



International  
**Paralympic**  
Committee

## **Chapter 2.4 - Bylaws standing committees**

### **2.4.5 IPC Development Committee bylaws**

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**International Paralympic Committee**

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# 1 Function

## 1.1 Authority

- 1.1.1 The IPC Development Committee is accountable to the IPC Governing Board.
- 1.1.2 The IPC Development Committee shall have no authority that does not come from the IPC Governing Board; the IPC Governing Board has the sole power to grant authority to the IPC Development Committee. The IPC Development Committee may, however, carry out such governance task or monitor performance provided that the IPC Governing Board has specifically delegated this power to the IPC Development Committee.

## 1.2 Role

The IPC Development Committee shall provide advice

- to the IPC Governing Board on all policy matters related to sustainable development of the Paralympic Movement, and
- to the Development Manager on the operational aspects of the development strategy.

The Committee shall in particular have the following roles:

- 1.2.1 Develop and monitor the IPC development strategy (the Strategy);
- 1.2.2 Co-ordinate IPC international development activities focusing on the priority areas;
- 1.2.3 Develop policy, make recommendations to the IPC Governing Board, oversee the distribution, and monitor the IPC development grants, when funds are available;



- 1.2.4 Identify, prioritise, and facilitate partnerships with organisations or institutions that assist in promoting the values and increase awareness of the Paralympic Movement;
- 1.2.5 Identify funding and partnership opportunities to support development projects and programmes included in the strategy;
- 1.2.6 Promote development partnerships and collaboration between IPC member organisations.

## 2 Structure

### 2.1 Composition

The IPC Development Committee shall normally consist of up to six (6) members, including the position of Chairperson. The Development Manager shall be an ex-officio member, with speaking rights only.

### 2.2 Staffing

The IPC Development Committee will be assigned a member of the IPC management team to assist in the work of the DC.

### 2.3 Reporting

- 2.3.1 The IPC Development Manager shall produce written reports/minutes of all IPC Development Committee meetings for distribution to the IPC Governing Board and IPC Development Committee members; all reports shall be archived at the IPC headquarters. The Chairperson of the IPC Development Committee shall approve the reports/minutes prior to distribution.
- 2.3.2 The CEO shall ensure that recommendations to the IPC Governing Board resulting from the IPC Development Committee meetings are included on the agenda of the IPC Governing Board and that the subsequent decisions from the IPC Governing Board are communicated to the members of the IPC Development Committee.



- 2.3.3 The Chairperson of the IPC Development Committee may be invited to attend the meetings of the IPC Governing Board and/or may be invited to give a verbal report at the meeting of the IPC Governing Board on specific topics.
- 2.3.4 A report on the activities of the IPC Development Committee will be developed by the Chairperson of the IPC Development Committee, and will be included in the overall biennial report to the IPC General Assembly.

### **3 Membership**

#### **3.1 Appointment of members**

- 3.1.1 All members of the IPC Development Committee shall be appointed by the IPC Governing Board and their membership shall be ratified annually.
- 3.1.2 The Chairperson of the IPC Development Committee shall be appointed by the IPC Governing Board. The IPC Development Committee Chairperson shall inform the IPC Governing Board of any specific criteria to be considered by the IPC Governing Board when appointing members to the IPC Development Committee; this to ensure the appropriate expertise is available.

#### **3.2 Process for appointments**

- 3.2.1 The IPC membership shall be invited to suggest candidates for consideration by the incoming IPC Governing Board as members of the IPC Development Committee. Such invitations shall be sent by IPC to its members prior to the election of the IPC Governing Board.
- 3.2.2 In addition to considering candidates suggested by the IPC membership, the IPC Governing Board may initiate an active search for suitable candidates to ensure the IPC Development Committee includes the best-qualified individuals.
- 3.2.3 As soon as possible after its election, the IPC Governing Board shall first appoint the Chairperson of the DC, and will then consider the IPC Development Committee's further membership. The IPC Governing Board shall receive membership nominations from the Chairperson of the IPC Development Committee.



### 3.3 Terms of office

Members of the IPC Development Committee shall normally serve for four (4) years corresponding to the term of office of the members of the IPC Governing Board. Members may be reappointed to serve for a next term; there are no limitations to the number of terms members can be reappointed to the IPC Development Committee.

### 3.4 Vacancies

Vacancies in the IPC Development Committee occurring through resignation, death or any other reason should be filled by appointment by the IPC Governing Board, following the nomination by the Chairperson of the IPC Development Committee.

### 3.5 Substitutes

No substitutes are allowed for members of the IPC Development Committee.

## 4 Meetings

- 4.1 The IPC Development Committee will normally hold at least one (1) meeting per year. Any additional meetings must be approved by the IPC Governing Board, which shall normally delegate that authority to the CEO.
- 4.2 All meetings of the IPC Development Committee must be conducted in compliance with the rules outlined in the IPC standing order “The Conduct of IPC Committee Meetings”.
- 4.3 The IPC President and the CEO are ex-officio members at meetings of the IPC Development Committee, with speaking rights only.



## 5 Motions

- 5.1 The IPC Development Committee has the right to submit motions to the IPC General Assembly through the IPC Governing Board, and subject to compliance with the IPC standing order “The Administrative Procedures to be followed prior to IPC General Assemblies”.
- 5.2 The IPC Governing Board may make further recommendations to the IPC General Assembly on all motions submitted by the IPC Development Committee.

## 6 Termination of membership

- 6.1 Membership to the IPC Development Committee may be terminated by the IPC Governing Board following the annual review of the appointments and/or following the recommendation of a two-thirds majority of the full IPC Development Committee, for reasons of not fulfilling his/her duties or any other serious breaches of IPC rules and regulations.
- 6.2 Any individual member of the IPC Development Committee may resign at any time for personal reasons, subject only to the requirement that he/she informs the IPC President in writing of such decision.

## 7 Finances

### 7.1 Annual Budget

The Chairperson of the IPC Development Committee will, in co-operation with the CEO, produce a budget for the IPC Development Committee. The IPC Development Committee budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board and the IPC General Assembly in accordance with the IPC financial policies.

### 7.2 Other Financial Regulations

Any financial regulation for the IPC Development Committee shall be in compliance with the financial procedures issued by IPC headquarters from time to time.



## **8 Dissolution**

The IPC Development Committee can only be dissolved by a decision of the IPC General Assembly.

## **9 Amendments of bylaws**

Any amendment proposed to the bylaws of the IPC Development Committee shall be subject to approval by the IPC Governing Board.