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v. President  
Special Activities

1995 April 02

DRAFT NR 4

## **IMIA Standing orders.**

### **General assembly.**

The date and place for the next General assembly should be decided at each General Assembly. It is an advantage if the executive committee presents a plan for the next two or three meetings. If an extra meeting is necessary according to the Statutes all members should be notified six months before.

The executive committee have to circulate a tentative agenda two months before each meeting. Necessary documentation for the meeting should be in the hands of the delegates one month before the meeting.

At the beginning of each meeting a roll-call should be made and all present members with full voting rights should be given a voting card of one colour. All other members or persons present with restricted voting rights should be given a voting card with a different colour. All proxies must be presented at this time. No person can carry more than three proxies and their own voting right. In addition V. Presidents and chairpersons of Special interest groups who are not national representatives have full voting rights. Based on this the secretary is preparing a quorum which should be part of the minutes.

| Every member has the right to have a different opinion noted to the minutes.

### **V. Presidents.**

An important role for the v. Presidents is to involve younger persons in the IMIA affairs and they should therefore as soon as possible appoint Working team chairpersons for different tasks within their field. Examples of Working teams possible are found in the Report from the Strategic planning committee. It is not necessary that the Working team chairpersons are national representatives.

| The v. Presidents are responsible for their part of the agenda to Board and General Assembly meetings and to deliver a report of the activities undertaken during the period from the previous meeting. (From Board meeting to Board meeting and from General Assembly to General Assembly meeting.) The President can decide on the

format and content of these reports. The Secretary is responsible for preparing the agenda

### Medinfo.

The v President responsible for The MEDINFO has to encourage countries to make a proposal for hosting the MEDINFO to the General Assembly. To facilitate for the countries who are preparing a proposal there should be guidelines and a master. The proposal for a MEDINFO must be presented at a General Assembly meeting five years before. The decision must be made at latest four years before the event. At the same time the v. President have to propose the chairperson for the Scientific Program Committee and the Editors. The proposal for the chairperson for the Organising Committee is made by the country who are proposing. Proposals for the core team and extended team of the Scientific program committee should be made by the national representatives and the SIG chairpersons either through the v President or directly at the meeting.

The second important task is to prepare Guidelines for how to run a MEDINFO. There are several such Guidelines available but they have to be updated with the experience gained from each MEDINFO.

### Services.

The v President for Services should have at least two Working teams, one for the yearbook and one for the newsletter. All decisions about the content is taken by the v President. Before each General Assembly there must be a report and a proposed budget for the next year, and an estimate for the next two years.

### Members.

The v. President for Membership affairs are according to the new structure responsible for all categories of membership and have to propose new members and termination of membership to the General Assembly. There could be four Working teams under this v. President.

All matters dealing with sponsorship is handled by the v. President for Members. There are a special category of Institutional members called Academic Members. In the proposal for admission of Institutional Members it must be stated which category the new member belongs to.

### SIGs/WG:s.

The v President for the SIGs/WG:s is responsible for the scientific content of the work IMIA is doing. This is applicable also for the co-operation with the Institutional Members. All matters with establishing new SIGs must be channelled through this v President. According to the Statutes all proposals for chairpersons for the SIGs have to be made by this v President. There is also a responsibility to make sure that all SIGs have a report to all General Assembly meetings. If a chairperson can not be

present one other representative for the group can make the presentation. In the case no person can attend a written report must be available. This report is presented by the v. President.

There should be a meeting with the chairpersons for all the SIGs in connection with and before every General Assembly.

The v. President for the SIG:/WG:s is also the Liaison officer between IMIA and the Institutional members. This task should be handled by a separate Working team.

#### Special activities.

This v. President is a support to the president for special tasks and can be used only by an order of the President. It is here difficult to find tasks that can be divided into Working teams but at least one person should be appointed in order to learn the organisation of IMIA. Among responsibilities already given by the President are the Statutes and the Standing orders.

#### General rules for the v. Presidents.

All v. Presidents can sign agreements within their respective area of responsibility as long as they entail no cost to IMIA. The agreement must be reported at the next Board Meeting.

#### Board Meetings.

Only board members have the right to attend Board meetings. Upon special invitation by the President representatives for organisations in close relation to IMIA and individuals can be invited to attend.