



BY-LAW No. 1

Rules for Council Meetings

(as approved by the Council in Madrid SPAIN on 19880911)

1. GENERAL

This By-Law supplements Article 7 of the Statutes, which addresses the composition of Council, and its duties, meetings, and voting procedures. The Council of the Society consists of the Board, the Past-Presidents, and a Representative of each National Group.

2. ANNOUNCEMENTS OF MEETINGS

2.1 Venue

- (a) General Meetings of Council are usually held each year at the time and place of an ISRM sponsored International Symposium or Congress (Statutes, Article 7.3).
- (b) At each Council meeting, the date and place of the next and possible future Council meetings will be confirmed or decided by Council.

2.2 Notifications for each Council Meeting

- (a) The Secretary-General shall remind Presidents of ISRM Commissions of their responsibility to report to the Council. They, together with representatives of sister societies and others at the discretion of the Board, shall be invited to attend as Observers.
- (b) Invitations to National Groups to take part in a Council meeting shall be sent by the Secretary-General to Council Members and Observers at least six months before the scheduled date of the meeting.
- (c) The Secretary-General will ask the National Groups to name their Representatives if they so wish, and will draw attention to the following rules governing Representatives and Proxies.

3. REPRESENTATIVES AND PROXIES

3.1 Representatives

- (a) Each National Group is entitled to nominate one Representative to cast its vote at the Council meeting. Such nomination shall be made by notifying the Secretary-General, preferably by mail beforehand, or failing that, by written notification at the start of the meeting.



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- (b) Should a Representative previously nominated by mail be unable to attend, the National Group may authorize an Alternative. The Alternative must either be an Officer of the National Group, known as such by the Secretariat, or must be provided with written authorization, which is to be handed to the Secretary-General before voting takes place at the meeting.
- (c) Should representation be questioned at the meeting, official written notification from the National Group, if this has been received in advance of the meeting, shall prevail.
- (d) Each Representative or Alternative may invite one Observer to the meeting, who is to act as representative in case of emergency. An interpreter may also be invited.

3.2 Proxies

- (a) When a National Group is unable to be represented at a Council meeting, it may at its discretion appoint a Proxy, who must be a member of Council other than the Secretary-General (see Statutes, Article 7.1). No Council member other than the Regional Vice-Presidents shall hold more than one proxy. Regional Vice-Presidents may hold a maximum of three proxies and only for National Groups within their Region.
- (b) A National Group wishing to be represented by Proxy shall notify both the Secretary-General and the Proxy in writing. This notification must identify the Proxy, and must state whether the Proxy is to vote on all issues or only on specified issues.
- (c) To maintain secrecy of the ballot, only the Proxy is to be informed of how a vote is to be cast. Any such information reaching the Secretary-General is not to be released except to the Proxy.
- (d) It is the responsibility of Members holding a proxy to represent views and to vote according to the wishes of the National Group for whom they hold proxy, even if they are to cast a different vote on behalf of their own National Group.

4. AGENDA

- (a) Proposals from Council Members (the Board, Past-Presidents, and National Groups) for items to be included in the Agenda of a meeting should be forwarded to the Secretary-General at least four months before that meeting.
- (b) Three months before the meeting, the Secretary-General shall forward to National Groups the proposed agenda which is to list matters to be discussed at the meeting.
- (c) Two months before the meeting, the Secretary-General shall forward to National Groups the supporting documents for items listed on the agenda.
- (d) At its meeting, the Council should normally adhere to the agenda previously circulated to National Groups. However it may at its own discretion vary the agenda, for example by changing the order of proceedings, or by adding new items.



5. CONDUCT OF MEETINGS

5.1 Quorum

- (a) The meeting shall proceed only if a quorum is present as provided by Article 7.4 of the Statutes.
- (b) The Secretary-General shall call the roll and announce the number of National Groups present, the number and identity of Proxies, and whether the total constitutes a quorum.

5.2 Chairperson

- (a) The President will then take the chair at the meeting, or in his absence, the First Vice-President.
- (b) If both are absent, the Secretary-General will take the chair until, as first order of business, one of the Vice-Presidents in attendance is elected by Council to preside over the meeting. Thereafter, the Secretary-General will relinquish the chair to the officer so elected.

5.3 Discussion and Voting on Agenda Items

- (a) Each item on the Agenda should normally be introduced to the meeting by its author.
- (b) When an action of Council is proposed, such proposal shall be placed before the meeting in the form of a motion which shall be a short, clear statement of the proposed action.
- (c) A motion may be presented by any member of Council, or may be requested from Council by the President to bring order to the discussions.
- (d) For a motion to be considered by Council, it must be seconded by another member.
- (e) When a motion is moved and seconded, it is the task of the President to ensure that discussions by Council are directed to the motion, or to any subsequent amendments by Council, until a vote is taken.
- (f) When a member of Council is not speaking to the motion or amendment under discussion by the Council, the President may rule the member out of order.
- (g) For an amendment of a motion to be effective, it must be moved, seconded and approved by Council. The Council then considers the amended motion.
- (h) When a motion or amendment is not seconded it shall lapse.
- (i) Voting shall be according to the provisions of Article 7.4 of the Statutes.