

ECMA Rules

1.

LANGUAGE

1.1

The English language, as written in the United Kingdom, will be the official language of the Association.

2.

SYSTEM OF MEASUREMENTS

2.1

The metric system of measurements will be used.

3.

MINIMUM PERIOD OF MEMBERSHIP

3.1

There is no minimum period of membership.

4.

REPRESENTATION OF MEMBERS

4.1

Each member shall designate the name of one of its officers or executives who shall represent them in General Assemblies and who shall have full authority to commit the member on all matters concerning the Association. Members shall notify the Association of any changes in their representation.

5.

GENERAL ASSEMBLIES

5.1

Representatives may invite additional individuals from their respective member company to participate in an advisory capacity at a General Assembly.

5.2

The members entitled to attend and vote at a General Assembly may be represented by a proxy. A written proxy shall be established indicating the item or items of the agenda to which it is restricted.

5.3

The President or in his absence the Vice-President shall preside at all General Assemblies. In absence of both, the members present or represented by proxy shall elect a Chairman for that particular meeting.

6.

CO-ORDINATING COMMITTEE

6.1

An ad hoc Committee consisting of individuals elected by the General Assembly will be set up under the name of Co-ordinating Committee (CC), whose terms of reference will be as follows:

6.1.1

To prepare terms of reference for new Technical Committees in accordance with the rules for the formation of a Technical Committee.

6.1.2

To nominate a provisional Chairman and Vice-Chairman for each new Technical Committee.

6.1.3

To review from time to time the terms of reference given to Technical Committees.

6.1.4

To have every six month meetings with Chairmen of Technical Committees at which the progress of the TCs will be reviewed and co-ordinated.

6.1.5

To make recommendations to the disbandment of Technical Committees.

6.1.6

To provide assistance to the Management as and when required.

6.2

The members and the Chairman of the Co-ordinating Committee shall be individuals elected for one year at a General Assembly by the ordinary members. The Chairman shall be eligible for re-election, subject to a maximum term of office of 3 consecutive years. The other members can be re-elected any number of times. Only representatives of ordinary members can be nominated.

7.

TECHNICAL COMMITTEES

7.1

Formation of Technical Committees (TCs):

7.1.1

TCs will be formed by the Secretary General (SG) when so decided at a General Assembly.

7.1.2

Any proposal for the setting up of a TC must give the suggested terms of reference, including the scope, and be sent to the SG.

7.1.3

The CC shall nominate a provisional Chairman and Vice-Chairman.

7.1.4

The SG shall then convene the first meeting of the TC.

7.2

Operating procedure of TC-Rules and recommendations for the TCs:

7.2.1

Members of TCs are:

- representatives of ECMA member Companies,
- other participants invited by the SG at the request of the TC or of the Management.

7.2.2

Members Companies of ECMA are entitled to send one or more representatives to any TC. These representatives shall be employees of the member Companies.

7.2.3

Voting on any matter shall be by simple majority of TC members present at the meeting. Each member Company has only one vote. Several invited participants belonging to one organization, have only one vote between them.

7.2.4

One-time visitors can attend a meeting only at the special invitation of the SG at the request of the TC. They have no voting rights.

7.2.5

It is recommended that in the course of its ordinary work the TC should not use voting unless it is impossible to make progress without a vote.

7.2.6

The provisional Chairman and Vice-Chairman nominated by the CC shall act for an initial period which shall be not less than 6 months from the date of the first meeting and which shall include the first 3 meetings.

7.2.7

At the first meeting of the TC which takes place after the end of the initial period, a Chairman and Vice-Chairman shall be elected from among the member Company representatives.

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7.2.8

The Chairman and Vice-Chairman, having been elected from among the member Company representatives, shall hold office for a term of 12 months. They shall be eligible for re-election, subject to a maximum term of office of 3 consecutive years.

7.2.9

Meetings of the TCs shall be conducted by the Chairman, according to the By-Laws and Rules of ECMA. An officer of the Secretariat shall act as Secretary at all TC meetings. The Vice-Chairman shall assist the Secretary and shall act for the Secretary if the latter is unable to attend.

7.2.10

Agenda for meetings of the TCs shall be prepared by the Chairman and an officer of the Secretariat taking into account suggestions made by members of the Committee. The agenda shall be circulated to all members 3 weeks before each meeting; at the opening of the meeting it can be modified if wanted and must be approved.

7.2.11

The SG shall be responsible for the preparation of minutes of the meetings.

7.2.12

The minutes shall be distributed by the SG within 3 weeks to all members of the TC, to the Chairmen of all TCs, to the official representatives of the member companies, and to the members of the CC.

7.2.13

The first item on the agenda of each TC shall be the amendment and approval of the minutes of the preceding meeting. The minutes, after approval, shall constitute the official record of the meeting of a TC.

7.2.14

Any suggestions for the amendment of terms of reference of TCs shall be addressed to the SG for discussion between the TC Chairman and the CC.

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7.2.15

The Chairman is responsible for the preparation of a semi-annual report for each TC: He will be assisted by the Vice-Chairman and an officer of the Secretariat in this task and the report will be submitted to the General Assembly. The report will contain a description of the results achieved to date and an outline of the work to be carried out during the next year.

7.2.16

This report will be circulated to all members of the TC for approval.

7.2.17

Any member of a TC has the right to ask for a minority report to be submitted if he so desires.

7.2.18

The work of all TCs will be discussed every 6 months at a meeting of the CC and the SG at which meetings the semi-annual report will be presented.

7.2.19

First priority in discussion at the meetings of the TCs must be given to items on the agenda.

7.2.20

Under no circumstances should any technical contribution be decided upon at a TC meeting unless it has been circulated to all Committee members at least 3 weeks before the meeting.

7.2.21

In the interest of economy and efficiency, meetings may be held in Geneva.

7.3

Task Groups (TGs)

7.3.1

A Technical Committee may form TGs for the accomplishment of specific tasks within the scope of the TC.

7.3.2

At least two members of the TC shall agree to take an active part in the work of a TG.

7.3.3

Terms of reference of the TG shall be included in the minutes of the meeting of the Technical Committee at which the TG has been formed.

7.3.4

TGs shall report at each meeting to the TC on their activities; these reports shall appear in the minutes of the TC.

7.3.5

The Convenor of a TG shall be appointed by the TC upon nomination by the TG. He shall be eligible for re-election, subject to a maximum term of office of 3 consecutive years.

7.3.6

In the interest of economy and efficiency, meetings of TGs may be held in Geneva.

8.

MEMBERSHIP FEES

8.1

The nominal membership fee shall be based on an estimate for the current year's operating expenses with adjustments for any deviation between the estimated and actual expenses for preceding years. Although the Association shall be non-profit making, reserves may be accumulated if so decided by the General Assembly. The General Assembly will

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decide the nominal membership fee for the following fiscal year and the annual fees payable by each class of membership shall be as follows:

Ordinary members: The full nominal fee;
Associate members: One half of the full nominal fee;
SME members: One quarter of the full nominal fee.

8.2

Any new member shall pay the full annual fee for its membership class for the fiscal year in which it is admitted as a member.

8.3

Every member on the date of the General Assembly, which decides on the budget and nominal fee for the following fiscal year, shall pay the full annual fee appropriate to its class of membership for that year.

8.4

Any withdrawing member shall pay a fee for the fiscal year following the year of withdrawal. This fee shall be equal to the annual fee for the appropriate membership class for the year of withdrawal. Representatives of a withdrawing member may continue to attend Technical Committee meetings and to receive all technical papers during the full fiscal year following the year of withdrawal.

9.

OPERATING EXPENSES

9.1

Operating expenses of the Association shall consist of salaries, travel and office expenses of the Secretariat and publication costs.

9.2

Expenses of members including those connected with ad hoc committees, TCs and TGs are not part of the operating expenses of the Association.

9.3

The Secretary General of ECMA is responsible to the Treasurer for the operating expenses of the Association.

9.4

The general accounting of the Secretariat will be reviewed once a year by an Auditor appointed by the Treasurer and approved by the General Assembly.