



CIGRE Rules of procedure

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RULES OF PROCEDURE¹

Rule 1

The Rules of Procedure define and develop the provisions of the Statutes, specifying application processes. The Administrative Council is responsible for the definition of these rules and their updating.

Rule 2 – Objects (Article 2 of the Statutes)

The activities of CIGRE develop essentially within the Study Committees, the scopes of which are approved by the Administrative Council.

The Technical Council is responsible for ensuring that the work of all the Study Committees is correctly aligned with their respective scopes.

The Technical Council examines any request for assistance which may be put forward by technical organisations and, in particular, by standardisation organisations such as the IEC, and takes the appropriate decisions on the subject.

It is necessary for CIGRE to have regard to the particular needs that arise in different parts of the world and the Technical Council is required to take whatever steps are necessary to ensure that Study Committees address such issues.

Rule 3 - Activities (Article 3 of the Statutes)

CIGRE's action includes the following:

- Sessions held every other year (even-number years). The main object of these Sessions is the holding of Group Discussion Meetings, each Group corresponding to a Study Committee. Details on the organisation of Sessions are given in the document "General Rules for Sessions".
- Symposia held the years when no Session is held. These meetings are initiated by a Study Committee, when there is a need to delve into a particular subject. Several Study Committees may be involved in drawing up the technical programme and running of the Symposia. The decision as to the holding and choice of venue of a Symposium is made by the Administrative Council. Practical organisation of the Symposium is handled jointly by the Central Office and the host National Committee. Details concerning the organisation of Symposia are given in the document "Organisation of Symposia".
- Regional Meetings are organised at the initiative and under the control of a Region or a National Committee bringing together members from several countries located within a particular geographical area. Details concerning the organisation of these events are given in the document "CIGRE Regional Meetings".
- National Committee meetings, colloquia, tutorials...

¹ The Rules of procedure were adopted by the Administrative Council at their meeting of August 31st 1968, and modified on 13th June 1973, 3rd September 1980, 1st September 1984, 27th August 1988, 28th September 1993, 27th August 1994, 2nd September 1999, 24th August 2002, 28th August 2004, 26th August 2006, 20th August 2016 and 29th June 2018.

Rule 4 - Members (Article 4 of the Statutes)

Individual members are of three types:

- Individual members (I).
- Individual members (II) or “Young members”. Intended “Young members” are proposed by the National Committees and must be aged under 35. The membership fee for new “Young members” is half the normal rate, and applies for two years only.
- Individual members (III) or “Student members”. Intended “Student members” are proposed by the National Committees. The membership fee for “Student members” is free. The student members are not considered as individual members in terms of membership equivalence and have no vote at the General Assembly. Student members have access to all documents in electronic form (Electra...).

Individual members (I) and (II) receive one copy of ELECTRA.

Collective members are of two types:

- Collective members (I), entitled to benefit from reduced registration fees at Sessions and Symposia for six people.
- Collective members (II), consisting only of educational bodies, entitled to benefit from reduced registration fees at Sessions and Symposia for three people. The membership fee is half the normal rate.

Collective members (I) and (II) receive two copies of ELECTRA.

Note: Collective members may choose to designate a representative; however this designation does not entitle the representative to the Individual member status.

Honorary members are exempted from payment of the membership fees and registration fees, and receive one copy of ELECTRA.

Rule 4A – Appointment of Honorary Members (Article 4 of the Statutes)

Honorary membership is an award for proven technical/engineering contribution to CIGRE or a leadership role in CIGRE activities (e.g. Study Committee Chairs or Administrative Council members with proven contribution).

Up to ten Honorary members are awarded every Session year.

Eligibility for this award requires an individual to have been a member of CIGRE for a minimum of 10 years.

The nomination is made by a member of the Administrative Council or by the Technical Council Chairperson.

The award committee for the CIGRE Honorary membership consists of the President, Technical Council Chairperson, a member of the Steering Committee, a member of the Administrative Council, who is not a member of the Steering Committee, and the Secretary General.

The award committee makes a recommendation to the Administrative Council for approval.

This approval will be effected by correspondence, answers being due in within one month.

Rule 5 – Administrative Council (Article 9 of the Statutes)

5.1. Participation in the Administrative Council

The Administrative Council is made up of members approved by the General Assembly.

National Committee representatives are proposed by their respective National Committees:

- All recognized National Committees hold one seat on the Administrative Council.
- National Committees meeting the statutory requirement (40 equivalent members) for the 2 years preceding the Session year, recorded as specified under Rule 13, have a weighted voting right based on the annual averaged membership for the preceding 2 years, as follows:
 - 40 to 199 members - one vote
 - 200 to 399 members - two votes
 - from 400 members up - three votes
- National Committees whose averaged membership over the two preceding years has been below statutory requirement hold an Observer seat, with no voting right.

5.2. Procedure for the appointment of members

In April of the Session year, the Secretary General will inform the National Committees of the official membership figures for the two preceding years, inviting them to put forward the name of a national member for appointment to the Administrative Council. National Committees are required to answer within one month.

The Secretary General will draw up the list of proposed Administrative Council members to be put forward to the General Assembly for approval, with their voting right.

5.3. Voting by correspondence

In a number of cases the Administrative Council may be asked by the President to make a decision by correspondence.

In such a case the members are asked to state within 30 days whether or not they are in favour of the proposal which is put before them; votes are weighted as for a regular meeting and the decision is taken by simple majority, any absence of reply being counted as an affirmative vote. The President will not normally vote, but in case of equal division of votes the President shall have the deciding vote.

5.4. Voting by proxy

Only in the case of the elections of Officers, voting by proxy will apply. As stated in the Statutes, one Regular Member can receive only one proxy.

The proxy will carry the number of votes of the member giving the proxy.

The proxy, as per the template provided by the Central Office, has to be sent to the proxy holder and to the Secretary General before the meeting starts.

5.5 Vacancies between two General Assemblies

If a vacancy arises on the Council between two General Assemblies, the National Committee concerned will put forward the name of a new member to be nominated to the vacant seat. On behalf of the President, the Secretary General shall circulate the proposal to Administrative Council members, for approval. The new member shall remain in office until the next General Assembly.

5.6 Preparation of the meetings

The Secretary General will distribute an agenda at least one month before the meeting, in consultation with the Technical Council Chairperson and Treasurer, and with the confirmation of the President.

All decision related material will be enclosed with the agenda.

The final meeting file will be distributed at least two weeks before the meeting.

Rule 6 - President (Article 10 of the Statutes)

At least six months prior to the end of the President's term of office, or if a mid-term election is requested according to the Statutes at least six months before mid-term, the Secretary General shall put in place procedures to determine candidates for the next term:

- The Secretary General shall invite the President and the members of the Administrative Council to submit names,
- The Secretary General shall advise the Steering Committee of proposed candidates.

The Steering Committee shall validate the candidacies and transmit to the Administrative Council the final list of candidates, at least two months before the election.

If necessary, the Secretary General will arrange for an election by secret ballot at the first meeting of the newly appointed Administrative Council. Election of the President is the first item on the Agenda of this meeting, and a former President (or another non-voting member of the Administrative Council) is appointed to chair this first part.

The candidate having more than 50% of the votes will be elected as President. In case of no candidate reaching more than 50% a second vote is cast limited to the remaining best placed candidates, and the process repeated until there are two candidates remaining. In case of a tie, the determining factor will be the number of National Committees who voted for each of the tied candidates.

Rule 7 - Treasurer (Article 12 of the Statutes)

The Treasurer's election is proceeded to as follows: at least six months prior to officers' elections, the Secretary General shall put in place procedures to determine candidates for the next term.

If the Treasurer's term is ending at the time of elections, Administrative Council members will be called on to propose candidates for the functions of Treasurer.

The Steering Committee shall validate the candidacies and transmit to the Administrative Council the final list of candidates, at least two months before the election.

If necessary, the Secretary General will arrange for an election by secret ballot at the first meeting of the newly appointed Administrative Council. Election of the Treasurer is the second item on the Agenda of this meeting.

The candidate having more than 50% of the votes will be elected as Treasurer. In case of no candidate reaching more than 50% a second vote is cast limited to the remaining best placed candidates, and the process repeated until there are two candidates remaining. In case of a tie, the determining factor will be the number of National Committees who voted for each of the tied candidates.

Rule 8 – Steering Committee (Article 11 of the Statutes)

8.1 Appointment of Members

The members of the Steering Committee are appointed among the members of the Administrative Council at the first meeting after the General Assembly.

Candidates for the Steering Committee are expected to be willing to spend active time for the Association and to take leadership on task forces that may be initiated by the Steering Committee.

The Secretary General will consult the National Committees and draw up the list of the candidates.

Members of the Administrative Council wishing to take part to the Steering Committee must apply for a seat. Hence National Committees are invited to put forward the name of a member for election on the Administrative Council, (5.2) and are asked whether he/she will be a candidate for the Steering Committee.

The agenda of the first meeting of the new Administrative Council will include:

- The list of candidates, mentioning the NC membership averaged over the 2 previous years.
- The distribution of the CIGRE membership for the 2 previous years over the 4 geographical zones identified in the CIGRE statistics: Europe, Americas, Africa/Middle-East, Asia/Pacific.

The procedure for the appointment of members is as follows:

- After election of the three Officers, nine members are chosen among candidates from the four geographical zones identified in the CIGRE membership statistics: Europe, Americas, Africa/Middle-East, Asia/Pacific, in such a way that the resulting distribution of the twelve seats over the four geographical zones reflects the repartition of CIGRE membership distribution in these geographical zones. Within each geographic zone the choice is based on the membership ranking of the candidate NCs
- Three additional seats are attributed by direct election by the remaining countries in the Administrative Council, among the remaining candidates. The three candidates with the highest number of votes are elected, a run-off round applying if needed.
- As given in the Statutes, there will not be two members of the same National Committee.

In case of a vacancy arising within the Steering Committee, the Administrative Council, on the initiative of the Secretary General, shall proceed, if necessary by correspondence, with the appointment of a new Member.

8.2 Duties

The following duties are as assigned by the Administrative Council and may be revised at any time.

- a) The Steering Committee is empowered to take, between meetings of the Administrative Council, all decisions of an administrative, financial or organizational nature, within the budget and strategic plan.
- b) The Steering Committee shall carry out, with the assistance of the Secretary General, either at the request of the Administrative Council or on its own initiative, any study thought necessary on the functioning of CIGRE, and it shall present to the Administrative Council its findings.
- c) The Steering Committee shall follow the functioning of the Study Committees of which it is kept informed particularly by the Chairperson of the Technical Council. It will normally receive suggestions and proposals from the Technical Council and examine them with a view to reporting on them to the Administrative Council.
- d) The Steering Committee shall make recommendations to the Administrative Council for the appointment of Study Committee Chairpersons.

- e) The Steering Committee is empowered in the name of the Administrative Council to appoint Study Committee members upon joint proposal from the Chairperson of the Technical Council and the Secretary General (See “Rules for Study Committees”).
- f) The Steering Committee shall be responsible for finding and examining possible candidates for the position of Secretary General when this post is vacant. In case of death, incapacity or resignation of the Secretary General, the Steering Committee shall take all necessary measures to ensure the proper functioning of CIGRE while awaiting a new appointment.

8.3 Report to the Administrative Council

Shortly after the Steering Committee’s meetings, with the approval of the President, the Secretary General shall inform the Administrative Council on this meeting and on discussions in progress.

When the Steering Committee needs to take a decision of vital interest to CIGRE, it will immediately report it to Administrative Council members.

8.4 – Steering Committee meetings

When the Steering Committee meets it is strongly recommended that the host National Committee arrange a National Day for exchanges with local experts.

Rule 9 – Travelling expenses

The President, Treasurer and Technical Council Chairperson’s travelling and subsistence expenses may be prepaid or reimbursed by CIGRE.

Rule 10 – Central Office (Article 13 of the Statutes)

The Secretary General is responsible for the overall operation of the Central Office, including recruiting and dismissal of staff and division of tasks. Staff salaries are approved by the President and the Treasurer upon proposal of the Secretary General.

Rule 11 – Technical Council (Article 14 of the Statutes)

11.1 Elections and appointments

11.1.1 Technical Council Chairperson

The Technical Council Chairperson’s election is proceeded to as follows: at least six months prior to officers’ elections, the Secretary General shall put in place procedures to determine candidates for the next term.

If the Technical Council Chair has completed the first two years of the term, the Secretary General shall ask if he/she wishes to continue serving as Technical Council Chairperson for the second part of the term, i.e. two years.

If the Technical Committee Chairperson’s term is ending at the time of elections, Administrative Council members will be called on to propose candidates for the functions of Technical Committee Chairperson.

The Steering Committee shall validate the candidacies and transmit to the Administrative Council the final list of candidates, at least two months before the election.

If necessary, the Secretary General will arrange for an election by secret ballot at the first meeting of the newly appointed Administrative Council. Election of the Technical Council is the third item on the Agenda of this meeting.

The candidate having more than 50% of the votes will be elected as Technical Council Chairperson. In case of no candidate reaching more than 50% a second vote is cast limited to the remaining best placed candidates, and the process repeated until there are two candidates remaining. In case of a tie, the determining factor will be the number of National Committees who voted for each of the tied candidates.

The former Technical Council Chairperson is expected to be available to support the new elected one, during the first three months of his/her mandate, to prepare the next Session and allow a smooth transition

11.1.2 Representatives of the Administrative Council

At the same meeting, the Administrative Council shall elect two of its members to the Technical Council. Their term of office is 2 years. These members should belong to different National Committees, not already represented in the TC, with preferably one to particularly represent the interests of Regions. In the case of a vacancy among them, the Administrative Council, on the initiative of the Secretary General shall proceed as soon as possible, if necessary by correspondence, to the election of a new member to the vacant position.

11.1.3 Secretary of the Technical Council

The Chairperson of the Technical Council appoints a Secretary whose task will be to assist him during meetings and draw up the minutes of meetings.

11.2 Meetings

The Technical Council shall meet at least once a year, ahead of the Steering Committee meeting.

Between two meetings members' advice may also be sought by correspondence, on any particular point.

When the Chairperson is prevented from taking part in a meeting of the Technical Council, the chair is taken by a nominee of the Chairperson or by the Secretary General.

Every Study Committee Chairperson is a member of the Technical Council in their own right; nevertheless he/she must try as far as possible to take into account the position taken by the Study Committee or the views expressed within the latter.

In the unavoidable absence of a Study Committee Chairperson at a Technical Council meeting, a regular member or the Secretary of the Study Committee will be accepted as a substitute.

In order to ensure smooth continuity of the work, incoming Study Committee Chairpersons are invited to attend the meeting preceding their official appointment.

11.3 Duties

The Technical Council draws up the Technical Council Strategic Plan which will serve as a basis for definition of the Study Committees' fields of activity, each Study Committee drawing up its individual Strategic Plan. Study Committees are not authorized to extend their field of activity without reference to the Technical Council.

The Technical Council shall keep itself acquainted, by all appropriate means, with the work of the Study Committees. It shall undertake on its own initiative, or at the request of the Administrative Council or the Steering Committee, any study relating to the functioning of the Study Committees.

The Technical Council shall acquaint itself with the particular needs of National Committees and Regions and ensure that these are adequately addressed.

The Technical Council may propose to the Administrative Council the disbanding of a Study Committee, or the creation of a new Study Committee; it must be consulted on any proposal for the disbanding or setting up of a Study Committee which it has not itself originated.

In the case of vacancy in the chairmanship of a Study Committee, the Technical Council shall make proposals, after consultation of the Steering Committee, to the Administrative Council for the choice of a new Chairperson, after seeking the advice of the outgoing Chairperson and of the members of the Study Committee concerned.

11.4. Renewal of Study Committee Chairpersons

The Technical Council Chairperson initiates the process of renewal of the Study Committee Chairpersons, with the assistance of the Secretary General. The Technical Council Chairperson consults the regular members and seeks the advice of the retiring Chairpersons. Taking into account the feedback from members and Chairpersons, and considering all the other relevant factors involved, the Technical Council Chairperson prepares a recommendation to the Steering Committee. The latter is then responsible for making a recommendation to the Administrative Council.

11.5. Liaison with International Organisations

The Technical Council Chairperson and the Secretary General handle liaison on technical issues with the other International Organisations with a view to facilitate the work of both through efficient coordination, such as for instance avoiding duplication of work or carefully scheduling meetings to be attended by the same experts etc... The Technical Council Chairperson may delegate liaison tasks to members of the Technical Council.

The Chairperson of the Technical Council will resolve problems resulting from possible overlapping of activities with these other Organisations, to the best interest of CIGRE. In particular, agreements will be sought with the international organizations dealing with electrical energy situated close or adjacent to their respective fields of activity.

Rule 12 – National Committees (Article 16 of the Statutes)

In the Statutes, the same term "National Committee" covers:

- On the one hand all members of CIGRE living in one country having a National Committee or in a grouping of countries which do not individually have a National Committee.
- On the other hand a Board which can eventually be made up from those members, according to the local regulations.

The tasks listed under Article 16 of the Statutes with which the National Committee is entrusted are in fact those of the Board. It would therefore be of use to know the composition of the Board which should include at least:

- A Chairperson, possibly assisted by one or more Deputy Chairperson.
- A Secretary who can act as Treasurer.

The names, positions and addresses of these two officers should be forwarded to the Central Office.

A National Committee Board may include other members who will share various tasks, especially technical functions as assistance to the Study Committee members, or to ensure the circulation of results of CIGRE work in their country.

When the Administrative Council "recognizes" a National Committee, it takes note of the composition of this Board which is then entrusted, as stipulated in Article 16 of the Statutes, with the task "to further the interests of CIGRE in the country concerned".

The Chairperson of a National Committee is thus the representative for CIGRE in his/her country or countries; this representativeness is attributed to him/her by the CIGRE Administrative Council which relies on him/her in particular for the circulation of information not only among CIGRE members but also in other circles which may be interested in CIGRE activities (industries, universities, economic circles, etc.).

In conformity with Articles 4 and 16 of the Statutes a National Committee collects membership fees from regular and new members. For this purpose the Central Office runs an online membership fee collection database.

According to Article 16 of the Statutes, the Administrative Council, in order to recognize (or to continue recognition) of a National Committee should make sure that its "internal" rules are not in contradiction with the CIGRE Statutes. Relations between a National Committee and CIGRE are based on mutual trust and in practice there are not necessarily written laws and the Administrative Council will implicitly accept them upon declaration of the Chairperson of the said National Committee, though the Administrative Council may examine them at any time, especially should any objection be raised.

National Committees are responsible for their own financing.

Members of the Administrative Council and members of Study Committee must put forward the implications which problems or decisions discussed may have in their respective countries, so that these may be taken into consideration.

The duties of a National Committee also comprise:

- Promote the benefits of CIGRE in their country;
- Promote the call for papers for publication in CIGRE Science & Engineering;
- Propose papers for the Session according to CIGRE criteria;
- Organize national conferences and meetings;
- Check the consistency and quality of the membership data;
- Respect the calendar and deadlines of actions with the Central Office;
- Confirm that applicants for student membership fulfil the given preconditions;
- Collection of membership fees from regular and new members;
- Prepare an activity report for the Forum of National Committees of CIGRE (FNCC);
- Contribution to CIGRE Strategic Plan;
- Put forward members for the election of the Administrative Council and Steering Committee respectively;
- Propose experts for new Working Groups;
- Propose Study Committee members;
- ...

Rule 13 – National Committees failing to meet the requirements of Article 16 of the Statutes

The official membership of a National Committee for year N is established as the figure recorded at the Central Office on March 31st of year N+1.

When the membership of any National Committee drops below 40 individual members (an individual member (II) counts for 0.5) or 7 collective members or any other equivalent numerical combination [one collective member (I) being equivalent to 6 individual members and one collective member (II) being equivalent to 3 individual members], the following measures are taken by the Council in connection with the National Committee concerned:

- a. Minor drop below statutory requirements for the years preceding the General Assembly: The National Committee is still recognized: right to propose members to Study Committees and Session paper allotment are maintained. The National Committee's representative on the Administrative Council becomes an Observer member until recovery of the National Committee.
- b. If the drop lasts over four consecutive years: The Administrative Council, upon recommendation of the Steering Committee, decides to end recognition of the National Committee. All rights attached to National Committees are suppressed.

Rule 14 – Regions (Article 17 of the Statutes)

Regions established under Article 17 will meet initially to establish procedures for their functioning and then hold meetings as required, at least once every year.

They shall forward to the Steering Committee, for information, documents setting out the rules for the Region; a Chairperson for the Region, from one of the member National Committees, should be elected.

Technical issues specific to the Region should firstly be raised with the respective Study Committee Chairperson, if possible through a Study Committee member from the Region. The Study Committee Chairperson will suggest appropriate action, keeping informed the Chairperson of the Technical Council.

Annually, each Region should forward a report to the Administrative Council, outlining activities over the previous year and plans for the future.

Rule 15 - Finance (Article 18 of the Statutes)

Budgets and accounts are formally reviewed by the Treasurer before submission to the Administrative Council. The Administrative Council has to settle the annual financial statements by 30th June of the next year and add the yearly result in the Accounting line "Balance carried forward".

The nearest General Assembly will have to approve these statements and decide on the final allocation of the results.

The President may sub-delegate, with the agreement of the Administrative Council, powers conferred by Article 18.

CIGRE Funds: the Residual Reserve Fund, the Association Project Fund, the Real Estate Fund, are accounted for in the Liabilities.

They result from the accumulation of positive and negative annual results over past annual periods. They can be increased or decreased with the positive or negative annual results, only upon decision of the General Assembly. They show the history of past results.

The Association may support National Committee events, promotional actions, and statutory meetings (AC, Steer. Com, TC).

The examination and choice of actions to be funded is made by an Ad Hoc group including, the Treasurer (convener), the TC Chairperson, two members of the Steering Committee and the Secretary General.

Details concerning this funding are given in the document “CIGRE financial support to NCs”.

Rule 16 – Press media

Any Press information concerning CIGRE, or the meetings of the Governing Bodies, must be coordinated with the CIGRE Officers.

The Central Office is in charge of the preparation of the relevant “Press release” and it is recommended to have it dispatched to National Committees for use at their discretion in their respective countries.

Rule 17 – Award system

CIGRE grants awards in recognition of the services rendered by members. The conditions for nomination and attribution are described in the latest revision of the applicable set of documents related to CIGRE awards.

The CIGRE awards are:

- Honorary member;
- CIGRE Medal;
- CIGRE Fellow;
- Technical Council Award;
- Distinguished member;
- CIGRE thesis Award.

Rule 18 – Compliance rules

CIGRE has adopted a document “Compliance Guide” intended for the authorized representatives of the members of CIGRE that participate at discussions and at the meetings that are held.

CIGRE shall ensure that its members and their representatives comply with this Compliance Guide.

A fixed point is added on all agendas and the minutes note that all attendees agreed to the rules.

On a regular basis, the Steering Committee will review the Compliance Guide, to take into account changes in legal requirements.

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