

## **VI. By-Laws on Standing Committees**

### **1.0 General Principle**

Pursuant to article 11 par. 6 of the WADA Statutes, and paragraph 2.1 of the Regulations of the Executive Committee, the Executive Committee may resolve to create, if it deems it necessary, standing or ad hoc committees (the “**Standing Committees**”) to provide expert advice to WADA. The Standing Committees support WADA's mission by serving as a forum for detailed and expert deliberation on specific families of issues, to develop recommendations for decisions by the Executive Committee or Foundation Board, as appropriate. The expertise and skills of members are therefore of utmost importance when approving the creation and composition of the committees.

### **2.0 Composition and Term of Office**

The Standing Committees are composed of a maximum of 12 members. The Executive Committee, upon the recommendation of the Nominations Committee, will appoint the Chairs of each Standing Committee.

The Foundation Board shall be informed of the elected Chairs at the earliest opportunity by the Director General.

WADA shall issue a media advisory announcing the newly elected Standing Committee Chairs and will maintain a public list of the Chairs on its website.

The remaining composition of the committee will be proposed by the President of the Executive Committee and the Director General, in consultation with the Chair of the relevant committee, and will be decided by the Executive Committee by way of a simple majority of the votes cast by the members present at the time of the vote. Members shall be appointed to a Standing Committee on the basis of their expertise in the relevant subject matter area; gender, continental and regional diversity must be taken into consideration where possible. The Foundation Board shall be informed of the complete composition of each Standing Committee at the earliest opportunity and will be provided with a profile for each committee member by the Director General.

Each member, including the Chair, shall be appointed for a period of 3 years. They may be reappointed for a maximum of 2 further terms of 3 years provided that they continue to meet all relevant eligibility criteria; they cannot serve for more than 9 years in aggregate for the same committee in any capacity. These limitations shall be applicable to each member of a committee for his/her next appointment. Members who have served less than 9 years in aggregate for the same committee, but whose next reappointment as from the date of these By-Laws enter into force would exceed the maximum of 9 years of service for such same committee at the time of reappointment, may be reappointed for one more term of 3 years.

After 9 years of service for the same committee, the member may apply for appointment in another committee; a member can serve in several committees during the same period, provided that, for each committee, he cannot serve for more than 9 years in aggregate. There is no age limit. Membership should be staggered in an effort to distribute turnover evenly. All Standing Committees, other than the Compliance Review Committee and the Athletes Committee, must include at least 1 representative

of the athletes and at least 1 representative of the National Anti-Doping Organizations (NADOs) provided their nominees meet the requirements for the position and have the necessary skills and expertise. The Executive Committee may also remove individuals from a committee when, in its sole discretion, it considers it is appropriate to do so by way of a simple majority of the votes cast by the members present at the time of the vote. The Executive Committee shall briefly expose the reasons for its decision.

Standing Committee Chairs are entitled, on a needs basis, to invite observers and Expert Group Chairs to attend meetings and report on their work.

The Director General, or his/her designee, may act as secretary in each Standing Committee meeting or participate as an observer.

The composition of every Standing Committee will be published on the WADA website, along with a mechanism to contact either the Standing Committee Chair or the WADA liaison support person.

### **3.0 Independence, Conflict of Interest and Confidentiality**

With the exception of the Chair of the Compliance Review Committee, the Chair of each committee shall meet the requirements of the General Standard of independence as stated in Section 1.2 of the By-Laws on Independence (as amended from time to time).

The Chair of the Compliance Review Committee and the independent members of the Compliance Review Committee shall be required to meet the General Standard of Independence set out in Section 1.2 and the Strictest Independence Criteria set out in Section 2 of the By-Laws on Independence.

All Standing Committee members, including the Chairs, shall abide by, and comply with, the Conflict of Interest Policy and WADA Media Relations Policy issued by the Executive Committee (as amended from time to time).

All Standing Committee members, including the Chairs, are required to sign a confidentiality agreement upon their appointment.

All meetings and the work of the Standing Committees are confidential. No documents, information, discussion and determinations made at a Standing Committee meeting or otherwise exchanged or agreed in connection with the work of a Standing Committee shall be disclosed to any third party, except for WADA, unless the Executive Committee authorizes such disclosure, or the matter is in the public domain, or disclosure is required under applicable regulations or by law or by any competent authority.

### **4.0 Selection Process**

#### **4.1 Selection Process for the Chairs of Standing Committees other than the Compliance Review Committee and the Athlete Committee**

A public call for candidates for Chairs of the Standing Committees will be issued by WADA not later than 6 months before the Executive Committee meeting at which the vacancies will be filled.

A candidate for Chair of a Standing Committee shall apply by sending to the Director General a detailed C.V. or biography and letter(s) of endorsement from

at least 2 members of the Foundation Board, one representing the Olympic Movement and one representing the Public Authorities. The candidates shall be assessed, reviewed and vetted by the Nominations Committee in accordance with its processes. Only candidates who satisfy the vetting criteria as determined by the Nominations Committee may be recommended for election as Chair of a Standing Committee.

The names and nomination dossiers of all candidates who satisfy the vetting criteria will be forwarded to the Executive Committee, along with recommendations from the Nominations Committee. The President of the Executive Committee and the Director General will consult with the members of the Executive Committee to try and develop a consensus list (the “**List**”) of candidates for the vacant Chair positions in an effort to ensure that: (i) a single best candidate is put forward for each Chair vacancy; and (ii) collectively, the Chairs of the Standing Committees represent a balanced allocation of regional and gender representation.

If a List is put forward to the Executive Committee, it will vote to decide whether to approve or not the List. If the Executive Committee does not approve the List or if there is no such List, the Executive Committee shall vote for each candidate individually.

A member of the Executive Committee may not also be a Standing Committee Chair.

#### 4.2 **Selection Process for Members of Standing Committees other than Members of the Compliance Review Committee and the Athlete Committee**

A public call for candidates for vacant places on the Standing Committees will be issued at least 6 months before the Executive Committee meeting at which the vacancies will be filled.

A candidate for member of a Standing Committee applies by sending to the Director General: a detailed C.V. or biography and a letter of endorsement from a Foundation Board member or a recognized WADA stakeholder group.

The names and dossiers of all candidates shall be forwarded to the relevant Standing Committee Chair. The Director General shall consult with the President of the Executive Committee and with the Chairs of the relevant Standing Committees to try and develop a consensus list (the “**List**”) of candidates for the vacant positions, in an effort to ensure that: (i) the best candidates are put forward for each Standing Committee; (ii) collectively, the members of each Standing Committee aim to represent a balanced diversity, such as regional, gender and cultural; and (iii) Athlete Members of Standing Committees collectively represent a cross-section from the sports movement, but a sport and a nation shall not be represented more than once.

The Executive Committee will be provided with the names and dossiers of the proposed candidates, which will then be formally voted by the Executive Committee.

The Foundation Board shall be informed of the complete composition of each Standing Committee at the earliest opportunity and will be provided with a

profile for each committee member by the Director General.

#### **4.3 Selection Process for the Chair of the Compliance Review Committee**

The Nominations Committee shall be responsible for recruiting, reviewing and vetting the candidates for the position of Chair of the Compliance Review Committee, and for setting the processes related thereto. These processes shall include a requirement that any candidate submit a detailed C.V. or biography.

The Nominations Committee will submit its recommendations, with the names and nominations dossiers of all candidates, to the Executive Committee for the position of Chair of the Compliance Review Committee. In circumstances where the Nominations Committee submits more than one recommended candidate, the President of the Executive Committee and the Director General will consult with members of the Executive Committee to try and identify one single best candidate to be put forward.

The Executive Committee will vote whether to either approve the candidate proposed (in circumstances where only one single candidate is proposed), or to vote on which of the proposed candidates is to be appointed Chair of the Compliance Review Committee.

The Chair of the Compliance Review Committee may not be also a member of the Executive Committee.

#### **4.4 Selection Process for Members of the Compliance Review Committee**

The Nominations Committee shall be responsible for recruiting, reviewing and vetting the candidates for the positions of independent members of the Compliance Review Committee. The Nominations Committee shall also be responsible for reviewing and vetting the candidates for the positions of ordinary members of the Compliance Review Committee and for establishing the related process.

The Nominations Committee will submit its recommendations, along with the names and dossiers of the candidates, to the Executive Committee. The Chair and the members of the Compliance Review Committee will be formally voted by the Executive Committee.

A member of the Executive Committee may not also be a member of the Compliance Review Committee.

#### **4.5 Selection process for the Chair of the Athlete Committee**

A public call for candidates for Chair of the Athlete Committee will be issued at least 6 months before the Executive Committee meeting at which the vacancy will be filled.

A candidate for Chair of the Athlete Committee applies by sending to the Director General a detailed C.V. or biography and letter(s) of endorsement from at least 2 member of the Foundation Board (one from the Public Authorities and one from the Olympic Movement).

If there are 5 or less applications for the position, the Nominations Committee will vet these applicants before forwarding the names and dossiers of all candidates to the Athlete Committee for selection, ranking and recommendations to the Executive Committee. If there are more than 5 applications for the position, the Athlete Committee will review the dossiers of all applicants and provide a list of 5 preferred applicants and forward their names and dossiers to the Nominations Committee for vetting, after which vetted candidates who have been deemed eligible will be returned to the Athlete Committee for selection, ranking and recommendations to the Executive Committee.

In circumstances where the Executive Committee rejects all candidates proposed by the Athlete Committee and successfully vetted by the Nominations Committee, the Executive Committee shall decide on the appointment without further recommendations from the Athlete Committee.

A member of the Executive Committee may not also be the Chair of the Athlete Committee.

#### **4.6 Selection Process for Members of the Athlete Committee**

A public call for candidates for vacant places on the Athlete Committee will be issued at least 6 months before the Executive Committee meeting at which the vacancies will be filled.

A candidate for member of the Athlete Committee applies by sending to the Director General: a detailed C.V. or biography and a letter of endorsement from a Foundation Board member or a recognized WADA stakeholder group.

The composition of the Athlete Committee shall try to ensure that: (i) the best candidates are put forward; (ii) collectively, the members of the Athlete Committee aim to represent a balanced diversity, such as regional, gender and cultural, and a nation shall not be represented more than once; and (iii) the Athlete members collectively represent a cross-section from the sports movement, but a sport shall not be represented more than once.

The Executive Committee will be provided with the names and dossiers of the proposed candidates, which will then be formally voted by the Executive Committee.

The Foundation Board shall be informed of the complete composition of the Athlete Committee at the earliest opportunity and will be provided with a profile for each committee member by the committee.

### **5.0 Reporting**

The standing and ad hoc committees shall report on their activities to the Director General and, via the Chair of the Standing Committee, to the Executive Committee upon request of the President of the Executive Committee. The Chairs of the Standing Committees may be invited by the President of the Executive Committee to present their report to the Executive Committee meetings verbally and may, at the discretion of the President of the Executive Committee, be invited to contribute their views on other matters before the Executive Committee if it is considered to be of assistance to the Executive Committee.

## **6.0 Financing**

The Executive Committee shall allocate to the Standing Committees the necessary financial resources to permit each committee to fulfill its functions.

## **7.0 Terms of Reference**

Each Standing Committee operates under its own specific Terms of Reference, which take effect when approved by the Executive Committee.

Each Standing Committee, through its Chair and the responsible WADA Management Team member, must review its Terms of Reference on an annual basis to ensure that they remain fit for purpose.

A Standing Committee's Terms of Reference shall include provisions with respect to the following matters:

- Purpose and goals,
- Objectives and key activities,
- WADA staff person serving as liaison at WADA headquarter,
- Reporting process,
- Chair and members skill requirements,
- Working norms,
- Use of additional expertise,
- Confidentiality requirements,
- Conflicts of interest (see the Conflict of Interest Policy issued by the Executive Committee),
- Rules on conduct of meetings and voting (if any),
- Communication and media (see WADA Media Relation Policy issued by the Executive Committee and liaison with WADA communication team),
- Funding and accounting norms,
- Frequency of meetings and minutes.

The Terms of Reference for each Standing Committee will be published on the WADA website including the skill requirements for the Chair and Members.

The minutes of the Standing Committees' meetings will be posted on the WADA website once approved by the Committee Members.

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