

## **Working Committees Protocol**

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### **I. Rules - Composition - Sessions**

#### **Rule 1**

In accordance with Article 11.2 of the Articles of Association, the Executive Committee (ExCo) may appoint and delegate to standing and ad-hoc committees, with the exception of the Nominations Committee, portions of its work, as it deems suitable. All such committees shall report to the Executive Committee (ExCo). This entire protocol is not applicable to the Nominations Committee, which is governed by the Articles of Association, section 8.9.

#### **Rule 2**

The Members of the ExCo shall be represented on each standing or ad-hoc Committee by at least one member indicated by WISTA International President.

#### **Rule 3**

Representatives of international organizations, experts, representatives of other bodies may be invited by the WISTA International Executive Committee to follow the work of the standing or ad-hoc Committees as observers.

### **II. Terms of Reference**

#### **Rule 4**

1. Committees shall meet at least four times a year and shall normally debate and prepare one report per year on the subject item(s) placed on the agenda of the AGM.
2. Without prejudice to the provisions of these Rules, the Committees shall establish their own work plans and set their agendas to fulfil the work that has been delegated to them by the ExCo.
3. Any expenses that will incur due to activities related to the work plans need to be detailed and approved by the WISTA International ExCo in advance.

### **III. Members**

#### **Rule 5**

1. Nominations for the Committees shall be submitted by the respective National WISTA Association (NWA) following relevant invitation from the ExCo. Candidates should have expertise and specialization in the area of work of the given Committee.
2. Nominations cannot be submitted by individuals.
3. Members of the Committees shall be chosen by the ExCo with a simple majority vote.
4. Members of the Committees shall serve a term of two years and then allowed to serve a further one term of two years (a maximum of two terms of two years for each member).
5. When a member of the Committee has served for four consecutive years, two years must elapse before an NWA can present a nomination for the same person again for the same committee. For clarity, the same person can be nominated for another committee.
6. In order to ensure, as far as possible, a fair distribution of these posts among the NWAs, the same individual shall not simultaneously be part of more than one Committee.
7. NWAs can nominate only one person per Committee at a time.
8. All members are expected to attend all meetings and contribute to the work of the Committee. When unable to attend, notice of same should be given to the Committee Chair as soon as known. Lack of attendance and/or contribution may result in the member losing their seat on the Committee. Such cases shall be brought to the attention of the ExCo by the Committee Chair for discussion and action.
9. In case a member of a committee loses their seat for any reason whatsoever, including force majeure conditions such as death or illness, the NWA of such member will not be able to nominate another person until the end of the term.

#### **Rule 6**

The ExCo Representative shall decide on all matters not covered by these Rules, after having taken the advice of the Committee Chair(s) and the ExCo.

#### **IV. Agenda**

##### **Rule 7**

The agenda of the Committees shall be communicated to the Executive Committee whenever modified.

#### **V. Selection of Subject Items**

##### **Rule 8**

1. Any NWA may submit a proposal for a subject item to be discussed by a committee. Such proposals shall be deposited with the ExCo Representative.
2. The Committee shall decide on the subject item to be proposed for discussion after hearing the recommendation of the ExCo representative.

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