

Part 1 of the I-INCE Rules for Operation

I-INCE GENERAL ASSEMBLY

Article 1. COMPOSITION

The I-INCE General Assembly shall be composed of:

- Corresponding members (representatives) of the Member Societies,
- Members of the Board of Directors,
- Representatives of Sustaining Members, Institutional Members, Affiliated Organizations, and other organizations in liaison with I-INCE may attend meetings of the General Assembly without vote, and
- Any member of a Member Society of I-INCE may attend meetings of the General Assembly without vote.

Article 2. MEETINGS

Meetings of the General Assembly shall be held in conjunction with the INTER-NOISE Congresses at the call of the I-INCE President. The President shall normally chair the meetings of the General Assembly. The Secretary-General shall provide notice to the Board and General Assembly of the meeting date, time, and location at least two weeks prior to the meeting. Information regarding substantive matters to be discussed and/or acted upon at a meeting shall also be provided at least two weeks prior to the meeting.

Article 3. MEMBER SOCIETY REPRESENTATIVES

In accordance with Article 12.1 of the Bylaws, a Member Society shall appoint one of its individual members to serve as its corresponding member and representative at meetings of the General Assembly. This individual shall be involved with the control of noise and shall represent the Member Society within I-INCE. The corresponding member shall be the primary contact of the Member Society with the I-INCE Secretariat and shall be responsible for submitting nominations for I-INCE positions and for responses on voting issues and other matters on which the position of the Member Society is requested. This individual shall participate in correspondence on elections and other matters before and after the annual meeting of the General Assembly. The representative assumes the responsibility for informing the Member Society's officers of actions taken at all meetings of the General Assembly. A Member Society shall notify the I-INCE Secretariat of such appointment by e-mail, and the I-INCE Secretariat shall be informed of any changes in representative at least two weeks prior to the next General Assembly meeting.

Article 4. ELECTION OF DIRECTORS-AT-LARGE

Directors-at-Large are intended to broaden the scope of representation from the General Assembly on the I-INCE Board, to increase the diversity of perspectives of the Board, and to provide opportunities for younger noise control engineering professionals to participate as members of the Board.

Every year beginning in 2017 the General Assembly will elect one Director at-Large who is a member of an I-INCE Member Society to the I-INCE Board of Directors for a three-year term. The election of the Board member shall be conducted as follows:

- One member from each of three Member Societies from different geographical regions (Europe-Africa, Pan-America, and Asia-Pacific) will be elected to the Board on a staggered basis

beginning with Europe-Africa in 2017, followed by Pan-America in 2018, and Asia-Pacific in 2019. The sequence will begin again with Europe-Africa in 2020. (During the transition period from 2017 through 2019, the current Director at-Large Board members from Pan-America and Asia Pacific will serve for an extended term until the respective elections occur.)

- At least six months in advance of a meeting of the General Assembly, the Member Societies from the appropriate geographic region will be invited and strongly encouraged to nominate candidates who are involved with the control of noise from the appropriate geographical region for that year as noted below.
- The corresponding member for each I-INCE Member Society will submit the names of candidates with a brief paragraph describing the background of each.
- Each candidate should preferably be selected from among the younger individual members of the Member Society.
- The compiled listing of candidates and background paragraphs will be circulated to the Member Societies and posted on the I-INCE website at least two weeks in advance of the General Assembly meeting at which the election will take place.

Article 5. MEMBER SOCIETY ANNUAL PAYMENTS

Each Member Society shall make an annual payment in response to an invoice received from the I-INCE Treasurer. The invoice shall normally be sent by February 15 and the deadline for payment shall be April 15.

Article 6. MEMBER SOCIETY CATEGORIES

A Member Society's category shall be based on the number of individual members of the Member Society professionally involved in the engineering control of noise and vibration. Categories correspond to a small, medium, or large number of individual members who are professionally involved in activities related to the Institute's field of interest (See Article 2 of the I-INCE Bylaws). The I-INCE Secretariat shall maintain a list of the categories assigned to the Member Societies.

A society applying to become an I-INCE Member Society may propose its category, subject to the approval of the General Assembly. A Member Society may submit a formal request to the I-INCE Secretariat to change its category if justified by relevant data. The request shall be acted on at the next following meeting of the General Assembly.

Article 7. UNIT ANNUAL PAYMENT

The amount of the annual payment for each member category shall be fixed by formal vote of the General Assembly at its meeting in the year before the year in which payments are to be made.

Article 8. DELINQUENCY IN ANNUAL PAYMENTS

A Member Society payment shall be considered past due if the annual payment is not received by the I-INCE Treasurer by April 15. If payment is not received by October 15, the Member Society shall be considered delinquent. The Treasurer shall inform the meeting of the General Assembly of any such delinquent members. A delinquent Member Society shall be suspended from voting in the General Assembly and participating in the technical work of the Institute including being ineligible to submit a proposal for an INTER-NOISE congress or I-INCE symposium.

The General Assembly shall require the Board to take appropriate actions during the following year

to investigate such delinquencies, and to report to the following meeting of the General Assembly which will make the decision for reinstatement, further suspension or termination of the delinquent society's membership in the Institute.

Article 9. VOTING

Member Societies have an obligation to vote on issues that are brought to the General Assembly. The corresponding member of a Member Society shall have the opportunity to participate in the oral discussion of issues considered at a meeting of the General Assembly.

A voting paper shall be prepared for an issue to be considered at a meeting of the General Assembly. On substantive issues, the I-INCE Secretariat shall post on the I-INCE website and email voting papers to the Member Societies at least four weeks in advance of a meeting of the General Assembly. If a voting paper is returned by e-mail or via web-based voting, it should be signed either by an officer of the Member Society or by the Member Society's corresponding member. If a voting paper is not returned in advance of a meeting of the General Assembly, the Member Society's representative may cast the Member Society's vote during the meeting of the General Assembly. Reasons for a negative vote shall be indicated on the voting paper or stated by the corresponding member at the meeting of the General Assembly.

Approval of an issue by the General Assembly shall be by a simple majority or by a two-thirds majority of the votes cast, depending upon the matter at hand, as described below.

Approval of a change in the annual payment and General Assembly initiated amendments to the Bylaws and Rules of the Institute requires an affirmative vote of at least two-thirds of all votes cast, with abstentions not counted.

Voting procedures for formal I-INCE technical reports are given in Part 2 of these Rules. All other actions by the General Assembly require a simple majority of the votes cast for approval, with abstentions not counted.

NOTE: To be updated as appropriate upon action on proposed changes. Part 1 of the I-INCE Rules was originally approved by the General Assembly at its meeting in Christchurch, New Zealand, on 1998 November 15 and revised on 2010 June 13 and 2014 November 16.

Part 2 of the I-INCE Rules for Operation

I-INCE TECHNICAL STUDY GROUPS

(Revised version 5, March 2017; a revised substantial rewrite by Raj Singh of the original proposed version to incorporate current practice; some minor editorial changes and changes in order since August 2016 are included)

Article 1. ACTIVITIES OF I-INCE TECHNICAL STUDY GROUPS, TASK GROUPS, OR COMMITTEES

The studies to be undertaken by technical study groups and/or other technical committees or ad hoc task forces (as appointed by the I-INCE Board or recommended by the General Assembly) are focused

on noise control engineering issues of international or global interest. While these issues may involve important policy or public dissemination matters, they must all have a significant technological content and be directly relevant to the mission of I-INCE.

The activities of a technical study group, committee or task group may include the following:

- assessment of current or new technologies
- development of noise control policy, guidelines, or implementation plans
- organization of special sessions or workshops at INTER-NOISE Congresses or I-INCE-sponsored events
- organization of I-INCE Symposia
- development of special issues of *Noise Control Engineering Journal*
- presentation of papers at INTER-NOISE Congresses

The short and long term studies of technical study groups must be disseminated on a timely basis and may result in the preparation of:

- informal white papers or web based articles
- technical articles or presentations
- formal I-INCE report(s) that require approval via formal vote by the I-INCE membership
- results of a benchmarking or round-robin studies
- information to be disseminated in other forms

Article 2. PROPOSALS FOR NEW TECHNICAL STUDY GROUPS, TASK GROUPS, OR COMMITTEES

Proposals shall be prepared and forwarded to the I-INCE Vice President of Technical Activities who will submit them to the I-INCE Board for approval. Each proposal shall contain the following information:

1. The proposed title for the technical study group, task group, or committee
2. The name(s) of the proposer(s), along with a recommendation of suitable conveners or chairs and members representing the I-INCE community
3. The proposed scope and technical justification of the study, task, or committee
4. The proposed program and milestones (including intended publications) of the study, task, or committee
5. The proposed dates for completion of milestones and duration of the study, task, or committee
6. If available, an initial working draft for consideration by the technical study group, task group, or committee.

Article 3. RESPONSIBILITIES OF THE I-INCE BOARD OF DIRECTORS

Technical study groups, task groups, or committees shall be established and dissolved by the Board of Directors who will inform the I-INCE General Assembly of actions taken. The Board shall:

1. Consider for approval the proposals submitted by the Vice President of Technical Activities for new technical study groups, committees or task groups. This includes an approval of the scope, and work program, as well priorities and schedule for the milestones. The I-INCE Board may request the I-INCE

Member Societies to nominate technical experts to serve as members (or observers) of the technical study or task group.

2. Confirm the appointment of Conveners or Chairs of technical study groups, task groups, or committees.
3. Monitor the progress of all technical work and take appropriate action if there are significant delays in the completion of scheduled milestones. If a group extends its work beyond the allotted time, it must seek renewal by the Board on a timely basis.
4. Consider for approval, for submission to the General Assembly for approval via formal vote, a draft of an I-INCE report prepared by a technical study group, task group, or committee.
5. Dissolve a technical study group, task group, or committee upon completion of its assigned tasks or upon failure to meet its objectives.

Article 4. RESPONSIBILITIES OF A TECHNICAL STUDY GROUP, TASK GROUP OR COMMITTEE CHAIR OR CONVENER

Management of a technical study group, task group, or committee is the responsibility of the convener(s) or chairs who must perform the following tasks.

- Manage the development of the technical study group, task group, or committee and the preparation of documents for publication.
- Organize and chair meetings of the technical study group, task group, or committee. Submit timely progress reports, publication drafts and information of any significant problems affecting progress to the Vice President of Technical Activities in accordance with the agreed schedule of technical study group, task group, or committee activities.

Article 5. MEETINGS OF A TECHNICAL STUDY GROUP, TASK GROUP, OR COMMITTEE

Technical study group, task group, or committee meetings shall ideally be scheduled to occur immediately before, during, or after INTER-NOISE Congresses. Between meetings, all business will normally be accomplished by e-mail or postings on the I-INCE web site. The Vice President of Technical Activities shall be informed of such meetings and their agendas.

The technical study group, task group, or committee should begin its work as soon as possible after the proposed initiative is approved by the Board. The immediate objectives as work is begun are the following:

- Obtain agreement on a precise wording of the scope to include the topics to be covered and those to be excluded.
- Develop a plan of action with a tentative, but realistic, estimate of the time schedule for completion of major milestones.
- Preparation of the voting draft of an I-INCE report should normally require no more than two years.

Article 6. VOTING PROCEDURES FOR APPROVAL OF FORMAL I-INCE REPORTS

A voting draft of an I-INCE report shall be submitted by the convener to the Vice President of Technical Activities in electronic form. (Note: Only formal I-INCE reports are subject to voting.) The Vice President may seek reviews by anonymous experts on the suitability of its contents before posting on the I-INCE website. (Secretariat: Note that technical articles or informal reports are not subject to any formal voting procedures.)

Two alternate methods for seeking votes of approval are possible. First, a formal voting draft may be posted on the I-INCE site, and voting shall then be via a secure link. A message shall be sent by the Secretariat to the Member Societies accordingly. The time limit for voting shall be about six weeks from the circulation date. Second, the ballot and draft may be circulated about six weeks before a meeting of the General Assembly at which the votes may be cast.

A vote to proceed with publication may be positive, negative with accompanying technical reasons for the negative vote, or abstention. Positive votes conditioned on the acceptance of substantive modifications to the text of the voting draft, as well as negative votes submitted without substantiating technical reasons, will not be accepted. A voting draft is approved for publication if a majority of the votes cast by the Member Societies is positive.

Article 7. I-INCE PUBLICATION OF FORMAL REPORTS

The VP of Technical Activities shall inform the I-INCE Board and the General Assembly of the voting results and action taken on I-INCE formal reports.

Before publication, the final version of a formal I-INCE report shall be assigned a reference number by the Secretariat. The reference number shall consist of the calendar year in which the document was approved for publication followed by a hyphen and an Arabic number assigned sequentially for that year, for example, "I-INCE Publication 2012-3."

NOTE: *Appropriate note will be added after action has occurred.* This revised Part 2 of the I-INCE Rules was approved by the I-INCE Board at its meeting on 2012 August 18 and the General Assembly at its meeting on 2012 August 19 in New York, New York, USA. This version replaces the I-INCE Rules Part 2 that was approved by the General Assembly at its meeting in Christchurch, New Zealand, on 1998 November 15.

Part 3 of the I-INCE Rules for Operation

I-INCE CONGRESS SELECTION COMMITTEE

(Revised Version 5, March 2017 incorporating substantive suggestions from Gilles Daigle, Marion Burgess, and Raj Singh; some minor editorial changes and changes in order within sections since August 2016)

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. These rules include subsequent amendments (See note below).

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 who serves as Chair of the CSC, 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 two (and no more than 4) of the nine members appointed by the General Assembly.

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 January 1 following the meeting of the General Assembly in which appointment occurred for three years.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE. A member of the CSC appointed by the General Assembly may serve no more than a total of six consecutive years on the CSC as an appointee of the General Assembly.

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. If the office of I-INCE President-Elect is vacant or the President-Elect is temporarily unable to serve as Chair, the I-INCE President or their designee selected from the current Board membership 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, and in collaboration with the Chair, prepare and distribute communications to members of the CSC and those making

presentations at CSC meetings. With the assistance of the I-INCE Secretariat, the Secretary shall maintain a record of the members of the CSC with e-mail addresses.

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. The CSC members must not agree to serve on any planned congress's international advisory boards before the congress site is formally announced by the Institute.

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 emailed to the CSC members at least 20 days before the intended meeting date. The Chair presides at meetings of the committee.

If a member of the CSC is unable to participate at a meeting, they should consult with the Chair of the CSC and the I-INCE Vice President for their region to propose a deputy to participate on their behalf, for that meeting only. The name and contact email for the deputy must be forwarded to Chair and Secretary of the CSC at least 7 calendar days before the time of the CSC meeting. That deputy assumes all the rights and obligations for the member in relation to that meeting. A quorum for the conduct of business is 7 members personally present. No proxy voting is allowed at a meeting of the CSC.

The Chair of the CSC may only vote to break a tie vote, and not to create a tie vote. The chair is not obligated to vote to break a tie.

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.

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 pdf attachment to e-mail at least 40 days prior to a meeting of the CSC. The Secretary of the CSC shall distribute the informal proposal electronically to the CSC at least 20 days prior to the meeting of the CSC at which it will be considered.

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 CSC Secretary shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal. This proposal should normally be 2-4 pages only and including the following

- The recommended city within the proposed host country with brief description of venue
- Proposed dates for the congress
- Names of persons who have agreed to be the President and Technical Chair of the congress
- Names of available host hotel or conference center
- International travel accessibility to host city

The presentation to the CSC will be allocated a maximum of 5 minutes.

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 I-INCE Secretary 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 then inform the selected Member Societies of the minimum content of a detailed proposal and provide:

- 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
- the I-INCE guidelines for hosting a congress
- the two most recent Congress Evaluation Committee reports
- a format/template for the budget
- the evaluation form that will be provided to the CSC committee members to assist with their evaluation of the proposals.

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 description of the 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, availability, and experience of the proposed Congress President, Technical

Chair and key 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.

The proposal shall be sent as an email attachment to the CSC secretary at least 40 days before the CSC meeting. The attachment should be in the form of a pdf with file size not exceeding 10 MB. The Secretary of the CSC shall distribute the proposal electronically to the CSC and the Board of Directors at least 20 days prior to the meeting of the CSC at which it will be considered.

Article 11. ORDER OF BUSINESS DURING THE 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 CSC shall recommend to the I-INCE Board which Member Societies are to be invited by the Secretary-General to submit detailed proposals at the CSC during year Y-3 to host an INTER-NOISE Congress in the year Y. 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 Secretary-General to submit these proposals. The presentation shall be limited to fifteen (15) minutes which will be followed by typically 5 minutes for questions from the CSC committee members.

Article 12. VOTING

Voting on all informal and detailed proposals shall be by written ballot. Only those CSC members (or their approved deputy) who are present during the presentations as well as the question and answer periods may vote. Each CSC member shall have one vote, except the Secretary General who serves ex officio, without vote. The Chair may only (at their option) vote to break, but not to create, a tie. Proxy votes shall not be accepted.

Approximately 40 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. A CSC member who is also a proposed Congress President (or co-President), Congress Technical Program Chair (or co-Technical Program Chair), President, President-elect or Secretary General (or equivalent) of a host (or co-host) I-INCE member organization shall not participate in the discussion or voting of the CSC for the relevant selection. Other members of the CSC who consider they have a conflict of interest may voluntarily exclude themselves from the discussion and voting of the CSC for the relevant selection.

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. The Board 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: To be modified as appropriate after action is taken. 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 and approved by the General Assembly on 2005 August 7, on 2010 June 13 and on 2012 August 17, on 2014 November 16 and on 2015 August 9.

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 the INTER-NOISE Congress, the I-INCE Secretary General invites Member Societies in that region to submit informal proposals for year Y.
- 40 days before INTER-NOISE Congress, last date 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 I-INCE Secretary General. Immediately after the CSC Secretary General sends documentation relating to the proposal. All correspondence from then till the time of the meeting is with the CSC Secretary.
- 40 days before INTER-NOISE Congress, last date to submit formal proposal to host the congress in year Y.
- At CSC meeting, detailed presentations given to CSC, rankings established by CSC and reported to Board;
- Board invites host for INTER-NOISE Congress to be held in year Y.

Part 4 of the I-INCE Rules for Operation
FUTURE CONGRESS TECHNICAL PLANNERS

(Revised version 5, March 2017, Substantial rewrite by Raj Singh to better capture current and desired practice incorporating some suggestions from Marion Burgess; some minor editorial changes and changes in order within sections that do not impact the substance since August 2016)

Article 1. SCOPE OF THE FCTP

The scope of the Future Congress Technical Planners (FCTP) includes at least the following tasks. Other tasks may be undertaken as situations evolve for future congresses.

The FCTP may offer advice on all aspects of a congress including the maximum number of parallel sessions, the type of Structured Sessions, the need for Poster Sessions, etc. The FCTP may recommend new concepts for future INTER-NOISE Congresses. The concepts may involve items that are specific to a particular congress and which depend upon local circumstances and local ideas. The FCTP holds two meetings at the INTER-NOISE Congress, a Technical Program Planning (TPP) meeting on the opening day of the congress, typically Sunday, and the full FCTP meeting on the final day of the congress, typically Wednesday. The TPP meeting is an informal meeting wherein the minutes of the previous FCTP meeting are discussed, and the technical plans for the next congress are explained. The full FCTP meeting discusses the technical plan for the next two congresses and the experience of the congress that is just ending. The principal task is to assist the Organizing Committees of future INTER-NOISE Congresses with planning for Structured (or Special) Sessions as well as Poster Sessions. The primary focus is on the next congress, but ideas may be considered for the next + 1 or even the next + 2 congress. The FCTP may recommend new concepts for future INTER-NOISE Congresses. The concepts may involve items that are specific to a particular congress and which depend upon local circumstances and local ideas.

Article 2. LEADERSHIP OF THE FCTP

Each meeting of the FCTP shall have two co-chairs. One co-chair shall be the I-INCE Vice President of Technical Activities; the other co-chair shall be the technical program chair of the next INTER-NOISE Congress. The I-INCE Vice President of Technical Activities provides continuity and a link to the I-INCE Board of Directors and the I-INCE General Assembly. The I-INCE Vice President of Technical Activities appoints 6 advisors to the Future Congress Technical Planners committee in order to ensure consistency among the technical programs of INTER-NOISE Congresses. Five of the six advisors are the technical program chairs of the past and future INTER-NOISE Congresses (typically the most recent past three and the upcoming two technical program chairs) while the sixth advisor is appointed by the Vice President as deemed appropriate; these appointments formally recognize the important contributions made by the technical program chairs to the noise control engineering community and to the body of knowledge via congress proceedings. The advisors appointed, with their terms (3 to 6 years) indicated, shall be published.

Article 3. MEETINGS OF THE FCTP

The President and the Technical Program Chair(s) for the current and next 2 INTER-NOISE

Congresses, along with 6 FCTP Advisors and key I-INCE Board Members, shall be invited by the I-INCE Vice President of Technical Activities to attend the TPP and FCTP meetings.

The TPP meeting is by invitation only and it is held on the morning of the opening of the congress, typically Sunday morning, for about 2 ½ hours. This meeting is used to examine and plan all aspects of the technical programs including poster and workshop sessions. Lessons learned from the current and past congresses are shared in an informal setting.

To provide sufficient time for the development and discussion of ideas and recommendations, the formal FCTP meeting shall be scheduled for a two-hour period in the afternoon of the last day of a congress; it shall end at least 30 minutes prior to the start of the closing ceremony. In the program for a congress, an FCTP meeting shall be considered to be equivalent to a technical session. The meeting shall be held in one of the technical session rooms of moderate seating capacity and equipped with the same audio-visual facilities as the other session rooms, as requested by the co-chairs of the FCTP. Attendance at FCTP meetings is open to all attendees of an INTER-NOISE Congress and the time and location should be broadly publicized during the congress.

The co-chairs of an FCTP meeting shall prepare the agenda for the meeting. Sign-up sheets shall be provided for recording names and e-mail addresses of the attendees at a meeting of the FCTP. After introductory remarks by the co-chairs, the agenda shall provide an opportunity for the Technical Program Chairs of the next two congresses to make presentations about plans for the technical program consistent with the chosen theme and including deadline dates for receipt of abstracts and manuscripts. Ideas and suggestions for technical sessions at future congresses may be offered by any attendee at a meeting of the FCTP.

Article 5. FCTP REPORT

Within 30 days after a meeting of the FCTP, the Vice President of Technical Activities shall prepare and transmit by email to the members of the FCTP a report to document the suggestions that were made for the next and future INTER-NOISE Congresses. The report shall list the names and e-mail addresses of attendees as well as those persons who are recommended as possible organizers for the structured sessions. It is the responsibility of the organizing committee for the next congresses to follow up and contact the persons suggested as organizers and then to develop the various structured sessions.

NOTE: This section will be appropriately updated when action is taken. This edition of Part 4 of the I-INCE Rules for Operation of the Future Congress Technical Planners was accepted by the I-INCE Board of Directors at its meeting on 2008 October 25 and by the I-INCE General Assembly at its meeting on 2008 October 26 in Shanghai, China. Further editing, approval, and review was accomplished in Lisbon, Portugal, on 2010 June 13.

Part 5 of the I-INCE Rules for Operation

I-INCE CONGRESS EVALUATION COMMITTEE

(Revised version 5, March 2017, incorporating substantive suggestions from Marion Burgess; some minor editorial changes since August 2016)

Article 1. ESTABLISHMENT

The Congress Evaluation Committee (CEC) was established as a standing committee of the I INCE General Assembly at its meeting in Dearborn, Michigan, USA, 2002 August 18. The CEC for a current-year INTER-NOISE Congress is charged with providing a report with a frank and comprehensive assessment of that Congress.

Article 2. MEMBERS

Members of the CEC are individuals who are interested in assisting in the evaluation of the INTER-NOISE Congress they are attending.

The CEC shall have at least three, but no more than seven members. Each of the three I-INCE geographical regions of the world shall be represented by at least one member of the CEC. The I-INCE geographical regions are Europe-Africa, Pan-America, and Asia-Pacific.

The members of the CEC shall be appointed by the I-INCE Board and will typically include the presidents of the three most recent prior INTER-NOISE Congresses, but may also include the presidents of the next one or two upcoming congresses.

Article 3. OFFICERS

The officers of the CEC are the Chair, who is appointed by the I-INCE President from among the members nominated (typically the President of the most recent prior INTER-NOISE Congress), and any other officers that the Chair may wish to appoint.

Article 4. TERM OF SERVICE

The term of service is one year for the Chair and the other members of the CEC. The duties of the Chair and the members of the CEC commence immediately upon the confirmation of appointment by the I-INCE Board.

Article 5. EVALUATION REPORT

The principal task of the CEC is to prepare an evaluation report of the current-year INTER-NOISE Congress that shall include a statistical analysis section and a narrative section. A draft report shall be provided to the Congress President of the congress being evaluated for comment prior to the report being finalized. To the final copy of the evaluation report shall be appended the Congress President's report on the congress.

The statistical analysis section of the report shall be provided by the Congress President to the Chair of the CEC within 30 days of the close of the congress, and shall include a table of detailed information concerning the number of attendees, the technical program, the meeting facilities used, the proceedings published, the exhibition, the program for accompanying persons, and other

quantitative data related to the congress.

The narrative section of the report shall assess the congress relative to the expectations contained in the instructions for the organization of Congresses. It should summarize practical problems that occurred during the planning and execution of the congress, determine how effective the I-INCE Instructions were in guiding the organization of the congress and the need for changes to the Instructions, identify errors and overlooked items in the planning and execution of the congress, and make recommendations, as needed, for changes that should be implemented for future INTER-NOISE Congresses. In short, the narrative section summarizes what worked well during the Congress as well as those features that need to be improved or modified in the future.

The report and recommendations contained therein shall be used as guidance to the I-INCE Board, the Future Congress Technical Planners, and to the refinement of the I-INCE Congress Guidelines.

Article 6. ANNUAL BUSINESS

The Congress Evaluation Committee may meet once a year on the final day of the current-year congress, subject to the call of the Chair. Alternatively, the business of the committee may be conducted by e-mail.

Article 7. BUSINESS TO BE CONDUCTED

The data to be included in the statistical analysis section are to be provided by the Congress President within 30 days of the close of the congress. The principal task of the members of the CEC is to provide commentary for the narrative section of the evaluation report. A draft of the evaluation report should be prepared and circulated by the Chair to the members of the CEC within 90 days after the close of the current-year INTER-NOISE Congress. The draft is also provided to the Congress President of the congress being evaluated for comment prior to the report becoming final.

Article 8. PRELIMINARY REPORT

It is expected that a typical CEC report will be six pages or less in length exclusive of statistical information. Within 60 days of the close of the INTER-NOISE being evaluated, a draft report is prepared and circulated to the committee members and the President of the Congress being evaluated for comment and suggested modification. Within 30 days of the circulation of the initial draft report, a second draft (preliminary report) is prepared by the committee Chair based upon comments received. The preliminary report is circulated to the committee, the President of the Congress being evaluated, the President of the next upcoming Congress, the Co-chairs of the FCTP, the I-INCE President, the I-INCE President elect, and the Secretary General.

Article 9. FINAL REPORT

The final report of the committee is prepared by the Chair, taking into account any comments or suggestions received on the preliminary report. The report includes statistical information about the Congress in the standard format that has been developed for the CEC report. The final report is provided to the Secretary- General at least 60 days in advance of the next I-INCE Board meeting for inclusion with the agenda papers for the meeting. The CEC should also review the current version of the Congress Instructions, and if appropriate, recommend revisions based upon their report. The work of the CEC for

the current-year congress shall be complete upon presentation of its written report to the I-INCE Board and General Assembly. The presentations shall take place at the Board and General Assembly meetings in the year after the current-year congress.

NOTE: This section to be appropriately modified after action has occurred. Part 5 of the I-INCE Rules was approved by the Board of Directors at a meeting in The Hague, The Netherlands, on 2001 August 26.

Part 6 of the I-INCE Rules for Operation

I-INCE SYMPOSIUM SERIES

(Revised Version 5, March 2017 incorporating substantive suggestions from Gilles Daigle, Marion Burgess, and Raj Singh; some minor editorial changes and changes in location of text that do not impact the substance have been made since August 2016)

Article 1. CONCEPT

To meet the expanding needs of the field of noise control engineering, the I-INCE Symposium Series will provide opportunities for the Institute to participate in the development of new and established disciplines within the field. Precedence will be given to the promotion of new topics that are relevant to the mission of I-INCE.

Article 2. GUIDELINES

In 2006 the Board adopted the following guidelines for I-INCE Symposia:

- The timing of a Symposium or workshop shall not interfere with an I-INCE Congress.
- The theme of the Symposium shall be focused rather than general.
- Evidence shall be provided that the Symposium will be well-organized.
- Designation of an event as an I-INCE Symposium shall include naming of an I-INCE Director or officer as the liaison to the Symposium.
- When possible it is often desirable to schedule an I-INCE Symposium just before or immediately following an INTER-NOISE Congress in or near the same location as the congress.

Article 3. FOCUS OF SYMPOSIUM SERIES

The focus of the Symposium series shall be on the engineering aspects of noise control, including the measurement, prediction, reduction of noise levels, and relevant standards and policies.

To encourage participation by those interested in a specialized topic, the Symposium focus shall be limited to this topic so that the expected attendance can be accommodated in one room in which all Symposium papers are to be presented with no parallel sessions. Expected attendance should be typically no more than 100 persons.

Article 4. SYMPOSIUM APPLICATION PROCESS

The organizations responsible for planning an I-INCE Symposium shall be one or more not-for-profit organizations, governmental institutions, or universities. The I-INCE Member Societies are examples of not-for-profit organizations that can be expected to plan I-INCE Symposia.

An application to organize an I-INCE Symposium is limited to 2 pages (word or pdf file) and it must contain the following information: Symposium title, date(s), venue, expected number of participants, registration fee (if any), budget summary, contact information of symposium organizer(s), symposium web address, amount of grant requested, brief description of program, explanation of how the grant would be used and benefit to I-INCE. (Examples of previously sponsored Symposia can be found on [I-INCE Technical Activity page](#).) The deadline for applications shall be posted on the I-INCE site; these may also be announced via emails to the I-INCE community.

Article 5. LIAISON WITH I-INCE

The I-INCE Vice President of Technical Activities shall be the contact between the Board and the organizing committee of the Symposium and shall appoint an individual to serve on the organizing committee to represent the Institute. This individual shall play an active role in the organization of the I-INCE Symposium. The organizers will discuss the proposed Symposium thoroughly with the I-INCE Vice President of Technical Activities who will normally present the proposal for approval by the I-INCE Board with assistance from the organizers.

Article 6. FINANCES

The financial arrangements between I-INCE and the Symposium organizing committee shall be the subject of a letter of agreement. The letter of agreement shall clearly define the responsibilities of the Board, the Vice President of Technical Activities, and the liaison person appointed by the Vice President of Technical activities with respect to the preparation and fulfillment of the program for the Symposium. The Board may budget funding annually to assist one or two Symposium organizing committees to partially defray expenses. The organizing committee for the I-INCE Symposium shall have financial responsibility for the event.

Article 7. IDENTIFICATION OF SYMPOSIUM

Each event in the Symposium series shall be clearly identified in all publications and announcements of the Symposium as “An International INCE Symposium on (subject) organized by (organization name) or co-organized by (organizations’ names).” Any cooperating organizations shall be listed after the name(s) of the organization or co-organizations.

Article 8. FINAL REPORT OF SYMPOSIUM

The organizers must submit a final report to I-INCE within 6 months of the Symposium. It shall include the following: 1. Technical report (or a link to an open domain report) that may be posted on the I-INCE site. 2. Financial report that must provide details of income and expenses. If the full allocation is not used, the residual money must be returned to I-INCE within two months of the completion of the Symposium.

NOTE: This section will be appropriately modified after action has occurred. Part 6 of the I-INCE Rules was approved by the General Assembly at its meeting in Lisbon, Portugal, on 2010 June 13.

Part 7 of the I-INCE Rules for Operation

I-INCE NOISE CONTROL EVALUATION PANEL

It was recommended by the I-INCE Board of Directors in August 2016 that Part 7 of the I-INCE Rules of Operation be deleted as the I-INCE Noise Control Evaluation Panel is no longer functional.