

IFATCA Administrative Manual (IAM) Overhaul – Article 5

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SUMMARY

The IAM is most probably the most important document of our Federation. Yet, it has never benefited from a comprehensive overhaul since its creation in 1961. This working paper presents the proposed changes to Article 5 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 5 of the IAM, “EXECUTIVE BOARD”. It is to be noted that changes proposed here are, for the most part, editorials. The balance of the proposed changes is either modifications to align the text with current practice and modern times, or remove text that is no longer relevant, redundant, or inaccurate.

2. DISCUSSION

2.1. At present, Part 1, Article 5 is composed of four sub-sections. Part 2, Section 5 is also composed of four sub-sections. Only the last section’s titles do not match; it is proposed to retain the title from the Constitution. The current structure of Article 5 and Section 5 is as follows:

ARTICLE 5	EXECUTIVE BOARD
1	OFFICERS IN THE EXECUTIVE BOARD
2	ELIGIBILITY AND ELECTION TO THE EXECUTIVE BOARD
3	AUTHORITY AND RESPONSIBILITY
4	SALARIES, ALLOWANCES, HONORARIA, SHIFT PAYMENTS, EXPENSES
1	OFFICERS IN THE EXECUTIVE BOARD <ul style="list-style-type: none"> 1.1. Voting and Non-Voting Officers of the Executive Board 1.2. Notification of Changes to the Appropriate Authorities
2	ELIGIBILITY AND ELECTION <ul style="list-style-type: none"> 2.1. Election Intervals 2.2. Nomination Procedure

- 3 **AUTHORITY AND RESPONSIBILITY**
 - 3.1. Meetings of the Executive Board
 - 3.2. Executive Board Duties and Responsibilities
 - 3.3. Selection of Representatives of the Federation
- 4 **OFFICERS OF THE EXECUTIVE BOARD**
 - 4.1. President and Chief Executive Officer
 - 4.2. Deputy President
 - 4.3. Executive V.P. Finance
 - 4.4. Executive V.P. Professional
 - 4.5. Executive V.P. Technical
 - 4.6. Executive V.P. Africa and Middle East
 - 4.7. Executive V.P. Americas
 - 4.8. Executive V.P. Asia and Pacific
 - 4.9. Executive V.P. Europe
 - 4.10. Liaison Officer to the ICAO Air Navigation Commission
 - 4.11. Communications Coordinator

2.2. The proposed new structure of Article 5 is as follows:

ARTICLE 5 EXECUTIVE BOARD	
1	Officers in the Executive Board
1.1.	Voting and Non-Voting Officers of the Executive Board
1.2.	Notification of Changes to the Appropriate Authorities
2	Eligibility and Election to the Executive Board
2.1.	Election Intervals
2.2.	Nomination Procedure
2.3.	Ex Officio Members of the Executive Board
3	Authority and Responsibility
3.1.	Meetings of the Executive Board
3.2.	Executive Board Duties and Responsibilities
3.3.	Selection of Representatives of the Federation
4	Salaries, Allowances, Honoraria, Shift Payments, Expenses

2.3. **Proposed Modification – Sub-section 1**

2.3.1. In the bye laws, paragraph 1.1 is word for word the text of 1.1 in the Constitution. It is proposed for deletion.

2.4. **Proposed Modifications – Sub-section 2**

2.4.1. In paragraph 2.2.2 of the bye laws, the last sentence is redundant, it says exactly the same thing as the before last sentence, and should be deleted:

2.2.2. Member Associations shall submit to the IFATCA Office nominations for Officers at least sixty days before the Annual Conference and at least thirty days before the Regional Meeting in respect of Regional Executive Vice-President position, and Annual Conference for all remaining positions, and at least thirty days before a Special Conference. If no properly submitted nomination for an Executive Board position is received by the aforementioned dates, the Executive board shall invite all Member Associations to make late nominations to the vacant position(s) for consideration at conference. Late nominations will not be accepted if a valid nomination has been made in accordance with this clause. ~~Nominations submitted to the Office after the closing date will not be accepted, except as specified above.~~

2.4.2. In paragraph 2.2.6 c), second paragraph, the final words should be “ratification” instead of “final election”:

For other positions, the Committee shall agree on a majority proposal of the candidates for the offices becoming vacant, which shall be submitted to the Plenary meeting of the Conference for ~~final election~~ **ratification**.

2.4.3. In paragraphs 2.2.6 d), e), and f), “final election” should be changed for “ratification”. Furthermore, the text should be amended to cater for the same situation at regional meetings:

d) Where there is only one candidate, that candidate shall be accepted without a ballot by the Committee for recommendation to Plenary, **or by the Regional Meeting for Regional Executive Vice-President positions**. Where there are more than two candidates, and no candidate receives a majority of the votes cast at the first ballot, there shall be a run-off election of the two highest polling candidates. The results of the run-off election shall determine the winner, which shall be submitted to the Plenary meeting of the Conference for ~~final election~~ **ratification**. **In the case of Regional Executive Vice-President elections, the result shall be submitted to the Plenary meeting at the following Annual Conference for information.**

e) In the event of a tie between two candidates for elective office, a second ballot shall be held. The results of the second ballot shall determine the winner, which shall be submitted to the Plenary meeting of the Conference for ~~final election~~ **ratification**. **In the case of Regional Executive Vice-President elections, the result shall be submitted to the Plenary meeting at the following Annual Conference for information.** In the event the second ballot results in a tie, **both candidates will be submitted to Plenary the Plenary meeting of the Conference, or in the case of Regional Executive Vice-President elections, the following Conference,** which shall decide the issue. (Buenos Aires 03.A.16)

f) ~~A candidate must receive a majority vote at Plenary to be elected to the Executive Board.~~ In the event of a tie in Plenary, the Chair shall cast the deciding vote. (Buenos Aires 03.A.16)

2.4.4. It is proposed to move Article 6, Section 1 (Ex Officio Members of the Executive Board) here, as a new 2.3. The changes related to this section will be presented in the following paragraphs.

2.4.5. The first paragraph of this section (new 2.3.1) should be amended to remove the reference to 2015. This has changed since then and is now irrelevant:

2.3.1. Ex officio members of the Executive Board and appointed Officials will be appointed by the Executive Board for a two-year term, except for the position of Liaison Officer to the ICAO Air Navigation Commission which shall be appointed for a three year term commencing from Conference 2015.

2.4.6. The second paragraph of this section (new 2.3.2) should be amended to align with other positions of the Executive Board. It may also be the case that resignations will not line up with a January 15 deadline:

2.3.2. The respective positions will be notified to the Member Associations as being vacant, and nominations should be received before January 15 sixty days before the Annual Conference.

2.4.7. The third and fourth paragraphs (new 2.3.3 and 2.3.4) remain intact.

2.5. **Proposed Modifications – Sub-section 3**

2.5.1. Regarding Constitution paragraphs 3.6.6, 3.6.7, 3.6.8, and 3.6.9, the text is exactly the same for the four regional EVPs. It is proposed to change the title of 3.6.6 to be “Regional Executive Vice-Presidents” and to combine all four and make the text generic, as follows:

3.6.6. The Regional Executive Vice-Presidents Africa and Middle East

The Regional Executive Vice-Presidents Africa and Middle East shall be:

- responsible for liaison with Member Associations within their Africa and Middle East Region;
- ex-officio member of any committee of the Federation which may be assigned to their Africa and Middle East Region;
- responsible for fostering contacts with non-member associations in their Africa and Middle East Region, and encouraging the affiliation of such associations;
- responsible to oversee the activities of their Region.

~~3.6.7. The Executive Vice President Americas~~

~~— The Executive Vice President Americas shall be:~~

- ~~— responsible for liaison with Member Associations within the Americas Region;~~
- ~~— ex-officio member of any committee of the Federation which may be assigned to the Americas Region;~~
- ~~— responsible for fostering contacts with non-member associations in the Americas Region, and encouraging the affiliation of such associations;~~
- ~~— responsible to oversee the activities of their region.~~

~~3.6.8. The Executive Vice President Asia and Pacific~~

~~The Executive Vice President Asia and Pacific shall be:~~

- ~~— responsible for liaison with Member Associations within the Asia and Pacific Region;~~
- ~~— ex-officio member of any committee of the Federation which may be assigned to the Asia and Pacific Region;~~
- ~~— responsible for fostering contacts with non-member associations in the Asia and Pacific Region, and encouraging the affiliation of such associations;~~
- ~~— responsible to oversee the activities of their region.~~

~~3.6.9. The Executive Vice President Europe~~

~~The Executive Vice President Europe shall be:~~

- ~~— responsible for liaison with Member Associations within the Europe Region;~~
- ~~— ex-officio member of any committee of the Federation which may be assigned to the Europe Region;~~
- ~~— responsible for fostering contacts with non-member associations in the Europe Region, and encouraging the affiliation of such associations;~~
- ~~— responsible to oversee the activities of their region.~~

- 2.5.2. In paragraph 3.3.1 of the bye laws, “President” should be amended to read “President and CEO”, to be consistent with usage elsewhere in the document:

3.3.1. In selecting persons to represent the Federation, the President **and CEO** shall choose the best available candidate for that role provided they are a member of their Member Association in accordance with Part 2, Chapter 2, para 1.1.1 of the Manual. The President **and CEO** may, after consultation with the Executive Board, employ a person on behalf of the Federation to fulfil the role if they believe they are more appropriate than the available member candidates.

2.6. Proposed Modifications – Sub-section 4

- 2.6.1. As mentioned above, the title retained for this section is the one from the Constitution, “SALARIES, ALLOWANCES, HONORARIA, SHIFT PAYMENTS, EXPENSES”.
- 2.6.2. It is proposed to move the third section of Article 6 in the constitution, on “SALARIES, ALLOWANCES, EXPENSES”, because it would be logical to have it here. It would become the second paragraph of the Constitution sub-section. For clarity, that section would be as follows (the text moved is in yellow below):

4.1. The Elective Officers shall not receive any salary. They shall, however, be granted honoraria in accordance with the Bye-Laws. In exceptional circumstances they may be granted allowances or shift payments under the provisions specified in the Bye-Laws. The Officers shall be paid their expenses on behalf of the Federation under provisions specified in the Bye-Laws.

4.2. The positions of Conference Coordinator, Communications Coordinator, and the Liaison Officers shall not be salaried positions. They may be granted an allowance in exceptional circumstances, under provisions specified in the Bye-Laws. Provision of paying expenses shall be the same as for the Executive Board as specified in the Bye-Laws.

Note: The position of Office Manager is a salaried position as an employee of the Federation.

- 2.6.3. In the working paper dealing with Article 3 (paragraph 2.8.1 *refers*), it was proposed to move the text of sub-section 5 of Article 3 here. Assuming this is accepted by the Directors, the following paragraphs will review that section.
- 2.6.4. In the second paragraph (new 4.1.2), the reference needs to be updated, should the changes above be accepted. The Guidelines mentioned here refer to the Blue Book, it should be stated as such:

4.1.2. The nominal figures determined in accordance with 5-2.4 4.1.1 shall be detailed in an Annex to the Guidelines for IFATCA Officers and Representatives the IFATCA Blue Book.

2.6.5. The second portion (new 4.2) on “Honoraria, Equipment Allowance and Shift Payments” contains numbers that will change almost yearly. These should be moved to Appendix B (on the budget).

2.6.6. What used to be the content of this sub-section in the IAM, “OFFICERS OF THE EXECUTIVE BOARD” is in fact a list of all Executive Board members, along with their telephone number and email address. This information is confidential and shouldn’t be in the IAM. Further, it is already in the Contact List (formerly known as A55). This content is proposed for deletion.

3. CONCLUSION

3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 5 and invites the Directors of IFATCA to welcome these changes favourably.

4. RECOMMENDATIONS

4.1. It is recommended that the IFATCA Administrative Manual (IAM) be amended as per the discussion above.

5. REFERENCES

5.1. International Federation of Air Traffic Controllers’ Associations. (2025). *IFATCA Administrative Manual (IAM)* (Version 70) Montréal, Canada: IFATCA.

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