



## **General Regulations**

### ***IARU REGION 3***

## **General Regulations**

Prepared by: The Secretary, IARU Region 3

### **Authority**

The Conference shall be the supreme authority of IARU Region 3 (Constitution C1. 13). A Conference may from time to time make regulations not inconsistent with this Constitution dealing with any matter not covered by this Constitution. Such regulations shall be binding upon each member Society and the **Executive Committee** (Constitution C1. 26).

**Note:** These General Regulations were originally written for an in-person conference. They also provide guidance for on-line conferences (such as was held in 2021) when it is not possible to hold an in-person conference.

### **Agenda for Conference**

1. Subject to the Conference deciding otherwise, the Agenda for a Conference will include -
  - 1.1.1 Reports
  - 1.1.2 Determination of Policies
  - 1.1.3 Operating Matters
  - 1.1.4 Financial Matters
  - 1.1.5 Appointment of the **President, Vice President, Secretary, Treasurer and Ordinary Members of the Executive Committee**, and other office holders of IARU Region 3
  - 1.1.6 Determination of the time and venue of the next Conference
- 1.2 The Secretary shall, after consultation with **other members of the Executive Committee**, propose an initial Agenda.

### **Invitations to a Conference**

- 2.1 The Secretary shall, not later than 180 days prior to the date fixed for a Conference, give notice in writing specifying the dates and place of the Conference, to -
  - 2.1.1 Each Member Society,
  - 2.1.2 Each **member of the Executive Committee**,
  - 2.1.3 The Secretary of the IARU,
  - 2.1.4 The Secretary of each of the other Regional Organisations of the IARU.
- 2.2 The Notice of a Conference referred to in 2.1 shall be accompanied by -
  - 2.2.1 The initial Agenda referred to in 1.2,



- 2.2.2 A request for the submission of Proposals,
- 2.2.3 A request for the submission of Reports,
- 2.2.4 A request for the submission of any other material it is desired to place before the Conference,
- 2.2.5 Information as to the preferred form of Proposal and Reports.
- 2.2.6 Information on Proxy notification with a sample form.
- 2.2.7 Information for hosting a Region 3 Conference with the most recent version of “Guidelines for Hosting an IARU Region 3 Conference”.
- 2.3 The Secretary shall, not later than 90 days prior to the date fixed for a Conference, send invitations to -
  - 2.3.1 Any Society in Region 3 that is a member of the IARU that is not a member Society,
  - 2.3.2 Correspondents,
  - 2.3.3 Any organisation or individual, nominated by the host society and approved by the **Executive Committee**,
  - 2.3.4 Any other Organisation or individual agreed by the **Executive Committee**.

### **Distribution of Papers**

- 3.1 All Reports, Proposals and other material should be in the hands of the Secretary not later than 90 days prior to the date fixed for the Conference.
- 3.2 Copies of all Reports, Proposals and other material received by the Secretary, together with an Agenda proposed by the Secretary for adoption by the Conference, after consultation with the **Executive Committee**, shall be forwarded by the Secretary to each of the organizations or individuals referred to in 2.1 and 2.3 not less than 60 days prior to the date fixed for the Conference. Forwarding by the Secretary is deemed to be accomplished if the documents are available on the IARU Region 3 Website, each intended recipient is notified of their availability, and any requests for hard copies of the documents are acceded to promptly.

### **Arrangements for a Conference**

- 4. It shall be the responsibility of IARU Region 3 to ensure the physical arrangements for a Conference are adequate. So far as is practical IARU Region 3 shall be assisted by and shall work with the host society.

### **Conduct of a Conference**

- 5.1 The President of the Conference shall:
  - 5.1.1 Be the President of the host society or the **President's** nominee: and
  - 5.1.2 Preside at the opening and closing ceremonies.
- 5.2 The Secretary shall be the Secretary of the Conference, or such other person as is appointed by the **Executive Committee**.



### **Delegate Meeting**

- 5.3.1 The Secretary shall convene a meeting of delegates prior to the first Plenary Meeting of the Conference.
- 5.3.2 The delegates shall at that meeting:
  - 5.3.2.1 Nominate the convenors and members of;  
The Credentials and Elections Committee,  
The Finance Committee, which shall include the **Treasurer**, and  
The Editorial Committee.
  - 5.3.2.2 Review the Agenda for the Conference;
  - 5.3.2.3 Adopt the Rules of Procedure;
  - 5.3.2.4 Note all written offers to host the next Conference;  
and
  - 5.3.2.5 Have the option to defer by a majority vote the nomination of the Finance Committee to the First Plenary Meeting.

### **First Business of Plenary Meeting**

- 5.4 The first Plenary Meeting of the Conference shall be opened by the Secretary, and the first business of the Conference shall be the appointment of the Conference **Chair**, hereinafter referred to as "the **Chair**."
  - 5.4.1 After the appointment of the **Chair**, the first Plenary Meeting shall -
  - 5.4.2 Announce the results of the Delegates Meeting;
  - 5.4.3 Confirm the Convenors and members of the following Committees -  
The Credentials and Elections Committee,  
The Finance Committee, and  
The Editorial Committee.
  - 5.4.4 Adopt the Agenda;
  - 5.4.5 Confirm the Rules of Procedure;
  - 5.4.6 Announce details of all written invitations to host the next Conference.

### **Conference Committees**

- 5.5.1 The Credentials and Elections Committee will verify the credentials of delegations to the Conference and will take necessary steps to effect all elections and secret ballots pursuant to 6.1.1, 6.1.2, 6.1.4.1, 6.1.4.3, 6.3, 6.5.1 and 6.5.3.
- 5.5.2 At the earliest practical time the Convenor of the Credentials and Elections Committee will report to a Plenary Meeting, giving details of the participants and announcing those who meet the requirements of the Constitution to vote.
- 5.5.3 The Financial Committee will, at the first Plenary Meeting, receive the draft budget for the next triennium proposed by the **Executive Committee**, review it and present a report to the Conference.



- 5.5.4 The Editorial Committee will, during the Conference, prepare one or more summary reports on the progress and work of the Conference in such a form as will be suitable for distribution to those not present at the Conference, and will highlight the major achievements of the Conference. So far as is practical, the summary reports shall be submitted to the Conference for its approval.

### **Steering Committee**

- 5.6 The Chair may establish a Steering Committee to take such action as may be required to ensure the smooth progress of the Conference. The Steering Committee, if established, shall comprise the Chair, the Secretary and such other persons as are nominated by the Chair.

### **Conduct of Discussion**

- 5.7 In general, the work of the Conference will be based on the written Proposals submitted prior to the Conference though Proposals presented at the Conference may be considered. Copies of Proposals presented at a Conference should be handed to the Chair, the Secretary and to all Delegates.
- 5.8 While giving all participants the opportunity to express their points of view, the Chair will endeavour to bring all Agenda items to a satisfactory conclusion, as expeditiously as possible, employing the voting procedure detailed in the Constitution.

### **Working Groups**

- 5.9 After each Delegate who wishes has spoken on a topic, the Chair may appoint working groups to report to the Conference on any Proposal, part of a Proposal or any other matter. The Chair shall define the terms of reference of any working group and the time that the working group shall present its report, and may appoint any person present at a Conference and willing to be so appointed to be a member of a working group. The Chair shall nominate one member of each working group as Convenor of that group. The Chair shall be an ex officio member of all working groups appointed by the Chair and in addition any other delegate may attend but not, without the permission of the Convenor of the working group, participate in any meeting of any working group. Any decision of the Chair in relation to the appointment of working groups of their terms of reference may be varied by a decision of the Conference.

Summary records of their work, in a form suitable for the Convenor to present to a Plenary Meeting, will be prepared by each working group.

### **Conference Documents**

- 5.10 Commencing with the preliminary documents issued by the Secretary all Conference documents will be numbered serially by the Secretary.

### **Minutes**

- 5.11 The Minutes shall be prepared by the Secretary as soon as possible after the conclusion of a Conference, and shall contain a record of all of the work and



conclusions of the Conference, including a brief summary of the principal arguments advanced by the participants. A copy of all Conference documents shall be annexed to the Minutes. Copies of the Minutes shall be sent to the Secretary of each Member Society and such other organisation and individuals as determined by the **Executive Committee**.

### **Final Plenary Meeting**

- 6.1.1 The Convenor of the Credentials and Elections Committee shall ensure that proposals for the appointment of **the President, Vice President, Treasurer, Secretary and Ordinary Members** moved and seconded in writing are handed to the Convenor before the final Plenary Meeting. Nominees shall indicate their willingness to serve, and in the case of a nominee for Secretary, the delegate of the member society, of which the nominee is a member, shall indicate that society's agreement.
- 6.1.2 If the number of proposals for the appointment of **the President, Vice President, Treasurer, Secretary and Ordinary Members** exceed the number of positions to be filled the Credentials and Elections Committee shall prepare a vote sheet incorporating the names of each candidate for the position or positions to be filled.
- 6.1.3 The Conference shall resolve by a show of hands to appoint the **President, Vice President, Treasurer, Secretary and Ordinary Members** from the candidates nominated in writing, or, if required by a delegate pursuant to Clause 20 of the Constitution, resolve the question in the manner set out hereunder.

### **Secret Ballot**

- 6.1.4 A secret ballot shall be conducted under the direction of the **Chair** as follows:
  - 6.1.4.1 A vote sheet prepared by the Credentials and Elections Committee pursuant to 6.1.2 shall be distributed to each delegate.
  - 6.1.4.2 Each delegate shall mark the candidates of their choice as **President, Vice President, Treasurer, Secretary or Ordinary Members**, as the case may be, and return the vote sheet to the **Chair**.
  - 6.1.4.3 The **Chair** shall hand the vote sheets to the Convenor of the Credentials and Elections Committee and the Committee shall count the votes and report back to the **Chair**. The **candidates for President, Vice President, Treasurer, Secretary or Ordinary Members** receiving the highest number of votes shall be appointed **President, Vice President, Treasurer, Secretary or Ordinary Members respectively**.
  - 6.1.4.4 In the event of a tied result, a second secret ballot, but restricted to those candidates so tied, shall be conducted in the same manner as the first secret ballot.



### **Selection of Venue for Next Conference**

- 6.2 Only invitations in writing to host the next Conference noted by the first plenary Meeting pursuant to 5.4.6 from societies that are members of IARU Region 3 at the time of the final Plenary Meeting of a Conference shall be considered.
- 6.3 The Credentials and Elections Committee shall:-
- 6.3.1 Consider each written invitation to host the next Conference and shall report to the Conference as to the qualification of each inviting society to host the next Conference, and
- 6.3.2 Prepare a vote sheet incorporating the names of each qualified society offering to host the next Conference.
- 6.4 The Conference shall:-
- 6.4.1 Consider and if thought fit, adopt the report of the Credentials and Elections Committee given pursuant to 6.3.1.
- 6.4.2 Resolve by a show of hands to accept the invitation of one of the societies offering to host the next Conference or, if required by a delegate pursuant to Clause 20 of the Constitution, resolve the question by secret ballot in the manner set out hereunder.

### **Secret Ballot**

- 6.5 A secret ballot shall be conducted under the direction of the **Chair** as follows:-
- 6.5.1 A vote sheet prepared by the Credentials and Elections Committee pursuant to 6.3.2 shall be distributed to each delegate.
- 6.5.2 Each delegate shall mark the inviting society of **their** choice on the vote sheet and return the vote sheet to the **Chair**.
- 6.5.3 The **Chair** shall hand the vote sheets to the Convenor of the Credentials and Elections Committee and the Committee shall count the votes and report back to the **Chair**. The inviting society receiving the highest number of votes shall be the host for the next Conference.
- 6.5.4 In the event of a tied result, a second secret ballot, but restricted to those inviting societies so tied, shall be conducted in the same manner as the first secret ballot.
- 6.5.5 If the second secret ballot does not produce a result, then the **Executive Committee** shall select a venue in accordance with Clause 13 of the Constitution provided that the venue shall be in the country of a society that is a member of IARU Region 3 at the time the **Executive Committee** decide the venue for the next Conference.

### **Date of Next Conference**

- 6.6 If the Conference resolves to accept the invitation of a society to host the next Conference, the Conference shall then determine a proposed date for the next Conference.



- 6.7 The proposed date for the next Conference shall be adhered to unless the **Executive Committee**, after consultation with the inviting society, have determined that it is necessary to vary the date, fix, in consultation with the inviting society, an alternative date which will be the date of the next Conference.

**Meeting of the Executive Committee**

7. The **Executive Committee** shall, as soon as practical after the conclusion of a Conference, meet to consider their future actions in the light of the conclusions of the Conference.

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**General Regulations Amendments List**

<b>Amendment No.</b>	<b>Clause</b>	<b>Change or Addition</b>	<b>Authority (Conference at)</b>
1.	Full text of the Regulations	Rewritten and partly revised.	<b>Revision 1</b> 7 <sup>th</sup> Seoul, 1988
2.	Ditto	The words “the Association” was changed to “IARU Region 3” wherever it appears in the full text of the Regulations.	<b>Revision 2</b> 8 <sup>th</sup> Bandung, 1991
3.	5.1.1 (old)	Instead of the Honorary President of the Conference, the President of the Conference is provided for with its duties as paragraphs 5.1 - 5.1.2 (new).	Ditto
4.	5.1.2 (old)	Renumbered as 5.2 (new).	Ditto
5.	5.2 - 5.4.2 (old)	The “Delegates Meeting” is provided for in the Paragraphs 5.3.1 - 5.3.2.5 (new), and as a result, the old paragraphs with respect to “appointment of Conference Chairman” and “First Business of Plenary Meeting” are rearranged, keeping their substance and consistency of wording, as 5.4 - 5.4.6 (new).	Ditto
6.	1.1.5	In clause 1.1.5 delete the word “Officers” and insert instead the words “the Directors, Secretary, and other office holders”	<b>Revision 3</b> 13th Bangalore, 2006
7.	2.2.6 2.2.7 (added)	After clause 2.2.5 insert two new clauses 2.2.6 and 2.2.7 as follows: “2.2.6 Information on Proxy notification with a sample form. 2.2.7 Information for hosting a Region 3 Conference with the most recent version of “Guidelines for Hosting an IARU Region 3 Conference.”	Ditto
8.	3.2	At the end of clause 3.2 insert a new sentence as follows: “Forwarding by the Secretary is deemed to be accomplished if the documents are available on the IARU Region 3 Web site, each intended recipient is notified of their availability, and any requests for hard copies of the documents are acceded to promptly.”	Ditto





9.	5.5	<p>In clause 5.5:</p> <p>(a) Delete the heading “CREDENTIALS” and insert instead the heading “CONFERENCE COMMITTEES”</p> <p>(b) Before clause 5.5 insert a new clause 5.5.1 as follows:  “5.5.1 The Credentials and Elections Committee will verify the credentials of delegations to the Conference and will take necessary steps to effect all elections and secret ballots pursuant to 6.1.1, 6.1.2, 6.1.4.1, 6.1.4.3, 6.3, 6.5.1 and 6.5.3.”</p> <p>(c) renumber clause 5.5 clause 5.5.2</p> <p>(d) After the renumbered clause 5.5.2 insert two new clauses 5.5.3 and 5.5.4 as follows:  “5.5.3 The Finance Committee will, at the first Plenary Meeting, receive the draft budget for the next triennium proposed by the Directors, review it and present a report to the Conference.  5.5.4 The Editorial Committee will, during the Conference, prepare one or more summary reports on the progress and work of the Conference in such a form as will be suitable for distribution to those not present at the Conference, and will highlight the major achievements of the Conference. So far as is practical, the summary reports shall be submitted to the Conference for its approval.”</p>	Ditto
10.	5.12	Delete clause 5.12	Ditto
11	<b>Full Text</b>	<p>Provision for an elected President, Vice President, Secretary, Treasurer and Executive Committee.</p> <p>Provision for online conferences and meetings.</p> <p>Other minor changes to tidy up wording, remove male-only terms, etc.</p>	Revision 4 19 <sup>th</sup> Bangkok

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