

## **Part 3 of the I-INCE Rules for Operation**

### **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. 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:** 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, on 2012 August 17, on 2014 November 16, on 2015 August 9, and on 2017 August 27.

**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.