

# TERMS OF REFERENCE

## ICC NORMALISATION COMMITTEE

Capitalised terms referred to in the following Terms of Reference are defined herein.

### 1. REMIT AND RESPONSIBILITY

- 1.1 The Normalisation Committee (the “**Committee**”) has been established by the ICC Board, in accordance with Article 5(A) of the Amended and Restated Memorandum and Articles of Association of the ICC, to act as a committee of the ICC Board in furtherance of the objects of the ICC (“**ICC**”), which include promoting and developing the game of cricket at all levels throughout the world, and governing and regulating cricket at the International level.
- 1.2 The Committee is given authority by the ICC Board to provide support and assistance to the ICC Board in relation to:
- (a) monitoring Associate Members who have been placed ‘On Notice’ and/or suspended by the ICC AGM pursuant to Article 2.8 as a result of their non-compliance with the ICC Membership Criteria and/or who are in breach of the Associate Member Funding Policy;
  - (b) the ICC Board’s powers under Article 2.9(H) to deal with a Member that is in serious breach of its obligations as a Member. Without limitation, this may include looking into the acts/omissions of a Member that may put/have put it in serious breach of its obligations as a Member so as to advise the ICC Board accordingly;
  - (c) overseeing such arrangements as the ICC Board sees fit for the governance, regulation and administration of cricket in a Member’s country during such Member’s suspension in accordance with Articles 2.8 or 2.10; and
  - (d) such other responsibilities that the ICC Board asks the Committee to carry out.

(together, the Committee’s “**Areas of Activity**”).

For the avoidance of doubt the role of the Committee is different from the role of the Membership Committee. The Membership Committee is responsible for (i) considering applications from a body that wishes to become a Member of the ICC, (ii) considering applications from any Associate Member to become a Full Member and (iii) at the request of the ICC Board, considering whether an Associate Member no longer meets the Retention Criteria for Associate Members.

- 1.3 In the discharge of its remit and responsibilities in the Areas of Activity, the Committee shall have the authority to request from the ICC or any ICC member cricket federation (or any individual and/or third party as may be affiliated to or in any way connected with the ICC or any ICC member cricket federation) information in such form, whether verbal, written or otherwise recorded, as it may, in its absolute discretion, consider to be reasonably necessary for the proper discharge of its duties under these Terms of Reference.
- 1.4 In support of the Committee’s activities, all ICC member cricket federations will (and to the extent that it is within their power, procure that such other individuals and third parties will) provide all such information and do all such things as are reasonably within their power to facilitate the discharge of the Committee’s duties under these Terms of Reference.
- 1.5 The Committee shall have no autonomous decision-making powers and shall act as an advisory committee to the ICC Board except as granted by the ICC Board from time to time.

## 2. MEMBERSHIP

- 2.1 The membership of the Committee shall consist of the following:
- (a) a Chairperson; and
  - (b) such additional Committee members as the ICC Board may determine from time to time.
- 2.2 In making such appointments, the ICC Board shall have due regard to the necessary and desirable skills and experience required for the effective operation of the Committee. Members of the Committee need not be a director of ICC but should have a sound understanding of the workings of the ICC.
- 2.3 The Committee may, at its discretion, appoint additional individuals as *ex-officio* members of the Committee from time to time as it deems necessary.
- 2.4 For the avoidance of doubt, none of the members of the Committee will be entitled to appoint an alternate or proxy to act on their behalf.
- 2.5 The ICC Chairperson and the ICC Chief Executive shall be *ex-officio* members of the Committee.
- 2.6 Each Committee member and all *ex-officio* members of the Committee will undertake an induction process to ensure that they understand the role, responsibility and workings of the Committee and their duties to their fellow members of the Committee, to the ICC Board and to the Members.
- 2.7 A Committee member will cease to be a member of the Committee in the following circumstances:
- (a) such individual resigns his/her appointment by providing notice in writing to the Chairperson of the Committee;
  - (b) where the ICC Board considers, in its absolute discretion and for whatever reason, that it is no longer appropriate for such individual to be a member of the Committee; or
  - (c) where he/she is convicted of a criminal offence in any jurisdiction (other than an offence which is, in the opinion of the ICC Board, a minor offence).
- 2.8 In the case of paragraph 2.7 above, cessation of membership will take effect immediately upon written notice being provided to or by the individual concerned and the relevant individual will be replaced, pursuant to the criteria for appointment, as quickly as is reasonably practicable.
- 2.9 In addition to the above, the Committee may:
- (a) appoint the ICC's General Counsel, or any other appropriate person, to act as secretary to the Committee;
  - (b) utilise such other members of the ICC's management team (or other stakeholders within the sport of cricket) to assist the Committee as may be appropriate from time to time; and/or
  - (c) request other third party advisers to attend, present and speak at Committee meetings from time to time.

For the avoidance of any doubt, the individuals described in paragraphs 2.9(a), 2.9(b) and (c) will not be regarded as members of the Committee and will not have any entitlement to vote.

## 3. MEETINGS

- 3.1 Committee meetings will take place in person and at such venue and with such frequency as its Chairperson (in consultation with the other Committee members) shall determine necessary. Where necessary and practicable, such meetings may also take place via telephone/video conference.

- 3.2 All Committee members shall be entitled to attend each Committee meeting and the quorum at any meeting will be a majority of Committee members entitled to vote at meetings. All members of the Committee (including its Chairperson) shall be treated as being present in person at a meeting where he/she is in continuous communication with the meeting either in person or by telephone/video conference. Such a member will be counted in the quorum of the meeting and shall be entitled to vote. A duly convened Committee meeting at which a quorum is present will be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
- 3.3 The agenda and conduct of such Committee meetings will be at the discretion of its Chairperson (in consultation with the other Committee members, who shall be entitled to request for any relevant item to be placed on the agenda) and the Committee secretary will circulate a meeting agenda and supporting documents to the Committee members and other attendees, as appropriate, a reasonable period in advance of each Committee meeting. Minutes of each meeting will be prepared by the Committee secretary as soon as reasonably practicable after each Committee meeting, circulated for comment and approved at the subsequent Committee meeting.
- 3.4 The Committee is a working committee and attempts should be made to reach a consensus, so that voting will not usually be required. However, on occasions where consensus cannot be reached, then the Committee will resolve such issues by voting. The following individuals only shall be entitled to vote:
- (a) the Chairperson of the Committee, who shall have a casting vote as well as a deliberate vote; and
  - (b) the Committee members.
- 3.5 For the avoidance of doubt, all third party advisers, members of the ICC's staff or *ex officio* Committee members will have no right to vote.
- 3.6 Resolutions shall be passed by a simple majority vote. In the event of a dissenting vote being recorded, then, to the extent that such dissent relates to any recommendations or report that are subsequently put to the ICC Board then such dissenting opinion(s) must be presented simultaneously to the ICC Board for it to consider at the same time that the relevant recommendations and/or report are presented.
- 3.7 The Committee may agree separate procedural rules to regulate its business and meeting procedures provided that such rules shall not be in conflict with the Amended and Restated Memorandum and Articles of Association of ICC.

#### **4. REPORTING / PERFORMANCE OF DUTIES**

- 4.1 The Committee shall report to the ICC Board as and when required by the ICC Board or when the Committee considers it necessary to report on a specific matter in advance of the next scheduled reporting date.
- 4.2 All matters discussed, papers prepared and materials disclosed as part of the Committee's activities are strictly confidential and shall not be disclosed to any third party (other than directors of the ICC Board) without the consent of the Chairperson of the Committee unless it is required by law or such information is already within the public domain, such obligation remaining even after any relevant period of appointment has expired.
- 4.3 All information provided to the Committee shall, unless otherwise agreed with its Chairperson in advance, become and remain the property of ICC even after any relevant period of appointment has expired.
- 4.4 In performing their duties and functions described in these Terms of Reference, each Committee member will act in the best interests of the game of cricket, in accordance with their fiduciary duties and in accordance with their individual responsibilities under the ICC's Code of Ethics.

## **5. GENERAL PROVISIONS**

- 5.1 The Committee may, with the approval of the ICC Chairperson or Chief Executive, obtain such external third party professional advice (eg from experts, consultants, lawyers etc) as it deems reasonably necessary to assist in the proper performance of its duties and functions set out in these Terms of Reference. The ICC shall be fully responsible for any such costs and expenses properly incurred directly or indirectly by any such third party.
- 5.2 The members of the Committee shall be entitled to have all reasonable ICC and expenses that they incur (or such other fees and allowances as may be determined by the ICC Board from time to time) reimbursed by the ICC.
- 5.3 The ICC hereby agrees to indemnify and keep indemnified each member of the Committee from and against all liabilities, obligations, losses, damages, suits and expenses which may be incurred by or asserted against the Committee member in such capacity, provided that such indemnity shall not extend to those liabilities, obligations, losses, damages, suits and expenses which have been incurred as a result of any negligence, fraud or wilful misconduct of the Committee member.
- 5.4 These Terms of Reference will be reviewed as and when required by the ICC Board (taking into account any comments, feedback and/or amendments suggested by the Committee itself) to ensure that they remain fit for purpose.
- 5.5 These Terms of Reference shall be governed by and construed in accordance with English law. If any dispute arises in relation to the interpretation or application of these Terms of Reference, then such dispute will be determined by the ICC Disputes Resolution Committee. For the avoidance of doubt, no disputes, appeals, questions or interpretation or any other matter in relation to these Terms of Reference shall be submitted to any other process other than as set out in this paragraph 5.5.
- 5.6 These Terms of Reference are approved by the ICC Board on 13 April 2025 and will come into full force and effect immediately upon such approval. Any subsequent amendments to these Terms of Reference must be approved by the ICC Board.

**Approved by Board 13 April 2025**