

SUBMISSION OF RESOLUTION FOR ITF ANNUAL CONFERENCE

- The deadline to submit a draft resolution is 4 months before the next AGM.
- The deadline to submit a final resolution is 2 months before the next AGM (provided the draft was received on time).

A submission should be completed and returned to the ITF executive at AGM@itftennis.com. If you are submitting a document in PDF format, please also send a Word version. Please ensure you have read the ITF's *Guidance on Submissions* overleaf before making a submission.

Formatting:

- If the submission proposes a change to an existing Article of the ITF Constitution please insert the current version of the Article(s) in Section 3 ("Current constitutional wording"). Please insert the proposed new wording in the Section 4 ("Proposed new wording") and make sure you highlight new wording as **bold and underlined**, and ~~strike through~~ wording that is to be deleted.
- Please explain clearly both the purpose/objective and the reasons for your proposal in Section 1 and 2.

Name of National Tennis Association:	
Name of Authorised Person:	
Position:	
Contact email:	
If you are making a submission which you are aware will be the same as one from another National Tennis Association(s), please provide details*:	
<i>* This is not mandatory but greatly assists the ITF Executive Office in cross-checking the submissions.</i>	
If you are making a submission that you or another National Tennis Association has made before, please provide details (including in which year that previous submission was made and by whom):	
Please indicate if you would like to speak to the Resolution during the AGM	<input type="checkbox"/> Yes <input type="checkbox"/> No
All submissions will be acknowledged within 48 hours. If you do not receive an acknowledgment please contact the ITF Presidential Department.	

[Insert Title]

Submitted by: [insert tennis association name]

Resolutions that propose changes to the ITF Constitution must be accompanied by DETAILED REASONS that explain why the change is necessary. If no reasons are submitted or the reasons are unclear, the resolution will be returned to the submitter for further consideration.

Please use simple language when drafting. Please submit your proposal in English.

Section 1: Purpose / Objective

Click here to insert the purpose or objective of your proposal

Section 2: Reasons

1. Click here and insert your reason/s
2. Click here and insert your reason/s
3. Click here and insert your reason/s

Section 3: Current Policy / Current constitutional wording

Click here and insert the current position

Section 4: Proposal / New constitutional wording

Click here to insert the text of your proposal

GUIDANCE ON SUBMITTING A NOTICE OF RESOLUTION TO THE ITF AGM

1. General

- 1.1 The aim of this Submission Guide is to assist ITF Member Nations and Regional Associations (“Submitters”) that wish to propose resolutions to the AGM and to address common issues which arise during the drafting and submission stages.
- 1.2 It is intended as a practical guide and does not replace or supersede the requirements set out in the ITF Constitution.
- 1.3 Article 9D of the ITF Constitution governs Notice of Resolutions.
- 1.4 Nations and Regions are encouraged to engage with the appropriate ITF Committee or Commission at any time if they have suggestions, queries or issues regarding ITF matters. This allows for full consideration by those with relevant expertise, and may result in proposals being incorporated into ITF business with the support of the ITF Board without the need to pursue the matter at the AGM.

2. Who can submit a Notice of Resolution?

- 2.1 Only the following may submit a resolution to the AGM:
 - (a) Member Nations¹;
 - (b) Regional Tennis Associations; and
 - (c) the ITF Board of Directors.

3. How to write a Notice of Resolution

- 3.1 In order to be properly considered, a Notice of Resolution should contain:
 - (a) a purpose or objective;
 - (b) the current position, current drafting or current policy;
 - (c) one or more proposals; and
 - (d) the reasons for the proposal.
- 3.2 In all cases, a clear explanation of the reasons for the Proposal should be inserted in Section 1 (“Purpose/Objective”) and Section 2 (“Reasons”).
- 3.3 If the Resolution proposes a new policy, please insert the wording of the new policy in full in Section 4 (“Proposal”) and also complete Section 2 (“Current Position”) and Section 3 (“Reasons”).
- 3.4 If a submission proposes specific changes to the Articles of the ITF Constitution, then:
 - (a) if the proposal is to *remove* an Article, or part of an Article, please state which Article, or part-Article is to be removed in Section 4 (“Proposal”) and state the current Article as drafted in Section 3 (“Current Position”);
 - (b) if the proposal is to *amend* an Article, please set out the current Article in full in Section 3 (“Current Constitutional Wording”) and in Section 4 (“New Constitutional Wording”) reproduce the current wording and then **bold and underline** any new drafting and ~~single strike through~~ any deletions .
- 3.5 Please ensure that your submission is in English.

4. Help with drafting a Notice of Resolution

- 4.1 If you are unsure how to draft a resolution, or wish to seek advice on whether a proposal will be valid, the Constitutional Committee has delegated responsibility to the ITF Legal

¹ A Member Nation whose subscription is in arrears is not entitled to propose a resolution unless that resolution is to reduce the Member Nation’s number of Class B shares (Article 9.10).

department to assist Submitters in making submissions.

The ITF may offer suggestions and guidance on potential issues for you to consider but these suggestions are advisory only. **IMPORTANT: The ITF will not draft a Notice of Resolution for you.**

The ITF's advice is provided on a confidential basis. Any advice provided does not bind the ITF.

4.2 To contact the ITF Legal department please email AGM@itftennis.com.

5. Making a submission

5.1 A draft resolution must be received by the ITF no later than **four (4) months** before the date fixed for the relevant AGM.

5.2 **Provided the draft resolution is provided in time**, a final resolution for submission to the AGM must be received no later than **two (2) months** before the date fixed for the relevant AGM (the "**Deadline**"). The final resolution should be submitted to AGM@itftennis.com.

5.3 If you are sending the Notice of Resolution in PDF format, you are kindly requested to also send a Word version. This greatly assists the ITF staff in preparing documentation for the AGM.

5.4 If you are proposing a resolution which will be the same as that of another Submitter (e.g. several members of one Regional Association have agreed to make the same submission), please inform the ITF as this will speed up the processing of submissions.

6. What if my Notice of Resolution is late?

6.1 If a Notice of Resolution is not submitted by the Deadline, the Resolution may still be submitted to the AGM, at the AGM. However, the Council shall vote at the AGM whether to hear the resolution. A vote to hear a late resolution must receive a four-fifths (4/5) majority to pass. If four-fifths of the Council vote to approve the hearing of the late resolution, the resolution will then be put to the AGM for consideration. The resolution will then need the normally applicable majority of votes to pass, depending on the type of resolution.

7. Can a Notice of Resolution be amended?

7.1 You can withdraw your Notice of Resolution and submit a new one before the Deadline, or otherwise submit amendments to your original resolution using the Submission Form.

7.2 After the Deadline, ITF staff will not amend a Notice of Resolution other than for formatting purpose or to consolidate it with another identical Notice of Resolution.

7.3 Amendments proposed after the Deadline (e.g. at the AGM) must meet the following requirements before they are voted on:

- (a) An amendment must be proposed by the ITF Board of Directors or a Nation Delegate;
- (b) Each proposal must be seconded by a Delegate from another Nation;
- (c) Amendments should be submitted in writing to the ITF Presidential department using the Submission Form (if possible);
- (d) If there is no time to submit an amendment to the ITF in writing, the Delegate proposing the amendment is strongly advised to seek advice from a representative of the ITF during the AGM to ensure due process is followed.

8. Do I need to speak to my resolution?

8.1 There is no requirement to speak to your resolution. A Notice of Resolution may be considered without the proposing Delegates speaking to it.

8.2 However, you are entitled to address the Council for a maximum of five (5) minutes if you wish. When you submit your Notice of Resolution to the ITF please indicate whether you wish to address the AGM.

9. Can a submission be withdrawn?

- 9.1 A Notice of Resolution can be withdrawn at any time up until the AGM begins to vote on it.
- 9.2 The ITF will not mark a Notice of Resolution as withdrawn unless:
- (a) an email is sent to the ITF Presidential department withdrawing the resolution; or
 - (b) a written note of withdrawal is handed to an ITF staff member at the AGM, signed by the Delegate for the Submitter that proposed the Resolution; or
 - (c) the relevant Delegate withdraws the Resolution verbally during the AGM (where it will be recorded in the minutes).
- 9.3 If a Notice of Resolution has been submitted jointly with others, then it is only withdrawn when all the relevant Submitters have notified withdrawal of it. Otherwise it will continue to be considered and voted upon.