

Appendix 2:

Amendment proposal for the IFMBE Bylaws (April 2012)

On request of IFMBE President Herbert Voigt, to modify the name of the current "*Secretaries Committee*" into "*Council of Societies*", the Constitution and By-Laws Committee gives a positive advice as this name appears to be more appropriate regarding the true nature and functioning of this committee within IFMBE: directly representing the Member Societies.

To apply this change, the constitution needs no modification, the Bylaws however need to be amended; therefore we need: the advice of the Committee and Bylaws Committee, following which the proposal is put to a vote on the General Assembly by the Administrative Council.

The Bylaws need following modifications. (which keep the same numbering as the previous 2007 Bylaws)

First modification: Bylaw 5, page 1 of the 2007 IFMBE Bylaws document

5 Working Groups

a) The Federation may establish Working Groups to deal with specific and well defined fields of particular interest to the Federation. Administratively, these Groups will be sub-groups of the Administrative Council who will define the ~~missive~~ mission and financial conditions under which they will operate.

b) IFMBE Regional Working Groups: The primary purpose of IFMBE Regional Working Groups is to organize activities for their regions, including conferences, research networking, maintenance of list of academic programs, etc.

Existing IFMBE Regional Working Groups are:
the CORAL Working Group, and
the Asian Pacific Rim Working Group.

Proposed is the formation of a Regional European Working Group, including activities in organization of MEDICON, Nordic-Baltic and European Conferences.

Second modification: Bylaw 10 on pages 3 and 4 of the 2007 IFMBE Bylaws document

10 Responsibilities of Members

Members shall:

a) disseminate to all their members any Federation calls for papers, news releases, conference notices, or other material for general circulation,

- b) supply the Federation with information on their own meetings and activities,
- c) notify changes of their executive officers, Constitution, Bylaws, or delegates to the Secretary-General,
- d) appoint a member of their executive committee, usually the secretary, to be a member of the **Council of Societies** of Member Organisations, and to act as liaison officer to the Federation,
- e) pay their subscription dues when requested to do so under Bylaw 28.

Point d) should become:

d) appoint a member of their executive committee, **the president, the secretary, or another official representative** to be a member of the **"Council of Societies"** of Member Organisations, and to act as liaison officer to the Federation,

Third modification: Bylaw 18 pages 6 and 7 of the 2007 IFMBE Bylaws document

18 Election of Officers and Members of the Administrative Council

The Administrative Council consists of:

The President

The President-elect

The Secretary General

The Treasurer

The Past President

Four elected members (6 year terms staggered)

Four members, one from each Regional Group of the Council of Societies (3 year terms)

Council of Societies chairperson

Clinical Engineering Division Chairperson

Health Technology Assessment Division Chairperson

IAMBE Chairperson

(in total there are 17 AC members, each can vote)

The Vice-President shall be the President-Elect of the Federation.

a) The Vice-President, Secretary-General, Treasurer, and elected members of the Administrative Council shall be elected by the General Assembly from a list of nominated members of the Member Organisations put forward by the Nominating Committee of the General Assembly.

b) At least 120 days before each Ordinary General Assembly Session, the Secretary-General shall notify the secretary of each Member Organisation of listed Delegates and shall request notification of any amendments. He shall also request from them the names of any of their individual members, which they would wish to have considered for nomination for Office or Council membership.

c) The Secretary-General shall forward to the Chairman and each member of the Nominating

Committee a list of the Delegates and of the suggested names.

- d) In preparing a list of nominated candidates for presentation to the General Assembly, the Nominating Committee shall first consider the list transmitted by the Secretary-General. It is then open to the Nominating Committee to add further names to the list from the individual membership of the Member Organisations if the Committee considers that it would be in the interest of the Federation to do so.
- e) From that list the Nominating Committee shall prepare a final list of individuals for presentation to the General Assembly as nominated candidates. If it is feasible, this final list should provide, if possible, at least two candidates for election to each Office, together with at least two more nominations than the number of Council vacancies, and should have as wide a national representation as is consistent with the requirements of the Bylaws of IFMBE, 2007 positions. The consent of each candidate to be nominated shall be obtained in writing by the Chairman of the Nominating Committee before the list is presented to the General Assembly.
- f) The final list shall be presented to the General Assembly at its Ordinary Session, and voting shall proceed in the following sequence: Vice-President, Secretary-General, Treasurer, and Council members. Unsuccessful candidates for the Offices of Vice-President, Secretary-General, and Treasurer, may if they so desire and are eligible, be added to the list of candidates for membership of the Council, but not for other Office. Voting shall be by a simple majority, any tied vote being determined on the vote of the presiding officer.
- g) The voting for elected members of the Administrative Council shall be done simultaneously. Each member of the General Assembly may vote for the same number of candidates as the number of vacancies, normally four.
- h) On occasion, due to a resignation, death or other circumstances, it may be necessary to hold an election between two sessions of the General Assembly. This shall be carried out by postal or electronic mail and the procedure shall be the same as for a normal election; however the timing of the stages of the nominating programme shall relate to the date on which it is proposed to send out the ballot papers and not to an Ordinary Session of the General Assembly.
- i) To ensure continuity the Administrative Council may decide to hold the election for the post of Secretary-General or Treasurer of the Federation in advance of the next Ordinary Session of the General Assembly. An officer so elected will be known as the Secretary-General Elect or Treasurer Elect, and will not formally take the office until the next Ordinary Session; the term of office will therefore commence at that Session. The procedure of election shall be the same as for a normal election; the timing of the stages of the nominating programme shall relate to the dates on which it is proposed to send out the ballot papers and not to an Ordinary Session of the General Assembly.

Fourth modification: Bylaw 19, pages 7 and 8 of the 2007 IFMBE Bylaws document

19 Term of Office of Officers and Members of the Administrative Council

- a) Each elected officer of the Federation shall hold office from the end of the Ordinary Session of the General Assembly at which he was elected, or took up office, until his successor takes office.
- b) An elected Council member shall normally hold office from the end of the Ordinary General Assembly, which elected him/her until the end of the second succeeding Ordinary Session of the Ordinary General Assembly. Normally four members shall be elected at each session of the Ordinary General Assembly and no member may be re-elected as a Council member immediately upon the completion of a full term.
- c) The President and the Vice-President shall be eligible for election for a single term of office, after which one full term must elapse before they are again eligible for that office.
- d) The Secretary-General, Treasurer, and Editor shall normally be eligible to hold office for two successive terms only but exceptionally may hold office for a maximum of three successive terms. After demitting office, one term must elapse before they are again eligible for the same office.
- e) If no General Assembly has been held within a period of three and one half years, the President shall proceed with an election by postal or electronic mail if necessary, using the existing list of delegates and names, if any, and following the procedure in Bylaw 18(h).
- f) If a council member is elected to fill a position left open by another council member leaving office in midterm, he/she is eligible for election for the next 6-year term if his/her first term is less than 3,5 years.
- g) The four representatives from regional groups and the chairperson of the Council of Societies are elected within the Council of Societies and become members of the Administrative Council "ex officio".
- h) The Clinical Engineering Division Chairperson, the Health Technology Assessment Division Chairperson and the IAMBE Chairperson are members of the Administrative Council "ex officio".

Fifth modification:

Bylaw 27 "Other Committees" on page 10 of the 2007 IFMBE Bylaws document: c) replaced:

- c) a **Committee of Secretaries** of the Member Organisations whose purpose is to serve as an important link between the Federation and its members for exchange of information on policies and activities, etc. (The **Committee** shall allow and stimulate free discussions on all Federation matters and shall report comments and proposals to the administrative Council for further action).

will be replaced by: **Bylaw 27 "Other Committees and Council of Societies"**

c) a Council of Societies of official representatives of the Member Organisations whose purpose is to serve as an important link between the Federation and its members for exchange of information on policies and activities, etc. The Council of Societies shall allow and stimulate free discussions on all Federation matters and shall report comments and proposals directly to the Administrative Council for further action.

The Council of Societies consists of four Regional Societies Groups, each composed of the representatives of the constituent Societies: The Asia-Pacific, Europe-Africa, Latin America and North America Regional Groups.

Other Regional Societies Groups can be created by decision of the Council of Societies, provided at least seven societies belong to this group and provided at least 5 of their representatives attend at least 3 subsequent meetings of the Council of Societies.

The Council of Societies' Chair is elected by the delegates at a Council of Societies Meeting or at the General Assembly for a 3-year term, renewable once; this Chair is an *ex officio* AC member.