



RULES OF PROCEDURE

APPROVED BY THE EXECUTIVE COUNCIL September 6, 2011, effective January 1, 2012
AMENDED September 20, 2012 (Sec 3.3 Nominating Committee and Annex B)

1. Introduction

2. Administration of the Federation

Conduct of meetings, referred to as Rules of Order, is at Annex A

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.

With reference to the WFEO Constitution, Article 6, Sec. A, the six International Members, which shall each appoint their own representatives to the Executive Council, are the:

- Commonwealth Engineers Council (CEC);
- European Federation of National Engineering Associations (FEANI);
- Federation of African Organizations of Engineers (FAOE);
- Federation of Arab Engineers (FAE);
- Federation of Engineering Institutions in the Asia and Pacific (FEIAP); and
- Pan American Federation of Engineering Associations (UPADI).

2.3. Executive Board

The Executive Board shall meet between meetings of the Executive Council; and by telephone conference call 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; and 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 when requested by at least five Federation Members.
- d. In the event of a ballot where the number of candidates is greater than the number of positions to be filled, voting will be held in a series of rounds. The ballot for each round will include the instruction: "Carefully draw a circle around the (number of open positions) names you are voting for; you may vote for less, but voting for more will invalidate your ballot." The person whose name receives the number of votes that is more than 50% of the number of voters on that round is elected. The name of any person elected and the name receiving the least votes will be eliminated in further ballot rounds. Voting by rounds continues until each open position is filled. In any round resulting in a tie the President will cast the deciding vote given in a sealed envelope to the officer conducting the election prior to that vote.
- e. Proxies may be used for voting during meetings of the General Assembly. The Federation Member (not attending the GA) giving its proxy and the other Federation Member (attending the GA) exercising the proxy must be Federation Members in good standing. No Federation Member may exercise proxies on behalf of more than two other Federation Members.

2.6. Financial Management

- a. All accounts and funds of the Federation are to be audited by an independent auditor completed 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. Authorization to expend funds within the approved budget will be provided by the Executive Director in accordance with procedures established by the Treasurer and agreed by the Executive Board. Those so authorised 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 (below); 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 Deputy Treasurer

The Deputy Treasurer shall coordinate with the Treasurer to ensure appropriate financial reports, and is responsible for:

- a. Monitoring budget performance;
- b. Monitoring investment transactions and their performance;
- c. Assisting the Treasurer and the President in preparing the annual budget and future financial projections.

2.10 Internal Auditor

The Internal Auditor shall review and report to the Finance Committee on:

- a. the efficacy of operations;
- b. the reliability of financial reporting;
- c. deterring and investigating fraud;
- d. safeguarding the assets of the Federation; and
- e. ensuring compliance with the provisions of the WFEO Constitution and Rules of Procedure and the applicable laws and regulations of the government of legal registration of the Federation.

2.11 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 Nominating 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

3.1. Awards Committee

The Chair of the Awards Committee shall be proposed by the President and approved by the Executive Council. The Members of the Committee shall be proposed by the Chair and approved by the Executive Board. The responsibilities of the Awards Committee include:

- a. Oversee vigorous promotion of the WFEO Award nominations;
- b. Review nominations received, and recommend awardees through the Executive Board to the Executive Council, including appropriate citations; and
- c. Consider proposals for awards by the Federation, make appropriate recommendations through the Executive Board to the Executive Council, including criteria, arrangements for presentations, and associated publicity.

3.2. Finance Committee

The Finance Committee shall consist of the Treasurer (Chair), President-elect, Internal Auditor, Deputy Treasurer, and two Members of the Executive Council appointed by the President, and the Executive Director as a non-voting member. 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 for Federation activities;
- 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.

3.3 Nominating Committee

a. The Chair of the Nominating Committee shall be proposed by the President and approved by the Executive Council. The Members of the Committee, a total of 5, 7, or 9 persons reflecting the diversity of the Federation membership, shall be proposed by the Chair and approved by the Executive Board. The responsibilities of the Nominating Committee include:

- i. Consider the nominations received from the members for election as Officer or Member of the Executive Council;
 - ii. Encourage a balanced geographical representation of the membership; and
 - iii. Assess the candidates, with respect to criteria as listed in Annex B, and report the slate of nominees with recommendations to the Executive Council and the General Assembly.
- b. During the meeting of the General Assembly, the Chair of the Nominating Committee conducts the election of Officers and Members of the Executive Council in the order of President-elect, Executive Vice President, and National Member.
- c. The Membership of the Nominating Committee is determined early in the term of each President, and should include new members and members from the most recent Committee membership. While serving on the Nominating Committee no Member, including the Chair, may stand for election.

3.4 Standing Technical Committees (STC)

- a. Responsibility for a specific Standing Technical Committee by a host Member of the Federation shall be for a term of four years, and may be extended for a second four-year term on

proposal to and approval of the General Assembly. Such terms begin and end on the dates of the relevant General Assembly meetings.

b. The Committee Chair is not to enter into any contract or commitment on behalf of the Federation without the prior approval of the WFEO President.

Further procedures for Standing Technical Committees 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) and World Congresses 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.

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 are in Annex F.

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Annex A

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 or 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 act on a certain matter or that it officially adopt 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 sometime 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 sometime 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.

Annex B

Officer and Executive Council Member Nominations

1. Schedule for Nominations

In terms of the approximate number of months 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.
- d. 5 months: Nominations are closed. The Chair of the Nominating Committee circulates nominations to members of the Nominating Committee to decide any recommendations.
- e. 4 months: The Report of the Nominating Committee with any recommendations is sent to the Executive Council for its review.
- f. 4 months: The Report of the Nominating Committee with any recommendations and the candidate's data is distributed by the Executive Director to all Members of the Federation.

The time between the dates for the submission of nominations and nominations being closed may be used by the Chair of the Nominating Committee to secure an appropriate slate of nominations.

2. Procedure and Criteria

- a. All nominations are required to have the support of two National Members, and the agreement of the person nominated.
- b. The National Members nominating and/or supporting a nomination are required to be in good standing (ref: Const., Article 8, Sec. D).

- ### 3. Format for Executive Director Notice to Members regarding Nominations

Dear WFEO Members,

Nominations are welcome for the following vacancies on the Executive Council scheduled to be filled at the next General Assembly in (city) on (date). The President-elect, (name, country), will assume the position of President at the close of the next General Assembly meeting.

- The President and President-Elect each serve a term of two years. Executive Vice Presidents and National Members serve a term of four years and may be re-elected for a second term (two terms maximum).

The Executive Council also includes: as Vice Presidents, those persons who are currently serving as the chairman of a Standing Technical Committee; and one representative from each of six

International Members, appointed by their respective organizations. Persons in each position on the Executive Council may remain in their respective position as long as their sponsoring Member is in good standing. The composition of the current Executive Council is posted on the WFEO web site at <http://www.wfeo.net/about/executive-council/>.

Fully complete nominations [see WFEO Rules of Procedure (ROP), Annex B, 2] are to be received in the Secretariat not later than (date ROP Annex B, 1c). Nominations lacking necessary documents will not be forwarded to the Nominating Committee.

The Nominating Committee, chaired by (name, country), will review and report to the Executive Council on all complete nominations received, together with its comments, by (date ROP Annex 1e, f).

(Closing),
(signature)
(name)
Executive Director

Enclosure: Texts of the WFEO Constitution, Article 6, Section F, 2; ROP, 3.3;
and ROP Annex B, 1, and 2.

Annex C

Standing Technical Committees

1. Host Member Responsibilities

The Host Member shall support the Committee by:

- a. Providing the Chair and Secretariat of the Committee;
- b. Overseeing the administration of the committee by the Chair and Secretariat and ensuring availability of adequate funds to cover related expenses, including office facilities, preparation of agendas, production of minutes, communications and Committee events;
- c. Ensuring adequate travel funds are available for the Chair to attend appropriate Executive Board, Executive Council, and General Assembly meetings; and
- d. Identifying and recruiting a National Member to replace the Host Country at the conclusion of its term to maintain the smooth continuation of the Committee's work.

2. Committee Chair Responsibilities

The Committee Chair shall be responsible for:

- a. Recruiting Committee members from, and endorsed by the respective Federation Member. ;
- b. Maintain a website with suitable content and a current listing of committee members;
- c. Appointing at least 2 Vice Chairs;
- d. Developing and implementing a four year Strategic Plan for the Committee that supports the objectives by the Federation and that identifies the specific themes of focus and expected deliverables;
- e. Providing appropriate progress report on the implementation of the Strategic Plan to the meetings of the Executive Board, the Executive Council, and the General Assembly;

- f. Holding of at least one face to face meeting annually; and
- g. Coordinating activities with the Chairs of other Standing Technical Committees.

3. Membership

- 3.1 National members must be in good standing for their members to be included in the membership of the Committee.
- 3.2 Federation Members may nominate members for a Standing Technical Committee by communication to the Chair through the Executive Director.
- 3.3 The Committee membership may include non-voting members (at the discretion of the Chair) from the specialist, expert, academic and young engineer constituencies.

4. Finance

- a. The Chair may submit to the Executive Director an appropriate request for Federation support of a specific project to be undertaken by the Committee. The funds granted may be used only for the specific purposes proposed and approved.
- b. Federation sponsorship of Committee events requires the approval of the Executive Director.

5. Meetings

- Committees may organise meetings where and when its members agree.
- a. Ample notice of the meeting should be given, with notice to the Executive Director so that the meetings may be included in the Federation Calendar;
- b. Consideration should be given to scheduling meetings in conjunction with meetings of the Executive Council and/or of the General Assembly;
- c. The Chair should liaise directly with the Executive Director to make arrangements to participate in associated meetings;
- d. Committees may also make their own arrangements for special meetings, as appropriate.

6. Publications

- a. Committees are to publish the results of their work widely, including to all Members of the Federation. Technical documents are to be published on the basis of cost recovery or revenue generation.
- b. All works shall be published in English and in other languages if appropriate.
- c. The Committee will maintain an active presence on the Federation's web site and provide a regular newsletter, either as a stand-alone newsletter, or as an insert in the Federation's newsletter, and as appropriate, other publications and newsletters.
- d. All contributors to Standing Committee publications must sign a waiver of copyright prior to the start of a publication.

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 free 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 WFEO meetings, to deal with invitation letters, registration, travel, visas, hotels, meeting rooms, special requests and related other 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 Executive Council
Day Four	General Assembly (Day One)
Day Five	General Assembly (Day Two) + Executive Council post GA

No technical events, not directly related to the WFEO General Assembly meetings should be scheduled during the days of the General Assembly or 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 Executive Board, if requested
Day Three	Meeting of 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 each, Board type (chairs around a table) plus up to 10 observers (second row of chairs).

6.2 Meeting of the Executive Council
One room for 50 people, Board type (chairs around a table) plus up to 30 observers (second row of chairs).

6.3 Meeting of the General Assembly
One room for 150 people: Class Room type; one presidential platform for 6 people; chairs and tables for 60 national delegations (3 delegates each), plus up to 40 observers on row 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

(Taiwan) and (Hong Kong), and associates also in alphabetical order. The opening ceremony, if any, can take place in a Theatre type room with seating capacity up to 200.

- 6.4 Meeting of the Executive Council post the GA
One room for 35 people: Board type; plus up to ten observers.

7. Room Equipment

7.1 Each meeting room to be equipped with microphones/loud speakers adequate to the size of the room.

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

7.3 General Assembly and 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 laptop with power point and projector, screen, and overhead projector, if required. One slide projector and 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.

7.6. Associates and affiliates should have boards with name of the organization only without mention of 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 secretaries/assistants, fluent in English (and possibly in French) 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 secretaries should be available during the meeting to hand around the microphone.

9 Secretariat Equipment

9.1 2 (or more) word processors, with Word, Excel, PowerPoint, 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 (fax and copy paper, stapler, pens, etc.)
- 9.5 A ballot box for the General Assembly meeting.
10. A gala dinner is organized by the National Member to which the General Assembly and/or Executive Council members are invited in addition to a certain number of personalities. The gala dinner usually takes place after the first day of the General Assembly meeting or after the Executive Council meeting during the year of Executive Council meeting only.
11. Coffee breaks are to be included for all meetings. Free light lunches or low cost lunches are to be available for all meetings.
12. A contract with specific detailed requirements will be agreed between WFEO and the host National Member.

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. A 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 favoured:
 1. where there is a strong international organising committee;
 2. where there is a strong programme on a matter of world engineering interest;
 3. where the host National Member accepts full financial responsibility; and

4. where some form of support for air fares and accommodation costs and congress fees can be provided to delegates from developing nations.

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.

Proposed Timing.

1. Preferred and alternate dates
2. Conflict with other meetings
3. Air fares prevailing and discounts available
4. Length of Congress and relation to other events
5. Climate

Proposed Host Country

1. Equality of treatment with respect to race, sex, colour, religion, national origin
2. Political stability
3. Economic stability
4. Currency stability and convertibility
5. Public Transport/infrastructure
6. Air Safety Record

Proposed Theme and Speakers

1. Proposed Theme of Congress
2. Importance of Theme to World Engineers
3. Intended Sources of Speakers
4. Minimum expected attendance, local and overseas
5. Proposed registration fees: full and student.
6. Working language or languages
7. Plans to publish papers
8. Number of invited papers planned
9. Plans for social program and partners program
10. Support of Federation meetings and attendance costs
11. Support for developing country delegates

Proposed Organisation.

1. Support from National Engineering Organisations
2. Support from other National and business organisations
3. Support from State, National or Local Government
4. Support from international or other National Organisations
5. Financial underwriting
6. Technical organising group
7. Management organising group
8. Local experience with similar events

Proposed Venue

1. City and location of auditorium

2. Capacity of Plenary auditorium
3. Meeting room numbers and capacity
4. Facilities for speakers and preparation of presentations
5. Poster sessions space
6. Exhibition plans, proximity to Congress venue
7. Facilities available for associated Federation activities
8. Hotel accommodation and rates
9. 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

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