

## INTERNATIONAL INCE

### MINUTES OF THE 31<sup>st</sup> MEETING OF THE GENERAL ASSEMBLY SUNDAY, 2005 AUGUST 07 RIO DE JANEIRO, BRAZIL

- 1. Opening:** President H. Tachibana opened the General Assembly meeting of the International Institute of Noise Control Engineering (I-INCE) at 13.10 on Sunday, 2005 August 07.
- 2. Roll Call:**  
The roll call was conducted by sign up sheet.

***Representatives of the following Member Societies were present:***

Australia:	Australian Acoustical Society
Austria:	Österreichische Arbeitsring für Lärmbekämpfung
Belgium:	Belgische Akoestische Vereniging
Brazil:	Sociedade Brasileira de Acustica
Canada:	Canadian Acoustical Association.
China:	Acoustical Society of China
Czech Republic:	Czech Acoustical Society
Europe	INCE/Europe
France:	Societe Francaise d' Acoustique
Germany:	Deutsche Gesellschaft für Akustik
Japan:	INCE/Japan
Japan:	Acoustical Society of Japan
Korea:	Acoustical Society. of Korea
Korea:	Korean Society for Noise and Vibration Engineering
Netherlands:	Nederlands Akoestisch Genootschap
Norway:	Acoustical Society of Norway
Portugal:	Sociedade Portuguesa de Acustica
Spain:	Sociedad Espanola de Acustica
Sweden:	Swedish Acoustical Society
Turkey:	Turkish Acoustical Society
United Kingdom:	Institute of Acoustics
United States:	Acoustical Society of America
United States:	Institute of Noise Control Engineering of the USA

***Absent:***

Chile	Acoustical Society of Chile
Denmark:	Danish Acoustical Society
Finland:	Acoustical Society of Finland
Germany:	NALS im DIN und VDI
Greece:	Hellenic Acoustical Society
Hong Kong:	Hong Kong Institute of Acoustics
Hungary:	Acoustical Commission of the Hungarian Academy of Sciences
Hungary:	OPAKFI
Italy	Associazione Italiana de Acustica
Lithuania:	Lithuanian Acoustical Society
Mexico:	Instituto Mexicana de Acustica
New Zealand:	New Zealand Acoustical Society
Poland:	Committee on Acoustics - Polish Academy of Sciences

Romania:	Academia Romana Comisia d' Acoustica
Russia	Eastern European Acoustical Association
Singapore:	The Environmental Engineering. Society of Singapore
Slovakia:	Slovak Acoustical Society
Slovenia:	Slovenian Acoustical Society
South Africa:	South African Acoustics Inst.
Switzerland:	Schweizerische Gesellschaft für Akustik

### 3. Agenda:

The draft agenda was reviewed. Two items were added to Item 13 of the Agenda, an item on revisions to the I-INCE Rules of Operation, Part 3 and an item on revisions to the I-INCE Rules of Operation, Part 6. The approved final agenda is appended as Attachment 1.

### 4. Minutes:

The draft Minutes of the 30<sup>th</sup> meeting of the General Assembly (Prague 2004) had been distributed by e-mail and also posted on the I-INCE web site. The draft Minutes were approved without discussion.

### 5. Report of the President:

President Tachibana reported as follows:

- I-INCE currently has 43 Member Societies and 4 Observer Societies from 37 countries.
- The state of the Institute is good.
- INTER-NOISE 2006 will be held in Honolulu, Hawaii, USA, 2006 December 03-06.
- INTER-NOISE 2007 will be held in Istanbul, Turkey, 2007 August 26-29.
- INTER-NOISE 2008 will be held in the Asia-Pacific region. Two proposed venues were presented to the Congress Selection Committee, one for Shanghai, China, and one for Auckland, New Zealand.
- INTER-NOISE 2009 will be held in the Pan-American region. Only one informal proposal was received by the Congress Selection Committee. It was presented by INCE/USA.
- INTER-NOISE 2010 will be held in the Europe-Africa region. Informal proposals will be reviewed by the Congress Selection Committee in 2006 in Honolulu. A final selection will be made in 2007.
- The 2005 Nominating Committee consisted of T. Kihlman (chair), W. Lang, H. Tachibana (for M. Koyasu), and T. ten Wolde. The officers and directors proposed by the 2005 Nominating Committee were presented to the Board of Directors. The following were elected as new officers and directors of I-INCE at the Board of Directors meeting:

<b>Office:</b>	<b>Office holder:</b>	<b>Nominated for the office:</b>
<i>Treasurer</i>	<i>Gerrit Vermeir</i>	<i>Jean Pierre Clairbois (4 years)</i>
<i>VP Asia-Pacific</i>	<i>Masaru Koyasu</i>	<i>Marion Burgess (3 years)</i>
<i>VP Europe-Africa</i>	<i>Bernard Berry</i>	<i>Bernard Berry (3 years)</i>
<i>VP Publications</i>	<i>George Maling</i>	<i>George Maling (1 year)</i>
<i>VP Technical Activities</i>	<i>Alan Marsh</i>	<i>Alan Marsh (1 year)</i>
<i>INTER-NOISE 2005</i>		<i>Samir Gerges (6 years)</i>
<i>Distinguished Board Member</i>	<i>Per Bruel</i>	<i>Per Bruel (1 year)</i>

The complete slate of Officers and Directors of I-INCE for 2006 is appended as Attachment 2.

6. **Report of the Secretary-General:**

***Member Society Applications***

No applications for membership or requests for change of the status of a Member Society were received by the Secretary-General.

***I-INCE Secretariat***

The I-INCE Secretariat at Purdue University is functioning well. The Secretary-General requests that Member and Observer Societies please keep the Secretariat informed of address and website address changes.

***I-INCE website***

The I-INCE website is well established at [www.i-ince.org](http://www.i-ince.org). Additions or corrections are welcome and should be sent to [bernhard@purdue.edu](mailto:bernhard@purdue.edu).

7. **Report of the Treasurer:**

Supporting data for the report of the Treasurer is posted on the I-INCE website at [www.i-ince.org](http://www.i-ince.org) under "Finances".

***Payment of Dues.*** A report of the current status of dues payments was presented by the Treasurer. As of 2005 August, dues payments were typical of normal years.

***Financial Report.*** The financial report for the Institute for fiscal year 2004 was presented by the Treasurer and approved. The credit balance at the end of fiscal year 2004 was 100,173.17 EUR.

***Budget 2005.*** The draft I-INCE budget for the year 2005 January 01 to 2005 December 31 was presented. For the budget, income was estimated to be 30,146.50 EUR, expenses were estimated to be 28,775.42 EUR, and the net balance was estimated to be 1371.08 EUR.

***Estimated Budget 2006.*** A draft estimated I-INCE budget for the year 2006 January 01 to 2006 December 31 was presented. The dues for 2006 will be 230 EUR for small societies, 460 EUR for medium societies, and 690 EUR for large societies. For the budget, estimated income was approximately 35,239 EUR, estimated expenses were approximately 32,959 EUR, and there would be a net balance of approximately 2,280 EUR.

8. **Membership of the Congress Selection Committee**

The current Congress Selection Committee membership is

President:Hideki Tachibana	2004-2008
VP Europe/Africa: B. Berry	2003-2005
VP Pan America: P. Donovan	2004-2006
VP Asia/Pacific: M. Koyasu	2003-2005

Europe/Africa

B. Schulte-Fortkamp	2005-2007
B. McKellar	2005-2005
J. P. Clairbois	2004-2006

Pan America

S. Gerges	2005-2007
P. Schomer	2003-2005
B. Hellweg	2004-2006

Asia/Pacific

K. Ballard	2005-2007
S. Kuwano	2005-2005
Y.-H. Kim	2004-2006

K. Ballard has informed the Secretary-General that he is unable to fulfill his term on the Congress Selection Committee. M. Burgess volunteered to find a substitute for K. Ballard to represent the Asia-Pacific region and complete the unexpired term.

Nominations for each of the three expiring positions were accepted in sequence from the floor. A. Cuney was nominated to represent Europe-Africa for the 2006-2008 term. P. Schomer was nominated to represent the Pan-American region for 2006-2008. S. Kuwano was nominated to represent the Asia-Pacific region for 2006-2008. All were elected unanimously.

#### **9. INTER-NOISE 2006**

INTER-NOISE 2006 will be held in Honolulu, Hawaii, USA, 2006 December 03-06. INCE/USA and INCE/Japan will jointly organize INTER-NOISE 2006. D. Holger and S. Kuwano, will be Co-Presidents of the Congress. The meeting will immediately follow a joint meeting in Honolulu of the Acoustical Society of America and the Acoustical Society of Japan.

#### **10. INTER-NOISE 2007**

INTER-NOISE 2007 will be held at the Swissotel in Istanbul, Turkey, 2007 August 26-29. The theme will be Global Approaches to Noise Control. The Congress will be held just prior to the ICA meeting in Madrid on 2007 September 02-07.

#### **11. Technical Activities**

The draft report for Technical Study Group 5, "A Global Approach to Noise Control Policy" was published in the 2004 November-December issue of the *Noise Control Engineering Journal*, posted on the I-INCE website, and distributed to all Member Societies by e-mail with voting papers. The Secretary-General received 14 voting papers; 12 Approve, 1 Abstention, and 1 Not Approve. All comments have been assembled. A revision of the report will be developed in approximately six months.

Formation of a new Technical Study Group, TSG 7, was discussed by the Board of Directors. The objective of TSG 7 would be to implement the recommendations of TSG 5 with emphasis on product and occupational noise. During the next year, Member Societies will be asked to nominate members for TSG 7. The General Assembly approved formation of TSG 7.

VP for Technical Activities, A. Marsh, reported on the progress of the other Technical Study Groups.

- TSG 1 Noise of Recreational Activities in Outdoor Areas (convener P. Dickinson) has a partial draft report.
- TSG 2 Noise Labels for Consumer and Industrial Products (convener B. Berry) is making limited progress toward the original objectives. The TSG met in Rio de Janeiro and hopes to finish the report by the end of 2006.
- TSG 3 Assessment of the Effectiveness of Noise Policies and Regulations (co-conveners H. Tachibana and W. Lang) has almost completed a draft report.
- TSG 4 Noise and Reverberation Control for Schoolrooms (new convener C. Svensson) met in Rio de Janeiro and set a schedule to complete a draft report in 2007.

- TSG 6 Environmental Noise Assessment and Impact (convener L. Finegold) met in Rio de Janeiro and continues its efforts.

VP for Technical Activities, A. Marsh, also announced that the five Technical Divisions would hold meetings from 1200 – 1300 on Monday and Tuesday of the Congress.

## 12. Communications

VP for Communications, G. Maling, reported on the status of *Noise News International* (NNI).

**Distribution:** 5300 copies of NNI are distributed for each issue. 3500 copies are distributed to the Member Societies of I-INCE. The rest are distributed to Members of INCE/USA and the Technical Committee on Noise of the Acoustical Society of America.

**Finances:** The financial situation is satisfactory. Advertising revenue has improved.

**Editorial Staffing:** G. Ebbitt has taken over as Features Editor. Paul Donovan is now the Associate Editor for the Pan-American region. Pam Reinig is updating and editing Member Society Profiles.

**Challenges:** *NNI* will be changing printers in the next year to reduce costs and improve compatibility with the editorial staff. *NNI* is behind its publication schedule but should be caught up by the end of 2005.

### 13. Other Business

#### *I-INCE Rules of Operation, Part 3: Congress Selection Committee*

Significant changes were proposed to the General Assembly by the Board of Directors in response to suggestions for improvement from various sources. In particular, W. Lang reported that, in addition to minor improvements, the following major changes were proposed

- Article 2: each region will be represented preferably by 3 members, but at least 1 member
- Article 2: institutes a Nominating Committee consisting of the I-INCE President-elect and the regional Vice Presidents
- Article 2: the I-INCE President-elect will chair the CSC
- Article 8: the Congresses will rotate to each region at least every four years
- Article 10: informal and formal proposals to host a Congress will be distributed to the Board and CSC before the opening of a Congress.
- Article 11: formal proposals will be limited to a 10-minute presentation and 20-minute discussion.

Significant discussion ensued. The first point of discussion was related to the time limits imposed in Article 11. Many of the past participants in the Congress selection process felt the time limits were too short and imposed a constraint that might not be necessary in many cases. Eventually the General Assembly reached a consensus that 20 minutes should be allowed for presentation of the formal proposals and sufficient additional time should be allowed for questions and answers.

A second point of discussion concerned issues related to the changes proposed for Article 10 as well as potential conflict of interest related to CSC members affiliated with Member Societies presenting proposals and voting on those proposals while having had advanced access to competing proposals. After lengthy discussion, the General Assembly agreed that any CSC Member should be allowed to vote on all proposals. However, the proposed Article 10 should be changed such that advance distribution of proposals is not required but approximately 30 copies of the written proposal shall be brought to the meetings by the proposing Society for distribution to all CSC and Board members.

The approved revision of I-INCE Rules of Operation, Part 3 is attached as Appendix 3 and is posted on the I-INCE website on the **Governance** page.

#### *I-INCE Rules of Operation, Part 6: Technical Sections*

The Board of Directors had received feedback that the name "Technical Sections" was confusing to participants in INTER-NOISE Congresses because it was too close to "Technical Sessions." The Board proposed to change the name to "Technical Divisions". In addition, other minor issues with the text of the I-INCE Rules of Operation, Part 6 were improved. A listing of the changes was distributed to the General Assembly and is attached as Appendix 4. There were no questions about the changes from the General Assembly and the changes were approved. The revised I-INCE Rules of Operation, Part 6 is posted on the I-INCE web site on the **Governance** page.

#### *Other Items*

The delegate from the Norwegian Member Society presented a letter asking that Norway be considered for the venue of INTER-NOISE 2010. He was informed that Norway was invited to submit an informal proposal to host INTER-NOISE 2010 along with all I-INCE Member Societies in the Europe-Africa region.

The President asked for a round of applause in appreciation for the service of outgoing Officers and members of the Board of Directors: G. Vermeir, M. Koyasu, and J. Cuschieri.

**14. Next Meeting**

The next meeting of the I-INCE General Assembly will be 2006 December 03 in Honolulu, Hawaii, USA at the Sheraton Waikiki hotel at a time to be announced.

**15. Close of the Meeting**

President Tachibana closed the 31<sup>st</sup> meeting of the I-INCE General Assembly at 15.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. J. Bernhard". The signature is fluid and cursive, with a large initial "R" and "J".

Robert J. Bernhard  
Secretary-General

*Approved: I-INCE General Assembly, 2006 December 03*

Attachment 1



**Agenda  
General Assembly Meeting**

Room: Rio de Janeiro I  
Sofitel Hotel  
Rio de Janeiro, Brazil

2005 August 7; 1300-1600

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1. Opening of the meeting by the President.
2. Roll call of delegates.
3. Adoption of the Agenda.
4. Approval of the minutes of the Twenty-Ninth Meeting held in Prague, Czech Republic, 2004 August 22.  
(The draft minutes are posted on the I-INCE web site at the bottom of <http://www.i-ince.org/governance.htm>.)
5. Report of the President.
  - current state of the International Institute of Noise Control Engineering
  - new initiatives of the Institute
  - report of the Nominating Committee
  - planning for INTER-NOISE 2008, INTER-NOISE 2009, INTER-NOISE 2010
6. Report of the Secretary-General on the affairs of I-INCE.
  - Report of the Secretariat
  - Matters relating to I-INCE membership
  - Petitions for change in member category status (if any).
  - Report on the I-INCE web site
7. Report of the Treasurer of I-INCE
  - Review of payments by Member Societies.
  - Review of the audited account for fiscal year 2004.
  - Review of the budget for 2005.
  - Consideration of preliminary budget for 2006.
  - Finances of I-INCE
8. Membership of the Congress Selection Committee (CSC).  
According to the procedures of the CSC (I-INCE Rules, Part 3) as posted on the I-INCE web site on 2000.01.23, the General Assembly shall appoint members who shall serve for a three-year term. The current CSC is
  - President: Hideki Tachibana* 2004-2008
  - VP Europe/Africa: B. Berry* 2003-2005
  - VP Pan America: P. Donovan* 2004-2006
  - VP Asia Pacific: M. Koyasu* 2003-2005



<i>Europe-Africa</i>	
<i>B. Schulte-Fortkamp</i>	2005-2007
<i>B. McKellr</i>	2005-2005
<i>J. P. Clairbois</i>	2004-2006

<i>Pan America</i>	
<i>S. Gerges</i>	2005-2007
<i>P. Schomer</i>	2003-2005
<i>B. Hellweg</i>	2004-2006

<i>Asia-Pacific</i>	
<i>K. Ballard</i>	2005-2007
<i>S. Kuwano</i>	2005-2005
<i>Y.-H. Kim</i>	2004-2006

Nominations shall be called for under this item of the agenda for the terms expiring in 2005. Each of the nominated candidates will be asked to summarize their experience in international congress selection and organization.

9. Report on planning for INTER-NOISE 2006 (Honolulu, Hawaii, USA) by a member of the Congress Organizing Committee.
10. Report on planning for INTER-NOISE 2007 (Istanbul, Turkey) by a member of the Congress Organizing Committee.
11. Report on status of current I-INCE technical initiatives by the Vice President for Technical Activities.
  - Discussion and vote on the Report of TSG #5 I-INCE PUBLICATION 05-1, A GLOBAL APPROACH TO NOISE CONTROL POLICY (draft report posted on the I-INCE web site at <http://www.i-ince.org/intro.htm> and published in the 2004 November-December issue of the *Noise Control Engineering Journal*).
  - Proposal for a new Technical Study Group (TSG 7).
  - Report on the status of the work of other Technical Study Groups
12. Report of the I-INCE Vice President for Communications on the current status of *Noise News International*.
13. Other business.
  - Revisions to I-INCE Rules for Operation, Part 3: I-INCE Congress Selection Committee
  - Revisions to I-INCE Rules for Operation, Part 6: I-INCE Technical Sections
14. Time and place of the next meeting.
15. Closing of the meeting.

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Robert J. Bernhard  
Secretary General

## Attachment 2

### I-INCE Officers and Directors (2006.01.01)

<b>Office:</b>	<b>Office holder:</b>	<b>Term (yrs.):</b>	<b>Ending:</b>
President	Hideki Tachibana	4	2007.12.31
President-Elect	Gilles Daigle	4	2007.12.31
Immediate Past President	Tor Kihlman	4	2007.12.31
Secretary General	Robert Bernhard	4	2008.12.31
Treasurer	Jean Pierre Clairbois	4	2009.12.31
VP Asia-Pacific	Marion Burgess	3	2008.12.31
VP Europe Africa	Bernard Berry	3	2008.12.31
VP Pan-America	Paul Donavan	3	2006.12.31
VP Publications & E-in-C	George Maling	1	2006.12.31
VP Development	Gilles Daigle	3	2006.12.31
VP Technical Activities	Alan Marsh	3	2006.12.31
VP Global Noise Policy	Bill Lang	3	2006.12.31
Director rep. I-N 00	Michel Vallet	6	2006.12.31
Director rep. I-N 01	Tjeert ten Wolde	6	2007.12.31
Director rep. I-N 02	Raj Singh	6	2008.12.31
Director rep. I-N 03	Hee Joon Eun	6	2009.12.31
Director rep. I-N 04	Josef Novak	6	2010.12.31
Director rep. I-N 05	Samir Gerges	6	2011.12.31
Distinguished Board Member	Per Bruel	1	2006.12.31

## **Attachment 3**

### **Part 3: I-INCE CONGRESS SELECTION COMMITTEE**

#### **Article 1. ESTABLISHMENT**

A Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly at a meeting of the General Assembly held in Fort Lauderdale, USA, on 1999 December 05. The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses.

#### **Article 2. MEMBERS**

The CSC shall have thirteen (13) members. The members shall be the following: nine (9) individual members of I-INCE Member Societies from the three I-INCE geographical regions appointed by the General Assembly, the I-INCE President-elect, and the three I-INCE Regional Vice Presidents. In addition, the I-INCE Secretary General shall serve ex officio without vote as a member of the committee.

The I-INCE geographical regions of the world are Europe-Africa, Pan-America, and Asia-Pacific. Each region shall be represented on the CSC by preferably three but at least one of the nine members appointed by the General Assembly. Each member of the CSC shall be able to send and receive electronic mail (e-mail), and be able to download attachments to e-mail messages.

A nominating committee consisting of the I-INCE President-elect and the I-INCE Vice Presidents of the three regions shall present a slate of nominees to the General Assembly for positions to be filled on the CSC. Each Vice President shall consult with Member Societies in the region when selecting nominees for CSC membership. The slate of nominees shall be approved by the General Assembly. Service as an appointed member of the CSC is contingent on the I-INCE dues of the Member Society (to which the member belongs) being current.

#### **Article 3. TERMS OF SERVICE**

Those members of the CSC who are appointed by the General Assembly shall serve for a period of three (3) years. Each three-year term shall terminate on a rotation schedule such that three (3) new members are appointed every year by the General Assembly.

The terms of service for the members appointed by the General Assembly run from the meeting of the General Assembly in which appointment occurred until the subsequent meeting of the General Assembly three years later.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE.

#### **Article 4. OFFICERS**

The officers of the CSC shall consist of a Chair and a Secretary. The I-INCE President-elect shall serve as the Chair. The Secretary shall be selected by the CSC from among the members of the committee.

The Secretary of the CSC shall prepare the Minutes of meetings of the CSC. With the assistance of the I-INCE Secretariat, the Secretary shall maintain a roster of the members of the CSC with postal addresses, telephone numbers, FAX numbers, and e-mail addresses and shall make this information available to I-INCE Member Societies that have an interest in organizing an INTER-NOISE Congress.

## **Article 5. PRINCIPAL TASKS**

The principal tasks of the CSC are to receive and evaluate proposals for future INTER-NOISE Congresses and to submit the committee's recommendation, in the form of a rank-ordered listing of the proposals, to the I-INCE Board of Directors, which has the responsibility for inviting a Member Society (or group of Member Societies) to host and organize an INTER-NOISE Congress.

## **Article 6. MEETINGS**

The Congress Selection Committee shall meet at least once during, or immediately before, each INTER-NOISE Congress. The Chair of the CSC shall call each meeting and prepare the agenda. The agenda shall be circulated to the CSC members at least 30 days before the intended meeting date. The Chair presides at meetings of the committee. If the President-elect is unable to participate at a meeting, an I-INCE vice president shall preside. A quorum for the conduct of business is a majority of the members.

## **Article 7. PLANNING CYCLE**

I-INCE operates on a three-year planning cycle for the organization of an INTER-NOISE Congress. The invitation of the Board for a Member Society (or group of Member Societies) to host an INTER-NOISE Congress is extended three years in advance, i.e., at the third annual meeting of the Board preceding the future INTER-NOISE Congress. If Y is the year of the future Congress, the invitation is extended in year Y-3. Preliminary planning starts two years earlier in year Y-5 with the Board decision on the geographical region for the Congress. Hence, a Member Society that is interested in hosting an INTER-NOISE Congress should be considering possible dates that are more than three years in the future, and preferably four to eight years ahead.

## **Article 8. REGIONAL DECISION**

By no later than its annual meeting in the year Y-5, the I-INCE Board shall decide on the geographical region where the INTER-NOISE Congress will be held in year Y. The Congress shall be held at least once in each of the three I-INCE geographical regions over a four-year period. Within two months of the regional decision, the I-INCE Secretariat shall announce the selection of the geographical region to the I-INCE Member Societies. A Member Society in that geographical region may express a desire to host an INTER-NOISE Congress in the year Y by submitting an informal proposal to the Secretary of the CSC by e-mail, fax, or letter post.

## **Article 9. INFORMAL PROPOSALS**

A Member Society (or a group of Member Societies) may express its desire to host a future INTER-NOISE Congress by submitting an informal proposal in writing to the CSC Secretary by e-mail, fax, or letter post at least 30 days prior to a meeting of the CSC. The informal proposal shall give *only* the following information:

- the recommended city, or cities, within the proposed host country with suitable venues for the Congress;
- the season of the year that would be most appropriate;
- the names of one or two persons who have agreed to actively promote the organization of the proposed Congress.

During Y-4, the fourth year before an INTER-NOISE Congress is to be held in a geographical region determined by the I-INCE Board, the I-INCE Secretariat shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal as given above.

## **Article 10. DETAILED PROPOSALS**

After consideration of informal proposals, the CSC shall recommend to the Board those Member Societies to be invited to submit detailed proposals for presentation to the CSC. This shall be done at least six months in advance of the annual CSC meeting by the CSC Chair who will, with Board approval, extend a written invitation to a representative of each of the Member Societies selected.

The Secretary of the CSC shall inform the selected Member Societies of the minimum content of a detailed proposal. The I-INCE Secretariat shall also send to the Member Societies receiving the invitation a copy of the agreement with I-INCE that the Member Society is expected to sign if the detailed proposal is accepted by the I-INCE Board.

A detailed proposal to host a future INTER-NOISE Congress shall include at least the following items:

- a proposed budget detailing projected income and expenses;
- the anticipated number of participants;
- any potential sources of external financial support;
- a comparison of congress center, hotel, and university locations for the plenary and technical sessions and for the exhibition;
- the availability and experience of noise and vibration control engineers who could serve as members of the Organizing Committee;
- the names of the proposed Congress President and members of the Organizing Committee;
- if the services of a Professional Congress Organizer (PCO) are to be used, the detailed proposal shall state and justify the estimated cost of these services.

Approximately 30 copies of the written version of the proposal shall be delivered to the meeting for distribution to all of the members of the CSC and Board of Directors.

## **Article 11. ORDER OF BUSINESS DURING ANNUAL CSC MEETING**

The first item of business at a CSC meeting is to evaluate the informal proposals which have been received in the year Y-4 from the geographical region where the Congress will be held in the year Y. In advance of the meeting, the Chair of the CSC shall offer a representative of each Member Society submitting an informal proposal the opportunity to make a five-minute presentation to the CSC. The presentation shall use not more than one overhead transparency, or printed page. The offers to make short presentations shall be in writing.

The CSC shall decide which Member Societies are to be invited by the Chair of the CSC to submit detailed proposals to host an INTER-NOISE Congress in the year Y. These detailed proposals shall be considered at the annual meeting of the CSC during year Y-3. No more than three (3) Member Societies, but at least one (1) Member Society, shall be invited to submit detailed proposals.

The second item of business at a CSC meeting is to evaluate the detailed proposals received in the year Y-3 from the Member Societies invited by the CSC Chair to submit these proposals. To augment the presentation of the written detailed proposal by a representative of the Member Society, visual aids should be used that have been arranged for in advance. During the CSC meeting, the presentation shall be limited to twenty (20) minutes and sufficient additional time shall be allowed for questions and answers.

## **Article 12. VOTING**

Voting on all informal and detailed proposals shall be by written ballot. Only those CSC members who were present during the presentations as well as question and answer periods may vote. Each CSC member shall have one vote, except the Secretary General who serves ex officio, without vote. Proxy votes shall not be accepted. Votes shall only be recorded for members present at the CSC meeting. If a CSC member is unable to participate at a CSC meeting, the Member Society of the CSC member may appoint an alternate representative with full voting rights for that meeting. The written appointment shall be submitted to the Secretary of the CSC with copy to the President-elect at least 30 days prior to the CSC meeting. Approximately 30 days prior to the CSC meeting, the President-elect shall contact each member of the CSC to determine if he or she will be present at the forthcoming meeting.

The detailed proposals received by the CSC to host an INTER-NOISE Congress to be held in the year Y shall be rank-ordered by vote. The rank-ordered voting shall be carried out during the CSC meeting, so that the results are available to the I-INCE Board immediately after the CSC meeting.

## **Article 13. REPORT TO THE I-INCE BOARD**

After each annual meeting of the CSC, the Board shall receive the report of the CSC Secretary, or designated alternate, with the rank-ordering of the detailed proposals and shall select the Member Society to be invited to host the INTER-NOISE Congress to be held in year Y. Only when the Member Society receiving the top ranking is not acceptable for reasons outside the knowledge or responsibility of the CSC shall the Board select the Member Society with the next highest ranking.

## **Article 14. INVITATION AND ANNOUNCEMENT**

The I-INCE President shall announce the decision concerning the Member Society to host the INTER-NOISE Congress in the year Y no later than 90 days following the closing plenary session of the INTER-NOISE Congress in the year Y-3.

On behalf of the Board of Directors, the I-INCE President shall issue a written invitation which accepts the detailed proposal that was submitted by the selected Member Society to host the INTER-NOISE Congress in the year Y. This letter of acceptance shall be sent within 90 days of the announcement.

**NOTE:** Part 3 of the I-INCE Rules was drafted by the Board of Directors at its meeting in Berlin, Germany, on 1999 March 13, and subsequently posted on the web for review by the I-INCE Member Societies on 1999 April 27. The draft of the rules was further reviewed at the meeting of the General Assembly in Fort Lauderdale, USA, on 1999 December 05, and approved by the General Assembly for adoption on that date (with minor editing). The rules were amended for approval by the General Assembly on 2005 August 7.

**SUMMARY:** (The year in which a future Congress will be held is Y)

- **Y-5**
  - Board determines geographical region where Congress will be held in year Y.
- **Y-4**
  - Six months before INTER-NOISE Congress, CSC Secretary invites Member Societies in that region to submit informal proposals for year Y.
  - Thirty days before INTER-NOISE Congress, last date to submit letter of intent to submit informal proposals for year Y.

- At CSC meeting, CSC reviews informal proposals and selects one to three Member Societies to be invited to submit detailed proposals for year Y.
- **Y-3**
  - Six months before INTER-NOISE Congress, detailed proposals invited by CSC Secretary.
  - At CSC meeting, detailed presentations given to CSC, rankings established by CSC; Board invites host for INTER-NOISE Congress to be held in year Y.

## Attachment 4

### Revision of I-INCE Governance - Voting Paper of 2005.04.07

## I-INCE Rules for Operation, Part 6

### BACKGROUND:

Revisions are needed to bring the I-INCE Governance up to date. The status of Part 6 of the I-INCE Rules for Operation is summarized below. The changes that are needed in the articles of Part 6 are listed. Please review and respond. If approved as part of the consent agenda, no action need be taken at the August Board meeting in Rio. If not approved, please submit your comments so that a discussion of Rules Part 6 may be included in the agenda for the Rio Board meeting.

### Rules 6: I-INCE Technical Sections

- The version posted on the web is that approved by the General Assembly on 2002 August 18.
- Add I-INCE Classification of Subjects to Annex B.
- Editing of the web version is required as follows:
  - Title of Rules Part 6 should be changed to ‘**Part 6 of the I-INCE Rules for Operation: I-INCE Technical Divisions**’ and all references to Section(s) be changed to Division(s).
  - Article 1: In the second sentence, delete ‘**will**’
  - Article 3: In the first sentence, delete the second ‘**professional**’
  - Article 4: Change ‘**field**’ to ‘**fields**’ in the title and text. Change ‘**A description**’ to ‘**Descriptions**’ and the singular verb ‘**is**’ to ‘**are**’ where appropriate
  - Article 5: Rename Technical Division 2 ‘**Vibration and Structural Acoustics**’
  - Article 5: Rename Technical Division 4 ‘**Instruments and Analytical Methods**’
  - Article 5: In the Technical Division 4 paragraph, insert ‘**computer simulations,**’ after ‘**methods,**’ in the first sentence and add ‘**and other analytical techniques.**’ to the end of the paragraph.
  - Article 5: In the Technical Division 5 paragraph, in the last sentence insert ‘**engineers,**’ before ‘**social scientists,**’
  - Article 6: Replace the entire paragraph of this article with the following: ‘**The organizational meetings of the Technical Divisions were held during INTER-NOISE 2003, and their establishment was approved by the General Assembly on 2003 August 25.**’
  - Article 7: In the fourth sentence replace ‘**be enrolled as**’ with ‘**become**’
  - Article 8: In the NOTE at the end of this article, delete ‘**standby or peaker**’
  - Article 9: In the second bullet insert ‘**I-INCE**’ before ‘**General**’
  - Article 9: In the fourth bullet delete ‘**the**’ before ‘**development**’ and replace ‘**an**’ with ‘**a future**’
  - Article 9: In the sixth bullet insert ‘**proposed**’ before ‘**technical initiative**’
  - Article 12: In the fourth sentence move the phrase ‘at each meeting of the I-INCE General Assembly’ from the end of the sentence to the beginning.
  - Article 12: The fifth sentence is changed to read ‘**The written report shall be supplemented by an oral presentation if requested by the I-INCE Vice President – Technical Activities.**’



- Article 12: The last sentence will end after ‘Groups’ and a new last sentence will read ‘The rosters shall include e-mail addresses as well as postal addresses and telephone numbers.’
- Annex A: In the second sentence change ‘both’ to ‘the’
- In the NOTE at the end of the document add ‘and by the General Assembly at a meeting in Dearborn, MI, U.S.A., on 2002 August 18.’ to the end of the sentence.