



# World Federation of Engineering Organizations Fédération Mondiale des Organisations d'Ingénieurs

Approved by the Executive Council, 5 March 2024

## **RULES OF PROCEDURE**

### **1. Introduction**

Always subject to the provisions of the WFEO Constitution, these Rules are to be maintained by the Executive Council, and may be modified by the General Assembly.

### **2. Administration of the Federation**

Conduct of meetings, referred to as Rules of Order, is at Annex A. All meetings may be held either physically or virtually, or both at the same time. In any case, meetings shall be announced and organized in line with the Constitution, art. 5, 6, 7.

#### **2.1. General Assembly**

The General Assembly shall normally hold its regular meetings every two years (on odd-numbered years), in the September to November time frame, hosted by a National Member Organization under contract to WFEO.

#### **2.2. Executive Council**

The Executive Council shall meet before and after each General Assembly, and once a year between General Assemblies.

The members of the Executive council shall be in accordance with Art. 6A of the Constitution. All voting members of the Executive Council must be engineers according to their national regulations or practice, and members of a National, Affiliate or International Member. The functions of the Executive Council are described in Art. 4 and Art 6F of the Constitution.

National and International members 'representatives of the Executive Council shall participate actively in the work of the Executive Council and its Board Committees to ensure the efficient administration and operation of the Federation. One position amongst National members 'representatives shall be allocated to each of the five global regions of the world, which are: Sub Saharan Africa, Americas, Europe, Middle-East/North Africa, Asia and Pacific. All other positions will be open to any nomination.

#### **2.3. Executive Board**

The Executive Board shall meet between meetings of the Executive Council; and by electronic means when requested by the President or at least three voting members of the Board.

#### **2.4. Working Language**

The one working language of the Federation shall be English. At no cost to the Federation, hosts of meetings may arrange for translations to one or more additional languages. Representatives may speak in another language and provide translation into English at no cost to the Federation.

#### **2.5. Voting**

- a) Voting will normally be by show of hands.
- b) A roll call vote will be taken when: requested by the President or when requested by at least five Federation Members. When roll call votes are taken, the vote of each delegation shall be recorded in the summary minutes of the meeting.
- c) A secret ballot is required: in the election of Officers and Members of the Executive Council and in other situations when requested by at least five Federation Members. Details of election procedures are provided in Appendix B of the Rule of Procedures.
- d) If an elected representative cannot complete their term due to ill-health or other reasons:
  - (i) If relating to the President, the President Elect will fill the vacancy, per Art. 6B of the Constitution
  - (ii) If relating to the President-Elect, the General Assembly will elect a new President at the next General Assembly
  - (iii) If relating to a Member Representative, the position will remain vacant until the following General Assembly.
- e) The voting process for including proxies for the election of Officers and Members of the Executive Council is described in Annex B

#### **2.6. Financial Management**

- a) All accounts and funds of the Federation are to be audited by an independent auditor within six months of the close of the fiscal year.
- b) The annual budget of the Federation shall: be prepared by the Treasurer in consultation with the Finance Committee and the Executive Board; recommended by the Executive Council; and approved by the General Assembly.
- c) Delegation of authorization to expend funds within the approved budget will be provided to the Executive Director by the President by a specific biennial document. This document will state the maximum amount above which the Executive Director shall seek approval from the Executive Board.
- d) Expending of funds shall be in accordance with procedures established by the Treasurer and agreed by the Executive Board. Those so authorized are required to fully account for all funds authorized by a detailed statement, including receipts for all significant expenditures, and submitted to the Executive Director within three months of the end of the financial year.

## **2.7 President**

The President is a non-voting member of the Committees identified in 3.1, 3.2, and 3.3; shall assign duties to Officers of the Federation and the Executive Director; may appoint individuals and Boards to provide advice and assistance during the President's term of office; and is expected to represent the Federation when invited by Federation Members and appropriate international organizations, as support and schedule allows.

## **2.8 Treasurer**

In addition to duties of this position identified in 2.6 above, the Treasurer is responsible for:

- a) Planning and managing the financial affairs of the Federation,
- b) Ensuring compliance with the financial regulations of the Federation, and the financial regulations of the government of legal registration of the Federation,
- c) Overseeing the internal audit of the financial records of the Federation,
- d) Supporting and receiving the external audit of the financial records of the Federation and recommending approval by the Executive Council and
- e) Providing and overseeing compliance with general guidelines for the financial aspects of special Federation arrangements, such as with hosts for General Assembly and Executive Council meetings and committees and groups receiving Federation funds.

## **2.9 Internal Auditor**

The Internal Auditor shall have an independent function to appraise and review the internal operations established by the Federation. It is essential that the Internal Auditor shall be independent and not associated with any activities which are appraised, to ensure that unbiased and impartial judgments are provided to the management. The Internal Auditor reports directly to the Executive Board. The Internal Auditor shall liaise with the external auditors.

The Internal Auditor shall attend Federation meetings as an observer. However, at least once a year, the Internal Auditor shall meet with the external auditors independently, without the presence of any Executive Board member.

The Internal Auditor shall be selected from the voting members of the Federation.

The Internal Auditor shall be a member of the Executive Council, or a non-voting member of the Executive Council, if not selected among its voting members.

The Internal Auditor has unrestricted access to all financial activities undertaken by the Federation, in order to review, appraise, and report on:

- a) The adequacy and effectiveness of internal control systems, and its operations,
- b) The compliance with established policies, plans and procedures, laws and regulations as related to relevant financial activities,
- c) The extent to which Federation assets and interests are accounted for and safeguarded from losses arising from waste, extravagance, inefficient administration, fraud, and other causes,
- d) The suitability, reliability, and integrity of financial and management information, and the means used to identify, classify, and report such information,
- e) The integrity of computer systems currently used and those under development, to ensure that computer processing and associated clerical procedures offer adequate protection against error, and fraud,
- f) The suitability of audited financial units and their organization for carrying out their functions, and
- g) The follow up actions taken to remedy weaknesses identified by the internal audit.

The Internal Auditor is authorized by the Board to investigate any activity within the scope of the internal audit activities and is also authorized to seek any other information required from any member or employee.

The Internal Auditor, through the Board, is authorized to obtain outside legal or other independent professional counsel and to secure the attendance of such professionals when necessary.

## **2.10 Executive Director**

The Executive Director shall:

- a) Inform the Executive Board, the Executive Council, and then the General Assembly on which Federation Members are in good standing (Article 8, Section D);
- b) Receive requests for proxy votes from Federation Members unable to be represented at a meeting of the General Assembly and report qualified proxies to the President and Chair of the Nominations Committee;
- c) Maintain the records of the Federation; oversee the proper archiving of records; oversee the maintenance of the up-to-date Federation web presence; and meet the legal reporting requirements of the government of legal registration of the Federation;
- d) Prepare the agenda and papers for the General Assembly, Executive Council, and Executive Board, secure the President's approval, and distribute to respective members in a timely fashion, usually two months before the subject meeting; prepare and circulate summary minutes of the meetings usually two months after the subject meeting;
- e) Negotiate arrangements with hosts for meetings of the Federation and meetings endorsed by the Federation;
- f) Disburse funds within the approved budget of the Federation and guidelines provided by the Treasurer (payments to be made in response to approved arrangements with external sources of funds, including donations, sponsorships, and subventions, shall not be made until funds are received and appropriate authority given).
- g) Report on a regular basis to the Executive Board on the details of the activities of the Office of the Executive Director; and
- h) Use e-mail wherever practical in communicating with Officers, Members of the Executive Board, and Federation Members.

### **3. Committees and Working Groups**

#### **3.1 The following committees are established as Board Committees.**

- (i) Finance Committee
  - (ii) Awards Committee
  - (iii) Nominations Committee
  - (iv) Governance Committee
  - (v) Membership Committee
  - (vi) Strategic Planning Committee
  - (vii) The STCs and PICs Chairs Committee
- 
- a) Board Committees 'membership shall consist of up to six (6) members, the membership shall be based on a balanced geographical representation as well as appropriate expertise and experience, except for the STCs and PICs Chairs Committee whose members will comprise the Chairs of the STCs and PICs.
  - b) The Chair and members of the Committee shall be appointed after obtaining the endorsement of their respective Member Organization.
  - c) The President shall recommend the Chair of each committee to the Executive Board. The Executive Board on the recommendation of each Chair shall appoint members to each Committee. The Chair's and members 'appointments shall be approved by the Executive Board.
  - d) These committees shall report to the Board and the Executive Council. The roles, responsibilities and terms of reference for each committee are provided in the Rules of Procedures Annex C.
  - e) Working Groups may be established from time to time by the Executive Board to address specific tasks or projects. The terms of reference shall form part of the decision. The initial term of a Working Group shall be for two years with a maximum of four years, after which the Working Group may be abolished or renewed by the Executive Board.

#### **3.2 Standing Technical Committees (STCs)**

- a) The technical activities of the Federation are carried out by Standing Technical Committees, which cover particular areas of Engineering and Technology. They constitute the core of the engineering and technological expertise of the Federation. The quality of their activities and outcomes should substantiate the global recognition of WFEO,
- b) The different technical areas of engineering and technology evolve dynamically and new ones appear because of knowledge development. The creation of new STCs should be encouraged if the areas they will engage in are not already covered or are not adequately covered by other Standing Technical Committees, with the condition that adequate standards of expertise for their work are provided,
- c) The Committee Chair must be an Engineer with experience in dealing with issues related to the specific activity of the Committee and with qualifications and experience appropriate to the topic area of the STC. The Committee Chair will be nominated by the host National Member Organization. Committee members will bring appropriate skills to the committee and be acknowledged by their National Member Organizations. The STC Chair shall be a member of the Executive Council.

#### **3.3 Policy Implementation Committees (PICs)**

- a) Policy Implementation Committees shall address various social, economic or other non-technical issues related to the practice of the engineering profession that require action from the

Federation. Projects implemented by these committees are expected to have an impact on the engineering profession and the larger community.

- b) The Committee Chair must be an Engineer with experience in dealing with issues related to the specific activity of the Committee and with qualifications and experience appropriate to the topic area of the PIC. The Committee Chair will be nominated by the host National Member Organization. Committee members will bring appropriate skills to the committee and be acknowledged by their National Member Organizations. The PIC Chair will be a member of the Executive Council.

### **3.4 Requirements for Standing Technical Committees and Policy Implementation Committees**

- a) A Standing Technical Committee or a Policy Implementation Committee may be established or abolished with the approval of the General Assembly on the recommendation of the Executive Council.
- b) A Member of the Federation cannot host simultaneously more than one Committee or Working Group.
- c) Term for a Standing Technical Committee or Policy Implementation Committee shall be four years. The term may be extended for another four years on proposal to the Executive Board and Executive Council for approval by the General Assembly if the Committee continues to meet the strategic objectives of the Federation. Such terms begin and end on the dates of the relevant General Assembly meetings.
- d) If, at the end of two four-year terms it is agreed that the area of work of the Committee is relevant to the Federation and should be continued with a new host, the Executive Board will call for proposals for hosting the Standing Technical Committees or Policy Implementation Committee and recommend the host to the Executive Council for approval by the General Assembly.
- e) Proposed nominations of STCs and PICs Chairs will need approval of the WFEO Executive Board to hold office.
- f) Performance requirements for the Committees shall be established by the Executive Board and used by the Support and Review Committee.
- g) The Committee Chair is not to enter into any contract or commitment on behalf of the Federation including but not limited to operating a separate website or social media site or producing promotional materials or authorising the use of the WFEO logo. The President and Executive Director have the authorised delegations in accordance with Clause 2.6.
- h) Further procedures for Standing Technical Committees and Policy Implementation Committees and responsibilities of the Support and Review Committee are in Annex C.

### **4. Hosting Meetings**

Members of the Federation are invited to submit to the Executive Director proposals for hosting meetings: of the Executive Council or of the General Assembly in keeping with the requirements of Annex D; of World Engineers Conventions (WEC) in keeping with the requirements of Annex E; and of Workshops, Seminars and Conferences. The Executive Board shall make recommendations to the Executive Council for its decision, and such decisions shall be subject to conclusion of appropriate contractual arrangements within six (6) months of the Council decision.

Where there is more than one proposal to host a General Assembly or World Engineers Convention, the host will be selected by a vote of the General Assembly using the voting procedures provided in Annex B Clause 4 (eligibility to vote), Clause 5 (Number of Votes), Clause 6 (Proxy Votes), Clause 7 (c), (d), (e), 7.1 (Voting procedures including Single Transferrable Voting (STV) Process), Clause 10 (Invalid Votes) and Clause 11 (Declaration of Results).

**5. WFEO Name and Logo; Reproduction of Technical Documents**

The WFEO name and logo may be used only with the approval of the Executive Board. Provisions regarding reproduction of technical documents and use of the WFEO logo are in Annex F.

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## Annex A. WFEO Values and Operating Principles

As the peak global organisation for engineering, representing more than 100 professional engineering institutions and more than 30 million engineers, the World Federation of Engineering Organisations (WFEO), leads by example in its day-to-day operations, and with the expectations it places on its members, affiliates and associates and their representatives, and the organisation's partners and supporters.

**Excellence in Leadership and Independence** underpin all our work and we strive to ensure that it is recognised internationally.

**Integrity Honesty and Transparency** are part of our endeavours to deliver our purpose. We are guided in all our activities by the highest standards of ethics, honesty and integrity. When acting on behalf of WFEO we demonstrate excellence in engineering. We represent WFEO and make statements on behalf of WFEO only with explicit prior approval of the WFEO President and Executive Board.

**Collaboration** is important for our work and we welcome the support and contribution from around the world from WFEO and its members, affiliates and associates, as this is critical to our success.

**Sustainability** is essential for our future and we strive to promote public awareness and understanding of the role, impact and benefits of engineering to advance the UN Sustainable Development Goals through engineering and in all our engagements with the United Nations and its agencies, such as UNESCO, and other international organisations.

**Diversity, Equity and Inclusion** are fundamental human rights, and we treat all our members and their representatives equally, regardless of age, nationality, gender, religion, culture, or political affiliation. We believe this commitment delivers the best outcomes for WFEO and for the enhancement of engineering around the world.

**Professionalism, Courtesy and Pride** are integral to all our actions and activities at all times. We do not engage in any form of discrimination, harassment, bullying or professional misconduct, or make false accusations as this reduces the quality, integrity and pace of our work and prevents the healthy exchange of ideas and opinions.

We respect each other and the general public and value and support the efforts of all representatives nominated to WFEO at all times. We encourage the work of our colleagues and celebrate their achievements. We respect the privacy and confidentiality of information that is shared as part of the work of WFEO.

## **Annex B: General Assembly Procedures for Elections and Voting Decisions**

### **1. Schedule for Nominations**

In terms of the time required prior to the next General Assembly:

- a. 10 months: Notice of all elected offices falling vacant is distributed by the Executive Director to all Members of the Federation, with specific dates for the following steps.
- b. 7 months: Executive Director repeats notice (in 1.a) to all Federation Members.
- c. 6 months: Last date for nominations to be submitted to the Executive Director, with full supporting documentation.
- d. 5 months: The Chair of the Nominations Committee circulates nominations to members of the Nominations Committee to decide on any recommendations.
- e. 4 months: The Report of the Nominations Committee with any recommendations is sent to the Executive Council for its review, including a list of positions open for election and the candidates that have been nominated successfully.
- f. 4 months: The Report of the Nominations Committee with any recommendations and the candidate's data is distributed by the Executive Director to all Members of the Federation.

### **2. Nomination for Elections: Procedure and Criteria**

- a. Nominations for elections are called in accordance with Clause 1 to ensure the composition of the Executive Council in accordance with Art 6A. of the Constitution and Art. 2.2 of the Rules of Procedure.
- b. National Members are eligible to nominate candidates for election to the Executive Board and Executive Council positions. These candidates must be duly authorized representatives of the National Member. Candidates shall be engineers and should be members of the nominating national institutions. A letter from the Chief Executive or President of the National Member must be provided to verify the authorization of the candidate for nomination.
- c. International Members are eligible to nominate candidates for election to the Executive Council to fill the positions as provided in Art. 6A of the Constitution. Candidates shall be engineers and should be members of the nominating international institutions and must be duly authorized representatives of the International Member. A letter from the Chief Executive or President of the International Member must be provided to verify the authorization of the candidate for nomination.
- d. Nominations for national member representative positions require authentication letter from at least two other National and/or International Members, and the consent of the nominee in writing. The Secretariat is to provide information on the global regions' distribution of national representatives' positions, and an up-to-date list of members for each region.
- e. Nominations for international member representative positions require the authentication letter from at least two National and/or other International Members and the consent of the nominee in writing
- f. The National and International Members nominating and/or supporting a nomination are required to be in good standing (ref: Const., Article 8, Sec. D).
- g. The nominations shall include the consent of the candidates, their qualifications and experience particularly in relation to their service to their Member organization, international engineering organizations, and WFEO.
- h. Individuals nominated for President-elect or Executive Vice President shall have served at least one term as a Member of the Executive Council, and held a leadership position in their national organization.

- i. Individuals may be nominated for either President-elect / Executive Vice-president or National or International Member representative. Once elected to a position, they will not be considered for any subsequent position during their term.
- j. Candidates who are Chairs of Committees must resign from their position to ensure that all positions at the Executive Council are filled and approved at the same General Assembly.
- k. The International Members listed in Art. 6A of the Constitution, with permanent seats on the Executive Council, shall appoint their own representative. Representatives shall be engineers and members of the nominating institutions. For advising of any change of the representative, the International Member shall provide a letter confirming the name of the representative by two authorized representatives of the organization, including the President or the Chief Executive of the organization. The letter shall include the qualifications and experience of the representative, including particularly his/her service to the Member organization, to international engineering organizations, and to WFEO. The advice shall be provided in due time to allow participation in the Executive Council meetings, and shall specify the duration for which the representative is being appointed.
- l. Individuals may be nominated for multiple open positions, but can be elected to only one position on the Executive Council. Once elected, they will not be considered for any subsequent position during their term.
- m. Nominations should include a photograph and a one-page personal message, as well as special areas of expertise and languages spoken.
- n. A maximum of two terms may be served in the Executive Board or Executive Council in the same particular position, and one term as President.

### **3. Approval of Nominated candidates**

The Nominations Committee is to oversee the election process and shall:

- a. Review all nominations and confirm that all candidates are eligible for election and have submitted the appropriate documentation by the due date,
- b. Report to the Executive Board, Executive Council and the General Assembly on their oversight of the election nomination process and that the candidates that have been nominated have completed the necessary requirements for a valid nomination in accordance with Clause 1(e) and 1(f) and Clause 2(a) to (i),
- c. Advise that an election is necessary because multiple candidates have been nominated for a position,
- d. Ensure transparency and adherence to the Rules of Procedure in the process of nominating candidates and their election,
- e. Exercise due diligence in reviewing every candidates 'documentation, confirming their accuracy and completeness and ensuring proper elections,
- f. Raise queries with the President and/or the Executive Board on issues of due process, if needed.

### **4. Eligibility to nominate and to vote**

- a. The Federation Members nominating and/or supporting a nomination or voting in the General Assembly are required to be in good standing (ref: Const., Article 8, Sec. D).
- b. Federation Members are eligible to vote in the General Assembly's elections or decisions if they are in good standing (ref. Constitution Art. 8, Sect. D) two days prior to the start of the General Assembly (in person) of the year of election. The exact date and time will be announced by the

Nominations Committee as part of the report on the approved candidates for the election, or by the Secretariat in event of an online decision.

- c. Federation Members are eligible to vote in the General Assembly's elections or decisions if they are in good standing two weeks prior to the start of the General Assembly (if held online) or of the opening of the electronic ballot (in the event of an electronic vote). The exact date and time will be announced by the Nominations Committee as part of the report on the approved candidates for the election, or by the Secretariat in event of an online decision.
- d. The Nominations Committee must prepare a preliminary list of Federation Members eligible to vote in a General Assembly, and advise all Federation Members accordingly, at least four weeks prior to the commencement of the General Assembly or four weeks prior to the opening of the electronic ballot.

## **5. Number of votes**

- a. Each eligible member has 1 vote in an election or where a decision is required by vote.

## **6. Proxy Votes**

- a. Proxies may be used for voting during meetings of the General Assembly. The Federation Member (not attending the General Assembly) giving its proxy and the other Federation Member (attending the General Assembly) exercising the proxy must be Federation Members in good standing (ref. Constitution Article 8, Sect. D) four weeks before the start of the General Assembly when the vote is to be held.
- b. No Federation Member may exercise proxies on behalf of more than two other Federation Members.
- c. Proxies must be provided to the Secretariat on the prescribed form before the start of the General Assembly when the vote is to be held as will be advised in accordance with Clause 4b.
- d. No proxies will be authorized in the case of an electronic vote or of an online meeting of the General Assembly.

## **7. Voting**

- a. The Nominations Committee will provide members with a report on the positions for which an election is required prior to the General Assembly according to Clause 1 (e).
- b. There will be a separate ballot for each position for which an election is required. These are usually:
  - (i) President Elect
  - (ii) Executive Vice President
  - (iii) Member representative at the Executive Council
- c. Ballot papers shall be distributed and the voting members list shall be signed at a separate desk as confirmation that the representative is duly authorized by member organization to vote in the election.
- d. In the case of an electronic vote, the same processes in 7.b will apply, and the Secretariat, under the authority of the Chair of the Electoral Commission, will be responsible for setting up a secured process that will guarantee the transparency and integrity of the vote.

- e. An electronic election must be open for a period of up to 4 weeks.

#### 7.1 Voting Process for President Elect and Executive Vice President and other decisions

The Single Transferable Voting process for the positions of President Elect and Executive Vice President, and other decisions with multiple choices that require a vote, will be as follows:

- a. Each voter is provided with a paper ballot with a box before each name/option for the position for which the election/voting decision is being held.
- b. The candidates are listed in alphabetical order of the National Member followed by the name of the candidate, for elections. Names on the ballot papers are nominations that are approved by the Nominations Committee, even in case of late withdrawals. The Single Transferable Voting process with ranking of the candidates on the ballot paper will apply, with withdrawn candidates being ignored in the counting process. For decisions requiring a vote, the options will be listed in alphabetical order
- c. Voters must rank the Candidates in preferred order.
- d. Start with 1 (most preferred) and continue numbering.
- e. There is no requirement to rank all candidates.
- f. Stop when the voter has no further preferences but accepts that a vote loses influence when the voter stops expressing a preference.
- g. A vote is invalid if the same rank is applied to two or more candidates/options in the ballot paper.

#### 7.2 Voting process for National Member and International Member Representatives

The voting process for these positions will be as follows:

- a. For national member representatives, the name is followed by the candidate's country and global region.
- b. If there are M vacancies, all electors will need to vote for M vacancies on the ballot paper.
- c. Ballot papers with less than M votes will be invalid.

### **8. Electoral Commission**

- a. An Electoral Commission of four members shall be set up by the Nominations Committee, to supervise the election process, and, after the General Assembly is held, report on all voting positions that have been elected or nominated positions that have been approved, by the General Assembly.
- b. The composition of the Electoral Commission shall be approved by the Executive Board.
- c. The Electoral Commission shall be chaired by the Chair of the Nominations Committee, or, if unavailable, by a member of the Nominations Committee.
- d. One member of the Electoral Commission shall not be a voting participant to the General Assembly.
- e. No member of the Electoral Commission can be a candidate at an election at the same time.
- f. No member of the Electoral Commission can be a member of the Executive Board.
- g. The Electoral Commission shall meet on the day of the General Assembly vote for elections, or, in the case of an electronic voting process set up, between the end of the vote and the start

of the General Assembly, in order to review and announce the results during the General Assembly.

## 9. The vote count

After all Federation Members have cast their votes, the Chair of the Electoral Commission must:

- a. Confirm, from the voting papers, that each ballot is from a Federation Member that is eligible to vote:
  - i. Discard any votes that is not from a Federation Member;
  - ii. Accept and secure the voting papers;
  - iii. Determine whether or not each vote has been cast in a valid manner in accordance with the Rules of Procedures Clauses 7 (a) to (g).
  
- b. For election to a single position (e.g. President-Elect, Executive Vice President) or a decision with multiple options that requires a vote: The Single Transferable Voting System will be used to determine the outcome of the election/decision.
  
- c. For election to multiple positions (i.e. National and International Member Representatives of the Executive Council):
  - i. The total number of valid votes in favor of each candidate is counted.
  - ii. For each global region's vacant seat of National Member Representative, candidates with the highest vote count will be declared elected.
  - iii. For the remaining vacant positions, candidates with the highest vote count will be declared elected.
  - iv. Where there are more than six vacancies for the position of National Member Representative, the candidates with the six highest number of votes will be elected for a four-year term, the rest will be elected for a two-year term to ensure continuity of experience in the Executive Council in accordance with Article 6D of the Constitution.
  - v. For continental representation of an international Member in Asia, Africa, Europe or the Americas, nominations for a two-year term of a duly authorised representative must be provided in accordance with Clauses 1 and 2 for approval by the General Assembly. Where there is more than one nomination, an election will be held for that specific continental position for a four-year term.
  - vi. For the two elected positions of International members, an election will be held for each of the positions, for a four-year term.
  - vii. No election will be required for the permanent representative positions by the Federation of Arab Engineers and the institution representing engineering institutions from the Commonwealth. However, nominations for a two-year term of a duly authorised representative must be provided in accordance with Clauses 1 and 2 for approval by the General Assembly.
  
- d. Casting Vote in event of a tie:

The President will cast a vote for all positions open for election/decisions on a confidential basis to the Chair of the Electoral Commission in advance. This vote will be used only in the event of a tied vote for any of the positions.
  
- e. The same vote count methods will be used for electronic voting and in-person voting.

## **10. Invalid vote**

- a. A vote is invalid if the voting paper is not one issued by WFEO for the election or decision requiring a vote, or in casting the vote, the member did not comply with the directions provided in accordance with Clause<sup>o</sup>7.
- b. Invalid ballots are to be checked and signed by all the members of the Electoral Commission.

## **11. Declaration of Results**

- a. The Chair of the Electoral Commission shall prepare a report on the results of the election or voting decision and present the same to the General Assembly, with full election/voting decision results and calculation details, and signature of all the members of the Electoral Commission
- b. The Chair must receive reports of all potential incidents, mistakes, frauds or anything affecting the election/voting decision process before the election/voting decision and during the election/voting decision These irregularities need to be reported to the Executive Board as soon as practicable.
- c. For good governance, during the election/voting decision process, the Electoral Commission must act collectively in their decision making and must act independently of the Executive Board,
- d. At the end of the election process, the Chair, supported by the Electoral Commission members, formally validates all election/voting decision results. If it is not possible to validate one or more election results, the specific election shall be declared invalid and the process shall be repeated.
- e. The approval of the election/voting decision results will be recorded in the minutes of the General Assembly.
- f. The ballot papers or electronic voting records will be destroyed within 24 hours after the close of the General Assembly.

Note: a description of the Single Transferable Voting system can be found at:  
[https://en.wikipedia.org/wiki/Single\\_transferable\\_vote](https://en.wikipedia.org/wiki/Single_transferable_vote)

## **Annex C Board Committees, Standing Technical Committees and Policy Implementation Committees**

### **1. Board Committees**

#### **1.1. Status and Authority**

Each Board Committee that is listed in **Clause 3 of the Rules of Procedure** is accountable to the WFEO Executive Board and the Executive Council. This Annex provides further clarification on the membership, organization, operation, reporting requirements, functions and roles and responsibilities of these committees.

#### **1.2. Membership and Organization**

The membership and organization of each Board Committee is as follows:

- a. Each Committee shall consist of six (6) to twelve (12) members, except for the STCs and PICs Chairs' Committee. The membership shall be based on a balanced geographical representation as well as appropriate expertise and experience. The Committee members shall be appointed by the Committee Chair. In case of STCs and PICs Chairs' Committee, all Chairs of individual STCs and PICs shall be automatically appointed as members. The Chair and members of the Committee shall be appointed after obtaining the endorsement of their respective Member Organization. Committee members shall report to the Committee Chair.
- b. The Chair's and members' appointments shall be approved by the Executive Board.
- c. The Executive Board shall appoint the Chair of each committee, and appoint the members in prior consultation with the Chair of each committee.
- d. Committee members (other than of the All STCs and PICs Chairs) shall serve a 2-year term, and may be considered for re-appointment for an additional 2-year term. The Executive Board may request the resignation of the Chair and/or committee member(s) if they are unable to fulfil their duties during the term.
- e. The Chair is a non-voting member of the Executive Council per the Constitution Art. 6.A, if not already elected as a member of the Executive Council.

#### **1.3. Operations**

- a. Each Committee shall meet in person at least annually, normally when the Executive Council meets. It shall meet electronically at other times of year as needed.
- b. The Committee shall not pay travel expenses to the annual face-to-face meetings or honorariums for participation in its work.
- c. The Chair of the Committee may be asked to attend meetings of the WFEO Executive Board and Executive Council to provide updated information on planning actions and activities. The Chair can delegate to another member of the Committee to represent him/her at meetings of the WFEO Executive Board and Executive Council.
- d. The Committee shall provide a written report annually to the Executive Board and Executive Council at the annual Executive Council meeting.



#### **1.4. Roles and Responsibilities of Board Committees**

##### **1.4.1. Finance Committee**

The Finance Committee shall comprise the Federation Treasurer (Chair), President, President-elect and three Members of the Executive Council appointed by the President. The Executive Director shall be a non-voting member. The Internal Auditor is entitled to attend all Finance Committee meetings as an Observer.

The responsibilities of the Finance Committee include:

- a. Plan for the Federation's future financial needs,
- b. Encourage and be informed on efforts to promote income generating activities for the Federation,
- c. Oversee the preparation of the biennial budget of the Federation,
- d. Review and oversee improvements to the Federation's revenues and expenditures, balance sheet, investments and other matters related to its continued solvency, and
- e. Oversee the maintenance of an appropriate investment strategy.

##### **1.4.2. Awards Committee (AC)**

The responsibilities of the Awards Committee shall include:

- a. Oversight of proactive and vigorous promotion of the WFEO Award nominations,
- b. Set up an independent judging panel to review nominations received ensure the privacy of all nominees is maintained, and recommend awardees through the Executive Board to the Executive Council, including appropriate citations;
- c. Ensure that members of judging panels formally declare any relationship with an award nominee and excuse themselves from the judging process for that award and
- d. Consider proposals for new awards by the Federation, make appropriate recommendations through the Executive Board to the Executive Council, including criteria, arrangements for presentations, and associated publicity.

##### **1.4.3. Nominations Committee (NC)**

The Nominations Committee (NC) shall be responsible for the nomination and (assisted by the Electoral Commission) for the election process to ensure good governance, transparency and compliance with French Law.

The functions of the Nominations Committee are:

- a. Responsibility for the nomination and election procedures as provided in Annex B of the Rules of Procedure and as required under French Law,
- b. Review of the nominations and confirm that all candidates have submitted the appropriate documentation by the due date, and state the history of each nominee's positions held at the Executive Council for compliance with clause B2 n, and confirm that they are eligible to serve the proposed term.
- c. Report to the Executive Board, the Executive Council and the General Assembly on their oversight of the election nomination process,
- d. Ensure transparency and adherence to the Rules of Procedure in the process of nominating candidates and their election,
- e. Exercise due diligence in reviewing every candidates' documentation and confirming their accuracy and completeness,
- f. Raise queries with the President and/or the Executive Board on issues of due process if these are not addressed satisfactorily within the committee meeting.

The Nominations Committee has the following roles and responsibilities:

- a. Responsibility (through the report) for informing the Federation members of the qualified candidates to vacant positions,
- b. Responsibility to inform the Federation members of the list of qualified voters and accepted proxies at the General Assembly,
- c. Right to access the resources of the Federation Secretariat, to execute the mission of the election process

#### **1.4.4. Governance Committee (GC)**

The Governance Committee (GC) shall review and maintain the Federation Constitution and Rules of Procedure to ensure that they remain contemporary and reflect best current practice, and are compliant with French Law.

The Governance Committee shall:

- a. Receive referrals from the Executive Director and the Executive Board considering the Constitution and the Rules of Procedure,
- b. Consider whether referrals comply with constitutional requirements and report to the Executive Board with a proposed course of action and timetable if any changes are contemplated,
- c. Prepare draft changes,
- d. Consult widely before submitting proposals to the Executive Board for a decision by the Executive Council or the General Assembly,
- e. Review the governance documents from time to time to ensure best practice.

#### **1.4.5. Membership Committee (MC)**

The Membership Committee (MC) shall receive and review applications for the membership of the Federation from organizations and distinguished individuals in accordance with Annex G and make recommendations to the Executive Board and Executive Council.

The Membership Committee shall:

- a. Receive applications for membership via the Executive Director,
- b. Consider whether applications for membership comply with the requirements of Annex G,
- c. Recommend membership approval to the Executive Board and Executive Council,
- d. Consider issues relating to discontinuation of membership in accordance with the procedures in Annex G,
- e. Consider any other issues relating to applications, renewals or cancellation of membership of the Federation,
- f. Ensure the privacy and confidentiality of all applications,
- g. Committee members shall declare any interests or relationship with any applicant and excuse themselves from deliberations relating to that application.

#### **1.4.6. Strategic Planning Committee (SPC)**

The Strategic Planning Committee shall:

- (i) Review the Strategic Plan

- a. The Strategic Planning Committee shall review the current Strategic Plan and revise if necessary, so that it remains relevant to the objectives of the Federation and in doing so, consult widely and incorporate as many responses as is appropriate,
- b. The revised Strategic Plan must be approved by the Executive Board and the Executive Council with a recommendation for approval by the next General Assembly.

(ii) Monitor Implementation of the Strategic Plan

- a. The Strategic Plan shall be implemented by the Federation Secretariat, Standing Technical Committees, and Policy Implementation Committees, Working Groups and other committees and groups as appropriate and according to their role;
- b. The SPC shall develop measures to monitor progress in implementing the Strategic Plan in consultation with staff, committees and working groups. The SPC shall seek tangible outcomes with a timetable for completion of specific projects and initiatives;
- c. The SPC shall provide a written report at least annually, on progress being made.

**1.4.7 STC and PIC Chairs Committee**

The STC and PIC Chairs shall convene regularly to discuss collaborative projects between the committees.

- a. The members of the STC and PIC Chairs Committee shall be the Chairs of the STCs and PICs.
- b. The STC and PIC Chairs shall meet in person at the Extended Board meetings each year and at the time of the annual Executive Council/General Assembly, in each calendar year.
- c. The STC and PIC Chairs shall meet electronically at other times.
- d. The Chair of the STCs and PICs Chairs Committee shall be nominated in accordance with Clause 3.1 of the Rules of Procedure. The nomination of the Chair shall be for 2 years. Re-election of the Chair for an additional 2-year term is permitted.
- e. The STC and PIC Chairs Committee shall keep records of its meetings to inform the members of all the STCs and PICs.
- f. The Chair of the STC and PIC Chairs Committee shall present a written report on the outcomes achieved by the Committees and plans for future projects to the Executive Board annually.

**2. Standing Technical Committee and Policy Implementation Committees**

**2.1 Host Member Responsibilities**

The Host Member shall support the Committee by:

- a. Appointing a suitably qualified Chair who is available to perform their duties and Secretariat of the Committee,
- b. Overseeing the administration of the committee by the Chair and the Secretariat and ensuring availability of adequate funds to cover related expenses, including Committee events and projects, office facilities, preparation of agendas, production of minutes, and communications,
- c. Ensuring adequate travel funds are available for the Chair to attend appropriate Executive Board, Executive Council, and the General Assembly meetings,
- d. Ensuring that the Committee delivers outcomes that are relevant to the Federation and the satisfactory performance of the Committee that aligns with the strategic objectives of the Federation and the Policy Implementation Committee that aligns with the policy objectives of the Federation.
- e. Continuing to support the Committee and Chair as described in a, b, c and d, if it is agreed by the General Assembly that the Committee should continue for a second four-year term,

- f. Collaborating with the Executive Board to identify a National Member to host the Committee at the conclusion of its term to maintain the continuation of the Committee's work.

## **2.2. Committee Chair Responsibilities**

The Committee Chair shall be responsible for:

- a. Recruiting Committee members from, and endorsed by the respective Federation Member;
- b. Providing the Federation Secretariat with suitable contents and an up-to-date list of committee members to be put on Federation website,
- c. Appointing 4 Vice-Chairs from national members that are different from the host country and who lead particular projects,
- d. Developing and implementing a four-year Strategic Plan for the Committee that supports the objectives by the Federation and that identifies the Committee's specific themes of focus and expected deliverables, with suitable performance measures and targets, and supported by adequate funding from the host and/or other sources,
- e. Providing a written annual progress report on the implementation of the Strategic Plan to the Executive Board, the Executive Council, and the General Assembly,
- f. Holding at least one face to face meeting annually,
- g. Coordinating activities with the Chairs of other Committees (STCs and PICs).
- h. Providing, every two years, information on the outcomes of the Committee's work to the Federation Secretariat for the Federation biennial report,
- i. The Chair of a STC or a PIC can delegate to another officer of the Committee to represent him/her at meetings of the Executive Board and the Executive Council.

## **2.3. Membership**

- a. Members must be in good standing for their members to be included in the membership of the Committee,
- b. Federation Members may nominate members for a Standing Technical Committee and Policy Implementation Committee by communication to the Chair through the Executive Director,
- c. The Committee membership may include a maximum of three non-voting members (at the discretion of the Chair) from the specialist, expert, academic and young engineer constituencies,
- d. Associate members may participate as non-voting members.

## Annex D Hosting General Assembly and Executive Council Meetings

1. A National Member of the Federation may submit a proposal, at least two years in advance to the Executive Director, to host a meeting of the General Assembly or the Executive Council.

2. It is necessary that the host's National Government imposes no restriction on the travel of delegates to the meeting. To facilitate entry, the host National Member should arrange appropriate letters of invitation.

3. The host National Member should pay the travel and accommodation costs of the Executive Director and staff associate of the Federation during the period of the meetings and the travel and accommodation costs for the Executive Director to visit the venue at an appropriate time prior to the meeting to check the status of preparations and facilities for the meeting. The host National Member shall identify a responsible person six to seven months in advance to work with the Executive Director to facilitate smooth organization of the Federation meetings, to deal with invitation letters, registration, travel, visas, hotels, meeting rooms, special requests and other related matters.

4. The preferred timing of the General Assembly meetings of the Federation is:

Day One	Meetings of Committees, Task Groups
Day Two	Meetings of Committees, Task Groups
Day Three	Meeting of the Executive Council
Day Four	General Assembly (Day One)
Day Five	General Assembly (Day Two) + Executive Council post General Assembly

No technical events, directly related to the General Assembly or Executive Council meetings, should be scheduled during the days of the General Assembly or the Executive Council meetings and such events should not interfere with the Committees and Task Groups meetings.

5. The preferred timing for a separate meeting of the Executive Council is:

Day One	Meeting of Committees, Task Groups
Day Two	Meeting of Committees, Task Groups; Meeting of the Executive Board, if requested
Day Three	Meeting of the Executive Council

This timing allows the meeting of the Executive Council to be preceded or followed by a technical event.

6. Meeting Rooms

6.1 Meetings of the Committees, Task Groups and Other  
The required number of rooms for the required number of participants for each, Board type (chairs around a table or U-shape setup) plus up to 10 observers (second row of chairs),

6.2 Meeting of the Executive Council  
One room for 70 people, U-shape for 35 people set up plus up to 50 observers (second row of chairs),

6.3 Meeting of the General Assembly

One room for 200 people: Class Room type; one presidential platform for 7 people; chairs and tables for 90 national delegations (max. 2 delegates each), plus up to 40 observers on rows of seats around or

behind the tables. The order of the seats should be National Members by name of the country in alphabetical order, then international members in alphabetical order, then affiliates. The opening ceremony, if any, can take place in a Theatre type room with seating capacity of min.200,

#### 6.4 Meeting of the Executive Council post the General Assembly

One room for 35 people: U-shape setup, plus up to ten observers.

### 7. Room Equipment

7.1 Each meeting room to be equipped with microphones/loudspeakers adequate to the size of the room,

7.2 Executive Council and the General Assembly rooms to be equipped with suitable voice recording system, and support to be given to the Executive Director after the meetings,

7.3 General Assembly and the Executive Council meeting rooms to be provided with translation service, if a language other than English is to be used,

7.4 Each meeting room to be equipped with a laptop with PowerPoint and projector, screen, and overhead projector, if required. One video recorder + TV set to be available on request,

7.5 Country name boards are to be available for the General Assembly meeting and personal name boards for the Executive Council meeting. No flags are to be used,

7.6. Affiliates should have boards with the name of the organization only without mention of the country. No flags are to be used,

7.7 One table for documents attended by two persons to be put near the platform during the General Assembly meetings. One table for documents shall be attended by one person in the room of the Executive Council meeting.

### 8. Secretariat

8.1 One room is to be provided for the Secretariat, in the vicinity of the meeting rooms, with separate working places for up to four people,

8.2 One room to be provided for the use of the President and/or Officers,

8.3 Two or more assistants, fluent in English (and possibly in French) are to be available for support of the Secretariat, from one hour before the start of a meeting through two hours after the close of the meeting,

8.4 If the General Assembly meeting room is not equipped with personal microphones, four assistants should be available during the meeting to hand around the microphone.

9. Secretariat Equipment

- 9.1 Two (or more) computers, with Microsoft Office package, one printer, and access to the internet (restricted use),
- 9.2 Telephones and fax with access to international network (restricted use),
- 9.3 One photocopying machine with high capacity, recto-verso, loading system,
- 9.4 Supply of stationery (copy paper, stapler, pens, etc.),
- 9.5 A ballot box for the General Assembly meeting.

10. Others

10.1 WFEO will support the National Member for the organization of a conference if organized at the same time as the WFEO Executive Council or general Assembly meetings. The host member must:

- a. Ensure that WFEO is appropriately recognized as a supporter of the Conference on the Conference website, program, proceedings and other documents
- b. The WFEO President is invited to open the Conference
- c. Free registration for the conference and the Conference Gala Dinner for the members of the Executive Board, Executive Council and Past Presidents and up to five representatives from UNESCO that are nominated by WFEO.

10.2 A gala dinner is to be organized by the National Member to which the General Assembly and/or Executive Council members are invited in addition to other individuals. The gala dinner to usually take place after the first day of the General Assembly meeting or after the Executive Council meeting during the year of the Executive Council meeting only.

10.3 Coffee breaks are to be included for all meetings. Free light lunches or low cost lunches are to be available for all meetings.

11. Contract and financial contributions

11.1 A contract with specific requirements shall be signed between Federation and the host National Member at least 12 months before the start date of the event.

11.2 The contract shall include a clause redistributing up to 10 percent of the event's registration fees or an equivalent lump sum as agreed, to the Federation.

## **Annex E World Engineers Convention and World Congress**

1. A proposal from a National Member to host at World Engineers Convention (WEC) or a WFEO endorsed World Congress is to be submitted to the Executive Director at the earliest possible date; for a WEC at least six years in advance, and for a Congress at least five years in advance.
2. Congresses may be held in conjunction with a General Assembly, a meeting of the Executive Council, a meeting of a Standing Committee or may stand alone. From 2011, the WEC will be held in conjunction with the General Assembly and continue on a four-year cycle, i.e.: 2015, 2019 etc.
3. Basic requirements for a WEC or Congress are that keynote speakers should have or merit a world-wide reputation, and that the Congress takes a global approach to its subject, and to attracting an audience. In addition, it is necessary that the host National Member's government imposes no restriction on the free travel of delegates to the meeting. To facilitate entry, the host National Member should arrange a government endorsed letter of invitation.
4. A detailed proposal relating to the proposed WEC or Congress is to be submitted in accordance with the guidelines below.
5. Proposals will be favored
  - a) Where there is a strong international organizing committee;
  - b) Where there is a strong program on a matter of world engineering interest;
  - c) Where the host National Member accepts full financial responsibility; and
  - d) Where some form of support for air fares and accommodation costs and congress fees can be provided to delegates from developing nations.
  - e) Where the Congress is held in conjunction with a General Assembly or Executive Council meeting, suitable venues should be provided at little or no cost to the Federation.

### **Guidelines for Proposals and Information Required**

A proposal to hold a WEC or Congress shall be submitted to the Executive Director in accordance with the following guidelines.

1. **Proposed Timing**
  - a) Preferred and alternate dates
  - b) Conflict with other meetings
  - c) Air fares prevailing and discounts available
  - d) Length of Congress and relation to other events
  - e) Climate
2. **Proposed Host Country**
  - a) Equality of treatment with respect to race, sex, color, religion, national origin
  - b) Political stability
  - c) Economic stability
  - d) Currency stability and convertibility
  - e) Public Transport/infrastructure
  - f) Air Safety Record
3. **Proposed Theme and Speakers**



- a) Proposed Theme of Congress
- b) Importance of Theme to World Engineers
- c) Intended Sources of Speakers
- d) Minimum expected attendance, local and overseas
- e) Proposed registration fees: full and student.
- f) Working language or languages
- g) Plans to publish papers
- h) Number of invited papers planned
- i) Plans for social program and partners program
- j) Support of Federation meetings and attendance costs
- k) Support for developing country delegates

4. **Proposed Organization**

- a) Support from National Engineering Organizations
- b) Support from other National and business organizations
- c) Support from State, National or Local Government
- d) Support from international or other National organizations
- e) Financial underwriting
- f) Technical organizing group
- g) Management organizing group
- h) Local experience with similar events

5. **Proposed Venue**

- a) City and location of auditorium
- b) Capacity of Plenary auditorium
- c) Meeting room numbers and capacity
- d) Facilities for speakers and preparation of presentations
- e) Poster sessions space
- f) Exhibition plans, proximity to Congress venue
- g) Facilities available for associated Federation activities
- h) Hotel accommodation and rates
- i) Student accommodation and rates

Detailed arrangements must be made to ensure that WFEO meetings can be held effectively within the overall program.

## **Annex F Reproduction of Technical Documents and use of the Trademark and Logo**

Members of the Federation are authorized to reproduce, in the form of new prints, translations, condensed versions, or copying into different media, a Technical Document (concerning engineering and related technical matters) authored by a committee or group of the Federation.

An external body or individual to the Federation may be authorized to reproduce, in the form of new prints, translations, condensed versions, or copying into different media, a Technical Document (concerning engineering and related technical matters) authored by a committee or group of the Federation in accordance with the following procedures.

### **1. Authorization**

1.1 The Member formally requests in writing to the Executive Director authorization to reproduce a Technical Document.

1.2 The Member requesting authorization to reproduce a Technical Document will:

- a. Indicate the purpose served by the reproduction;
- b. Assure that the reproduced material including translations will be made freely available to organizations culturally or structurally linked with the Member, and engineering-related institutions;
- c. Assure that appropriate authorship credits will be clearly stated in the reproduced material;
- d. Assume full responsibility for full and complete translation; and
- e. Cover all expenses, whenever applicable, of the copying, recording, translation, printing and distribution of the reproduced material.

1.3 The Executive Director will pass on such request to the Chair/President of the authoring committee or group for approval, at no cost to the requesting Member, to reproduce a Technical Document.

### **2. License**

Federation documents, unless specified otherwise, are under Creative Commons License Attribution/Non-commercial/Share Alike and thus all documents should only be reproduced with the following Creative Commons logo:



### **3. Sale and profits of Reproduced Documents and trademark authorization**

3.1 The Federation Trademark and logo that belongs to the Federation are under the protection of the French law on intellectual property and the Madrid System. Where documents are reproduced under these rules and sold, the Federation shall receive a percentage share of profits, to be fixed by a **Trademark Use Authorization Contract** between the Federation and the User,

3.2 In all other cases of reproduction and use of the Federation trademark and logo by external organizations, a Trademark Use Authorization contract shall be signed between the Federation and the User.

3.3 National and International Members of the Federation, Associates, Sponsors, Standing Technical Committees and Policy Implementation Committees may use the Federation Trademark and Logo after obtaining permission from the Federation Executive Board. There is no charge for use of the trademark or Logo, unless specified otherwise by a Trademark Use Authorization contract.

## **Annex G WFEO Membership Procedures**

The Rules of procedure in this Annex clarify the membership procedures for the Federation in accordance with Art.3 of the Constitution.

### **1. Categories of Membership**

The categories of membership are as provided in Art. 3 of the Constitution.

### **2. Application for Membership**

- a. Prospective members/associate organizations may apply as follows:
  - i. Provide a copy of registration of the union/association or organization in the country in which it has its head office or secretariat,
  - ii. Copy of the latest constitution or Bye-laws,
  - iii. Show evidence of engineering activities, website address. Newsletter, latest financial statement and annual report etc.,
  - iv. Provide the names of the President, governing body members, Executive Director/CEO, key Management,
  - v. Provide information on numbers of members by category, geographic location, basic historical data as date of foundation, etc.,
  - vi. Provide an official document proving that the institution's governing body(ies) endorsed the application for membership of the Federation,
  - vii. Provide an endorsement from at least two current national, international or affiliated members, or associates of the Federation in good standing to confirm the validity of the organization.
- b. Individuals shall be "Distinguished Fellows" and may apply as follows:
  - i. Provide an up to date statement of qualifications, work experience, contributions to engineering nationally and internationally, contributions to WFEO, significant achievements and awards, publications and other relevant information to demonstrate eligibility for election as a Distinguished Fellow
  - ii. Provide the copy of graduation certificates for claimed qualifications or endorsement from a national member with an appropriate registration system to confirm the claimed qualifications
  - iii. Provide an endorsement from at least two national, international or affiliated members or associates of the Federation in good standing, with a copy of the citation for recognition as Distinguished Fellow.
  - iv. Recognition as Distinguished fellow will remain for the fellow lifetime, after the status has been approved by the Executive Council and the single lifetime fee has been paid.
- c. The WFEO Secretariat shall confirm that appropriate checks have been made and valid documents have been received,
- d. The Executive Board shall review the application and make a recommendation to the Executive Council for approval,
- e. The Executive Council shall review the application and vote to make a decision,
- f. Any member that is opposed to the application shall be invited to make a written submission with documented reasons and attend the Executive Council meeting to present these views,
- g. Final decision of the Executive Council shall be provided at the annual meeting following advice to the prospective member who shall be invited to give a presentation on the organization.

### **3. Continuing Membership**

Continuing membership of the Federation shall be subject to:

- a. Staying in good standing with respect to the Federation Constitution, Art. 8.B.,
- b. The Executive Board shall review the membership status of members or associate organizations with dues in arrears of two or more years without appropriate reason or communication,
- c. The Executive Board shall review the membership status of members or associate organizations with activities that are not consistent with the objective of the Federation or the membership categories,
- d. The Executive Board shall take appropriate actions in accordance with Federation Constitution Art. 9B on the removal of members or associate organizations where needed.

**Annex H Delegation of authorization to expend funds**

I, undersigned, (name of WFEO President), acting in my full capacity of WFEO President, and my legal capacity to expend funds on behalf of the WFEO:

Delegate this capacity to WFEO Executive Director (insert name), for the duration of my tenure as WFEO President, under the reservations mentioned hereafter and with respect to WFEO Rules of procedure.

The undersigned WFEO Executive Director is authorized to expend WFEO funds according to WFEO approved budget, for single expenses up to XXXX Euros, apart from renting costs, and staff regular costs.

Above this amount, the WFEO Executive Director shall seek approval from the WFEO Executive Board.

The WFEO Executive Director is authorized to enter into legal agreements on behalf of the WFEO with financial consequences, within the same limitation as above.

Signed on this Day: (insert date)

.....  
WFEO President  
(Insert name and term)

.....  
WFEO Executive Director  
(Insert name)

## **Annex I WFEO International Representation Protocols**

The following protocols apply to events where the Federation is represented internationally by the President or other authorized representatives.

1. For invitations to the Federation President to attend an international event:
  - a. The invitations to such programs are to be sent to the Executive Director (copied to the President) at least 3 months in advance, to enable adequate planning and visa processing if needed.
  - b. A draft copy of program of events should be provided, indicating clearly the role to be played by the President. This should preferably be a keynote address at the Opening Session to enable the President to showcase and promote WFEO and its activities to the audience.
  - c. Meetings with appropriate national dignitaries to increase the visibility of WFEO and the participation of the host member in Federation activities is highly desirable
  - d. The Conference program should highlight the presence of the Federation president including, where possible, a welcome message
  - e. The Federation member should advise the extent to which travel costs will be supported, appropriate to the position of the President, including air travel, accommodation, local transportation and security (if necessary) while in the country of the event.
2. The President will provide a report of the event to the Federation Host Members to publicize the activities.
3. For attendance by Federation Members at other international events including those held by UN agencies:
  - a. The Federation welcomes the participation of its members in such events
  - b. The WFEO Secretariat must be advised prior to the member attending the event if it is on behalf of WFEO and provide approval
  - c. The WFEO Secretariat shall handle all registration processes required by international agencies, shall maintain the privacy of the information provided by individuals and shall comply with the European Privacy Regulations at all times.
  - d. Copies of presentations made on behalf of WFEO must be provided to the Secretariat. These will be uploaded on the website to promote the work of WFEO.
  - e. A report on the event must be provided by the attending Member no later than four weeks after the completion of the event.
  - f. The WFEO logo must be used with permission and be displayed prominently and above the logos of other participating organizations, where WFEO is leading the event
  - g. Any other attendance or use of the logo will be considered to be unauthorized.

## Annex J Rules of Order

### Introduction

These Rules of Order are to assist in the orderly conduct of meetings. They are consistent with the Constitution of the WFEO and its Rules of Procedure. Matters not provided for in Annex A shall be dealt with according to the procedures set out in Robert's Rules of Order ([www.robertsrules.com](http://www.robertsrules.com) or [http://westsidetoastmasters.com/resources/roberts\\_rules/toc.html](http://westsidetoastmasters.com/resources/roberts_rules/toc.html)).

Rules of Order provide a framework within which meaningful discussion and decision making can take place. The first and most obvious form of this formality is having the meeting proceed according to the order set down in the agenda. Procedures for setting the agenda and for dealing with routine business are set out in the WFEO Constitution and Rules of Procedures. Aside from those matters automatically brought up as routine proceedings or unfinished business or business arising from the previous meeting, matters come before a meeting through the process of making motions.

### Main Motions and Amendments

There are many types of motions possible. Some are procedural (housekeeping) motions, and some are main (substantive) motions.

Basically, a motion is a formal proposal put to vote that an assembly acts on a certain matter or that it officially adopts a certain policy on an issue. Once a subject has been brought before the meeting through a motion and that motion is seconded by another eligible voting member, it can be discussed and a decision, if necessary, can be made. Since main motions are sometimes framed imperfectly, or give rise to differences of opinion, there is a mechanism, known as amendment, for adjusting them.

#### 1. Making main motions.

Any member of the assembly may make a motion if he or she has been recognized by the chair and the motion is in order. A main motion is **in order** if there is no other motion before the meeting and it is pertinent to the next or current item on the agenda. It is up to the chair to determine if a motion is in order. To be **valid** another member must second the motion. Once a motion has been moved and seconded and is deemed to be in order, the matter is open for discussion. It is important to understand that a motion cannot be discussed until it has been seconded.

#### 2. Debating on main motions.

Once the question is formally before the meeting by having been moved and seconded, all discussion must deal specifically with the subject of that motion. The mover of the motion has the privilege to speak first. If the person presiding over the meeting wishes to participate in the debate he or she must relinquish the chair for that purpose. A designated person then assumes the chair and any casting vote, until that particular motion has been put to a vote at which time the original chair resumes his or her function.

#### 3. Interrupting debate.

Once a member has the floor he or she cannot be interrupted unless he or she violates any rules of order. When this happens, the chair or any member may intrude on the debate. The violation and remedy must be explained to the speaker before he or she can resume speaking.

#### 4. Voting on the main motion.

It is the chair's responsibility to permit anyone who wishes to speak to do so. Once debate has clearly been exhausted, the chair puts the issue that has been discussed to a vote. The method of voting depends on the custom of the organization. There are times when it is better to conduct a secret ballot

than to record a show of hands. Generally, it is enough for the chair to interpret the strength of the voice vote or show of hands. If any member disputes the result announced, the chair asks for a recorded vote. In order to pass, a main motion requires the affirmative vote of a simple majority of those present who are entitled to vote. Once a motion has been voted upon it becomes a resolution of the assembly. A question once decided cannot be brought up again at the same meeting.

5. Amendments.

Once a main motion is before the meeting, it can be amended. Members are free to offer as many changes as they like until the main motion accurately reflects the will of the majority. To present an amendment, a member must first obtain the floor in the usual way. A speaker who already has the floor cannot be interrupted to propose an amendment. An amendment must be moved and seconded just like a main motion and be specifically worded. To be accepted it must receive the affirmative vote of a simple majority. If an amendment is defeated, the original main motion is automatically before the meeting again. If the amendment is passed, the main motion automatically comes before the meeting in its changed form. Debate continues either on the main motion or on another amendment.

6. Amendment to the amendment.

Traditional rules of procedure allow members to make motions which amend an amendment already on the floor. However, it is rare to have an amendment so complex that an amendment to the amendment is appropriate. In nearly all situations, such motions can be dealt with as separate amendments. An amendment to an amendment is not itself amendable.

As well as main motions there are various other motions that have a rank according to their precedence in debate.

### **Other Types of Motions.**

There are several other types of motions which can be entertained by the chair. These can be grouped into three classes: subsidiary, privileged and incidental motions.

a) Subsidiary motions.

These motions are a specific class of motions that may be made while a main motion is under consideration. They provide different ways of dealing with a main motion besides simply debating it and voting on it. There are seven types of subsidiary motions and they have a definite rank among them. The basic principle behind the concept of ranking is to avoid confusion. When a particular subsidiary motion is pending, all motions of higher rank are in order, and all those of lower rank are out of order. The motions are numbered from the lowest ranked (1) to the highest ranked (7):

(1) Postpone indefinitely.

The only purpose and effect of this motion is to kill the main motion without actually voting against it. It does not postpone the debate on the main motion. This motion is debatable, is not amendable, and requires a simple affirmative majority.

(2) Amend.

The use of this widely used subsidiary motion has already been discussed.

(3) Commit or refer.

The purpose of this motion is to send the main motion to a committee. The motion to commit or refer should include information concerning the size of the committee, the method of selecting its



members, its terms of reference, and when the committee must report back to the main assembly. This motion is debatable, amendable and requires a simple affirmative majority.

(4) Postpone definitely.

This motion refers to the main motion and puts off discussion of the motion before the meeting until a specific time. This motion is debatable, amendable and requires a simple affirmative majority.

(5) Limit or extend debate.

This motion gives power to the members of the assembly to impose limits on debate or to eliminate some limits that already exist. This motion is not debatable, is amendable and requires a two-thirds (2/3) affirmative majority.

(6) Previous question.

The object of this motion is to immediately close debate and bring the question to a vote. This motion is not debatable, not amendable and requires a two-thirds (2/3) affirmative majority. If passed, the motion under debate at the time is immediately voted on. There is no further debate of any sort allowed once the previous question has been carried.

(7) Lay on the table.

This is the highest ranking of subsidiary motions. Its effect is to temporarily set aside the main motion and any subsidiary motions concerned with the main motion. The motion to lay on the table can only be lifted from the table by a motion from the membership. The primary use of this kind of motion is to allow the meeting to move to another piece of business even though the current matter is not resolved. This motion is not debatable, is not amendable and requires a simple affirmative majority.

b) Privileged motions.

Privileged motions rank above both subsidiary motions and main motions. They never relate directly to any pending question, but are given precedence because they deal with issues requiring immediate attention. Privileged motions must be decided immediately. There are five privileged motions and they also have a definite rank among them. The principle of ranking that affects subsidiary motions also applies to privileged motions. When a particular motion is on the floor, those of higher rank are in order, and those of lower rank are out of order. The motions are numbered from the lowest ranked (1) to the highest ranked (5):

(1) Call for the orders of the day.

This motion is used when debate is deviating from the orders of the day (i.e., the agenda). Any member can make this motion and it is not necessary for the mover to receive the recognition of the chair. The chair must put it to an immediate vote. The motion is not debatable, not amendable and must be enforced on demand of one member unless set aside by a two-thirds (2/3) negative response.

(2) Raise a question of privilege.

A question of privilege is a matter relating to rights, reputation, safety, comfort, etc., of the assembly as a whole or of any individual member. The chair must immediately decide whether the matter is, in fact, a valid question of privilege, and then take appropriate action. There is no voting unless the chair's decision is appealed. The motion is not debatable, is not amendable and requires a simple affirmative majority to pass if the decision of the chair is appealed.

(3) Take a recess.

A recess is a short intermission in the proceedings. A motion to recess must be specific about time, and that aspect of it can be amended. It is not debatable and requires a simple affirmative majority. If

carried the recess occurs immediately. After the recess the meeting carries on from the point at which the recess began.

(4) Adjourn.

The motion to adjourn is used to close the meeting or continue it at another time, place or date. The meeting is not actually over until the chair declares that: "The meeting stands adjourned". The motion is not debatable, is not amendable and requires a simple affirmative majority. The chair can also close the meeting at the end of new business if none of the members raise an objection.

(5) Fix the time to which to adjourn.

When the time allocated for a meeting is insufficient to deal with all the business on the agenda during that time, it is sometimes necessary to complete some items from that agenda before the next regular meeting of the organization. In this case a motion to fix the time to which to adjourn the current meeting is employed. It specifies the time and place when the adjourned meeting will reconvene. Such a meeting must take place before the next regular meeting. This motion is debatable, amendable and requires a simple affirmative majority.

c) Incidental motions.

This class of motion deals mostly with procedural matters. The motions are not ranked in any particular way; they are dealt with as they arise. The three most frequently used are motions to:

(1) Point of order.

When the rules of debate and procedure have been violated, it is the duty of the chair to enforce the proper rule. The chair or any individual member may interrupt the speaker to raise a point of order. A point of order must be raised as soon as the breach occurs. The chair must rule on the point before debate can continue. A point of order is not debatable or amendable. Before the chair decides if a rule has been broken it must offer a full explanation and can submit the question to the assembly. In that case a simple affirmative majority is required.

(2) Appeal the decision of the chair.

The ruling of the chair can be appealed. The purpose of an appeal is to reverse the decision of the chair. It takes two people to initiate an appeal: one to make a motion, another to second it. To be valid an appeal of the chair's decision must be made immediately after the ruling. The motion is debatable on its merits only. It is not amendable and requires a simple negative majority to reverse the decision of the chair.

(3) Suspend the rules.

A motion to suspend the rules is used when an assembly wishes to do something that is against its regular rules of procedure, but not in conflict with the basic constitution or bylaws of the organization. The reason for having to suspend the rules is usually to allow a speaker to be heard at a particular time or to deal with a piece of business out of order. The motion is not debatable nor is it amendable. If the motion is to suspend the Rules of Order, a two-thirds (2/3) affirmative majority is required. If the motion is to suspend ordinary standing rules, a simple affirmative majority is required.

For information on how to deal with the many other incidental motions, reference should be made to Robert's Rules of Order.