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Message from IMIA President

As IMIA activities grow, it became not so easy to overview all the activities of IMIA. Since IMIA activities cover all over the world, the exchange of information is essential to make the organization united.

IMIA is the organization specialized in information handling, therefore, the exchange of information within IMIA should be smoother than any other organizations.

To help facilitate the above thought, I compiled this bulletin last May. It is amazing and also a great pleasure to know so many scientists are conducting many excellent activities within the structure of IMIA. I am pleased to publish the 2nd edition of the information bulletin which contains more accurate information.

I hope that this bulletin will contribute to the promotion of further exchange of medical information all over the world.

Shigekoto KAIHARA, M.D.
President, IMIA
Jan, 1989

For correction and inquiry about the bulletin, please write to S. KAIHARA at the following address.

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Telephone 41-22-282649
Telx 428 472 IFIP CH

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<td>Yugoslavia</td>
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</tr>
</tbody>
</table>
IMIA PAST PRESIDENTS

F. Gremy   France   1968-1975
J. Roukens Netherlands 1975-1980
D.B. Shires Canada 1980-1983
H.E. Peterson Sweden 1983-1986
1. What is IMIA

The International Medical Informatics Association (IMIA)
is a Special Interest Group of the International Federation for Information Processing
(IFIP) at present and now it is in the process of transformation into IFIP Associate
Member, which will be an independent international organization. The Association was
established in 1978 to serve the specific needs in the application of information science
and information technology in the fields of health care and biomedical research. This
field is also referred to as Medical Informatics.

The basic aims of the Association are:
- to promote informatics in health care and biomedical research;
- to advance international cooperation;
- to stimulate research, development and routine application;
- to further the dissemination and exchange of information;
- to encourage education and responsible behavior; and
- to represent IFIP with the World Health Organization and any other relevant
  professional or governmental organization.

The business language of IMIA is English.

The Association is governed by an Annual General Meeting, which meets
once every year and consists of one representative from each National Member. One
society or a group of societies or an appropriate body which is representative of the
national activities within the field of Medical Informatics, may become a National
Member of IMIA.

The IMIA Board, comprised of the President, Vice-President, Secretary, Treasurer and
the Trustees, conduct the day-to-day business of IMIA. These officers are elected by
the General Meeting from among its National Members. Terms of these officers are for
three years.
## 2. IMIA CALENDER OF EVENTS

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<td>Mar 18-19</td>
<td>Rabat, Morocco</td>
<td>BM Board Meeting</td>
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<td>May 15-19</td>
<td>Victoria, Canada</td>
<td>WC Medical Informatics: Educational Issues and Trends</td>
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<td>Oct 14</td>
<td>Beijing, China</td>
<td>WG Working Group Chairmans Meeting, BM Board Meeting</td>
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<td>Oct 15</td>
<td>Beijing, China</td>
<td>AGM Annual General Meeting</td>
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<td>Oct 16-20</td>
<td>Beijing, China</td>
<td>MED 6th World Congress on Medical Informatics</td>
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<td>Sept</td>
<td>Oxford, UK</td>
<td>WC Medical Informatics for primary Care</td>
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<td>Amsterdam, Netherlands</td>
<td>WC Fourth Generation Languages in Health</td>
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<td></td>
<td>Nov ?</td>
<td>Montpellier, France</td>
<td>WC Methodological Approaches to Medical Technology Assessment</td>
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<td>1990</td>
<td>Spring</td>
<td>?</td>
<td>BM Board Meeting</td>
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<tr>
<td></td>
<td>Aug</td>
<td>Glasgow, UK</td>
<td>AGM Annual General Meeting</td>
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<tr>
<td></td>
<td>Aug 20-23</td>
<td>Glasgow, UK</td>
<td>EFMI European Medical Informatics Congress</td>
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<td></td>
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<td>Pruh, Czechoslovakia</td>
<td>WC Informatics and Medical Education</td>
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<td>1991</td>
<td>June 18-21</td>
<td>Brussels, Belgium</td>
<td>EFMI EFMI-Working Conference on DRG</td>
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<td></td>
<td>Aug 17-22</td>
<td>Vienna, Austria</td>
<td>EFMI European Medical Informatics Congress</td>
</tr>
<tr>
<td>1992</td>
<td>Sept 6-11</td>
<td>Geneve, Switzerland</td>
<td>MED 7th World Congress of Medical Informatics</td>
</tr>
</tbody>
</table>
3. IMIA Members and Representatives

EXECUTIVE BOARD

S. KAIHARA  President  J  1986-1989
J. L. WILLEMS  Vice-President  B  1987-1989
F. H. ROGER  Vice-President (EFMI)  B  1989-1991
R. J. RODRIGUES  Vice-President (IMIA-LAC)  BR
R. SALAMON  Secretary  F  1985-1991
J. FLINT  Treasurer  CND  -1989
Z. OUYANG  Trustee  PRC  1985-1990
J. MICHEL  Trustee  GDR  1985-1990
A. S. GOSE  Trustee  USA  1985-1989

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Full Members

The alphabet under the country shows the membership fee category.
A=1417, B=1023, C=630, D=393, E=157 (Swiss Franc)

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Dansk Selskab for Medicinsk Informatik

FINLAND

Terveydenhuollon
Tietojenkäsittelyyhdistys
(The Finnish Society for Medical Informatics)

FRANCE

Fédération Nationale des Associations pour les Applications de l'Informatique à la Médecine

GERMAN

Gesellschaft für Biomedizinische Technik und Informationsverarbeitung of the German Democratic Republic

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(D)
South African Medical Informatics Group

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Swiss Society for Medical Informatics

UNITED KINGDOM
(B)
British Computer Society-Medical Specialist group

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Telex 27238 APEXBD NG

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Tel. 021-454 1112

Anne S. GOSE
812 North Lathrop Avenue
River Forest, Illinois 60305, U.S.A.
Tel. 312-771-2330
<table>
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<th>country</th>
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<tbody>
<tr>
<td>ALGERIA</td>
<td>Mohamed El-Hafad NAB Directeur Infrastructure et Equipement Ministère de la Santé Publique Algérie ALGERFE Tel. 65-58-26 Telex 65338 DI 65316 DI</td>
</tr>
<tr>
<td>BULGARIA</td>
<td>D. DOCHEV Chief Science Secretary Medical Academy Boul D. Nestorov 15 SOFIA 1431, BULGARIA</td>
</tr>
<tr>
<td>EGYPT</td>
<td>Ahmed F. SEIF EL NASR Director, Center of Technology in Medical Education 21 Abd el Aziz al Saud Rhoda, Cairo, EGYPT</td>
</tr>
<tr>
<td>IRAQ</td>
<td>L. SALIH National Computer Center POB 3261 - Saadoon, Baghdad, IRAQ</td>
</tr>
<tr>
<td>KOREA</td>
<td>Chang-Soon KOH Professor of Internal Medicine Seoul National University Hospital 28 Yuk-kun Dong, Chogro-ku Seoul 110, KOREA Tel. (82-2) 7601-2200 Telex K25501</td>
</tr>
<tr>
<td>MALAYSIA</td>
<td>Chong Yok Chin Head, Information &amp; Documentation System Unit Ministry of Health Jalan Cenderasari 50590 Kuala Lumpur, MALAYSIA</td>
</tr>
<tr>
<td>MOROCCO</td>
<td>Armed MEDAHOUI Department of Medical Informatics Faculte de Medecine and Pharmacy Universite Mohammed V Rabat, Morocco</td>
</tr>
<tr>
<td>POLAND</td>
<td>Jan DOROSZEWSKI Head Dept. Biophysics and Biomathematics Medical Center of Postgraduate Education Marymoncka 99 01-813 Warsaw, POLAND</td>
</tr>
<tr>
<td>QATAR</td>
<td>Robert J. HAGAN Director Management Systems Department</td>
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</tbody>
</table>
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**EFMI (IMIA-EUROPE)**

**OBJECTIVES**

The objectives of the European Federation for Medical Informatics are:
- to advance international co-operation and the dissemination of information in Medical Informatics on a European basis
- to promote high standards in the application of Medical Informatics
- to promote research and development in Medical Informatics
- to encourage high standards in education in Medical Informatics
- to function as the autonomous European Regional Council of the International Medical Informatics Association

**ACTIVITIES**

Each European country is entitled to be represented in the Federation by a suitable Medical Informatics Society. The term Medical Informatics is used to include the whole spectrum of Health Care Informatics and all disciplines concerned with Health Care and Informatics. The organisation operates with a minimum of bureaucratic overheads and each national society supports the Federation by sending, and paying for, a representative to participate in the decisions of the Federation's Council. Also, again to reduce overheads, English has been adopted as the official language although simultaneous translation is often provided for congresses in non-English speaking countries. Currently, 18 countries have joined the Federation and Council normally meets twice a year. Furthermore, it is represented by a Vice President (Europe) at meetings of the Board and the annual General Meetings of the International Medical Informatics Association.

**CONGRESSES and PUBLICATIONS**

So far, eight general Congresses, MEDICAL INFORMATICS EUROPE (MIE), have been organized by the European Federation for Medical Informatics. These have taken place in Cambridge (1978), Berlin (1979), Toulouse (1981), Dublin (1982), Brussels (1984), Helsinki (1985), Rome (1987) and Oslo (1988). The next Congresses is planned in Glasgow in 1990 and Vienna 17-22 August 1991. A special EFMI-working conference on DRGs (Diagnosis Related Groups) will be held in Brussels, 18-21 June 1889. The Proceedings of these Congresses have been published by Springer Verlag in the series of Lecture Notes in Medical Informatics. The official journals adopted by the Federation are Methods of Information in Medicine and Medical Informatics.

**Working Groups**

Four EFMI-Working Groups were created in 1988,
- EFMI-WG 1: Minimum Basic Data Sets, Case-Mix and Severity of Cases (Chairman F.H.Rogers)
- EFMI-WG 2: Data Protection in Health Systems (Chairman B.Barber)
- EFMI-WG 3: Standards for Medical Records Exchange (Chairman J. Noothoven van Goor)
- EFMI-WG 4: Information Planning and Modelling in Health Care (Chairman B.Kabbes)

**COUNTRIES**

The participating countries are Austria, Belgium, Denmark, France, Federal Republic of Germany, Finland, Greece, Ireland, Israel, Italy, Hungary, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom. Applications are open to representative societies in countries within the European Region of W.H.O.

**INFORMATION**

Information can be obtained about the activities of the European Federation for Medical Informatics from the officers of the Federation. They will be able to advise you about forthcoming meetings, about your country's representative and it's Medical Informatics Society, if it is represented in the Federation, and about the regulations governing membership if it is not.
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REGIONAL FEDERATION OF HEALTH INFORMATICS FOR LATIN AMERICA AND THE CARIBBEAN (IMIA-LAC)

BACKGROUND

1. February 11, 1982 - Document "Acuerdo de Mexico" signed by representatives of Argentina, Brazil, Colombia, Cuba, Haiti, Mexico and Nicaragua at the occasion of the World Congress "Medical Informatics and Developing Countries", held in Mexico City, which proposed the establishment of a regional society

2. August 21, 1983 - Foundation of IMIA-LAC during the Annual General Meeting of the International Medical Informatics Association held in Amsterdam, Argentina, Brazil, Cuba and Mexico were the founding member states.

ACTIVITIES

1984 - First Regional Conference, Rio de Janeiro, Brazil
1985 - Fourth Argentine Congress on Health Informatics (sponsorship), Buenos Aires, Argentina
1985 - International Symposium on Health Informatics Sao Paulo, Brazil
1986 - International Symposium on Health Informatics Buenos Aires, Argentina
1986 - First National Congress on Health Informatics (sponsorship) Montevideo, Uruguay
1986 - Travelling Seminar on Health Informatics (sponsorship) Washington, D.C., U.S.A.
1986 - First Brazilian Congress on Health Informatics (sponsorship) Campinas, Brazil
1987 - CONIA '87 (sponsorship), Sao Paulo, Brazil
1987 - Seminar on Health Informatics SIS '67 (sponsorship), Porto Alegre, Brazil
1988 - Second Brazilian Congress on Health Informatics (sponsorship) Sao Paulo, Brazil
1988 - Workshop on Health Information Systems Development Policies for Latin America and the Caribbean (sponsorship), Washington, D.C., U.S.A.

IMIA-LAC MEMBERS

Full Members - Argentina, Brazil, Cuba, Mexico
Associate Member - Uruguay
Observers - Colombia, Costa Rica, Chile, Equador, El Salvador, Peru, Dominican Republic

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### 6. MEDINFO

#### PAST MEDINFO SITE AND CHAIRMEN

<table>
<thead>
<tr>
<th>Year</th>
<th>Site</th>
<th>OC Chairman</th>
<th>PC Chairman</th>
</tr>
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<tbody>
<tr>
<td>1974</td>
<td>Stockholm</td>
<td>S. Wendel (S)</td>
<td>F. Gremy (F)</td>
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<td>1977</td>
<td>Toronto</td>
<td>M. Barret (CND)</td>
<td>W. Schneider (S)</td>
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<td>1980</td>
<td>Tokyo</td>
<td>M. Oshima (J)</td>
<td>M.F. Collen (USA)</td>
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<td>1986</td>
<td>Amsterdam</td>
<td>J. Roukens (NL)</td>
<td>G. Lodwick (USA)</td>
</tr>
<tr>
<td>1986</td>
<td>Washington</td>
<td>D.A.B. Lindberg (USA)</td>
<td>J. van Bemmel (NL)</td>
</tr>
<tr>
<td>1989</td>
<td>Beijing</td>
<td>Z. Ouyang (PRC)</td>
<td>P. Manning (USA)</td>
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MEDINFO 89

6th WORLD CONGRESS ON MEDICAL INFORMATICS

Theme of the Conference
Informatics in Support of Global Health

October 16-20, 1989
Beijing, People's Republic of China

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MEDINFO 92
7th WORLD CONGRESS ON MEDICAL INFORMATICS

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Tom Piemme

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A.S. Gose

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K.C. Lun

Bylaws Committee
H. Peterson

Committee to follow up Reformation(1989~)
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S. Kaihara
J. Flint
H. Peterson
J.R. Scherrer

Ad hoc group for funding WG
J. Flint
H. Peterson
B. Abbott
9. PUBLICATIONS

The following is a list of IMIA publications covering events in 1980 and later. There are many publications prior to 1980 of which some are out of print.

MEDINFO

MEDINFO 80
Proceedings of the Third World Conference on Medical Informatics
Tokyo, Japan, 1980
(D.A.B. Lindberg, S. Kaihara, Eds.)

MEDINFO 83
Proceedings of the Fourth World Conference on Medical Informatics
Amsterdam, The Netherlands, 1983
(J.H. van Bemmelen, M.J. Ball, Ø. Wigertz, Eds.)

MEDINFO 86
Proceedings of the Fifth Conference on Medical Informatics
Washington, U.S.A., October 1986
(R. Salamon, B.I. Blum, M. Jorgensen, Eds.)

WORKING CONFERENCE PROCEEDINGS

THE COMPUTER IN THE DOCTOR’S OFFICE
Proceedings of the IMIA Working Conference
Hannover, F.R.G., April 1980
(O. Rienhoff, M.E. Abrams, Eds.)

CHANGES IN HEALTH CARE INSTRUMENTATION DUE TO MICROPROCESSOR TECHNOLOGY
Proceedings of the IMIA Working Conference
Rome, Italy, February 1980
(F. Pinciroli, J. Anderson, Eds.)

THE IMPACT OF COMPUTER TECHNOLOGY ON DRUG INFORMATION
Proceedings of the IMIA Working Conference
Uppsala, Sweden, October 1981
(P. Manell, S.G. Johnasson, Eds.)

USES OF COMPUTERS IN AIDING THE DISABLED
Proceedings of the IMIA Working Conference
Haifa, Israel, November 1981
(L. Raviv, Ed.)

HEALTH INFORMATICS IN DEVELOPING COUNTRIES
Proceedings of the IMIA World Congress
Mexico City, Mexico, February 1982
(A. Fernandez Perez de Talens, E. Molino Raveto, D.B. Shires, Eds.)

COMMUNICATION NETWORKS IN HEALTH CARE
Proceedings of the IMIA Working Conference
Ulvsunda Palace, Sweden, June 1982
(H.E. Peterson, A.I. Isaksson, Eds.)

DATA PROTECTION IN HEALTH INFORMATION SYSTEMS
Proceedings of the IMIA Working Conference
Kiel, F.R.G., September 1982
(G. Griesser, J.P. Jardel, D.J. Kenny, K. Sauter, Eds.)

THE IMPACT OF COMPUTERS ON NURSING
Proceedings of the IMIA Working Conference
Harrogate and London, U.K., September 1982
(M. Scholes, Y. Bryant, B. Barber, Eds.)
MEETING THE CHALLENGE: INFORMATICS AND MEDICAL EDUCATION
Proceedings of the IMIA Working Conference
Chamonix, France, March 1983
(J.-C. Pagès, A.H. Levy, F. Grémy, J. Anderson, Eds.)
North-Holland, Amsterdam
1983; 380pp.
(Dfl. 120.00)

THE APPLICATIONS OF COMPUTERS IN CARDIOLOGY: STATE OF
THE ART AND NEW PERSPECTIVES
Proceedings of the IMIA International Symposium
Menorca, Spain, May 1984
(G. Martin Quiglas, P.W. Macfarlane, A. Fernandez Perez de Talens,
J. Cosin Aguilar, Eds.)
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10. MEDICAL INFORMATICS NEWSLETTER

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INTERNATIONAL MEDICAL INFORMATICS ASSOCIATION BYLAWS

IMIA

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BYLAWS
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Introduction

The Bylaws of IFIP refer extensively to Special Interest Groups. Chapter 5 of the IFIP Bylaws outlines a general framework for the Bylaws of Special Interest Groups, and at the same time defines the formal relationship between the parent organization (IFIP) and the SIG.

It is clear that in general, the SIG Bylaws will add specificity to the articles of Chapter 5 mentioned above, or contain some rules that are not referred to at all in Chapter 5.

The present IMIA Bylaws are written as an integration of Chapter 5 articles and IMIA additions. This structure allows easy reference to the IFIP Bylaws, and easy control of the compatibility of IFIP Bylaws and specific IMIA rules. There are disadvantages too, which might be resolved in future versions. As the Chapter 5 articles are an integral part of IMIA Bylaws, any change in the IFIP Bylaws will cause an adaptation of the IMIA Bylaws. A more important disadvantage is a difference in terminology of the Chapter 5 statements and the particular IMIA statements, mainly caused by differing points of view. One is written from the point of view of the parent organization, the other from the point of view of the SIG.
1. ARTICLE 1

Name, Scope and Aims

1.1 The name of the Association

The name of the Special Interest Group is: "International Medical Informatics Association" of IFIP. The abbreviated name is: IMIA.

The Association was established in 1978 to serve the specific needs of the application of the application of information science and information technology in the fields of Health Care and Biomedical Research. This field is also referred to as Medical Informatics.

1.2 The Aims of the Association

The Basic aims of the Association are:

a) to promote Informatics in Health Care and Biomedical Research;
b) to advance international cooperation;
c) to stimulate research, development and routine application;
d) to further the dissemination and exchange of information;
e) to encourage education and responsible behaviour;
f) to represent IFIP with the World Health Organization and any other relevant professional or governmental organization.

1.3 Language

The business language of IMIA is English

2. ARTICLE 2

Membership

2.1 National Members

In each country, one society or a group of societies or an appropriate body which is representative of the national activities within the field of Medical Informatics, may become a National Member.

When the organization which qualifies for membership is a subordinate of another organization, one or both may apply for membership.

When no appropriate body can be identified in a country, and that country is represented in IFIP by a Full Member, then the IFIP Full Member upon request of county or IMIA may assume all responsibilities of an IMIA National Member, until such time that an appropriate body in that country is identified and is admitted as National Member.

The legal status of a National Member shall allow its representative to vote on all matters of concern to IMIA and the National Member; proxies shall not be restricted in the execution of decisions within IMIA.

2.2 Regional Members

Where a functional Regional Group exists it may be accepted by IMIA as a Regional Member.

The legal status of a Regional Member shall allow its representative to vote on all matters of concern to IMIA and the Regional Member shall not be restricted in the execution of decisions within IMIA.
2.3 **Associate Members**

The Chairmen of Scientific or Technical Committees or Working Groups shall be associate Members for the duration of their terms of office as chairmen.

2.4 **Affiliate Members**

Any international organization, professional or governmental, professionally engaged within the field covered by IMIA or closely related fields, may become an Affiliate Member.

2.5 **Honorary fellows**

Honorary fellow are persons who have earned exeptional merit in furthering the aims and interests of the IMIA. Honorary fellowship is conferred for life.

2.6 **Supporting Institutions**

Any institution, company, hospital or other organization working in the field covered by IMIA or closely related fields may become a Supporting Institution.

3. **ARTICLE 3**

**Admission and Termination of Membership**

3.1 **Admission**

The Annual General Meeting shall decide on the admission of National Members, Regional Members, Affiliate Members and Supporting Institutions upon recommendation of the Admission Committee. All admissions must be accepted by a two-thirds majority vote of the IMIA Annual General Meeting.

3.2 **Observers**

Representatives from countries who are not members of IFIP or IMIA, engaging in significant medical informatics activities or planning, may, by a majority vote of the Annual General Meeting, be accepted as observers at IMIA meetings for a maximum period of three years.

3.3 **Application for Membership from a Country already represented**

If an application is received from a country already represented by a Full Member, the Admissions Committee shall attempt to solve the difficulties by contacting the organizations involved. If the negotiations rare not successful, the Committee shall prepare a report to the Annual General meeting recommending one of the following alternatives:

a) to reject the new application,
b) to propose to the Annual General Meeting that the applying organization is more representative than the existing Full Member,
c) to suggest to the organizations a mechanism for merging their interests and then to re-examine the matter one year later.

3.4 **Correspondents**

Individuals acting on behalf of a group of persons in a country that is neither represented in IFIP nor has an appropriate body eligible for National Membership may apply to become a Correspondent for a maximum period of three years.

4. **ARTICLE 4**
Operation

The governing and advisory bodies of the IMIA shall be:

- Annual General Meeting
- Board
- Executive Committee
- Standing and Ad Hoc Advisory Committees.

The scientific activities of IMIA will be channelled through:

- Scientific and Technical Committees
- Working Groups.

4.1 Annual General Meeting

4.1.1 Composition, Voting Rights and Quorum

The Annual General Meeting shall be composed of one representative and an alternate from each National and Regional Member, Affiliate and Associate Members, the Honorary Fellows and a representative of IFIP. Supporting Institutions are not represented at the Annual General Meeting of IMIA.

Members of the IMIA Annual General Meeting should be encouraged to appoint a representative for a period of three years.

The Member countries of the Annual General Meeting have only one vote, independent of their number of representatives.

The voting rights of Members that are not National or Regional Members are restricted to issues of a scientific and technical nature raised within the context of a Scientific and Technical Committee, a Scientific Programme Committee, or a Working Group.

The Annual General Meeting shall be able to conduct business if at least half of the National and Regional Members are present or represented by proxy. Only National or Regional Members can execute proxies. For a particular Annual General Meeting, a National Member may waive his voting right. In this case, the vote of the National Member shall be counted if the quorum is not achieved, another Annual General Meeting shall be convened within six months and only after such a time that all Members can be notified at least one month in advance. This Annual General Meeting shall operate without any quorum restriction. In the meantime, the Board shall conduct the business of the Association.

Decisions of the Annual General Meeting shall be taken by a simple majority of those Members present or represented by proxy who have the right to vote, unless provided otherwise in these Bylaws.

If in a case where a two-third majority of all National and Regional Members is required and there are less than two-thirds of those Members present or represented by proxy, a Annual General Meeting shall be convened within six months for the same purpose, and at this meeting a majority of two-thirds of the National and Regional Members present or represented by proxy shall be required. Such a Annual General Meeting shall be, held only after a time such that all members can be notified at least a month in advance. This notification shall state precisely the questions at issue to which the special vote conditions, specified above, shall be applicable.

4.1.2 Authority

Within IMIA, the Annual General Meeting shall be the supreme authority. The Annual General Meeting shall determine fundamental policy, adopt the programme of activity, hear and approve the reports of any subordinate bodies it may have established, decide on admission and exclusion of Members, elect Officers and Trustees, adopt the budget, review the expenditures, accept the audit reports and adopt official documents.
Of these responsibilities, the following cannot be delegated to the Board; Changes of the IMIA bylaws, the admission and exclusion of Members, the election of Officers, the adoption of the budget.

The Annual General Meeting is responsible for the implementation of the programme of IMIA.

The Annual General Meeting may create Advisory Committees, Scientific and Technical Committees, and Working Groups.

The Annual General Meeting will decide upon recommendations to be brought before the IFIP General Assembly.

4.1.3 Meetings

The Annual General Meeting shall decide on the dates and places of its meetings. Furthermore, the Annual General Meeting may be convened at any time if the President deems it necessary. It may also be convened at the request of the Board or the Executive Committee or of a majority of the Annual General Meeting Members. In these cases, the meeting shall be convened within six months and only after such time as all members can be notified at least one month in advance.

The Annual General Meeting shall meet at least once a year. As a standard rule the meeting shall be held shortly prior to the annual IFIP General Assembly meeting.

4.1.4 Minutes of the Annual General Meetings

The minutes of the Annual General Meeting as submitted by the Secretary shall be approved by the next General Assembly meeting.

4.2 Board

4.2.1 Composition

The Board shall be composed of the President, (who will act as chairman) one vice President, the Secretary, the Treasurer and the Trustees. All shall be elected by the Annual General meeting from among its National Members. The term of a trustee is three years. There shall be at least one and not more than five Trustees. One year before the end of term for the President the new President can be elected and during that year have the title president Elect. The outgoing President will be member of the Board for one year and the title will be Past President.

4.2.2 Term of the Members of the Board

The term of office shall be three years. If a person who was elected to the Board resigns or dies while in office, the Annual General Meeting elect a successor for the unexpired portion of the term.

Board Members can be discharged for a misdemeanor by a two-third majority vote of National and Regional Members of the Annual General Meeting present, or represented by proxy. A Board Member who has not attended two consecutive Board meetings may be deemed to have resigned and a successor may be elected.

4.2.3 Authority

The authority of the Board shall be to administer and to make decisions for IMIA, with the exception of those decisions specially reserved for the Annual General Meeting as defined in 4.1.2. The Board will review and revise programme and budget, if needed, between Annual General Meeting meetings. The Annual General Meeting may delegate to the Board any decision which normally falls within the competence of the Annual General Meeting.

4.2.4 Quorum and Majority
The Board shall be able to conduct business if at least half of its Members are present.

Decisions of the Board shall be taken by a simple majority of the Members present. The chairman has an additional vote which may be used to break a tie vote.

4.2.5 Meetings

The Board shall decide on the dates and places of its meetings. It may convene at any time the President deems necessary; it shall also convene within two months, following the request of a majority of its members.

4.2.6 Minutes

The minutes of the meetings of the Board will be approved by the next Board meeting.

4.3 Executive Committee

4.3.1 Composition and Election

The President, the Vice President, elected by the Annual General meeting, the President elect the Secretary, the Treasurer, and the past President shall form the executive committee of IMIA. These persons shall be the Officers of IMIA.

The term of an Officer is three years except for the Past President and the President Elect whose term of office is one year. An Officer may not be elected to the identical office for more than two consecutive terms. Incomplete terms shall not count.

If an Officer resigns or dies while in office, a successor shall be elected for the unexpired portion of the term. In case of emergency, the Board shall be entitled to elect a temporary successor for the period until the next Annual General Meeting.

A Member of the Executive Committee can be discharged for misdemeanor by a two-third majority vote of the Annual General Meeting National Members present or represented by proxy.

4.3.2 Authority

The Executive Committee conducts the day-to-day operations of IMIA.

The President shall convene and conduct the Annual General meeting, the Board and the Executive Committee. During the absence or incapacity of the President, the Vice President, the Elect or Past President shall act in his stead in all matters. In the case that he too is absent the Officer longest in office shall act in his stead.

4.3.3 Meetings

The Executive Committee shall decide on the dates and places of its meetings. The Minutes of the Executive Committee meetings shall be approved by the President.

4.4 Standing and Ad Hoc Advisory Committees

These Committees advise the Annual General Meeting in policy matters that require detailed analysis. The term of office of Committee members is not more than three years. These Committees are composed of two or three members elected from the Annual General Meeting National Membership.

4.5 Scientific and Technical Committees

A Scientific and Technical Committee is established by the General Assembly upon the submission of a relevant proposal containing: scope, aims and composition.
A Scientific and Technical Committee differs from a Working Group in the sense that it is not required to achieve a concrete goal within a restricted period of time. Rather, it is the expression of the continuous interest of IMIA for certain areas or activities falling within the scope of IMIA. In selection Committee members both expertise and of Scientific and Technical Committees shall be attached to these Bylaws.

The Chairman of a Scientific and Technical Committee is elected by the Annual General Meeting upon recommendation of the Executive Committee. The members of a Scientific and Technical Committee are appointed by the IMIA President.

Membership is restricted to those persons who are from a member country of IMIA.

The Chairman of a Scientific and Technical Committee may designate a Vice-Chairman and a Secretary from the Committee membership. The term of office of all Committee Officers shall be three years and may be renewed only once.

4.6 Working Groups

A Working Group is established by the Annual General Meeting upon the submission of the proposed scope of the Working Group. A Working Group consists of experts selected and assigned, without consideration of nationality, to work in a specified area. The scope of an established Working Group shall be included in the Appendix of these Bylaws.

The Chairman of a Working Group is elected by the Annual General Meeting upon recommendation of the Executive Committee.

The members of a Working Group are appointed by the IMIA President.

Membership is not restricted to IMIA Member countries.

The Chairman of the Working Group may designate a Vice-Chairman and a Secretary with the approval of the Working Group Membership. The term of a Working Group shall be three years but may be renewed a further year.

The Chairman of the Working Group shall report to the Annual General Meeting once a year and to a Board meeting or a meeting with the Executive Committee once a year between the Annual General Meeting. If no report has been delivered in one calendar year the Working Group shall automatically be dissolved.

Publication by a Working Group may be made only after review by the Annual General Meeting. After approval the publication becomes an official IMIA publication.

5. ARTICLE 5

Finances

IMIA is responsible for maintaining its own funds and providing satisfactory accounting reports to the IFIP treasurer. Any overall surplus in IMIA funds belongs to IMIA and will be retained in the IMIA accounts.

The IMIA Treasurer on behalf of the Executive Committee submits the annual budget to the IMIA Annual General Meeting, having collected and reviewed the budgets of all subordinate bodies. The Annual General Meeting adopts the budget for the next year before the Annual IFIP General Assembly Meeting with a simple majority vote of all National Members present or represented by proxy.

In case of rejection of an IMIA budget, the IMIA Annual General Meeting shall decide upon limits within which the Treasurer can draw up a revised budget which is to be adopted by the subsequent IMIA Board meeting. When IMIA has to be operated temporarily without an approved budget, the regular expenditures may be continued, but no new commitments shall
be made unless explicit approval of the IMIA Annual General Meeting has been obtained.

When the IFIP General Assembly convenes prior to the IMIA Annual General Meeting, the Executive committee shall submit to the IFIP General Assembly a preliminary annual budget which, subsequently must to be submitted to the IMIA Annual General Meeting.

When the IMIA annual budget is not accepted by the IFIP General Assembly, the IFIP General Assembly is bound to set limits within which IMIA operations can be continued.

The Treasurer reviews for the IMIA Board the financial outcome of the preceding year as comprehensively as possible. His subsequent report to the IMIA Annual General Meeting is to be accompanied by a statement of an Audit Committee.

The IFIP Financial Standing Orders will be applied within IMIA whenever it is possible.

The IMIA books shall be audited by an Audit Committee.

Each National Member pays annual dues in the currency in which the IMIA books are kept. The amount to be paid by each member and the procedure of payment is determined by the Annual General Meeting and may be revised annually.

6. **ARTICLE 6**

**Commitments**

Any document committing IMIA, except in the case of special proxies, shall be signed by a member of the Executive Committee who does not have to justify his position of authority.

All legal actions, whether as plaintiff or as defendant, shall be the responsibility of the Executive Committee, represented by the President or one of its members, designated for this purpose.

7. **ARTICLE 7**

**Bylaws and Amendments**

All proposals for modification of these Bylaws or dissolution of IMIA must be submitted by a National or Regional Member. Any such proposal shall be brought to the notice of all members of the Annual General Meeting at least one month in advance of the meeting at which it will be discussed. Approval of such proposals shall require a two-thirds majority propose to the IFIP General Assembly the method of liquidation of the IMIA and the disposal of its assets.