

RULES OF PROCEDURE

2006

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CIGRE Official document
Rules of Procedure
JK/LN (05/05/2006)

TABLE OF CONTENTS

	<u>RULE 1</u>	3
	<u>RULE 2 - OBJECTS (ARTICLE 2 OF THE STATUTES)</u>	3
	<u>RULE 3 - ACTIVITIES (ARTICLE 3 OF THE STATUTES)</u>	3
	<u>RULE 4 - MEMBERS (ARTICLE 4 OF THE STATUTES)</u>	3
	<u>RULE 4A - APPOINTMENT OF HONORARY MEMBERS (ARTICLE 4 OF THE STATUTES)</u>	4
	<u>RULE 5 - ADMINISTRATIVE COUNCIL (ARTICLE 9 OF THE STATUTES)</u>	4
2	<u>5.1. PARTICIPATION IN THE ADMINISTRATIVE COUNCIL</u>	4
	<u>5.2. PROCEDURE FOR THE ELECTIONS</u>	4
	<u>5.3. VOTING BY CORRESPONDENCE</u>	5
	<u>5.4. VACANCIES BETWEEN TWO GENERAL ASSEMBLIES</u>	5
	<u>RULE 6 - PRESIDENT (ARTICLE 10 OF THE STATUTES)</u>	5
	<u>RULE 7 - TREASURER (ARTICLE 12 OF THE STATUTES)</u>	5
	<u>RULE 8 - STEERING COMMITTEE (ARTICLE 11 OF THE STATUTES)</u>	6
	<u>8.1. APPOINTMENT OF MEMBERS</u>	6
	<u>8.2. DUTIES</u>	6
	<u>8.3. REPORT TO THE ADMINISTRATIVE COUNCIL</u>	7
	<u>RULE 9 - TRAVELLING EXPENSES</u>	7
	<u>RULE 10 - CENTRAL OFFICE (ARTICLE 13 OF THE STATUTES)</u>	7
	<u>RULE 11 - TECHNICAL COMMITTEE (ARTICLE 14 OF THE STATUTES)</u>	7
	<u>11.1. ELECTIONS AND APPOINTMENTS</u>	7
	<u>11.2. MEETINGS</u>	7
	<u>11.3. DUTIES</u>	8
	<u>11.4. RENEWAL OF STUDY COMMITTEE CHAIRMEN</u>	8
	<u>11.5. LIAISON WITH INTERNATIONAL ORGANISATIONS</u>	8
	<u>RULE 12 - NATIONAL COMMITTEES (ARTICLE 16 OF THE STATUTES)</u>	8
	<u>RULE 13 - NATIONAL COMMITTEES FAILING TO MEET THE REQUIREMENTS OF ARTICLE 16 OF THE STATUTES</u>	9
	<u>RULE 14 - REGIONS (ARTICLE 17 OF THE STATUTES)</u>	9
	<u>RULE 15 - FINANCE (ARTICLE 18 OF THE STATUTES)</u>	10
	<u>RULE 16 - PRESS MEDIA</u>	10



RULES OF PROCEDURE¹

RULE 1

The Rules of Procedure define and develop the provisions of the Statutes, specifying application processes. The Administrative Council is responsible for the definition of these rules and their updating.

RULE 2 - OBJECTS (ARTICLE 2 OF THE STATUTES)

The activities of CIGRE develop essentially within the Study Committees, the scopes of which are approved by the Administrative Council.

3 The Technical Committee is responsible for ensuring that the work of all the Study Committees is correctly aligned with their respective scopes.

The Technical Committee examines any request for assistance which may be put forward by technical organisations and, in particular, by standardisation organisations such as the IEC, and takes the appropriate decisions on the subject.

It is necessary for CIGRE to have regard to the particular needs that arise in different parts of the world and the Technical Committee is required to take whatever steps are necessary to ensure that Study Committees address such issues.

RULE 3 - ACTIVITIES (ARTICLE 3 OF THE STATUTES)

CIGRE's action includes the following:

- Sessions held every other year (even-number years). The main object of these Sessions is the holding of Group Discussion Meetings, each Group corresponding to a Study Committee. Details on the organisation of Sessions are given in the document "General Rules for Sessions".
- Symposia held the years when no Session is held. These meetings are initiated by a Study Committee, when there is a need to delve into a particular subject. Several Study Committees may be involved in drawing up the technical programme and running of the Symposia. The decision as to the holding and choice of venue of a Symposium is made by the Administrative Council. Practical organisation of the Symposium is handled jointly by the Central Office and the host National Committee. Details concerning the organisation of Symposia are given in the document "Organisation of Symposia".
- Regional Meetings are organised at the initiative and under the control of a Region or a National Committee bringing together members from several countries located within a particular geographical area. Details concerning the organisation of these events are given in the document "CIGRE Regional Meetings".
- National Committee meetings, colloquia, tutorials...

RULE 4 - MEMBERS (ARTICLE 4 OF THE STATUTES)

Individual members are of two types:

- Individual members (I).
- Individual members (II) or "Young members". Intended "Young members" are proposed by the National Committees and must be aged under 35. The membership fee for new "Young members" is half the normal rate, and in the case of non students applies for two years only.



¹ The Rules of Procedure were adopted by the Administrative Council at their meeting of August 31st 1968, and modified on 13th June 1973, 3rd September 1980, 1st September 1984, 27th August 1988, 28th September 1993, 27th August 1994, 2nd September 1999, 24th August 2002, 28th August 2004 and 26th August 2006.

Individual members (I) and (II) receive one copy of ELECTRA.

Collective members are of two types:

- Collective members (I), entitled to benefit from reduced registration fees at Sessions and Symposia for five people.
- Collective members (II), consisting only of educational bodies, entitled to benefit from reduced registration fees at Sessions and Symposia for two people. The membership fee is half the normal rate.

Collective members (I) and (II) receive two copies of ELECTRA.

Note: Collective members may choose to designate a representative; however this designation does not entitle the representative to the Individual member status.

4

Honorary members are exempted from payment of the membership fees and registration fees, and receive one copy of ELECTRA.

RULE 4A - APPOINTMENT OF HONORARY MEMBERS (ARTICLE 4 OF THE STATUTES)

The Following officers may be proposed by the Steering Committee for Honorary membership, at the end of their term of office:

- Steering Committee members.
- Study Committee Chairmen.

The Steering Committee may also propose other names (at the most five every two years) to the Administrative Council for Honorary Membership. Possible nominations will concern individual Members who through their outstanding action will have greatly contributed to the action and promotion of the Association.

Every Session year the Steering Committee will draw up the list of personalities put forward for Honorary Membership, for approval by the Administrative Council. This approval will be effected by correspondence, answers being due in within one month.

RULE 5 - ADMINISTRATIVE COUNCIL (ARTICLE 9 OF THE STATUTES)

5.1. Participation in the Administrative Council

The Administrative Council is made up of members elected by the General Assembly.

National Committee representatives are proposed by their respective National Committees:

- All recognized National Committees hold one seat on the Administrative Council.
- National Committees meeting the statutory requirement (40 equivalent members) for the 2 years preceding the Session year, recorded as specified under Rule 13, have a weighted voting right based on the annual averaged membership for the preceding 2 years, as follows:
 - *40 to 199 members - one vote
 - *200 to 399 members - two votes
 - *from 400 members up - three votes
- National Committees whose averaged membership over the two preceding years has been below statutory requirement hold an Observer seat, with no voting right.

5.2. Procedure for the elections

In April of the General Assembly year, the Secretary General will inform the National Committees of the official membership figures for the two preceding years, inviting them to put forward the name of a national member for election on the Administrative Council. National Committees are required to answer within one



month.

The Secretary General will draw up the list of proposed Administrative Council members to be put forward to the General Assembly for election, with their voting right.

5.3. Voting by correspondence

In a number of cases the Administrative Council may be asked by the President to make a decision by correspondence.

In such a case the members are asked to state within 30 days whether or not they are in favour of the proposal which is put before them; votes are weighted as for a regular meeting and the decision is taken by simple majority, any absence of reply being counted as an affirmative vote. The President will not normally vote, but in case of equal division of votes the President shall have the deciding vote.

5

5.4. Vacancies between two General Assemblies

If a vacancy arises on the Council between two General Assemblies, the National Committee concerned will put forward the name of a new member to be nominated to the vacant seat. On behalf of the President, the Secretary General shall circulate the proposal to Administrative Council members, for approval. The new member shall remain in office until the next General Assembly.

RULE 6 - PRESIDENT (ARTICLE 10 OF THE STATUTES)

At least six months prior to the end of the President's term of office, the Secretary General shall put in place procedures to determine candidates for the next term:

- He shall obtain advice from the President as to whether, if eligible, he wishes to serve as President for a further term.
- He shall invite the President and the members of the Administrative Council to submit names, advising at the same time of the President's intentions regarding a further term.
- He shall advise the Steering Committee of proposed candidates.

The Steering Committee shall advise the Administrative Council of its recommendation.

If necessary, the Secretary General will arrange for an election by secret ballot at the first meeting of the newly appointed Administrative Council. Election of the President is the first item on the Agenda of this meeting, and a member of the Administrative Council is appointed to chair this first part. Election shall be by simple majority, with a quorum present.

RULE 7 - TREASURER (ARTICLE 12 OF THE STATUTES)

The Treasurer's election is proceeded to as follows: at least six months prior to officers' elections (held systematically every two years), the Secretary General shall put in place procedures to determine candidates for the next term.

- If the Treasurer has completed the first two years of his term, the Secretary General shall ask him if he wishes to continue serving as Treasurer for the second part of his term, i.e. two years. He will inform the Administrative Council, inviting members to comment.
- If the Treasurer's term is ending at the time of elections, Administrative Council members will be called on to propose candidates for the functions of Treasurer.

The Secretary General will advise the Steering Committee, seeking advice on the nominations received, in view of a recommendation to the Administrative Council.

If necessary, the Secretary General will arrange for an election by secret ballot at the first meeting of the newly appointed Administrative Council. The election shall be by a simple majority, with a quorum present.



RULE 8 - STEERING COMMITTEE (ARTICLE 11 OF THE STATUTES)

8.1. Appointment of Members

The members of the Steering Committee are appointed among the members of the Administrative Council at the first meeting after the General Assembly.

The Secretary General will consult the National Committees and draw up the list of the candidates. Members of the Administrative Council wishing to take part to the Steering Committee must apply for a seat. Hence National Committees are invited to put forward the name of a member for election on the Administrative Council, (5.2) and are asked whether he/she will be candidate for the Steering Committee.

The agenda of the first meeting of the new Administrative Council will include:

- The list of candidates, mentioning the NC membership averaged over the 2 previous years.
- The distribution of the CIGRE membership for the 2 previous years over the 4 geographical zones identified in the CIGRE statistics: Europe, Americas, Africa/Middle-East, Asia/Pacific.

The procedure for the appointment of members is as follows:

- After election of the three Officers, nine members are chosen among candidates from the four geographical zones identified in the CIGRE membership statistics: Europe, Americas, Africa/Middle-East, Asia/Pacific, in such a way that the resulting distribution of the twelve seats over the four geographical zones reflects the repartition of CIGRE membership distribution in these geographical zones. Within each geographic zone the choice is based on the membership ranking of the candidate NCs
- Three additional seats are attributed by direct election by the Administrative Council, among the remaining candidates. The three candidates with the highest number of votes are elected, a run-off round applying if needed.

In case of a vacancy arising within the Steering Committee, the Administrative Council, on the initiative of the Secretary General, shall proceed, if necessary by correspondence, with the appointment of a new member.

8.2. Duties

The following duties are as assigned by the Administrative Council and may be revised at any time.

- a) The Steering Committee is empowered to take, between meetings of the Administrative Council, all decisions of an administrative, financial or technical nature, the urgency of which does not allow waiting for the next meeting of the Administrative Council. The Administrative Council delegates to the Steering Committee the necessary powers for this purpose.
- b) The Steering Committee shall carry out, with the assistance of the Secretary General, either at the request of the Administrative Council or on its own initiative, any study thought necessary on the functioning of CIGRE, and it shall present to the Administrative Council any useful suggestions or proposals.
- c) The Steering Committee shall follow the functioning of the Study Committees of which it is kept informed particularly by the Chairman of the Technical Committee. It will normally receive suggestions and proposals from the Technical Committee and examine them with a view to reporting on them to the Administrative Council.
- d) The Steering Committee shall make recommendations to the Administrative Council for the appointment of Study Committee Chairmen.
- e) The Steering Committee is empowered in the name of the Administrative Council to appoint Study Committee members upon joint proposal from the Chairman of the Technical Committee and the Secretary General (See "Rules for Study Committees").
- f) The Steering Committee shall be responsible for finding and examining possible candidates for the position of Secretary General when this post is vacant, and to present to the Administrative Council, with its advice, the list of candidates. In case of death, incapacity or resignation of the Secretary General, the Steering Committee shall take all necessary measures to ensure the proper functioning of CIGRE while awaiting a new appointment.



8.3. Report to the Administrative Council

Shortly after the Steering Committee's main annual meeting, the Secretary General shall prepare a report on this meeting and on discussions in progress. The report – as approved by the President - will be sent out to members of the Administrative Council, for their information.

When the Steering Committee needs to take a decision of vital interest to CIGRE, it will immediately report it to Administrative Council members.

RULE 9 - TRAVELLING EXPENSES

The President's travelling and subsistence expenses are handled by CIGRE.

RULE 10 - CENTRAL OFFICE (ARTICLE 13 OF THE STATUTES)

7

The Secretary General is responsible for the overall operation of the Central Office, including hiring of staff and division of tasks. Staff salaries are decided by the President upon proposal of the Secretary General.

RULE 11 - TECHNICAL COMMITTEE (ARTICLE 14 OF THE STATUTES)

11.1. Elections and appointments

The Technical Committee Chairman's election is proceeded as follows.. At least six months prior to officers' elections (held systematically every two years), the Secretary General shall put in place procedures to determine candidates for the next term.

- If the Technical Committee Chairman has completed the first two years of his term, the Secretary General shall ask him if he wishes to continue serving in these functions for the second part of his term, that is two years. He will inform the Administrative Council, inviting members to comment.
- If the Technical Committee Chairman's term is ending at the time of elections, Administrative Council members will be called on to propose candidates for the function of Technical Committee Chairman.

The Steering Committee will inform the Administrative Council of its recommendation.

Elections for the Technical Committee Chairman will be held at the first meeting of the newly appointed Administrative Council. Election shall be by simple majority, with a quorum present.

At the same meeting, the Administrative Council shall elect two of its members to the Technical Committee. Their term of office is 2 years. These members should belong to different National Committees, not already represented in the TC, with preferably one to particularly represent the interests of Regions. In the case of a vacancy among them, the Administrative Council, on the initiative of the Secretary General shall proceed as soon as possible, if necessary by correspondence, to the election of a new member to the vacant position.

The Chairman of the Technical Committee appoints a Secretary whose task will be to assist him during meetings and draw up the minutes of meetings.

11.2. Meetings

The Technical Committee shall meet at least once a year, ahead of the Steering Committee meeting. Between two meetings members' advice may also be sought by correspondence, on any particular point.

When the Chairman is prevented from taking part in a meeting of the Technical Committee, the chair is taken by a nominee of the Chairman or by the Secretary General.

Every Study Committee Chairman is a member of the Technical Committee in his own right; nevertheless he must try as far as possible to take into account the position taken by his Study Committee or the views expressed within the latter.

In the unavoidable absence of a Study Committee Chairman at a Technical Committee meeting, a regular member or the Secretary of the Study Committee will be accepted as his substitute.

In order to ensure smooth continuity of the work, Study Committee Chairmen Elect are invited to attend



the meeting preceding their official appointment.

11.3. Duties

The Technical Committee draws up the Strategic Plan which will serve as a basis for definition of the Study Committees' fields of activity, each Study Committee drawing up its individual Strategic Plan. Study Committees are not authorized to extend their field of activity without reference to the Technical Committee.

The Technical Committee shall keep itself acquainted, by all appropriate means, with the work of the Study Committees. It shall undertake on its own initiative, or at the request of the Administrative Council or the Steering Committee, any study relating to the functioning of the Study Committees.

The Technical Committee shall acquaint itself with the particular needs of National Committees and Regions and ensure that these are adequately addressed.

8

The Technical Committee may propose to the Administrative Council the disbanding of a Study Committee, or the creation of a new Study Committee; it must be consulted on any proposal for the disbanding or setting up of a Study Committee which it has not itself originated.

In the case of vacancy in the chairmanship of a Study Committee, the Technical Committee shall make proposals to the Steering Committee for the choice of a new Chairman, after seeking the advice of the outgoing Chairman and of the members of the Study Committee concerned.

11.4. Renewal of Study Committee Chairmen

The Technical Committee Chairman initiates the process of renewal of the Study Committee Chairmen, with the assistance of the Secretary General. He consults the regular members and seeks the advice of the retiring Chairmen. Taking into account the feedback from members and Chairmen, and considering all the other relevant factors involved, the Technical Committee Chairman prepares a recommendation to the Steering Committee. The latter is then responsible for making a recommendation to the Administrative Council.

11.5. Liaison with International Organisations

The Technical Committee Chairman and the Secretary General handle liaison on technical issues with the other International Organisations with a view to facilitate the work of both through efficient coordination, such as for instance avoiding duplication of work or carefully scheduling meetings to be attended by the same experts etc... The Technical Committee Chairman may delegate liaison tasks to members of the Technical Committee.

The Chairman of the Technical Committee will see to the problems resulting from possible overlapping of activities with these other Organisations, to the best interest of CIGRE. In particular, an agreement will be reached with the International Associations dealing with electrical energy distribution, situated close to the borderline of their respective fields of activity.

RULE 12 - NATIONAL COMMITTEES (ARTICLE 16 OF THE STATUTES)

In the Statutes, the same term "National Committee" covers:

- On the one hand all members of CIGRE living in one country having a National Committee or in a grouping of countries which do not individually have a National Committee.
- On the other hand a Board which can eventually be made up from those members, according to the local regulations.

The tasks listed under Article 16 of the Statutes with which the National Committee is entrusted are in fact those of the Board. It would therefore be of use to know the composition of the Board which should include at least:

- A Chairman, possibly assisted by one or more Deputy Chairmen.
- A Secretary who can act as Treasurer.



The names, positions and addresses of these two officers should be forwarded to the Central Office.

A National Committee Board may include other members who will share various tasks, especially technical functions as assistance to the Study Committee members, or to ensure the circulation of results of CIGRE work in their country.

When the Administrative Council "recognizes" a National Committee, it takes note of the composition of this Board which is then entrusted, as stipulated in Article 16 of the Statutes, with the task "to further the interests of CIGRE in the country concerned".

The Chairman of a National Committee is thus the representative for CIGRE in his country or countries; this representativeness is attributed to him by the CIGRE Administrative Council which relies on him in particular for the circulation of information not only among CIGRE members but also in other circles which may be interested in CIGRE activities (industries, universities, economic circles, etc.).

9

In conformity with Articles 4 and 16 of the Statutes a National Committee collects membership fees from regular and new members.

According to Article 16 of the Statutes, the Administrative Council, in order to recognize (or to continue recognition) of a National Committee should make sure that its "internal" rules are not in contradiction with the CIGRE Statutes. Relations between a National Committee and CIGRE are based on mutual trust and in practice there are not necessarily written laws and the Administrative Council will implicitly accept them upon declaration of the Chairman of the said National Committee, though the Administrative Council may examine them at any time, especially should any objection be raised.

National Committees are responsible for their own financing.

Members of the Administrative Council and members of Study Committee must put forward the implications which problems or decisions discussed may have in their respective countries, so that these may be taken into consideration.

RULE 13 - NATIONAL COMMITTEES FAILING TO MEET THE REQUIREMENTS OF ARTICLE 16 OF THE STATUTES

The official membership of a National Committee for year N is established as the figure recorded at the Central Office on March 31st of year N+1.

When the membership of any National Committee drops below 40 individual members or 8 collective members or any other equivalent numerical combination [one collective member (I) being equivalent to 5 individual members and one collective member (II) being equivalent to 2 individual members], the following measures are taken by the Council in connection with the National Committee concerned:

a) Minor drop below statutory requirements for the years preceding the General Assembly:
The National Committee is still recognized: right to propose members to Study Committees and Session paper allotment are maintained. The National Committee's representative on the Administrative Council becomes an Observer member until recovery of the National Committee.

b) Major drop lasting over four consecutive years:
The Administrative Council, upon recommendation of the Steering Committee, decides to end recognition of the National Committee. All rights attached to National Committees are suppressed.

RULE 14 - REGIONS (ARTICLE 17 OF THE STATUTES)

Regions established under Article 17 will meet initially to establish procedures for their functioning and then hold meetings as required, at least once every year.

They shall forward to the Steering Committee, for information, documents setting out the rules for the Region; a Chairman for the Region, from one of the member National Committees, should be elected.

Technical issues specific to the Region should firstly be raised with the respective Study Committee Chairman, if possible through a Study Committee member from the Region. The Study Committee Chairman will suggest appropriate action, keeping informed the Chairman of the Technical Committee.

Annually, each Region should forward a report to the Administrative Council, outlining activities over the previous year and plans for the future.



RULE 15 - FINANCE (ARTICLE 18 OF THE STATUTES)

Budgets and accounts are formally reviewed by the Treasurer before submission to the Administrative Council. The Administrative Council has to settle the annual financial statements by 30th June of the next year and add the yearly result in the Accounting line "Balance carried forward".

The nearest General Assembly will have to approve these statements and decide on the final allocation of the results.

The President may sub-delegate, with the agreement of the Administrative Council, powers conferred by Article 18.

RULE 16 - PRESS MEDIA

10

Any Press information concerning CIGRE, or the meetings of the Governing Bodies, must be coordinated with the CIGRE Officers.

The Central Office is in charge of the preparation of the relevant "Press release" and it is recommended to have it dispatched to National Committees for use at their discretion in their respective countries.

