

The **IPAF Training Committee** represents all member companies that operate one or more **IPAF** Approved Training Centres.

That **Committee** shall be formed of delegates elected by ballot from all companies operating as **IPAF** Approved Training Centres. Each such company may submit one delegate for election and will have one vote irrespective of the number of **IPAF** Approved Training Centres it may operate. An independent instructor may be put forward for election if they represent an **IPAF** Approved Training Centre. Only member companies, whose current annual membership subscription is paid up at the time of ballot, shall be entitled to vote.

The maximum number of delegates elected to the **Committee** will equate to one third of the number of **IPAF** member companies operating Approved Training Centres or eighteen, whichever is the smaller number.

A term of office shall be two years. The maximum length of office a **Committee** member can serve is one term after which they can offer themselves for re-election.

The maximum term of office for a Vice Chairperson will be one term. On completion of one term, the Vice Chairperson may put themselves forward as Chairperson to Council. If successful, they are eligible to sit a further term as Chairperson.

In order to establish a flow of new members into the **Committee**, 50% of existing members shall retire by rotation at the completion of their term of office.

In the first instance, the retiring members will be selected by ballot and shall retire at the end of one year.

Thereafter, having established the 50% retirement, the remaining 50% of the **Committee** shall retire at the end of the following year.

For the avoidance of doubt, elections to the Training **Committee** shall be held in August of each year.

Election of the Chairperson and Vice Chairperson shall take place at the first meeting following the elections to the **Committee**.

At the first meeting of the newly elected **Committee**, a Chairperson and Vice Chairperson will be elected and their names will be submitted to the **IPAF** Council for approval. The Chairperson will normally be an existing member of the **IPAF** Council, but in the event that a nomination is submitted by the **Committee** to the **IPAF** Council for a Chairperson who is not already a member of the Council, it will be at the Council's discretion to either co-opt that person to the Council or reject the nomination.

In the event that the person proposed for Chairperson by the **Committee** is rejected by the Council, the Vice Chairperson, if already a member of Council, will be elected as Chairperson or if they are not a member of the Council will be considered for co-option.

In the event that neither the Chairperson elect nor the Vice Chairperson elect are acceptable to the **IPAF** Council, the Council will either nominate a Chairperson of the **Committee** who is already a member of the Council or will invite the **Committee** to make an alternative proposal for consideration by the Council.

The election of the Chairperson, Vice Chairperson and elected delegates to the **Committee** will be formalised at the first AGM subsequent to **Committee** elections. In the event that a delegate retires from the **Committee**, a ballot shall be held amongst all **IPAF** Approved

Training Centre companies on the basis detailed above to elect a replacement delegate. The replacement delegate should not be employed by or representative of a member company already elected to the **Committee**.

Committee members missing two consecutive meetings will be asked to submit evidence of exceptional circumstances for consideration by the Chair. If this is not forthcoming or is judged to be inadmissible, the delegate concerned will have to resign from the **Committee**.

The replacement process will follow the procedure for retiring delegates.

The quorum at a meeting of the **Committee** shall consist of 50% of the current elected members of the **Committee** plus one; one of whom will be either the Chairperson or Vice Chairperson present at the commencement of the meeting. In the event of the number of elected members equating to an uneven number, the even number immediately below the total will be the number to determine a 50% attendance.

On all matters raised at a Committee meeting, each delegate shall have one vote and a resolution will be passed if voted for by a majority of delegates present. In the case of one or more delegates sharing a corporate interest or organisation, that interest or organisation shall be entitled to one vote only.

The **Committee** will meet not less than four times in each calendar year, subject to the overall approval of the **IPAF** Council.

In the event of any dispute between the **Committee** and **IPAF** Approved Training Centre companies, the decision of the **IPAF** Council will be binding and final.