



GUIDE TO THE CONGRESS 2021 SOCHI



PREFACE

This document describes the reasons why the EFC COMEX has chosen to organise a hybrid Congresses, how the EFC prepares for and implements the hybrid Congresses and how you can prepare yourself for the Congresses. Specifically, it documents how the Congress will be conducted in terms of tools and technology used, how the registration works, it documents how we implement the controls defined in our Statutes with regards to attendance, speaking and voting.

I hope this guide prepares you for a successful Congress.

Stanislav Pozdnyakov
August 2021

INTRODUCTION

Although live events offer the most effective form of communication, the reality of the Covid-19 pandemic having limited the mobility for some of our Member Federations, force us to think about alternatives.

VIRTUAL VS HYBRID

A completely Virtual Congress where all participants attend the Congress online (as we have done for our previous Congress) is an excellent solution for the situation where travel is significantly restricted. They can be deployed quickly with significant cost reductions.

Hybrid events are the best of both worlds: some of our participants will be able to attend face-to-face, while others are “brought-in virtually”, thus adding to the benefit of the overall interaction. Allowing Member Federations to participate from wherever they sit in Europe – either in-person or online – offers everyone flexibility and convenience.

2021 HYBRID CONGRESS – A LEGALLY SOUND APPROACH

Although the Statutes allow us to organise our Congresses and elections with reduced numbers of participants, not having a quorum does impact our ability to vote on changes to the Statutes. For these reasons and because we prefer to promote inclusivity and since we are not interested in organizing a Congress that can be attended only by the happy few, the EFC COMEX has opted to offer a hybrid solution for our 2021 Congress. As was established at our previous Congress, our Statutes do not prevent us from organizing the Congress virtually, or partly virtually, if we conform ourselves to the Statutes and in particular to the paragraphs that define our voting procedures.

PREPARATION OF A HYBRID CONGRESS

This section describes how the EFC COMEX prepares for the hybrid Congress. It deals with topics such as tools and technology, preparation and registration.

TOOLS AND TECHNOLOGY

The collaboration tool that will be used is Zoom. There will be two test events. One a week beforehand and one just before the start of the Ordinary Congress. You will be sent a link for both tests events and for the actual event that will comprise both the Ordinary and the Elective Congress.

The link for the actual event is valid for the Ordinary AND the Elective Congress

For those that are physically present: microphones will be installed on the tables and the output will be duplicated for the online (Zoom-) participants. Monitors will be installed in the Congress room on which the online participants can be viewed. Audio will be output to speakers in the room. Cameras will be positioned such that online participants can follow the activities in the Congress room.

When voting, the video signal of the computer that controls voting will be displayed on screens. We will be using [Polys](#) as a secure online voting system. This system uses blockchain technology to secure voting. Voter anonymity is guaranteed by crypto algorithms. Additionally, this system is transparent and auditable and thus conforms to our standards for secret voting which we require for elections. This voting system will be used for both physically and online present delegates. Therefore, it is requested that physically present delegates bring a laptop or tablet with wireless access.

Bring a laptop or tablet with wireless access for the voting

PREPARATION

We will organise a test session beforehand with the online participants to make sure they are comfortable using Zoom and the voting mechanism. If you are unable to travel to the event, but would be able to attend virtually, you are asked to return a form to the Secretary General with your contact details (see [registration](#)). A link will be sent to those that have registered to attend online that will bring you to the Zoom video platform. During this test event you will be able to test the Zoom functionality and we will conduct a number of test votes through Polys, our secure online voting system. A similar test session will be conducted before the Ordinary Congress before voting starts for physical attendees.

Upon completion of the test session a link will be sent with for the actual Congresses.

REGISTRATION

Registration for active participation will be accepted from all fully paid-up Member Federations, whether their voting delegate will be able to physically participate or not. Registration for attending without the right to vote or to speak (unless specifically given by the President) will be accepted for guests and delegates of Member Federations that are either not fully paid-up or (temporarily) suspended. Two delegates per Member Federation can register, one of the two can register for voting. The registration process conforms with our Statutes, in particular:

S4.2.1 The Congress consists of the authorised delegates of each fully paid-up Member Federation). Every Member Federation shall authorise no more than two (2) delegates to act as its representatives on the Congress.

S4.2.2 Each Member Federation has one vote which shall be exercised by the Member Federation's President or, in the absence of such person, by such individual authorised in writing by the Member Federation to cast its vote

S4.2.5 Persons who have received an invitation but do not enjoy any voting rights may attend the Congress.

IR 2.2 In compliance with the conditions concerning principal delegates set in the article 3.2.2 of the Statutes actual Member Federations have the right to designate an assistant voting delegate who will have the authority to vote in case of the principal delegate being unable to do so.

As part of the Registration process a proxy (maximum 1) can be registered by the receiving party satisfying:

S4.2.3 When a Member Federation cannot send its President or any other individual to the Congress, it can appoint a delegate of another Member Federation to vote on its behalf. Such delegation to be in accordance with such provisions relating to participation in the Congress as set out in the Internal Rules.

S4.2.4 In any case, one delegate cannot act on behalf of more than one (1) mandate other than that of their own Member Federation.

Although our regulations allow that mandates can be submitted until the opening of the Congress, it is strongly advised to submit before the test event to ensure that the Congress starts on time and without interruptions:

IR 2.5 Member Federations can submit their mandates at the latest at the opening of the Congress.

PREPARATION OF A HYBRID CONGRESS

IR 2.7 Member Federations whose subscriptions are not up-to-date may attend without the right of vote or speech.

In order to be registered for the Congresses you are requested to complete the following form and return before the 31st of August.

N°	Delegate's order	Indicate who votes*	Will you be present online or physically?	First Name	Surname	Function in the Federation	email address	mobile phone number
1	First Delegate							
2	Second Delegate							

Also, in case you are holding a proxy, please indicate from which MF this proxy has been received and provide an email address that is different from that will be used by the voting delegate to cast his MF's vote in order to cast a vote for the MF you hold the proxy for. Please see more detailed information in the [section](#) about proxies.

MANDATES COMMISSION DESIGNATION AND DETERMINATION OF POWERS

The first agenda item will be the Mandates Commission, the composition of which has been established by the COMEX, cf IR 2.8.

However, the Statutes stipulate:

S 4.5.5 The following points must be included in the agenda of any Ordinary Congress:

- 1 election and determination of the powers of the members of the mandates commission;
- 2 election and determination of the powers of the members of the election commission;

Since it is impossible to elect members of a mandates commission before having validated the present MFs and proxies, the mandates commission will have to be designated by the COMEX. This is supported by the provision in the IRs. Thus, this topic is added to the agenda as informational. The powers of the commission are to validate mandates, presence, and proxies.

VALIDATION OF PRESENT MEMBER FEDERATIONS

Validation is the 2nd agenda item and will be performed by the Mandates Commission. The Commission counts both numbers of physically and virtually present delegates with a mandate and reports to the COMEX.

The COMEX has delegated the task of receiving and communicating the number of present mandates to the Secretary General. The Secretary General will announce the number of present mandates and informs the Congress if we have a quorum and valid decisions on Statutes can be taken. The Secretary General also sends this information to the voting administrator who makes corrections to the preliminary list he had already received from the Secretary General.

After the Congress has verified the mandates, no changes can be made:

IR 2.6 After verification and registration of the mandates, no further modification can take place.

After validation completes, we will be voting on the pre-defined Voting Procedures.

VOTING PROCEDURES

Our Statutes stipulate that the Voting Procedures are being defined by the Congress at its meeting. This will be done under Agenda item 2 in which the COMEX proposes the following voting procedures that the Congress is requested to approve and this will satisfy:

S4.2.7 The Congress defines the voting procedures at its meetings.

The Voting Procedures consist of the following sections in this document:

- Validation of present member federations, i.e., both on- and offline.
- Election Commission
- Voting and speaking at the Congress

ELECTION COMMISSION

The Congress needs to designate an Electoral Bureau in order to satisfy the Internal Rules and Statutes:

IR 3.1 In preparation for the ballot and elections, an electoral bureau is composed of 3 members designated by the Congress.

IR 3.2 Delegates with a mandate and candidates in the elections may not be part of the Electoral Bureau.

And the Statutes

4.5.5 The following points must be included in the agenda of any Ordinary Congress:

- 1 election and determination of the powers of the members of the mandates commission;
- 2 election and determination of the powers of the members of the election commission;

The election commission will be used when voting on individuals.

The COMEX will propose 3 individuals to the Congress to take up the role of Election commissioners. The commission guarantees a fair election process. The powers of the Election Commission are to:

- Review and validate the incoming votes
- Report the voting summary to the Congress

In order to be able to review to process and report a summary of the voting results, the Commission liaises with the voting administrator.

Agenda item 3 covers the election commission election by the Congress.

VOTING AND SPEAKING AT THE CONGRESS

SPEAKING

Speaking is regulated by the following provision:

IR 2.3 The members of the Executive Committee, the Auditors, delegates with the right to vote and assistant voting delegates may speak to the Congress. The President may invite any other person to assist and speak to the Congress.

Attendees with speaking rights that are physically present can request to speak. Once the SG or President acknowledges the request, the microphone can be turned on before speaking. Physically present attendees must use the microphone. If not, they will not be heard by those that are present online.

Attendees with speaking rights that are online present can request to speak by raising their virtual hand. The moderator will notify the Secretary General and permission can be given to speak.

VOTING

Voting works the same for both physically and online present attendees. The participant with voting rights will receive an email link when the vote is announced. After accessing the link, the vote can be cast.



You have been invited to the vote

"Ordinary Congress"

[Go to vote](#)

Options:

- Do you approve the Voting Procedures?
- Do you approve the Composition of the Election Commission?
- Do you approve the proposed changes to the Statutes?
- Do you approve the proposed changes to the Internal Rules?

From August 24 14:08 (UTC+02:00) until Organizer halts voting

Organizer: European Fencing Confederation

powered by
Polys

VOTING AND SPEAKING AT THE CONGRESS

← 1/2 →

Voting is under way

Secret vote

Ordinary Congress

From 16:08 on August 24 until Organizer halts voting

Organizer: European Fencing Confederation

Proposals at the Ordinary Congress

Vote for **each** proposal.

Do you approve the Voting Procedures?

For ✓

Against ✕

Abstain

Do you approve the Composition of the Election Commission?

For ✓

Against ✕

Abstain

Do you approve the proposed changes to the Statutes?

For ✓

Against ✕

Abstain

Do you approve the proposed changes to the Internal Rules?

For ✓

Against ✕

Abstain

Vote

Turnout

0%
0 of 3 voted

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Valid voting options, when not voting for candidates, are:

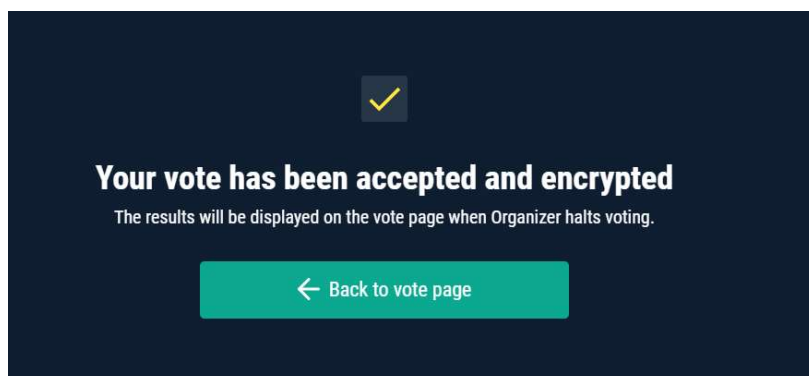
- in favour, against, or abstain

Ample time (up to 2 minutes) will be given for member federations to cast their votes.

For votes that do not concern the election of persons, the voting administrator shows the voting results on screen and they will be announced by the Secretary General.

For votes concerning persons, the election commission reviews the proceedings and announces the results.

The voting system used is [Polys](#). It is a secure voting system that conforms to our standards of secrecy. A link to the white paper has been provided.



VOTING AND SPEAKING AT THE CONGRESS

← 1/2 →

Voting is under way

Secret vote

Ordinary Congress

From 16:08 on August 24 until Organizer halts voting

Organizer: European Fencing Confederation

Proposals at the Ordinary Congress

You already voted.

Do you approve the Voting Procedures?

For ✓

Do you approve the Composition of the Election Commission?

For ✓

Do you approve the proposed changes to the Statutes?

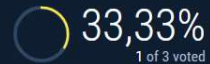
For ✓

Do you approve the proposed changes to the Internal Rules?

For ✓

Your vote has been accepted and encrypted.
The results will be displayed on the page
when Organizer halts voting.

Turnout



When voting for COMEX members the following will be shown (as an example):

Valid voting options are a choice of maximum 9 in a list of 15 candidates.



You have been invited to the vote

"Elective Congress"

[Go to vote](#)

Options:

Tom Collins
Beauregard Wilkes
Abra Bacon
Blanche Descartes
Robert Langdon
Nasal Bugdov
Anatole Kuragin
Aureliano Buendia
Severus Snape
Michiel de Ruyter
Daenerys Targaryen
Edmond Dantès
Hester Prynne
Borat Sagdiyev
Arthur Dent

From August 25 11:18 (UTC+02:00) until Organizer halts voting

Organizer: European Fencing Confederation

powered by

Polys

VOTING AND SPEAKING AT THE CONGRESS

Voting is under way

Secret vote

Elective Congress

From 13:18 on August 25 until Organizer halts voting
Organizer: European Fencing Confederation

Voting for COMEX members

Award 9 points. 9 left.

Tom Collins	0
Beauregard Wilkes	0
Abra Bacon	0
Blanche Descartes	0
Robert Langdon	0
Nasal Bugdov	0
Anatole Kuragin	0
Aureliano Buendía	0
Severus Snape	0
Michiel de Ruyter	0
Daenerys Targaryen	0
Edmond Dantès	0
Hester Prynne	0
Borat Sagdiyev	0
Arthur Dent	0

Vote

Turnout



PROXIES

If you can neither attend physically nor online, you can ask another Member Federation to vote on your behalf. Please inform that Member Federation and the Secretary General at the time of the deadline of submitting the registration form.

S4.2.3 When a Member Federation cannot send its President or any other individual to the Congress, it can appoint a delegate of another Member Federation to vote on its behalf. Such delegation to be in accordance with such provisions relating to participation in the Congress as set out in the Internal Rules

If you have received a (one) proxy from another Member Federation and you have accepted the proxy, you are requested to use an alternate email address to cast your vote for the Member Federation you are voting for on behalf.