

# **I-INCE Rules for Operation**

## **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:** 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, 2014 November 16, and 2017 August 27.