldSkills International in the 4 years up to and including the year of the Competition. The amount of each payment is to be determined between the Organisation and the Member hosting the Competition and set out in the Memorandum of Understanding. The payment is due on 31 March each year. Along with the Hosting Fee there is an additional Secretariat Support and Service Fee of at least EUR400,000 to help build capacity and capability within WSI to provide Hosts with a more cost-effective overall Competition project.
- 5.1.6 The Member hosting the Competition will be responsible for all costs arising from the organisation of a Competition, (including interpreter costs for Committee meetings and the General Assembly and the costs of travel, accommodation and board for the Secretariat and the President), other than the costs of travel, accommodation and board of the Competitors and delegations.

- 5.1.7 Full details of the procedures and agreements to be followed will be set out in a Memorandum of Understanding between WorldSkills and the Host Member which must comply with the Competition Rules, Technical Descriptions and all other official documentation.

## **6. ADMISSION OF MEMBERS**

### **6.1 Grades of membership**

- 6.1.1 There shall be two grades of membership: Members and Associate Members.
- 6.1.2 Associate Members shall have all the privileges of full membership except for the right to vote or stand for election and they cannot enter an official team in the biennial Competition. However, Associate Members may be invited to enter up to three “guest” Competitors in the Competition for the purposes of learning about the Competition. The results of the guest Competitors will not be officially recognised nor will medals (Gold, Silver, Bronze, Medallions for Excellence) be awarded. However, a Best of Nation medal will be awarded if there are at least two Competitors.
- 6.1.3 The Admission Fee and the Annual Fee for Members and Associate Members shall be determined by the Board of Directors and ratified by the General Assembly.

### **6.2 Criteria for membership**

- 6.2.1 A prerequisite for membership and associate membership is acceptance of the Constitution, the Standing Orders and the Competition Rules.
- 6.2.2 Normally only one representative body per country/region will be recognised as a Member or Associate Member.
- 6.2.3 Applications for membership and associate membership must be made in writing and addressed to the Secretariat and be signed by the applying body's official representatives. The application must include:
- Guarantee of payment of the Admission Fee
  - Signed copies indicating acceptance of the Constitution, the Standing Orders and the Competition Rules.
  - Extensive information on the country/region's vocational education and training system and the body's position within this system
  - Names and full contact details of the proposed Official and Technical Delegates
- 6.2.4 The Board of Directors will examine the documents and arrange a meeting with a representative of the applicant body to clarify all questions concerning the application for membership.
- 6.2.5 When an application is accepted by the Board of Directors, the admission must be formally approved at the next General Assembly meeting, and the new Member or Associate Member will have the opportunity of briefly presenting its and the vocational education and training system it represents.
- 6.2.6 Each new Member must pay an Admission Fee of EUR27,000 which includes the Member's Annual Fee during the calendar year of admission. This amount must be transferred to the Secretariat four weeks after admission by the Board of Directors. In the event that a formal approval does not take place, the Admission Fee will be refunded.
- 6.2.7 Admission by the General Assembly is confirmed by means of a Membership Certificate.

- 6.2.8 Associate Members will be given a good insight into the activities of WorldSkills International and gain experience that will help them to achieve full membership. Associate Members will pay an Annual Fee of EUR2,900 - to be deducted from the full membership Admission Fee, to a maximum of EUR8,700.

## **7. FINANCES**

### **7.1 Budget and Accounting**

- 7.1.1 The Financial Year of WorldSkills is the calendar year.
- 7.1.2 The Board of Directors shall submit an annual budget.
- 7.1.3 The proposed budget shall be distributed by the Chief Executive Officer with the papers for the meeting of the General Assembly at which a resolution to approve the budget is on the agenda.
- 7.1.4 The Board of Directors must contain expenditure to stay within the approved budget and approve payments made on behalf of the Organisation by the Chief Executive Officer. However, the Board of Directors shall have some flexibility to reallocate expenditures within the overall budget to reflect changing situations within the year.
- 7.1.5 Each year the Board of Directors shall submit the audited accounts of the preceding financial year to the Members.

### **7.2 Fees**

- 7.2.1 The budgeted amount for Members' Annual Fees is determined by the previous year's total plus a 3% increase. Each Member's Annual Fee is calculated using a module factor that takes into account the population size (up to a maximum of 100 million) of the Member and the number of Competitors and Experts who participated in the previous four Competitions and with a minimum fee of EUR5,600.
- 7.2.2 The Board of Directors shall review the fees regularly and may propose adjustments to the fees to the General Assembly from time to time to reflect changing economic realities.
- 7.2.3 The Annual Fee shall be payable by 31 March each year.
- 7.2.4 Fees are calculated in Euros and shall be paid to the Secretariat in Euros.
- 7.2.5 If a fee has not been remitted by the due date of 31 March, a reminder will be sent to the Member. Should the fee not be paid within 30 days of the due date, a Member shall be charged a penalty of 8% of the fee payable.
- 7.2.6 Members who fail to pay the Annual Fee within 90 days after the due date without explanation shall lose the right to vote or stand for election and they cannot enter an official team in to the Competition. Furthermore, in the absence of any communication, the Board of Directors will make a recommendation to the General Assembly regarding the Member's status.
- 7.2.7 The Board of Directors shall have the authority to waive these payment conditions in the case of special circumstances or financial hardship.



### **7.3 Working capital**

- 7.3.1 In order to meet financial obligations, the Board of Directors will ensure there is working capital at the end of the financial year equal to at least one quarter of the following year's annual budget.

## **8. POWERS AND DUTIES OF THE GOVERNING BODIES AND STANDING COMMITTEES**

### **8.1 General Assembly**

- 8.1.1 The powers of the General Assembly are specified in the Constitution.

### **8.2 Board of Directors**

- 8.2.1 The powers of the Board of Directors are specified in the Constitution.
- 8.2.2 The Board of Directors may set up its own sub-committees and other working groups and establish their terms of reference and membership. The work will be supported by the Chief Executive Officer in agreement with the Committee Chairs.
- 8.2.3 Correspondence from the Board of Directors relating to basic documents and all papers concerning finance must be signed by the President and the Chief Executive Officer.

### **8.3 Strategy Committee**

- 8.3.1 The Strategy Committee's main terms of reference are:
- Setting up of working groups to reflect on and draw up proposals with regard to the aims and objectives of the Organisation
  - Tasks assigned to it by the Board of Directors
  - The promotion of youth exchanges
  - Activities aiming to strengthen the Organisation

### **8.4 Technical Committee**

- 8.4.1 The Technical Committee's main terms of reference are:
- Finding solutions to technical problems concerning the organisation of the Competitions
  - Advising on changes to the Competition Rules
  - Reports from the Board of Directors, proposals to the Board of Directors
  - Tasks assigned to it by the Board of Directors
  - Appointment of Jury Presidents, Chief Experts and Deputy Chief Experts at the Competitions
  - Ensuring that the Technical Descriptions for the respective skills competitions are created according to WorldSkills requirements and updated regularly to reflect the latest technical and related competencies for that skill in modern practice.
  - Setting up uniform marking criteria at the Competitions
  - Setting up uniform admission criteria for Competitors and Experts
  - Proposals on distinctions and awards for Competitors
  - Decisions on admission or cancelling of skills competitions
  - Recommendation on honours and awards
- 8.4.2 The Technical Working Group (TWG) is a sub committee of the Technical Committee. Its terms of reference and membership are determined by the Chair and Vice Chair of the Technical Committee. The Technical Working Group will work on projects and tasks assigned to it by the Technical Committee and/or the Board of Directors.

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## 9. POWERS AND DUTIES OF THE ELECTED AND APPOINTED OFFICERS

### 9.1 President of the Organisation

9.1.1 The President chairs the Board of Directors and his overriding task is to be outward looking, ascertaining and assessing the environment within which the Organisation operates and identifying new opportunities for activity by the Organisation.

### 9.2 Vice President for Special Affairs

9.2.1 As a member of the Board of Directors he has a particular responsibility for new developments in cooperation with the President.

### 9.3 Vice President for Strategic Affairs

9.3.1 The Vice President for Strategic Affairs chairs the Strategy Committee and is a member of the Board of Directors. He has a particular responsibility for organisational and strategic matters in cooperation with the Vice Chair of the Strategy Committee.

### 9.4 Vice President for Technical Affairs

9.4.1 The Vice President for Technical Affairs chairs the Technical Committee and is a member of the Board of Directors. He has a particular responsibility for technical development and skills competence standards in cooperation with the Vice Chair of the Technical Committee.

### 9.5 Vice Chairs

9.5.1 They have additional tasks to their Chair in Committees in specific areas of interest and are members of the Board of Directors.

### 9.6 Deputies

9.6.1 If the President of the Organisation is temporarily incapacitated then the President will nominate who will deputise. For periods of longer than 3 months then the Board of Directors shall decide who will deputise.

9.6.2 If the Chair of any of the Committees is absent, the Vice Chair shall deputise for him.

9.6.3 If no Vice Chair is available, the Committee appoints an interim Chair.

### 9.7 Treasurer

9.7.1 The essential function of the Treasurer as a member of the Board of Directors is to assist the Board to discharge its fiduciary responsibilities in managing the funds entrusted to it by the Members. He reviews requirements for ensuring the quality of the financial system; works in close cooperation with the Chief Executive Officer and auditor; and reports on the annual accounts and the budget at the General Assembly. The Treasurer shall also undertake a risk management role in identifying financial, legal and reputational risks to the organisation, its officers and stakeholders and ensuring that appropriate risk management strategies are in place.

### 9.8 Quality Auditor

9.8.1 The Quality Auditor, appointed by and reporting to the Board of Directors provides an independent and informed view of the procedures and practices used to carry out the Competition with the aim to improve them, and monitors the marking and compilation of accurate results. He is assisted in his work by a Marking System Advisor, nominated by the Chair of the Technical Committee, who is familiar with the detailed operations of the Competition Information System (CIS). The Quality Auditor does not engage in any problem solving activities during the Competition; but rather refers any immediate problems to the Chair and Vice Chair of the Technical Committee.

## 9.9 Chief Executive Officer

9.9.1 The Chief Executive Officer is contracted on a full-time basis and is accountable to the Board of Directors. His primary responsibility is to provide professional management of the Organisation's affairs. This management includes strategic, operational and administrative responsibility. In consultation with the President and other Board of Directors members he: (Strategic)

- works closely with the President in providing the support and execution of matters relating to the President's role and the overall organisation's activities
- works closely with the Chair and Vice Chair of the Strategy Committee in providing the support and pursuit of matters relating to the Strategic Committee
- works closely with the Chair and Vice Chair of the Technical Committee in providing the support and execution of matters relating to the Technical Committee
- works to explore, implement and build effective strategic partnerships
- aligns the Secretariat's operational priorities with the strategic objectives of the organisation and reports on the effectiveness of the outcomes

(Operational)

- organises and prepares meetings of the governing bodies, standing committees and other such committees as directed
- participates in the meetings and ensures minutes are produced in English and circulated within 14 days after the meeting
- ensures that agreed decisions and action items from these meetings that are the responsibility of the Secretariat are carried out
- advises and works closely with the Members hosting a Competition on all strategic and organisational matters as set out in their respective Memorandums of Understanding with WorldSkills
- provides management, administration and services support to the overall Competition
- is responsible for staffing of the Secretariat and management of employees, contractors and volunteers who work for the organisation

(Administrative)

- produces and circulates agendas and supporting documents prior to the meetings
- manages the Organisation's finances within the agreed budget and prepares the annual accounts for audit
- ensures that the organisation's legal and due diligence requirements are met
- manages the various administrative tasks that are the responsibility of the Secretariat

(Marketing & Communication)

- services WorldSkills existing partner relations with Members, sponsors and other organisations
- develops and supports new Members for the organisation
- seeks and develops new sponsors for the organisation
- promotes and markets the organisation and its mission and objectives to the various stakeholders
- provides clear & effective communication to the various stakeholders
- promotes and builds on the existing brand value of WorldSkills

## 9.10 Contracts

9.10.1 No Officer will enter into separate contracts of service for the Organisation with:

- the Organisation's Officers or family relatives of the Officers;
- companies employing family relatives of the Officers;
- companies in which Officers or their family relatives have a financial interest; except when approved by a unanimous vote of the Board of Directors.

## 10. TRANSLATIONS

### 10.1 Languages

10.1.1 The Organisation may recognise no more than three official languages. For a language to become an official language it must be the spoken language of at least three Members, used in their countries as an official language and be approved by the General Assembly.

10.1.2 At present the official languages are English, French and German.

## 11. FINAL RULING

### 11.1 Discipline

11.1.1 A breach of the rules and provisions of the Constitution or the Standing Orders will be penalised. The following disciplinary measures apply:

- warning
- reprimand
- expulsion

11.1.2 Disciplinary punishments will be determined by the Board of Directors. In serious cases, the General Assembly may be convened in extraordinary session.

### 11.2 Effective Date

These Standing Orders were ratified at the General Assembly meeting on 2 October 2011 and replace all previous rulings.

### Revisions

V1.1	Lyon, 11 October 1995	Revised and adapted Cornelis Hubertus Beuk, Daniel Sommer
V1.2	Sao Paulo, 1998	Revised and adapted
V1.3	Montreal, 02.05.99	Revised and adapted
V1.4	Lisbon, 15.06.00	Revised and adapted
V1.5	Auckland, 14.03.02	Revised and adapted: Tjerk Dusseldorp, Daniel Sommer
V2.0	Melbourne, 10.05.06	Revised and adapted: Tjerk Dusseldorp – President David Hoey – Secretary General
V3.0	Calgary, 06.09.09	Revised and adapted : Tjerk Dusseldorp – President David Hoey – Chief Executive Officer
V3.3	London, 02.10.11	Revised and adapted : Tjerk Dusseldorp – President David Hoey – Chief Executive Officer
V3.4	Jeju, 19.05.12	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer