

CONSTITUTION AND BYELAWS

OF THE

INTERNATIONAL AMATEUR RADIO UNION

REGION 1



As adopted at Noorwijkerhout, 17 April 1987 and

As amended October 1992 (Constitution) and

As amended September 1995 (Byelaws) and

As amended April 2004 (Byelaws and Constitution) and

As amended May 2006 (Byelaws and Constitution) and

As amended November 2008 (Byelaws) and

As amended August 2011 (Byelaws and Constitution) and

As amended September 2014 (Byelaws) and

As amended September 2017 (Byelaws and Constitution)

As amended as proposals to 2020 General Conference

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A. CONSTITUTION

Article A.1 - Name, Objectives, Definitions and Structure

A.1.1. The name of the organisation shall be the International Amateur Radio Union, Region 1, also referred to as IARU Region 1.

A.1.2 IARU Region 1 shall operate autonomously under this Constitution and its Byelaws but in accordance with the IARU Constitution and within the overall strategy of IARU.

A.1.3 The objectives of IARU Region 1 shall be the protection, promotion and advancement of the Amateur Service and Amateur-Satellite Service, especially within the framework of regulations established by the International Telecommunication Union and to provide support to Member Societies in the pursuit of these objectives at the national level, with specific reference to the following:

A.1.3.1. - representation of the interests of amateur radio at and between conferences and at and between meetings of international telecommunication organisation as well as other organisations.

A.1.3.2. - encouragement of agreements between national amateur radio societies on matters of common interest;

A.1.3.3 - enhancement of amateur radio as a means of technical self-training, particularly for young people;

A.1.3.4 - promotion of technical and scientific investigations and innovations in the field of radio communication;

A.1.3.5 - promotion of amateur radio as a means of providing relief in the event of natural disasters;

A.1.3.6 - encouragement of international goodwill and friendship regardless of political, ethnic or religious considerations;

A.1.3.7 - support of Member Societies in developing amateur radio as a valuable national resource, particularly in developing countries;

A.1.3.8 - development of Amateur Services in those countries not represented by Member Societies.

A.1.3.9 - encouragement of national and international efforts to result in an amateur radio licence, which is recognised internationally;

A.1.3.10 - encouragement of amateur radio sport activities.

A.1.3.11 - protection of the fundamental, natural and finite resource "frequency spectrum," to keep it clean and undisturbed from man-made electromagnetic disturbances causing harmful interference to the Amateur Service and the Amateur Satellite Service.

A.1.4 Within this Constitution, the following terms shall have the meanings defined below:

A.1.4.1. AMATEUR SERVICE

A radio communication service for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, by duly authorised persons interested in radio technique solely with a personal aim and without pecuniary interest.

A.1.4.2. AMATEUR-SATELLITE SERVICE

A radio communication service using space stations on earth satellites for the same purpose as those of the Amateur Service.

A.1.4.3. BYELAWS

The rules of the IARU Region 1, adopted under the provisions of the Constitution for the governance of its affairs.

A.1.4.4. GENERAL CONFERENCE

The IARU, Region 1 General Conference, normally held every three years.

A.1.4.5. MEMBER SOCIETY

A national amateur radio society within Region 1 that has been accepted for membership in the IARU.

A.1.4.6 REGION 1

A geographical area, the boundaries of which are defined in number 14 of the IARU Byelaws. Unless otherwise specified in those Byelaws, the Region 1 shall correspond to the boundaries into which, for frequency allocation purposes the world has been divided by the International Telecommunication Union (ITU).

A.1.4.7 SPECIALISED BODIES

Committees, Working Groups and Coordinators, set up and/or appointed by the General Conference.

A.1.4.8 In this Constitution and in its Byelaws marginal notes and numbering of Articles, Sections and Paragraphs are inserted for ease of reference only and do not form part of this Constitution, nor shall they affect its interpretation.

A.1.5 The IARU Region 1 consists of the following:

A.1.5.1 The Member Societies

A.1.5.2 The Executive Committee

A.1.5.3 The Specialised Bodies

A.1.6 The official language of the IARU, Region 1 is English.

A.1.7. The ultimate authority of the IARU, Region 1 is vested in the Member Societies.

A.1.8 The structure and operation of the IARU Region 1 shall be as stated in this Constitution and its Byelaws.

Article A.2 - Member Societies

A.2.1 Membership of IARU Region 1 is only open to national amateur radio societies representing the countries or separate territories within Region 1.

A.2.2 There shall be only one Member Society representing a country or separate territory.

A.2.3 The Member Societies shall have the rights and obligations stated in the IARU Constitution and in the IARU Byelaws.

A.2.4 The Member Societies shall pay their annual contribution in accordance with Article A.6 of this Constitution and the financial section of the Byelaws.

A.2.5 The Member Societies are entitled to appoint delegates, proxies and observers to attend IARU Region 1 Conferences and meetings of specialised bodies at such General Conferences. Each such Member Society has one vote.

Article A.3 - The General Conference

A.3.1 The IARU Region 1 General Conference shall be convened by the Executive Committee in accordance with Article A.3 of this Constitution and shall be held in the country of the Member Society of Region 1. The preceding General Conference shall decide its venue. However, if circumstances make it necessary, the Executive Committee may change the venue of the General Conference.

Alternatively, the EC may recommend that a General Conference should be held by virtual means, in accordance with procedures set out in the Byelaws. Such a proposal shall be accepted on an email vote of Member Societies showing a 50% +1 majority of those who are entitled to vote and who register a vote.

A.3.2 The participants of the General Conference are:

A.3.2.1 - Delegates, Proxies and Observers duly appointed by the Member Societies;

A.3.2.2 - Members of the Executive Committee;

A.3.2.3.1 - Chairs of Specialised Bodies

A.3.2.3.2 Coordinators of Specialised Bodies as determined by the Executive Committee;

A.3.2.4 - Observers invited by the Executive Committee;

A.3.2.5 - Guest observers from non-radio amateur bodies invited by the host society after approval of the Executive Committee;

A.3.2.6 - Guests of honour invited by the Executive Committee;

A.3.2.7 - Guests of honour invited by the host society after informing the Executive Committee.

A.3.2.8 - The Executive Committee may arrange for video/audio streaming of the General Conference

A.3.3 - Decisions taken at General Conference may be by votes as defined in this Constitution and its Byelaws.

A.3.4 - The highest authority of the General Conference is the Plenary Meeting.

A.3.5 - Convening, holding and reporting on General Conferences are subject to procedures described

in the Byelaws.

Article A.4 - The Executive Committee

A.4.1 The Executive Committee is the general executive and managing body and it shall have full executive powers between General Conferences. These powers may not be delegated and members of the Executive Committee individually and severally carry the collective responsibility for the proper management of the affairs of IARU Region 1 as defined below (A.4.3)

A.4.2 The Executive Committee consists of a President, a Vice President, a Secretary, a Treasurer and five Ordinary Members.

A.4.3 The Executive Committee shall:

A.4.3.1 - be responsible for examining all recommendations and resolutions adopted at General Conferences and meetings of specialised bodies and deciding upon the best method of implementing them;

A.4.3.2 - meet together as required between General Conferences to examine the overall amateur radio situation in IARU Region 1 and worldwide and to take such action, in accordance with the Constitution and Byelaws, as may be considered necessary and desirable;

A.4.3.3 - appoint to the IARU Administrative Council the two members of the Executive Committee as well as their deputies;

A.4.3.4 - maintain liaison with the Member Societies, the specialised bodies, the IARU Administrative Council, the IARU International Secretariat and the other IARU Regions in order to achieve efficient coordination;

A.4.3.5 - maintain liaison with the International Telecommunication Union and other international organisations dealing with radio communication or related matters;

A.4.3.6 - where appropriate and possible, arrange amateur radio events and issue relevant publications in support of the Amateur Service and Amateur-Satellite Service.

A.4.4 The President of the Executive Committee shall have supervision over the policy and business of IARU, Region 1. The President shall preside at meetings of the Executive Committee and at General Conferences, acts as the Chair of the Conference and presides at the Plenary Meetings.

A.4.5 The Vice-President shall preside at the Executive Committee meetings in the absence of the President and at a General Conference, acts as Conference Vice-Chair.

A.4.6 The Secretary shall be responsible for conducting all the routine business of IARU Region 1 and shall maintain a record of all actions taken and keep proper Minutes of Meetings of the Executive Committee. The Secretary shall act as Conference Secretary at a General Conference. The Secretary is entitled to delegate the actual minute taking when the Executive Committee deems this necessary. The Secretary shall maintain close relationship with Member Societies, Specialised Bodies, the IARU Administrative Council, the IARU International Secretariat, the other IARU Regions and the ITU.

A.4.7 The Treasurer shall be responsible for all funds belonging to IARU Region 1. The Treasurer shall maintain proper accounts and shall submit to each Executive Committee meeting and to each General Conference, a comprehensive financial statement covering the preceding period and make recommendations regarding the future financial policy. The Treasurer is responsible for collecting the financial contributions from the Member Societies.

A.4.8 At the Final Plenary Meeting of each General Conference the Member Societies shall elect the Executive Committee.

A.4.8.1 Its members shall be licensed radio amateurs and from different Member Societies.

A.4.8.2 The election procedure is described in the Byelaws.

A.4.9 The Executive Committee shall have power to fill a casual vacancy. This person must be a licensed radio amateur belonging to a different Member Society from those already represented on the Executive Committee.

A.4.10 If the President is absent from a General Conference, the Vice-President will act as Conference Chair.

A.4.10.1 If both the President and Vice-President are absent, the first Plenary Meeting shall elect a Conference Chair for the duration of the General Conference.

A.4.11 The Executive Committee shall have the power to invite the attendance of any person with special knowledge of a particular subject to attend a meeting of the Committee.

A.4.12 The presence of five members of the Executive Committee including the President or the Vice-President at a properly convened meeting shall constitute a quorum.

A.4.13 The period of office of the Executive Committee shall be from the last day of the calendar month following the end of the General Conference at which it is appointed until the penultimate day of the calendar month following the next Conference.

A.4.14 Each Executive Committee member shall normally serve no more than three consecutive terms of office. One term of office is the period of office as defined in A.4.13. Exceptionally (for example when a particular EC member has unique skills which need to be retained for the time being on the EC) the outgoing Executive Committee may recommend to the General Conference that that member of the EC should be allowed to stand for election for a further term of office in excess of the three consecutive terms. The justification for such exceptional circumstances shall be explained to the General Conference by way of a paper from the Executive Committee and the decision of Conference on the matter shall be by a simple majority of those voting.

Article A.5 - Specialised Bodies

A.5.1 The General Conference may set up specialised bodies either to work for the duration of the General Conference or to work between General Conferences on specialised subjects. They may be established as Committees, Working Groups and Coordinators for the short-term or long-term according to needs.

A.5.2 The period of office of specialised bodies shall be the same or less than that of the Executive Committee.

A.5.3 The terms of reference, structure and work of the specialised bodies are defined in the Byelaws.

Article A.6 - Finances

A.6.1 The annual contribution to be paid by each Member Society shall be calculated based on the numbers of licensed radio amateurs who are members of the Society

A.6.2 The amount of the annual contribution shall be decided upon at the General Conference.

A.6.3 The funds so obtained can be used only for the objectives of IARU Region 1.

A.6.4 Special funds may also be created from contributions and/or donations. Such funds can only be used for the purposes for which they have been established.

A.6.5 Financial matters are subject to the procedures stated in the Byelaws.

Article A.7 - Amendments

A.7.1 This Constitution shall only be amended by a decision of a least a two-thirds majority of the total number of the IARU Region 1 Member Societies, which are eligible to vote, by voting procedures as stated in the Byelaws

A.7.2. The Byelaws shall only be amended by a decision of a simple majority of the total number of the IARU Region 1 Member Societies which are eligible to vote, by voting procedures as stated in the Byelaws

A.7.3. Eligibility to vote is defined in the Byelaws (Section 6.7)

B. BYELAWS

Section B.1 - IARU Region 1 General Conference

B 1.1 A General Conference may be held either physically or virtually. Should the EC determine that a Virtual General Conference is appropriate, it will conduct a vote of Member Societies entitled to vote, to gain support for that action. The vote requires 50%+1 of Member Societies voting for it to be accepted.

In the case of a Virtual General Conference, the provisions of Byelaws B1.2 to B 1.22 are replaced by the Annex to this Constitution and Bylaws

In the case of an in-person Conference:

B. 1.2 An advance announcement about the General Conference, including a call for papers must be distributed by the Executive Committee at least 12 months before the scheduled date of the General Conference.

B.1.3. The Secretariat must be notified by the Member Societies about the number of participants not later than 9 months before the scheduled date of the General Conference.

B.1.3.1 Six months before the scheduled date of the General Conference the Secretariat shall distribute the final attendance forms, which shall be returned by the Member Societies, duly filled-in and signed by a Member Society official, to the Secretariat not later than four months before the scheduled date of the General Conference.

B.1.4 Delegates, Proxies and observers are accredited provisionally until their credentials have been examined by the Credentials and Finance Committee and are approved by the Plenary Meeting.

B.1.5 The Member Societies, the Executive Committee, the Specialised Bodies, the Administrative Council, the International Secretariat and the other IARU Regions may submit documents for the work of the General Conference.

B.1.5.1. Such documents should reach the Secretariat not later than 3 months prior to the scheduled date of the General Conference. They may be submitted by electronic means, telefax, electronic mail or similar services, as indicated by the Secretariat. The Secretariat will confirm receipt to the sender.

No proposals generated after the 3 months deadline above may be accepted for the conference work, except in cases where the delay was caused by evident external circumstances and provided this proposal is of significant importance for the Amateur Service or the Amateur-Satellite Service. The Executive Committee will take the decision whether such papers will be accepted.

B.1.6 Only official papers and proposals for the work of the General Conference shall be considered as conference documents and will be so numbered and included into the Agenda of the General Conference. They must be written in English and bear the official signature of the Member Society or official IARU body sending in the document and the author may sign them. The paper should show its origin, subject and suggested processing route (e.g. which Committee).

B.1.7 Papers of a general informative nature, which do not contain proposals, may be distributed by their originators directly to the General Conference participants, after informing the Conference Secretariat. They are not numbered and they do not appear on the official list of conference documents or on the Conference Agenda.

B.1.8 In case of dispute on the status of any paper presented to the General Conference, the decision of the Plenary Meeting shall be final.

B.1.9. The Secretariat shall distribute the conference documents to all Member Societies, the Executive Committee and Chairs or Coordinators of Specialised Bodies at least 10 weeks before the scheduled date of the General Conference.

B.1.10 No new document containing proposals can be made once the General Conference has been opened and the Agenda has been approved. However, originators may at any time amend or withdraw their own proposals and other participants may issue documents providing for amendments to the already presented official conference documents at any stage. Such documents must be written in English and delivered to the Conference Secretary as early as possible.

B.1.10.1 If the amendment to an existing document differs by such an extent to the original topic that it falls under another working body, it may be rejected, unless the Conference decides otherwise.

B.1.11 Plenary meetings are chaired by the Conference Chair and at least three Plenary Meetings are mandatory.

B.1.11.1 - on the first day to open the General Conference and approve the agenda, to establish Conference Committees and other Specialised Bodies and to elect their Chairs and/or Secretaries;

B.1.11.1.1 Video/audio streaming is restricted to the Opening Plenary and on a time-delayed basis. (A.3.2.8)

B.1.11.2 - on the second day of the General Conference to receive and consider the report of the Credentials and Finance Committee on credentials;

B.1.11.3 - on the last day of the General Conference to receive and to consider the reports, recommendations and/or resolutions from the conference committees, to elect the Executive Committee and Chairs, Coordinators of Specialised Bodies working in between General Conferences and at the following General Conference; to decide upon the venue for the next General Conference and to close the present one.

B.1.11.4 Other Plenary Meetings may be convened by the Conference Chair, if required.

TABLE 1. - TIMETABLE FOR CONVENING A GENERAL CONFERENCE

Months prior to scheduled date	Procedure	Action by
12	Advance note of the convening of a General Conference	Secretariat
12	Call for working papers.	Secretariat
9	Notification of number(s) of participants from each Member Society	Member Societies
7	Application for financial assistance must have been received by the Secretariat	Byelaw B.1.20
6	Distribution of individual delegate attendance forms to MS	Secretariat
4	Final attendance forms, duly completed and returned to the Secretariat	Member Societies
3	All documents qualified for inclusion in the Agenda of the General Conference must have been received by the Secretariat	Byelaw B.1.4.1
10 weeks	Publication on the IARU Region 1 web of the Conference documents and notification by e-mail to Member Societies that the documents are available. Submission to Secretariat of nominations for candidates to stand for election to the EC	Secretariat Member Societies
2	Provision of a Conference paper to Member Societies listing all candidate standing for election to the EC and to Chairs of permanent committees, together with CVs	Secretariat

B.1.12 The General Conference comprises the following Committees:

B.1.12.1 - the Steering Committee (C1)

B.1.12.2 - the Credentials and Finance Committee (C2)

B.1.12.3 - the General Administrative and Organisational Committee (C3)

B.1.12.4 - the permanent HF Committee (C4)

B.1.12.5 - the permanent VHF/UHF/Microwaves Committee (C5)

B.1.12.6 - the Election and Ballot Committee (C6)

B.1.12.7 - The permanent EMC Committee (C7)

B.1.12.8 - other Committees or Working Groups set up for the duration of the General Conference only.

B.1.13 The Steering Committee consists of the Executive Committee and (in an advisory capacity) Chairs of the Conference Committees. It coordinates the work of all conference bodies. The committee is chaired by the Conference Chair and meets as often as necessary.

B.1.14 The Credentials and Finance Committee shall be elected at the first Plenary Meeting. It shall consist of an elected Chair and not more than one delegate from each of six different Member Societies. The President, Treasurer and Secretary of the Executive Committee shall be ex-officio members of this Committee to provide information.

B.1.14.1 Delegates elected to this Committee shall not be replaced. Only Heads of Delegations shall be entitled to participate as observers as far as the examination of the IARU Region 1 financial situation is concerned. Other Conference participants are not entitled to attend the meetings of this Committee.

B.1.14.2 The purpose of this Committee is:

(a) to examine and to verify credentials to the General Conference, to establish the rights to vote and to give a report to the Plenary Meeting on the second day of the General Conference.

(b) to examine the financial situation of IARU Region 1 and give a report on the last day of the General Conference.

B.1.14.3 This Committee shall act only for the duration of the General Conference.

B.1.15 The General Administrative and Organisational Committee meetings may be attended by any conference participants; participants' rights shall depend upon their status at the General Conference.

B.1.15.1 This Committee is chaired by a Chair elected at the first Plenary Meeting.

B.1.15.2 This Committee shall discuss matters and proposals related to;

(a) Administration and Organisation;

(b) Conferences and Meetings;

(c) Cooperation with other organisations;

(d) All other matters, except those that belong to the Terms of Reference of other committees.

B.1.15.3 This Committee reports to the Final Plenary Meeting and shall only act for the duration of the General Conference.

B.1.16 The permanent HF Committee meetings may be attended by each conference participant; participants' rights shall depend upon their status at the General Conference.

B.1.16.1 This Committee is chaired by its Chair elected at the Final Plenary of the previous General Conference, with a term of office the same as for the Members of the Executive Committee.

B.1.16.2 The purpose of this Committee is to examine matters and proposals related to the use of the part of the radio frequency spectrum below 30 MHz.

B.1.16.3 This Committee reports to the Final Plenary Meeting of the General Conference and to the Executive Committee between General Conferences.

B.1.17 The permanent VHF/UHF/Microwaves Committee. The purposes and functions of this Committee are similar to those mentioned in Section B.1.16 for the permanent HF Committee, except that this Committee deals with matters and proposals related to the radio frequency spectrum above 30 MHz.

B.1.18 The Election and Ballot Committee shall be elected at the first Plenary Meeting and shall consist of a Chair and two members, which shall be duly accredited delegates from different Member Societies. None of them shall be a member of the Executive Committee, Chairs of Specialised Bodies or a candidate for election.

B.1.18.1. The purpose of this Committee is to arrange the Elections as per Section B.5 and all other secret ballots throughout the course of the work of the General Conference. This Committee reports to the Final Plenary Meeting and shall only act for the duration of the General Conference.

B.1.19 The permanent EMC Committee meetings may be attended by each conference participant; participants' rights shall depend upon their status at the General Conference.

B. 1.19.1 The Committee is chaired by its Chair elected by the Final Plenary of the previous General Conference with a term of office the same as for the members of the EC.

B. 1.19.2 The Committee shall discuss all relevant information relating to aspects of electromagnetic compatibility.

B.1.20 The General Conference may set up further committees and/or ad-hoc working groups, in accordance with the IARU Region 1 Constitution and its Byelaws, if the work of the General Conference so requires.

B.1.20.1 The General Conference Committees C3 and C4 shall not be convened at the same time.

B.1.21 A Member Society which for financial reasons is unable to send a delegate to the General Conference may apply for financial assistance from IARU Region 1 funds. The application for such assistance must reach the Executive Committee at least 7 months before the scheduled date of the General Conference. Later applications shall only be considered in a case of emergency at the discretion of the Executive Committee. The financial assistance given out of IARU Region 1 funds shall be limited in each case to one single delegate from a Member Society and only if otherwise such a Member Society would be unable to have one single delegate participate in the General Conference. The amount shall depend on available financial resources and the total number of applications

received and shall be determined by the Executive Committee.

B.1.22 Minutes of the Final Plenary Meeting shall be distributed to the participants of the General Conference within 30 days after the date of closing the General Conference. Comments and/or corrections on the minutes shall reach the Conference Secretary not later than 60 days after the General Conference.

B.1.22.1 A Report of the General Conference, including all decisions, resolutions, recommendations and other information essential to reflect the course of the General Conference, should be distributed to all Member Societies and Conference participants within 120 days after the closing date of the General Conference.

B.1.23 At the request of at least two-thirds of the total number of the IARU Region 1 Member Societies or of the Executive Committee, an Extraordinary General Conference may be convened. Such a Conference shall have a limited range of interests and be for a special purpose only. This Extraordinary General Conference has its power limited to its purpose and is not entitled to change or suspend any part of the IARU Region 1 Constitution and its Byelaws.

Section B.2 - The Executive Committee

B.2.1 All members of the Committee shall assume specific tasks and responsibilities. Each member shall be prepared to report on those responsibilities, to propose relevant actions and to take part in implementing them. In connection with these responsibilities, the member of the Executive Committee shall be kept informed by the IARU Region 1 Office on all events and actions. Before any action on the relevant subject is taken, the Executive Committee member concerned shall be consulted.

B.2.2. The President convenes Meetings of the Executive Committee. Their dates should be published well in advance to give IARU bodies and officers the opportunity to present their papers to be considered by the Meeting.

B.2.3 The President is entitled to convene a special Meeting at short notice, but in any case, not less than three weeks, if extraordinary circumstances so require.

B.2.4 Decisions at Executive Committee Meetings shall be on the basis of general consensus. However, if at least two members wish a vote to be taken, open or secret, decisions will be by a simple majority of votes. In the case of a tie, the proposal or amendment is considered rejected.

B.2.5 Between meetings decisions preferably will be taken by electronic means, i.e. telephone, telefax or electronic mail.

B.2.6 Expenses incurred in connection with activities of the Executive Committee, as described in the IARU Region 1 Constitution and its Byelaws are charged to IARU Region 1 funds, according to Article 6 of the Constitution.

B.2.7 Members of the Executive Committee and those persons from IARU Region 1 who are invited for official reasons to attend meetings of the Executive Committee, shall be entitled to claim all reasonable out-of-pocket expenses, including the cost of economy air fare.

B.2.8 Reimbursement of expenses, of persons, non-members of the Executive Committee, who for official reasons and at the request of either the IARU or IARU Region 1 are attending meetings, conferences or study groups of international organisations, will be on the same basis as those mentioned in B.2.7, unless specific provisions have been agreed upon.

B.2.9 The Executive Committee may adopt procedures governing its internal activities in addition to those specified herein.

Section B.3 - Specialised Bodies

B.3.1 The IARU Region 1 may set up specialised bodies to act in an advisory capacity, with the aims of:

B.3.1.1 - exchanging experience related to their subjects;

B.3.1.2 - processing specialised materials and answering questions received from other IARU bodies;

B.3.1.3 - providing specialised consultation

B.3.1.4 - submitting specialised opinions, proposals and recommendations;

B.3.1.5 - participating in the organisation of IARU specialised events;

B.3.1.6 - undertaking specialised actions on behalf of Region 1.

B.3.2 - The specialised bodies may make proposals and recommendations, which have to be approved by a General Conference or by the Executive Committee in between General Conferences. Depending on the subject, these Proposals or Recommendations may have to be ratified subsequently by the General Conference.

B.3.3 These specialised bodies are formed as:

B.3.3.1 - Committees and their respective sub-committees;

B.3.3.2 - Working Groups and their respective sub-groups;

B.3.3.3 - one-person specialised coordinators, who for most purposes are considered to be equal to working groups.

B.3.4 These specialised bodies can be:

B.3.4.1 - short-term (e.g. Conference Committees, ad-hoc Working Groups etc.) or

B.3.4.2 - long-term (permanent).

B.3.5 The short-term bodies are those which act entirely within the duration of the event for which they have been formed, e.g. conference committees and ad-hoc groups, or those whose term is determined for a period of time expiring before the next Conference.

B.3.6 The short-term committees may be formed only by the General Conference. Their tasks are determined by and they report to the Plenary Meeting of the General Conference. They may, if necessary, set up their own sub-committees and ad-hoc working groups, the existence of which cannot exceed the duration of their principal body.

B.3.7 The Chairs, who are elected by the General Conference, direct the work of the short-term Committees.

B.3.8 The ad-hoc Working Groups may be called upon either by General Conference, or by any other body holding a meeting, aiming to consider a specific problem. Their tasks are determined by the body, which calls upon them. The ad-hoc group reports to the body by which it has been appointed.

B.3.9 The Chairs appointed by the principal body conduct the work of the small ad-hoc groups.

B.3.10 The long-term specialised bodies are those whose term is not determined and which are intended to act between the General Conferences. These bodies are termed "permanent".

B.3.11 The permanent bodies can be set up only by the General Conference on a proposal made by a Member Society or by the Executive Committee. Such a proposal shall be accompanied by the opinion of the Executive Committee and, if necessary and applicable, by opinions of other already existing specialised bodies, interested in the subject.

B.3.12 The General Conference determines the Terms of Reference of the permanent specialised bodies. In exceptional cases, the Executive Committee may temporarily extend or restrict terms of reference of these bodies.

B.3.13.1 There are five permanent committees, which are acting in an advisory capacity with the aim of considering policies and coordinating activities in the relevant parts of the radio frequency spectrum. They may set up sub-committees if necessary. The Chair or Convenor of such a sub-committee, elected out of the participants on the main committee, reports to the Chair of the relevant main Committee and is entitled to claim reasonable out-of-pocket expenses only as per paragraph B.3.28.

The permanent HF Committee (C4) deals with matters relating to frequencies below 30 MHz;

The permanent VHF/UHF/Microwaves Committee (C5) deals with matters relating to frequencies above 30 MHz.

The permanent EMC Committee (C7) deals with matters relating to electromagnetic compatibility issues.

B.3.13.2 There is a permanent Spectrum and Regulatory Liaison Committee (SRLC) consisting of members of the Executive Committee (EC) and Region 1 experts .

The SRLC deals with the coordination of the Region 1 relations with non-amateur entities (international organisations e.g. ITU, and Regional Telecommunications Organisations) on matters of importance to the interests of the Amateur Services (e.g. spectrum organisation, licensing, etc.) and with the delegation of Region 1 experts to meetings/conferences of these entities.

B.3.13.3 There is a permanent Political Relations Committee (PRC) consisting of members of the Executive Committee (EC) and Region 1 experts .

The PRC deals with relations with political and governmental entities and related matters.

B.3.14 All IARU Region 1 Member Societies are entitled to participate in the work of the permanent committees.

B.3.15 The permanent working groups are formed according to needs. They are acting in an advisory capacity with the aim of coordinating and providing leadership of particular activities of the Amateur Service and Amateur Satellite Service.

B.3.16 The permanent Working Groups consist of persons appointed by the Member Societies interested in the relevant activity.

B.3.17 The permanent Committees and working groups serve in their relevant capacity at the General

Conferences.

B.3.18 Their Chairs direct the work of the permanent specialised working bodies.

B.3.19.1 Chairs of the permanent bodies are appointed by the General Conference, on proposals coming from the respective and already existing bodies and/or from the Member Societies.

B.3.19.2 A Vice-Chair or a Vice-Co-ordinator should be appointed to each Working Group or Committee. Vice-Chairs are appointed by the respective Working Group or Committee. Vice Co-ordinators are appointed by the Co-ordinator.

B.3.20 The term of office of the Chairs of the permanent bodies is the same as that of the members of the Executive Committee.

B.3.21 A permanent working body should process questions and matters in the shortest possible time and inform interested parties about its opinion.

B.3.22 The Chair of a permanent body shall report to the General Conferences and annually to the Executive Committee. The report should contain the future plan for at least one year.

B.3.23 Permanent specialised bodies may hold their working meetings not more often than once a year; in the year when the General Conference is held the meetings are to be held within the framework of the General Conference and additionally another may be held at another time, subject to the costs of such meeting being within the budget of the relevant Working Group.

B.3.23.1 Decisions taken at such meetings held between Conferences, which obtain a two-thirds majority of the Member Societies at such meetings represented, will become interim IARU Region 1 policy only after approval by the Executive Committee. They must be presented to the subsequent General Conference for ratification.

B.3.24 The Chair must obtain agreement of the majority of the Member Societies of the permanent body represented at the meeting as to the venue and time of a planned meeting and the approval of the Executive Committee.

B.3.25 The Chair of the permanent specialised body must present to the Executive Committee for approval a budget related to the planned meeting. IARU Region 1 meets expenses of these meetings only in relation to renting of the meeting rooms and travel, plus food and accommodation for the Chair of the permanent body. Expenses of the members of the permanent body are met by their own Member Societies.

B.3.26 For some meetings of the permanent specialised bodies the Executive Committee may provide recording and/or secretarial assistance.

B.3.27 For some meetings of the permanent bodies the Executive Committee may send its member or members for the purpose of liaison and advice.

B.3.28 The Executive Committee budgets for the yearly limit of expenses of the Chairs of the permanent body or Coordinators. The Treasurer reimburses verified expenses each year. This provision applies only to expenses directly related to postage, stationery, telecommunications, etc.

B.3.29 If the Chair of a permanent working body or a Coordinator is participating in the General Conference in that capacity at the expense of the IARU Region 1, that person cannot simultaneously

act as a delegate of the Member Society.

Section B.4 - Voting Procedures

B.4.1 For a valid vote to be taken at any IARU Region 1 General Conference or a meeting of a specialised body, more than half of the delegations accredited to the particular General Conference or meeting must be present, constituting the quorum, unless other provisions of these Byelaws state otherwise.

B.4.2 Each Member Society has one vote at General Conference and specialised bodies meetings. Only duly authorised delegates, present in person, shall do the voting.

B.4.2.1 If a delegate cannot attend a meeting of Committees and Working Groups being held simultaneously, the delegate's Member Society may nominate another delegate from the same delegation, or may upgrade the status of its official observers, as a replacement.

B.4.3 Delegations, which cannot attend a meeting of Committees and Working Groups being held simultaneously, may authorise delegations of other Member Societies to speak and vote on their behalf at such meetings. The appropriate authorization shall be established in writing and duly signed by the head of the issuing delegation and handed over to the Chair of the meeting before its beginning.

B.4.4 Member Societies may appoint another Member Society, to vote by proxy on their behalf at General Conferences only.

B.4.5 No Member Society may hold more than one proxy vote.

B.4.6 Member Societies who wish to appoint another Member Society to vote by proxy on their behalf must notify the Secretary at least 24 hours before the opening of the General Conference, which Member Society has been appointed as proxy holder.

B.4.7 Member Societies intending to send a delegation to the General Conference and having submitted the name(s) of their delegate(s), but due to circumstances beyond their control, are after all unable to send a delegation, may request another Member Society to accept their proxy.

B.4.7.1 The proxy as indicated in B.4.7. must be made known to the Conference Secretariat before the First Plenary meeting.

B.4.8 Member Societies leaving the General Conference before the beginning of the Final Plenary session may appoint another Member Society to vote on their behalf. This procedure shall not apply to the proxy they may hold. The appropriate authorisation shall be established in writing and duly signed by the head of the issuing delegation and handed over to the Chair of the Plenary before its beginning.

B.4.8.1 However they may give to the Secretary their completed voting paper for the election of the IARU Region 1 Executive Committee to be delivered to the Chair of the EBC at the appropriate time. This procedure applies also to the proxy they may hold.

B.4.8.2 As far as the election of the IARU Region 1 Executive Committee is concerned, Member Societies leaving the General Conference before the beginning of the Final Plenary session cannot appoint another member Society to vote on their behalf or use the proxy they may hold.

B.4.9 The delegation of a Member Society acting as proxy must hold a "Letter of Appointment" signed by an officer of the Member Society concerned. Provided that the letter and its signatures can be

clearly identified and verified by the Secretary, electronic scan and transmission of this letter is acceptable.

B.4.10 For the purpose of voting:

B.4.10.1 - a simple majority shall consist of more than half of the Member Societies voting. Member Societies abstaining shall not be taken into account;

B.4.10.2 - a qualified majority shall consist of more than two thirds of the voting Member Societies;

B.4.10.3 - in case of a tie, a proposal or amendment shall be considered as lost;

B.4.10.4 - when the number of abstentions exceeds half of the number of votes cast (for and against plus abstentions), the matter under discussion shall be put on the table for further consideration at a future meeting, at which time abstentions shall not be taken into account. If the meeting so wishes the proposal or amendment may be withdrawn by the author for rewording.

B.4.11 Decisions taken at General Conferences shall be by a simple majority of votes except that decisions regarding financial matters shall require a two-thirds majority and voting for Executive Committee appointments shall be based on the numbers of votes cast for each candidate.

B.4.12 According to Article A.2.3 voting shall be compulsory whenever so stated, or at General Conferences and Meetings of permanent specialised bodies when at least two Member Societies request a vote to be taken.

B.4.13 Voting shall take place in one of the following ways:

B.4.13.1 - in between General Conferences or Meetings of Specialised Bodies: by postal vote (or e-mail or letter or telefax);

B.4.13.2 - at General Conferences or Meetings of specialised bodies:

(a) by show of hands, as a usual way (ordinary open ballot), unless stated otherwise in these Byelaws or requested to be done otherwise by one Member Society and seconded by another Member Society.

(b) by roll-call in alphabetical order of the English names of Member Societies is so requested by at least two Member Societies

(c) by secret ballot and if so requested by at least ten Member Societies.

(d) in the case of a VGC, by secure electronic means

B.4.13.3 Requests for any form of ballot at an in-person conference other than (a) must be made before the ballot starts. If there is sufficient support for another form of ballot, requests for a secret ballot take priority over requests for a roll call and those in turn over an ordinary open ballot.

B.4.13.4 Postal voting shall be acceptable only when the General Conference or the Executive Committee considers it necessary to settle a specific matter.

B.4.14 Voting over an amendment takes priority over voting over the proposal itself.

B.4.14.1 If there are two or more proposals on the same matter they shall be put to the vote in the order in which they were presented unless the meeting decides otherwise. After each vote, the meeting shall decide whether the remaining proposals shall be voted on.

B.14.2 Once a valid vote has been taken on any matter at a meeting of any IARU Region 1 body, the proposal or amendment cannot be put to a vote again at the same meeting, irrespective of the voting procedure chosen.

Section B.5 - Rules for the Election of the Executive Committee

In the case of an in-person General Conference, the provisions of Section B.5 will apply. Should a Virtual General Conference be held, then the provisions of section B.5 shall be replaced by Annex 2 Section 2.

TABLE 2 - TIMETABLE FOR THE ELECTION OF THE EC

Candidates for election to the EC and to chair the five permanent Committees (HF, VHF/UHF/Microwave, EMC, PRC and SRLC) should be notified to General Conference delegates by way of a Conference paper, distributed two months prior to the Conference and including a CV of each candidate and the name of the proposing Society.

In the case of candidates for the post of Treasurer, the recommending Society or group of Societies must also certify that the candidate has the required qualifications for the post.

Notwithstanding that details of candidates shall be nominated in advance by Member Societies, where the number of candidates nominated in that way is less than the number of vacancies and at the discretion of Conference, candidates for appointment to the EC and as Chairs of the permanent committees may be nominated during the Conference.

Day and time	Procedure	Action by
2 nd Conference day, and with Conference agreement	Distribution of nomination forms for use in the case of the need for in-conference nomination of EC and permanent committee candidates (see below 5.2)	Secretariat
3rd Conference day before 18:00 hours	Fully completed and signed nomination forms and Curriculum Vitae for all candidates to be delivered to Secretariat	Secretariat Candidates(s)
4th Conference day (before 09:00)	Publication of list of candidates previously nominated by way of a Conference paper and any nominated during the Conference, together with CV's.	Election Ballot Committee (EBC) and Secretariat
4th Conference day	Preparation of the voting papers	EBC and Secretariat
4th conference day between 18:00 – 19:00	Collecting of voting forms from Secretariat	Heads of Delegations
Final Conference day (Final Plenary)	Collecting of voting forms from the Heads of Delegations by roll call; counting of votes; announcement of results.	EBC

Note - The first Conference day is, as per B.1.10.1, the day on which the First Plenary (opening) Meeting is held.

B.5.1 The Executive Committee is elected at the Final Plenary Meeting of the General Conference. The Election and Ballot Committee, hereinafter called the "EBC," conducts the procedures of election.

B.5.1.1 - The members of the Executive Committee shall be licensed radio amateurs and from different Member Societies.

B.5.2 Normally, candidates for election to the EC and permanent committee Chairs are nominated at least 10 weeks prior to the General Conference. When there are insufficient nominations, and with Conference agreement, further nominations may be sought during the Conference. In such case, on the second day of the General Conference the Secretariat shall send to each Head of Delegation the single standard form on which such additional nominations for the Executive Committee and Permanent Committee Chairs are to be made.

B.5.3 The Nomination Form (which will also be used for the normal process of nomination in advance) will include:

B.5.3.1 - the nominee's name, call sign and the name of the nominating Member Society;

B.5.3.2 - the nominee's signature, indicating willingness to stand;

B.5.3.3 - the office the nominee is being nominated for; if this is for any of the four officer appointments (President, Vice-President, Secretary or Treasurer), the form shall indicate whether the candidate is willing to be a candidate for office as an ordinary EC member should the candidate not be successful in being elected to the relevant officer post

B.5.3.4 - the signature and call sign of the Proposer, who must be a Head of Delegation; the Proposer must not be the nominee;

B.5.3.5 - the signature and call sign of the Secunder, who must be a Head of Delegation; the Secunder must not be the nominee;

B.5.3.6 - the signature and call sign of the nominees Head of Delegation, or a written statement from the nominees Member Society.

B.5.3.7 - in the case of nominations for Treasurer, a statement from the nominating Society or Societies that the candidate has the necessary qualifications for the post

B.5.4 Candidates standing for election for the Executive Committee shall meet the requirements set out in Article A.4.14 of the Constitution.

B.5.5 No later than 18:00 on the third day of the Conference, each candidate who agrees to accept nomination shall fill in and deliver to the Secretariat the form containing: full name, amateur radio call sign, permanent address and "curriculum vitae" (CV), which should include particulars of his/her amateur radio and relevant professional activities. This "curriculum vitae" must not exceed 400 words in length and if longer it will be stopped at the 400th word, (it will not be abridged).

B.5.6 On the fourth day of the General Conference the EBC shall publish the final list of candidates together with the form containing their "curriculum vitae." The EBC shall prepare voting papers in a number equal to the number of Member Societies participating in the General Conference plus the approved proxies. The voting papers shall contain names and call signs of candidates who accepted nominations for any particular capacity.

If, under 5.3.3 above, any candidate has indicated willingness to stand for ordinary EC vacancies, the following procedure shall be followed: The EBC shall prepare two voting papers for each voting Society (including proxies). The first voting paper shall contain all candidates for the four officer appointments (President, Vice-President, Secretary and Treasurer). The second paper shall contain all the candidates for the other EC vacancies, as well as those from the first list that have given notice that they are candidates for office as ordinary members of the EC. Two envelopes shall be distributed to each Society and for each approved proxy.

If no person is a candidate for more than one EC office, only one voting form shall be prepared.

These uniform voting forms in identical envelopes are to be collected from the Conference Secretariat by each Head of Delegation in accordance with the Timetable in Table 2

B 5.7 At the Final Plenary, first the voting for the four EC officer appointments (President, Vice-President, Secretary and Treasurer) shall take place. The first voting paper shall then be collected as set out in paragraph B 5.10. After the result of this election for these four offices has been announced, the second voting paper shall be filled in. Before this vote, the names

of any candidates successful in the first ballot shall be deleted from the second voting paper. The completed voting papers shall be collected as set out in B 5.10

B.5.8 The voting is done by placing the "X" mark against the name of the chosen candidate.

B.5.9 For each vote, the voting paper is taken as invalid if:

B.5.9.1 - there are more candidates chosen for election than there are seats available

B.5.9.2 - it is signed or marked so that its source can be identified;

B.5.9.3 - it contains names of persons not officially standing as candidates.

B.5.10 During the Final Plenary meeting, the EBC shall first collect all voting papers for the four officer vacancies. After the result from the first vote is announced, the EBC shall collect the second voting paper. On each occasion, the votes are received from each delegation and for each proxy, in envelopes from the Heads of Delegations

B.5.10.1 After each of the two collections of voting papers, the EBC will count the votes in a separate room and shall announce the results immediately after.

B.5.11 If an equal number of votes is cast for two or more candidates and this equality results in an inability to determine who should comprise the elected candidates, then there shall be a fresh ballot for these candidates.

B.5.12 Any serious objections regarding the ballot procedure should be immediately presented at the same Final Plenary Meeting as a motion of order, which must be supported by suitable evidence and seconded. If the meeting considers it justified, it elects two additional persons to the EBC and the ballot has to be repeated.

B.5.13 Once the ballot is finished and considered valid, the nomination and voting papers shall be destroyed by the EBC and this fact reported to the Meeting.

Section B.6 - Financial Rules

B.6.1 The IARU Region 1 financial year shall be from the first day of January until the 31st day of December of every year.

B.6.2 IARU Region 1 accounts shall be maintained in one common convertible currency of good long-term stability. They shall be kept in a bank of good international reputation.

B.6.3 The long-term IARU Region 1 general budget shall be proposed by the Executive Committee and approved by the General Conference. The Executive Committee is entitled to specify and modify various items of budget according to needs.

B.6.4 The newly elected Executive Committee shall, within three months of its election, adopt its internal interim financial rules:

B.6.4.1 - how to account and to approve the money spent on travelling by the members of the Executive Committee, delegates to the Administrative Council and other IARU Region 1 officials,

representatives and delegates;

B.6.4.2 - how to account and how to approve the money spent to carry on operations of the IARU Region 1 Secretariat, including the office expenses of EC members and Chairs of the permanent bodies.

B.6.4.3 - how to decide on and to handle bank operations.

B.6.4.4 These internal rules are valid only for the term of office of this Executive Committee and they shall not at any point contravene the IARU Region 1 Constitution and its Byelaws.

B.6.5 All expenses from the IARU Region 1 funds shall be in accordance with the IARU Region 1 Constitution and its Byelaws.

B.6.6 The annual membership financial contributions shall be established by the General Conference, which may delegate part of this authority to the Executive Committee.

B.6.7 Membership financial contributions for the current year are invoiced by the Treasurer well in advance and shall be paid by each Member Society before the 30th June of each calendar year.

B.6.7.1 A Member Society that has failed to fulfil all its financial obligations before the start of the first meeting of the Credentials and Finance Committee (C2) at a General Conference, shall not be eligible to vote nor to appoint and hold proxies at that General Conference.

B.6.7.2 At other times when a ballot is being conducted, a Member Society that has not fulfilled all its financial obligations by the end of the month prior to the month in which a vote is initiated, shall not be eligible to vote in the ballot

B.6.8 Any Member Society not paying its financial contribution shall be reminded by the Treasurer. If the reminder is not successful and the Member Society has failed to pay its membership contributions for the total time amounting to two years or more, the Executive Committee will report that fact to the IARU Administrative Council for appropriate action.

B.6.9 On a duly justified application presented by a Member Society, payment of its financial contributions may be postponed by the Executive Committee for a period not exceeding two years.

B.6.10 IARU Region 1 accounts must be audited yearly by a qualified Auditor whose report shall be made available to all IARU Region 1 Member Societies.

Section B.7 - Miscellaneous Rules

B.7.1 Member Societies shall appoint a member responsible for the IARU Region 1 matters, to be called "IARU Region 1 Liaison Officer."

Annex 1

Section 1: Provisions for conduct of a Virtual General Conference (VGC)

1.1 An advance announcement about the VGC, including a call for papers must be distributed by the Executive Committee at least 12 months before the scheduled date of the VGC.

1.2. Successful conduct of a VGC relies on the support of Member Societies to enable all societies to have a voice. For technical reasons, therefore, only one representative of a Member Society can be on-line at any one time, although that person can be different for each of the working sessions of the Conference. The Secretariat must be notified by the Member Societies about the names of participants for each session not later than 3 months before the scheduled date of the VGC.

1.3 Delegates, Proxies and observers are accredited provisionally until their credentials have been confirmed (see Annex 1 1.13.2 (a))

1.4 The Member Societies, the Executive Committee, the Specialised Bodies, the Administrative Council, the International Secretariat and the other IARU Regions may submit documents for the work of the VGC.

1.4.1. Such documents should reach the Secretariat not later than 3 months prior to the scheduled date of the VGC. They shall be submitted by electronic mail. The Secretariat will confirm receipt to the sender.

1.4.2 No proposals generated after the 3 months deadline above may be accepted for the conference work, except in cases where the delay was caused by evident external circumstances and provided this proposal is of significant importance for the Amateur Service or the Amateur-Satellite Service. The Executive Committee will take the decision whether such papers will be accepted.

1.5 Only official papers and proposals for the work of the VGC shall be considered as conference documents and will be so numbered and included into the Agenda of the Conference. They must be written in English and bear the official signature of the Member Society or official IARU body sending in the document and the author may sign them. The paper should show its origin, subject and suggested processing route (e.g. which Committee).

1.6 Papers of a general informative nature, which do not contain proposals, may be distributed by their originators directly to the VGC participants, after informing the Conference Secretariat, who will provide an e-mail distribution list. They are not numbered and they do not appear on the official list of conference documents or on the Conference Agenda.

1.7 In case of dispute on the status of any paper presented to the VGC, the decision of the Plenary Meeting shall be final.

1.8. The Secretariat shall distribute the conference documents to all Member Societies, the Executive Committee and Chairmen or Coordinators of Specialised Bodies at least 10 weeks before the scheduled date of the VGC.

1.9 No new document containing proposals can be made once the VGC has been opened and the Agenda has been approved. However, originators may at any time amend or withdraw their own proposals and other participants may issue documents providing for amendments to the already presented official conference documents at any stage. Such

documents must be written in English and delivered to the Conference Secretary as early as possible.

1.9.1 If the amendment to an existing document differs by such an extent to the original topic that it falls under another working body, it may be rejected, unless the Conference decides otherwise.

1.10 Plenary meetings are chaired by the Conference Chair.

1.10.1 An opening Plenary meeting shall approve the agenda, establish Conference Committees and other Specialised Bodies to elect their Chairs and/or Secretaries and to confirm the credentials of those registered;

1.10.1.1 Video/audio streaming may take place if appropriate, only for the Opening Plenary and on a time-delayed basis (A.3.2.8)

1.10.2 At the end of the VGC period – a final plenary. During the final plenary meeting, the VGC shall receive and consider the reports, recommendations and/or resolutions from the conference committees, to elect the Executive Committee and Chairs, Coordinators of Specialised Bodies working in between General Conferences and at the following General Conference; to decide upon the venue for the next General Conference and to close the present one.

1.10.3 Other Plenary Meetings may be convened by the Conference Chair, if required.

TABLE 1. - TIMETABLE FOR CONVENING A VIRTUAL GENERAL CONFERENCE

Months prior to scheduled date	Procedure	Action by
12	Advance note of the convening of a Virtual General Conference	Secretariat
12	Call for working papers.	Secretariat
3	All documents qualified for inclusion in the Agenda of the VGC must have been received by the Secretariat	Byelaw B.1.4.1
	Request for nominations to serve on the EBC	Secretariat
10 weeks	Publication on the IARU Region 1 web of the Conference documents and notification by e-mail to Member Societies that the documents are available.	Secretariat
	Publication of the schedule of the VGC, showing the working group sessions and topics	Secretariat
	Submission to Secretariat of nominations for candidates to stand for election to the EC	Member Societies
At least 2	Request for C2 and EBC candidates and Ballot of MS	Secretary
2	Provision to the Secretariat the names of those attending each working session of the Conference	Member Societies
2	Provision of a Conference paper to Member Societies listing all candidates standing for election to the EC and permanent committee chairs, together with CVs and voting forms, with response due to the nominated EBC Chair (copy Conference Secretary) two weeks prior to the first meeting of the VGC	Secretariat

1.12 The VGC comprises the following Committees:

1.12.1 - the Credentials and Finance Committee (C2)

1.12.2 - the General Administrative and Organisational Committee (C3)

1.12.3 - the permanent HF Committee (C4)

1.12.4 - the permanent VHF/UHF/Microwaves Committee (C5)

1.12.5 - the Election and Ballot Committee (C6)

1.12.6 - The permanent EMC Committee (C7)

1.13 **The Credentials and Finance Committee** shall be elected prior to the VGC by a ballot of Member Societies. Candidates shall be called for by the Conference Secretary at least four weeks prior to the ballot taking place. The result of the ballot shall be announced in advance of the start of the VGC. The Committee shall consist of an elected Chair and not more than one delegate from each of six different Member Societies. The President, Treasurer and Secretary of the Executive Committee shall be ex-officio members of this Committee to provide information.

1.13.1 Delegates elected to this Committee shall not be replaced. Only Heads of Delegations shall be entitled to participate as observers as far as the examination of the IARU Region 1 financial situation is concerned. Other Conference participants are not entitled to attend the meetings of this Committee.

1.13.2 The purpose of this Committee is:

(a) to examine and to verify credentials to the VGC, to establish the rights to vote and to give a report to the opening Plenary Meeting. To do his, the Committee shall meet prior to the opening plenary to review credentials.

(b) to examine the financial situation of IARU Region 1 and give a report to the VGC.

1.13.3 With the exception of (a), this Committee shall act only for the duration of the VGC.

1.14 **The General Administrative and Organisational Committee** meetings may be attended by any conference participants; participants' rights shall depend upon their status at the VGC.

14.1 This Committee is chaired by the Regional President

14.2 This Committee shall discuss matters and proposals related to;

(a) Administration and Organisation;

(b) Conferences and Meetings;

(c) Cooperation with other organisations;

(d) All other matters, except those that belong to the Terms of Reference of other committees.

1.14.3 This Committee reports to the Final Plenary Meeting and shall only act for the duration of the VGC.

1.15 **The permanent HF Committee** meetings may be attended by each conference participant; participants' rights shall depend upon their status at the VGC.

1.15.1 This Committee is chaired by its Chair elected at the Final Plenary of the previous General Conference. The term of office shall be the same as for the Members of the Executive Committee.

1.15.2 The purpose of this Committee is to examine matters and proposals related to the use of the part of the radio frequency spectrum below 30 MHz.

1.15.3 This Committee reports to the Final Plenary Meeting of the VGC and to the Executive Committee between General Conferences.

1.16 **The permanent VHF/UHF/Microwaves Committee.** The purposes and functions of this Committee are similar to those mentioned in Section 1.15 for the permanent HF Committee, except that this Committee deals with matters and proposals related to the radio frequency spectrum above 30 MHz.

1.17 **The Election and Ballot Committee** shall be elected prior to the VGC and shall consist of a Chair and two members, who shall be duly accredited delegates from different Member Societies. None of them shall be a member of the Executive Committee, Chairs of Specialised Bodies or a candidate for election.

1.17.1. The purpose of this Committee is to arrange the Elections as per Section B.5 or in the case of a VGC, as below, together with all other secret ballots throughout the course of the work of the VGC. This Committee reports to the Final Plenary Meeting and shall only act for the duration of the VGC.

1.18 **The permanent EMC Committee** meetings may be attended by each conference participant; participants' rights shall depend upon their status at the General Conference.

1.18.1 The permanent EMC Committee shall discuss all relevant information relating to aspects of electromagnetic compatibility.

1.18.2 The Committee is chaired by its Chair elected by the Final Plenary of the previous General Conference. The term of office shall be the same as for the members of the EC.

1.19 The VGC may set up further committees and/or ad-hoc working groups, in accordance with the IARU Region 1 Constitution and its Byelaws, if its work so requires.

1.19.1 Committees shall not meet concurrently during a VGC.

1.20 Minutes of the Final Plenary Meeting shall be distributed to the participants of the VGC within 30 days of the date of closing the VGC. Comments and/or corrections on the minutes shall reach the Conference Secretary not later than 60 days after the VGC.

1.20.1 A Report of the VGC, including all decisions, resolutions, recommendations and other information essential to reflect the course of the Conference, should be distributed to all Member Societies and Conference participants within 120 days after the closing date of the Conference.

1.21 At the request of at least two-thirds of the total number of the IARU Region 1 Member Societies or of the Executive Committee, an Extraordinary General Conference may be convened. Such a Conference shall have a limited range of interests and be for a special purpose only. This Extraordinary General Conference has its power limited to its purpose and is not entitled to change or suspend any part of the IARU Region 1 Constitution and its Byelaws.

Section 2 - Rules for the Election of the Executive Committee when there is a VGC

TABLE 2 - TIMETABLE FOR THE ELECTION OF THE EC

Candidates for election to the EC and to chair the five permanent Committees (HF, VHF/UHF/Microwave, EMC, PRC and SRLC) must be notified to Conference delegates by way of a Conference paper, distributed two months prior to the Conference and including a CV of each candidate and the name of the proposing Society.

In the case of candidates for the post of Treasurer, the recommending Society or group of Societies must also certify that the candidate has the required qualifications for the post.

Day and time	Procedure	Action by
On the second day of the VGC, and with conference approval	Where insufficient candidates have been pre-nominated under clause 2.2, distribution of nomination forms where in-conference nomination of EC and permanent committee candidates will be needed	Secretariat
3rd Conference day before 18:00 hours	Fully completed and signed nomination forms and Curriculum Vitae for all candidates to be delivered to Secretariat	Secretariat Candidates(s)
4th Conference day (before 09:00)	Publication of final list of candidates previously nominated by way of a Conference paper and any nominated during the Conference, together with CV's. and notification of time of ballot	Election Ballot Committee (EBC) and Secretariat
4th Conference day	Preparation of the voting software	EBC and Secretariat
Final Conference day (Final Plenary)	Conduct of electronic voting for EC and permanent committee chairs; announcement of results.	EBC

2.1 The Executive Committee is elected at the Final Plenary Meeting of the VGC. The Election and Ballot Committee, hereinafter called the "EBC," conducts the procedures of election.

2.1.1 - The members of the Executive Committee shall be licensed radio amateurs and from different Member Societies.

2.2 Normally, candidates for election to the EC and permanent committee chairs are nominated at least 10 weeks prior to the Conference. Exceptionally, when there are insufficient nominations, and with Conference agreement, further nominations may be sought during the Conference. In such case, on the second day of the VGC the Secretariat shall send to each Head of Delegation, the single standard form on which such additional nominations for the Executive Committee and permanent committee chairs are to be made.

2.3 The Nomination Form (which will also be used for the normal process of nomination in advance) will include:

2.3.1 - the nominee's name, call sign and the name of the nominating Member Society;

2.3.2 - the nominee's signature, indicating willingness to stand;

2.3.3 - the office the nominee is being nominated for; if this is for any of the four officer appointments (President, Vice-President, Secretary or Treasurer), the form shall indicate whether the candidate is willing to be a candidate for office as an ordinary EC member should he/she not be successful in being elected to the relevant officer post

2.3.4 - the signature and call sign of the Proposer, who must be a Head of Delegation; the Proposer must not be the nominee;

2.3.5 - the signature and call sign of the Secunder, who must be a Head of Delegation; the Secunder must not be the nominee;

2.3.6 - the signature and call sign of the nominee's Head of Delegation, or a written statement from the nominee's Member Society.

2.3.7 - in the case of nominations for Treasurer, a statement from the nominating Society or Societies that the candidate has the necessary qualifications for the post

2.4 Candidates standing for election for the Executive Committee shall meet the requirements set out in Article A.4.14 of the Constitution.

2.5 At least 24 hours prior to the vote being taken, a further listing of all candidates for election to the EC and permanent Committee Chairs shall be provided to Conference delegates, including the names of any nominated under clause 2.2. This will include a form containing: full name, amateur radio call sign, permanent address and "curriculum vitae" (CV), which should include particulars of his/her amateur radio and relevant professional activities. This "curriculum vitae" must not exceed 400 words in length and if longer it will be stopped at the 400th word, (it will not be abridged). A notification of the time that electronic voting will take place shall be provided to all Conference delegates at the same time as the candidate details are circulated.

2.6 Member Societies will cast their votes electronically for the candidates.

If, under 2.5 above, any candidate has indicated his/her willingness to stand for ordinary EC vacancies, the following procedure shall be followed: The EBC shall prepare two electronic voting stages. The first vote be for candidates for the four officer appointments (President, Vice-President, Secretary and Treasurer). The second vote shall contain all the candidates for the other EC vacancies, as well as those from the first list that have given notice that they are candidates for office as ordinary members of the EC and who have been unsuccessful for

election to one of the officer appointments. If no person is a candidate for more than one EC office, only one vote stage shall be necessary.

2.7 At the notified time, first the electronic voting for the four EC officer appointments (President, Vice-President, Secretary and Treasurer) shall take place. After the result of this election for these four offices has been announced, the second vote paper shall take place. Before this vote, the names of any candidates successful in the first ballot shall be deleted from the second candidate list. The EBC shall oversee the conduct of the electronic voting.

2.8 For each vote, the voting paper is taken as invalid if there are more candidates chosen for election than there are seats available

2.9 Immediately after each voting stage, the results shall be announced by the EBC.

2.10 If an equal number of votes is cast for two or more candidates and this equality results in an inability to determine who should comprise the elected candidates, then there shall be a fresh ballot for these candidates.

2.12 Any serious objections regarding the ballot procedure should be immediately presented at the same Final Plenary Meeting as a motion of order, which must be supported by suitable evidence and seconded. If the meeting considers it justified, it elects two additional persons to the EBC and the ballot has to be repeated.

2.13 Once the ballot is finished and considered valid, the nomination and voting electronic records shall be destroyed and fact reported to the Meeting