

# Equestrian Australia Limited



EQUESTRIAN  
AUSTRALIA

## **NATIONAL DISCIPLINE COMMITTEE APPOINTMENT AND PROCEDURES POLICY**

**Effective 1 April 2017**

**Last Updated: May 2018**

The Equestrian Australia National Discipline Committee  
Appointment and Procedures Policy are accessible on the  
Equestrian Australia website:

[www.equestrian.org.au](http://www.equestrian.org.au)

## 1. Equestrian Australia National Discipline Committees Classification

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National Discipline Committees (NDCs) can be either State Based or Skills Based. State Based Committees consist of a representative from each State, plus a Riders' Representative. Skills Based Committees consist of five elected members, based on their relevant skills within the discipline, and a Riders' Representative. **This policy is applicable to all NDC's and Sub-Committees.**

### 1.1 Committee Membership

- (a) To be eligible to serve on a NDC, or Sub-Committee, a person must be a member of Equestrian Australia (EA) in a category other than Junior Member and must not be an employee of EA or one of its branches.
- (b) Where an applicant holds a National Team position (eg. National Coach, Chef d'Equipe, National Selector) the final decision of appointment is to be determined by the Board.
- (c) All members, including the Riders' Representative, are entitled to one vote.
- (d) The Riders' Representative must be elected by the EA membership. The NDC will seek nominations for a representative at the discipline's National Championships, or by another suitable forum, and an election process will follow to select the representative. **If only one application for the role is received the NDC will choose to either accept or reject the application (based only on whether the applicant meets the relevant criteria) counting as the single casting vote.**
- (e) Each member will be selected for their experience and skills relevant to the work of the NDC and should include the following:
  - i. A thorough knowledge of the discipline, including a working knowledge of both EA and FEI rules and procedures,
  - ii. Administrative skills including the use of email and MS Office,
  - iii. The ability to think strategically and in the best interest of EA and the whole of the sport,
  - iv. An understanding of issues which impact on the development of the sport in Australia (or the ability to quickly acquire such knowledge),
  - v. Ability to maintain confidentiality, and
  - vi. Be reliable and punctual.
- (f) Each NDC should aim to have an even spread of representation across all facets of the sport (eg. competitor, coach, judge, official, vet, owner or an Organising Committee representative).
- (g) One term equates to two years, **or as otherwise stated.**
- (h) Committee members may serve a maximum of three terms, being six years total, after which they are required to step down from the Committee for a period of at least one year. To ensure appropriate knowledge retention a rotation structure must be implemented. In the case of a newly established Committee, elected members will draw for the following initial terms:
  - i. Two members for a term of one year
  - ii. Three members for a term of two years
  - iii. The Chair will serve for a term of two years
  - iv. Each of these initial terms will count as a full term of two years for the purposes of Committee rotation
- (i) All members of a NDC are required to sign a confidentiality undertaking before

commencing their appointment.

- (j) All members of a NDC serve on a voluntary basis.
- (k) **Co-opting of members is strictly not allowed**

## 1.2 Member Expectations

All members elected to sit on a NDC must meet the following minimum commitment requirements:

- a) Be an active contributor to the NDC,
- b) Endeavor to attend all meetings and actively participate,
- c) Not miss more than two consecutive meetings without notifying the Chair with due cause,
- d) Follow up and complete allocated tasks appointed at Committee meetings,
- e) Respond to correspondence via phone or email in a timely manner,
- f) Agree to have a method of contact information (phone and/or email) published on the EA website, and
- g) Adhere to the EA Code of Conduct.

Failing to meet these requirements may result in a Committee member being stood down as per 3.2(d)

## 2. Appointment Process

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### 2.1 Skills Based Committees

For appointments to a Skills Based Committee, the following procedure is followed:

- a) At least two months before the end of the term of any Committee member, EA will call for nominations from the general EA membership to fill the forthcoming position.
- b) The call for nominations must remain open for a minimum of 50 days.
- c) Any EA member meeting the requirements listed in section 1.1 may nominate, or be nominated, for appointment to a Committee.
- d) EA will form an appointment panel on the following basis:
  - i. One member appointed by the EA Board, as a non-voting member, to Chair the meeting.
  - ii. Three EA State Branch representatives who are to be decided upon amongst the State Branches. These representatives must hold sufficient knowledge on the discipline being discussed. **Should the State Branches be unable to form an appointment panel within 14 working days of the closing date of nominations EA will form the appointment panel.**
  - iii. **Panel members must not be members of the relevant NDC**
- e) After the nominations closing date the Appointment Panel will be sent the applications and must have a minimum of three days to review all candidates thoroughly.
- f) Each panel member, excluding the Chair, has one vote.
- g) The Appointment Panel will partake in a teleconference to discuss the suitability of those nominated. This will provide an opportunity to discuss any concerns before voting occurs.

- h) After the teleconference, Appointment Panel members are required to submit their vote to EA via email, on a confidential basis, indicating their preferred candidate/s **via a ranking system**. This must be done within 48 hours or the vote will not be taken in to account.
- i) Voting by proxy is prohibited.
- j) **The current NDC members will continue to be active until replacement members have been elected**

## **2.2 State Based Committees**

For appointments to a State Based Committee, the following procedure is followed:

- a) Each State Branch must nominate one representative who meets the requirements in 1.1.
- b) Each nomination will be submitted to the Board for ratification.
- c) Each State Branch will also nominate an alternate for its nominated member.
- d) A resignation of sitting Committee members must be re-filled by the relevant State Branch within 14 days.

## **3. Committee Transitions – State to Skills Based**

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### **3.1 Moving from a State Based NDC to a Skills Based NDC**

- a) To move from a State Based NDC to a Skills Based NDC the current Committee must vote and have a majority approval.
- b) No change can be made without Board approval.
- c) If a Committee moves from a State Based to a Skills Based Committee the current Committee, irrelevant of term conclusion, will continue to sit until a new Committee has been appointed.
- d) When appointing the new NDC process 2.1 must be followed.

## **4. Role and Function of the Chair**

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The main role of the Chair is to demonstrate leadership and to ensure effective governance of the NDC.

### **4.1 Appointment of the Chair**

- a) The NDC will elect one of their members or, by a majority vote, a person who is not a member of **the** Committee to be Chair.
- b) Appointment of the Chair is subject to approval from the Board.
- c) The Chair cannot hold the position longer than two consecutive terms, totaling four years. A break of at least one year must follow.
- d) In all cases, even when there is only one person nominated and standing for election, the Committee will be required to cast a vote to appoint the Chair.
- e) Where only one person is nominated and standing for election and this person does not

receive the required majority, the Board will appoint an Interim Chair until a Chair is elected by the Committee with the required majority votes.

- f) Duties of the Chair include but are not limited to:
  - i. Providing leadership to the Committee,
  - ii. Communicating effectively the vision and purpose of the Committee,
  - iii. Ensuring the Committee functions effectively,
  - iv. Planning and conducting meetings in accordance with these Bylaws,
  - v. Chairing meetings appropriately, preserving order in the conduct of those present and confining discussions within the scope of the meeting,
  - vi. Facilitating change where needed and addressing conflict or issues that may arise,
  - vii. Advocating for and representing the Committee and EA as needed,
  - viii. Managing the Committee budget,
  - ix. Handling all matters in an impartial manner,
  - x. Understanding the liaison function with EA, and
  - xi. Compiling Committee meeting agendas in conjunction with the EA Committee Liaison Manager,
  - xii. **Draft meeting summaries to be uploaded to the EA website in a timely manner after each meeting.**

## **5. Resignations, Terminations and Code of Conduct**

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### **5.1 Resignations and Termination**

- a) A Committee member may resign at any time by giving written notice to the Chair of the NDC, the EA CEO or the Committee Liaison Manager.
- b) The resignation will take effect immediately upon receipt of the notice or as otherwise agreed.
- c) As the Board is responsible for the actions of its Committees, it may, notwithstanding the appointments of the State Branches, dismiss all or any members of a Committee and call for replacement members.
- d) If a Committee member has not fulfilled the minimum requirements as outlined in 1.2 they may face being stood down from the Committee at the discretion of the Board.
- e) Should three or more members feel the need to issue a vote of no confidence in relation to another NDC member it must be done in writing, outlining the reason and providing examples, and submitted to the EA Committee Liaison Manager.

### **5.2 Code of Ethics and Good Conduct**

In addition to the EA Code of Conduct members appointed to a NDC are expected to conduct themselves in good grace at all times as representatives of EA. This includes:

- a) Acting honestly and in good faith at all times,
- b) Acting in the interest of the sport as a whole,
- c) Declaring all interests that could result in a conflict of interest,
- d) Being diligent, attending Committee meetings and devoting sufficient time to the Committee as required,
- e) Ensuring avoidance of deception, unethical practice or any other behavior that is, or might be construed as, less than honourable,
- f) Not disclosing to any other person confidential information as outlined in the confidentiality undertaking other than agreed by the Board, EA CEO, NDC or as required by law,

- g) Abiding by Committee decisions once reached and being publicly supportive of NDC decision,
- h) Not doing anything that in any way devalues EA or harms its public image, and
- i) Acting in a responsible manner on social media, which includes, but is not limited to, not commenting on pages or in forums on matters that contradict the decisions or governance of the NDC or EA.

## 6. Committee Procedures

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### 6.1 Convening a Meeting

- a) All meetings are to be conducted by teleconference, electronically, face to face or as otherwise agreed by all members.
- b) All Committee members will be provided with a minimum of 10 days written notice, unless all Committee members agree to hold a meeting at shorter notice.
- c) An agenda will be provided to all Committee members a minimum of three days before the meeting and will be compiled by the Chair with the EA Committee Liaison Manager.
- d) Emergency meetings may be called as and when required.
- e) For State Based Committees, the State Branches will pay for their delegate to attend meetings, EA will pay for the Riders' Representative and NDC Chair.
- f) All travel and costs associated with face-to-face Committee meetings will come out of the NDC budget provided by EA.

### 6.2 Meeting Procedure

- a) A quorum must consist of four members of the NDC.
- b) No business will be conducted unless a quorum is present. If a quorum is not present and cannot be achieved within a short period of time the meeting shall be adjourned and rescheduled.
- c) At all meetings the Committee Chair shall preside. If the Committee Chair is not present or unwilling to act, the meeting shall appoint one of the other Committee members to preside.
- d) All members are expected to be prepared for meetings, having studied the minutes and considered possible action for agenda items. Members are also expected to have sought input from their State **Branch and Committee**, if State Based, or other parties where relevant.
- e) Committee members are expected to follow meeting rules and the instructions of the Chair.
- f) Before casting a vote at a meeting, members must consider the interests of EA and the whole of the sport, in particular of the respective discipline likely to be affected by the decision.
- g) **The Chair or the NDC cannot move any motion put forward, but they can second a motion**

## 7. Rule Changes

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Rule changes are a major function of the NDC and usually come in to effect, each year, on 1 January or 1 July:

- a) Committees must allow a lead-time of at least three months for the implementation of rule changes in their sport.
- b) As an exception if a NDC believes that a rule change is appropriate for safety reasons, they may ask the Board to consider earlier implementation.
- c) The Board, prior to finalisation and implementation of the rule, must approve all rules.