



# **IAF Procedures Document**



## **Procedures for IAF General Assembly Meetings**

**(IAF PR 3:2005)**

Accreditation reduces risk for business and its customers by assuring them that accredited bodies are competent to carry out the work they undertake. Accreditation bodies which are members of the International Accreditation Forum, Inc. (IAF) are required to operate at the highest standard and to require the bodies they accredit to comply with appropriate international standards and IAF Guidance to the application of those standards.

Accreditations granted by accreditation body members of the IAF Multilateral Recognition Arrangement (MLA), based on regular surveillance to assure the equivalence of their accreditation programmes, allows companies with an accredited conformity assessment certificate in one part of the world to have that certificate recognised everywhere else in the world.

Therefore certificates in the fields of management systems, products, services, personnel and other similar programs of conformity assessment issued by bodies accredited by members of the IAF MLA are relied upon in international trade.

## Procedures for IAF General Assembly Meetings

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Prepared by: IAF Executive Committee

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Name for Enquiries: John Owen, IAF Corporate Secretary

Contact Phone: +612 9481 7343

FAX: +612 9481 7343

Email <secretary@iaf.nu>

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## **Procedures for IAF General Assembly Meetings**

In order to achieve informed decisions for the progress of IAF, the following procedures shall apply to all IAF General Assembly Meetings and other meetings of members at which decisions intended to bind members or relating to the management of IAF may be made.

### **1. Notice of IAF General Assembly Meeting**

1.1.1. Not less than 28 days nor more than 60 days before the first day of the IAF General Assembly Meeting the IAF Secretary shall provide written notice to each member. The written notice shall include the place of the meeting, the time of the meeting and the purpose of the meeting. Notices will be sent by e-mail to all members and shall be addressed to the e-mail address which each member has provided to receive notices. (Bylaws S.3.08.)

### **2. Members List**

2.1.1. The Secretary shall prepare, at least ten days before the meeting, a complete list, in alphabetical order, of the names and addresses of members which are entitled to vote at that meeting. (Bylaws S.3.05.)

2.1.2. The IAF list of the Members entitled to be represented at the forthcoming General Assembly Meeting and Member Representatives authorised to cast any vote on behalf of the Member shall be maintained in, and be available to members in, the IAF web site at <http://www.iaf.nu>. The list will be placed in the Members Only section, Documents/Annual Meetings page. Members are listed alphabetically by the name of the country or economy in which they operate or have their primary place of business.

2.1.3. The Secretary shall send all notices for members to the persons shown in the IAF Members List as Member Representatives.

### **3. Draft Documents for Approval:**

3.1.1. Draft documents for which approval will be sought at the meeting shall be submitted to the Secretary in electronic form **no later than 70 days** before the first day of the General Assembly Meeting, and then shall be circulated by the Secretary for consideration by members, with clear indications of the intent of the final approval by the General Assembly Meeting; **no later than 60 days before the meeting**.

#### **4. Issues for Decision by the General Assembly**

4.1.1. Issues of a policy nature not arising from an IAF or Joint IAF-ILAC Committee, which, if adopted by the General Assembly, would bind members of IAF shall be submitted to the Secretary in electronic form **no later than 30 days** before the first day of the General Assembly Meeting, and shall be circulated by the Secretary for consideration by members, with clear indications of the intent of the final approval by the General Assembly Meeting; **no later than 30 days before the meeting.**

#### **5. Documentation for Consideration at Meetings:**

5.1.1. All documents intended for consideration by meetings of IAF Committees or Working Groups, or the General Assembly Meeting of members, shall be circulated to all members of the relevant Committee or Working Group, or to all members of IAF, at least **21 days before** the relevant meeting.

#### **6. Draft Documents or Issues which are late**

6.1.1. Draft documents or issues of a policy nature not arising from an IAF or Joint IAF-ILAC Committee which are submitted to the Secretary too late to be circulated to members 30 days before the first day of the General Assembly Meeting shall be circulated to members in any case, and may be discussed at the General Assembly Meeting, if the General Assembly agrees by majority vote. After discussion in the General Assembly Meeting, the document or draft Resolution concerning the issue may be amended, but in any case shall be submitted to members for a 30-day ballot subsequent to the meeting.

#### **7. Discussion at the General Assembly Meeting**

7.1.1. Delegates are asked to keep in mind that: English is not the mother language of the majority of members.

7.1.2. Speakers whose mother tongue is English are requested to speak slowly, clearly and briefly.

7.1.3. The key forums for discussion in IAF and where recommendations are prepared are the Committees. Members should influence the outcome of the work of the Committees by participation in the work of those Committees and Subordinate Groups in the first instance before raising issues relevant to a particular Committee in the General Assembly Meeting.

#### **8. Presentations at the General Assembly Meeting**

8.1.1. Visual presentation, rather than oral alone, is recommended.

8.1.2. Written material is also recommended for recording purpose; with a clear indication of the aim of the presentation; e.g., for the General Assembly to note, to review, to discuss or to approve. All written material and visual presentations shall be provided to the Secretary in electronic form prior to the first day of the meeting.

8.1.3. Written material which is to be provided to all delegates shall be provided to the Secretary at least 24 hours before the session at which it is to be presented, to allow time for printing and distribution, if required.

## **9. Resolutions of the General Assembly Meeting**

9.1.1. All draft Resolutions will be collated by a Resolutions Drafting Group and shall be submitted to the IAF Executive Committee for review prior to the final session of the General Assembly. *If a draft Resolution is not supported by the Executive or the Executive wishes to significantly redraft the Resolution, the Executive shall present, in addition to the original draft resolution, its proposal to the General Assembly for discussion and decision. ).*

9.1.2. All Committees should prepare a written report for presentation to the General Assembly. Any recommendation a Committee asks the General Assembly to approve shall be presented as a draft Resolution. The draft Resolution shall have been adopted by the Committee and shall be presented to the General Assembly by the Committee Chair (or a person appointed by the Chair) as the decision by that Committee. The draft Resolution may also be accompanied by a presentation indicating the discussion at the Committee, positions put forward within the Committee and whether all members of the Committee supported the recommendation.

9.1.3. All draft Resolutions shall be presented to the final session of the General Assembly Meeting for approval. Any agreed editorial amendments shall be recorded by the Chairman of the relevant Committee and the revised Resolutions presented to the General Assembly Meeting for adoption. If a draft Resolution is not approved by the General Assembly the IAF Secretary shall refer the matter back to the Chairman of the relevant Committee, or in the case of policy items, to the Executive Committee, for further consideration.

9.1.4. Resolutions approved by the General Assembly shall be made available on the IAF Website as soon as possible after the close of the General Assembly Meeting, with the exception of those Resolutions submitted for 30 day ballot (6.1.1).

## **10. Voting at the General Assembly Meeting**

10.1.1. Each member of IAF has one vote at any meeting of IAF or of any committee or sub-group of IAF members. The member's vote shall be exercised by the person nominated by the member as its Member Representative, being the person whose name is recorded by the corporation in the Member List as authorized to speak and vote on behalf of the member at the General Assembly and other special meetings of the corporation, or by a person nominated in a proxy form submitted by the member. In the case of a proxy being issued, the vote shall be exercised by the person whose signature gives authority to the proxy. (Bylaws S.3.04. & S.3.05.)

Note 1: The names and contact details of persons whose name is recorded by the corporation as Member Representatives authorized to speak and vote on behalf of the relevant member are recorded in the Member List in the Members Only section, Documents/Annual Meetings page of the IAF web site.

Note 2 - Whilst only one person is authorised to speak and vote on behalf of each member, other persons may speak (but not vote) at the meeting with the permission of the leader of the delegation to which they belong, or of the Chairman of the meeting.

10.1.2. A person other than the person nominated by the member shall not vote on behalf of a member at any meeting of IAF members unless the person nominated has lodged the official proxy form (see Attachment 1), which shall carry the signature of the person to whom the proxy is given with the Secretary no later than seven days before the start of the meeting.

## **11. Minutes of General Assembly Meetings**

11.1.1. As soon as possible after the close of each General Assembly Meeting of members of IAF, the Secretary shall prepare draft minutes of the meeting. The draft minutes shall be circulated to members with a request to submit comments on the draft within 30 days.

11.1.2. The Secretary shall prepare an amended draft of the minutes and circulate that draft to members together with copies of all comments received and notes explaining the reasons if the members comments have not been accepted in full.

11.1.3. The amended draft minutes shall be submitted to the following General Assembly Meeting for approval.

End of Procedures for IAF General Assembly Meetings

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### **Further Information**

For further Information on this document or other IAF documents, contact any member of IAF or the IAF Secretary.

For contact details of members of IAF see - IAF Web Site - <<http://www.iaf.nu>>

Secretary -

John Owen,

IAF Corporate Secretary,

Telephone +612 9481 7343

Facsimile +612 9481 7343

email <[secretary@iaf.nu](mailto:secretary@iaf.nu)>



**PROXY FORM**  
(See Section 3.04. of the Bylaws)

This Proxy applies for the following meeting or for the following ballot or until the date

(enter title of meeting or ballot or date proxy is to expire)

Name of **IAF Member** -

Name of "**Member Representative**" as shown in the IAF Member List available in the IAF web site -

**Signature** of Member Representative –

**Name of Proxy Person** to represent and vote on behalf of this member at the meeting noted above –

Address and Contact Details of Proxy Person –

**Signature of Proxy Person** –

**Date Proxy given** (Note – this proxy will automatically expire eleven months after this date)

For Official Purposes Only -

Date Received	
Signature of Secretary	