

# WAITRO Constitution, By-Laws and Rules of the General Assembly

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## **CONSTITUTION AND BY-LAWS**

### **Introduction**

These documents are accepted by the General Assembly of WAITRO during its fifth biennial meeting at Colombo, Sri Lanka, 17 October 1980 as revisions of the original editions of the Constitution and the By-Laws, approved at the Meeting of the Founding Members on 29 October 1970, Vienna, Austria and the original edition of the Rules of Procedure of the General Assembly, adopted in the first biennial meeting of WAITRO, Juan-les-Pins, France, 24-27 October 1972. Further amendments to the Constitution and By-laws were proposed and accepted by the General Assembly during its eighth biennial meeting in Aarhus, Denmark on 26 September 1986 and again during its eleventh biennial meeting in Québec City, Canada on 16 October 1992.

**This edition contains amendments to the Constitution, By-laws and Rules and Procedures of the General Assembly proposed and accepted by the General Assembly during its 25<sup>th</sup> biennial meeting on 30 October 2020.**

## **CONSTITUTION**

### **I. Preamble**

1. Industrial and technological research covering research and development and innovative investigations have been recognized as one of the essential requirements of the dynamic and successful industrial development at national and regional level. It is through the generation of new ideas and techniques and finding the means of exploiting new materials and processes that progressive industrial and consequently social advancement can be realized.
2. Many industrial and technological research institutes exist or have been established lately and are making a valuable contribution to the general industrial research effort. But it is realized today more than ever before that it is important for industrial research institutes and associations to create an effective liaison for the exchange of ideas, information and experience, and for co-operation, co-ordination and mutual support at regional and international level. In this manner industrial research and development (R&D) efforts would become more efficient, unnecessary duplication would be avoided and practical application of research findings would be promoted.

### **II. Name and Seat**

3. The name of the Association shall be:  
World Association of Industrial and Technological Research Organizations. "WAITRO" shall be its abbreviation in all languages. The seat of the Association shall be designated by the General Assembly.

### **III. Aims and Activities**

4. The aims of the Association shall be:
  - a) to promote international networking between its members for the benefit of improved innovation capabilities;
  - b) to facilitate the development and bring advancements in the level and capabilities of member industrial and technological research organizations;
  - c) to identify fields of research where international or regional co-operation and possible external assistance is needed;
  - d) to foster and promote co-ordination and co-operation between member institutes and organizations;
  - e) to encourage and facilitate the transfer of research results and technical know-how between members;
  - f) to promote exchange of experience in research management with a view to improve the overall efficiency.
  
5. These aims may be implemented by the Association inter alia by:
  - a) facilitating meetings, seminars, workshops project development and sponsoring training programmes;
  - b) creating discussion forums, chapters, special interest groups and task forces;
  - c) serving as a link between research establishments and international associations and federations;
  - d) acting as a spokesman of members in matters on which a common opinion is desirable;
  - e) providing assistance in finding financial sources in order to improve research facilities;
  - f) establishing a central information clearing-house for a systematic exchange of information on research organizations such as their programmes, expertise of research staff and research results achieved;
  - g) promoting programmes for the exchange of research workers and research facilities;

#### **IV. Membership**

- 6.1 Full membership shall be open to non-profit or not-for-profit organizations involved in research or development relevant to industrial technology. In exceptional cases, for-profit companies that operate a substantial portion of their business as an RTO should be considered for full membership.
  - 6.2 Associate membership shall be open to for-profit organizations with a commercial interest in industrial research, including corporations, banks and investment funds. WAITRO partner shall be open to non-governmental organizations and other organizations with goals synergistic to those of WAITRO, where such organizations can bring added value to WAITRO products and services.
7. The Secretary-General shall accept and examine applications for membership to the Association. After examination the President and the Secretary-General will decide on the admission of the applicant.

**V. Organs**

8. The main organs of the Association shall consist of the General Assembly, the Executive Board and the Secretariat.
9. The General Assembly shall consist of all members of the Association who are in good standing. Members in good standing are members who pay membership fee annually. The General Assembly shall have the following functions:
  - a) decide on the number of members and structures of the Executive Board;
  - b) elect the President of the Association who shall also be the Chairman of the Executive Board;
  - c) elect two Vice-Presidents;
  - d) elect the and other members of the Executive Board;
  - e) review and approve the working programme and the global budget presented by the Executive Board;
  - f) review and approve the report of the Executive Board on the activities of the Association since the previous meeting of the General Assembly;
  - g) decide and adopt amendments of the Constitution, By-Laws of the Association and the Rules of Procedure of the General Assembly.
10. The Executive Board shall comprise the President, Vice Presidents and Regional Representatives. The terms of office of all members shall be two years and the Board shall be under the chairmanship of the President of the Association. The first Vice President shall be Vice Chairman of the Board.

The President and the Vice Presidents shall each come from different geographic regions. The President and the Secretary General shall not be from the same member organization.

Each member of the Executive Board shall have one vote at meetings of the Board. In case of a tie, the President shall have the casting vote.

11. A Secretariat shall be established with a Secretary-General recommended by the host, endorsed by the Executive Board and approved by the General Assembly as the responsible officer for the discharge of its functions under the guidance of the Executive Board.

**VI. Finance**

12. The fees of the Association shall be set by the Executive Board and shall be approved by the General Assembly.
13. Special tasks undertaken in connection with special committees, chapters, studies or activities shall be funded externally by grants or special contributions if they have not been foreseen in the biennial budget presented by the Executive Board to the General Assembly.

**VII. Conduct of Business**

14. The Secretariat shall prepare at least every two years a plan of activities of the Association for review and endorsement by the Executive Board and submitted to all members for comment and amendment. This plan shall take into consideration, as far as possible, the activities planned and proposed by other national, regional and international bodies. The Executive Board is responsible for initiating and implementing any activities to be undertaken on behalf of the Association.
15. The Executive Board shall review, endorse and maintain, under directives from the General Assembly or on its own initiative, subject to confirmation by the General Assembly, regulations covering the conduct of work.
16. Members shall be kept informed by the Secretariat on the activities of the Association.

**VIII. By-Laws and Rules of Procedure of the General Assembly**

17. The By-Laws and Rules of Procedure of the General Assembly shall be complementary to this Constitution.

**IX. Amendments**

18. A change may only be made in this Constitution if supported by at least two-thirds of the full members in good standing of the Association.

**X. Dissolution of the Association**

19. The dissolution of the Association can be effected only at a General Assembly meeting if supported by at least two-thirds of the full members in good standing.

## **BY-LAWS**

### **Interpretation Clause**

The following words shall have the meaning hereinafter stated unless it shall be inconsistent with the object of the context:

- a) "year" means the Gregorian calendar year, ending 31 December;
- b) "month" means the Gregorian calendar month;
- c) "delegate" means a duly accredited representative of a WAITRO member; d) "he" is gender neutral.

### **Purpose**

#### *Clause 1*

- 1.01 These By-Laws are adopted according to the provisions of, and shall be complementary to, the Articles of the Constitution of the Association. In the event of a conflict of any provisions of these By-Laws with any Article of the Constitution, the Article of the Constitution shall prevail.

### **Membership**

#### *Clause 2*

- 2.01 Members shall enjoy the rights and privileges of the Association, pursuant to the provisions of the Constitution and By-Laws.
- 2.02 An organization desirous of becoming a member of the Association shall apply in writing to the Secretary-General. If in agreement, the President and the Secretary-General then decide on the admission of the applicant. If not in agreement, the application shall be submitted to the Executive Board for its decision.
- 2.03 Membership fees shall be paid annually before the end of March or within 90 days from the date of admission.
- 2.04 The Executive Board may suspend those members which are behind in payment of their annual fees.
- 2.05 During this suspension a member has no right to hold a seat in the General Assembly or in the Executive Board or to vote, and furthermore may be denied the right to utilize the facilities provided by the Association. A suspended member may be restored to its status as a member by paying its dues in arrears.
- 2.06 If a suspended member continuously fails to pay its dues, the Executive Board may decide to drop the member from the Association as soon as three consecutive subscriptions have remained unpaid.
- 2.07 Any member may withdraw from the Association by written notice to the Secretary-General. Such notice shall be made at least six months in advance.

**General Assembly***Clause 3*

- 3.01 The General Assembly shall be constituted by a meeting of delegates nominated by the members and duly convened in accordance with the Rules of Procedure of the General Assembly (Rule 2).
- 3.02 The General Assembly shall meet in ordinary meetings at least once every two years. The General Assembly may meet in extraordinary meetings if it decides to do so itself, or at the request of at least one-third of the full members in good standing, or if summoned by the Executive Board.
- 3.03 At the General Assembly all members in good standing have the right to initiate topics and participate in discussions.
- 3.04 At the General Assembly all members in good standing shall have one vote.
- 3.05 Decisions of the General Assembly shall be by simple majority of the members in good standing present and voting, except as provided in Clauses 14 and 15 of these By-Laws and in the Rules of Procedure of the General Assembly (Rule 26).

**Executive Board***Clause 4*

- 4.01 The management of the Association shall be carried out by an Executive Board in accordance with the mandate given by the General Assembly. The Executive Board shall be elected once every two years at the ordinary biennial meeting of the General Assembly. The newly elected officials shall take office on the 1st of January of the year following that in which the meeting took place.
- 4.02 Decisions of the Executive Board shall be by simple majority of the members present and voting. The Chairman shall have the casting vote in the event of a tie. A majority of the members of the Board shall constitute a quorum.
- 4.03 Although the members of the Executive Board are delegated by their respective organizations, they shall exercise the powers entrusted to them by the General Assembly in the interest of the Association as a whole.
- 4.04 For its effective functioning the Executive Board may set up other committees which shall report to it on the matters referred to them.
- 4.05 The Executive Board shall meet at least once a year.
- 4.06 The functions of the Executive Board shall be in particular:
  - 4.06.1 to approve an annual financial statement audited by the certified accountants;
  - 4.06.2 to review and endorse a work programme and a biennial budget prepared by the Secretariat for the Association at least every two years for submission to the General Assembly for approval;

- 4.06.3 to endorse the appointment or reappointment of the Secretary-General; 4.06.4 to decide on the status of members (cf. Clause 2.06-2.08);
- 4.06.4 to decide on honorary members (individuals);
- 4.06.5 to recommend to the General Assembly the conferment of an honorary award upon institutes or individuals whose achievements have substantially contributed to the aims, strength and status of the Association.
- 4.07 The Executive Board may delegate special tasks under its authority to the Chairman, the Secretary-General or other officials or bodies of the Association.

### **President and Vice-Presidents**

#### *Clause 5*

- 5.01 The President and the two Vice-Presidents of the Association shall be elected by the General Assembly, a simple majority being required for election. Their terms of office shall be two years. The outgoing President may serve in an ex-officio capacity as Past-President without voting rights.
- 5.02 The President, or in his absence one of the Vice-Presidents or their substitute, shall preside over the General Assembly and shall submit to the General Assembly the proposals made and the decisions taken by the Executive Board.

### **Regional Representatives**

#### *Clause 6*

- 6.01 The Regional Representatives of the Association shall be elected by the General Assembly, a simple majority being required for appointment. Their terms of office shall be two years.

### **Other Members**

Regional Focal Points  
Representative of the Host Institute of the Secretariat  
The Host Institute will nominate a representative

### **Observers**

### **Secretariat**

#### *Clause 7*

- 7.01 The Secretariat shall consist of the Secretary-General and such other staff as may be required for the discharge of duties as approved by the General Assembly and directed by the Executive Board within the limits of the authorized budget.
- 7.02 The Secretary-General shall be the chief operating officer of the Association.
- 7.03 The functions of the Secretariat shall be in particular to prepare a work programme and a biennial budget for the Association at least every two years for submission to

the Executive Board for endorsement and subsequently to the General Assembly for approval

- 7.04 In case the post of Secretary-General becomes vacant before the expiration of the term of office, an Acting Secretary-General shall be appointed by the Executive Board on the recommendation of the host institute.
- 7.05 The mandate of the Secretary-General and the scope of work shall be defined by the Executive Board. The Secretary-General shall be authorized to collect and disburse funds and to establish bank accounts in the name of the Association. The Secretary-General shall report on these matters annually to the Executive Board.
- 7.06 In the performance of the duties, the Secretary-General shall not seek nor receive instructions from any member, any country or any authority external to the Association, except as specifically provided for in the Constitution or By-Laws.
- 7.07 Each member and country should respect the international character of the responsibilities of the Secretary-General and the staff and shall not seek to influence them in the discharge of their responsibilities.

### **Regional Focal Points**

#### *Clause 8*

- 8.01 The Regional Focal Points of the Association may be appointed by the Executive Board for a period of two years. They can be reappointed based on performance.

### **Finance**

#### *Clause 9*

- 9.01 The funds of the Association shall be derived from the membership fees and contributions from members, grants and special contributions from national and international organizations and any other sources. The financial responsibilities of each member in respect of the commitments of the Association shall be limited to its annual fees.
- 9.02 The Secretary-General shall take the steps necessary for the safe keeping and proper administration of the funds of the Association.

### **Language**

#### *Clause 10*

- a. The official language of the Association shall be English.
- b. The Executive Board shall decide whether documents shall be issued in other languages than English.

### **External Relations**

#### *Clause 11*

- 11.01 The Association may co-operate with other organizations and agencies, international or national, whose interests and activities are related to its purposes. To this end the Secretary-General may negotiate on working relationships with such organizations and agencies as may be necessary to assure effective co-operation. Any formal arrangements entered into with such organizations and agencies shall be subject to approval by the Executive Board.
- 11.02 The Association shall apply for the highest possible relationship status with the United Nations and its subsidiary bodies in industrial research. Special agreements may be sought with the United Nations and its specialized organizations for co-operation in the pursuit of the common purposes, provided that these agreements recognize the autonomy of the Association within the fields of its competence as defined in the Constitution of the Association.

**Legal Provisions***Clause 12*

- 12.01 The relevant laws of the country in which the Secretariat currently resides shall apply in any or all cases.

**Amendments to the Constitution and the By-Laws***Clause 13*

- a. Votes by correspondence and proxy shall be accepted and recognized as valid at a meeting of the General Assembly dealing with proposed amendments to the Constitution and By-Laws.

*Clause 14*

- 14.01 Proposed amendments to the Constitution and these By-Laws shall be communicated in writing to the Secretary-General who shall submit them to the Executive Board for consideration. Amendments approved by the Executive Board shall be presented to the General Assembly in accordance with the Rules of Procedure of the General Assembly (Rule 7) for final adoption. Amendments to the Constitution are adopted if supported by at least two-thirds of the members in good standing of the Association (Paragraph 9, Article 19). Amendments to these By-Laws are adopted if supported by at least two-thirds of the members in good standing, present and voting.
- 14.02 The Secretary-General shall report to the members the result of the voting.

**Dissolution of the Association***Clause 15*

- 15.01 A proposal for the dissolution of the Association shall be supported either by one third of the full members in good standing during the General Assembly or by the Executive Board or at least one third of the full members in good standing before a ballot is taken.

- 15.02 Votes by correspondence and proxy shall be accepted and recognized as valid at a meeting of the General Assembly dealing with the dissolution of the Association.
- 15.03 An affirmative vote of all of the full members in good standing shall be required for the dissolution of the Association.
- 15.04 In the event of the dissolution of the Association, the Executive Board shall advise during the General Assembly the manner of disposal of the funds and properties owned by the Association.

## **RULES OF PROCEDURE OF THE GENERAL ASSEMBLY**

### **Section I: Meetings**

#### *Rule 1: Meetings*

1. Ordinary meetings: The General Assembly shall meet at least once every two years for ordinary meetings (cf. Clause 3.02 of the By-Laws).

The place, date and duration of the meeting shall be fixed by the Secretary-General after consulting the Executive Board and the authorities of the inviting country, taking into account any preference which the General Assembly may have expressed at the previous meeting. In the event of circumstances developing which render it unsuitable to hold the General Assembly at the place previously fixed, the Executive Board may convene the meeting elsewhere.

2. Extraordinary meetings: The General Assembly may hold an extraordinary meeting at the request of at least one third of its full members in good standing during the General Assembly or if summoned by the Executive Board. Extraordinary meetings shall be held within 90 days of the motion being presented to the Executive Board in a place and on a date designated by the Executive Board.

#### *Rule 2: Notification of Meetings*

1. The Secretary-General shall notify the members of the Association not less than four months in advance of the date and place of the ordinary meeting and if possible, not less than two months in advance of the date and place of an extraordinary meeting.
2. Relevant organizations of the United Nations family shall be notified of the convening of the General Assembly and invited by the Secretary-General to send observers.
3. Other appropriate organizations may be invited by the Secretary-General to send observers.

#### *Rule 3: Publicity of Meetings*

The meetings of the General Assembly shall be held in public unless the full members in good standing of the General Assembly by simple majority decide otherwise.

#### *Rule 4: Delegates*

Each member in good standing may nominate one or more delegate(s) to attend the General Assembly. However, each full member in good standing shall have one vote only (cf. Clause 3.04 of the By-laws).

#### *Rule 5: Vote by Correspondence and Proxy*

Votes by correspondence and proxy are accepted. Vote by correspondence can be given to the Secretariat. Vote by proxy can be given to a full member in good standing. Each full member in good standing shall only hold and cast a maximum of three votes, including his own.

## **Section II: Agenda and Working Papers**

### **Ordinary Meetings**

#### *Rule 6: Preparation of the Provisional Agenda*

The provisional agenda shall be prepared by the Secretary-General and approved by the Executive Board. This agenda shall include items whose inclusion have been requested by:

- the General Assembly at the last meeting
- the Executive Board
- a member in good standing of the Association
- other relevant bodies with which the Association has formal relationship.

#### *Rule 7: Working Papers*

1. The Secretary-General shall transmit to members the provisional agenda and all documentation required for consideration of the various items on the provisional agenda at least one month before the convening of the General Assembly. In particular this documentation shall include:
  - a list of candidates for the election of members of the Executive Board and other positions in the Association (if any);
  - a draft working programme and budget estimates for the next two years;
  - the report of the Executive Board; and
  - proposals for place, date etc. for the coming meeting of the General Assembly.

#### *Rule 8: Supplementary Items to the Provisional Agenda*

Any member in good standing may, at least two weeks before the date fixed for the convening of the General Assembly, request the inclusion of supplementary items to the provisional agenda. The two weeks shall be calculated from the date of receipt by the Secretary-General. If short of two weeks, the Secretary-General may decline to include the item in the provisional agenda.

#### *Rule 9: Approval of the Agenda*

The provisional agenda shall be submitted to the General Assembly for approval as soon as possible after the convening of the meeting. The General Assembly may request the advice of the Secretary-General on any item on the agenda.

#### *Rule 10: Amendments, Deletions and New Items*

During a meeting of the General Assembly, items may be amended or deleted from the agenda by a simple majority of the full members in good standing. New items of an important and urgent character may be added to the agenda by approval of a simple majority of the full members in good standing.

### **Extraordinary Meetings**

#### *Rule 11: Preparation of the Provisional Agenda*

The Secretary-General shall prepare the provisional agenda and it shall be approved by the Executive Board. It shall be sent to the members at least one month before the convening of the extraordinary meeting.

#### *Rule 12: Content of the Provisional Agenda*

The provisional agenda of an extraordinary meeting shall consist only of items proposed either by the previous General Assembly, or by the Executive Board, or by the Member in good standing at whose request the meeting is to be convened.

#### *Rule 13: Approval of the Agenda*

The provisional agenda shall be submitted to the General Assembly for approval as soon as possible after the opening of the extraordinary meeting. The General Assembly may request the advice of the Secretary-General on any item on the provisional agenda.

### **Section III: Organization of the General Assembly**

#### *Rule 14: Ordinary Meetings*

Each ordinary meeting of the General Assembly shall elect the President, the two Vice-Presidents and the members of the Executive Board, and establish such subsidiary bodies as may be required for the transaction of its business.

#### *Rule 15: Extraordinary Meetings*

Such committees and subsidiary bodies shall be established as may be required by the agenda of the meeting.

### **Section IV: Officers**

#### *Rule 16: Elections*

The procedure to fill the elected posts at each of the ordinary meetings of the General Assembly shall be as follows:

1. All full members in good standing shall be entitled to stand for election, nominate candidates and vote in the election. Before submitting nominations, the members

shall ascertain from the nominees their willingness to serve, if elected. The closing date for the Secretariat to receive nominations for all posts is 60 days before the coming General Assembly. If short of 60 days, the Secretary-General may decline to receive the nominations for the post.

2. The General Assembly shall appoint a Returning Officer, who shall scrutinize the nominations, present a list of all accepted nominations, and present the result of the elections.
3. If the vacant posts have more than one candidate, the full members in good standing shall proceed to cast their votes by secret ballot. If the candidates secure an equal number of votes, re-casting of votes shall be carried out by a show of hands in the absence of the candidates concerned. If the candidates still secure an equal number of votes, the successful candidate shall be returned by drawing lots.

#### *Rule 17: Terms of Officers*

1. President, Vice-Presidents and Members of the Executive Board shall take office on the 1st of January of the year following that in which the meeting took place. (cf. Clause 4.01 of the By-Laws).
2. Should an officer of the Association no longer be employed by the member of the Association, he must resign immediately from his post as an officer.
3. If a post as a member of the Executive Board of the Association should become vacant, the Executive Board may, when appropriate, decide to invite another member to fill such a post until the next meeting of the General Assembly.

#### *Rule 18: Re-election and Re-appointment*

Members of the Executive Board of the Association shall be eligible for re-election provided that they shall not hold the same office for more than two consecutive terms. However, the Secretary-General may hold office for more than two consecutive terms.

### **Section V: Conduct of Business**

#### *Rule 19: Powers of the President and the Vice-President*

1. The President or the Acting President shall declare the opening and closing of each plenary meeting of the General Assembly of the Association, direct the discussions, ensure observance of the Rules of Procedure, accord the right to speak, put questions and announce decisions. The President shall rule on points of order, and subject to these Rules, shall have complete control of the proceedings of the General Assembly and over the maintenance of order at its meetings. The President shall have the casting vote in case the votes are tied.

2. The President may, with the simple majority of the full members in good standing of the General Assembly, adjourn the meeting.
3. Vice-Presidents (or substitute): In the absence of the President, the First Vice-President, or in his absence the Second Vice-President, or their substitute, shall assume the duties and powers of the President and exercise such other powers as delegated to him by the President. In case of death or resignation of the President, he shall take over the duties of the President until a new President has been elected. When acting in personal capacity, the Vice-President shall have full voting powers except when presiding he shall vote only in case the votes are tied.

*Rule 20: Speeches and Time Limit*

1. The President shall call upon speakers in the order in which they have expressed their desire to speak; he may call a speaker to order if his observations are not relevant to the subject under discussion.
2. During the course of a debate, the President may announce the list of speakers, and with the consent of simple majority of the General Assembly declare the list closed. He may, however, accord the right of reply if a speech delivered after he has declared the list closed makes this desirable.
3. Generally, no delegate should be called to speak a second time on any question except for clarification until all other delegates desiring to speak have had an opportunity to do so.
4. The President may limit the time allowed to each speaker.

*Rule 21: Motions*

1. A motion or an amendment shall not be discussed until it has been seconded. Motions and amendments may be presented and seconded only by full members in good standing.
2. No motion may be withdrawn by its proposer if an amendment to it is under discussion or has been adopted.
3. The following motions shall have priority over all other motions and shall be taken in the following order:
  - a) to suspend the meeting;
  - b) to adjourn the meeting;
  - c) to adjourn the debate on any question;
  - d) to close the debate on any question.
4. During the discussion on any matter, a full member in good standing may at any time raise a point of order, and the point of order shall be immediately decided by the President. A member in good standing may appeal against the ruling of the President. The ruling of the President shall stand unless overruled by a simple majority of full members in good standing.

*Rule 22: Division of Motions*

On request of any full member in good standing in the General Assembly and unless the General Assembly decides otherwise by simple majority of full members in good standing, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

*Rule 23: Quorum*

At meetings of the General Assembly one third of the full members in good standing of the Association shall constitute a quorum to commence the meeting.

*Rule 24: Counting of Votes*

Full members in good standing who abstain from voting or whose votes are not valid are not considered.

*Rule 25: Method of Voting*

Voting shall normally be by show of hands. In meetings of the General Assembly, when the result of the vote of show of hands is in doubt, the President may take a second vote by roll-call if requested by at least two full members in good standing. The vote of each member participating in a roll-call shall be recorded in the minutes.

*Rule 26: Simple Majority*

Decisions of the General Assembly shall be made by a simple majority of the full members in good standing voting unless otherwise provided.

*Rule 27: Re-opening of Debate*

Re-opening of a debate already completed by a vote on a given question shall require a majority of two-thirds of votes cast by full members in good standing. Permission to speak on a motion to re- open a debate shall normally be accorded only to the proposer and to one speaker in opposition after which it shall be immediately put to the vote by a simple majority.

**Section VI: Amendments to the Rules***Rule 28*

1. Subject to provisions of its Constitution and By-Laws, the Association may make any additions, amendments or deletions in the Rules of Procedure. Such changes shall be effected by a resolution at a General Assembly meeting.

2. The notice of any proposal for a change in the Rules made aforesaid shall be sent to the Secretary-General at least thirty days prior to the date of the General Assembly meeting, unless such amendment, addition or deletion is proposed by the Executive Board. If short of thirty days, the Secretary-General may decline to accept such amendment, addition or deletion unless proposed by the Executive Board.