



COUNCIL PROCEDURES & GUIDELINES

ADOPTED BY THE ISU 1ST EXTRAORDINARY
CONGRESS AND THE ISU COUNCIL ON 3 & 4 JULY
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1. General Provision

- 1.1 These Council Procedures and Guidelines consist of two parts:

Section A is adopted and amended by the ISU Congress.

Section B is adopted and amended by the Council.

Section A

2. Powers of the Council

- 2.1 The Council defines and implements the ISU's vision, mission, and values and proposes, for adoption by Congress, updates as necessary and appropriate. The Council invites Members to submit proposals to the Council with their ideas and to provide input during Branch Meetings at the Congress and during Member Conferences and webinars. The Council also seeks expert input to assist the Council in evaluating its progress and preparation of updates.
- 2.2 The Council approves applications for ISU membership.
- 2.2.1 The application for ISU membership shall include, in addition to the requirements set forth in Article 8.2 of the Constitution, the following:
- a) A written formal application, which shall include the acceptance by the applicant of the obligation to comply fully with the ISU Constitution and ISU Regulations and, if necessary, to adapt the applicant's Constitution and By Laws so they are not in conflict with the ISU Constitution and ISU Regulations;
 - b) A copy of the applicant's Constitution, statutes, articles, by laws and published rules, as applicable, in the language of its country and English translation;
 - c) A copy of the applicant's by laws implementing the ISU Anti-doping Regulations and ISU Code of Ethics;
 - d) Evidence that the applicant has had control of its sports as the national governing body in its country for at least two years prior to submission of its application and is recognized as a voting member of the respective National Olympic Committee;
 - e) A list of the duly elected officers and members of the applicant's governing body;
 - f) A list of the affiliated clubs and their members;
 - g) Results of the most recently held annual national championships;
 - h) A list of other skating activities held;
 - i) A list of the operating ice rinks, including their size and location, in the applicant's country;

- j) Identification of the ISU Sports controlled by the applicant, with supporting evidence that the sport, or each claimed sport, is actually and actively currently practiced by the applicant; and
- k) A presentation of the applicant's ISU Sports development strategy.

- 2.2.2 The Council may grant an exception from the requirement of recognition as a voting member of the respective National Olympic Committee according to article 2.2.1.d) and allow for other recognition by the respective National Olympic Committee or Sports Ministry confirming that the applicant is the national governing body for the ISU Sport or Sports in its country.
- 2.2.3 Depending on the geographic, climatic or economic conditions in an applicant's country, the Council may grant an exception from the requirement of operating ice-rinks in its country according to article 2.2.1. i) and allow the use of ice-rinks in other countries for training, national championships and other skating activities conditioned on the agreement with the respective other ISU Member(s).
- 2.2.4 The Council, through the ISU Office, monitors the fulfilment of the requirements according to Article 2.2.1 of these Council Procedures and Guidelines and the other obligations set forth in Article 10 of the Constitution throughout the period of provisional and full membership. Non-fulfilment of a requirement may lead to prolongation of the period of provisional membership, a change of full membership to provisional membership or suspension of membership upon discretion of the Council depending on the severity of non-compliance.
- 2.2.5 The Council may immediately grant full ISU membership without prior provisional membership, if a new ISU Member is created by a political division in a country where the previous ISU Member was a full ISU Member under the condition that all other requirements of ISU full membership are fulfilled.
- 2.2.6 The Council may reduce the three-year period of provisional membership, if a provisional Member fulfils all requirements according to Article 2.2.1 and submits evidence that its Skaters have competed in ISU Events.
- 2.2.7 The Council may prolong the three-year period of provisional membership, if after three years, a provisional Member has not fulfilled all requirements according to Article 2.2.1 and/or cannot submit evidence that its Skaters have competed in ISU Events.
- 2.2.8 An applicant can file an appeal against a decision of the Council based on this Article 2.2 which appeal shall be submitted for decision at the next Ordinary Congress. The appeal must be filed with supporting reasons to the ISU Office within 21 days from the date of applicant's receipt of the Council's decision.

- 2.3 The Council implements decisions of the Congress as soon as practicable, depending on the time required for proper implementation. The President reports to the next Ordinary Congress on the status of implementation of Congress decisions.
- 2.4 The Council, with the advice of finance and legal experts, adopts an Internal Control System (SCI) as required by Swiss law and provides for updates, as necessary. The SCI measures, which are adapted to regular risk assessment, help monitor important internal business processes to achieve corporate goals, safeguard process security and identify or prevent errors and irregularities. The SCI includes policies and internal regulations concerning the limitation of the powers and responsibilities of the President, Vice-Presidents, individual Council members, Director General and the ISU Office.
- The functional currency of the ISU is United States Dollars. The Council may change the functional currency and must inform the next ISU Congress if it does so.
- The ISU's financial year shall run from 1 July to 30 June. The Council may change the financial year and must inform the next ISU Congress if it does so.
- 2.5 The Council organizes the development of the ISU Sports globally and sets the policies, structure, funding and measures of the ISU Development Program.
- 2.6 The Council submits for adoption by the Ordinary Congress:
- i. The audited financial statements for the financial years ended since the last Ordinary Congress;
 - ii. A budget for the two financial years beginning after the Ordinary Congress, as well as an updated forecast for the financial year of the Ordinary Congress;
 - iii. A business plan covering at least the 4 financial years following the Ordinary Congress.
- 2.7 The Council adopts ISU Regulations, as necessary and appropriate, to provide for a consistent and non-contradictory ISU legal order based on the ISU Constitution as the supreme legal authority, guaranteeing the equal treatment of comparable facts and provides for their non-discriminatory, impartial, efficient and transparent application through the ISU Office or any other ISU Body so assigned. If a Regulation contains a section which must be approved by the Congress, it is adopted by the Council pending approval of that section by the next-following Ordinary Congress. To the extent necessary, the entire Regulation may be applied from the date of its adoption by the Council; however, the application of any section or any of its part which is subject to Congress approval may be overturned or amended by decision of the Congress effective on the date the Congress concludes.

- 2.7.1 Moreover, under Articles 26 and 27 of the Constitution, the following ISU Regulations shall be adopted by the Council: Standing Orders of the Congress, Competition and Event Regulations, Sports Rules for Single & Pairs Figure Skating, Ice Dance, Synchronized Skating, Speed Skating, and Short Track, Election Rules, IU Procedures & Guidelines, Disciplinary Commission Procedures, Anti-doping Regulations, and Terms of Reference of the Athletes Committee, Technical Committees, Audit, Risk & Investment Committee and Remuneration Committee.
 - 2.7.2 The draft of an ISU Regulation is prepared by the ISU Body so assigned and/or the ISU Office considering proposals and suggestions from Members, Council members and/or ISU Bodies and expert input, where appropriate. Competition and Event Regulations and Sports Rules are subject to specific provisions in the ISU Constitution. A Regulation is signed by the President and Director General and published on the ISU website. It enters into force on the date of its publication, unless otherwise stated in the Regulation itself.
 - 2.7.3 The respective rules of Swiss law and practice of the Swiss Federal Tribunal apply to the interpretation of provisions in the ISU Constitution and ISU Regulations.
- 2.8 The Council may adopt general and individual decisions. Individual decisions are communicated in writing to whom they concern. General decisions are communicated to the Members, ISU Bodies and Office Holders in Communications published on the ISU website. All decisions of the Council are signed by the President and Director General. Decisions of the Council must comply with the Constitution and ISU Regulations. In case of conflict, the Constitution and/or ISU Regulation prevail. Decisions of the Council are final, unless the Constitution, or any ISU Regulation provides for the right to appeal. In case of appeal, the Council may grant suspensive effect to the appealed decision. The Council's decision not to grant suspensive effect is not appealable.
- 2.9 Whenever a matter for decision of the Council requires a hearing before taking a decision, the respective rules of the Procedures for the Disciplinary Commission will apply by analogy as far as feasible and reasonable.

3 Branch Meetings & Member Conferences on key ISU matters

- 3.1 The Council may organise Branch meetings at every Ordinary Congress on key issues and matters, which include an update on the implementation of the ISU strategy and vision, and any revision of the Competition and Event Regulations and Sports Rules.
- 3.2 No formal decisions are made at such Branch Meetings. The Council updates the Members about follow-up on matters addressed at Branch meetings at the next-following Ordinary Congress.

- 3.3 At the occasion of Branch Meetings or on another occasion, the Council may organise Member Conferences, informal Council conferences and/or conferences including other ISU Bodies for the same or other important topics falling under the jurisdiction of those Bodies.

Section B

4 Meetings of the Council

- 4.1 The agenda of a Council meeting includes the scheduling of the next meeting to allow Council members to assign the proper time and submit proposals for the agenda. The Council members have a right to have their proposal(s) included in the agenda, if the respective matter falls in the jurisdiction of the Council and is supported with reasons and necessary documents, if any. The Director General prepares the proposed agenda, including proposals for the agenda, if any, of Council members, subject to approval by the President before distribution to the Council.
- 4.2 The Director General shall notify the Council members and invited persons of a Council meeting at least seven (7) calendar days in advance of the meeting and attach the agenda. Where an urgent decision is required from the Council, the Director General, at the President's direction, may convene an emergency Council meeting by any available means at the earliest convenience, after confirming that a quorum can participate. In such a case, Council members who cannot participate must be notified of any decision(s) taken at the meeting immediately following its conclusion and provided with full minutes as soon as possible thereafter.
- At the next Council meeting following an emergency Council meeting, a Council member may request a follow-up discussion on any agenda item of the emergency Council meeting.
- 4.3 The agenda of a Council meeting shall include:
- 4.3.1 Verification that the Council has been duly convened and of the presence of a quorum;
 - 4.3.2 Election of a secretary to record the minutes;
 - 4.3.3 Approval of the agenda;
 - 4.3.4 Approval of the minutes of the previous meeting;
 - 4.3.5 Matters arising from the previous meeting if not dealt with in a specific agenda item or not dealt with through previous correspondence to the Council;
 - 4.3.6 Matters for decision by the Council;
 - 4.3.7 Date, kind and/or place of the next meeting of the Council; and

4.3.8 Various.

- 4.4 Where the President allows persons other than Council members, the Director General or ISU Staff to attend portions or the entire Council meeting, such person(s) shall be bound to confidentiality in writing or orally at the beginning of the meeting.
- 4.5 The minutes of each Council meeting shall be accurately recorded by the secretary. The minutes shall include, but are not limited to, the following details:
 - 4.5.1 The kind and date, time, and, if applicable, venue of the Council meeting and the next Council meeting;
 - 4.5.2 The names of attendees, including invited persons;
 - 4.5.3 A summary of the discussions and decisions made; and
 - 4.5.4 The outcome of any votes taken.
- 4.6 The draft minutes shall be prepared, scrutinized and distributed to the Council members within twenty-one (21) days following the conclusion of the Council meeting. Council members shall have seven (7) days from the date of receipt of the draft minutes to review and submit any comments to the ISU Office. Comments, if any, will be dealt with at the next Council meeting, which adopts the final version of the minutes. The finalised minutes shall be distributed to all Council members and shall be archived in the ISU official records. Additionally, a summary of the decisions of the Council and matters discussed shall be published on the ISU website for public access. In the event of an emergency Council meeting, minutes shall be distributed as soon as is possible following the meeting.

5 Delegation of Powers

- 5.1 The Council may delegate a portion of its powers to the President and Director General, to the President together with both Vice Presidents or the Vice President responsible for the concerned branch, and Director General or collectively to any group within the Council. Any delegation of power shall be a Council decision memorialized in writing specifying the matters delegated, instructions as to its exercise, if necessary, and the reporting obligations of the delegated person(s) to the Council.
- 5.2 Delegated person(s) is/are operationally assisted by the ISU Office.
- 5.3 In case of such delegation, the authority and supervision of the execution and management of the respective operational matters by the ISU Office lies with the delegated person(s).

- 5.4 The signing authority vested at the Commercial Registry in the ISU's domicile, shall determine the ability to sign contracts on behalf of the ISU. Such authority shall always be for dual signatures. The President, Vice Presidents and Director General will carry such authority, as well as any Council member or ISU staff member designated by the Council.

6 Establishment of Committees and Working Groups

- 6.1 Where the Council intends to establish a committee or working group, it shall announce its intention to the Members and ask Members for suggestions of persons qualified to serve on such committee or working group. The Council is free to appoint other persons, if it considers them to be better qualified for the fulfilment of the specific tasks and responsibilities assigned to such committee or working group.
- 6.2 A committee can be established for the whole duration of the Council period (standing committee) or ad hoc for as long as required for the fulfilment of its assigned tasks. A working group is always established ad hoc and ceases to exist after the assigned tasks are completed.
- 6.3 The Council may establish at least the following standing committees: Development Committee, Medical Committee, Officials Assessment Committee, Remuneration Committee, and Sustainability Committee.
- 6.4 When establishing a committee or working group, the Council defines its Terms of Reference and may designate a liaison person on the Council who shall be part of such committee or working group.
- 6.5 The committees and working groups will have a designated person assigned from the ISU Office who will be responsible for administrative and operational matters of the committee or working group and who will liaise with the Director General concerning any budget allocation to the Committee.
- 6.6 The chair of a committee or working group submits interim, final or annual reports on the fulfilment of its tasks to the Council as determined by the Council.
- 6.7 The age limits and maximum term requirements specified by the Constitution apply to all members of committees and working groups established by the Council.

7 Liaison to other ISU bodies

- 7.1 For each Technical Committee, the Vice President of the respective Branch, with the support of a Council member of the respective Branch assigned by the Council, will serve as liaison persons to the Committee. They are responsible for monitoring the application of the Sports Rules in the respective discipline together with the respective Technical Committee and for overseeing the handling of Members' proposals and input received by the respective Technical Committee and the preparation of any proposals to amend Sports Rules.
- 7.2 The Council assigns Council members to act as liaison persons to the Remuneration Committee and the Skating Integrity Unit Board. The chair of the Athletes Committee is the liaison person to that Committee. The President and Director General are the liaison persons to the Skating Integrity Unit, Anti-Doping and the Disciplinary Commission. The Vice Presidents are the liaison persons to the Elections Committee.
- 7.3 The liaison persons to the ISU Bodies maintain regular communication with the chairpersons of the respective Bodies and report as appropriate to the Council and to the Body to which they serve as liaison.
- 7.4 The liaison persons are operationally assisted by the ISU Office.

8 Independence, neutrality, collegiality and collective responsibility

- 8.1 The Council operates on the principles of independence, neutrality, collegiality and collective responsibility. Once a decision is made by the Council, all Council members are collectively responsible for and shall support and uphold the decision, irrespective of their personal views or individual votes.
- 8.2 While robust discussion and debate are encouraged within Council meetings to ensure thorough consideration of all viewpoints, any dissenting opinions shall remain confidential and not be disclosed outside the Council.
- 8.3 Council members each acknowledge their commitment to the above principles is essential for the effective functioning of the Council and the credibility of its decisions. Any breach of this principle may be addressed through appropriate internal procedures.

9 Final provisions

- 9.1 The Council Procedures & Guidelines are an ISU Regulation and are subordinate to the Constitution. In case of conflict, the Constitution takes precedence. In case of conflict with the Standing Orders of the Congress, the Standing Orders of the Congress prevail. In case of conflict with any other ISU Regulations, these Council Procedures & Guidelines prevail.
- 9.2 Documents, information, discussion, recommendations, or decisions made at a Council meeting or otherwise exchanged or agreed in connection with the work of the Council shall remain confidential. Council members, as well as any invited participants or observers, are required to maintain confidentiality of all such information. They shall not disclose any confidential information to any third party without prior written consent of the Chair or as required by ISU Regulations or by law.

Appendix - Definitions

For purposes of the ISU Constitution and Regulations, provided the context so permits:

- a. the singular shall include the plural and vice-versa;
- b. the feminine gender shall include the masculine and vice-versa;
- c. references to natural persons shall include any legal person or corporation.

“Athlete Support Personnel” means any coach, team leader, trainer, manager, agent, team staff, federation official, technician, medical, paramedical personnel, choreographer, parent or any other person working with, treating or assisting a Skater participating in or preparing for sports Competition.

“Internal Control System” / “SCI” means measures, which are adapted to regular risk assessment designed to help monitor important internal business processes in order to achieve corporate goals, to safeguard process security and to identify or prevent errors and irregularities. The SCI includes policies and internal regulations concerning the limitation of the powers and responsibilities of the President, Vice-Presidents, individual Council members, Director General and the ISU Office.

“ISU Communications” are the official means of publication of general decisions of the Council.

“ISU Events” are Competitions enumerated and described in Article 1 of the Competition and Event Regulations.

“ISU Office Holders” are:

- President, Vice Presidents and Council Members
- Director General
- Chair persons and members of the Technical, Athletes and Elections Committees.

“ISU Officials” are all persons, other than ISU Office Holders and ISU staff, having a special role in overseeing and upholding the rules of Competitions falling under the application of the Competition and Event Regulations. ISU Officials includes, but is not limited to, Judges, Referees, Assistant Referees, Assistant Referees Video, Starters, Competitors' Stewards, Sport Experts, Technical Controllers, Technical Specialists, Data & Replay Operators, OAC members, and Doping Control Officers and Chaperones.”

“ISU Regulations” are sets of rules subordinate to the ISU Constitution adopted by the Council to provide for a consistent non-contradictory legal order of the ISU. If an ISU Regulation contains a section which must be

approved by the Congress, it is adopted by the Council pending approval of that section by the next-following Ordinary Congress.

“ISU Sports” shall be defined as all sports disciplines that involve racing or artistic performances on ice skates, conducted on ice, as well as any e-sports, electronic, e-gaming or any other digital simulation of these sports.