



World Water Safety

## **INTERNATIONAL LIFE SAVING FEDERATION**

Gemeenteplein 26 – 3010 Leuven – Belgium  
Tel: (32.16) 89.60.60 – E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be) - Web: [www.ilsf.org](http://www.ilsf.org)

### **ILS POLICY – POL 01**

## **ELECTRONIC BUSINESS POLICY**

### **POLICY STATEMENT**

The ILS is a Worldwide not for profit organisation which has a mission to enhance the safety and preservation of human life in the aquatic environment. This mission requires considerable communication, coordination and facilitation with countries, various government and other organisations and individuals around the world involved with lifesaving services, research, development of water safety, lifesaving sport and associated areas. This role also requires the ILS to interact with international federations and other organisations sharing similar humanitarian goals.

In a contemporary and global society, the ILS is required to efficiently and effectively deal with a wide range of administrative and business communications which are timely and cost effective.

The advent of wireless and high speed technology on the world stage and the ongoing and increasing use web sites, e-mail, voice over internet protocol (VOIP) phone services, video conferencing and other forms of electronic systems are now accepted forms of doing business by governments, the corporate and the not-for-profit sectors around the world.

The ILS shall, within its financial and technological capacity and that of its members, use contemporary and changing technologies and current business practices to facilitate its decision making, day to day communications, dissemination of policies, standards and publications, business operations in order to:

- Improve the timeliness of communication, decision making and business operations.
- Facilitate on demand access to current information.
- Increase the number and diversity of members and volunteers involved in programme development and decision making.
- Reduce time and cost associated with travel, communication, programme delivery, member servicing and business operations.

### **DAY TO DAY COMMUNICATION AND BUSINESS OPERATIONS**

The ILS shall use electronic means as its primary mechanism for day to day communication with all members, partners, volunteers, related organisations and business associates.

The ILS must be able to produce a hard copy record of all decisions and official communications. Text messaging is therefore not an acceptable form of communications for this purpose and should not be used as a decision making tool. Where decisions are made during teleconferences, minutes or a formal file note should be recorded.

## **DECISION MAKING**

The electronic decision making rules are given in Chapter 9 of the ILS Bye-Laws.

Voting by means of facsimile or e-mail will be permitted for all matters including secret ballots but must be endorsed by the Board of Directors for matters relating to the General Assembly and by the President for matters relating to the Board of Directors.

Voting by facsimile or e-mail of Commissions and Committees shall be conducted as outlined in the ILS Bye-Laws.

## **PURPOSE**

The purpose of this policy is to outline the approved electronic communications practices used by the ILS. These include:

- All forms of email correspondence including any approved ILS documentation and proformas.
- Facsimile communication where it is the only form of electronic transfer available.
- Postal ballots.
- Tendering, Invitation of Offers/Requests for Proposals.
- Telephone, VOIP and video conferencing.
- Access to the ILS official website, reference and other policy documentation.

## **PROCEDURES**

### **General**

- English is the official language of the ILS and preferred method of electronic communication for all administrative and business procedures. While increased capacity to deliver services in multiple languages is recognised as an important future goal, the ILS does not currently have the financial capacity to retain paid translation services. Limited translation is dependent upon the good will and availability of volunteers. Significant delays in response should be foreseen when communication is initiated in languages other than English.
- The preferred method of meeting and decision making shall be determined by the Board of Directors, Commission or Committee respectively from time to time. Electronic voting may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an e-mail vote or discussion is agreed to. Voting during conference call meetings is allowable and should be recorded in the minutes of the meeting.

## **General Assembly and Board of Directors**

All arrangements for electronic ballots for the General Assembly and Board of Directors shall be carried out under the direction of the ILS Secretary General who must clearly administer the following:

- The ballot paper to be used.
- The calling and closing dates for the ballot which must be clearly set out on the ballot paper and in accordance with the Bye Laws (Article 9.4.) including that the result of the postal ballot is verified by parties who will not be affected by the outcome of the vote (independent parties) and who are selected by mutual agreement by the ILS President and the ILS Secretary General.
- The address for lodgement of the electronic vote.
- Recording of the results of the particular ballot in the minutes of the relevant body.
- Promulgation of the result of the ballot to all ILS Member Federations/Organisations.

Any Member Federation/Organisation or member of the ILS Board of Directors who was eligible to cast a vote on an electronic ballot may, within 15 days of the results of the ballot being published, request an audit of the results of the vote. Such audit shall be undertaken by an independent, unconflicted individual, appointed by the Chancellor.

In accordance with the Bye Laws (Article 9.9.), the electronic voting records for all Board of Directors and General Assembly matters are to be destroyed by the ILS Secretary General once the ballot result is declared and recorded in the minutes of the next meeting of the relevant body.

Electronic ballots shall not be used for matters related to the Constitution or Bye-Laws, dissolution and liquidation of the ILS except in exceptional circumstances.

## **Commissions and Committees**

Procedures for electronic ballots within Commission and Committees shall be approved by the Commission. The Commission Chair shall be informed of all such ballots and verify the outcomes. A record of electronic ballots shall be maintained until such time as the results of the ballots have been recorded in the minutes of the related Commission and/or Committee.

## **Circulation of documents and communications generally**

It is accepted the ILS procedure for all general communications, meeting notices, minutes, reports, nominations, ballots (where approved) correspondence and other material relating to the general business administration and management of the ILS to be circulated by electronic mail to the Board of Directors, Members and other recipients.

In instances where electronic mail is not possible the mail should be posted to the registered postal address or forwarded by other electronic means such as facsimile to the nominated address of the person or organisation.

In instances when a timely response is required the sender should clearly state the time and place for receipt of the information in the particular form of electronic communication.

## **Telephone, Voice Over Internet Phone (VOIP), Video Conferencing**

Telephone, VOIP and video conferencing are allowable means of communication to facilitate meetings, discussions and decision making by the Board of Directors, Commissions and Committees of ILS. Minutes and file notes should be recorded in the form appropriate to such communications.

Such means of communication should follow the ILS policy in relation to the appointment of the chair of the discussion / meeting and voting procedures. Accepted meeting procedures should be followed in all electronic conferencing.

### **Access to ILS Official Website, reference and other policy documentation**

The ILS will provide all Member Federations/Organisations with electronic access to the ILS website, the ILS policies and available reference material. The ILS will determine which material on the official website has open access to all users.

As resources become available, the ILS will develop appropriate protocols and restricted access to identify the ILS volunteers to allow on line chat room and information sharing.

The ILS will appoint custodians for the specialist information recorded on the website and once systems are in place these individuals will be responsible for updating information and monitoring chat room communications.

The ILS Secretary General will be responsible for ensuring that updated policies and other reference material are posted at regular intervals.

### **Electronic Tendering and Invitation of Offers**

As a general business practice, the ILS will adopt formal bidding procedures including formal presentations and submission of formal bidding documentation and incorporating formal tender administration in accordance with the ILS policy.

The ILS may adopt the use of electronic tendering practices for the invitation of tenders, offers and bids in specific instances with the prior approval of the Board of Directors on the recommendation of the ILS President, ILS Secretary General or Business Commission

For specific tenders such as bids for the Lifesaving World Championships and the World Conference on Drowning Prevention (WCDDP) formal ILS bidding procedures will be in accordance with the bid documents.

E-mail communications between the ILS appointed Bid Administrator and the bidders will be an accepted form of communication during the tender period to clarify documentation issues and post bid to clarify the bid or related matters.

## **FORMS**

Ballot Form for General Assemblies: Appendix 1

Ballot Form for Board of Directors: Appendix 2

Policy approved by the Board of Directors on 01/10/2007 and on 03/09/2016.



## INTERNATIONAL LIFE SAVING FEDERATION BALLOT – GENERAL ASSEMBLY

This ballot is allowed under Article 9. of the ILS Bye-Laws.

**FEDERATION/ORGANISATION (Name):**

warrants that it is a Full Member of ILS as at the date in A. below.

- A. The calling date for this ballot is (date)
- B. The closing date for this ballot is (date)
- C. The number of eligible votes for this vote is (date)
- D. The number of votes required to carry this vote is (date) being a majority of (nr) %.

Only Full Members in good standing as at the date in A. above may vote.

A Full Member may request that the ballot be a secret ballot.

Full Members are encouraged to cast their vote as soon as possible. Once a vote is cast and received by the ILS Headquarters it cannot be changed. Please e-mail or fax your vote to the ILS Secretary General: E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be).

### Motion

That ....

DECISION	YOUR VOTE (please tick)
YES, my Federation/Organisation is in favour to the motion presented.	
NO, my Federation/Organisation is not in favour to the motion presented.	

My Federation/Organisation would like this vote managed as a secret Ballot	
--	--

Vote completed by (duly authorised officer of the above Federation/Organisation): Name and Forename	
Date:	



## INTERNATIONAL LIFE SAVING FEDERATION BALLOT – BOARD OF DIRECTORS

This ballot is allowed under Article 9. of the ILS Bye-Laws.

**DIRECTOR** (Name):

- A. The calling date for this ballot is (date)
- B. The closing date for this ballot is (date)
- C. The number of eligible votes for this vote is (date)
- D. The number of votes required to carry this vote is (date)

Only Directors in good standing as at the date in A. above may vote.

A Director may request that the ballot be a secret ballot.

Directors are encouraged to cast their vote as soon as possible. Once a vote is cast and received by the ILS Headquarters it cannot be changed. Please e-mail or fax your vote to the ILS Headquarters: E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be).

### Motion

That ....

DECISION	YOUR VOTE (please tick)
YES, I am in favour to the motion presented.	
NO, I am not in favour to the motion presented.	

I would like this vote managed as a secret ballot	
---	--

Director's Name and Forename	
Date:	