



## CIE BY-LAWS

***CIE By-laws complement the CIE statutes (valid as of 2023-09-23)***

### **B1 MEMBERSHIP DUES**

- B1.1 The membership of a newly admitted National Committee (NC) or Associate National Committee (ANC) will become effective after the first year's dues payment has been received on the CIE account.
- B1.2 On January 1<sup>st</sup> of each subsequent year, the Account Balance of the National Committee or Associate National Committee is increased by an amount equal to its dues for the upcoming year, and subsequently is reduced by payments made to the CIE and by applicable publication credits. The Pro-rated Balance Owing (PBO) for a National Committee, at the end of the  $n^{\text{th}}$  quarter of the calendar year, is defined for the purposes of paragraphs B1.3, B1.4, and B1.5 to be the Account Balance minus the fraction  $\left(1 - \frac{n}{4}\right)$  of the dues for the current year.
- B1.3 If at any time the PBO is greater than 75 % of the dues for that year, the following conditions will apply for the following quarter year:
- the NC's voting rights, including those of the official NC Division Members, with the CIE are suspended; and;
  - citizens and/or residents of the respective country are not permitted to vote on technical work, but they are permitted to be non-voting members; and
  - citizens and/or residents of the respective country are not permitted to vote within the Governing Board or the Technical Management Board, but they are permitted to be non-voting members.
- B1.4 If at any time the PBO is greater than the sum of the dues for the two preceding years, the NC or ANC will be suspended and the following conditions will apply for the following quarter year:
- citizens and/or residents of the respective country are not permitted to carry out the roles that compose the Governing Board (the Secretary General not taken into account), the role of Division Director and roles defined in the Code of Procedure for which nominations require approval by the Technical Management Board; and;
  - its members will not benefit from the membership discount in the CIE Webshop; and;
  - the NC discount for their own purchases of documents from the Central Bureau will not be granted; and;
  - the NC or ANC shall present a financial recovery plan to the Governing Board within the quarter that B1.3 is applied.
- Leadership roles that become vacant shall be filled in accordance with the applicable rules.
- B1.5 If at any time the PBO is greater than the sum of the dues for the three preceding years, the Board will automatically submit the request to expel it for approval to the other National Committees. Re-instatement can happen only after 12 months following the date of expulsion and is treated as a new application following the respective paragraphs of the Statutes, mainly under S4.5 (NC) and S4.6 (ANC). A payment schedule for arrears must be



submitted with the application for membership and must be further negotiated with and approved by the Governing Board.

## **B2 MEETINGS OF THE GENERAL ASSEMBLY**

B2.1 The Central Bureau shall be responsible for the preparation and circulation of notices of meetings, agendas and reference documents.

B2.2 The agenda of the meetings of the General Assembly shall be circulated at least two months prior to the meeting.

B2.3 The reports of the President, the Secretary General, the Treasurer and the Vice-Presidents as well as all further documents which require the approval of the General Assembly at the meeting must be at the disposal of the National Committees at least six weeks before the meeting.

B2.4 At meetings of the General Assembly the Central Bureau shall take minutes and circulate the draft minutes six weeks after the meeting at latest. Comments on the draft minutes shall be accepted up to four weeks after circulation. The approval of the final draft of the minutes shall be at the latest six weeks after circulation.

B2.5 If no representative of a member is able to attend a meeting of the General Assembly, then notice of a proxy vote to represent the member may be given. The proxy may be given to a member of the Governing Board (see Statutes S5.4.9) or the General Assembly Member of another National Committee known to attend. These proxies have to be briefed accordingly. The request for proxy must, normally, be given in writing to the Secretary General before the meeting.

## **B3 MEETINGS AND DECISIONS OF THE GOVERNING BOARD AND THE TECHNICAL MANAGEMENT BOARD**

B3.1 The Central Bureau shall be responsible for the preparation and circulation of notices of meetings, agendas and reference documents for both the Governing Board and the Technical Management Board.

B3.2 The agenda of the meetings of the Governing Board and Technical Management Board shall be circulated at least one month prior to the meeting.

B3.3 The reports of the President, the Secretary General and the Vice-Presidents as well as all further documents which require the approval of the General Assembly must be at the disposal of the Governing Board at least two weeks before the meeting.

B3.4 At meetings of the Governing Board and Technical Management Board the Central Bureau shall take minutes and subsequently circulate them for review four weeks after the meeting at latest.

B3.5 The electronic ballot (decisions by circular resolutions) shall be open for at least three weeks.



B3.6	In circumstances demanding faster decisions than the established minimum timelines of B3.5 the duration of the electronic ballot can be reduced as long as no more than three members of the respective voting body are opposed to the shortened deadline.
<b>B4 GOVERNING BOARD</b>	
B4.1	The Vice-President Technical shall be responsible for the specific activities of technical affairs, and the Vice-President Standards shall be responsible for standardization matters.
B4.2	The Governing Board shall define for strategic matters the function(s) of the Vice-President(s) with the exception of the functions of the Vice-President Technical and the Vice-President Standards, at the time of nomination for election.
B4.3	When a Member of the Governing Board or the Technical Management Board attends a scientific or technical congress or meeting held by an external organization, the person may act with the prior approval of the President, as an official representative of the Commission. The person may not, however, enter into any engagement on behalf of the Commission unless with specific prior approval of the Governing Board.
<b>B5 NOMINATIONS AND ELECTIONS</b>	
B5.1	<b>Call for nominations for the CIE President-Elect:</b> One year prior to each CIE Midterm Meeting following the start of each term, the Secretary General shall issue a Call for Nominations for the CIE President-Elect, who will serve as President during the next Term. The advice from the Standing Panel for Governing Board Nominations, (see B6.6), should be reflected in the wording of this Call for Nominations.
B5.2	<b>Call for nominations for members of the CIE Governing Board:</b> Not less than one year prior to the end of each Term, the Secretary General shall issue to the General Assembly a Call for Nominations, for members to serve on the CIE Governing Board during the next term. The advice from the Standing Panel for Governing Board Nominations, (see B6.6), should be reflected in the wording of this Call for Nominations.
B5.3	<b>Parties who may nominate:</b> Nominations for members of the Governing Board, with agreement of the nominees, may be made by National Committees and Associate National Committees, by the Governing Board, and by the Standing Panel on Governing Board Nominations.
B5.4	<b>Content of nominations:</b> All nominations must include a statement from the nominee indicating: a) their willingness to serve in the proposed role;
B5.5	b) in case of applying for the role of Vice-President or Treasurer: their willingness to serve as an ordinary member of the Governing Board as an alternative if not elected to the proposed role; c) their ability to devote the required time and effort; d) a short curriculum vitae; e) a brief description of their previous contributions to the CIE, experience and fitness for the role, and their goals for their contributions in that role.



	Nominations from National Committees and Associate National Committees must also have the written endorsement of at least two other National Committees or Associate National Committees.
B5.6	<b>Timing of Nominations:</b> Nominations from both the Governing Board and the NCs/ANCs must be received by the Central Bureau at least 12 weeks before the start of the electronic voting procedure.
B5.7	<b>Review of Nominations:</b> Both the Secretary General and the Standing Panel for Governing Board Nominations will then review the nominations, individually to ensure their completeness and eligibility to serve and collectively to establish the goals of balance outlined in B6.6. The Standing Panel may advise the Governing Board to seek further nominations, if it perceives a need to fill identified gaps.
B5.8	<b>Circulation of Nominations:</b> After the Standing Panel for Governing Board Nominations has completed its review, the Central Bureau shall circulate the nomination(s) at least 8 weeks before the start of the electronic voting procedure to the NCs.
B5.9	<b>Balloting Procedure:</b> On the basis of these nominations an election will then be conducted among the National Committees, using an electronic voting procedure, preferably in an online General Assembly meeting.
<b>B5.10</b>	<b>Nominating procedure for NC delegates for election of the Governing Board:</b> For determining the Governing Board, the first step is for each National Committee with voting rights to nominate a delegate (which is usually the National Committee President). The NCs must inform the Secretary General about the selected delegates at least one week before the election procedure is scheduled to begin.
B5.11	<b>Election procedure for President-Elect:</b> For determining the President-Elect, an absolute majority of the NCs who are entitled to vote is required. If an absolute majority is not reached in a first ballot, a second ballot is required, in which only the two best-ranked candidates from the first ballot stand and the decision is a simple majority of the votes cast. If the second ballot is a tie, a discussion will be held between the two candidates, moderated by the President and past President, the outcome of which will be the decision on the President-Elect.
B5.12	<b>Election procedure for the Governing Board:</b> The Vice-Presidents will be elected in separate ballots; the first for Vice-President Technical, the second for Vice-President Standards. Subsequently, any other Vice-Presidents are elected. Next, the Treasurer will be elected.  The name of any unsuccessful candidate in any of these ballots may be added to the list of candidates for ordinary members of the Governing Board if these candidates have indicated their willingness to serve in that role; see B5.4. b.  Finally, the Ordinary Members of the Governing Board will be elected in a single ranked ballot with the most preferred candidate ranked 1, and so forth. Candidates are elected based on their rankings, but no more candidates are elected than permitted as defined in S5.5.1. In case of a tie in the election of the Ordinary Members another ballot will take place between the tied candidates.
B5.13	<b>In the event of the death or resignation of a member of the Governing Board during a term:</b> The Standing Panel on Governing Board Nominations will identify an individual to fill the vacancy for the remainder of the term, considering the need to maintain the necessary



balance of diversity, skills, and experience. Following Statute S5.7.2, the appointment would be made by the Governing Board with the approval of the General Assembly.

**B6 STANDING PANELS**

- B6.1 General.  
 Standing Panels undertake necessary ongoing strategically important tasks to ensure the long-term health of the Commission.
- B6.2 The membership of Standing Panels is established early in the Term and ideally should be stable throughout the four years of a Term.
- Standing Panels may include members who are not currently serving Governing Board members. They may also seek advice from individuals who are not Standing Panel members, if needed.
- Standing Panels shall establish their own meeting schedules, but shall meet not less than once per year. They shall report to the Governing Board at least annually, but more often if necessary.
- A new Standing Panel (see B6.7) may be preceded by a Task Group, for instance if the long-term character of the work is still unclear or to further develop the terms of reference for the new Standing Panel prior to its formal approval.
- B6.3 **A Standing Panel for Promotion and Publications** shall support and advise the Secretary General on the matter of external communication, including social media, policies for promotion, and publication. The Standing Panel shall be chaired by the Secretary General. There shall be at least two additional Governing Board members on the Standing Panel. The Standing Panel may also include communication experts and professional advisors if necessary.
- B6.4 **A Standing Panel for Future Resources and Risk-Management** shall monitor the long term resources including health of NCs and provide expenditure forecasting. The Standing Panel shall be chaired by the President-Elect (starting from the CIE Midterm Meeting until the CIE Session), then the President (starting from the CIE Session until the Midterm Meeting). The members of the Standing Panel are the President, the Past President or President-Elect, the Treasurer, the Secretary General, and two additional Governing Board members.
- B6.5 **A Standing Panel for Procedures and Policies** shall facilitate the maintenance of the Code of Procedure and the maintenance of related CIE policies and procedures. It will respond to requests for specific operational changes and prepare consolidated revisions of the Code of Procedure for commenting and subsequent approval by the Governing Board. It shall be chaired by the Secretary General. Members will include the Technical Manager, the Vice-President Technical, one additional member from the Governing Board and one member from the Technical Management Board.
- B6.6 **A Standing Panel for Governing Board Nominations:** This Standing Panel will review nominations for each role in the Governing Board (except for the Secretary General, in view of Statute S5.5.1), and may advise the Governing Board to seek additional nominations to ensure that the CIE Governing Board will comprise an appropriate balance and diversity,





skills and experience, considering characteristics such as geography, ethnicity, nationality, gender, employment, and expertise relevant to the purpose of the CIE, while ensuring that no single country or employer is over-represented.

The membership of the Standing Panel for Governing Board Nominations shall be determined by the Governing Board. All members of this Standing Panel should have familiarity with the work of the CIE. The Standing Panel will include the Secretary General, two voting members of the Governing Board and two individuals who are not on the Governing Board, are interested in the work of the CIE, and reside in countries with a CIE National Committee. In the first instance, NCs will be given the opportunity to propose members for this Standing Panel. If there are more than two names proposed, the Governing Board will select these members such that diversity of geography, ethnicity, nationality, gender and employment is maintained among the Standing Panel as a whole.

The Chair of the Standing Panel will be one of the Standing Panel members, who need not be a member of the CIE Governing Board, but who is appointed Chair by the Governing Board. The Secretary General shall serve as the Secretary of the Standing Panel and will be responsible for carrying forward implementing the nomination and election procedures.

**B6.7 Other Standing Panels.** The Statutes allow the Governing Board to establish other Standing Panels according to its needs (see S5.5.7). These should have the intent of addressing strategically important areas during a Term. These could, for instance, support the work of a designated Vice President appointed for a given term. In such case, the Standing Panel shall be chaired by the designated Vice-President. The existence of such standing Panels must be reviewed by the incoming Governing Board at the start of the each term.

Such Standing Panels are subject to the provisions in B6.1 and any other procedures or policies that the Governing Board sets for Standing Panels.

**B7 TASK GROUPS**

The Statutes allow the Governing Board to establish Task Groups according to its needs (see S5.5.7). This may be done at any time to undertake specific work in a limited time frame.

**B8 PRESIDENT'S COMMITTEE**

**B8.1** The President's Committee advises the Governing Board on the appointment of the Secretary General and may seek external professional advice to do so.

**B8.2** The President's Committee serves as the ongoing review panel for the Secretary General in setting performance commitments and reviewing performance.



**B9 THE SECRETARY GENERAL**

- B9.1 The Secretary General shall
- a. ensure legal compliance of the Commission;
  - b. support the development and lead the execution of the Commission's strategy;
  - c. implement the Commission's long and short-term plans and execute the day-to-day management of the Central Bureau;
  - d. be an active promoter of the activities of the Commission;
  - e. support the President in ensuring the effective and efficient functioning of the General Assembly and the Governing Board;
  - f. report on the current operations and forward planning of the Commission to the General Assembly and the Governing Board;
  - g. coordinate the interaction between the Governing Board, other bodies reporting to the Governing Board, and the Central Bureau;
  - h. ensure that the Central Bureau has appropriate systems and processes to conduct its activities both lawfully and ethically and that effective internal controls and management systems are in place;
  - i. enable Governing Board members to take decisions on a fully informed basis, as specified in the Statutes, By-Laws and Code of Procedure;
  - j. act as the editor and publisher of CIE documents including: managing technical production, supervising sales and business relations;
  - k. not take part in the technical work of the Commission, avoiding conflict of interests.
- In the performance of the duties, the Secretary General shall not seek or receive instructions from any National Committee or from any interested party external to the Commission, except as specifically provided for in the Statutes.

**B10 TECHNICAL MANAGEMENT BOARD**

- B10.1 Membership, responsibilities, reporting, and meeting frequency of the Technical Management Board are specified in the Statutes (see S5.9). Details concerning its roles with respect to the technical work of the Commission are specified by the Code of Procedure.
- B10.2 Except for decisions about publications (for which specific approval rules are specified in the Code of Procedure), decisions by the Technical Management Board shall be taken by simple majority. Abstentions are not votes.
- B10.3 The Vice-President Technical shall report on the progress of the technical work of the commission to the Governing Board at least twice annually.



<b>B11 DIVISIONS</b>	
B11.1	The operating procedures related to Divisions are specified in the Code of Procedure (see S5.10.3).
B11.2	Each National Committee shall be entitled to appoint one voting Division Member to each Division. Each Associate National Committee, Supportive Member and Affiliate may appoint one Observer Division Member without voting rights.
B11.3	In addition, each National Committee may appoint an Alternate Division Member without voting rights.
<b>B12 COLLABORATION PLATFORM</b>	
B12.1	At least the following administrative documents shall be uploaded to Collaboration Platform: a) Agenda, Meeting Documents and Minutes of any administrative meeting of the Commission, b) Ballots, Results of Ballots and Replies on Comments of Ballots of the General Assembly and Governing Board.
B12.2	All documents posted on Collaboration Platform are to be treated as confidential, internal documents, and are not to be shared outside of the CIE. NCs and Division Members may seek confidential feedback from qualified experts sharing the relevant information in order to respond to ballots on technical matters.
<b>B13 FINANCES</b>	
B13.1	Each year the total dues requested from the NCs and ANCs shall be stated within the budget for that year.
B13.2	The total dues agreed are distributed amongst the National Committees and the Associated National Committees using a procedure approved by the General Assembly. Invoices are issued to National Committees and the Associated National Committees in the first quarter of the financial year.
B13.3	The periodic reporting usually takes place on a quarterly basis.
B13.4	On an as-needed basis the Treasurer may seek the advice of the Governing Board and representatives of the National Committees.
B13.5	The intermediate reports shall be prepared according to International Financial Reporting Standards (IFRS).
B13.6	The auditors should be preferably appointed for 4 years. This appointment of auditors may be renewed once.
B13.7	For contracts on renting, bank credits and contracts with financial implications larger than 5000 EUR, two signatures are necessary by any combination of the following persons:





	President, the Secretary General or the Treasurer. The Governing Board can relax this requirement for specific contracts.
B13.8	For expenditures and bank credits larger than 5% of the budget or € 20 000 which are not already anticipated in the budget (factually related expenses must be totaled) Governing Board approval is required prior to signing.
<b>B14 EVENTS</b>	
B14.1	CIE Events are defined in the Code of Procedure. The Code of Procedure also sets out the processes by which events are to be initiated, proposed, and approved.
B14.2	Once approved, CIE events will follow an established policy for contracting and financial arrangements.
<b>B15 LANGUAGES</b>	
B15.1	The translation of CIE documents into a language other than the working languages of the Commission shall follow a translation policy established by the Governing Board.