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**ICID BY-LAWS  
2014**

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## BY-LAWS

### BY-LAW (1) – PREAMBLE

- 1.1 Enactment of By-laws:** These By-laws have been enacted by the International Executive Council for the due implementation of the provisions of the Constitution of the International Commission on Irrigation and Drainage. The words and expressions defined in the aforesaid Constitution will have the same meaning in these By-laws.
- 1.2 Changes of By-laws:** The Council shall have powers from time to time to add, repeal, amend or vary all or any of the By-laws as they shall think expedient or fit for the management of the affairs of the Commission, or implementation of the powers of the Council, under the Constitution. The By-laws shall not be inconsistent with the Constitution of the Commission.

### BY-LAW (2) – ELECTION OF OFFICE-BEARERS

#### 2.1 Office-Bearers Committee:

2.1.1 All Office-bearers, Presidents Honoraire, Vice-Presidents Honoraire and Secretaries-General Honoraire, attending a Council meeting shall form themselves into an Office-Bearers Committee (OBC), chaired by the President.

2.1.2 The OBC will meet informally prior to the meeting of the International Executive Council and, after considering all nominations made in accordance with By-law (2), make recommendations to the Council for filling the vacancies in light of the considerations listed in By-law (2.7). After considering the Committees recommendations the Council shall vote to fill the vacancies.

- 2.2 Notification of Vacancies:** Seven (7) months before the date fixed for a Council meeting, the Secretary-General shall inform all National Committees of the vacancies in the office of the President and Vice-Presidents that will exist at the time of the meeting. This intimation may be accompanied with a statement showing, inter-alia, and names of the countries which have held these offices in the past.

#### 2.3 Nomination by National Committee:

2.3.1 Should any National Committee so desire, it may submit its written nomination of a candidate from the same country for the post of President and Vice President (in a manner prescribed by the Council – **Annex 1**) keeping in view the President or Vice President nominee should be conversant with the functioning of the Executive Council by way of having been an active member of any of the workbodies and having attended the workbody meetings / IEC meetings for at least 3 years. The complete nomination accompanied by a statement of substantiation giving particulars of experience and qualifications of the nominee together with the grounds for the recommendation for the pertinent position shall be received at the Central Office, at least four (4) months before the date of the Council meeting.

2.3.2 Nominations received shall be scrutinized by the President as the Returning Officer and the eligible candidates intimated 3 months before the meeting of the Council except nominations received under By-law 2.5. The eligible list of candidates shall be shown in the agenda of the Council meeting. In the case of postponement of a Council meeting, nominations received four (4) months in advance of the original date of the Council meeting only shall be considered. The National Committee submitting the nomination shall ensure that all arrears of subscription as required under By-law 13.1 shall clear the same before the last date of receipt of nomination in the ICID Central Office.

- 2.4 Nominee Statement:** With the nomination in the prescribed form the National Committee shall also furnish a written statement from its nominee as follows:

“My Government/Organization agrees to my nomination for the office of the President/Vice-President of ICID after taking into account the duties and responsibilities of my candidature entail. If elected to the office, I will owe allegiance to the Constitution of the International Commission on Irrigation and Drainage and will, to the best of my ability, preserve, protect, defend and uphold the ICID Constitution”.

- 2.5 Nomination by President:** The President may, in consultation with the Secretary-General, invite any National Committee to submit a nomination for the vacancy in the office of the President or of a Vice-President. Such nomination in writing with complete curriculum vitae and other particulars as-already prescribed in By-law 2.3.1 must be received in the Central Office at least one month prior to the effective date of the Council meeting at which it will be actually deliberated. In case of a postponed meeting it must be received at least one month prior to the actual date on which the Council meeting will be held.

- 2.6 Promotion / Canvassing by National Committees:** The National Committees belonging to the eligible candidates, if they so desire, may promote / canvas the candidature of the nominee for election of Office-Bearer.

- 2.7 Office-Bearers Recommendations:** All eligible nominations and the relevant curriculum vitae of such nominees shall also be made available to the Office-Bearers Committee on standardized forms for review and

recommendations. The following shall, inter alia be the considerations to guide the Office-Bearers Committee in making its said recommendations to the Council for the election of the President and the Vice-Presidents:

- (a) Subject to administrative and constitutional requirements, it is desirable that the ten offices (of the President and the nine Vice-Presidents) shall be distributed as equitably as may be practical between different geographical regions and among as many participating countries as possible. Thus, no country should hold more than one office (President or Vice-President) at one time, and no geographical region should normally hold more than its due proportionate number of the total number of offices including the office of President.
- (b) The period for which the country of the nominee has been a member of the Commission, and the extent of interest it's National Committee and/or its nominee has taken in the activities of the Commission. The nominee's activity both at the national and international levels besides the activities of the National Committee should be given prominence.
- (c) The general or special needs of ICID of persons qualified for developing its activities and the qualifications of the nominee for meeting such requirements. The overall interests of the Commission (the service it can render to the international community in its field of activity) shall always reign supreme.
- (d) The time and effort the nominee has given in the past to the general affairs and functions of the Commission along with the nominee's likely future availability, time and effort and the likely particular assigned tasks.
- (e) The national and international status and level of responsibility of the nominee.

**2.8 Seniority of Vice Presidents:** The relative seniority of three Vice-Presidents elected each year shall be determined by the number of votes obtained by each. If there is no voting or the votes obtained are equal, then the seniority shall be decided by a draw of lots.

**2.9 Nomination of Secretary General:** The President, acting as Chairperson of the Management Board shall make a nomination to the office of Secretary-General, at the Office-Bearers meeting and to Council.

**NOMINATION FOR PRESIDENT AND VICE PRESIDENTS**  
**Form and Statement**  
**(To be filled by the Nominee and the National Committee)**  
 (as required under By-law 2.3.1)

1. **Country**2. **Name of the Nominee**

- a) Date of Birth & Age
- b) Qualification(s)
- c) Address
- d) E-mail
- e) Mobile Phone

3. **Present Professional Position**

- a) Designation
- b) Name of the Institution
- c) Official Address
- d) Interest of the candidate in the activities of ICID

4. **Contributions to ICID Activities**

- |    |                                |   |               |
|----|--------------------------------|---|---------------|
| a) | Membership of the WBs          | <u>Name of WB</u><br>(i)<br>(ii)          | <u>Period</u> |
| b) | Contribution to Publications   | <u>Name of Publication</u><br>(i)<br>(ii) | <u>Role</u>   |
| c) | Participation in ICID Meetings | <u>Meeting</u><br>(i)<br>(ii)<br>(iii)    | <u>Year</u>   |
5. **Awards (if any)**
- |    |                            |                         |            |
|----|----------------------------|-------------------------|------------|
| a) | ICID Awards                | Name of the Award _____ | Year _____ |
| b) | National Awards            | Name of the Award _____ | Year _____ |
| c) | Other International Awards | Name of the Award _____ | Year _____ |

6. **Career Summary:**

(use separate sheet)

- a) Posts held
- b) Professional Association(s)
- c) Publications

7. **Statement**

*"My Government/Organization agrees to my nomination for the office of the President/Vice-President of ICID after taking into account the duties and responsibilities of my candidature entail. If elected to the office, I will owe allegiance to the Constitution of the International Commission on Irrigation and Drainage and will, to the best of my ability, preserve, protect, defend and uphold the ICID Constitution".*

Signature of the Candidate

(Separate sheet may be used, where required)

## BY-LAW (3) – WORK BODIES OF ICID

### General Scope

- 3.1 Setting-up:** In pursuance of Article 6.10 of the Constitution, the Council may set up work bodies of either permanent or temporary nature, for the performance of such functions or for a particular mission as deemed expedient for the promotion of the objects of the Commission.
- 3.2 Types:** The work bodies may be constituted in the form of a:
- (a) Permanent Committee - where the duties are to be carried out in a repetitive manner over a long period and the outcome is required to be reported directly to the Council.
  - (b) Board/Special Committee/Sub-Committee where the duties are required to be carried out in a repetitive manner over a long period and the outcome is required to be reported to the Management Board and/or Permanent Committee.
  - (c) Working Groups constitute the key mechanism to accomplish the mission of ICID by providing the platform to carry out its objectives for pooling international knowledge, addressing international problems, facilitation of the international inputs required by the developing countries and exchanging information among National Committees.
  - (d) Work Team or a Task Team can be set up where a short duration task (spread over a period of not more than three years) is to be completed by a select small group of individuals.
  - (e) Task Force can be set up where a work of an urgent nature is required to be completed within a span of two years with a select group of individuals.
  - (f) Focus Group/Regional Group -- where a continuous follow up of an area oriented activity is implied on a long term basis.
- 3.3 Meetings:** The work bodies will carry on their mandate primarily through electronic correspondence and periodical meetings, in principle once a year at least. Copies of all documents and correspondence pertaining to the workbodies shall be mailed to the Central Office by the Chairperson.
- 3.4 Members of Work Bodies:**
- (a) The Working Groups shall comprise of experts/representatives nominated by National Committees from different regions of the world, and shall include any qualified expert or group of qualified experts, from various disciplines as appropriate. All such nominations shall be submitted to the Council for its consideration, approval or modification. Direct members and observers may participate in the meetings of the work bodies.
  - (b) For Work Team/ Task Team/ Task Force the qualified experts may be proposed to the Council under request from the Chairperson of the work body or from the President in agreement with the Secretary-General.
  - (c) All members shall carry out their functions in ICID on an honorary basis.
- 3.5 Limitation on Members:** The membership of the work bodies shall be on an honorary basis (at least so far as the Commission is concerned). No person shall be a member of more than three (3), work bodies not counting Office-Bearers Committee, Management Board or Staff Committee. Direct members shall be the members of not more than three (3) work bodies. Members of work bodies not contributing by their attendance/correspondence for two consecutive years shall be replaced on the recommendations of the Chairman of the work body. For a wider representation of countries in a workbody, not more than two nominations from one country shall be accepted, provided one of the two nominees is a young professional.
- 3.6 Conclusions are Advisory:** The conclusions of all work bodies shall be advisory in nature and shall be effective only after they are approved and accepted by the Council with such modifications as the Council may desire.
- 3.7 Approval of Documents:** The documents and conclusions emanating from such work bodies set out either in the form of work documents or of recommendations presented by the Chairperson on behalf of the body.
- 3.8 Permanent Committees**
- 3.8.1 General**
- (a) The Council may set up Permanent Committees with missions of general vocation for administration and management, or of specialized technical vocation depending upon requirements. Each Committee may carry out its work either directly or through temporary work bodies created by it or connected with it.

- (b) Members of such Committees will be designated at the Council meeting on the basis of nominations made by National Committees from their membership or by the President in consultation with the Secretary-General, taking into account the specific expertise required and ability to serve. New members will be chosen from the nominees, after the concerned Permanent Committee has given its opinion.
- (c) Members of each Committee will be appointed for a three-year term by the Executive Council at the time of a Congress and may continue to function up to a total of six years, continuously or intermittently. Members, who no longer are actively functioning, may be replaced at the time of the Council meeting according to the aforesaid rules.
- (d) The Office-Bearers Committee, the Management Board and the Staff Committee will be presided over by the President (Articles 7.15 and 8.1 of the Constitution), while the Chairperson of the Permanent Committee on Strategy and Organization (PCSO) will be nominated by the President in consultation with the Secretary-General (By-Law 3.9.5(c)) The Chairpersons of other Permanent Committees will be nominated at the Council meeting under recommendations of the Office-Bearers Committee.
- (e) The Secretary-General will be a member of the Permanent Committees and will advise on the overall functioning of these Committees. The President, apart from presiding over the Office-Bearers Committee and the Management Board, may participate in the meetings of any of the other Permanent Committees as an Observer.
- (f) Honoraire Office-Bearers willing to participate in the activities of work bodies may do so as Honoraire Members in addition to the regular members.
- (g) The Chairperson of a Permanent Committee may designate Rapporteur(s) from amongst members for reporting on the matters dealt with by the Committee.
- (h) Each Permanent Committee may itself elect its Vice-Chairperson, and its Secretary for drafting the minutes of its meetings.
- (i) When Rapporteurs and Secretaries are appointed to the Permanent Committees, the National Committees to which the Rapporteurs/Secretaries belong must undertake to provide the required secretaries / rapporteurs. At the end of the tenure, records of work should be passed on to the Central Office for future reference.

### 3.9 Role and Membership

3.9.1 The Council has constituted the following six (6) Permanent Committees and has fixed their overall role and membership as follows:

3.9.2 **The Management Board** is responsible, with the Central Office, for the implementation of the decisions made by Council and will decide such actions in between Council meetings as are necessary to properly effect the working of the Commission.

#### 3.9.3 **The Permanent Finance Committee (PFC)**

(a) **The Permanent Finance Committee (PFC)** shall be concerned with the financial matters of the Commission and matters having significant financial implications to the Commission. It will review the receipts and expenditure, advise the Council on the previous year's accounts and on the proposed or provisional budget and will make recommendations on the annual subscriptions and other support required from the National Committees and the direct members for the current and future years. It may give its opinion to the President and the Secretary-General on the elements to be taken into account to prepare budgets of the future years. The Committee shall also work out and recommend to the Council ways and means of improving the financial resources of the Commission to meet the financial requirements for undertaking different programs and activities emanating from the other work bodies. The Committee shall have a Sub-Committee to consider the applications of direct members and review the membership of the National Committees in arrears of subscription.

(b) The Permanent Finance Committee shall comprise the Secretary-General and a minimum of nine and a maximum of fifteen elected members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among Office-Bearers (preferably those in offices) elected to this Committee or others who shall have been in service on the Committee at the time of appointment of the Chairperson.

#### 3.9.4 **The Permanent Committee for Technical Activities (PCTA)**

(a) **The Permanent Committee for Technical Activities (PCTA)** shall be concerned with all the technical activities including the issuing of all publications of ICID. It will be responsible for making recommendation on the setting up of new Working Groups or continuation of the existing Working Groups under it, the activities of the technical work bodies, for the selection of the Questions/Themes for the Congresses/Forum, Conferences, Special Sessions, Symposia, etc., for the settlement of the technical conclusions thereof and for making appropriate recommendations for action thereon. The Committee shall develop and maintain a 3-year rolling

plan of activities for all its appurtenant Committees and work groups, teams, and task forces. It will monitor progress against this plan at each Council meeting.

- (b) The Permanent Committee for Technical Activities will be composed of the Secretary-General, a minimum of nine and a maximum of fifteen elected members, as well as ex-officio members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among the Office-Bearers (preferably those in offices) elected to this Committee or others who shall have been in service on the Commission at the time of appointment of the Chairperson. The Chairpersons of the work bodies reporting to the Permanent Committee on Technical Activities (PCTA) shall be the ex-officio members of the Committee.
- (c) Strategic, thematic and cross cutting issues may be initiated from time to time as decided by PCTA. Each of the chosen Strategy Themes will be managed by a Strategy Theme Leader who shall be nominated by the President from among the current VPs.
- (d) The role and responsibility of the Strategy Theme Leaders shall be as follows:
  - (i) To coordinate the activities of the Workbodies coming within the ambit of assigned strategy theme.
  - (ii) To suggest to PCTA new items of work that may be taken up by the existing workbodies.
  - (iii) To suggest formation of new Workbodies to study the hitherto uncovered aspects/issues relating to the particular strategy theme.
  - (iv) To recommend to PCTA inter- Workbody mechanisms on aspects/issues requiring joint study, and to facilitate such co-operations.

### 3.9.5 **The Permanent Committee on Strategy and Organization (PCSO)**

- (a) **The Permanent Committee on Strategy and Organization (PCSO)** will undertake issues related to strategic planning for ICID and shall be concerned with expanding the ICID network by increasing the number of member countries, assisting the National Committees to become more active in their own countries and to achieve goals set for them from time to time, and increasing the participation of Direct members. The Committee will coordinate the activities of the Vice-Presidents in this area.
- (b) The Committee shall also monitor the progress of the regional activities undertaken by the focus groups/regional groups and activities of special membership categories like the Young Professional Forum, and regional associations and deal with the long-term policies and strategies of the Commission and the global or regional programs related with such objectives.
- (c) The Permanent Committee on Strategy and Organization will be composed of the incumbent Vice-Presidents, the Secretary-General and three immediate past Vice-Presidents. The Chairperson of the Committee will be nominated by the President in consultation with the Secretary-General from amongst the incumbent Vice-Presidents. The Chairperson shall serve the Committee during the tenure of membership of this Committee.

3.9.6 **The Office-Bearers Committee** shall compose of the Office-bearers in office and the Honoraire Office-bearers and will in general advise on all important questions concerning the policy, the orientations and the overall functioning of ICID. One of its primary duties is to make recommendations for filling the vacancies among Office-bearers, but the Council would still have the last word in the elections.

3.9.7 **The Staff Committee** shall be headed by the President with other members as designated by the Management Board to review and formulate the work procedures and the staff structure of the Central Office in keeping with the changing requirements of ICID and advise the Secretary-General on the functioning of the Central Office.

3.9.8 **Special Committees:** In the intervals between the meetings of the Council, for any urgent matter which cannot be allowed to wait until the next meeting of Council, the President of the Commission may, in consultation with the Secretary-General, or the Management Board, appoint special committees composed of Office-bearers or of persons to be nominated by such National Committees as the President may decide. He / She may also refer any specific matter to a National Committee for examination and report. Such action of the President shall be subject to confirmation at the next meeting of the Council.

## 3.10 **Temporary Work Bodies**

3.10.1 Temporary work bodies such as Working Groups, Work/Task Teams, Task forces, Focus/ Regional groups, may be established within a specific area of study consisting of members nominated as given in By-law 3.1 and 3.2 by the Executive Council in pursuance of Article (6.10) of the Constitution. Their mandate and composition shall be defined and modified as necessary by the Council. Temporary Work Bodies are established with a clear mandate and with an objective to generate outputs to share with the irrigation experts beyond the work bodies themselves.

- 3.10.2 The Council will determine the duration of their functioning and specify to which Permanent Committee the work body so created is to be linked. The duration of such functioning may be shortened or lengthened by the Council keeping in view the results accomplished by the work body after considering the recommendations of the concerned permanent committee. Duration of the membership of a workbody is expected to be six years or less.
- 3.10.3 The Committee, to which the temporary body is linked, may propose at the Council meeting a list of members to serve on the body on the basis of the nominations on request by the President in agreement with the Secretary-General. The members of the temporary work bodies by themselves designate their Chairpersons, Vice-Chairpersons and Secretaries.
- 3.10.4 The Chairpersons of the temporary work bodies will, in principle, be invited as ex-officio members to the meeting of the Committee or the Permanent Committee to which the work body is linked.
- 3.10.5 The Chairpersons of the temporary work bodies shall submit, reports on the possible changes in the membership of the work bodies and the activities of their work bodies including, if relevant, proposals for holding Workshops/Seminars to present their Group's findings, once a year at the meetings of the permanent committees to which the workbody belongs. The Chairpersons of the concerned Permanent Committees may present recommendations from these reports at the Council meeting.
- 3.10.6 The temporary Special Committee set up in pursuance of Articles 12.1 and 12.3 of the Constitution to recommend on the amendments of the Constitution and By-laws shall continue as an advisory link to the Office-Bearers Committee for a duration as deemed necessary by the Council.

### **3.11 Vice-Presidents' Role**

- 3.11.1 Each Vice-President will be given responsibility by PCSO for a group of National Committees to foster and encourage their greater participation.
- 3.11.2 In addition, the President will allocate in consultation with the Secretary-General specific functions to the Vice-Presidents. Such functions may, inter alia, include relations with other international organizations, follow-up on the activities of work bodies in their regions and helping the Central Office in matters associated with National Committees in their region. Each Vice-President may be associated directly with a work body. The Chairmanship of the Regional Working Groups, as far as possible, should be assigned to a Vice President in the region.
- 3.11.3 Notwithstanding the generality of the foregoing, the Vice-Presidents may be assigned any of the following duties by the President:
  - (a) Participate in the Permanent Committee on Strategy and Organization by proposing issues for consideration and contribute to the development of regional strategies and special programmes in irrigation and drainage.
  - (b) To act as the Strategy Theme Leader in accordance with the By-law 3.9.4(c).
  - (c) Have contact, meetings and if possible visit and participate in the activities of National Committees in his/her region every year, review the setup of the National Committees, and guide them for evolving a broad-based structure as a Non-Governmental Organization.
  - (d) Guide the National Committees in respect of their programmes for wider publicity of irrigation and drainage related issues and concerns through pamphlets /posters/exhibitions/ audiovisuals and media to reach the irrigation and drainage community at large.
  - (e) Promote regional cooperation amongst the National Committees through developing regional collaborative programmes.
  - (f) Promote international programmes in irrigation and drainage by/for the National Committees.
  - (g) Represent ICID in international events taking place in his/her region.
  - (h) Liaise with National Committees on above -mentioned items and other programmes/activities initiated by ICID.

### **3.12 Council Designates**

The Council may also refer specific matters to a National Committee, or a group of National Committees, for examination or report, for collection of data and information or for preparing a draft publication.

### **3.13 Termination of Duties**

When any Committee or other workbody has completed specific work allotted to it, and has submitted its final report to the Council, it shall be deemed to have been discharged. When in like manner a National Committee has completed its work and made its final report to the Council, it shall be deemed to have been discharged of its functions in respect of the matter on which it has made its report.



## **BY-LAW (4) – INTERNATIONAL EXECUTIVE COUNCIL**

### **4.1 Agenda**

**4.1.1 Timing of Agenda:** The agenda for a meeting of the Council shall be sent by the Central Office, to the National Committees, direct members and Office-Bearers, at least one month before the date of the meeting. The agenda, which shall also indicate the exact date and venue of the meeting in the host country, shall be approved by the Secretary-General.

**4.1.2 Contents of Agenda:** The agenda shall include the following:

- (a) Report of the Secretary-General on the activities of the Commission since the preceding report and more particularly about the activities not covered by the Annual Report for the preceding year, published for the period ending December 31 of the previous year.
- (b) Consideration of the application for admission of new National Committees or Direct members to membership.
- (c) Financial statements for the preceding year, duly audited, and the proposed budget for the current year.
- (d) Consideration of the reports submitted by work bodies since the last Council meeting and the report and recommendations of the Management Board.
- (e) Agenda notes for the annual meeting of the Committees to be considered by the IEC.
- (f) Technical, administrative or constitutional matters proposed, for consideration by the Council, by the Special Constitution Committee by the National Committees, the Central Office, Office-Bearers, or any outside agency (ies).
- (g) Invitations received for venues of future Council meetings and congresses / WIF.
- (h) Election of Office-bearers.
- (i) Report and recommendations of the Management Board

**4.1.3** At ordinary meetings of the Council during the years where Congress and World Irrigation Forum are not held, advantage may be taken by the host National Committee, should it so desire, to hold a discussion, on any specific technical subject of its choice and falling within the scope of activities of the Commission. No papers shall be invited for this discussion from other National Committees but the host National Committee shall provide to other National Committees and the Central Office two months before the meeting, a report on the subject, bringing out clearly the issues on which it would invite discussion.

### **4.2 Minutes**

4.2.1 After a meeting of the Council, the Secretary-General shall ensure the preparation of the draft Minutes containing a gist of the important discussions and full texts of the decisions made and of the resolutions passed.

4.2.2 These draft minutes shall be circulated to the participants for confirmation, with or without corrections, within a period specified. Additions or alterations in keeping with the proceedings will be accepted at the discretion of the Secretary-General. In case of doubt or controversy the Secretary-General will resolve the differences on the basis of verbatim tape-recorded proceedings.

4.2.3 After the lapse of the specific period, the Secretary-General shall notify the participants of any amendments made to the draft Minutes. The amended Minutes will then be taken as the confirmed Minutes, which will be final and binding on the members.

### **4.3 Annual Report**

The Annual Report of the Commission shall be prepared by the Secretary-General and published soon after the end of the financial year. The Annual Report shall present in brief the important activities carried out by the Commission, its work bodies, National Committees and the Central Office during the financial year covered by the report.

## **BY-LAW (5) – PARTICIPATION IN AND INVITATION FOR WORLD IRRIGATION FORUM (WIF) / CONGRESS OR A COUNCIL MEETING**

### **5.1 Participation**

Delegates of all National Committees and nominees of direct members (Corporates and Institutions) are entitled to participate in every Council meeting, Regional Conference, World Irrigation Forum (WIF) and Congress.

## **5.2 Invitation**

- 5.2.1 A National Committee wishing to be host to a WIF, Congress or a Council meeting or Regional meeting/conference shall extend an invitation, addressed to the Council, well in advance of the scheduled year of the proposed WIF/Congress or the Council or Regional meeting/conference. In order to provide adequate time for the host National Committee to make appropriate arrangements, the venue of a Congress/WIF must normally be decided at least four years in advance and that of a Council meeting or Regional meeting/conference at least two years in advance. Invitation for a regional meeting/conference (which is not linked with the meeting of the IEC) shall be placed before the Council for consideration at least one year in advance.
- 5.2.2 A National Committee when extending an invitation for holding a Congress, WIF, Council, or Regional meeting in its country, should, after consulting its Government, intimate as to the accountability of participation of nationals of all countries. This will, inter alia, be an important consideration in determining the venue of a Congress, WIF, Council meeting, or Regional meeting/conference.
- 5.2.3 The normal meeting of the Council is always held in conjunction with and at the time of the Congress and WIF. The invitation for a Congress/WIF will, therefore, be understood to include also an invitation for that Council meeting.
- 5.2.4 A National Committee or a direct member (Companies or Institutions) may extend an invitation, on its own initiative, or at the suggestion from a work body, for holding an international workshop, an international symposium or an international seminar on topics of current interest. Such proposal/invitation should be placed before the IEC for consideration.

## **5.3 Absence of Invitation**

Should it appear that no invitation will be received for a Congress/WIF or Council meeting to enable a timely decision being made, the President and the Secretary-General will take steps to secure an invitation.

## **5.4 Invitation Pending**

An invitation which it has not been possible for the Council to accept can be kept pending, if the National Committee concerned so desires, for consideration along with other subsequent invitations for a future Congress, WIF or a Council meeting.

## **5.5 Rotation of Venues**

At the meeting of the Council, only the venues of Congresses/WIF, Council, or Regional meetings/conferences shown in the agenda circulated for that Council meeting shall be considered. When considering the invitation received and those kept pending, if any, the Council shall, inter alia, keep in view the desirability of rotating the venues of the Congresses, WIF and Council meetings in different geographical regions and in different countries within each region.

## **5.6 Invitation Upheld**

In case a National Committee whose invitation for holding a Council meeting or other associated Conference/WIF has been accepted is unable, for any reason, to hold that meeting, the Secretary-General, with the approval of the President, may request some other National Committee to extend an invitation and fix the venue and dates of the meeting / Conference/WIF in the country of that National Committee, failing which, the Council meeting / Conference/WIF shall be held at the seat of the Central Office on dates to be fixed by the Secretary-General in consultation with the President.

## **5.7 Proposals for Hosting Arrangements**

- 5.7.1 A host National Committee, whose invitation has been accepted by the Council for a Congress, WIF, Council or Regional meeting/conference will formulate its proposals for the exact dates, venue in the host country and detailed arrangements for the Congress, WIF or the Council or Regional conference, organizing an exhibition (if any), related study tours, and finalize these proposals, in consultation with the Secretary-General. The proposed general arrangements including the fee structure for a Congress/WIF and IEC meeting will require the approval of the Council. While preparing the proposal, the financial obligations of the host National Committee as provided in 5.8 may be kept in mind.
- 5.7.2 Fees to be charged for Congress, WIF, Regional Conference, International Workshop, International Seminar, etc. organized under the banner of ICID shall be determined by the Council while approving the proposals for the event.

## **5.8 Obligations of the Host National Committee**

### **5.8.1 Financial obligations for Congress, WIF and IEC meetings:**

- (a) The host National Committee shall make special contribution to the ICID general fund a share of the registration fee as stipulated in By-law 7.4
- (b) The host National Committee shall fund the WatSave awards awarded each year at the IEC meeting.

### **5.8.2 For a Congress, WIF, and IEC meeting:** In addition to the requirements of rules as may be prescribed from time to time, the host National Committee will assume the following obligations:

- (a) A host National Committee shall provide and pay for local secretariat assistance required by the President, the Secretary-General and two of the Professional(s) of ICID during and immediately before and after the Congress/WIF and meetings of the Council and work bodies. The local secretariat shall include (1) services of stenographers and typists and/or word processor; (2) copying and distribution of documents; (3) simultaneous interpretation in French and English during the sessions of the Congress/WIF, Special Session, Symposium, Seminar and International Executive Council meeting; (4) provision of French and English interpreters during the whole period of the Congress/WIF, the Council and other meetings as well as the study tours; (5) expenditure on the purchase of audio/video recording devices. The host National Committee shall also bear the expenses of interpretation in any other language other than English and French, if required by the host National Committee.
- (b) The President, the Secretary-General and two (one in case of only IEC meeting) of the Professional(s) of the Commission (but not the members of their families accompanying them) shall be exempted from paying the registration fee.
- (c) One delegate each from international organizations participating in UN-Water, up to a maximum of five, as may be approved by the Council, when invited by the ICID Central Office, will be allowed to participate without payment of registration fee. Management Board shall review the list of invitees exempted from payment of registration fees every year and recommend to the Council appropriate changes as necessary.
- (d) Provide space for display of technical matters by the member National Committees, free of cost.
- (e) Provide fifty percent waiver in registration fee to five Young Professional (below the age of forty years) participating in the event.

### **5.8.3** The Host National Committee shall follow the procedures accepted by the Council from time to time and set out in the "Handbook of Procedures" for the conduct of Congresses, WIF and IEC meetings.

## **5.9 Transactions of a Congress/Forum**

### **5.9.1** Each participant in a Congress/Forum, and its adjunct technical sessions, is entitled to receive a set of pre-Congress/Forum Volume of the transactions containing the abstracts/papers for discussion at the Congress/Forum. The post-Congress/Forum Volume(s) of the transactions will be supplied after the Congress/Forum.

### **5.9.2** The procedure to be followed by the Central Office for the distribution of Transactions to intending participants in a Congress/Forum shall be as follows:

- (a) The transactions shall be made available on the website as soon as they are finalized.
- (b) As soon as the printed copies of the Transactions are ready, the Central Office shall send to each member National Committee, Corporate members and Institutional members two copies and each individual member one copy, for their record and use by surface mail.

## **BY-LAW (6) – PUBLICATIONS**

### **6.1 Regular Publications**

Regular publications, as decided from time to time by the Council, should be financed by ICID (Article 8.7) while all other publications of the Commission including specific short reports on timely subjects of current interest and programs sponsored by the Commission shall ordinarily be self-supporting or paid for by a sponsor/s.

### **6.2 Special Publications**

Apart from the publications mentioned in By-law 6.1, all other publications shall be termed Special Publications (comprising Congress/Forum Transactions and special technical publications) and shall be undertaken with the specific approval of the Council. When according such approval, the Council shall also approve such

expenditure as may be required for the preparation of the publication including expenditure on special officers and staff, if any, required in this connection in the Central Office. The Council shall also approve the manner of financing this expenditure.

### **6.3 Complimentary Copies**

The Central Office shall supply complimentary copies (in hard or soft copy as the case may be), as follows:

- (a) All National Committees: subject to the provision of Article 11.4 of the Constitution, shall receive all regular and special publications
- (b) Direct members: shall receive one copy each of regular publications.
- (c) Host National Committee of a Congress/Forum: Ten sets of Transactions of the Congress/Forum including regularly scheduled Technical Session at Congress/Forum held along with it.
- (d) Office-bearers: A copy each of all publications.
- (e) Past Office-bearers except from those countries who have become Associate Member: A copy each of the ICID /Journal and other publications specifically requested. Unless renewed this commitment shall lapse after three years.
- (f) All members of Committees and Working Groups: As the Secretary-General may consider necessary based on the performance of the duties entrusted to them.
- (g) Authors of papers and articles: (i) Ten copies of preprints of their own papers submitted for the Articles published in the ICID Journal etc. (ii) A copy each of the ICID Journal in which the paper or article has been published.
- (h) Authors or editors/compiler of special publications: One copy of special publications to each.
- (i) General Rapporteurs and Panel Experts (Congress/Forum): One copy of the concerned Question/Theme Transactions.

### **6.4 Sale Price**

- 6.4.1 The sale price of all ICID publications shall, on the suggestion of the Secretary-General in any particular case, be fixed or reviewed by the Permanent Finance Committee and finally approved by the Council. Sale price of the proceedings of the workshops, symposia, technical sessions, and regional conferences to be published by the host National Committee shall be determined by the host National Committee and the concerned work-body in consultation with the Secretary-General.

### **6.5 Copyrights and use of ICID Logo**

Publications and outputs of ICID workbodies are, in principle, the property of ICID and are subject to copyrights laws as applicable. The use of these publications and the logo of ICID is subject to intellectual property rights laws and regulations in effect and the permission of ICID shall be sought when applicable. This applies to all reproduction by print, electronic media, internet and web based applications.

## **BY-LAW (7) –FINANCE**

### **7.1 Currency**

The rates of annual subscriptions to be contributed by the member National Committees are decided from time to time by the Council based on the recommendations of PFC and set out in the Handbook of Procedures, in U.S. dollars, or any other currency, keeping in view the annual ordinary expenditure of the Commission.

### **7.2 Withdrawal from membership**

The withdrawal of any National Committee or Direct member from the membership of the Commission shall become effective by December 31 of that year in which application to that effect has been received. The withdrawing National Committee or Direct member is obliged to pay full subscription for that year.

### **7.3 Appointment of Statutory Auditor**

- 7.3.1 A Statutory Auditor, who should be a member of the Institute of Chartered Accountants of India (ICAI), shall be appointed by the International Executive Council for a period determined by it but not exceeding three years term subject to a maximum of two terms.
- 7.3.2 If the Statutory Auditor ceases to hold the membership of the ICAI, his/her tenure of office as Statutory Auditor shall thereupon be terminated. The Statutory Auditor may not otherwise be removed during his/her tenure of office, except by the IEC.

- 7.3.3 Subject to any special direction of IEC or the MB, each audit which the Statutory Auditor is required to make shall be conducted in accordance with the Terms of Reference set out in the Annex to these rules. The Statutory Auditor shall be completely independent and solely responsible for the conduct of the audit.
- 7.3.4 IEC and the MB may request the Statutory Auditor to perform certain specific examinations and to issue separate reports on the results.
- 7.3.5 The Secretary General shall provide the Statutory Auditor with the facilities required for the performance of the Audit.

#### **7.4 Monetary obligations of the National Committees hosting the ICID Forums, Congresses, Conferences and Workshops**

- 7.4.1 The host National Committee shall make special contribution to the ICID budget the following portion of the total registration fee received from all participants, including the nominal value of free registrations granted by the organisers, but excluding fees for non-participant accompanying persons received from the events: and:
- (a) 35% share of registration fees for the Congress and Forums,
  - (b) 15% share of registration fees for the IEC meeting,
  - (c) 5% share in case of a separate Regional Conference, Micro irrigation symposium, and International Drainage Workshop approved by IEC where ICID logo or banner was used.
- 7.4.2 The host National Committee shall make the payment to Central Office within 3 months after conclusion of the event, as far as possible.
- 7.4.3 The host National Committee, in addition, shall provide certain facilities and concessions as decided by the Council from time to time and listed in Handbook of Procedures to facilitate the successful conduct of events.

#### **7.5 Financial Rules and Regulations**

- 7.5.1 The International Executive Council shall adopt appropriate financial rules and regulations in accordance with requirements under Societies Registration Act, India.

### **BY-LAW (8) – CONDUCT OF TECHNICAL SESSIONS**

#### **8.1 Guidelines**

The Council shall lay down guidelines on the conduct of Congress/Forum and other ICID events such as WIF, Regional Conferences, IEC meetings including its technical sessions, special sessions, workshops, symposia and seminars and made available as part of the Handbook of Procedures. The guidelines shall be updated from time to time by respective work bodies of ICID and in keeping with Article (9) of the Constitution.

### **BY-LAW (9) – FORM OF APPLICATION FOR MEMBERSHIP**

- 9.1 The form of application to be submitted by the countries desirous of becoming a member shall be as determined by the Council and set out in the Handbook of Procedures. It must be filled in and signed by the Chairperson of the National Committee (if formed) or the competent authority of the Government, prescribed by the Council. The Council may, in its discretion, entertain an application submitted by a well-known technical organization in a country and signed by its Chairperson or Secretary.
- 9.2 The forms to be filled in by the potential direct members shall be as prescribed by the Council and modified from time to time and set out in the Handbook of Practices.

### **BY-LAW (10) – PARTICIPATION OF NON-MEMBERS IN A CONGRESS/FORUM**

#### **10.1 Purpose**

ICID encourages the participation of non-members in Congress/Forum, provided the host National Committee and the Central Office have no objection to their participation. The overall aim is to ensure maximum possible cooperation among all stakeholder in irrigation, drainage and flood management of the world and others to promote the mission and objectives of the Commission and to encourage all to derive benefits therefrom.

## **10.2 Conditions of Participation**

Apart from such other conditions as may be laid down by the Council, the following shall apply.

- (a) Non-members, who may be individuals, institutions or Companies when allowed to take part vide By-law 10.1, shall pay an enhanced Registration Fee as determined by the IEC.
- (b) Non-members may submit papers for discussions at a Congress/Forum provided the papers are accepted by the Review Committee / Central Office and processed according to the accepted procedures.

## **BY-LAW (11) – PARTICIPATION OF DIRECT MEMBERS IN IEC**

The Direct members can participate in the meetings of IEC as Observers.

## **BY-LAW (12) – MISCELLANEOUS**

### **12.1 Report on Meeting**

- (a) An Office-bearer, or any individual, authorized to attend, at the expense of the Commission, any non-ICID meeting (or Conference) shall (i) send to the Central Office a set of documents circulated for, or at, the meeting, and (ii) submit to the Central Office, as early as possible after the meeting, a brief report on the meeting, of the matters discussed and the conclusions reached or recommendations made.
- (b) The documents pertaining to the meeting will be placed in the Library and the report, or a resume of it, will be published in the ICID Journal or Newsletter for the information of National Committees.

## **BY-LAW (13) – SANCTIONS AGAINST NATIONAL COMMITTEES AND DIRECT MEMBERS IN ARREARS**

### **13.1 Two Years in Arrears**

Member National Committees in arrears for two years or more (excluding the current year) shall be debarred from holding office - whether it be as Office-Bearer or as a member of a work body until such time as the arrears are paid.

### **13.2 Three Years in Arrears**

13.2.1 In case of non-payment of annual subscription for a period of three years or more, the member NC shall be designated as "Associate Member", provided that before reaching such decision the Council shall have given an opportunity to the NC to clear the arrears of subscription by a specified date.

13.2.2 The National Committees in arrears for three years or more (excluding the current year) shall be subject to the following sanctions, unless the Council in exceptional circumstances decides by simple majority vote to waive or postpone application of these sanctions:

- (a) shall be subject to the provision of By-law (13.1) above, and
- (b) shall not be supplied with the documents or reports of the Commission, and
- (c) shall have no right of voting at a meeting of the Council, and
- (d) shall, as an Associate Member, be required to pay registration fees as non-members for attending IEC meetings, Regional Conferences, Congresses/Forum at an enhanced registration fee to be determined by the IEC.

### **13.3 Suspension of Sanctions**

A National Committee in arrears of its annual subscription may before the time determined in By-laws (13.1 and 13.2) apply for suspension of the sanctions under Article 11 of the Constitution through a special request based on well-founded justifications. Such a suspension will become effective only after the notification by the Secretary-General, to the National Committee concerned, of the decision by the International Executive Council allowing or disallowing the application of suspension of the enforcement of sanctions; and stating the period of suspension authorized by the Council, if allowed.

### **13.4 Direct Members**

Direct members who fail to pay their subscriptions within 3 months of the date on which it is due will lose their membership automatically and will be re-admitted with an admission fee as decided by the PFC and IEC from time to time.

### **13.5 Reactivation of National Committees:**

An Associate Member will be considered by the IEC for re-admitting when Central Office has received a bank document indicating full payment of dues for the current year, and the National Committee has agreed to pay the three years dues immediately preceding its interruption as a member. These arrears are to be paid in not more than five equal installments beginning in the year of relegation to Associate Membership. However, the NCs from Least Developed Countries will be exempted from paying the arrears for reviving their membership.

