

NIMiMS: PROVISIONAL RULES OF PROCEDURE (PT, 2015-01-24)**1. Membership**

1.1. The term of membership covered by payment to the Network is one calendar year.

1.2. Members joining part way through a calendar year must pay for the remainder of that calendar year on a pro rata basis per quarter plus the following full calendar year (inclusive of the current quarter at time of joining).

1.3 Membership dues are not refundable.

1.4. Certain sections of the NIMiMS web site are restricted to members. They are made available via password access.

2. Voting procedures**2.1. General Meeting**

2.1.1. All members in good standing may vote at the General Meeting. Each is entitled to one vote. Those unable to attend may vote by proxy (see §§2.1.2 and 2.1.3).

2.1.2. Institutional members shall be represented by delegates of their own choice, including delegates attending in their capacity as individual members. Individual members may be represented by other members of the Network if this representative produces a written and signed mandate before the electoral or voting procedure. Each member attending the General Meeting cannot represent more than one institutional member or two non-attending members.

2.1.3. Decisions on the Network's general policy, the Treasurer's financial statement and proposed budget, the approval of the Secretary's report and general plan of activities are by a simple majority of voting members represented in person or by proxy.

2.1.5. Nominations for the Executive Committee (see ¶2.2) should be submitted to the Secretary at least 1 month before the General Meeting. The Secretary communicates nominations to the Network's members immediately following the closing date for nominations and makes a full list of nominations available at the General Meeting.

2.2 Executive Committee

2.2.1 .The Executive Committee decides by a simple majority of expressed votes. Each member has one vote.

2.2.2. The Executive Committee may use telecommunications to hold meetings and consultations. If voting proves necessary on such occasions, members of the Executive Committee shall confirm their votes in writing and send them, duly signed, to the Secretary.

2.2.3. The executive posts the programme of NIMiMS conferences/symposia etc. at least six weeks before such events.

2.2.4. The executive appoints an external auditor to annually and independently review the Network's finances.

2.3. Rules of order at AGM (Annual General Meeting)

2.3.1. The Chairperson shall call upon speakers in the order in which they signify their wish to speak.

2.3.2. The Chairperson may limit the time allowed to each speaker if the circumstances make such restriction necessary or desirable.

2.3.3. At the request of any member, supported by two other members, discussion of any substantive motion, resolution or amendment shall be suspended until its text is circulated to all members present.

2.3.4. Part of a proposal shall be voted on separately if a member requests that the proposal be divided.

2.3.6. A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended.

2.3.7. During a discussion, any member may raise a point of order; such point of order shall be immediately decided upon by the Chairperson.

2.3.8. An appeal may be made against the ruling of the Chairperson. Such appeal shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled.

2.3.9. During the discussion on any matter, a member may propose a procedural motion: suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

2.3.10. During the discussion of any matter, any member may move the adjournment of the debate on the item under discussion. On moving the adjournment the member shall indicate whether he/she moves the adjournment *sine die* or to a particular time which he/she shall specify. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion.

2.3.11. A member may at any time move the closure of the debate, whether or not any other speaker has signified his/her wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers. The Chairperson shall then put to the vote the motion for closure and, if the General Meeting is in favour of the motion, he/she shall declare the closure of the debate.

2.3.12. The following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- suspension or adjournment of the meeting;
- closure or adjournment of the debate on the question under discussion.

2.3.13. The basic text of each decision shall be adopted at the end of the discussion of the agenda item and the Secretary be given a mandate to produce a definitive and truthful formulation of that decision.

3. Financial Regulations

3.1. The financial resources of the Network are chiefly derived from:

- membership dues established for each category of members by a decision of the General meeting;
- grants, awards and donations;
- payment of work undertaken by Network members.

3.2. The membership fee scale is gradated according to the following criteria:

waged, unwaged / students, institutional, supporting and honorary members.

3.2.1. Changes to the membership fee scale are proposed by the Executive Committee and approved by the General Meeting by a simple majority.

3.2.2. The Treasurer manages the Network's finances. The Executive Committee appoints an independent person to audit the treasurer's report, which is then approved by members attending the AGM.

3.5. Costs for the meetings of the Executive Committee (travelling, lodging, logistics, communication), if and to the extent to which they are not covered by external institutions, shall be covered by the Network's own finances.

4. Modification of the Statutes and Rules of Procedure

Modification of the Statutes and Rules of Procedure must be approved by the General Meeting (majority required: two thirds of the votes expressed). Proposals for such modification are sent to the General Secretary at least one month before the General Meeting. The General Secretary communicates proposals of modifications to Network members immediately following the closing date for proposals of modifications and makes a list of proposals for modification available at the General Meeting.

5. Dissolution

Dissolution of the Association can only be pronounced by the AGM (majority required: two thirds of votes expressed). The proposal of dissolution shall be sent to the Network Secretary at least six months before the AGM commissioned to examine it. The Secretary communicates the proposal of dissolution to the Network members at least five months before the same AGM. In the event of dissolution, the Network's assets, once all debts have

been paid, will be devolved according to the rules fixed by the AGM that voted the dissolution. Without these rules, dissolution shall not be valid.