

## IFCN BY-LAWS

Approved: IFCN General Assembly, September, 2006

### 1. GENERAL POLICIES

The Secretary should keep a book containing the current By-Laws and in which all such modifications are entered as they are made. The By-Laws may conveniently be grouped under the titles of the topics to which they refer, and in relation to the Statutes to which they are addenda.

#### 1.1 Member Societies

- 1.1.1 (Statutes 2.1) Any national society for the study of a branch of clinical neurophysiology and its related sciences may apply for membership, but the Federation will give preference to those societies which encompass all branches of clinical neurophysiology. A society can be formed by three members (President, Secretary and Treasurer), but a minimum of ten members is required to apply for IFCN affiliation and to maintain membership once approved. In the event of application being made by a society from a country in which there is already a member society of the Federation, the Executive Committee shall discuss with the societies concerned the possibility of their amalgamation. If this should prove impossible the Federation may accept the application from the second society, provided that its main sphere of interest differs from that of the first. Not more than two national societies from any country can simultaneously be members of the Federation.
- 1.1.2 Societies which exclude suitably qualified non-medical scientists from full voting membership shall be urged to make their inclusion possible in consideration of their contributions to clinical neurophysiology.
- 1.1.3 If a professional is excluded from membership in a national society, that society may officially support such excluded persons for ICNS membership.

## 1.2 **Executive Committee**

### 1.2.1 Conduct of meetings (Statutes 5.8)

The meetings must be convened by the President who, however, is not compelled to be present. Those who cannot attend may express their views by letter or other available methods. At the meeting the opportunity may be taken, at the discretion of the President or, in his absence, of the chairman of the meeting, of hearing the views of persons who are not members of the Executive Committee, although such persons are not entitled to vote.

### 1.2.2 No person may hold, at one time, more than one office by virtue of which he is a member of the Executive Committee.

## 1.3 **Delegates**

### 1.3.1 Each Delegate is appointed by his member society to serve continuously during the Fiscal Period of the Federation.

### 1.3.2 The appointment of the Delegate for the new Fiscal Period must be made by each member society prior to the International Congress of Clinical Neurophysiology and his name given to the Secretary of the Federation before the Congress. The responsibilities of the new Delegate commence with the beginning of the new Fiscal Period.

Should any member society not give the name of a new or re-appointed Delegate, the Delegate for the previous Fiscal Period shall be the responsible Delegate for that society. The member society will be so informed by the Secretary of the Federation.

### 1.3.3 In case of appointment by a member society of a new Delegate during the Fiscal Period, the name of this Delegate must be immediately forwarded to the Secretary of the Federation.

### 1.3.4 In the event of a Delegate being unable to attend a meeting of the General Assembly, an alternate to attend may be appointed by the member society for the duration of the meeting only. The name of this alternate shall be submitted in

writing to the Secretary of the Federation prior to the meeting.

- 1.3.5 One Delegate or alternate may represent only one member society at any one time, and may not be a member of the Executive Committee.
- 1.3.6 No person may hold, at any one time, more than one office by virtue of which he is a member of the General Assembly.

#### **1.4 Special Commissions**

- 1.4.1 (Statutes 15.1) The Executive Committee for any reasons which it deems sufficient, may propose to the General Assembly that a Special Commission be discontinued. The General Assembly shall be informed of the reasons for and against the action. If the proposal receives the assent of a two-thirds majority of the General Assembly, the Commission shall be discontinued at the end of the Fiscal Period in which General Assembly action is taken unless an earlier date is specified.
- 1.4.2 Commissions shall have powers of co-option by majority vote but co-opted members shall have no voting rights.

#### **1.5 Committees**

##### **1.5.1 Rules Committee (Statutes 14.1)**

The Rules Committee can be terminated only by the Fiscal Period but the Executive Committee shall fill vacancies in its composition as they arise and, at the beginning of a new Fiscal Period, must reconstitute the Committee with the same or altered membership.

##### **1.5.2 Special Committees (Statutes 14.2)**

The composition of a Special Committee set up by the President is determined by him, and he nominates a Chairman and, if necessary, a Secretary; these appointments must be notified to the Executive Committee, whose assent is assumed in the absence of any counter-proposal within reasonable time, allowing for postal delays. Such a Committee may be disbanded whenever the President is satisfied that it has completed its task, normally when it has made a definitive

report. When it is terminated by the end of a Fiscal Period the new President may reconstitute it immediately or later, with the same or altered membership and terms of reference.

Special Committees, with the exception of the Rules Committee, shall have powers of co-option by majority vote but co-opted members shall have no voting rights.

## **2. GENERAL ASSEMBLY**

### **2.1 Officers**

These shall be the Chairman, the Secretary and the Procedural Counsellor.

2.1.1 THE CHAIRMAN of the Assembly shall be the President of the Federation. In the absence of the President the immediate Past President shall act as the Chairman. In the absence of both, the Chairman must be appointed by agreement between those members of the Executive Committee present.

2.1.2 THE SECRETARY shall be the Secretary of the Federation. In the absence of the Secretary an alternate must be appointed by agreement between those members of the Executive Committee present.

2.1.3 THE PROCEDURAL COUNSELLOR shall be appointed by the Executive Committee prior to the meeting of the General Assembly. He shall normally be a member of the Rules Committee but not of the Executive Committee.

2.1.4 Other members of the Executive Committee will not be officers of the General Assembly. They may vote as members of the General Assembly.

### **2.2 The Duties of the Officers**

#### **2.2.1 THE CHAIRMAN.**

The Chairman shall officially open and close the General Assembly. He shall direct discussion, decide right and order of speaking, advise regarding the form of motions, rule on points of order and limit the length of discussion or the number

of times a discussant speaks.

He shall pronounce or cause to be pronounced to the General Assembly the final form of any motion or amendment.

He shall be responsible for maintaining audibility of proceedings and of keeping order in the General Assembly.

The Chairman, as President of the Federation, shall present his report to the General Assembly.

The Chairman may propose deferments and amendments on his own initiative. He shall reintroduce deferred motions at the appropriate time in the General Assembly. The Chairman may vote if he so wishes.

#### 2.2.2 THE SECRETARY.

The Secretary shall be responsible for notifying all Delegates of the proposed date, time and place of the General Assembly, at least one month before the Congress. He shall also be responsible at the beginning of the Congress for displaying visually and notifying verbally to the members the exact date, time and assembly hall of the General Assembly.

The Secretary shall draw up the Agenda and be responsible for its presentation to the members of the General Assembly. He shall record the motions, their proposers and seconders, the results of the voting and the number of votes cast for and against, if counted. He shall briefly record the trend of the discussion.

The Secretary shall report to the General Assembly on his work since the last Congress. A report of the previous General Assembly published in the Journal "Clinical Neurophysiology" shall be taken as read.

The Secretary shall be responsible for the publication of a report on the meeting of the General Assembly, approved by the Executive Committee, in the Journal "Clinical Neurophysiology". The minutes of the General Assembly, approved by the Executive Committee, shall be approved by the Delegates of national societies by e-mail, fax or airmail.

The Secretary shall maintain a list of all members of the General Assembly. The Secretary may discuss, move and vote. He may have assistants who may, or may not, be members of the General Assembly.

### 2.2.3 THE PROCEDURAL COUNSELLOR.

The Procedural Counsellor shall be responsible for assisting the Chairman in interpretation of points of order and Rules of Order. He shall assist the Chairman before and during the General Assembly. When the ruling of the Chairman is challenged by a motion from the floor the ruling of the Procedural Counsellor shall be final for that General Assembly.

The Procedural Counsellor can only discuss, he cannot move or vote unless he should also be a member of the General Assembly as a Delegate or Officer of a member society.

## 2.3 The Agenda

2.3.1 The Agenda of the General Assembly, when convenient, shall follow this sequence:

- i. The report of the President of the Federation.
- ii. The report of the Secretary.
- iii. The report of the Treasurer on past expenditures.
- iv. The report of the Editor(s)-in Chief of the Journal.
- v. The reports of the Chairmen of Special Commissions.
- vi. The report of the Chairman of the Nominating Committee.
- vii. The reports of Chairmen of other Committees.
- viii. Proposal of budget for the forthcoming Fiscal Period.

- ix. Election of Honorary Fellows.
- x. Selection of time and place of next Congress.
- xi. Amendments of Statutes.
- xii. Further business relating to the Federation.
- xiii. Roll call of member societies and introduction of Delegates for the new Fiscal Period.
- xiv. Closure of meeting.

2.3.2 All reports may be pre-circulated. Each individual must present his report, have it caused to be presented or request that it be taken as read. No vote of acceptance or rejection is necessary. Discussion of points in any report shall be made immediately after the giving of the report.

Motions made on a report may be made immediately after the report or under the item of "Further business relating to the Federation" (item 2.3.1 xii of these By-Laws). Deferment for later discussion may be moved by the Chairman, on his own initiative, or by a seconded motion from the floor; it shall then be voted on.

2.3.3 The proposed budget shall be presented by the Treasurer or alternate appointed by the Executive Committee and voted on. In the case of rejection an amendment shall be proposed and voted on. Failure of this requires resubmission of the budget in modified forms until it is accepted.

## **2.4 Motions**

### 2.4.1 Mechanisms of Proposal

- i. Proposed by the Chairman acting on the request of the Executive Committee.

- ii. If the Executive Committee recommends acceptance of a proposal from a Delegate the Chairman may call on that Delegate or an alternate to propose the motion. No seconder shall be required.
- iii. A motion proposed from the floor without prior notification shall be seconded. The Chairman shall have the motion repeated in the official languages.

2.4.2 Withdrawal: A motion may be withdrawn by the proposed with agreement of the seconder.

2.4.3 Amendments: Amendments may be proposed by the Chairman on his own initiative, on the request of the Executive Committee, or from the floor. A seconder shall be required in the latter case.

A motion that is withdrawn cannot be amended.

The amendment shall be voted on before the motion is voted on.

Amendments to amendments shall not be permitted. In cases where further amendments are desired the Chairman may request the proposer of the first motion to withdraw it and resubmit it in the amended form.

The relevance of amendments may be challenged on a point of order.

2.4.4 Deferment: A motion before the General Assembly may be moved to be deferred for later discussion by the Chairman on his own initiative, or from the floor. In the latter case a seconder is required. The deferment can only be to some appropriate time in the same General Assembly. The motion of deferment, with or without amendment, shall be voted on in the normal manner before any further business is conducted.

2.4.5 Relevance: When following a report the motion must be relevant to the contents of the report, otherwise it must be deferred to an appropriate point in the Agenda. Amendments must be relevant to the motion on the floor. Relevancy may be challenged by the Chairman or as a point of order from the floor without seconding.



2.4.6 Discussion: This shall always be directed through the Chairman. When a question is asked from the floor, providing it is relevant, the Chairman may direct any appropriate person to answer it. Discussion itself must be relevant to the motion being presented. The relevancy may be challenged by the Chairman or as a point of order from the floor unseconded.

2.4.7 Voting: Votes shall normally be indicated by a show of hands. Votes for the motion first, against last. In cases of doubt of majority the Chairman may move or it may be moved and seconded from the floor that there be an exact count of votes. This motion does not require to be voted on and cannot be denied by the Chairman.

At the discretion of the Chairman or by seconded motion from the floor a secret ballot may be moved. This motion does not require to be voted on and cannot be denied by the Chairman.

A member abstaining may request his abstention to be recorded.

2.4.8 Majority (Statutes 6.5): In all cases a simple majority (more than 50%) is required except that a two-thirds majority is required for the election of an Honorary Fellow, for amalgamation or dissolution of the Federation, or for amendment of the Statutes.

2.4.9 Subject of Motions

- i. Specific subjects: The General Assembly is normally expected to pass, amend, or reject motions pertaining to subjects raised in the reports of the President, the Secretary, the Treasurer, the Editor(s)-in-Chief of the Journal and the Chairmen of Commissions and Committees. The General Assembly approves proposals for the date and place of the next Congress, the election of Honorary Fellows, and changes in the Statutes.
- ii. General subjects: The General Assembly is expected to vote on other items on the Agenda submitted by the Chairman and on written or verbal proposals intended to fulfill the purposes of the Federation as outlined in the Statutes (Statutes 1.1 ~ 1.3).

#### 2.4.10 Precedence of Motions

- i. The motions of the Chairman take first precedence, those of the Officers of the Federation or the various Chairmen second precedence, and verbal motions last. Nevertheless, verbal motions take precedence for an amendment, deferment, calling for a secret ballot, interpretation of a point of order, vote count or introducing a Rule.
- ii. Only one motion can be considered at any one time except when there is a motion of amendment, deferment, call for secret ballot, point of order, vote count or introducing a new Rule. When any of these latter are presented they must be voted in the order of the last presented first, last but one second, an so on.

#### 2.5 Requests

These may be made by any member of the General Assembly including the Chairman. They require no seconding. They take immediate precedence and must be acted on immediately.

- a. for improving audibility;
- b. for maintaining order;
- c. for interpretation of a point of order;
- d. for translation into an official language.

All other procedures must be in the form of motions.

#### 2.6 Points of Order

These shall include challenge of relevancy and of interpretation of the Rules of Order. The Chairman must decide immediately on the relevancy of the point or the interpretation of the Rules of Order. If the Chairman's ruling is challenged it must be as a seconded motion from the floor and thereupon voted on. The Chairman shall then consult the Procedural Counsellor whose ruling shall be final for the meeting.

When a situation arises for which no Rule exists, the Chairman or any other member may propose a Rule in the manner of a motion, which must thereupon be voted on. This Rule shall hold for the duration of the Assembly only.

## **2.7 Validity**

Should these Rules of Order be incorrectly implemented and the fact not challenged, nevertheless all decisions passed by the requisite majority shall be valid.

## **2.8 Selection of the time and place of a subsequent International Congress**

Selection of the time and place of the International Congresses should be made at least four years in advance. Nominations may be made by any member society. Preference should be given for successive Congresses to be in different geographical areas. Nominations must be less than 10 minutes each and should include both oral and written information about the proposed Organizing Committee, the congress venue, the hotel arrangements and a preliminary budget. General information about the city or country of the nomination cannot exceed 5 minutes of the presentation time.

The final selection should be by majority vote, each member of the General Assembly casting one vote. After the first round of voting, should no nomination receive a majority, a second round should consider only those nominations receiving the four highest number of votes. After the second round of voting, should no nomination receive a majority, a third round should consider only those nominations receiving the two highest number of votes.

## **3. ORGANIZATION OF A CONGRESS**

- 3.1 The Organizing Committee of the International Congress (OCIC), constituted as indicated in Statute 7.1, shall have responsibility to organize all aspects of the International Congress. A budget shall be created consistent with standard accounting practices and appropriate fiscal assumptions. Responsibility for any

net financial deficit of the congress shall be decided explicitly at least two years prior to the Congress. Fiscally responsible organizations shall be presented with accounting reports and budget estimates at least twice each year through the time of the Congress.

3.2 The OCIC will set aside congress program time for three honorary lectures, named the Berger, Adrian and Kugelberg Lectures. The OCIC will invite distinguished speakers to present these lectures.

3.3 The OCIC will budget to set aside as uncommitted funds 15% of the congress registration fee from all active members of constituent societies, excluding junior members. If the Congress runs a budget deficit, these uncommitted funds will be used to cover the deficit. If uncommitted funds still remain or if the Congress has a net profit, these uncommitted funds will be transferred to the IFCN to defray costs of a fellowship program to help young clinical neurophysiologists attend Congresses.

#### 3.4 Other International Meetings

3.4.1 In addition to the International Congress of Clinical Neurophysiology the Federation may organize or sponsor interim meetings on any other subject related to clinical neurophysiology. The President of the Federation shall be the Chairman of the Organizing Committees of such meetings, but may delegate authority to organize a meeting to two members of the Executive Committee with the cooperation of the host society.

3.4.2 The financial arrangements for such meetings shall be subject to 3.1 of these By-Laws .

#### 3.5 Finance

3.5.1 The Treasurer of an Organizing Committee shall keep proper accounts of the expenses and receipts of the Congress or meeting. Any excess shall be deposited in the Treasury of the Federation.

3.5.2 In the case of any symposium or meeting sponsored jointly by the Federation and

another body any profit or loss shall be born in such proportions as shall have been previously agreed.

#### 4. JOURNAL

(Statutes 5.6 (b)) The Executive Committee appoints the Editor(s), assigns to them their functions and defines their relationships. If there are two Editors-in-Chief, they should be from different geographical areas. It appoints the Consulting Editors from nominees submitted by the Editor(s)-in-Chief based upon scientific merit and willingness to serve. Except for the Editor(s)-in-Chief, all these appointments may be for an indefinite period. All these appointments may be subject to review at any time and shall not be terminated by the end of the Fiscal Period.

- 4.2 The Executive Committee advises the Editor(s)-in Chief on matters of general policy and arbitrates on matters referred to it by the Editor(s)-in-Chief, but leaves the day to day conduct of, and responsibility for, the Journal entirely to the Editor(s)-in-Chief, in conjunction with the publishers.
- 4.3 The Editorial Staff may consist of one or two Editor(s)-in Chief, several Associate Editors as necessary, a Review Editor, a Consultant for Supplements and such others as the Executive Committee may decide. At any time any of these posts may be in abeyance, and any two or more may be combined at the discretion of the Executive Committee.
- 4.4 The function of the Consulting Editors is to give critical evaluation of, and to correct when necessary, manuscripts submitted to them by the Editor(s). Nevertheless, the Editors are free to make use of the services of other experts. The number of Consulting Editors may be increased or decreased at any time by the Executive Committee.
- 4.5 The contract for the publication of the Journal "Clinical Neurophysiology" is made between the Executive Committee, acting for the Federation, and the publishers (Elsevier Science Publishers).