

## **Rules of Procedure**

### **(I) Adhering Bodies and Observer Members**

Each Adhering Body or Observer Member of IUPAB shall appoint a representative who shall:

- (a) be responsible for communications with IUPAB; and
- (b) shall provide an effective channel of communication with the members of their Scientific Community of biophysicists.

The Secretary General shall communicate the business of IUPAB to the representative. The representative shall convey to the Secretary-General the name(s) of the Member's delegate(s) who have been appointed to attend General Assemblies of the Union.

The representative shall receive Agenda papers from the Secretary-General, shall submit items for inclusion on the Agenda of General Assemblies and shall prepare nominations for election to the posts of Officers and Members of Council. Nominations should be submitted by completion of nomination forms circulated in advance by the Secretary-General. Such nominations are not restricted to nationals of the nominating body and IUPAB members may support candidates put forward by other members. It should be noted that, although their candidature has to be put forward by IUPAB members, Officers and Members of Council serve in their personal capacities and not as representatives of the bodies that have proposed them.

### **(II) General Procedures at General Assemblies**

Attendance at General Assemblies is open to all participants in the concurrent International Biophysics Congress, but only those appointed as delegates of Adhering or Observing Bodies are entitled to speak.

It is not a requirement that delegates to the General Assembly should be registered participants in the concurrent International Congress.

The President does not have a vote, but may exercise a casting vote if necessary to resolve a tied vote. The other Officers and ordinary Members of Council may vote only if they have been appointed as delegates of an Adhering Body.

### **(III) General Assemblies – Election Procedures**

The Secretary-General shall be responsible for soliciting nominations from Adhering Bodies and Observer members of IUPAB, preparing them in a uniform style and circulating them to the designated representatives of the Union's members.

The following procedures apply to elections at General Assemblies:

(i) The serving President-elect automatically becomes **President**.

(ii) The election of the **President-elect** will proceed as follows:

(a) in the first ballot, delegates are instructed to place a **X** against one name only, papers with more than one **X** being treated as invalid. A candidate obtaining more than 50% of the total number of valid votes will be declared elected.

(b) If no candidate secures more than 50% support, the number of candidates will be reduced to 3 by eliminating those who obtained fewest votes, and the procedure will be repeated.

(c) If again no candidate receives 50% of the valid votes, the candidate with the lowest number of votes will be eliminated, and a third ballot taken with the remaining 2 candidates. In case of a tie, the acting President casts the deciding vote.

(iii) The election of the Council will proceed as follows:

(a) in the first ballot, delegates are instructed to place a **X** against 12 (in the year 2008 11) names, papers with a greater or smaller number of votes being treated as invalid. All those candidates up to 12 (in the year 2008 11) obtaining more than 50% of the number of votes cast will be declared elected.

(b) If fewer than 12 (in the year 2008 11) candidates secure 50% support, a second ballot will be taken to fill the remaining places, in which the 50% rule will not be applied. In the event of a tie for the last place, a further vote will be taken between the tied candidates.

**Note: although Officers and Council Members serve in their personal capacities and not as representatives of their Adhering Bodies or Observer members, it is desirable for the Council to be as widely representative as possible; it would not normally be appropriate for the Council to include more than one member from the same Scientific Community and the President is empowered to invite a candidate to withdraw if this is a possible outcome of the elections.**

#### **(IV) The President**

The President presides at General Assemblies, at meetings of the Council and the Executive Committee. If (s)he is unable to be present, the Past-President should preside.

The President shall instruct the Secretary-General to call meetings of the General Assembly, the Council and the Executive Committee and to set the Agenda thereof.

The President may consult (or request the Secretary-General to do so) the Members of Council, representatives of the Union's members, or other appropriate persons upon any matters within the competence of the Union. The President shall report to the Council and to General Assemblies on actions (s)he has undertaken on behalf of the Union.

### **(V) The Past-President**

In the event that (s)he is not available to serve as Past President the Council may co-opt a suitable person, such as a previous President or other Officer.

### **(VI) The President-Elect**

The President-elect may be assigned specific areas of responsibility on behalf of the Union. After his (her) term of three years (s)he becomes automatically President of the Union.

### **(VII) The Secretary-General**

The Secretary-General shall:

- Act as secretary at all General Assemblies and meetings of the Council and Executive Committee and prepare Agenda, keep Minutes and other records of the Union's activities;
- Normally be responsible for the maintenance of communications between the Union and its members, its Task Forces, other Unions and the International Council for Science;
- Prepare Annual Reports on the activities of the Union and its bodies;
- Maintain the Union's website.

### **(VIII) The Treasurer**

The Treasurer shall:

- receive subscriptions from members;
- make grants as agreed by the Council;
- prepare accounts and budgets; and
- arrange for the accounts to be professionally audited.

### **(IX) Periods of Membership of Council**

Ordinary Members of Council, having completed two 3-year terms, are not eligible for further consecutive terms in that role, but are eligible for immediate election to the posts of Secretary- General or. President-elect or Treasurer. The retiring President normally serves for a further 3-year term as Past-President following which (s)he retires from the Council. In each case, former Officers and other Council Members are eligible for further periods of membership after the elapse of one or more 3-year periods.

### **(X) Quorums for Council and Executive Committee**

#### **The Council**

The quorum for a Council Meeting shall be 7 members including at least 3 Officers.

### **The Executive Committee**

At least 4 of the 5 Officers should support any actions taken by the Executive Committee on behalf of the Council. If fewer Officers support proposed actions for which an urgent decision is required, the views of the full Council membership should be obtained in writing in which case at least 50% of the Council members should be in support of the proposed actions for the proposals to be put into effect.

### **(XI) Task Forces**

Each Task Force must act in accordance with a Mission Statement approved by the Council. The Task Force should comprise about 6 members active in the relevant field; if possible, at least one should be a Member of the Union's Council, so as to facilitate communication. Task Force members and Adhering Bodies should be invited to propose members for an Advisory Committee; such a Committee would provide a wider forum for exchange of knowledge, enhance its efficiency and provide a greater involvement of the Adhering Bodies in the Union's activities.

### **(XII) Payment of Expenses**

Officers and other Members of Council may be reimbursed travel and living expenses incurred in the course of the official business of the Union. The Treasurer is responsible for authorising payments according to the circumstances of the duties. Whenever possible, members are encouraged to seek financial support from other bodies. Reimbursement of travel costs should be limited to Economy Class fares by the cheapest route and airline or railway that is reasonably practicable. The costs of meetings of Task Forces or other Committees of the Union should normally be met through specific requests to the Council for grants for the purpose.