

HANDBOOK 2005

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International Association for Impact Assessment

HANDBOOK 2005

PREFACE

This Handbook provides general administrative information about the International Association for Impact Assessment (IAIA). In addition, it gives a structural overview of IAIA for use in the context of cooperative ventures, sponsorship requests, regional or global program development, membership guidance and public reference.

Contact information for current IAIA office-holders is contained in a separate document, which can be obtained from the International Headquarters or on-line at the IAIA web site (<http://www.iaia.org>).

1 IAIA Context

1.1 Vision, Values, Mission

Our vision for the International Association for Impact Assessment:

IAIA is the leading global authority on best practice in the use of impact assessment for informed decision making regarding policies, programmes, plans, and projects.

Our values:

IAIA promotes the application of integrated and participatory approaches to impact assessment, conducted to the highest professional standards.

IAIA believes the assessment of the environmental, social, economic, cultural, and health implications for proposals to be a critical contribution to sound decision-making processes, and to equitable and sustainable development.

Our mission statement:

IAIA provides an international forum for advancing innovation and communication of best practice in all forms of impact assessment to further the development of local, regional, and global capacity in impact assessment.

(as adopted by the IAIA Board of Directors 10/02)

1.2 Code of Ethics for IAIA Members

- The member shall carry out his or her professional activities, as far as possible, in accordance with emerging principles of sustainable development and the highest standards of environmental protection.
- The member shall at all times place the integrity of the natural environment and the health, safety and welfare of the human community above any commitment to sectoral or private interests.
- The member shall insure the incorporation of environmental protection and social or socio-economic impact considerations from the earliest stages of project design or policy development.
- The member shall not conduct professional activities in a manner involving dishonesty, fraud, deceit, misrepresentation or bias.
- The member shall not advertise or present the member's services in a manner that may bring discredit to the profession.

1.3 Selected Milestones in IAIA History

1980

During the special session on Integrated Impact Assessment at a meeting of the American Association for the Advancement of Science (AAAS), the formation of a new organisation was discussed. It would combine the interests of environmental impact assessment, social impact

assessment, technology assessment, risk assessment and related fields. A working party was convened to advance the proposal.

1981

The International Association for Impact Assessment (IAIA) was inaugurated, with 160 founding members.

Articles of Incorporation were filed in the State of Georgia, USA.

Impact Assessment Bulletin, the IAIA journal, was first published.

1982

First Annual Conference (in conjunction with AAAS)

IAIA membership numbers in excess of 300, representing 23 nations

IAIA achieved tax-exempt status in USA

1985

Fourth Annual Conference, Utrecht, The Netherlands, first event outside of North America and sponsored solely by IAIA

1987

European Chapter of IAIA was formed

First female President of IAIA

1988

IAIA attained registered Non-Government Organisation (NGO) status with the United Nations;

IAIA membership reached 500+, representing 45 nations

1989

Executive Director appointed, based in North Carolina, USA

1991

First President external to North America

1992

Membership base expanded to 800+

1993

IAIA journal name change to Impact Assessment

1994

Largest Annual conference, 650 delegates, Quebec City, Canada

1995

IAIA inaugural website

Executive Office re-located to North Dakota State University, USA

1996

Electronic communication services expanded; listservs established

1998

Structural reform within IAIA; progress on internationalisation

Journal publication changes: merger resulting in Impact Assessment and Project Appraisal, published by Beech Tree in UK

1999

By-Laws modified to expand Board numbers, promote internationalisation and clarify organisational procedures

Executive Office gained full-time staff and independent premises

2000

IAIA committee structure revised

Individual membership numbers reached 1200, representing 111 nations IAIA Affiliates provide local programs to affiliate participants

IAIA Strategic Plan presented as "map to the future"

2001

20th anniversary year

First annual conference held in South America

Task Force created to examine multi-linguistic service needs

First Branch established, IAIA-Washington Area Branch

MoU signed with Ramsar

2002

Participation in the World Summit on Sustainable Development

MoU signed with the Convention on Biodiversity

2003

Work begun on Capacity Building in Biodiversity and Impact Assessment grant

IAIA-WB SEA in China project begun

Website divided into members and non-members sections

Training component of website developed with UNEP funds

2004

Celebration of 25th Anniversary and Annual Conference

IAIA co-sponsors first Chinese EIA Conference in Bo' Ao, PRC

Board adopts tiered membership fee structure to be implemented in 2005

IAIA Presidents

1981	Edward Wenk	USA
1982	Joseph Coates	USA
1983	Edward Lawless	USA
1984	Richard Schwing	USA
1985	Irvin (Jack) White	USA
1986	Charlie Wolf	USA
1987	Audrey Armour	Canada
1988	Vary Coates	USA
1989	David Marshall	Canada
1990	Rabel Burdge	USA
1991	Henk Becker	Netherlands
1992	Richard Roberts	Canada
1993	Larry Leistriz	USA
1994	Robert Goodland	UK/USA
1995	Alan Porter	USA
1996	Pierre Senecal	Canada
1997	Maria Partidario	Portugal
1998	Alex Weaver	South Africa
1999	Hobson Bryan	USA
2000	Mary Lou Morris	Australia
2001	Elvis Au	Hong Kong
2002	Peter Leonard	Canada
2003	Richard Morgan	New Zealand
2004	Richard Fuggle	South Africa
2005	William Veerkamp	The Netherlands
2006	Ross Marshall	UK

Annual Conference Locations

Toronto, Canada
Washington, DC, USA
Detroit, USA
New York, USA
Utrecht, The Netherlands
Philadelphia, USA
Barbados
Brisbane, Australia
Montreal, Canada
Lausanne, Switzerland
Urbana-Champaign, USA
Washington, DC, USA
Shanghai, People's Republic of China
Quebec City, Canada
Durban, South Africa
Estoril, Portugal
New Orleans, USA
Christchurch, New Zealand
Glasgow, Scotland
Hong Kong
Cartagena, Colombia
The Hague, Netherlands
Marrakech, Morocco
Vancouver, Canada
Boston, USA

1.4 Membership Services

IAIA provides an ever-expanding number of products and services to its membership:

- Journal (refereed): *Impact Assessment and Project Appraisal*
- Newsletter (quarterly), Member Directory and occasional publications
- Website and extensive resource networks
- Training courses and customised training
- Annual International Conferences
- Special interest area conferences
- On-line searchable membership database
- On-line access to *IAPA*
- Electronic discussion groups and news postings
- Regional events
- Organisational linkages
- Resources on state of art developments in environmental assessment
- Input to global environmental policy initiatives

2 IAIA ORGANISATIONAL STRUCTURE

2.1 Overview

<p>IAIA BOARD President Past President President-Elect Secretary-Director Treasurer-Director Total of 9 Directors</p>
--

International Headquarters

<p>IAIA COUNCIL Board of Directors All Committee Chairs Branch(es) Representative Chief Executive Officer Executive Assistant</p>

International Headquarters

IAIA COMMITTEES		
Awards	Conferences	Publications
Affiliates	Finance	Sections Coordination*
Board Nominations	Journal Editorial Board	Training & Professional Development

*IAIA SECTIONS via Sections Coordination Committee		
Ag & Natrl Resources	Environmental Law	Public Participation
Biodiversity	HIA	SIA
Disasters & Conflict	Integrated Trade	SEA
EMS	Indigenous People	Urban Governance

2.2 IAIA International Headquarters (Administration)

The administrative centre for all IAIA activities is the international headquarters (HQ), comprising the Chief Executive Officer and executive assistants. As the communication hub for the entire organisation, the executive office provides vital support for every part of the IAIA structure. Management of the organisation is carried out by the Headquarters Office under the direction of the Chief Executive Officer.

Inquiries regarding any organisational matter should be directed in the first instance to the Chief Executive Officer.

IAIA International Headquarters
1330 23rd Street South, Suite C
Fargo, ND 58103, USA
Tel +1 701 297 7908
Fax +1 701 297 7917
E-mail: info@iaia.org

2.3 Board of Directors

IAIA professional and corporate policy, strategic planning, and organisational direction are the focal points of the Board of Directors. Overall corporate responsibility for the IAIA resides with this part of the organisational structure.

Membership of the Board of Directors is clearly defined in the By-Laws of IAIA as twelve persons: 3 presidential officers and 9 directors. The roles include:

- President and Chair of the Board
- Immediate Past President
- President-Elect
- Secretary and Director
- Treasurer and Director
- 7 Directors

Board meetings and communication are facilitated by the Chief Executive Officer with Headquarter's staff contributing greatly to the administrative effectiveness of the Board.

2.4 Council

The IAIA Council is distinct from but includes the Board of Directors. It is an

advisory resource to the Board, is chaired by the President and has a membership comprising:

- Board of Directors
- All Committee Chairs
- Representative(s) of Branches & Affiliates
- Representative of Journal Editorial Board
- Chief Executive Officer and Executive Assistant

The Board of Directors may designate other members for inclusion on the Council, as appropriate from time to time.

2.5 Branches

Within the structure of IAIA, a designated "Branch" provides a visible 'shopfront' or program activity centre in a geographical region of existing strength in IAIA membership numbers. Such a region would also exhibit considerable scope for attracting additional membership. Through a locally selected Management Committee, Branches schedule professional and community interest programs, foster professional links with practitioners, encourage community access to the broad spectrum of impact

assessment, and actively support IAIA global activities, products and services.

A distinguishing characteristic of a Branch is that all participants are direct members of IAIA. The Branch Manager or his/her representative is a member of the IAIA Council.

In July 2001, the initial meeting of the first IAIA Branch was held in the Washington, DC Area (IAIA-WAB), with the intent of increasing the frequency of interactions among the area's IAIA members (residents of DC and many IAIA members who visit the area). The resultant change has been from a once-a-year encounter at the international conference event to monthly gatherings. In their enthusiasm, the IAIA-WAB has exceeded their original intentions and provided a highly successful program.

A second Branch, IAIA-Japan was approved at the midterm meeting in Valencia, Spain, November 2002.

2.6 Language Services

In 2001, IAIA created a Task Force to study multi-linguistic services to enable IAIA to cater for other major language needs within our global membership reach. Viable and effective options in working toward our organizational goals are being canvassed and assessed. The most productive arrangement continues to evolve and will be defined with the benefit of experience and being proactive as an organization.

Currently, the Board has agreed on a pragmatic approach; that is, not to try to translate everything but to focus on priorities such as the membership brochure and special publications. The Board seeks translations partners.

2.7 Committees

Committee Appointments

In total there are nine committees, including the Journal Editorial Board, enabling and enhancing the global performance of IAIA. Each role and set of responsibilities is fundamental to attaining the goals of the organisation. Every participant provides an important input to IAIA.

As per the IAIA By-Laws, the Board conveys appointments to chairs and committees. In all instances the designation comes from the Board, acting on the advice and nominations submitted to and from committee chairs and the CEO. The duration of committee membership is normally two years. However, the Board reviews committee appointments annually.

The chairperson of each committee is automatically a member of the IAIA Council and all chairpersons are encouraged to attend meetings of Council, as practicable. Usually one chairperson is designated per committee.

Normally, committee chairs are appointed for a three-year term but the Board of Directors will review all appointments annually. Any variation in tenure will be addressed at that time. Appointments may be terminated at any time at the request of the chairperson or the Board. It is preferred that chair appointments be limited to one term of office but the Board may vary this.

Chairpersons will provide a progress report 30 days before each meeting of the Board (usually at midterm and in conjunction with the annual conference event). These reports are submitted electronically to IAIA Headquarters for distribution to the Board. Headquarters provides a reporting format for reports.

Within the IAIA operational structure for committees, distinctions are based on group function and composition.

There are some committees that include several Board officers and directors in their membership. Examples are the Board Nominations, Conferences and Finance committees. These groups provide essential corporate input to sustain the annual cycle of membership services, funding, planning and Board appointments thereby facilitating IAIA overall strategic direction.

There are also committees with mainly non-Board members, but these have a reporting mechanism linking them to the Board.

All IAIA committees are crucial to the credibility, success and progress of the organisation. For each of the nine committees, the Board appoints a Director to serve as the Board Liaison. The liaison function is essential in maintaining timely and effective communication lines to and from the Board. The Board Liaison is the champion of the particular committee wherever and whenever appropriate in the overall corporate agenda.

There is a clear role for each committee, and whether it is guiding excellence in IAIA publications, training programs or selecting deserving recipients for IAIA Awards, these are vital interactive connections for the organisation. They also enable IAIA to have a local and regional presence in the global professional network.

Committees may nominate a chair but all such recommendations then follow the standard process now established, via the Committee Appointments Task Force to the Board of Directors for final decision and official appointment (as per *By-Laws, Article VI, Sec 1*). As the Chair of each committee also has a place on Council, there is a substantial communication line between committees, Council and Board.

2.8 Sections

Because of the growing importance and activity of IAIA's Sections, this section on Sections has been added to the general IAIA Handbook. Sections provide a focus for special interest areas within IAIA to ensure that the academic, professional, and

practical interests of members in all areas of impact assessment are catered for. Sections promote the development of best practice within the Section interest areas, but also strengthen links between their own interest area and the broader remit of IAIA. Sections may pursue opportunities for relevant conferences, workshops, training, publications and research at the IAIA Conferences and elsewhere.

Section leaders are responsible for coordinating the activities of individual sections, for monitoring the activities of individual sections, for monitoring Section membership, and for acting as the listserve hosts (as applicable). The Section leaders serves as a member of the Sections Coordinating Committee, and is elected by the members of the Section, with final appointment to the post approved by the Board of Directors. Realizing the dynamic nature of the field of impact assessment and the resulting fluctuation of interests and needs within the membership of IAIA, Sections will submit a request for review and continuation (or dissolution) to the IAIA Board of Directors once every three years.

2.9 Associated Organizations

Associated Organizations are strategic alliances completely independent of IAIA but have a similar purpose in their own charter or corporate direction. The category of Associated Organization provides a formal link to IAIA and recognizes the potential of a mutually beneficial relationship through a designated contact person who is also a current direct member of IAIA. *Inquiries regarding the process of becoming an IAIA Associated Organisation should be directed to the International Headquarters office.*

2.10 Informal Group: SEP

The Student and Early Professional (SEP) group strives to provide activities and services of interest to this highly diverse segment of IAIA membership and to recruit new members in this interest area. SEP has initiated a student waiver, room sharing/student hostel and the mentoring programs for the annual conferences. SEP

has its own listserve and is working on a best student paper/poster award.

For information, contact IAIA Board member, Bobbi Schijf, SEP representative (bobbischijf@wanadoo.nl).

3 TERMS OF REFERENCE FOR COMMITTEES AND SECTIONS

3.1 Notes for All Committees' and Sections

Major decisions and outcomes require final endorsement by the Board of Directors prior to public release or general membership circulation. Thus, the ultimate responsibility and final decisions rest with the Board. This policy assists organizational cohesiveness in presenting a global statement of direction, policy and administration.

Financial transactions relating to committees, individual sections, and task forces are undertaken by the IAIA Headquarters Office. Any activities with financial implications must be referred to the Chief Executive Officer. The Board Liaison to each committee, in consultation with the committee chair, is responsible for notification of instances requiring authorisation by the IAIA President. In the case of Sections, any activities with financial implications must be referred either to the Chief Executive Officer, who would seek authorization of the IAIA Board on the Section's behalf, as necessary, or to the Section Coordination Committee Chair and who would proceed as above for committees. In all such matters clarification is available from the Headquarters Office.

Committees or Sections may find it helpful to convene task forces to focus on special aspects of their overall responsibilities. This is often a way of doing some research, undertaking a survey, gaining a new perspective or making progress on matters of priority.

Members interested in committee work or section involvement within IAIA may contact the Chief Executive Officer for further discussion. All inquiries are most welcome and appreciated. It should be noted that all committee and section positions represent the generous contribution of professional and personal time, energy and resources of IAIA members. *Members serve without reimbursement for time or expenses.*

3.2 Affiliates Committee

Membership:

Chairperson (non-Board), plus one representative from each current Affiliate comprise this Committee. The Chair is nominated by the members of the committee. A Director of the Board is the Board Liaison. Membership is reviewed and approved annually by the Board of Directors and subject to the three-year term guidelines [2.7].

Responsibilities

Affiliate groups have a number of direct IAIA members in addition to a greatly

* *Including the Journal Editorial Board*

varying number of local participants. IAIA sets a goal of having all office-bearing members of an affiliate, plus a component (10%+) of the local participants of the affiliate being direct, current membership in IAIA. All members, local or international, of an Affiliate group accept the purpose and Code of Ethics of IAIA. All affiliates sign individually agreed MoUs with IAIA to keep their affiliate status and rights in effect.

The main tasks of the Affiliates Committee are to:

- ensure regular and open lines of communication among and between existing Affiliates, Board, and Headquarters Office
- identify, discuss and resolve issues of common concern (programs, resources, initiatives)
- encourage cooperation of committee members with respect to existing policies and administrative processes of IAIA
- assist in development and evolution of the most effective and cohesive arrangements for Affiliates to further the goals, visibility and support base of IAIA
- share organisational experiences to enhance performance of each group
- recommend to the Board possible target regions for additional Affiliates

3.3 Awards Committee

Membership:

Chairperson (non-Board), five or six additional members. The Board Liaison is the Past President. Membership is reviewed and approved by the Board of Directors [2.7].

Responsibilities

Identify potential candidates, call for nominations, conduct selection assessment process, recommend award recipients to the Board of Directors, and notify recipients following Board decision on recommendations. In addition, plan the annual ceremony for conveying IAIA awards. The present range of honours includes:

- Global Environment Award
- Rose-Hulman Award
- Regional Award
- Institutional Award
- Individual Award
- Corporate Award
- Outstanding Service to IAIA Award
- Certificates of Appreciation
- Best Poster Award
- Best Journal Article Award

Historically, awards are given to IAIA Members who have contributed in an outstanding way to the overall professional excellence and/or program development of the organisation. Awards have also been presented to institutions, and there is sufficient flexibility to nominate a recipient external to IAIA.

3.4 Board Nominations Committee

Membership:

Chairperson (non-Board) and members appointed annually (as per By-Laws, Article IV, Sec 5a). Given the pivotal role of this Committee, the Chair is usually held by a former member of the Board. The responsibilities of this Committee require that the Chair and members have considerable IAIA experience with great proficiency in related communication networks. Provisions pertaining to this Committee are contained in *Article IV, Section 5 of the By-Laws*.

Membership includes the President and President-elect plus three or more individual members with excellent knowledge of the organisation. These others are not Board Members. The Board Liaison is the President-Elect.

Responsibilities:

- Canvass nominations for all vacancies that occur on the Board of Directors
- Process nominations having regard to *By-Laws*, organisation timetable, and best practice in equitable representation

throughout each stage of communication.

There is a comprehensive and demanding schedule that drives the considerable workload of the Board Nominations Committee. Details regarding the annual IAIA timetable, information for potential candidates, anticipated commitments of an office-holder and the election process are contained in guidelines available from the Headquarters Office.

3.5 Conferences Committee

Membership:

Chief Executive Officer (Chair), President, President-Elect (Board Liaison), Past-President, Treasurer and two or three individual members (not necessarily members of the Board) with specific expertise/interest in the planning of conference events.

Responsibilities

- long-term planning and identification of conference destinations
- overall continuity, innovation and relevance in conference themes

Separate Conference Task Forces (generic name) are formed to administer the program and infrastructure of each annual conference event. Thus, if the Conferences Committee identifies hosts for the next 5 years of conference destinations then there will be 5 task forces – one for each event, to focus on local sponsorship, administrative needs, program, logistics, and continuing viability of the selected site.

These task forces will have broad membership and reflect the spectrum of interests and expertise within IAIA. The membership of each will include representation from the Sections Coordination Committee. To readily distinguish the activities of each group, their respective titles will include reference to the year of the event. (Conference Task Force 2001, '02, '03)

Potential hosts for IAIA Conferences will be contacted by IAIA International Headquarters to express interest and to obtain detailed information regarding the process, requirements and administrative assistance. Inquiries from individuals and their sponsoring institutions are also welcome.

There are also numerous opportunities regarding training courses and workshops associated with the annual conference event. To register interest in any aspect of these highly regarded training sessions, the first point of inquiry is the International Headquarters Office.

3.6 Finance Committee

Membership:

Treasurer (Chair), President (Board Liaison), President-Elect, Secretary, Chief Executive Officer.

This Committee exists to plan, ensure and strengthen the financial base of the organisation. It is critical to the successful functioning of IAIA and is responsible for overall financial security in implementing the strategic plan. Task forces may be formed to assist the Committee, particularly with strengthening primary sources of income to the organisation, including conferences membership and sponsorship.

Responsibilities

- Develop and review the financial plan
- Review the annual budget proposals
- Review and endorse all major proposals
- Make proposals for strengthening the financial base of the organisation
- Develop strategies for securing Institutional/Corporate funding
- Make recommendations regarding membership dues, contributions from Branches and Affiliates, conference fees and other income

The Finance Committee is a central corporate mechanism to foster the continued expansion and success of IAIA program goals.

3.7 Journal Editorial Board

Because the journal is a singularly vital component of IAIA there is a separate Editorial Board to advise on matters relating to content. Members of this Board are recommended by the Editors and appointed by the IAIA Board of Directors.

Membership of the Editorial Board

- Editors of the Journal
- Board Liaison
- Chair or other nominee of the Publications Committee
- Associate Editor (if applicable)
- Book Review Editor(s)
- Professional Practice Editor
- Additional sub-editor appointed for specific section of publication (if applicable)
- Representative of the Publisher
- Approximately 10 distinguished impact assessment professionals

Criteria for Appointment to the Editorial Board

Appointments to the Editorial Board are based on individual merit and the following criteria:

- high standing in the relevant discipline
- professional capability in English, the language of the IAIA journal
- email accessibility and capability
- representation of gender, geographical, sub-disciplines

Responsibilities of the Editorial Board

- monitor and improve the perceived standing of the journal
- take responsibility for general content policy and solicit contributions
- review submitted articles and books
- determine topics and guest editor(s) for special issues of the journal
- select best published paper each calendar year
- monitor activities and performance of the IAIA journal editorial team

3.8 Publications Committee

Membership of the Publications Committee:

A Director of the Board is Board Liaison. Chairperson and members of the Committee are appointed by the Board [2.7].

Membership is to be representative of IAIA professional/geographic diversity. Pre-defined places on the committee include:

- Journal Editor
- Representative of International Headquarters

The IAIA Publications Committee has oversight of the IAIA website, newsletter and special publication issues, as requested by the IAIA Board of Directors. In general, the Committee is consulted in publication matters, except those related to the annual conference and the *Journal*.

Responsibilities of the Publications Committee

This committee has a wide range of general and publication-specific responsibilities associated with printed and electronic communication.

Newsletter

- determine general policy and make recommendations to Board
- assistance to Newsletter Editor, as required
- assistance to News Network Contributors, as required

Web Site, Key Citation Series

- monitor and recommend regarding content, updates, facilitators
- respond to request for review/assistance from IAIA HQ and the IAIA Board of Directors

Special Publications

- review publications on request of the IAIA Board of Directors or IAIA HQ prior to release
- designate task force or working group to assist publications as requested by the IAIA Board or other IAIA entity (e.g., Section, IAIA project or Committee)

- evaluate need for special audience publications

3.9 Sections Coordination Committee

Membership:

Chairperson (non-Board) is nominated by members of Sections Coordination Committee; members are representatives designated by each Section (one person per Section). Chair and membership of this Committee are reviewed and approved annually by the Board of Directors and subject to the three-year term guidelines [2.7]. A Director of the Board is the Board Liaison.

The Sections Coordination Committee ensures that special interest areas are catered for within IAIA and that the full spectrum of environmental impact assessment issues can be widely discussed. Current Section descriptions begin at 3.11. The IAIA membership application form requests an indication of Section preference, to increase active participation in existing and evolving categories of interest. Specific qualifications are not a prerequisite. Individual Sections are not authorised to stipulate requirements or conditions upon membership of a particular Section.

Each Section has a Section Representative selected by the members of that Section, who represents the Section on the Sections Coordination Committee. Thus, the Sections Coordination Committee provides a forum for all interest areas to report on activities and priorities and to coordinate joint activities.

Responsibilities of the Sections Coordination Committee

- provide a focus, within IAIA, to ensure that the academic, professional and practical interests of members are well served by the Organisation
- facilitate interaction between Sections, and identify issues in common

- fully support the process for input from Sections to the Board
- assist members wishing to establish new Sections and provide related recommendations to the Board for approval
- ensure that each annual IAIA Conference reflects the complete range of member interests, via Sections Coordination Committee representation on each conference task force
- promote development of best practice within Section interest areas
- promote listserver mechanism to encourage active topical debate
- strengthen links between IAIA and other relevant organisations, as appropriate for the range of Section topics.

There is a meeting of the Sections Coordination Committee in conjunction with the IAIA Conference each year. At that time the activities of the existing Sections will be reviewed and recommendations will be submitted to the Board regarding the introduction of new Sections. Since the annual conference provides an opportunity for valuable face-to-face interaction, individual Sections also hold meetings of available members.

3.10 Training & Professional Development Committee

Membership:

Chairperson (non-Board) and members are appointed by the Board. A Director of the Board is the Board Liaison.

Responsibilities

- *Promote Professional Development in Impact Assessment;*
 - identify training needs
 - review and recommend pre-conference training courses
 - develop and nurture liaison with other professional organisations
 - recommend topics for IAIA journal submissions
 - identify and foster research on environmental assessment issues

-as appropriate, suggest topics for IAIA conference events

- *Promote/Develop/Nurture Environmental Impact Assessment Resources and Professional Networking Among IAIA Members*
 - Learning Exchange is an example
- *Promote Training Development with IAIA Membership:*
 - assist IAIA Branches and Affiliates in the development of specific training initiatives, as feasible, on request
 - develop and implement quality assurance measures in all IAIA training activities
 - analyse and encourage training in IAIA Branches and Affiliates

3.11 Section: Agriculture, Forestry & Fisheries (AFF)

The formation of this Section followed a well-attended forum on the subject at IAIA '04 in Vancouver. The overall long-term objectives are to improve and extend the application of EIA to these sectors, and to do this in all possible jurisdictions. This is because EIA has not been focused on agriculture, forestry and fisheries, despite the massive negative impacts that result from chronic and damaging practices in some terrestrial, aquatic and social-cultural environments. Recent work has demonstrated that obvious benefits can be conferred by the application of EIA tailored to the specific sectoral activities.

Short-term objectives include describing the EIA process as it applies to these sectors at present, building a useful bibliography, show-casing success stories with case studies and relevant experiences from the National Environmental Policy Act (1970) of the USA and beyond.

For more information, contact Patrick Duffy (pjbduffy@cs.com).

3.12 Section: Biodiversity & Ecology

The IAIA Biodiversity and Ecology Section promotes the development of good practice for 'biodiversity-inclusive' impact assessment and provides a focus for information exchange and collaboration of practitioners working in the public, private, and academic sectors around the world. See www.iaia.org/Members/Sections/biodiversity.htm.

The key objectives of this Section are to

- Organize a Biodiversity and Ecology Stream at IAIA annual conferences
- Run the Biodiversity & Ecology list serve
- Collaborate with the biodiversity-related Conventions
- Progress the Action Programme for Biodiversity and Impact Assessment initially adopted July 2001 and updated July 2004
- Provide input to the IAIA project on Capacity Building for Biodiversity in Impact Assessment, a targeted capacity building programme promoting good practice in biodiversity and impact assessment.

See website noted above for further detail or contact Helen Byron (h.bryon@imperial.ac.uk).

3.13 Section: Disasters & Conflict

Disasters, conflict and other crisis events have short- and long- term impacts. Opinions differ on whether crises cause, or are simply a catalyst for, these impacts. But it is clear that impact assessments which do not considering possible disasters and crises can produce inaccurate results. The consequences of inaccurate assessments can range from inconvenience in project implementation to, in the extreme, mortality rising above pre-disaster levels.

In view of the key role which impact assessment plays in effective response to

disasters, the Disasters, Conflict and Other Crises Section:

- Provides a forum for discussions on how to adapt and apply impact assessment principals and procedures in disasters, conflicts and other crises, and,
- Serves as a means to increase the awareness of mainstream assessment professionals of the links between disasters, conflicts and other crisis and impact at social and individual levels.

To these ends, the section will:

- Promote the presentation of papers and discussion on disasters and other crises at IAIA meetings,
- Promote the publication of papers on impact assessment and disasters and crises in professional journals and,
- Encourage discussions with the mainstream IAIA community on considering disasters and other crisis in normal impact assessment.

For more information, contact Charles Kelly, 72734.2412@compuserve.com or Michel Bouchard, michel.a.bouchard@cogeos.com

3.14 Section: Environmental Management Systems

The goal for the Environmental Management Systems (EMS) Section is to foster opportunities to explore and discuss applications of incorporating environmental and social impact assessment into EMS and of implementing corporate environmental strategies (including innovations in corporate systems of governance).

An EMS is one tool that can provide a structured process for assisting organizations to communicate (social accountability) and track commitments made in impact assessment reports, such as implementing mitigation measures and environmental management plans. It can also be used to track compliance with legislation, address stakeholder concerns, and raise environmental awareness within the organization itself. EMS can contribute

to corporate social responsibility and track compliance.

The action plan for the EMS Section for 2005 includes

- Developing a goal and strategy for the Section
- More fully utilizing the EMS listserve
- Sharing applications and experiences where EMS has facilitated more efficient and effective auditing, monitoring, and follow-up practices

For more information, contact Debra Zanewich (dzanewich@edc.ca).

3.15 Section: Environmental Law, Policies & Practice

The objectives of the Environmental Law, Policies and Practice are to

- Provide a forum for information, discussion and exchange on environmental impact assessment law, policies and practice at the international and domestic level. Target audience includes lawyers, judges, enforcement officers, environmental assessment practitioners, industry and civil society
- Improve the development and implementation of environmental impact assessment legislation
- Build capacity with the aim of strengthening institutions for the development and implementation of environmental impact assessment law policy

Possible future initiatives for the IAIA Environmental Law Section include

- (a) Expanding the IAIA database to include a database on environmental impact assessment legislation and key court decisions from around the world
- (b) Working with other organizations to provide technical assistance including the promotion of the adoption of national environmental assessment legislation in all countries

- (c) Preparation of practical legal tools, including a basic, best practices legal framework for environmental assessment law that could be adapted to a variety of legal systems (perhaps prepared through a workshop held in conjunction with an annual conference)
- (d) Preparation of guidance material and networks

For more information, contact Susan Waters (susan.waters@ec.gc.ca).

3.16 Section: Health Impact Assessment

The objectives of the HIA Section are

- To further HIA by stimulating learning and mutual exchange of experiences and knowledge
- To promote integration of human and health-concerns into impact assessment
- To promoted integrated impact assessment

The specific topics of interest are evaluation of HIA, methods for integrated impact assessment, development of methods/tools for inclusion of health aspects in SEA, and in relation to policy and planning.

The activities of the Section include

- Preparation of position paper on the Principles and Practice of HIA
- Developing joint activities with other Sections
- Developing HIA training course for other IA practitioners
- On-going exchange through the HIA Quarterly
- Active involvement in IAIA-wide activities and committees

For more information, contact Lea den Broeder (lea.den.broeder@rivm.nl) or Suphakij Nuntavarokarn (suphakijn@yahoo.com).

3.17 Section: Indigenous People

The formation of this Section followed a well-attended session at the IAIA 2002, Netherlands Congress Centre at The Hague, and interest has now built to where sessions will focus on the IPS with a lot of help and support from other sections such as the EMS and Biodiversity Sections. The Indigenous People Section now has a sufficient abstracts to hold successful sessions at the annual conference.

The key objectives of the Section are to

- Organize and increase the participation of the IPS at IAIA annual conferences.
- Provide input to the IAIA project on Capacity Building for the Indigenous Peoples Section.
- Maintain a positive and interesting session/sessions at IAIA
- Maintain active involvement
- Discuss and improve the best practices for IPS

For further information contact Bob Tai @ bob.tai@ecan.govt.nz.

3.18 Section: Public Participation

The Public Participation Section includes practitioners, academics and students interested in any type of public involvement within the context of impact assessment. It aims to

- Advance and improve the practice of EIA
- Disseminate information and stimulate discussions and exchanges on public participation practice and experience
- Elaborate public participation best practice principles
- Stimulate members to publish papers on public participation

- Keep IAIA members informed on public participation issues and challenges

The Section's objectives for 2005-06 are to

- Improve the way that the Section works by the delegation of responsibility to more of its members
- Produce a list of the Section's members
- Discuss and improve the Best Practices document for Board approval
- Lead the Public Participation stream of papers for IAIA '06
- Exchange information on public participation between members through monthly e-mail and the IAIA Newsletter
- Initiate a very specific call for papers to be published as part of the IAPA or other journals

For more information, contact Pierre Andre (pierre.andre@umontreal.ca).

3.19 Section: Social Impact Assessment

The general responsibilities of the SIA Section includes the development of professional good practice in all aspects of SIA, drawing on the experience of SIA practitioners in the private, public and academic sectors around the world.

Through the efforts of its members, the SIA Section has focussed on

- Updating and extending the work on principles and guidelines for good practice in SIA; existing sources of SIA guidelines documents were posted to the IAIA website in October 2004 and work is progressing on assembling a searchable database of this material
- Updating the key citations as an introductory resource for practitioners and others interested in SIA (completed and lodged on the IAIA website, 2004)
- Coordinating contributions to a Special Issues of IAPA, Volume 21: 2 and 3 devoted to the current practice of SIA

A Roundtable on Ethical Issues in SIA is planned for IAIA '05 in Boston, where practitioners/anyone interested can meet to exchange practical experience of ethical issues faced in current SIA practice, with the aim of finding pragmatic resolutions to such issues so that individual practitioners are better equipped to address them in the future.

For more information, contact James Baines (j.baines@tba.co.nz).

3.20 Section: Strategic Environmental Assessment (SEA)

Over the past decade, the SEA Section has developed into one of the biggest theme-related sections of IAIA. There are now a multitude of tasks, initiatives, and actions in which the Section is involved. Our overall objectives are to

- Promote SEA
- Support practitioners and researchers in carrying out high quality practice and research
- Get involved in SEA-related international, national and regional initiatives and projects
- Provide help through the SEA listserv
- Organize SEA-related streams, workshops and sessions at IAIA meetings

In the past, the Section has been involved in a range of activities, including the preparation of SEA training material, SEA-related special issues of international journals, development of SEA principles and good practice examples. Furthermore, a range of debates have been conducted on the SEA listserv and the Section has had a fair share in organizing IAIA conference workshops and sessions.

2004 and 2005 have been particularly busy, with the SEA Directive coming into force in the European Union. A range of initiatives followed this event, including the

organization of an SEA-specific IAIA conference in Prague in September 2005.

For the future, the ever-increasing scope of tasks is likely to trigger the creation of new, theme-related SEA Sections within IAIA. For more information, contact Thomas Fischer (fischer@liverpool.ac.uk).

3.21 Sections: Integrated Assessment of Trade-related Policies (IATRP)

The main objective of this Section is to promote the adoption of impact assessment of trade-related policies and to further good practice with the context of IAIA. The Section also manages the trade impact stream at the annual conferences, including advertising and promotion both internally and externally. This includes drafting advertising material, emailing potential speakers, reviewing abstracts, and organizing sessions.

For IAIA '05, IATRP is planning a Section session, a joint session with the Biodiversity/Ecology Section, and a contribution to an Integrated Impact Assessment mini-plenary.

IATRP is also preparing a list of terms and definitions used in the area of impact assessment and trade-related topics and updating the discussion document,

“Principles and Guidance on Assessing the Biodiversity Impacts of Trade.”

IATRP looks forward to contributing to IAIA '06, contributing to the IAIA newsletter and to further expansion and promotion of the Section.

For further information, contact Bernice Goldsmith (Bernice@encs.concordia.ca) or Clive George (clive.george@man.ac.uk).

3.22 Section: Urban Governance

The Urban Governance Section seeks to address the wide range of social, environmental, economic and institutional impacts of urbanisation – from the level of (urban) policies to the level of concrete projects. It aims at providing a platform for discussion and exchange on urban issues, and invites all stakeholders – representatives from local authorities, private business, civil society and research – to contribute to this discussion.

Long-time members of IAIA will have noticed the renaming of the section; in integrating “governance”, the section specifically reaches out to local authorities and invites them to contribute their experience and questions to the discussion on urban development.

For further information, please contact Markus Eggenberger (markus.eggenberger@sdcc.net).

4 KEY ADMINISTRATIVE ARRANGEMENTS

4.1 Format for Submitting Proposals to the Board

Contacting the International Headquarters Office prior to sending any request is strongly recommended. For most proposals there are specific guidelines available to assist your submission. Proposals submitted with inadequate or inappropriate information will be returned to sender.

To expedite the discussion and decision-making associated with all proposals requiring consideration by the Board it is essential that information is presented with the following Cover Page Format.

Every effort will be made to process proposals as quickly as possible, but it is advisable to give plenty of notice to allow sufficient time for Board consideration. The Board meets twice a year in person and holds electronic discussions during the intervening months. Decisions taken by the Board throughout the year facilitate timely processing of essential business. Adhering to requirements regarding proposal format and ample notification are essential.

The recommended cover page format is to be used for all proposals, including initiatives, collaborative projects, requests for endorsement, initial briefings, advanced reports or other requests for action by the Board.

All proposals should be submitted allowing at least 30 days for an initial electronic indication from the Board or before a scheduled face-to-face meeting. The Headquarters Office can be contacted regarding Board meeting schedule and processing of proposals.

4.2 IAIA Endorsement of External Proposals

As a professional association IAIA considers the merits of numerous requests for the endorsement of activities undertaken by external individuals and organisations. IAIA endorsement reflects approval of an activity and its intended output. While endorsement does permit public statements to that effect, it does not confer any other rights or resources from IAIA, including matters of copyright, legal liability and intellectual property.

Cover Page Format for All Motions to the Board of Directors

(Contact Headquarters Office for Detailed Guidelines)

Type of Proposal: (specify) _____

1. External Proposal. Endorsement Application, activity external to IAIA
2. Internal Proposal. Members or members plus others, activity of IAIA:
 IAIA Initiative -- early stage seeking 'in principle' support (confers no rights, resources, public notice or use of logo)
 IAIA Project -- advanced stage seeking official project designation (approved IAIA project, external publicising, use of logo)
 IAIA Administration -- related to organisational management
3. Other Category. Misc. briefing, collaboration or notification

Title of Proposal:

Contact Person: (name, address, telephone, e-mail, facsimile)

Date Submission Forwarded to IAIA: _____

Motion to the Board of Directors: (phrase to allow decision to be taken)

PLEASE INCLUDE ADDITIONAL INFORMATION ON APPENDED PAGES, USING RELEVANT GUIDELINES
OBTAINED FROM HEADQUARTERS OFFICE

-- This Area for Recording Board Decision --

Board Decision	Date of Decision	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

approved
 further information requested
 timelines needed

not approved
 directed to Committee

4.3 Approval Process for IAIA Proposals

There are specific guidelines related to various types of IAIA proposals submitted from time to time and seeking approval from the Board. Such guidelines are readily available from the Headquarters Office and early contact can greatly assist proponents of proposals.

IAIA “in-house” proposals may be undertaken entirely by members or in collaboration with others. It is possible to gain approval in principle for the early stages of a proposal and this carries notional support to further advance the work. It does not confer any rights or resources, or permit any public statement (outside of IAIA) acknowledging this early stage of endorsement. The first stage of a proposal is designated an “IAIA Initiative” and this

term should be used in related motions to the Board.

If proposals advance and gain full approval from the Board then wide publication and promotion as an IAIA project are encouraged. Such projects are also given the right to use the IAIA logo on all related communication. The later stage of a proposal is designated an “IAIA Project” and this term should be used in related motions to the Board.

All proposals submitted to the Board must be presented in the required format and observe the necessary timelines, to facilitate review and consideration by the Board. Further information is available from the International Headquarters Office.

5 KEY CORPORATE ACTIVITIES

5.1 Annual General Meeting

The Annual General Meeting is chaired by the current IAIA President. While the newly elected President-Elect may be introduced at this corporate gathering, that person’s term of office as President does not commence until the start of the first Board Meeting after the Annual General Meeting.

All members of IAIA are encouraged to attend this annual meeting as it presents a unique opportunity for interaction regarding the corporate and professional directions of the organisation.

It has become regular practice within IAIA to conduct the Annual General Meeting in conjunction with the Annual Conference event. This enables wider attendance and greater visibility for all organisational activities.

5.2 Meetings of the Board

There are very few opportunities for the Board to meet in-person, given the professional and personal resources required for international travel. To maximise efficiency and make progress on the many items of business, Board communication is largely conducted electronically. This enables discussion and decision-making on matters of importance to take place throughout the

year. The Board generally meets in conjunction with the Annual Conference and at a midpoint in the IAIA year.

The Board believes in the principle of openness but considers that the most appropriate and effective forum for this wider communication is at Council Meetings. To gain full benefit from the special opportunities of meeting personally, the Board would like to encourage an awareness that Board Meetings are attended solely by designated members of the Board. Subsequent electronic discussion is greatly facilitated by the experience of these meetings and the work of the organisation is able to advance accordingly. Minutes of all Board Meetings are posted on the IAIA web site and highlights are printed in the newsletter.

5.3 Meetings of the Council

Meetings of the IAIA Council are scheduled to coincide with the annual IAIA Conference. These meetings allow the Board of Directors to gain direct input from all available representatives and advisors throughout the organisation.

Subsequent meetings of the Board are then conducted having the advantage of timely input from Council immediately beforehand.

6 By-Laws of the International Association for Impact Assessment

(as amended 17 June 1999, Glasgow, Scotland)

Article I. Name and Legal Status

Section 1: The name of the Association shall be "The International Association for Impact Assessment, Inc." When proof of corporate status is not necessary, it may be referred to as "International Association for Impact Assessment".

Section 2: The Association is incorporated under the laws of the State of Georgia, United States of America, as per the Association's Articles of Incorporation signed on the 5th of February 1981, as amended.

Section 3: The location of the registered office of the Association shall be determined by the Board of Directors of the Association.

Article II. Purpose

The Association has as its primary purpose the betterment of society through the encouragement of improved policymaking processes concerning the analysis of the future consequences of present decisions. In furtherance of this purpose, the association may:

- publish, edit or otherwise disseminate to practitioners and the general public articles, journals, books, monographs, audiovisual materials, and newsletters concerning the practice of impact assessment;
- hold meetings, conferences, seminars, and other sessions at which information concerning the practice of impact assessment can be disseminated;
- prompt, enhance, and encourage the exchange of information among practitioners and users of impact assessment and the general public;
- improve the quality and professionalism of persons in the field of impact assessment;
- otherwise encourage the growth and development of the field of impact assessment, the development of techniques in the field of impact assessment, and the public understanding of and participation in the field of impact assessment; and
- undertake such other activities as will further the purposes of the Association.

Article III. Membership

Section 1. Membership in the Association shall consist of the following categories:

- A. Individual membership is available to any natural person.
- B. Joint membership is available to two persons at the same address, receiving only one set of publications, with each having the status of individual membership.
- C. Institutional/Corporate membership is available for institutions and corporations upon acceptance by the Board of Directors and payment of the prescribed fee. Institutional/corporate members are entitled to designate two representatives to IAIA who shall be granted the status of individual membership. Institutional/corporate members are entitled to two free registrations at annual meetings.
- D. Sponsoring organizations are entitled to designate two representatives to IAIA who shall be granted individual membership. Sponsoring organizations are entitled to two free registrations at annual meetings.

Section 2. Only individual members are entitled to vote.

Section 3. Applications for membership shall be submitted, together with payment of current dues and a statement of acceptance of the Code of Ethics, to the Executive Officer. The acceptance of an application by the Executive Officer shall constitute formal recognition of membership.

Section 4. Annual dues for all categories of membership shall be fixed from time to time by the Board of Directors.

Section 5. Members failing to pay dues within sixty days of notification of delinquency shall cease to be members.

Section 6. Members deemed to be in breach of the Association's Code of Ethics may, by resolution of the Board of Directors, be denied continuing membership in the Association.

Article IV. Board of Directors and Officers

Section 1. The affairs of the Association shall be conducted by a Board of Directors.

Section 2. Any individual member of the Association may serve as a Director or an Officer. Termination of membership shall automatically terminate eligibility to be a Director or an Officer.

Section 3. The Board of Directors shall consist of twelve members: the President, the immediate Past President, the President-Elect, and nine Directors. In addition to regular meetings, actions of the Board of Directors may be taken by mail or electronic communication. Seven of the members of the Board of Directors shall constitute a quorum for decisions taken at meetings of the Board of Directors. An absolute majority of all members of the Board of Directors shall be required for decisions taken by electronic communication.

Section 4. Election of a President-Elect shall occur annually. The President-Elect shall serve one term in that capacity, one term as President, and one term as immediate Past President. Three Directors shall be elected annually, each for three-year terms. Official duties commence and cease at the commencement of the first meeting of the Board of Directors after each Annual General Meeting.

Section 5.

[a] A Nominations Committee shall be appointed annually by the Past-President and shall comprise the President, President-Elect and three or more individual members; one of whom shall serve as Chair. The Committee shall seek suggestions of people to be considered as possible candidates for the offices to be filled. In preparation of slates of two or more candidates for each office, the Nominating Committee shall ensure that the Board of Directors maintains a balance of regional, racial, ethnic, gender, experience and professional expertise.

[b] In addition to those individuals who are included in the slates of candidates by the Nominating Committee, nominations signed by at least five nominators and by the nominee, all of whom must be members, shall be included on the ballot papers provided that the nomination is received by the Executive Officer six months prior to the date of the next Annual General Meeting.

[c] The Nominating Committee shall supervise preparation of a ballot and ensure that it is mailed to each member of the Association. Ballots received

by the Executive Office sixty days prior to the next Annual General Meeting will be counted. Candidates on each slate receiving the highest number of votes will be declared elected.

Section 6. In the event that an Officer or Director resigns or is otherwise incapable of completing their term, the Board of Directors shall co-opt as necessary until the following election at which time they shall conduct an election to fill the office for the remainder of the original term.

Section 7.

[a] The immediate Past President shall serve on the Board of Directors of the Association and shall have such duties and powers as may be assigned by the Board of Directors.

[b] The President shall preside at all meetings of the members and the Board of Directors, and shall have other duties and powers as may be assigned by the Board of Directors.

[c] The President-Elect shall perform all of the duties of the President in the event of the absence or disability of the President, and shall have other duties and powers as may be assigned by the Board of Directors.

[d] A Secretary and a Treasurer shall be appointed by the Board of Directors from amongst its members and shall have such duties and powers as may be assigned by the Board of Directors.

Section 8. The financial accounts of the Association shall be reviewed by an external auditor annually. The fiscal year shall be determined by the Board of Directors.

Article V. Executive Office and Secretariats

Section 1. An Executive Officer shall be appointed by the Board of Directors for such periods and under such conditions as they shall from time to time determine.

Section 2. Secretariats may be formed to assist the Association in promoting its objectives to special interest groups or to non English speaking members of IAIA. Such Secretariats will only be established through a special Memorandum of Understanding governing the activities of each Secretariat.

Article VI. Committees, Sections, Council and Organisational Structures

Section 1. The Board of Directors may establish such Committees, Task Groups, Sections and other organisational structures as may be necessary for the conduct of affairs of the Association. The Chair and members of committees and task groups shall be appointed as appropriate by the Board of Directors for specific periods.

Section 2. The Council of the Association is advisory to the Board of Directors and may include Committee Chairs; representatives of Branches, Affiliates and Associated Organisations, and representatives of Sections and such other members of the Association as the Board of Directors shall from time to time appoint.

Section 3. The Board of Directors shall recognize the existence of Sections within the Association that have specific defined interests related to the overall purposes of the Association. There shall be a Sections Coordination Committee which shall be charged with coordinating communication between Sections, and advising the Board of Directors on additional Sections to be recognized.

Section 4. Three additional forms of organisational structure shall be recognized by the Association: Branches - geographically-based groups comprised completely of Association members.

Affiliates - geographical groups that accept the Association's purpose and Code of Ethics and include a significant proportion of Association members.

Associated Organisations - independent organisations which have a purpose similar to that of IAIA and with which a mutually beneficial relationship may result.

Section 5. Designation as a Branch, Affiliate or Associated Organization shall be conferred by the Board of Directors on the basis of an application according to the guidelines announced by the Board of Directors. Application for renewal of that designation must be made annually. Applications will be assessed for consistency of purpose with the objectives of IAIA, statement of past and intended activities, and agreement to conform with the Code of Ethics and other such regulations as the Board of Directors may impose from time to time.

Section 6. The Board of Directors may establish a prescribed fee for registration as a Branch of IAIA, or as an Affiliate of IAIA, or as an Associated Organisation.

Article VII. Meetings

Section 1. There shall be an Annual General Meeting of the members of the Association as determined by the Board of Directors so as to maximize attendance by the members. The date, time and place of the Annual General Meeting shall be announced to the members at least sixty days in advance.

Section 2. In addition to an Annual General Meeting, Special Meetings of the Association may be called by the Board of Directors or by a special petition signed by at least fifty individual members from at least five countries by giving ninety days notice to the Executive Officer and indicating the purpose and the business of such Special Meeting.

Section 3. The individual members present at a meeting of the Association called pursuant to Article VII Section 1 or Article VII Section 2 shall constitute a quorum. Acts of the majority of voting members present at a meeting shall be deemed acts of the members of the Association unless the Board of Directors has previously indicated that a mail ballot of the membership should be taken on a particular issue.

Section 4. All records of the Association shall be open to inspection by any member at any reasonable time, provided reasonable notice is given.

Section 5. All meetings of the Association including business meetings and committee meetings shall be open to all members except those meetings that are specifically designated by the Chair of that meeting as being 'in camera'.

Article VIII. Amendment of By-Laws

Section 1. The by-laws of the Association may be amended by:

1. A two-thirds majority vote of members present at an Annual General Meeting of the association or at a special meeting of the Association called for this purpose; or
2. A two-thirds majority vote of members responding to a mail ballot held for this purpose.

Section 2. Proposals for amendments must be submitted to members at least sixty days prior to a meeting described in Article VIII Section 1 or mail ballot. Amendments may be proposed by the Board of Directors or by a petition signed by at least fifty members of the Association representing at least five countries.

Article IX. Dissolution

Section 1. Any proposal for the dissolution of the Association shall be treated as an amendment of the By-Laws and shall comply with the provisions of Article VIII.

Section 2. Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities, dispose of all assets in the manner stipulated in the Articles of Incorporation of the Association.

Dates of Change (2/81, 5/93, 6/99)