

STANDING ORDERS

WorldSkills International

1 MEETINGS

1.1 PARTICIPANTS

1.1.1 The following persons are entitled to attend WorldSkills meetings:

- Board of Directors,
- Official and Technical Delegates,
- Technical Delegate Assistants,
- Substitute Official and Technical Delegates,
- Honorary Presidents and Honorary Members,
- Staff from Member organizations,
- Interpreters,
- Staff from the Competition Organizers of current and future Competitions,
- Official Observers,
- Official representatives from a Member hosting a meeting or the Competition,
- Global Partners, and
- Guests invited by the Board and CEO.

1.2 HOSTING BY MEMBERS

1.2.1 Members wishing to host a meeting should notify the Chief Executive Officer for the attention of the Board of Directors.

1.2.2 If there is more than one Member wishing to host a meeting, the Board of Directors will consider the applications and if all requirements are met, the Board of Directors will forward the applications to the General Assembly for the final decision. To select the host Member, Members will follow the same voting procedure used for the election of officers (refer sub-section 3.3).

1.2.3 If no Member is prepared to host a meeting, the Board of Directors will take the necessary steps to organize the meetings at a place of its choice and as economically as possible.

1.2.4 Travel costs, accommodation, and expenses are borne by the participants at the meeting.

1.2.5 The infrastructure for meetings, excursions, or visits is provided and paid for by the host Member.

1.2.6 The host Member is entitled to seek sponsors to defray their costs for the meeting but must have the agreement of WorldSkills International regarding the sponsor arrangements and final package prices for the participants.

2 VOTING

2.1 PROCEDURE

- 2.1.1 Only Delegates may cast a vote for the Member they represent on the condition that
- the Member has participated in a full set of General Assembly meetings,
 - the Member is a full Member, and
 - the Member has fulfilled its financial obligations towards the Organization.
- 2.1.2 In all meetings votes will be open, unless otherwise required by the Constitution or specified in the Standing Orders.
- 2.1.3 A request for a secret ballot will be accepted if two thirds (2/3) of the Members that are represented at the meeting and entitled to vote, agree.
- 2.1.4 If a Chair is also a Delegate then they are entitled to vote.
- 2.1.5 If a Delegate cannot attend a given meeting, the Member is entitled to appoint a replacement for the meeting.
- 2.1.6 Votes may not be cast on behalf of absent Members.
- 2.1.7 A quorum is achieved when at least two thirds (2/3) of the Members eligible to vote are represented at the meeting.
- 2.1.8 A simple majority of votes will decide the result unless otherwise required by the Constitution or specified in the Standing Orders.

2.2 TIED VOTES

- 2.2.1 If a tie occurs in a vote that is not an election, then the Chair shall have the casting vote.

3 ELECTION OF BOARD OF DIRECTORS

3.1 TIMING OF ELECTIONS

3.1.1 The election of the Board of Directors shall take place in the year between WorldSkills Competitions.

3.2 PRIOR TO ELECTIONS

- 3.2.1 Five months prior to the General Assembly meeting at which an officer or officers will be elected, the Chief Executive Officer will invite Members to submit nominations for the election of candidates for these positions. Nominations are to be submitted to the Chief Executive Officer no later than three months before the General Assembly meeting.
- 3.2.2 Nominees for Board positions must have served as a Delegate for at least two years and attended at least the two most recent General Assemblies in order to stand for election (except for the position of Treasurer – refer 3.2.4). To be confirmed, a nominee must present evidence in writing that they have the support of the nominating Member and any other support necessary to carry out the responsibilities of the office for which they are nominated, and provide a statement indicating the skills and experience they have for the role (candidates may nominate for more than one position).
- 3.2.3 Subject to the rotation and limitations of office provisions in 3.4, elected officers who are no longer Delegates are eligible for re-election in any position (refer Constitution 3.3.2). Once on the Board, the Board member can do one of the following:
- stay as the Official Delegate or Technical Delegate,
 - stay as the Official Delegate or Technical Delegate and appoint a Substitute Official Delegate or Substitute Technical Delegate to support them in their role in the standing committees, or
 - step down as the Official Delegate or Technical Delegate and allow the Member Organization to appoint a replacement.
- 3.2.4 An individual who is not currently a Delegate may be nominated for the position of Treasurer where both their qualifications and their position and experience within both WorldSkills International and in their own country/region make them a suitable candidate.
- 3.2.5 The Chief Executive Officer will notify the Members of the candidates nominated for election at least one month before the General Assembly meeting.
- 3.2.6 The Board of Directors should be reasonably representative of the different continents and total Membership. In particular, two elected officers may not come from the same Member.

3.3 ELECTION PROCEDURES

- 3.3.1 The Board of Directors will nominate two scrutineers to the General Assembly for their approval prior to the election commencement. The role of the scrutineers is to ensure the elections are fair and held according to the procedures. They also check the counting of the secret ballots with the Chief Executive Officer.
- 3.3.2 All elections will be conducted by secret ballot.
- 3.3.3 At the commencement of the election, the Chief Executive Officer will announce all Members that are present and entitled to vote. They will announce the total number of voters in the election and indicate whether or not the requirement for a quorum of two thirds of the Members entitled to vote being present has been met.

- 3.3.4 Voting will take place in the following order: President, Vice President for Special Affairs, Vice President for Strategic Affairs, Vice President for Competitions, Vice Chair of the Strategy Committee, Vice Chair of the Competitions Committee, and Treasurer.
- 3.3.5 For each election, the Chief Executive Officer will prepare a uniquely designed ballot paper. These ballot papers will be distributed to each Member entitled to vote by the Secretariat and/or the scrutineers. A Member votes by marking the box next to the name of the candidate they are voting for on the ballot paper provided. The ballot paper will be declared invalid if nothing is written, or more than one box is marked. If a Member makes a mistake, then the Member is to return the ballot paper and get a new one.
- 3.3.6 At the start of each election, the position, the candidates' names, and their Member's ISO code will be projected on the screen at the front of the room. An explanation on how to properly fill out the ballot will be given.
- 3.3.7 Completed ballots will be collected in a ballot box by the Secretariat and/or scrutineers. Ballots will be counted in the meeting room by the Chief Executive Officer and the scrutineers in view of the Members.
- 3.3.8 Where there are more than two candidates, an absolute majority (50% plus one of the votes) is required. If there is no absolute majority then a second vote takes place but without the lowest scoring candidate from the first vote. If there are two or more equal lowest scoring candidates, then a sub-election takes place between them. The lowest scoring candidate is removed and then the second vote takes place with all remaining candidates.
- 3.3.9 When an election includes the office of President, the current President appoints an interim Chair for the duration of the election.
- 3.3.10 The results of each election will be announced by the Chief Executive Officer after validation by the scrutineers. The results will be announced and documented by providing the number of votes for each candidate and the number of abstained and invalid votes (totalling the number of eligible voting Members).
- 3.3.11 The ballot papers will be kept by the Chief Executive Officer in sealed envelopes until the conclusion of the meeting. When the results of the meeting have been ratified by the General Assembly the ballot papers will be destroyed.

3.4 ROTATION AND LIMITATION OF TERMS OF OFFICE

- 3.4.1 The term of office for each Board member is four (4) years (effectively spanning two Competitions).
- 3.4.2 All Board members are limited to two (2) consecutive terms in an office (but a Vice President can run for President or Treasurer, a Vice Chair can run for President, Vice President or Treasurer, and the Treasurer (if a Delegate) can run for Vice Chair, Vice President or President).

3.5 TIMING OF ELECTIONS AND TRANSITIONS OF OFFICE

- 3.5.1 The incumbent Board of Directors shall complete its term of office at the completion of the Competition (after the Closing Ceremony) in the relevant year and the Board-elect shall commence their term of office at this time.
- 3.5.2 The Board of Directors elected at the General Assembly in the relevant non-Competition year shall have a one-year period of overlap prior to taking office. During this time the Board-elect shall have no decision-making power and shall not be entitled to represent WorldSkills International as officers, but may be included in meetings and correspondence for sharing of information and preparation for taking office (at their cost).

4 PROPOSALS

4.1 ORAL PROPOSALS

- 4.1.1 Any Delegate is entitled to put forward oral proposals for the agenda and these will be dealt with under “other business”.

4.2 WRITTEN PROPOSALS

- 4.2.1 Any Member is entitled to submit written proposals in an official language to the Chief Executive Officer. The proposals will be acknowledged by the Board of Directors and placed on the agenda for the next meeting of the appropriate committee. The proposer is entitled to explain or justify their proposal at the meeting.

4.3 HONORARY PRESIDENT, HONORARY MEMBERS

- 4.3.1 Any Member may submit written proposals to the Chief Executive Officer nominating distinguished past Delegates, Champions Trust members, and CEOs of National Skills Organizations for Honorary Membership or for appointment of the past Presidents of the Organization as Honorary President. These proposals will be approved by the Board of Directors and presented at the General Assembly.

4.4 HONORARY ASSOCIATE

- 4.4.1 Any Member may submit written proposals to the Chief Executive Officer nominating distinguished individuals from partners, sponsors, or other non-Members to be recognized as an Honorary Associate of WorldSkills. These proposals will be approved by the Board of Directors and presented at the General Assembly.

4.5 FELLOWSHIP OF WORLDSKILLS

- 4.5.1 Any Member may submit written proposals to the Chief Executive Officer nominating any individual for longstanding, highly distinguished, and valued contribution to the WorldSkills organization. These proposals will be approved by the Board of Directors and presented at the General Assembly.

4.6 CERTIFICATES OF MERIT

- 4.6.1 Once a year the Chief Executive Officer shall invite Members to submit written proposals nominating distinguished individuals for the award of a Certificate of Merit for consideration and approval by the Board of Directors and presentation at the General Assembly.

5 WORLDSKILLS COMPETITION

5.1 PRINCIPLES

5.1.1 A Member may apply to the Board of Directors to host a Competition. Expressions of Interest must be made at least four years and nine months before the Competition.

5.1.2 Any Member that undertakes to organize a WorldSkills Competition must have experience in the preparation and hosting of large and/or national skills competitions. It would be expected that the applying Member would have participated in a number of recent WorldSkills Competitions and have a solid base of personnel with competition experience across all sectors.

5.1.3 The Board of Directors must have:

- detailed information on the vocational education and training system represented by the Member that makes the offer,
- comprehensive information on the Member's level of experience and representation with professional personnel in the skill categories and sectors represented at a WorldSkills Competition,
- comprehensive information on the financial resources and physical infrastructure and the level of support in government, education and industry, and
- any other information requested by the Board.

With these objectives, the capacity of the Member to organize a WorldSkills Competition will be determined by a visit to the Member at the Member's expense by at least two persons specified by the Board of Directors.

Furthermore, the Board of Directors must be certain that the Member, which makes the offer, is fully aware of all its obligations relating to costs, equipment, and the necessary infrastructure and respecting the political and denominational neutrality of WorldSkills so that all its Members are able to participate equitably.

5.1.4 Once the applying Members have fulfilled the organization's hosting requirements mentioned in 5.1.3 they will be invited to submit a formal bid application. The formal bid application will be checked and, if complying, forwarded to the Members for voting at the General Assembly. To select the host Member, Members will follow the same voting procedure used for the election of officers (refer sub-section 3.3).

5.1.5 The Member hosting the Competition must sign a Memorandum of Agreement (MOA) as binding for the holding of the Competition and must obtain a written commitment from the public or private institution representative of the Member's country/region. The MOA defines the cooperation and partnership between WorldSkills International and the host Member assigned with the rights and responsibility for the delivery of the WorldSkills Competition. This ensures the event is organized in accordance with all the requirements, procedures and agreements set out in WorldSkills International's official documentation, e.g. Constitution, Standing Orders, Code of Ethics and Conduct, Competition Rules, Technical Descriptions including Infrastructure Lists, Competition Organizing Guides, integrated Sponsorship Framework, and other official and/or ratified documentation. In addition, the Member hosting the Competition must agree to pay a Hosting Fee to WorldSkills International in the four years up to and including the year of the Competition. The amount of each payment is to be determined between the Organization and the Member hosting the Competition and set out in the MOU. The payment is due on 31 March each year. The Hosting Fee schedule is EUR 800,000 in the base year of 2015 and increases by three per cent annually consistent with the increase in Member Fees specified in 7.2.1. The Secretariat provides a variety of support services to the host to help build capacity and capability within the WorldSkills community for the cost-effective hosting of Competitions.

- 5.1.6 The Member hosting the Competition will be responsible for all costs arising from the organization of a Competition, (including costs of travel, accommodation and board for the Secretariat and the Board), other than the costs of travel, accommodation, and board of the Competitors and delegations.

6 ADMISSION OF MEMBERS

6.1 GRADES OF MEMBERSHIP

- 6.1.1 There shall be two grades of membership: Members and Associate Members.
- 6.1.2 Associate Members shall have all the privileges of full membership except for the right to vote or stand for election and they cannot enter an official team in the biennial Competition. However, Associate Members may be invited to enter in up to three skills competitions as “guests” for the purposes of learning about the Competition. The results of the guest Competitors will not be officially recognized nor will medals (Gold, Silver, Bronze, or Medallions for Excellence) be awarded. However, a Best of Nation medal will be awarded if there are Competitors in at least two skills competitions.
- 6.1.3 The Admission Fee and the Annual Fee for Members and Associate Members shall be determined by the Board of Directors and ratified by the General Assembly.

6.2 CRITERIA FOR MEMBERSHIP

- 6.2.1 A prerequisite for membership and associate membership is acceptance of the Constitution, the Standing Orders, Code of Ethics and Conduct, and the Competition Rules.
- 6.2.2 Only one representative body per country/region will be recognized as a Member or Associate Member.
- 6.2.3 Applications for membership and associate membership must be made in writing and addressed to the Secretariat and be signed by the applying body's official representatives. The application must include:
 - guarantee of payment of the Admission Fee (for Members) or Annual Fee (for Associate Members),
 - signed copies indicating acceptance of the Constitution, the Standing Orders, Code of Ethics and Conduct, Competition Rules, and the roles and responsibilities of the Official Delegate and Technical Delegate,
 - acceptance of hosting a formal orientation visit and training programme (two different meetings at different stages of the membership sequence) by a Board member or the CEO. All costs are to be borne by the applying Member,
 - extensive information on the country/region's vocational education and training system and the body's position within this system,
 - names, positions, and full contact details of the proposed Official and Technical Delegates,
 - details of the country/region's flag to be used at WorldSkills events and on the WorldSkills website,
 - acceptance of the creation of “WorldSkills XX” (where XX is the applicant Member's country/region) upon approval of Membership. This organization would become the Member organization to WorldSkills incorporating all the key stakeholders of VET in the country/region. The new Member must adopt the WorldSkills brand with immediate implementation, and
 - acceptance of the registration of the WorldSkills trade mark in the applicant country or region and agreement that the registration ownership is only valid while they are the Member for WorldSkills.

Members of WorldSkills are agencies or bodies that have responsibility for promoting vocational education and training in their respective country/region. An "agency representing a training system" can be an NGO that is established with the purpose of being the Member organization of WorldSkills International. In such an instance, evidence that the NGO has the support of the key stakeholders of that country/region's training system (e.g. government and industry) must accompany the application. This includes an official letter from the relevant ministry, on official letterhead in English signed by the Minister, confirming their support for the agency or body as the official Member of WorldSkills International.

- 6.2.4 The formal orientation visit and training programme are to ensure the applying Member is aware of its responsibilities and opportunities. It includes training for the Official Delegate and Technical Delegate to assist with their selection and fulfilment of their roles and responsibilities with WorldSkills.
- 6.2.5 When an application is approved by the Board of Directors, the admission must be ratified at the next General Assembly meeting, and the new Member or Associate Member may be invited to present themselves and the vocational education and training system they represent.
- 6.2.6 Each new Member must pay an Admission Fee of EUR 32,000 (in 2018) which includes the Member's Annual Fee during the calendar year of admission. This amount must be transferred to the Secretariat four weeks after admission by the Board of Directors. In the event that a ratification does not take place, the Admission Fee will be refunded.
- 6.2.7 Admission by the General Assembly is confirmed by means of a Membership Certificate.
- 6.2.8 Associate Members will be given a good insight into the activities of WorldSkills International and gain experience that will help them to achieve full membership. Associate Members will pay an Annual Fee of EUR 3,400 (in 2018) – to be credited towards their full membership Admission Fee, to a maximum of EUR 10,200. This amount must be transferred to the Secretariat four weeks after admission by the Board of Directors. In the event that a ratification does not take place, the Annual Fee will be refunded.
- 6.2.9 When a Member changes their Official Delegate or Technical Delegate, their official notification letter must include signed copies indicating acceptance by the new Delegate of their roles and responsibilities. The Board may require the new Delegate to attend a formal orientation and training programme (all costs borne by the Member). Non-completion of the training programme may affect a Member's participation at the WorldSkills Competition.

7 FINANCES

7.1 BUDGET AND ACCOUNTING

- 7.1.1 The financial year of WorldSkills International is the calendar year.
- 7.1.2 The Board of Directors shall submit an annual budget to the Members.
- 7.1.3 The Board of Directors must contain expenditure to stay within the approved budget. However, the Board of Directors shall have some flexibility to reallocate expenditures within the overall budget to reflect changing situations within the year.
- 7.1.4 The Board of Directors shall submit the audited accounts of the preceding financial year to the Members.

7.2 FEES

- 7.2.1 The budgeted amount for Members' Annual Fees is determined by the previous year's total plus a three per cent increase. Each Member's Annual Fee is calculated using a module factor that takes into account the population size (up to a maximum of 100 million) of the Member and the number of Competitors and Experts who participated in the previous four Competitions and with a minimum fee of EUR 6,600 (in 2018).
- 7.2.2 The Board of Directors shall review the fees regularly and may propose adjustments to the fees to the General Assembly from time to time to reflect changing economic realities.
- 7.2.3 The Annual Fee shall be payable by 31 March each year.
- 7.2.4 Fees are calculated in euro and shall be paid to the Secretariat in euro.
- 7.2.5 If a fee has not been remitted by the due date of 31 March, a reminder will be sent to the Member. Should the fee not be paid within 30 days of the due date, a Member shall be charged a penalty of eight per cent of the fee payable.
- 7.2.6 Members who fail to pay the Annual Fee within 90 days after the due date without explanation shall lose the right to vote or stand for election and they cannot enter an official team in to the Competition. Furthermore, in the absence of any communication, the Board of Directors will make a recommendation to the General Assembly regarding the Member's status.
- 7.2.7 The Board of Directors shall have the authority to waive these payment conditions in the case of special circumstances or financial hardship.

7.3 WORKING CAPITAL

- 7.3.1 In order to meet financial obligations, the Board of Directors will ensure there is working capital at the end of the financial year equal to at least the first quarter's expenses of the following year's annual budget.

8 POWERS AND DUTIES OF THE GOVERNING BODIES AND STANDING COMMITTEES

8.1 GENERAL ASSEMBLY

8.1.1 The powers of the General Assembly are specified in the Constitution.

8.2 BOARD OF DIRECTORS

8.2.1 The powers of the Board of Directors are specified in the Constitution.

8.2.2 The Board of Directors may set up its own subcommittees and other working groups and establish their terms of reference and membership. The work will be supported by the Chief Executive Officer in agreement with the committee Chairs.

8.2.3 Correspondence from the Board of Directors relating to basic documents and all papers concerning finance must be signed by the President and the Chief Executive Officer.

8.3 STRATEGY COMMITTEE

8.3.1 The Strategy Committee's main terms of reference are:

- setting up of working groups to reflect on and draw up proposals with regard to the aims and objectives of the Organization,
- tasks assigned to it by the Board of Directors,
- the promotion of youth exchanges, and
- activities aiming to strengthen the Organization.

8.4 COMPETITIONS COMMITTEE

8.4.1 The Competitions Committee's main terms of reference are:

- finding solutions to technical problems concerning the organization of the skill competitions and the Competition,
- advising on changes to the Competition Rules,
- reports from the Board of Directors, proposals to the Board of Directors,
- tasks assigned to it by the Board of Directors,
- appointment of Jury Presidents, Chief Experts and Deputy Chief Experts at the Competition
- ensuring that the Technical Descriptions for the respective skill competitions are created according to WorldSkills International's requirements and updated regularly to reflect the latest technical and related competencies for that skill in modern practice,
- setting up uniform marking criteria at the Competitions,
- setting up uniform admission criteria for Competitors and Experts,
- proposals on distinctions and awards for Competitors,
- decisions on admission or cancelling of skills competitions, and
- recommendation on honours and awards.

8.4.2 The Competitions Working Group is a subcommittee of the Competitions Committee. Its terms of reference and membership are determined by the Chair and Vice Chair of the Competitions Committee. The Competitions Working Group will work on projects and tasks assigned to it by the Competitions Committee and/or the Board of Directors.

9 POWERS AND DUTIES OF THE ELECTED AND APPOINTED OFFICERS

9.1 PRESIDENT OF THE ORGANIZATION

- 9.1.1 The President chairs the Board of Directors and their overriding task is to be outward looking, ascertaining and assessing the environment within which the Organization operates and identifying new opportunities for activity by the Organization.

9.2 VICE PRESIDENT FOR SPECIAL AFFAIRS

- 9.2.1 As a member of the Board of Directors they have a particular responsibility for new developments in cooperation with the President.

9.3 VICE PRESIDENT FOR STRATEGIC AFFAIRS

- 9.3.1 The Vice President for Strategic Affairs chairs the Strategy Committee and is a member of the Board of Directors. They have a particular responsibility for organizational and strategic matters in cooperation with the Vice Chair of the Strategy Committee.

9.4 VICE PRESIDENT FOR COMPETITIONS

- 9.4.1 The Vice President for Competitions chairs the Competitions Committee and is a member of the Board of Directors. They have a particular responsibility for technical development and skills competence standards in cooperation with the Vice Chair of the Competitions Committee.

9.5 VICE CHAIRS

- 9.5.1 They have additional tasks to their Chair in committees in specific areas of interest and are members of the Board of Directors.

9.6 DEPUTIES

- 9.6.1 If the President of the Organization is temporarily incapacitated then the Board will nominate a Vice President to temporarily act on the President's behalf. If the President is incapacitated for a period of longer than three months or a period anticipated to be longer than three months, then the Board shall appoint one of the Vice Presidents as (Acting) President to serve until the President is able to resume duty or to the end of the term, whichever occurs first.
- 9.6.2 If the Chair of any of the committees is absent, the Vice Chair shall deputize for him.
- 9.6.3 If no Vice Chair is available, the committee appoints an interim Chair.

9.7 TREASURER

- 9.7.1 The essential function of the Treasurer as a member of the Board of Directors is to assist the Board to discharge its fiduciary responsibilities in managing the funds entrusted to it by the Members. They review requirements for ensuring the quality of the financial system; works in close cooperation with

the Chief Executive Officer and auditor; and reports on the annual accounts and the budget at the General Assembly. The Treasurer shall also undertake a risk management role in identifying financial, legal, and reputational risks to the Organization, its officers and stakeholders and ensuring that appropriate risk management strategies are in place.

9.8 QUALITY AUDITOR

9.8.1 The Quality Auditor, appointed by and reporting to the Board of Directors provides an independent and informed view of the procedures and practices used to carry out the Competition with the aim to improve them, and monitors the marking and compilation of accurate results. They are assisted in their work by a Marking System Advisor, nominated by the Chair of the Competitions Committee, who is familiar with the detailed operations of the Competition Information System (CIS). The Quality Auditor does not engage in any problem-solving activities during the Competition; but rather refers any immediate problems to the Chair and Vice Chair of the Competitions Committee.

9.9 CHIEF EXECUTIVE OFFICER

9.9.1 The Chief Executive Officer is contracted on a full-time basis and is accountable to the Board of Directors. Their primary responsibility is to provide professional leadership and management of the Organization's affairs. This leadership and management includes strategic, operational, and administrative responsibility. In consultation with the President and other Board of Directors members the Chief Executive Officer:

(Strategic)

- works closely with the President in providing the support and execution of matters relating to the President's role and the overall organization's activities,
- works closely with the Chair and Vice Chair of the Strategy Committee in providing the support and pursuit of matters relating to the Strategic Committee,
- works closely with the Chair and Vice Chair of the Competitions Committee in providing the support and execution of matters relating to the Competitions Committee,
- works to explore, implement, and build effective strategic partnerships,
- aligns the Secretariat's operational priorities with the strategic objectives of the organization and reports on the effectiveness of the outcomes,

(Operational)

- organizes and prepares meetings of the governing bodies, standing committees and other such committees as directed,
- participates in the meetings and ensures minutes are produced in English and circulated within 14 days after the meeting,
- ensures that agreed decisions and action items from these meetings that are the responsibility of the Secretariat are carried out,
- advises and works closely with the Members hosting a Competition on all strategic and organizational matters as set out in their respective Memorandums of Understanding with WorldSkills International,
- provides management, administration, and services support to the overall Competition,
- is responsible for staffing of the Secretariat and management of employees, contractors, and volunteers who work for the Organization,

(Administrative)

- produces and circulates agendas and supporting documents prior to the meetings,

- manages the Organization's finances within the agreed budget and prepares the annual accounts for audit,
- ensures that the Organization's legal and due diligence requirements are met,
- manages the various administrative tasks that are the responsibility of the Secretariat,

(Marketing and Communication)

- services WorldSkills International's existing partner relations with Members, sponsors and other organizations
- develops and supports new Members for the Organization,
- seeks and develops new sponsors for the Organization,
- promotes and markets the Organization and its mission and objectives to the various stakeholders,
- provides clear and effective communication to the various stakeholders, and
- promotes and builds on the existing brand value of WorldSkills.

9.10 CONTRACTS

9.10.1 No officer will enter into separate contracts or agreements for the Organization with:

- the Organization's officers or family relatives of the officers,
- companies employing family relatives of the officers, or
- companies in which officers or their family relatives have a financial interest; except when approved by a unanimous vote of the Board of Directors.

10 LANGUAGES, TRANSLATIONS, AND FLAGS

10.1 LANGUAGES AND TRANSLATIONS

- 10.1.1 WorldSkills International's working language is English. WorldSkills recognizes that there is a high proportion of Members where English is not the native language and therefore must make all source files for documentation and resources available to Members for translation. WorldSkills International will support and coordinate translation management of documentation and resources with Members.
- 10.1.2 WorldSkills International and the Competition Organizer do not provide simultaneous interpretation at WSI meetings. However, a Member or a group of Members can provide their own simultaneous interpretation at a meeting at their own cost, with logistics support by the Competition Organizer.
- 10.1.3 In the event of any conflict within the different translations of any WorldSkills documents, the English version shall take precedence.

10.2 FLAGS

- 10.2.1 Flags submitted by Members to be used at WorldSkills events and displayed on the WorldSkills website are subject to the approval of WorldSkills International.
- 10.2.2 If a flag is not approved by WorldSkills International an alternative flag needs to be agreed upon or the Member concerned may choose to use the WorldSkills flag or no flag at all.
- 10.2.3 Twelve months before a WorldSkills Competition the Secretariat will confirm with Members that the Member flags as displayed on the WorldSkills website are the correct and agreed ones to be used at the following WorldSkills Competition.

11 FINAL RULING

11.1 DISCIPLINE

11.1.1 A breach of the rules and provisions of the Constitution, Standing Orders, or the Code of Ethics and Conduct will be penalized. The following disciplinary measures apply:

- warning,
- reprimand,
- penalty, or
- expulsion.

11.1.2 Disciplinary punishments will be determined by the Board of Directors. In serious cases, the General Assembly may be convened in extraordinary session.

11.2 EFFECTIVE DATE

These Standing Orders were ratified at the General Assembly meeting 6 October 2016 and replace all previous rulings.

REVISIONS

v1.1	Lyon, 11.10.95	Revised and adapted: Cornelis Hubertus Beuk, Daniel Sommer
v1.2	São Paulo, 1998	Revised and adapted
v1.3	Montreal, 02.05.99	Revised and adapted
v1.4	Lisbon, 15.06.00	Revised and adapted
v1.5	Auckland, 14.03.02	Revised and adapted: Tjerk Dusseldorp, Daniel Sommer
v2.0	Melbourne, 10.05.06	Revised and adapted: Tjerk Dusseldorp – President David Hoey – Secretary General
v3.0	Calgary, 06.09.09	Revised and adapted: Tjerk Dusseldorp – President David Hoey – Chief Executive Officer
v3.3	London, 02.10.11	Revised and adapted: Tjerk Dusseldorp – President David Hoey – Chief Executive Officer
v3.4	Jeju, 19.05.12	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer
v3.5	Lucerne, 15.09.14	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer
v3.6	São Paulo, 10.08.15	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer
v3.7	Niagara Falls, 06.10.16	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer
V3.8	Abu Dhabi, 13.10.17	Revised and adapted: Simon Bartley – President David Hoey – Chief Executive Officer