

International Association of Conference Translators

RULES OF PROCEDURE OF THE ASSOCIATION'S ORGANS¹

GENERAL ASSEMBLY

Sessions

Ordinary sessions

Rule 1

1. The General Assembly shall hold ordinary sessions in accordance with the provisions of Article 23, paragraph 1, of the Constitution.
2. The date of the session shall be fixed by the Executive Committee.
3. During its ordinary session, the General Assembly shall fix the venue of the following session.
4. If subsequently the Executive Committee deems that, as a result of special circumstances, it would be preferable to hold the meeting elsewhere, it may, following consultation with the members of the Association and subject to the agreement of the majority of members, convene the General Assembly in another venue.
5. The President shall convene the General Assembly in ordinary session with 60 days' advance notification. The notification of its convening shall be accompanied by a draft agenda and a form for candidatures to the Executive Committee.
6. Proposals by members of the Association concerning the draft agenda or candidatures to the Executive Committee shall reach the Executive Secretary at least 40 days before the date set for the session of the General Assembly. Beyond this time limit, proposals shall not be taken into consideration when drawing up the provisional agenda.
7. At least 20 days before the session of the General Assembly, the Executive Secretary shall send the following to members of the Association:
 - the provisional agenda,
 - a proxy form (active and candidate members only),
 - working documents for the session,
 - the list of candidates declared thus far for election to the Executive Committee.

¹ Text adopted by the General Assembly on 8 May 1966 and amended on 8 May 1967, 19 May 1968, 6 July 1975, 25 July 1976, 21 June 1980, 27 June 1987, 27 June 1998 and 19 June 2010.

Special sessions

Rule 2

The General Assembly shall meet in special session in accordance with the provisions of Article 23, paragraphs 2 and 3, of the Constitution.

- (a) If the proposal to hold a special session is made by the Executive Committee, the letter convening the session, signed by the President and accompanied by the provisional agenda, shall be sent to members of the Association at least 20 days before the session.
- (b) If the proposal is made by members of the Association, the request for its convening and the provisional agenda shall be signed by at least one-fifth of the members and sent to the President, with a copy to the Executive Secretary; the President and the Executive Secretary shall take all necessary measures to convene the General Assembly as soon as possible.

Special sessions shall be held at the place where the Association has its headquarters, unless the Executive Committee decides otherwise.

Representation

Rule 3

1. Active and candidate members may be represented by another active or candidate member at sessions of the General Assembly.
2. Proxy forms shall state the name of the person representing the member.
3. No proxy shall represent more than seven members.

Credentials Committee

Rule 4

At the opening of the session, the General Assembly shall appoint a committee of three members to verify credentials. The committee shall examine the credentials, draw up a list and report to the General Assembly.

Quorum

Rule 5

1. The quorum shall be reached when 55 per cent of the active and candidate members with full rights are present or represented at the General Assembly's session.
2. If the quorum is not reached at an ordinary session, the General Assembly shall continue its deliberations and its decisions shall only take effect if they are not contested by at least one-fifth of the active and candidate members within a

period of 30 days from the date of dispatch of the summary of the main decisions accompanied by the full list of the members present at the Assembly, who can provide further information on its deliberations. Any contested decision shall be put to the members of the Association, who shall vote by correspondence.

3. If the quorum is not reached at a special session, the General Assembly shall continue its deliberations. Its decisions concerning the matters mentioned in Article 23, paragraph 3, of the Constitution shall be sent to members of the Association, who shall vote by correspondence by a two-thirds majority. All other decisions shall be subject to the procedure provided for in paragraph 2 above.

Deliberations

Rule 6

1. The General Assembly shall elect its Chairman and Co-Chairmen. It shall consider the report of the Credentials Committee, verify the quorum, appoint three tellers and adopt its agenda.
2. It shall approve the provisional minutes of the previous ordinary session and, when the occasion arises, those of special sessions.
3. It shall consider the report of activities submitted by the President on behalf of the Executive Committee, and shall take note of that report and approve it as appropriate.
4. It shall consider reports by the committees and working groups it has established.
5. It shall consider the Treasurer's report, approve the accounts and adopt the budget of the Association.
6. It shall define the general policy of the Association.
7. It shall elect the members of the Executive Committee, the Bureau and the Disciplinary Board, and shall establish such committees and working groups as it may think fit.
8. It shall rule on any appeals presented against decisions to expel members.
9. Special sessions of the General Assembly shall only consider the items on the agenda.

Conduct of debates

Powers of the Chairman of the General Assembly

Rule 7

1. The Chairman of the General Assembly shall declare the opening and closure of each meeting of the General Assembly, shall preside over the debates, put questions to the vote, announce the decisions and decide upon points of order.
2. The Chairman may propose to the General Assembly that the time and number of interventions accorded to each speaker on the matter be limited and may close the debate. The Chairman may also propose the suspension or adjournment of discussion on an agenda item.
3. During debates, the Chairman may be replaced by the Co-Chairmen.

Proposals, amendments, points of order

Rule 8

1. Any member of the Association may submit a proposal. Proposals must be submitted in writing and supported in writing by another member of the Association.
2. Any member of the association may put forward an amendment to a proposal.
3. The General Assembly shall vote first on amendments, beginning with the amendment furthest removed in substance from the original proposal.
4. Points of order shall have priority. The chairman shall give the floor to one speaker in favour of the point of order and one against.

Decisions

Rule 9

1. Decisions by the Assembly shall be taken by a majority of members present, represented and voting. For the purposes of these Rules of Procedure, the words "members present, represented and voting" shall mean members casting an affirmative or negative vote. Abstentions, invalid and blank voting papers and the vote of members who do not take part in the vote shall not be taken into account.
2. The Assembly shall take decisions by a two-thirds majority for amendments to the Constitution, the Rules of Procedure and the Professional Code, as well as the proposed budget, the financial report, the amount of subscriptions and special contributions, and all other matters provided for in Article 4, Article 13, paragraph 3, Article 17 and Article 43 of the Constitution.
3. It shall vote by simple majority on all other matters, unless it decides to vote by a two-thirds majority following a proposal by two active or candidate members.

Voting

Rule 10

1. Decisions to be taken by simple majority shall be voted upon by show of hands.
2. Decisions to be taken by a two-thirds majority shall also be voted upon by show of hands unless three active or candidate members call for a roll-call vote or a secret ballot.
3. With the exception of the cases provided for in Rule 6, paragraphs 1, 5 and 7, Rule 11, paragraphs 3 and 4, and Rule 12, in a secret ballot any blank voting paper or any voting paper containing words other than "yes", "no" or "abstention" shall be void.
4. Members of the Association who have the right to vote may vote by correspondence or through their proxies at the General Assembly.

Elections to the Executive Committee

Rule 11

1. Any active or candidate member of the Association may stand for election to the Executive Committee, subject to the provisions of Article 26, paragraph 3, of the Constitution.
2. Candidatures for election to the Executive Committee may be presented up to the day on which the session of the General Assembly is held.
3. The General Assembly shall elect the members of the Executive Committee by acclamation, or by secret ballot if at least three members so request. Any voting paper containing more names than posts to be filled shall be void.
4. If a secret ballot is requested, the candidates obtaining the highest number of votes shall be elected subject to obtaining at least one-third of the quorum (see Rule 5 above). If all the posts are not filled after the first vote, the General Assembly shall hold further votes until the posts are filled.

Elections to the Bureau

Rule 12

The General Assembly shall by acclamation, or by secret ballot if at least three members so request, elect the President, Vice-Presidents, Treasurer and Executive Secretary from among the members of the Executive Committee. If a secret ballot is requested, the candidates obtaining the highest number of votes shall be elected subject to obtaining at least one-third of the quorum (see Rule 5 above). If all the posts are not filled after the first vote, the General Assembly shall hold further votes until the posts are filled.

Dissolution

Rule 13

1. The Executive Committee may propose the dissolution of the Association. The General Assembly shall then be convened in special session according to the procedure provided for in subparagraph (a) of Rule 2 above.
2. The dissolution may be requested by at least one-fifth of the members of the Association. The request shall be addressed to the President by registered post with a copy to the Executive Secretary. The special session of the General Assembly shall be convened within 90 days from the date of receipt of the request. If the quorum is not reached, the proposal on dissolution shall be the subject of a vote by correspondence.
3. The decision on dissolution shall be taken in accordance with Article 43 of the Constitution.

Record of proceedings

Rule 14

1. The provisional minutes of the General Assembly shall be drawn up under the responsibility of the Executive Secretary, approved by the President and sent to members of the Association within 40 days after the session.
2. Corrections shall reach the Executive Secretary within 30 days from the date of dispatch of the provisional minutes.
3. The Executive Secretary shall publish the corrections; they shall be communicated to members of the Association within 60 days from the date of dispatch of the provisional minutes.
4. The final minutes of the session shall be approved at the next ordinary session of the General Assembly.

EXECUTIVE COMMITTEE

Meetings

Rule 15

1. The Executive Committee shall meet at least six times a year.
2. The President, in agreement with the Executive Secretary, shall fix the date and place of Executive Committee meetings.
3. The Executive Secretary shall send the notice of meeting and the agenda as far in advance as possible, together with all relevant documents.
4. Urgent decisions shall be taken by electronic means, and shall be recorded in the minutes of the Executive Committee's next meeting.

Representation

Rule 16

Any member of the Executive Committee unable to attend a meeting may be represented by another member of the Executive Committee.

Quorum

Rule 17

The quorum shall be reached when at least six members, including the President or one Vice-President, and the Executive Secretary are present or represented.

Decisions

Rule 18

1. The Executive Committee shall take decisions by a simple majority.
2. In the case of equally divided votes, the President shall have the casting vote. In the absence of the President, one of the Vice-Presidents, designated by simple majority of the members of the Executive Committee, shall chair the meeting and shall have the casting vote.
3. If the Executive Committee meets in the absence of one or more members, any important decision shall be confirmed either at the next meeting or by electronic means, by a simple majority of Executive Committee members. If there is disagreement regarding the importance of the decision, that decision shall lie with the Bureau.

Minutes

Rule 19

1. The Executive Secretary shall draw up the provisional minutes of the Executive Committee's meetings and shall send them to members of the Executive Committee within 15 days of the meeting.
2. Requests for corrections to the minutes shall reach the Executive Secretary within 15 days from the date of dispatch of the provisional minutes.
3. The provisional minutes shall be approved at the Executive Committee's next meeting.

BUREAU

Meetings

Rule 20

The Bureau shall meet whenever necessary.

Quorum

Rule 21

The quorum shall be reached when at least three members are present.

Decisions

Rule 22

The decisions of the Bureau shall be taken by simple majority.

DISCIPLINARY BOARD

Rule 23

1. The President shall put before the Disciplinary Board any proposals on penalties — warning, reprimand or expulsion — submitted in accordance with Article 15 of the Constitution.
 2. The Board shall meet at the time and place fixed by the President, taking into account the availability of its members.
 3. Any proposal to expel a member which is not rejected by the Disciplinary Board after initial examination as being unjustified shall be communicated to the interested party, who shall be invited to submit the relevant comments within a period of 40 days.
 4. The Disciplinary Board shall act with impartiality and take decisions by majority. The decision shall be communicated to the interested party within a maximum period of 10 days.
 5. If the Disciplinary Board decides upon expulsion, the interested party may, within a period of 30 days from receipt of its notification, appeal to the President, who shall put the matter before the General Assembly at its next ordinary session. At the expiry of the period of 30 days, the decision shall become final. It shall be communicated to the Executive Committee, which shall inform the members of the Association.
 6. Decisions by the General Assembly regarding appeals shall be final. Any decision by the General Assembly annulling a decision by the Disciplinary Board shall be communicated to all members of the Association.
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ANNEX: FINANCIAL REGULATIONS²

Responsibilities of the Treasurer

Rule 1

1. A current bank account shall be opened in the place where the Association has its headquarters. If necessary, one or more accounts may be opened in other places at the request of the Treasurer and subject to the authorization of the Executive Committee.
2. The Treasurer shall receive the subscriptions of members and shall be responsible for these accounts.
3. (a) Payment orders of any nature whatsoever shall bear the signatures of the Treasurer and the Executive Secretary.
(b) The Executive Committee shall appoint one or two of its members who, in cases of emergency, may sign the payment orders in the place and under the responsibility of the Treasurer. It shall also appoint one or two of its members who, in cases of emergency, may sign the payment orders in the place and under the responsibility of the Executive Secretary.
4. The Treasurer shall receive funds, commit expenditure and keep the accounts of the Association, in conformity with the budget, in agreement with the President and the Executive Secretary or their alternates legally appointed.
5. In accordance with Article 40 of the Constitution, the Association shall be bound in regard to financial commitments by the joint signatures of two members of the Executive Committee, one of whom must be the Treasurer.
6. Any expenditure which violates these rules shall be the personal responsibility of the person committing it.

Budget Committee

Rule 2

1. The Budget Committee shall be composed of at least four members. The Treasurer and the Executive Secretary shall be members *ex officio*. The Committee may comprise one or more members who do not sit on the Executive Committee and are chosen for their expertise. It shall comprise at least one member of the Executive Committee in addition to the Treasurer and the Executive Secretary.
2. It may be convened by the Treasurer, the Executive Secretary, the President of the Association or the Executive Committee.

² Text adopted on 8 May 1966 and amended on 7 May 1967 and 19 June 2010.

3. The Committee shall submit recommendations to the Executive Committee, which shall consult it whenever necessary.
 4.
 - (a) The Committee shall provide for the accounts to be audited. For that purpose, it may engage the services of an expert from outside the Association as an external auditor.
 - (b) Under the Treasurer's direction, the Committee shall prepare the draft budget and the financial report, which it shall submit to the Executive Committee.
 - (c) During the financial year, the Committee shall remain informed of income and expenditure. Where appropriate, it shall assist the Treasurer in carrying out his or her functions.
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