

INTERNATIONAL RADIATION PROTECTION ASSOCIATION



**RULES
of
ADMINISTRATIVE PROCEDURE**

Version: Approved 31 January 2020

RULES OF ADMINISTRATIVE PROCEDURES

The first set of Rules became effective on 7th September 1966. The present Rules have been adopted at a special meeting of the Executive Council on 31 January 2020.

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PREFACE

Article VII, Section 7, of the Constitution of the International Radiation Protection Association (IRPA) sets out the authority for the formation and promulgation of the rules of administrative procedure of the Association¹. This article states:

“The Executive Council shall formulate and publish a set of rules by which the Association is governed. All such rules shall be consistent with the directives of the General Assembly and the provisions of the Constitution and shall be construed to secure a speedy and inexpensive administration of the affairs of the Association commensurate with sound practice. The rules become effective when transmitted to the duly authorised representatives of the Associate Societies, and have official status until amended or revoked by action of the Council or by direction of the General Assembly. In general:

- (a) The rules shall provide that no affirmative action can be taken by the Executive Council unless sanctioned by at least seven voting members of the Executive Council and if a vote is to be taken at a regularly scheduled meeting of the Executive Council, a member may be represented by a proxy.
- (b) The rules shall be specific as to the duties of the officers and the voting membership of the Executive Council shall vest the officers with such authority as may be required for the efficient execution of these duties. The rules shall provide for the bonding of any officer or agent who will be responsible for substantial sums of money where this is practicable and not unduly expensive. The rules shall also provide for equally acceptable alternative security measures where bonding is not carried out.
- (c) The rules shall provide for a Commission on Publications which is responsible for the establishment and management of the official publication of the Association under the chairman of the Publications Director.
- (d) The rules shall establish criteria by which acceptance or rejection of an applicant for Associate Society status is determined.
- (e) No rule shall be formulated which violates the independence of any Associate Society. The Associate Societies are autonomous in their own right and are free to pursue their objectives and those of the Association in any manner consistent with sound management and in compliance with the provisions of the Constitution of the Association.
- (f) The rules shall specify the general arrangements to be followed in the organisation of an IRPA International or Regional Congress.
- (g) The rules may include other matters as may be considered appropriate and not inconsistent with the provisions of the Constitution”.

1. PROMULGATION OF RULES

1.1. Enactment of rules by the executive council

Rules may be enacted only by the Executive Council. Proposals shall be circulated to the members of the Executive Council, either with the agenda for the meeting or for a formal decision by the Executive Council meeting by electronic means, and an entry of the full text of the rule(s) (as agreed) in the minutes of the Executive Council shall be proof that such rules were enacted unless a member who was present at the meeting gives notice to the Executive Officer within 30 days of receiving such minutes that in her/his view they are incorrect, and listing the alleged inaccuracies. If the member can, by correspondence with the Executive Officer and the President, agree on a revised wording as being that agreed by the Executive Council this revised wording shall be circulated by the Executive Officer to the members of the Executive Council allowing a further period of 30 days for any other member to give notice of an objection to the revised wording. In the absence of any such notices, the rules as enacted become effective at the end of whichever period of 30 days is appropriate.

1.2. Amendment or revocation of rules

Amendment or revocation of existing rules may be effected by the procedure set out above in Rule 1.1. In addition, any meeting of the General Assembly may resolve to direct the Executive Council regarding the promulgation, amendment or revocation of any rule, provided that the text of any such proposed resolution has been circulated to members of the General Assembly as part of the circulated agenda (Rule 3.1.), and the Executive Council is then bound to observe any such direction. (Art VII, Sect. 7).

1.3. Publication of rules changes

Within 30 days of a new rule, or an amendment to a rule, becoming effective, or of an existing rule being revoked, the Executive Officer shall (see Section 1.1. above) send details of the change(s) in the rules to each member of the Executive Council, the secretary of each Associate Society and each member of the Rules Committee over the signature of the President. The Executive Council shall, at least once during the term of office of each President, consider whether the time has come for a consolidated and revised version of the constitution and/or the rules to be prepared and circulated, incorporating all the changes since the last such revision.

1.4. Duties under the rules

Where a duty is laid by these rules, or by the constitution, on the Executive Council, this duty may be carried out between meetings (subject to Art VII, Sect. 6a) by the President acting on behalf of the Executive Council; the President may at any time seek the views of members of the Executive Council, or a formal decision by the Executive Council by electronic mail ballot (Rule 4.3.b) Where a duty is laid on the President, this may be delegated by the President to another member of the Executive Council (subject to Art VI, Sections 1 and 2 of the constitution or other specific provision of these rules) who shall be responsible to the President (or the Executive Council, as the case may be) for the action taken. Where a duty is laid on a commission or a committee, this may be carried out between meetings by its chairperson who shall be responsible both to the commission or committee concerned, and the Executive Council. Where a duty is laid on any other person, and she/he is unable for any reason to undertake this duty, the

Executive Council may delegate this duty to a member of the Association and specify whether she/he shall be responsible to the person concerned, or to the President, for any action taken, subject to the provisions of Art VI, Sections 7 and 8 of the constitution. Unless otherwise specified, any duty undertaken under these rules or the constitution is undertaken on behalf of the Executive Council and shall be reported to that body.

1.5. Interpretation

Where a request for interpretation of these rules, is initiated under Art. XIV of the constitution, interpretation shall be determined by the Rules Committee subject only to revocation by the General Assembly. In all other cases, interpretation shall be determined by the Executive Council, which may set up a working party to make recommendations to the Executive Council. The working party shall consist of not less than three, nor more than five, members of IRPA including as chairman a former officer of IRPA (when possible a past president) and also at least one legal adviser to IRPA.

2. ASSOCIATE SOCIETIES

2.1. Application for Associate Society status

Any society with interests in radiation protection may apply to the Executive Council for status as an Associate Society of the IRPA so long as it conforms to the provisions of Article III of the IRPA constitution, the procedures of the Admissions Committee (see Rule 6.2.1.), and the criteria laid down in Annex A to the present rules. When an Associate Society notifies the Executive Officer of any change in its Rules and/or Constitution as amended the Associate Society shall at the same time provide a statement that its Rules and Constitution as amended are not in conflict with the Constitution of the IRPA. The Executive Officer shall ask the Vice- President of the Association, as Chairperson of the Admissions Committee, to confirm this statement.

2.2. Dues

If Associate Society status is conferred on a society before 1st August in any year that society is required to pay dues for that year on its membership at the time that Associate Society status is conferred. If this status is conferred on or after 1st August in any year, that society is not required to pay IRPA dues for that year, but will be required to pay on or before 31st January dues for the following year (see Art IV, Sect. 3). An Associate Society is not required to pay dues in respect of organisations which support it or are affiliated with its work.

2.3. Reduced membership

If the number of full members in an Associate Society falls below 20 (see Art VIII, Sect. 2) this fact shall be notified by the President or the Secretary of the Society at once to the Executive Officer who shall bring it to the attention of the Executive Council. The Executive Council shall give all assistance to the Associate Society to increase its membership to more than 20, and may also initiate negotiations with a neighbouring Associate Society with a view to amalgamation. During this process, such an Associate Society will continue to be regarded as having 20 members for the payment of dues and for membership of one IRPA General Assembly. If, as another IRPA General Assembly approaches, its membership is still less than 20 members and it has not yet amalgamated with another Associate Society, the Executive Council shall prepare to bring to the General Assembly a motion, either calling for the expulsion of that Associate Society under Art III, Sect. 9 or, where the Executive Council judges that the situation so requires, calling for such expulsion not to be carried out at that General Assembly.

3. MEETINGS OF THE GENERAL ASSEMBLY

3.1. Notice and agenda

A meeting of the General Assembly is held in conjunction with each IRPA International Congress or when called by the President. For General Assembly meetings at the International Congress, notice of the meeting, giving date and site, is to be sent by the Executive Officer to each Associate Society at least three (3) months prior to the date of the General Assembly. For all other General Assembly meetings notice of the meeting, giving date and site, is to be sent by the Executive Officer to each Associate Society at least eight (8) months prior to the date of the General Assembly. The agenda is to be sent to each Associate Society at least two (2) months before the date of the General Assembly. This may include items originating with the President and the Executive Council (Art VIII, Sect 11), with the Associate Societies (Art XIII, Sect 1) or individual members of the Association (Art XIII, Sect 2).

At a meeting of the General Assembly, the business shall proceed in the order given in the circulated agenda unless the meeting decides otherwise. The procedures to be followed in the conduct of the meeting shall be outlined to delegates in the form of a written statement.

3.2. Membership of the Assembly

The first item of business in any General Assembly shall be the announcement by the Executive Officer of the membership of the meeting, taking into account any decisions of the Rules Committee and any proxies of which notice has been received. This shall be done by the presentation of a list of the names and addresses of the members of the General Assembly, which had previously been submitted by Delegation Chairpersons. Those individuals who are proxies shall be identified as such. Any case of doubt about the membership of the meeting shall be resolved by the General Assembly and, in this matter, any individual or delegation whose position is in doubt shall be entitled to speak but not to vote. When any such matters have been resolved, the membership of the General Assembly shall be agreed by vote of the General Assembly, and the membership as agreed shall, for all purposes, be the membership of the meeting, but this shall not debar any members from making arrangements for a proxy at any time during the meeting. The chairperson of the General Assembly shall be the President or, in her/his absence, the Vice-President of the Association. In the absence of both President and Vice-President of the Association, the Executive Council shall appoint one of its members to be the chairperson. (Art VI, Sect 1).

3.3. Quorum

No business may be transacted unless the number of members present, including proxies, is at least two-thirds of the total number of members entitled to vote, as determined by Art VIII, Sect. 2, Art VIII, Sect. 10. If at any time in the meeting the chairperson has reason to believe that a quorum is no longer present, a roll call shall be taken; unless a quorum is present, the chairperson shall then abandon the meeting, or adjourn it to such a place and time as her/he shall determine. In such a roll call, the Executive Officer shall call the names of the Associate Societies in alphabetical order and in each case the delegation chairperson shall report the number of delegates from her/his society present, including her/him.

3.4. Records and minutes of proceedings

Minutes of meetings of the General Assembly shall be kept by the Executive Officer. As soon as practicable after each meeting, she/he shall send a copy of the draft minutes, as agreed by the chairperson of the meeting, to each member of the Executive Council serving as such at the general Assembly and, after taking into account any comments made as a result, to the secretary of each Associate Society. Where there has been a change of Executive Officer, these duties shall be shared between the outgoing and incoming Executive Officers, as agreed between them or as directed by the incoming President. The Executive Officer shall also keep such other records of a meeting of the General Assembly as are appropriate, including a list of the names and addresses of the members of the General Assembly, including proxies.

3.5. Conduct of meetings

3.5.1. Delegations chairperson

Each delegation shall be headed by a chairperson whose duties shall be 1). to ensure that in the list of members of the General Assembly, the names and addresses of the members of her/his delegation (including proxies) are correctly entered, and 2). to liaise between those responsible for the conduct of the meeting and the members of the delegation.

3.5.2. Members of the Executive Council

Each member of the Executive Council except the chairperson of the meeting, is thereby a voting member of the General Assembly. The members of the Executive Council shall act as a delegation, except that each is a representative of the Association as a whole without reference to any Associate Society of which she/he is a member, and the Vice-President of the Association shall act as the chairperson of the delegation.

3.5.3. Seating

Seating arrangements for a meeting of the General Assembly shall be agreed by the Executive Council. The members of a delegation shall sit together except where the business of the meeting requires that a member or members be elsewhere.

3.5.4. Proxies

A member may be represented at a meeting of the General Assembly by a proxy. A proxy is a person who is a member of the Association and has been authorised in writing by one or more members of the Association to act on their behalf. Unless otherwise specified in the authorisation, the proxy may act on their behalf in all ways open to the member(s) if present.

A member may not be a proxy for more than five members of an Associate Society of which they are a member unless agreed by the General Assembly. A member may be a proxy for any number of members from an Associate Society for which no members are able to be physically present. A delegation chairperson may only authorise a proxy to act as delegation chairperson if the proxy is a member of the same Associate Society, or if no members of the authorising chairperson's Associate Society are able to be physically present.

When the rules of the member's Associate Society govern proxies to the General Assembly, a proxy will not be acceptable to the General Assembly unless those rules are observed. The authorization for a proxy shall be submitted to the Executive Officer and, if valid, shall be recorded under the registration of the membership of the meeting or, if received during a meeting, in the minutes of that meeting.

3.5.5. Elections

The members of the General Assembly shall be called upon to elect a President, a Vice-President, an Executive Officer, a Treasurer, a Publication Director and Executive Council members of the Association, and these elections shall be conducted separately and in that order. Candidatures for nominations shall be submitted by Associate Societies to the Executive Officer at least 120 days before the date of the General Assembly. The procedure for submitting a candidate for nomination to the Executive Council is described in Annex B.

3.5.6. Nominations

Arrangement for sufficient appropriate nominations for each election for Officer and Executive Council member is the responsibility of the Executive Council. The list of nominations to be proposed by the Council shall be made available to the Presidents of Associate Societies and publicized through the IRPA Web Site at least three (3) months before the convening of the General Assembly.

The nominations are presented in the following order:

- a. President. As early in the meeting of a General Assembly as practicable, the chairperson shall present the nominations for President.
- b. Vice-President of the Association. After the announcement of the result of the election of President, the chairperson of the General Assembly shall present the nominations for Vice-President of the Association.
- c. Executive Officer. After the announcement of the result of the election of the Vice-President of the Association, the chairperson shall announce the appointment of Executive Officer made by the Executive Council, and ask for the approval of the General Assembly. If such approval be not given, the General Assembly shall stand adjourned until either -
 - (i) the Executive Council can announce another appointment of Executive Officer for which it asks the approval of the General Assembly, or (if this is not immediately practicable)
 - (ii) the Executive Council announces which member of the Executive Council is willing to act as pro tempore Executive Officer pending an early appointment to be made by the Executive Council after the General Assembly, which appointment shall be submitted to the General Assembly for approval as soon as practicable by electronic ballot.
- d. Treasurer and Publications Director. After the appointment of the Executive Officer has been dealt with under Rule 3.5.6. (c) above, the chairperson of the General Assembly shall announce in turn the appointments made by the Executive Council of Treasurer and Publications Director. If, in either case, the appointment is not approved by the General Assembly, the Executive Council shall seek the approval of the General Assembly for the appointment of another person either before the end of that meeting of the General Assembly, or by postal/electronic ballot as soon as practicable.
- e. Executive Council Members. After the approval of the General Assembly has been given to the appointment of Publications Director, the chairperson of the General Assembly shall present the nominations for Executive Council Members.

3.5.7. Voting procedure

The voting procedures for the election of Officers and Executive Council members shall be as detailed in Annex C to these rules. The procedure will preferentially take place in electronic format or should the electronic procedure fail to work, in paper format. The procedure for all other votes is indicated in Art VIII, Sect. 9 of the constitution. Subject to these provisions, the following apply. There will be more detailed instructions developed by the Rules Committee and/or this Committee will be consulted.

- a. The first act of the General Assembly after agreeing upon its membership shall be to appoint a teller and a sufficient number of assistant tellers, after considering the names proposed by the Executive Officer.

b. Before any vote is taken, the chairperson of the General Assembly must be satisfied that a quorum is present.

c. Each nominee and each teller (if a delegate to the General Assembly) is entitled to vote. The chairperson of the meeting may only vote in the event of a tie.

d. Once the voting has begun, no further discussion on the items involved in the vote is permitted while the voting procedure is being completed.

e. At the discretion of the chairperson, any vote may be taken by a show of hands or by an electronic/paper ballot vote, except that a ballot vote shall be taken at any time after tellers have been appointed, for any vote about persons, and also when a motion calling for a ballot vote has been agreed. For a ballot vote, the teller shall issue to each delegation chairperson the correct number of electronic votes (e.g. electronic voting keypads) or ballot papers for the members of her/his delegation. In case of paper ballot voting, each member, after marking her/his vote on the ballot paper, shall fold it for collection by the tellers, who will then count the votes and report on the result to the chairperson of the General Assembly.

f. A vote of two-thirds of those present and voting is necessary to carry a motion expelling an Associate Society from the Association (Art III, Sect 9); or one amending the Constitution (Art XV Sect 2) or one dissolving the Association (Art XVI Sect 3); any other motion is carried if a simple majority of the votes cast is in favour.

g. In the event of a vote by correspondence (Art VIII, Sect. 8) (including electronic means), the full text of any resolution proposed shall be sent to the secretary of each Associate Society and to each voting member of the Executive Council together with the name and address of the teller appointed by the President to tally the total votes cast. Each Associate Society shall then conduct a ballot among those who were its delegates to the last General Assembly. If a delegate can no longer participate because she/he has died, is no longer a member of the Associate Society, is now an Executive Council member, or is not available, the Associate Society may appoint a substitute. A delegate who is qualified to participate may, however, appoint a proxy if she/he wishes. Such a ballot must be conducted in accordance with the voting procedures of the Associate Society; an officer of the society will then certify the result and send it to the teller, to whom each voting member of the Executive Council sends her/his vote direct. If the vote required for a resolution to be carried has not been received by the teller 120 days after the text of the resolution was sent to the Associate Societies, she/he shall declare the resolution concerned to have been lost.

h. Use of Electronic Voting

Before an electronic vote can take place, adequate information on the operation of the electronic voting system and equipment must be given to all delegates. The chairperson must be assured that the system is understood by the delegates. The electronic voting system used should allow each delegate to be confident that his/her vote has been registered as intended. Those who are voting should not be able to see any real time representation of the aggregation of the votes whilst they are being cast. In case of proxy voting, the voting delegate will receive the relevant number of hand held remote devices.

4. MEETINGS OF THE EXECUTIVE COUNCIL

4.1. Meetings and their frequency

The Executive Council shall meet prior to each meeting of the General Assembly, and at least one full day shall normally be allowed for this. It shall also hold a meeting once in each calendar year (the Annual Meeting) and at such other times as may be required. A meeting shall in any case be held within 120 days a) upon written application to the President bearing the signatures of a majority of the Executive Council or b) on the direction of the General Assembly. Any meeting of the Executive Council may consist of sessions extending over a period, for example the period of an IRPA Congress; the meeting shall start with the opening of the first session and end with the adjournment of the last such session or with the election of a new President, whichever occurs first.

4.2. Membership, proxies and quorum

The voting members of the Executive Council are the six Officers of the IRPA and the six elected Executive Council Members. The chairperson of the Executive Council shall be the President, or in her/his absence the Vice-President of the Association. In the absence of both President and Vice-President of the Association the members present shall elect a chairperson.

A member may be represented at a meeting by a proxy, who shall be a member of the Executive Council authorised by that member to act on her/his behalf in all the ways open to that member had she/he been present, but subject to any limitations specified in the authorisation. Before a person may act as a proxy, she/he shall produce satisfactory evidence that she/he is so authorised, and the record shall indicate the evidence accepted. Unless agreed by the Executive Council, no individual may act as proxy for more than two members.

No business shall be transacted at any session of the Executive Council unless there be present, in person (either physically or via electronic connection) or by proxy, a majority of the members of the Executive Council including at least three members present in person.

The Association may reimburse travelling and other out-of-pocket expenses to those members of the Executive Council unable to reclaim expenses from other sources.

The Executive Council may issue invitations to any individual, official body or to any or all Associate Societies to attend special sessions of the council meetings provided there is no cost commitment to IRPA. Such representatives shall have no right to vote, and may speak only at the invitation of the chairperson.

4.3. Voting procedures

- a. At meetings. Unless the Executive Council determine otherwise, a motion shall be approved when seven members voting in person or by proxy vote are in favour. The vote may be taken by show of hands, by voice vote, or by ballot at the discretion of the chairperson except that if a motion for a ballot has been proposed and carried, no further discussion shall take place on the merits of the motion until that motion has been put to a ballot vote. The chairperson of the meeting may vote only in the event of a tie.

- b. By electronic ballot. When in the opinion of the President it is necessary to reach a decision at a time when it is not practicable to hold a meeting, this shall be done by electronic ballot. Details of the matter to be decided shall be sent to each member of the Executive Council. A decision requires the approval of a majority of the members of the Executive Council and shall be recorded in the minutes of the next meeting. If after a specified time no decision has been reached, the President may declare any votes cast as null and void.

4.4. Records and minutes

The Executive Officer is responsible for drawing up minutes of each meeting of the Executive Council which, among other things, shall record

- a. the names of the members present,
- b. the name of each proxy and the member she/he represents,
- c. all rulings from the chair,
- d. the exact wording of all motions approved by the Executive Council,
- e. where requested by the member or members concerned, the name(s) of any member(s) opposed to any resolution approved, and a brief statement of the reasons.

A copy of all such minutes shall be placed in the permanent records of the Association, together with other documents relating to the work of the Executive Council. After considering any comments made by members of the Executive Council, such minutes, except for the minutes of any closed session, shall be sent to each Associate Society (whether represented at the meeting or not). Matters regarded by the President as confidential shall be redacted from the minutes sent to Associate Societies.

4.5. Business

4.5.1. Agenda

The agenda shall be drawn up by the Executive Officer in consultation with the other officers of IRPA and subject to the approval of the President. Matters regarded by the President as confidential shall be entered on a separate agenda for discussion in closed session, and such an agenda shall be sent only to the members of the Executive Council. The chairperson may invite any other person to be present at such part of a closed session as may be appropriate if in the opinion of the chairperson the presence of that person will assist the Executive Council.

4.5.2. IRPA commissions, committees, Task Groups and networks

The IRPA commissions and committees work under any general directions issued by the Executive Council, and are responsible in their work to the Executive Council. As soon as practicable after the election of a new President, the Executive Council shall consider separately each commission and committee listed in sections 5 and 6 of the rules and may then, or at any other time, make any changes in chairpersonship or membership it thinks fit, subject to those sections of these Rules.

The creation of a new commission requires an addition to the rules in Section 5 in which its terms of reference and the method of appointment of its chairperson and members will be laid down. An addition to Section 6 of the rules may similarly be made for the appointment of any new committee. However, the Executive Council may appoint any new committee, network or task group of a purely temporary nature, lay down its terms of reference and appoint its chairperson and members without such changes in the rules. Such a temporary committee, network or task group, if still in existence, must be reconfirmed or disbanded when a new President is elected.

5. THE IRPA COMMISSIONS

5.1. The appointment of a commission

An IRPA commission is a body of persons appointed by the Executive Council to act on behalf of the IRPA as specified in the terms of reference laid down by the Executive Council in the appointment of the commission. Before appointing anyone to a commission, the Executive Council shall be satisfied that the individual is willing to serve. Each commission shall send to the Executive Officer for the Executive Council copies of the minutes of its meetings, and any reports as appropriate.

5.2. Publication commission

This commission is responsible for the establishment and management of the official publications of the Association. Its chairperson shall be the Publication Director; its members shall include the Executive Officer and up to ten other full members of the Association.

At least six members and the Treasurer shall agree before any decision is taken by the Commission which will result in the expenditure of IRPA funds beyond its allocated budget

6. THE IRPA COMMITTEES

6.1. The appointment of a Committee

An IRPA Committee is a body of persons appointed by or on behalf of the Executive Council to carry out duties specified in the terms of reference appointing that Committee, and only to act on behalf of the IRPA when so instructed by the Executive Council. Each committee shall send to the Executive Officer for the Executive Council copies of the minutes of its meetings and any reports requested or as appropriate. Except where otherwise specified, the Executive Council decides on the terms of reference of a Committee and appoints its chairperson, and, after consultation with the chairperson and the Vice-President of the Association, the President appoints the members of the Committee having ascertained that they are willing to serve.

6.2. The IRPA Committees

6.2.1. Admissions Committee

This Committee is responsible for encouraging radiation protection societies which have not yet done so to apply for Associate Society status in IRPA, and is also responsible for advising the Executive Council on the merits of each such application received. The criteria it shall use in the judging of applications are set out in Annex A. The chairperson of the committee shall be the Vice-President of the Association.

6.2.2. Rules Committee

This Committee is responsible, when requested, to advise the Executive Council on any proposal of new Rules or amendments to the Constitution and to resolve any conflict over the interpretation of the Constitution or the Rules. Each Associate Society is entitled to have a representative on the Committee (Art XIV). The Chairperson of the Committee is the Executive Officer of the Association.

The following provisions apply to the operation of the Committee.

- a. Each Associate Society may appoint to serve on the Rules Committee one of the delegates of the Associate Society to the General Assembly. This member (unless replaced by the Associate Society) shall serve as a member of the committee from three (3) months before a General Assembly until 90 days before the next General Assembly. The responsible officer of each Associate Society that has appointed a delegate to serve on the Rules Committee shall send notification of the name and address of this delegate to reach the Executive Officer not less than four (4) months before a General Assembly. The delegates who have been so notified to the Executive Officer shall be the members of the Rules Committee and shall be informed of the details of any proposed meetings of the Committee.
- b. The Executive Officer shall only have a vote in the event of a tie.
- c. No other Executive Council Member shall attend meetings of the Committee unless appointed to do so by the Executive Council, and she/he shall then have no vote.
- d. No decision shall be taken at a meeting of the committee unless at least half the members of the committee are present and a majority of those are in agreement. A vote may be taken by mail/electronic ballot at the discretion of the chairperson, and then a decision requires the agreement of a majority of the members voting.
- e. When the General Assembly is discussing any decision of the Rules Committee relating to the credentials of any delegation or delegate(s), the delegation or delegate(s) under discussion may speak, but may not move or second any resolution, and may not vote.

6.2.3. Sievert Award Committee

This committee is responsible for nominating people suitable for receiving the Rolf Sievert Award in accordance with the arrangements laid down in Annex D. The chairperson of the Committee shall be the Vice-President of the Association.

6.2.4. IRPA Montreal Fund Committee

This committee is responsible for managing the distribution of funds from the Montreal Fund*. Distributions will normally be made directly to individuals or to Support Committees for International and Regional Congresses. The funds will be used to support participation at congresses of students and young professionals from developing countries and countries that do not have IRPA Associate Societies.

This committee has the responsibility to recommend to the Executive Council the amount available each year for distribution and the amounts to be distributed based on the requests received.

The chairperson of the committee is appointed by the President from the Executive Council. The Treasurer is an *ex officio* voting member of the committee.

* The Montreal Fund was created by the Canadian Radiation Protection Association with the proceeds of the Montreal IRPA8 International Congress to support the enhancement of radiation protection worldwide by supporting attendance of young scientists at IRPA Congresses.

6.2.5. International Congress Organising Committee

This committee, in consultation with the President, is responsible for making arrangements for an IRPA International Congress. Its chairperson shall be the Vice-President for Congress Affairs, who (a) shall seek nominations for membership of this Committee from the host society or societies, (b) shall consult the President, and (c) when agreement is reached on the membership shall appoint the members of the committee. Decisions of the Committee shall be by simple majority of the members present and voting unless the Committee itself determines otherwise.

It is the responsibility of the Vice-President for Congress Affairs to determine how the Committee is organised to carry out its task, including the setting up of any sub-committees, for example, to arrange details of finance, exhibition, publicity, registration, accommodation social events. It is then the responsibility of the Committee to determine the duties and responsibilities of its members and the members of any sub-committees set up, and to work in collaboration with the International Congress Programme Committee (Rule 6.2.6.) and the International Congress Support Committee (Rule 6.2.7.). It is the responsibility of the Vice-President for Congress Affairs to review the Committee's work periodically and to report on it to the Executive Council.

The Committee shall submit to the Executive Council regularly and when requested an itemised budget showing the anticipated income and expenditure in connection with the Congress. The Executive Council may then authorise the Treasurer to advance IRPA monies to the Committee to finance its work before the Congress in the expectation of repayment after the Congress. No commitment, expenditure, or obligation of any sort shall be made in the name of the IRPA, or of any member of the IRPA, without the specific authorisation of the Executive Council or its authorised representative.

After the Congress, accounts relating to the Congress, which have been audited or certified according to the practices of the host country or countries, shall be sent to the Treasurer for presentation to the Executive Council. A substantial and annotated report, including a report from the chairperson of the International Congress Programme Committee, shall be sent to the Executive Officer. Any relevant documents about the organisation of the Congress shall be sent to the next Vice-President for Congress Affairs. These shall be sent within three (3) months of the close of the Congress but, where this is not

possible due to unavoidable circumstances, by that time a report showing the progress made towards the sending of these documents shall be sent to the President with copies to the Treasurer, the Executive Officer and the next Vice-President for Congress Affairs.

If deficiencies in the accounts are found, the Executive Council, together with the hosting Society need to define appropriate measures to address the issues raised, including as appropriate the recovery of the funds to IRPA.

6.2.6. International Congress Programme Committee

This Committee is responsible for the scientific and technical programme of an IRPA Congress within the framework formulated by the International Congress Organising Committee, but is directly responsible in its work to the Executive Council. The chairperson shall have both a high international reputation for scientific ability in radiation protection and organisational ability; he/she shall not be a member of the host society or societies, but shall be appointed by the President of IRPA from a list of nominees proposed by the host society or societies.

The members of the Committee shall include a secretary who is a member of the host society or societies, and after the names of the members have been agreed with the President and the chairperson of the Committee, they shall be appointed by the Vice-President for Congress Affairs. Members of the committee may be designated as Core Group members or Corresponding Group members at the discretion of the chairperson. The Vice- President for Congress Affairs shall be an ex officio member of this Committee.

6.2.7. International Congress Support Committee

The International Congress Support Committee is responsible for soliciting and distributing financial support for the participation of students and young professionals from developing countries as well as participants from countries not currently associated with IRPA.

Support funding for participants should be solicited from international organizations. Support may be in direct financial grants to the Support Committee or through direct support for individuals by the organizations. The International Congress Support Committee is responsible for coordinating the distribution of this support to the recipients.

The chairperson of this Committee is appointed by the Vice-President for Congress Affairs with the concurrence of the President of IRPA. The Committee is appointed by the Vice-President for Congress Affairs and the chairperson of the Support Committee and is responsible in its work to the International Congress Organizing Committee. The chairperson of the IRPA Montreal Fund Committee is an ex officio member of the Committee, with voting privilege. Representatives of the organizations from which support is expected for participants should be considered for appointment as members of the Committee.

Solicitation of support from IRPA shall be directed to the chair of the Montreal Fund and the IRPA Executive Officer. Upon request, IRPA would contribute an amount to the International Congress Support Committee from the Montreal Fund, which the Support Committee would have the responsibility to distribute appropriately.

7. THE IRPA INTERNATIONAL CONGRESS

7.1. Introduction

The primary purpose of the IRPA International Congresses is to give an opportunity to members of all IRPA Associate Societies in the world to meet and discuss the scientific and technical issues in relation to the advancement of radiological protection. IRPA International Congresses are also the occasion for the Association to conduct its business and to renew its administrative bodies at the General Assembly.

The basic requirements and procedures related to the organization of an IRPA International Congress are given in the IRPA Constitution (see Art. IX). Specific details for the selection and conduct of a Congress are provided in the present Rules.

7.2. Offer to host an International Congress

An Associate Society or Societies wishing to host a future international congress must submit an expression of interest to the IRPA Executive Office, not later than three (3) months before the General Assembly at which the expression of interest will be presented and discussed, which is approximately eight years before the planned international congress. The letter expressing interest to host a future international congress, signed by the President of the host society, must include:

- a. the Society (or Societies) which will assume the responsibility for hosting the Congress,
- b. the expected location and venue of the place at which it is proposed to hold the Congress and its approximate date, the confirmation of full knowledge of IRPA rules, particularly those related to the organisation and financial matters (Rule 7.5.) and agreement to observe them.

7.3. Selection of host society and venue

At each General Assembly the Executive Officer will arrange for the presentation of the expressions of interest to host the International Congress to be held eight (8) years hence that have been received in accordance with the requirements in Rule 7.2. above. At that time the General Assembly will be asked to indicate a preference for the host and venue of that International Congress.

The Associate Society or Societies responsible for the preferred option shall develop a detailed proposal as specified in Rule 7.4. below.

7.4. Detailed proposal to host an International Congress

During the time between the International Congress at which the preferred host and venue were selected and twelve (12) months prior to the next International Congress, at which the final approval will be sought, the representatives of the host society shall communicate with the President and Executive Officer of IRPA to develop the detailed proposal and budget for the Congress (the Primary proposal) for evaluation by the Executive Council. This shall include the selection of a professional conference organizer to assist with contract negotiations, registration, handling of the finances, and other organisational details. When necessary a meeting with the representatives of the Society and a visit of the Congress facilities can be arranged.

The Primary proposal to host the next International Congress shall be submitted to the Executive Officer at least twelve (12) months before the General Assembly at which the final approval will be sought. The Primary proposal must be signed by the President of the host society and must include:

- a. the Society (or Societies) which will assume the responsibility for hosting the Congress,
- b. the location and venue of the place at which the Congress will be held and the dates of the Congress,
- c. the name of the nominee for President of the Congress who will become the Vice-President for Congress Affairs if the proposal is accepted,
- d. a preliminary budget including the overall income and the proposed conference fee, anticipated expenses, and the arrangements for a professional conference organizer,
- e. an assurance that national authorities of the host country will raise no obstacle to the attendance of IRPA members, consistent with the policy on the free circulation of scientists of the International Council of Scientific Unions,
- f. an assurance that the national authorities will raise no obstacle to the transfer to the IRPA treasury of any monies,
- g. the confirmation of full knowledge of IRPA rules and agreement to observe them.
- h. the proposed financial control and legal arrangements for delivery of the Congress, including proposals for governance and IRPA oversight.

The Executive Council shall review the Primary proposal at least nine (9) months in advance of the General Assembly at which the proposal will be submitted. As part of the evaluation the Executive Council will take into account a number of criteria, especially the geographical location, infrastructure, financial, organizational and governance and oversight aspects. If the Primary proposal is acceptable, the Executive Council shall make a recommendation for acceptance to the General Assembly.

If the Executive Council finds that the Primary proposal is not acceptable, it shall determine whether the proposal can be made acceptable for presentation to the General Assembly and if so, direct the President, and the host society to make the necessary adjustments.

If the Executive Council determines that the Primary proposal cannot be made acceptable in time for the General Assembly, an alternative proposal shall be sought from other societies who have expressed interest in accordance with rule 3.2. The President and Executive Officer shall work with the selected alternate to develop an acceptable proposal to present to the next General Assembly. The Executive Council shall recommend to the general Assembly rejection of the unacceptable Primary proposal.

The nominee for President of the IRPA International Congress presents the Primary proposal from her/his Society at the General Assembly where the final decision takes place. The General Assembly shall vote on the Primary proposal. If it accepts the Primary proposal, the Executive Council has the responsibility to correct any remaining deficiencies to comply with the IRPA Constitution and the present rules. If the General Assembly rejects the Primary proposal, the nominee for President of the IRPA International Congress for the alternative proposal presents that proposal to the General Assembly for its approval, if necessary by a vote by correspondence.

The nominee for President of the Congress that has been selected becomes automatically the Vice-President for Congress Affairs of the new Executive Council.

7.5. Organization and financial matters

The financial resources of the Congress will be derived from:

- a. registration fees from participants and exhibitors
- b. direct and indirect subsidies from public bodies and from sponsors
- c. other incomes.

As soon as possible following the final approval of a proposal to host an IRPA International Congress, the Association shall execute a contract with the designated professional conference organizer.

The Vice-President for Congress Affairs in consultation with the President (or designee) shall be responsible for the budget, contracts and financial arrangements of the International Congress (see Art VI Sect 3).

The budget for the IRPA International Congress shall include an amount determined by the Executive Council for net proceeds to the Association treasury. Any net proceeds in excess of that amount following an audit or review of the International Congress accounts shall be distributed as follows:

- a. Fifty percent (50%) to the host society(ies),
- b. Fifty percent (50%) to IRPA.

The final decision on the participation fees will be made by the International Congress Organizing Committee after taking advice from the Executive Council. Members of the Executive Council, the core group of the International Congress Programme Committee and the Sievert Lecturer are not required to pay the IRPA registration fee.

The International Congress budget shall include an amount to cover the expected expenses for at least three (3) meetings of the International Congress Programme Committee.

The International Congress budget shall include an amount to cover the expected expenses of the Executive Council for attendance and meetings at the International Congress.

After the Congress the IRPA Treasurer shall arrange where appropriate for an audit or review of the International Congress accounts in accordance with any agreements made in the governance and oversight arrangements.

7.6. Preparation of the Congress and the General Assembly

Immediately after the selection of a congress venue, the President of IRPA and the Vice-President for Congress Affairs must arrange for the early appointment of the International Congress Organizing Committee and the chairpersons and members of the International Congress Programme Committee and the International Congress Support Committee as described in more detail in Rules 6.2.5., 6.2.6. and 6.2.7. The work of these Committees shall be subject to guidance and expectations issued by the Executive Council, and to their reporting as required to the Executive Council and (between meetings) to the Officers of IRPA.

The arrangements for the General Assembly hall, the seating of delegates, a room for the tellers, etc., shall be made by the Executive Officer in consultation with the Executive Council. The General Assembly shall meet at a time to minimize conflict with the scientific sessions.

8. THE IRPA REGIONAL CONGRESSES

8.1. Definition

IRPA Regional Congresses are congresses hosted by an IRPA Associate Society and organised in co-operation with other IRPA Associate Societies in the same geographical region to discuss all aspects of radiation protection and enhance international co-operation among professionals in the region.

While multiple Regional Congresses may be acceptable in the same year, the times and locations should be reasonably separated to avoid conflicts that would affect their success. Regional congresses should not take place in the 12 months period preceding or following an IRPA International Congress.

8.2. Application for approval of a Regional Congress

A written application from the Associate Society that proposes to organise the meeting must be received by the Executive Officer at least 24 months before the date of the event.

All applications must provide the following information:

- a. The name of the host society
- b. The names of the Societies associated to the event
- c. The dates and place of the Regional Congress
- d. The persons responsible for the organisation of the Regional Congress and arrangements for the setting of the Programme Committee which must include members from more than one society.
- e. The purpose and amount of any financial support requested from IRPA (See Section 8.3.).

When a Regional Congress is approved, the Executive Council appoints one of its members as Coordinator with the Regional Congress Organisers.

8.3. Support of Regional Congresses by IRPA

IRPA Regional Congresses may be entitled to sponsorship by the Association on the basis of demonstrated need and within the limits set by the availability of IRPA funds for such purposes. They require approval by the IRPA Executive Council and whenever practical, the annual IRPA Executive Council meetings are held in association with such Regional Congresses. Where IRPA funding is requested to aid in the organisation of or subsidise attendance at such Regional Congresses, the budget of the Congresses must be approved by the IRPA Executive Council.

According to the situation, financial support may be given in exceptional cases as a direct grant to cover special expenses or more generally, as a loan to meet expenses before the anticipated income to be derived from the congress has been accrued. The issue of such funds and the conditions of issue will be settled by the Executive Council after it has examined the proposal.

8.4. Obligations of the host Associate Society

The host Associate Society of an approved IRPA Regional Congress shall ensure that:

- a. If two or more languages are to be used, one must be English.
- b. All printed materials related to the Regional Congress must show the IRPA logo and contain the words IRPA Regional Congress in the title of the meeting (for example: First African IRPA Regional Congress on Radiological Protection).

- c. At least one officer of the IRPA Executive Council must be invited to participate in the meeting to inform the participants on the on-going activities of the Association.
- d. The Scientific Programme must cover a range of scientific subjects relevant for the region in which the meeting takes place and provide an opportunity for the relevant international organisations to report on and discuss their activities.
- e. Refresher Courses of a recognised standard addressing topical issues in radiation safety and protection must be part of the Scientific Programme.
- f. An IRPA Associate Societies Forum must be organised to give the opportunity to representatives of participating Societies to discuss the activities of IRPA and issues of common interest for the Association.

8.5. Proceeds from Regional Congresses

In case a Regional Congress generates proceeds, provisions should be taken by the organizers, in cooperation with the Executive Council, to consider sharing a portion of the proceeds with IRPA.

ANNEX A: CRITERIA FOR the application for associate SOCIETY Status in IRPA

1. Criteria for acceptance

Any national or regional (supranational) society of good standing, with particular devotion to radiation protection may apply to become an Associate Society of IRPA, so long as it confirms to the provisions of the IRPA Constitution and Rules. A “society” may be a section of a larger professional society such a Physical or Medical Society provided that it has sufficient independence within that Society to satisfy the criteria for acceptance.

The criteria in the judging of an application for Associate Society status are:

(a) The constitution of the society must explicitly address the objective to promote and further radiation protection and the objectives and purposes of the society shall be consistent with the provisions of the IRPA, i.e. to further radiation protection by promoting knowledge, information, research, etc

(b) The society must be a non profit organization and shall not have objectives or carry out activities or support with their funds any activities which would make them trade unions

(c) The qualifications for membership in the society shall be generally in accordance with the following criteria:

Full member: An Associate Society may elect to full membership in the Society, and hence in the IRPA, reputable persons who (i) have graduated from a University, an accredited school of college grade, or equivalent institution, or have recognized scientific, technological or professional qualifications or, in exceptional cases, have equivalent training and (ii) are regularly engaged in one or more appropriate aspects of radiation protection or, in appropriate cases, have an interest and competence in one or more such aspects at a level commensurate with acceptable levels of performance in the country or region where the Society functions. Appropriate aspects of radiation protection are considered to include, but are not necessarily limited to, applied activities, research, education and training, or administrative and regulatory functions.

Associate member: An Associate Society may elect to associate membership in the Society, and hence in the IRPA, reputable persons who do not meet the requirements for full membership. Associate members shall, however, not be eligible for election as delegates to the General Assembly, as members of the Executive Council, nor as Officers of the IRPA.

(d) The procedures for admission of members and for selection of officers and duly authorized representatives of the society must be designed to express the will of the majority of the members of the society

(e) The society shall not accept any financial support if this prejudices or compromises the objectives of the society or if this interferes with the free expression of opinion.

2. Application

Any group of professionals who are contemplating the formation of a society with a view to applying for

IRPA Associate Society status is invited to make an informal approach to the Executive Officer or the Vice President as early as possible in order to receive assistance from IRPA during these initial stages. The Chairperson or another member of the Admissions Committee will normally be assigned to assist in the preparation of the admissions documentation.

The formal application for IRPA Associate Society status must:

(a) be in writing to the Executive Officer of IRPA and must be signed by the President or other duly authorized representative of the society. The application must include a statement, that the decision to apply for the IRPA Associate Society status expresses the will of the majority of the members of the society (i.e. by a decision at a General Meeting of the Society).

(b) be accompanied by an authorized copy or excerpt of the constitution or rules (translated into English if necessary) which exemplifies in particular those parts of the constitution and rules, which specifically refer to each of the criteria for acceptance as an Associate Society of IRPA. The Society must also state that it will send to IRPA before 1st November each year an up-to-date list of members, and each December the dues for the following year.

(c) clearly specify the name of the country or the names of the countries in the region where the society functions. (If the Society includes a few members in one or more other countries for which another Associate Society is set up, no objection will be raised so long as the members are Nationals of the applying country or have other connections with that country).

(d) be accompanied by a statement of the number of members which should show about 20 full members and the names and addresses of the officers of the society.

3. Admission procedure

The Executive Officer will pass each application for IRPA Associate Society status to the Vice President of the Association, who is chairperson of the Admissions Committee. This committee is responsible for advising the Executive Council on the merits of each such application received.

The society must supply additional information as the Admissions Committee may request in order to decide whether or not to confer Associate Society status.

The Associate Society status is obtained by approval of the Executive Council. When it is necessary to reach decision at a time when it is not practicable to hold an Executive Council meeting, this shall be done by ballot. A decision requires the approval of a majority of the members of the Executive Council.

ANNEX B: PROCEDURE FOR SUBMITTING A CANDIDATE FOR NOMINATION TO THE EXECUTIVE COUNCIL

Associate Societies from all regions of the world are encouraged to submit candidates for nomination to the Executive Council.

A written application from the Associate Society that proposes a candidate for nomination to the Executive Council must be received by the Executive Officer at least 120 days before the date of the General Assembly.

For the purposes of nomination of candidates to the Executive Council, all candidates shall declare their regional affiliation. For this purpose the following five regions are specified: Africa, Asia/Oceania, Europe, Latin America, North America. The Executive Council shall review the regional declaration of each candidate, and if deemed appropriate, can amend the declaration. In so doing, the Executive Council will take account of practice in related international organisations.

The Executive Council will periodically review the specified regions to confirm their adequacy. All applications must provide the following information:

- The name of the Associate Society making the proposal.
- The name of the candidate.
- The name of the Associate Society to which the candidate belongs.
- The regional affiliation of the candidate
- The Curriculum Vitae of the candidate, including clear identification of the principal fields of expertise and duration of experience..
- A statement of motivation of the candidate
- and a statement of willingness to serve if elected.

Each application must be signed and dated by an officer on behalf of the Associate Society making the proposal.

The candidate must be an official member of a delegation to the General Assembly (Constitution, Art. VII, Sect. 2). If a candidate is unable to attend the meeting of the General Assembly at which the election will take place, the delegation may authorise another of its members to represent her or him as a proxy with the right to cast her or his votes. The candidate to be represented by a proxy shall submit a written authorisation to the Executive Officer giving the name and contact address of the member chosen as representative. The written authorisation must also be signed and dated by an officer of the Associate Society making the proposal.

All proposed candidatures received by the Executive Officer shall be made available to the Presidents of the Associate Societies and publicized through the IRPA Web Site 90 days in advance of the General Assembly (see Rule 3.5.6.).

ANNEX C: VOTING PROCEDURES FOR THE ELECTION OF OFFICERS AND EXECUTIVE COUNCIL MEMBERS

1. ELECTION OF OFFICERS

1.1. Where there is only a single nomination

In this case, no vote is required and the chairman shall declare the nominee elected.

1.2. Where there are two candidates

In this case, voting shall be by ballot vote. The tellers shall issue to each delegation chairman one ballot paper or electronic ballot device for each member of his/her delegation. A delegate shall declare in the ballot the name of the candidate for whom she/he votes. The tellers shall then count the votes cast for each candidate and present the result for the chairman to announce. The candidate with the greater number of votes is declared elected. If the numbers of votes cast for the two candidates are equal, a further ballot shall be held. If for a second time there is an equality of votes, the chairperson shall exercise a casting vote.

1.3. If there are three or four candidates

In this case, a ballot vote shall be held as under 1.2 above except that when the result is announced the candidate with the fewest votes (or two candidates with the fewest votes, if the numbers of votes cast for the two are equal) ceases to be a candidate. If only one candidate remains, the procedure of 1.1 shall be followed. If not, a further vote is taken according to 1.2 or 1.3 depending on the number of remaining candidates. If three candidates have equal numbers of votes, the ballot shall be declared void and shall be retaken.

1.4. If there are more than four candidates

In this case, when the result of the ballot is announced, the TWO candidates with the fewest votes cease to be candidates and a further vote is taken according to 1.2, 1.3 or 1.4 as appropriate. It may happen that two or more candidates have equal numbers of votes in such a way that this results in the elimination of more than two candidates. In this situation, all these candidates shall cease to be candidates unless as a result less than two candidates remain, in which case the candidates with equal numbers of votes shall all be included in the next ballot.

2. ELECTION OF EXECUTIVE COUNCIL MEMBERS

2.1. In association with each delegation chairperson, the tellers shall ensure that each member of a delegation is allocated one vote. A delegate shall vote by declaring in the approved manner the name(s) of the candidate(s) for whom she/he votes. Her/his ballot will be declared invalid if she/he votes for more candidates than the number of vacancies, or if she/he votes more than once for any candidate.

2.2. Once five members from any one region are confirmed or elected to the Executive Council, either as Officers or elected members, then all other remaining candidates from that region shall be removed from the list of candidates for the next ballot(s).

2.3. The tellers shall count the number of votes cast for each candidate. Any candidate for whom the number of votes cast exceeds half the number of valid votes is then declared elected. Unless this fills all

the remaining vacancies, a further ballot shall be held and the number of vacancies shall be reduced by the number of candidates who have been elected.

2.4. If two or more candidates were declared elected in a ballot, the next ballot (if necessary) shall be held without any other candidate being removed from the list of candidates.

2.5. If one candidate was declared elected on a ballot, the candidate with the fewest votes shall be removed from the list of candidates for the next ballot (if necessary) unless this reduces the number of candidate to less than two.

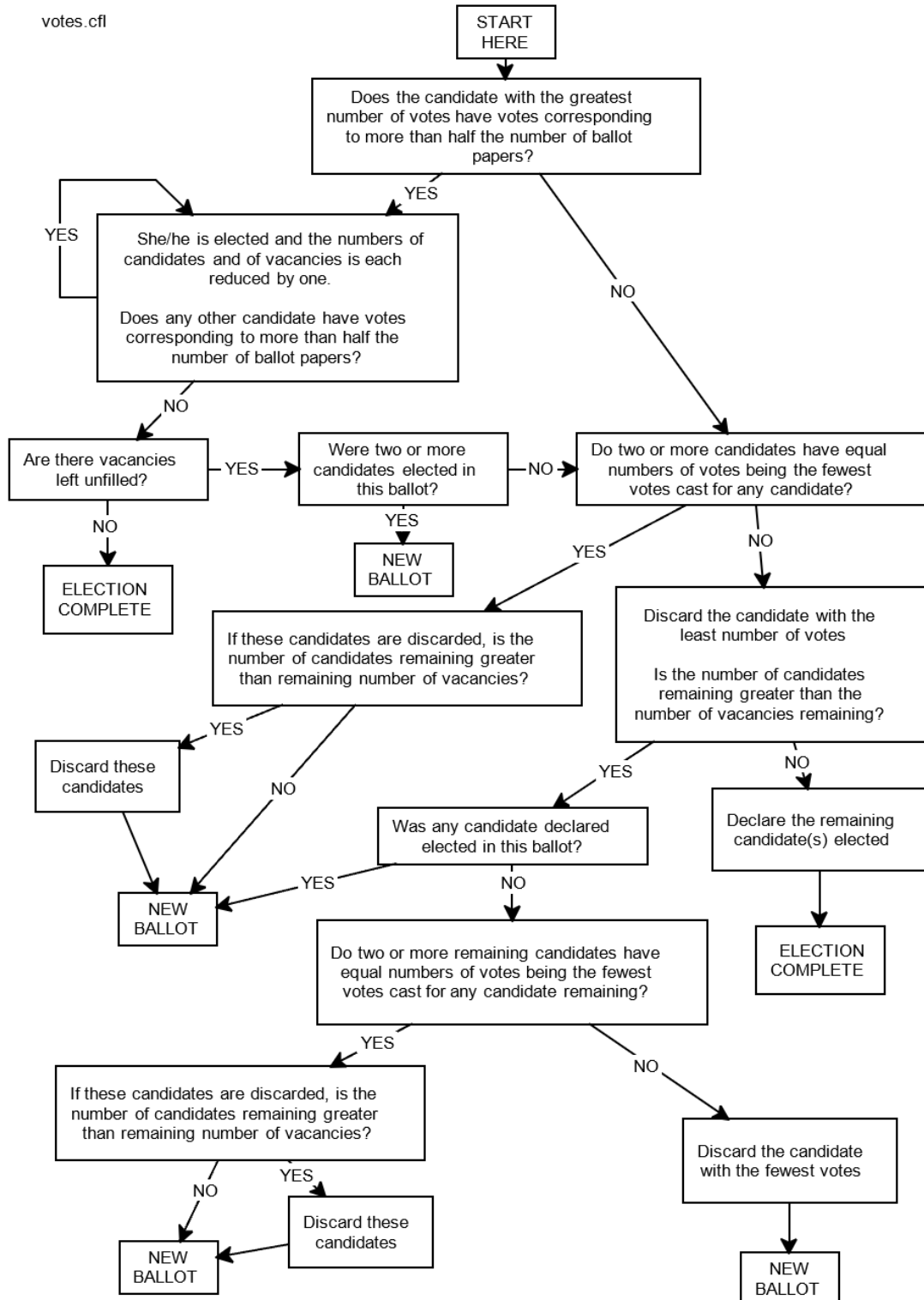
2.6. If no candidate was declared elected on a ballot, the two candidates with the fewest votes shall be removed from the list of candidates before the next ballot unless by doing so the number of candidates becomes:

- i. equal to the number of vacancies, in which case only the candidate with the fewest votes shall be removed from the list, or
- ii. less than the number of vacancies, in which case no candidates shall be removed from the list.

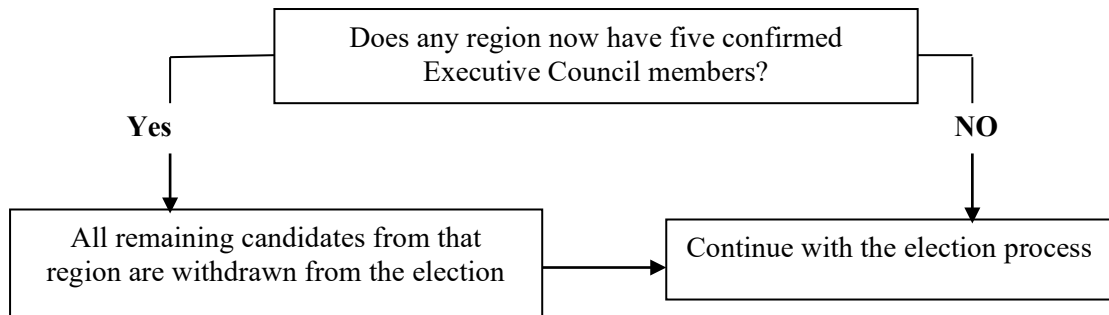
2.7. Where, under 2.5 or 2.6 above, one or more candidates are to be removed from the list of candidates for the next ballot, but two or more candidates have equal numbers of votes resulting in an increase in the number of candidates to be removed, they shall all be removed from the list unless by doing so the number of candidates becomes equal to or less than the number of vacancies, in which case none of them shall be removed from the list.

Executive Council Election Process

votes.cfl



Additional Requirement: At each stage when a candidate is elected to the Executive Council then the following process is conducted before any further election stages are progressed:



ANNEX D: Procedure to be followed in administrating the Rolf M. Sievert Award

The Sievert Award is made in recognition of outstanding contributions to radiological protection, which honours the memory of a leader and pioneer in radiological protection, Professor Rolf Sievert. The recipient must be pre-eminent in the discipline and in accepting the award must agree to and be in a position to present the Sievert Lecture at the following International Congress.

1. In the first year after an International IRPA Congress, the Vice-President of the Association, in his capacity as ex officio chairperson of the Sievert Award Committee, shall nominate for appointment by the President the six other members of the committee. All shall be members of IRPA; two shall be the two most recent and available past Presidents of IRPA, and one only shall be an Executive Council Member.
2. At each General Assembly the President shall invite Associate Societies to submit nominations for the Sievert Award. Approximately 3 years before the next International IRPA Congress, the Vice President, will repeat this invitation in writing to all presidents of all Associate Societies. Associate Societies shall submit their nominations for the Sievert Award to the Vice-President of the Association not later than 2 years before the next International IRPA Congress. Nominations must be of people who are not currently members of either the Executive Council or the Sievert Award Committee.
3. A nomination must be accompanied by a supporting statement to justify the nomination, and be sent to the Vice-President of the Association as chairperson of the committee.

To guide the Award Committee in evaluating nominations, the IRPA-society that makes the nominations should provide as a minimum for each candidate:

- A 250-word outline of the particular contributions the candidate has made in the field of radiation protection that are the basis for the nomination and that would justify the candidate's selection as the recipient of the Award.
 - The formal assurance that the candidate is the official nominee of an IRPA Associate Society.
 - A current CV for the candidate, including a summary, approximately 500 words, of the candidate's career.
 - Any pertinent supporting documentation.
4. The committee shall place these names in order of preference for submission to the Executive Council at least one year before the Congress.
 5. The Executive Council shall decide whether, at the forthcoming IRPA Congress, the Sievert Award shall be made to either of the first two nominees of the Sievert Award Committee or whether the Award shall not be made. If a recipient is selected, he must be so notified at least eight months before the Congress.
 6. The recipient of the Sievert Award is expected to deliver the Sievert Memorial Lecture at the Congress, and make a copy of the lecture available to the Publications Director for publication. If the person selected declines the Award, or is unable to deliver the lecture, the Executive Council may decide to make the Award to the other of the first two nominees of the Sievert Award Committee or, failing this, to another nominee taking into account the order of preference expressed by that committee. If the inability of the person selected to deliver the lecture at the International IRPA Congress arises from illness or some other personal reason, the Executive Council may nevertheless decide to make the Award to him and to present it in the most appropriate way.

7. As soon as a recipient has agreed to deliver a lecture at the Congress and has indicated its title, the President shall announce to all Associate Societies the name of the recipient of the Sievert Award and the title of the Sievert Lecture.
8. The Sievert Award shall consist of a suitable scroll or certificate containing the name of the recipient, the date it was presented, an indication of what the Award represents, and must note the fact that it honours the memory of Professor Rolf M. Sievert. An Award of \$5,000 shall be paid to the recipient for honorarium and travel expenses to enable her/him to deliver the lecture at the IRPA Congress.
9. Directions to the Award Committee members on receipt of the nomination material:
 - a. Consider the nominees and decide which of the candidates is the most meritorious. If none of the nominees are considered to be sufficient stature, then the Award will not be bestowed.
 - b. Write this individual's name against "First (1st)" on the attached ballot.
 - c. Decide which of the remaining candidates is the next most meritorious.
 - d. Write this individual's name against "Second (2nd)" on the attached ballot.
 - e. Repeat Step #5 and #6 for "Third (3rd)", etc. until there are no more candidates.
 - f. Sign the ballot form and return to the Chairperson of the Award Committee.
10. Consolidation of rankings by the Chairperson after receiving completed Ballot sheets:
 - a. Any individual that a majority of the Committee decide is ineligible is removed from further consideration.
 - b. If there are more than two eligible individuals, the top two choices are decided by a paired outranking comparison. In this comparison, for each of the ballots, the number of times each candidate is ranked higher than the other candidates is tabulated. The number of outranking for each of the candidates is totalled across all the ballots (see example following).
 - c. If this fails to select the top two, then the tie is broken by selecting, from the tied individuals, the individual who was selected as "First (1st)" most times. If this does not break the tie, then the selection is from the remaining tied individuals on the basis of most "Second (2nd)" selections.
 - d. The results of the balloting are summarized and sent to Award Committee members for formal endorsement of the result. A response form worded to allow transmission by unsecured communication can help to reduce delays (see attached example).
 - e. The formal recommendation of the Award Committee is presented to the Executive Council.

11. Example of ballot form for the Rolf M. Sievert Award

Rolf M. Sievert Award

| Ranking | Candidate Name |
|---------|----------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Signed:.....

Date:

12. Hypothetical example of an Award Committee balloting on 6 candidates

Ranking by Committee members (1 is first etc.)

| | Candidate | Candidate | Candidate | Candidate | Candidate | Candidate |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | A | B | C | D | E | F |
| Member a | 2 | 1 | 6 | 4 | 3 | 5 |
| Member b | 3 | 4 | 5 | 6 | 1 | 2 |
| Member c | 1 | 3 | 4 | 6 | 2 | 5 |
| Member d | 3 | 2 | 5 | 6 | 1 | 4 |
| Member e | 3 | 2 | 4 | 5 | 1 | 6 |
| Member f | 3 | 1 | 5 | 4 | 2 | 6 |
| Member g | 3 | 2 | 4 | 6 | 1 | 5 |

Outranking table - number of times the candidate at the left of the row outranks the candidate at the top of the column

| | A | B | C | D | E | F | Outranking points | Top candidates |
|---|---|---|---|---|---|---|-------------------|----------------|
| A | x | 2 | 7 | 7 | 2 | 6 | 24 | |
| B | 5 | x | 7 | 7 | 2 | 6 | 27 | ***** |
| C | 0 | 0 | x | 5 | 0 | 4 | 9 | |
| D | 0 | 0 | 2 | x | 0 | 3 | 5 | |
| E | 5 | 5 | 7 | 7 | x | 7 | 31 | ***** |
| F | 1 | 1 | 3 | 4 | 0 | x | 9 | |