

International Pickleball Federation Inc.

OPERATIONS MANUAL IPF 100-1

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1 FOREWORD

The Board of Directors developed this manual under the direction of the Vice President and the Board of Directors under the authority of the IPF Bylaws.

This manual is designed to answer any questions about federation operations.

This manual is binding on all members, appointed committees and councils, staff, contractors, consultants, all elected officials, or other individuals or companies under contract with IPF. The IPF Legal Adviser will ensure that all contracts and agreements contain provisions for compliance with appropriate sections.

The Board of Directors, effective March 11, 2024, has approved this edition of the manual.

Amendments and additions to this manual are encouraged and should be submitted to secretary@theipf.org.

BY DIRECTION OF THE BOARD OF DIRECTORS

OFFICIAL:

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President, IPF, Inc.

DISTRIBUTION: May be made electronically

- 1 copy to each Member
- 1 copy to each officer
- 1 copy to staff
- 1 copy to Webmaster in PDF for posting on the website

**INTERNATIONAL PICKLEBALL FEDERATION
OPERATIONS MANUAL**

TABLE OF CONTENTS

1 FOREWORD.....	2
CHAPTER I: MEET YOUR INTERNATIONAL PICKLEBALL FEDERATION	5
1.1 HISTORY OF PICKLEBALL.....	5
1.2 THE INTERNATIONAL FEDERATION OF PICKLEBALL.....	5
1.3 INTERNATIONAL PICKLEBALL FEDERATION (IPF).....	5
1.4 IPF AIMS AND OBJECTIVES	5
2 CHAPTER II: FEDERATION MEMBERSHIP	7
2.1 ELIGIBILITY FOR MEMBERSHIP	7
2.2 QUALIFICATIONS CRITERIA	7
2.3 MEMBERSHIP FEES	8
2.4 RIGHTS OF MEMBERS	8
2.5 RESIGNATION AND TERMINATION	8
2.6 NON-VOTING AFFILIATES	8
3 CHAPTER III: FEDERATION ORGANIZATION	8
3.1 INTERNATIONAL ELECTED OFFICERS	8
3.2 APPOINTED OFFICERS:.....	9
3.3 BOARD OF DIRECTORS:.....	10
3.4 BOARD OF DIRECTORS EXECUTIVE COMMITTEE.....	10
3.5 HEADQUARTERS EXECUTIVE STAFF:	11
3.6 COMMITTEES.....	11
4 CHAPTER IV: ANNUAL GENERAL MEETING OF THE MEMBERS (AGM)	15
4.1 PURPOSE	15
4.2 AUTHORITY:.....	15
4.3 NOTICE OF MEETINGS	15
4.4 MEETING ARRANGEMENTS COMMITTEE	15
4.5 QUORUM	16
4.6 CONDUCT OF MEETING:	16
4.7 PROXY REPRESENTATION:	16
4.8 VOTING PROCEDURES	16

4.9 REPORTS.....	16
4.10 RESOLUTIONS/PROPOSALS/MOTIONS	16
4.11 ANNOUNCEMENTS.....	17
4.12 REVOCATION OF PRIOR RULES.....	17
4.13 NOTIFICATION:.....	17
5 CHAPTER V: ELECTIONS.....	17
5.1 ELECTION OF OFFICERS:.....	17

INTERNATIONAL PICKLEBALL FEDERATION OPERATIONS MANUAL

CHAPTER I: MEET YOUR INTERNATIONAL PICKLEBALL FEDERATION

1.1 HISTORY OF PICKLEBALL

The sport of pickleball was invented in the summer of 1965 by Joel Pritchard, Bill Bell, and Barney McCallum of Bainbridge Island, Washington, USA. In 2005, the International States Pickleball Association (USAPA) became a non-profit corporation with a mission to perpetuate the growth and advancement of pickleball on a national level. The USAPA adopted the first official rulebook of the USAPA shortly after its incorporation.

Since 1965, the sport has grown each year significantly in popularity. In the U.S., organized competitions at local, state, and national levels have emerged. Additionally, several countries around the world have started their clubs and are engaged in building their national associations.

The first National Open Pickleball Competition was conducted in Surprise, Arizona, in 2009. In early 2010, a committee was formed to advance the concept of an International Federation of Pickleball (IPF). The IPF was organized under a constitution to perpetuate pickleball's international growth and development. The IPF officially established its Constitution, Bylaws, and Officers in 2015 with the following inaugural member countries: the USA, Canada, Spain, and India. The IPF expanded its Membership to include the following Associations: France, the International Kingdom, and Great Britain.

1.2 THE INTERNATIONAL FEDERATION OF PICKLEBALL

The International Federation of Pickleball (IFP) was incorporated in 2016 to perpetuate the international growth and development of pickleball. Inaugural member countries: USA, Canada, Spain, and India came on board in 2015. Since then, the IFP has expanded its footprint to over 60 member countries and growing as new countries join the IFP to work toward our goal for pickleball to be recognized as an Olympic sport.

The IFP has experienced a phenomenal 360% increase in member countries since 2019. IFP Directors are volunteer leaders responsible for programs that set the global standard for pickleball worldwide, from training IPF Certified Instructors to IFP World Ambassadors to IFP Grant Programs that supply much-needed equipment to remote countries.

While IFP headquarters are based in Arizona, the first IFP Liaison Office was established in Shenzhen, China, in 2020. Since then, liaison offices have opened in Anhui, Guizhou, Hunan, Hainan, Jiangsu, and Henan provinces, to support the enormous potential of pickleball throughout China and greater Asia.

The prestigious Bainbridge Cup Tournament Event was established in 2017, with Spain hosting the IFP's inaugural signature event. With the global support of players, volunteers, and organizations worldwide, no country would be left behind.

1.3 INTERNATIONAL PICKLEBALL FEDERATION (IPF)

The International Pickleball Federation was created in April 2023.

1.4 IPF AIMS AND OBJECTIVES

- Promoting, developing, and popularizing the sport of pickleball throughout the world.
- Governing and administering the sport of pickleball in all countries and continents in a non-discriminatory way.
- Maintaining and publishing the decisive text on the Bylaws, Rules, and Regulations, introducing such changes as are desirable, and doing all that is necessary to uphold them and to achieve uniform interpretation.
- Promoting the highest degree of sportsmanship and integrity among the players.

- Organizing, conducting, and presenting international tournaments and events at the highest level.
- Supporting the development of players, coaches, officials, and event organizers.
- Encouraging and developing the sport with differently-abled people.
- Encouraging the formation of new Members and fostering collaboration for the good of the sport worldwide.
- Creating mutually beneficial partnerships to develop and promote the sport.
- Employing the funds of the Federation to achieve development and growth of the sport consistent with these purposes and objectives.
- Maintaining the highest standards of transparency and accountability in managing the financial resources of the IPF.

CHAPTER II: FEDERATION MEMBERSHIP

2.1 Eligibility for Membership

Application for voting membership shall be open to any IPF-recognized pickleball organization.

2.2 Qualifications Criteria

Organizations must meet the following qualification criteria for a candidate or full member status to become a member of the Federation.

Qualification Criteria

Criteria	Full Member	Candidate Member	Qualification Documents
1. Is the organization registered as a sports association with the appropriate ministry or department of the organization's country (if applicable)?	Yes	Yes	
2. Can the organization provide a copy of its Articles of Incorporation?	Yes	Yes	
3. Can the organization provide a copy of its Bylaws?	Yes	Yes	
4. Does your organization have liability insurance coverage for the organization, officers, and directors?	Yes	Yes	
5. Does the organization engage as a seller or manufacturer of any pickleball products?	No	Yes	Complete Conflict of Interest Declaration
6. Did the organization provide a High-Resolution Logo Image in PNG Format?	Yes	Yes	
7. Has the organization paid the membership fee?	Yes	Yes	
8. Does the organization have the following membership: a. For countries with a population of 5 million or less 500 organizational members. b. For countries with a population of 5 million or more – 1,000 organizational members.	Yes	Yes	
9. Is the organization recognized as the National Governing Body (NGB) for pickleball by the appropriate ministry or department or; Is the organization recognized by the National Olympic Committee (NOC) for their country?	Yes	No	

2.3 Membership Fees

The yearly membership fee for each category of membership is:

1. Candidate Membership – USD 1.00 per member per year.
2. Full Member – USD 3,000 per year.

2.4 Rights of Members

Each member shall be eligible to appoint one voting representative to cast the Member's vote in federation elections and at the Annual Meeting of the Members.

2.5 RESIGNATION AND TERMINATION

Any member may resign by filing a written resignation with the Secretary. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. A member can have their Membership terminated by a majority vote of the board.

2.6 NON-VOTING AFFILIATES

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations seeking to support the corporation's mission. The board, a designated committee of the board, or any duly elected officer in accordance with board policy shall have the authority to admit any individual or organization as an affiliate, recognize affiliates' representatives, and make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition, and media coverage at fundraising activities, clinics, other events, or at the corporation website. Affiliates have no voting rights and are not members of the corporation.

3 CHAPTER III: FEDERATION ORGANIZATION

The International Pickleball Federation is an international sports organization for pickleball. The following is the organizational structure of the Federation.

3.1 INTERNATIONAL ELECTED OFFICERS:

3.1.1 President:

The President is the principal executive officer of the Federation and shall, in general, supervise and control all of the business affairs of the Federation. The President shall serve as Chairperson of the Board of Directors and the Executive Committee. The President shall make all required appointments of the Chairperson for the Annual General Meeting of the Members and all standing and special committees with the approval of the BOD. Additionally, the President signs, with the Secretary or other proper officers of the Federation authorized by the BOD, all deeds, mortgages, bonds, contracts, or other instruments which the BOD has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the BOD, the Bylaws, or by statute to some other officer or agent of the Federation. The President performs all duties incident to the Office and such other duties as may be prescribed by the BOD.

The term of the Office of the President is two years.

3.1.2 1st Vice President:

In the absence of the President or due to inability or refusal to act, the 1st Vice President (or in the event there be more than one Vice President, the 1st Vice President in the order of their election) shall perform the duties of the President, and when so acting, shall have all the powers and authority of and be subject to all the restrictions upon the President. Additionally, the 1st

Vice President assists the President and performs such other duties as may be assigned by the President or the BOD.

The term of the Office of the 1st Vice President is two years.

3.1.3 2nd Vice President:

The 2nd Vice President is a member of the Board of Directors. The 2nd Vice President will be nominated and elected from a continent not represented on the Board of Directors. The 2nd Vice President is second in the line of succession to replace the President directly after the 1st Vice President. The 2nd Vice President will act as a BOD representative to a standing committee as directed by the President.

The term of the Office of the 2nd Vice President is two years.

3.1.4 3rd Vice President:

The 3rd Vice President is a member of the Board of Directors. The 3rd Vice President will be nominated and elected from a continent not represented on the Board of Directors. The 3rd Vice President is the third in the line of succession to replace the President directly after the 2nd Vice President. The 3rd Vice President will act as a BOD representative to a standing committee as directed by the President.

The term of the Office of the 3rd Vice President is two years.

3.1.5 Secretary:

The Secretary assists the President in conducting the official business of the Federation in such manner as the President may require and shall perform such other duties as provided in this manual and shall:

- Ensure that a record is prepared and maintained of the minutes of the meeting of the members, the National Board of Directors, the Executive Committee, and the National Board of Directors of the Federation.
- Ensure adequate notification is provided to the members and the board of Directors of the time and place for all scheduled meetings.
- Ensure complete files of the affairs of the Federation are maintained, including all official correspondence.
- Ensure that a file is maintained for each Member of the Federation, including the most recent address furnished by the Member.

In general, perform all duties incident to the Office of Secretary and such other duties as may be assigned by the President or the BOD

The authority of the Secretary shall be requisite to the proper performance of the Office and the duties stated herein.

The term of the Office of the Secretary is two years.

3.2 APPOINTED OFFICERS:

3.2.1 Treasurer:

The Treasurer is a member of the Board of Directors. The President appoints the Treasurer with the consent of the BOD. The Treasurer does not have a vote on the Board of Directors. The Treasurer shall institute and maintain proper and accurate financial records of the Federation in addition to such other duties as provided in this manual and:

- Have charge and custody of and be responsible for all funds and securities of the Federation.
- Account for all monies received, receive and give receipts from whatever source and deposit the funds in insured banks and trust companies or invest them for the credit of the Federation as directed by the BOD.
- Prepare all drafts and checks against funds of the Federation.
- Keep records posted to date and available for review by any member or audit at all times. Render a monthly report to the BOD Executive Committee on the financial status of the Federation.

In general, perform all duties incident to the Office of Treasurer and such other duties as may be assigned by the President or the BOD.

3.2.2 Legal Adviser:

The Legal Adviser is a member of the Board of Directors. The President appoints the Legal Adviser with the consent of the BOD. The Legal Adviser shall provide legal advice to the officers and the BOD of the Federation on an as-needed basis.

3.3 BOARD OF DIRECTORS:

The BOD shall consist of the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Legal Adviser, Executive Vice President, a representative from the International Pickleball Academy, International Pickleball Investment Corporation, and the International Pickleball Cooperative Tournament Corporation.

The representatives from the International Pickleball Academy, International Pickleball Investment Corporation, and the International Pickleball Cooperative Tournament Corporation are appointed to the BOD with the majority consent of the BOD.

The Board of Directors has six seats that are open to benefactors. Benefactor seats are filled on a first-come, first-served basis for two years. Benefactor board members can be reappointed for an unlimited amount of terms.

3.4 BOARD OF DIRECTORS EXECUTIVE COMMITTEE:

The President shall appoint an Executive Committee (EXCOM) consisting of the President, 1st Vice President, 2nd or 3rd Vice President, Secretary, Treasurer, Legal Advisor, Executive Director, and Executive Vice Presidents.

The Executive Committee shall exercise, between formal meetings of the BOD, such power of the BOD as the BOD shall give it, except that the Executive Committee shall not have the power to:

- Repeal or amend the Federation Bylaws.
- Appoint or remove any BOD member, the Federation's elected officer, or any Executive Committee member.
- Adopt a plan of merger or consolidation with another organization.
- Authorize the sale, lease, exchange, or mortgage of assets of the Federation.
- Authorize the dissolution of the Federation.
- Adopt a plan for the distribution of the Federation assets.
- Amend or repeal any proposal of the BOD unless such proposal provides terms that it may be amended or repealed by the Executive Committee.

The appointment of this committee and the delegation to it of authority shall not relieve the Directors of any responsibility placed upon them by law.

Each Member of the Executive Committee shall continue as such until the next Annual General Meeting of the Members of the Federation and until a successor is elected unless the committee is sooner terminated or unless a member is removed from such committee.

The Executive Committee Chairperson may call committee meetings at such times and places as expedient. Members of the EXCOM must be able to attend the meetings, either in person or by approved electronic meeting media.

Voting: Each Member appointed to the Executive Committee (EXCOM) shall have one vote. To preclude the occurrence of a lack of a quorum when an EXCOM session is called, it is recommended that each EXCOM member prepare a proxy authorizing the "Presiding Officer" of the session to allocate the proxy and vote to a member who is knowledgeable regarding the operations of the Federation and is a frequent attendee at EXCOM sessions.

3.5 HEADQUARTERS EXECUTIVE STAFF:

The hub of the International Pickleball Federation is the headquarters staff, which consists of a virtual operations capability to conduct the day-to-day business of the Federation. In addition to handling the Federation's administrative functions, all staff members are employed and salaried by the International Pickleball Federation.

The key positions on the staff are the following positions:

- Executive Director
- Office Manager
- Membership Programs Manager
- Bookkeeper

Relationship between members of the staff and the Board of Directors: Members of this staff, except the Executive Vice President, shall not initiate any dealings with the BOD except pursuant to their assigned duties or as otherwise explicitly authorized by the Executive Vice President. Conversely, members of the BOD shall not request services or data from such staff members unless authorized by the President. Nothing herein shall preclude direct contact between members of the BOD and the Executive Vice President, or vice versa, or the submission of routine requests similar to those made by members not holding Office.

Duties of the Headquarters Executive Staff:

- Executive Director (ED): The ED is the full-time administrative Director of the Federation and staff and shall assist the national officials in conducting the official business of the Federation. The E.D. attends Executive Committee meetings as an ex-officio member.
- Office Manager:
- Membership Programs Manager:
- Bookkeeper:

3.6 COMMITTEES.

Committees provide critical services and support to headquarters operations. The committees are varied and comprise volunteer federation personnel from member countries worldwide.

3.6.1 Standing Committees:

The following committees are "Standing Committees." Unless otherwise noted, the committee members shall be selected by the committee chair and approved by the President or 1st Vice President.

3.6.1.1 Executive Committee: Membership is specified in Chapter III, a, 4.

3.6.1.2 Past Presidents Council (PPC):

The Past Presidents Council shall consist of all past Presidents of the Federation. The PPC shall provide advice and Counsel to the President, Executive Committee, and BOD on matters relevant to the management and operations of the Federation. The Chairperson shall be elected by the Council and serve for a period equal to the elected officials' tenure (normally two years). Past presidents holding an elected or appointed official will not serve on the PPC. Members of the Past Presidents Council shall not be compensated for services rendered. However, they may be reimbursed for incidental and necessary expenses incurred as provided for in the Bylaws in performing their duties and for special missions as directed by the National President or the National BOD.

3.6.1.3 Annual General Meeting of the Members Committee:

- Functions: It shall be the function of this committee to complete the arrangements, less the program, for the meeting. Arrangements shall include but not be limited to: meeting hall with head table and P.A. system; entertainment for banquet and cocktail hour; offices for Federation and committee administrative staff; security of ballots; billeting for visiting members, their families and dignitaries; office automation and communications support; secretarial support; telephones; transportation for visiting members and dignitaries to include those arriving by commercial modes; reproduction equipment; decorations, advertisement; photographic coverage; preparation and distribution of reservation/registration forms to national representatives; Teller Committee; Credentials Committee; registration of members upon arrival; escorts for visiting dignitaries; schedule of events for wives and dependents during meeting hours. The final packet shall be submitted to the Board of Directors for approval during the BOD meeting. The Meeting of the Members Arrangements Committee shall normally be composed of members from the Annual Meeting of the Member's host nation.

- Composition: Total members: Nine (maximum)

- Chairperson: The President will appoint a designated representative from the host nation in consultation with the host nation's President.

- Appointed members: Appointments shall be made from the general Membership by the host nation President on the advice of the Chairperson.

3.6.1.4 Nominations Committee:

- Functions: The Nominating Committee shall canvas from each country at least one hundred and twenty (120) days before the convening of the Annual General Meeting of the Members for those offices that are about to expire. The recommendations and declaration letters will be verified before the candidates' names are published. The committee shall prepare the final ballot as provided in the Bylaws. Said ballot will be distributed to the Membership as provided in the Bylaws.

- Composition: Total members: 3 Three (minimum); 9 Nine (Maximum)

- Chairperson: (Appointed by National President)

- Appointed members: The Chairperson will canvass the country members for and nominate individuals to serve on the committee. The Chairperson will submit one representative from each continent to the National President or 1st Vice President to appoint to the committee. The National President or 1st Vice President shall appoint two (2) or more members from the nominated individuals to serve on the committee.

3.6.1.5 Credentials Committee:

- Functions: The Credentials Committee will verify the country's Membership in the

Federation and make recommendations to the BOD regarding the eligibility of each Member to vote in an election and the right to participate in and vote at the Annual General Meeting of the Members. The committee shall be available to the Membership at the Annual Meeting of the Members to certify the vote on any matters before the annual meeting. The Credentials Committee shall report to the Meeting of the Members after the introductory addresses and before the enactment of any other business.

- Composition: Total members: 3 Three (minimum); 9 Nine (Maximum)
- Chairperson: (Appointed by the President)
- Appointed members: The Chairperson will canvass the country members for and nominate individuals to serve on the committee. The Chairperson will submit one representative from each continent to the National President or 1st Vice President to appoint to the committee. The National President or 1st Vice President shall appoint two (2) or more members from the nominated individuals to serve on the committee.

3.6.1.6 Tellers Committee:

• Functions: It shall be the duty of this committee to tabulate and report the results of voting by the Federation membership on elections of the Federation officers and any other matters which require voting. The committee chairperson, upon appointment, is authorized to establish whatever administrative requirements to administer voting before and during the Annual General Meeting of the Members. The Teller Committee shall normally be composed of members from the Annual Meeting of the Members host nation.

- Composition: Total members: Five (maximum)
- Chairperson: (Appointed by National President)
- Appointed members: Four members shall be appointed from the general Membership by the National President on the advice of the Chairperson.

3.6.2 Optional Committees:

The President or the Board of Directors may selectively establish additional committees when appropriate. When established, they will be a supplemental part of the standing committee structure:

- 3.6.2.1 Budget/ Finance Committee
- 3.6.2.2 Public Relations Committee
- 3.6.2.3 Administrative Management Committee
- 3.6.2.4 Awards Committee

3.6.3 Frequency of Committee Meetings:

Committees shall meet as needed when called by the Chairperson of the committee. The committee chairperson will establish the meeting time and place with the staff liaison representative. In some instances, it may be necessary for a committee to provide continuity and to assist in accomplishing the tasks assigned to the committee by the BOD and the President. In such instances, the committee may take any action that may be taken at a formal meeting of the committee, without a meeting if consent is in writing, setting forth the action so taken shall be signed by all of the committee members.

3.6.4 Committee Agenda:

An agenda will be prepared by the committee chairperson and forwarded to each committee member at least fifteen (15) days before the scheduled formal meetings.

3.6.5 Committee Quorum:

A majority of the committee members shall constitute a quorum for the transaction of business at any formal committee meeting, and a majority vote by the committee members is necessary to adopt any matter presented to the committee.

3.6.6 Rules of Order:

Any committee may adopt rules for its government not inconsistent with this manual or with rules adopted by the National Board of Directors.

3.6.7 Jurisdictional Disputes:

When there is a jurisdictional dispute between committee chairpersons, each shall endeavor to resolve the dispute with the other. If they cannot reconcile their differences, both shall present the matter to the President, who shall decide the issue.

When a dispute arises between a committee chairperson and the staff liaison representative, both shall endeavor to resolve the dispute amicably. If they fail to do so, both shall present the matter to the President, who will decide the issue.

3.6.8 Compensation:

Members appointed or assigned to a federation committee, Council, or group will not be compensated for their services. However, the expenses of committee members to duly attend convened committee meetings shall be borne by the Federation, if possible, in the same manner as provided in the Bylaws.

3.6.9 Appointment to Committees:

In the selection of the Chairperson and members of committees, the National President or 1st Vice President shall, to the extent possible, endeavor to balance the structure of each committee by appointment of members of all continents. Committee members may, in some cases, not be members or may be paid employees of the Association. The President or 1st Vice President will make all committee appointments for established committees as soon as possible after the election but in no event later than sixty (60) days from the date of election or date of establishing a committee requirement. The appointment shall be for the same duration as the President's term of Office unless sooner terminated by death, disability, or removed by the Board of Directors if it is judged in the best interest of the Federation.

3.6.10 Vacancies:

Vacancies in the Membership of any committee shall be filled by appointments made in the same manner as provided in the case of the original appointments.

3.6.11 Term of Office:

Each committee member shall continue in that position until the next Annual General Meeting of the Members and their successor is appointed unless the committee is terminated sooner, or such Member is removed from the committee or ceases to qualify as a member.

3.6.12 Special Committees:

The President or 1st Vice President is authorized to establish special committees, ad hoc groups, or task forces when appropriate to accomplish a given task, which established standing committees cannot achieve.

4 CHAPTER IV: ANNUAL GENERAL MEETING OF THE MEMBERS (AGM)

4.1 PURPOSE:

The purpose of the AGM meetings shall be to review the progress of the short- and long-range objectives and programs of the Federation. To consider matters referred to the Board of Directors by the National Council of Presidents; and to take formal action on those proposals and recommendations submitted by national representatives and any special/standing committees.

4.2 AUTHORITY:

4.3 NOTICE OF MEETINGS:

Notice of the AGM shall be given at least thirty (30) days prior to the date of the meeting. Notice shall be by written notice delivered personally, sent by mail, telegram, or E-mail to each National representative at the point-of-contact information on file in the Federation records. Other electronic methods that provide positive delivery receipts may also provide such notice. The attendance of a National Representative at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at nor the purpose of the meeting need be specified in the notice or waiver of notice of the such meeting unless specifically required by law or this manual. Attendance at the AGM is mandatory. Excused absences may be requested as provided in the Bylaws.

4.4 MEETING ARRANGEMENTS COMMITTEE:

- Functions: It shall be the function of this committee to affect the complete arrangements, less the program, for the AGM. Arrangements shall include but are not limited to a meeting room with a head table and recording devices, a designated seating area for official visitors and national representatives, and a designated seating area for members.
- Billeting for visiting national representatives, billeting for visiting members, and escorts for visiting dignitaries.
- Transportation for visiting national representatives and members to include those arriving by commercial modes.
- Advertisement of meeting, photographic coverage' preparation and distribution of registration/reservation to AGM; advance registration of national representatives and members; and registration of national representatives, National representatives, and members upon arrival at the meeting location. They will also provide the necessary support equipment, such as computer projectors, screens, computers, printers, and telephone access.
- Composition: Total Members: Five (5)
- Chairperson: (To be appointed by National President).
- Appointed members: Four (4) members of the general Membership shall be appointed by the National President on the advice of the Chairperson.
- Staff Liaison Representative: National Headquarters staff.
- REGISTRATION: Whenever possible, national representatives should register in advance as provided by the Arrangements Committee. This will ensure that national representatives receive the accommodation and services they desire. national representatives unable to pre-register may do so upon arrival at the designated meeting location.
- IDENTIFICATION: The arrangement committee shall devise and furnish appropriate identification pins, badges, or stickers as necessary.

- **PROGRAM:** The AGM meeting program shall be prepared and approved by the Board of Directors and published on the website sixty (60) days before the meeting.

4.5 QUORUM:

10% of the member nations at the time of the AGM shall constitute a quorum for the transaction of business at any AGM. However, suppose less than 10% are present at said meeting. In that case, a majority of the national representatives present may adjourn the meeting from time to time without further notice to obtain a quorum.

4.6 CONDUCT OF MEETING:

The Articles of Incorporation, current Bylaws, and Operations Manual of the Federation shall govern as the basic rule of the AGM.

The rules contained in Roberts' Rules of Order, current edition, shall govern the AGM meetings in all cases to which they are applicable, providing they are not inconsistent with the Articles of Incorporation, current Bylaws, and the Operations Manual of the Federation.

The President shall appoint a Parliamentarian for the meeting. The function of the Parliamentarian is to advise the Presiding Officer on rules and questions of rules.

4.7 PROXY REPRESENTATION:

By written, signed proxy, nations may identify another national representative official to vote in their name. A method of electronic message that provides assured authorship may be used to give such a proxy. National representatives utilizing their authority by proxy shall be counted as being in attendance for quorum purposes.

4.8 VOTING PROCEDURES:

Voting shall be by a show of hands if the meeting is in-person or by electronic voting if the meeting is virtual and/or both. The allocation of votes is that each national representative shall have a single say on matters before the AGM. Any action or proposal brought before the AGM shall be decided by a majority vote (50% + 1) of the national representatives present.

Any abstention from a vote will not reflect yea or nay and will not be considered nor weighed as adopting or defeating any measure.

4.9 REPORTS:

All reports rendered by national representatives or committees and other material for the permanent record shall be in writing and sent to the National Secretary after presentation to the assembled national representatives no later than 10 business days following their presentation.

4.10 RESOLUTIONS/PROPOSALS/MOTIONS:

- All business to come before AGM, except administrative matters, shall be a written motion, a proposal, or a resolution. The Executive Committee shall receive research and put all business from all nations and committees into a correct resolution format. The President or Legal Advisor is responsible for determining if any submitted resolution is legal, has not been addressed by another resolution, and, when presented to the nations, is in a clear, concise, understandable format utilizing IPF Form XXX-2. All resolutions/proposals/motions offered by nations shall be in writing, signed by the originator author and the individuals who second the action, and shall include any necessary background and legal considerations. These actions shall be sent directly to the President or Legal Advisor.
- The national representatives proposing any resolution/proposal/motion shall be allowed to explain the need for a motion at the AGM.

- Authors of resolutions/proposals/motions shall restrict their subjects to matters relating directly to the Federation. The discussion will contain only provable facts and not refer to hearsay information.
- The President or Legal Advisor will not change the basic idea of an author's suggestion when rewriting it for presentation.
- The Federation Committees shall submit proposals to the AGM with the committee's recommendation for appropriate action.
- Nations are encouraged to submit their proposals to arrive at the Headquarters no later than sixty (90) days before the AGM.

4.11 ANNOUNCEMENTS:

Notices for the announcement to the AGM shall be in writing, signed by the person (or proper representative of the person) under whose authority the announcement is issued, and shall be sent to the desk of the Secretary for recording.

4.12 REVOCATION OF PRIOR RULES:

All prior standing rules, procedures, and amendments thereto are hereby revoked and shall become null and void immediately upon the effective date of this Operations Manual.

4.13 NOTIFICATION:

This Operations Manual shall be provided to each nation. National representatives are encouraged to familiarize themselves with the contents of this manual. Reference copies will be available at each meeting.

5 CHAPTER V: ELECTIONS

5.1 ELECTION OF OFFICERS:

The election of International Pickleball Federation officers will be accomplished by electronic ballot. The electronic ballot will be conducted based on the rules of the AssociationVoting.com website.

- The Tellers Committee chairperson will report the election results during the AGM's last day.
- A candidate shall not be required to be present at the meeting as a prerequisite for election to Office.
- Any candidate elected to Office shall be elected by a plurality vote (plurality meaning the largest number of votes cast for that particular Office)