



BY-LAW No. 3

Rules to Be Followed by Commissions and Joint Commissions

(approved by the Council in Lisbon PORTUGAL on 8 July 2007)

1. GENERAL

This By-law specifies rules for forming and running Commissions of the Society. In doing so, it supplements Article 10 of the Statutes which defines Commissions and their duration of appointment. This By-law also addresses the ISRM participation in Joint Commissions with other Societies.

2. PROPOSALS

- (a) A proposal that a new Commission be formed may originate from any source and should be addressed to the Secretariat. In such a proposal, the prospective Commission President shall summarize the objectives and timetable for review by the Board. If unusual circumstances require financial assistance from ISRM, they shall be stated and a budget proposed. Guidelines are available giving content suggestions and review criteria for proposals.
- (b) The Board will then in confidence advise the President of its opinions regarding the merits of the proposal, the extent to which it will benefit the ISRM, and whether it should be accepted or modified. In their review, the Board shall take into consideration overlaps with existing commissions of the ISRM and sister societies, and the need for balanced representation both technically and geographically.

3. APPOINTMENT OF COMMISSION PRESIDENTS

Following the decision to establish a new commission, the ISRM President shall invite the Commission President to assume office, confirming acceptance of the proposal with its stated objectives, timetable and if appropriate, budget. Acceptance is to be by letter to the ISRM President, with a copy to the Secretariat. The Commission President shall be a member of the Society and shall not normally serve on other commissions or on the Board.

4. APPOINTMENT OF COMMISSION MEMBERS

- (a) The Commission President is to provide the ISRM President with the names and addresses of those recommended for Commission membership. The ISRM President, with the help of this list and recommendations from the Board, will then select and appoint usually five to fifteen Commission members, who should not normally serve on more than two commissions.
- (b) The ISRM President and Vice President for the region in which the Commission President resides are ex-officio members of the Commission.



5. ESTABLISHMENT OF WORKING GROUPS

The President of an ISRM Commission is empowered to establish, direct, and when necessary dissolve, Working Groups. These shall consist of specialists in selected topics, to accomplish tasks within the broader terms of reference of the Commission. Separate Guidelines cover the formation and operation of Working Groups.

6. CORRESPONDENCE

Much of the Commission's work should be by mail. The Commission President is to maintain the Commission's correspondence files, drafts of reports, and other working documents complete and in good order. The files are to remain the property of ISRM and shall be handed over to the ISRM Secretariat if and when so requested.

7. COMMISSION MEETINGS

- (a) The Commission President is to organize an annual Commission meeting, preferably at the time and place of the annual ISRM Council meeting. When the Commission President is unable to attend, a Commission member should be delegated to convene and organize the meeting.
- (b) Commission meetings are mainly to provide a forum for review of the previous year's activities and the planning of the next year's, and for the introduction of new contributors.
- (c) Commission meetings may take the form of workshops and are to be open to ISRM members who may wish to attend as observers.
- (d) Symposium organizers should be notified one year in advance of the intent to hold a workshop, and of the dates. Such meeting shall usually take place on the two days preceding the Symposium or Congress, but shall not conflict with the Council meeting.

8. PROGRESS REPORTS

- (a) Ten weeks before the annual meeting, the Commission President is to submit to the Secretariat a report summarizing the Commission's activities, together with an agenda for that meeting and an updated circulation list with the names and addresses of Commission members and Working Group Co-ordinators. The Secretary-General will then issue an invitation, with report and agenda, to those on the list, and will circulate commission reports to National Groups (By-law No. 1, Article 4 (c)).
- (b) The Commission President or a delegated representative shall attend the ISRM Council meeting to present in person a summary of the report.

9. PUBLICATION OF COMMISSION REPORTS

- (a) An important goal of the Commission is to prepare and have published one or more reports with the results of the Commission's work, to convey the benefit to ISRM members.
- (b) The Commission President is responsible for the high quality and timely production of these reports. Each report is to be formally approved by a majority of the Commission members, and then by the Board or designated Regional Vice-President, before being submitted for publication. Minority or dissenting opinions



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are if possible to be reconciled by the Commission President, who is to act as general editor. The ISRM President may be asked for his advice.

- (c) The Commission President is to endeavour to ensure full and fair acknowledgement of those contributing; freedom from content prejudicial to the ISRM, such as commercial or national bias; and freedom from errors or omissions that might harm ISRM members or involve them in litigation.

10. RULES FOR JOINT COMMISSIONS

When appropriate, the Board may appoint members to serve on Joint Commissions with other societies. The rules for such joint commissions are to be drawn up in conjunction with the other societies concerned and are to be approved by the Board. Those rules may not be in conflict with the goals and objectives of the ISRM.