



### A **MEMBERSHIP**

1. Applications for full membership are submitted via the president to the Executive Committee (EC).
2. In order to be considered for associate membership of CIOMR, the representatives of a non NATO country must have attended meetings as visitors on at least 3 occasions during 3 consecutive years. When a country has fulfilled this criterion, the President may formally invite an application for associate membership. The application is in the form of a letter to the President. When it is received it will be proposed and discussed at the next meeting of the EC.
3. For both full and associate membership, where there is no national reserve military medical association, medical services members of reserve officers associations approved by CIOR shall be recognised for the purposes of CIOMR membership.
4. A full member country leaving NATO will lose its right to full membership but may be invited to take up associate membership.
5. Associate membership may be terminated by the EC with immediate effect.

### B **REPRESENTATION**

1. Each full and associate member of CIOMR may send a delegation of six delegates, all of whom are to be approved by the national association of the member nation. Any distinction between delegates and deputy delegates shall be at the discretion of the member association.
2. At least one of the delegates should be a medical officer. It is preferred that all delegates be currently serving officers.
3. One delegate from each full member national delegation will be designated to be its National Vice President.
4. The National Vice Presidents as heads of their national delegations shall be responsible for the relations between their national associations and CIOMR. They shall represent CIOMR in their countries and shall when called upon by the President represent CIOMR in other circumstances.

### C **VOTING IN THE EXECUTIVE COMMITTEE**

1. Most motions will be proposed by the Board, usually through the meeting agenda. Members may propose motions, either in relation to agenda items, or in "other business".
2. When a vote is taken within the EC the vote of each delegation will be cast by its National Vice President. In the absence of the National Vice President, a delegation will assign the voting responsibility to another delegate.

3. Decisions in the EC shall be made by a majority vote. If the vote is tied, the President – though not a member of the EC – will cast the deciding vote.
4. Deliberations of the EC shall be valid if a majority of the voting delegations is present. Voting shall normally be by an open show of hands. On the request of one full member national delegation the vote shall be secret.
5. In special circumstances the EC may allow voting by mail or email but the result must be confirmed at the following regular meeting.

## **D THE BOARD**

- 1, The rotation of the position of President between the member nations is as determined by the EC. No member nation may be formally proposed for the position without the approval of its national association.
2. When a member nation is invited to take up the position of President, their national association will propose the individual candidate, who will, following the approval of the EC become the President Designate.
3. In due course the President Designate in consultation with the national association will choose an International Vice President who will take up the position with the approval of the EC, simultaneously with the President.
4. Staff / administrative officers appointed by the President must be approved by the EC but are the responsibility (particularly financially) of the President's own nation.
5. The election of the Secretary General and the Assistant Secretary General shall be held in the year in which no President or International Vice President are elected or President Designate appointed.
6. When the Secretary General or Treasurer announce their intention not to stand for re-election the EC may elect a Secretary General Designate or Treasurer Designate. The election for these posts will normally be held when the present incumbent has one year remaining in office. Each shall serve as an understudy to the officer but shall be a non-voting Board member. At the end of the term of office a formal election for the post will still take place but it is expected that only in exceptional circumstances would the EC fail to elect a competent Secretary General Designate or Treasurer Designate to the appropriate Vacancy.
7. When a member of the Board that has no previously appointed successor resigns or is removed from office before their term has ended, a successor shall be elected in accordance with Article VIII, Sections 2 through 6. The term of office of the successor, however, shall be the remainder of the term that the original incumbent did not complete. Pending the election the other board members will perform the duties of the vacant post.
8. When a Secretary General or Treasurer resigns or is removed from office, with a successor in place, the successor shall be appointed to the office immediately and take over the duties as soon as practically possible. It should be noted that by electing such a person to the post of successor, the EC has already expressed its democratic wish for them to succeed to the office in due course. A formal election, which will normally ratify the previous decision, will be held at the next EC meeting.

## **E ELECTIONS**

1. Advertising potential vacancies and receipt and dissemination of nominations are responsibilities of the Secretary General. Nominations must always be presented by the National Vice President and must have the approval of the member's national association. Financial and other consequences must be carefully considered and the nominee must be fully prepared to provide the necessary commitment in both time and energy.
2. Voting will normally be secret but may be open if unanimously preferred by the delegations present.
3. The Secretary General is to provide voting papers and appoint a teller. Elections are determined by simple majority. Results are normally announced immediately. In the event of a tie, the election shall be re-run following further discussion and canvassing. In the event of a second tie, the President shall have the casting vote.
4. If there is only one candidate there is no requirement for a formal election. The rules for nomination still apply, and the EC must still have an opportunity to question and decide on the appointment.

## **F. DUTIES OF BOARD MEMBERS**

1. The collective duties of the board are as described in the constitution. The individual duties are shown in this article. The detailed responsibilities of the Secretary General and Treasurer are recorded in Standard Operating Procedures for each post.
2. The President shall be responsible to the EC and shall preside over the meetings of the EC and the Board and at the annual congress and winter meeting. The President shall ensure the application of the Constitution and By-Laws as well as the execution of decisions of the EC.
3. The International Vice President shall assist, support and when necessary deputise for the President in all duties.
4. The President Designate has no specific duties other than to prepare for the forthcoming period of office and to support the President.
5. The Secretary General shall be responsible to the President for the application of all rules and decisions of the EC, and shall supervise the working programme of CIOMR. The Secretary General shall be responsible for the minutes of all meetings of the EC and for the reports of congresses and meetings and may also be asked by the President to arrange the production of a CIOMR annual report. These shall be submitted to the President for signature and transmitted to the membership. In consultation with the President the Secretary General shall release information about CIOMR activities to the media.
6. The Assistant Secretary General shall assist, support and when necessary deputise for the Secretary General in all duties.
7. The Treasurer shall supervise the investment of funds, maintain the accounts and give a financial report at each EC meeting. The Treasurer shall assist the Board in the production of the budget for the following year, and at

the Summer Congress shall present this and the accounts for the previous year to the EC for approval.

## **G MEETINGS**

1. Notice of CIOMR meetings will be mailed to each national association not less than 30 days before the date of the meeting. A tentative agenda will be included in the notice.
2. A large-scale conflict in which the member nations become involved may annul the obligation to meet.
3. The EC shall meet as determined by the president, with the approval of the EC. The EC shall also meet at the request of a majority of the full member delegations if that request is submitted to the Secretary General not less than 60 days prior to the date selected for that meeting.
4. Notice of a meeting of the EC will be given by the Secretary General to the members of the EC at least 30 days prior to the date selected. This notice will specify the date and location of the meeting and the proposed agenda.
5. As long as the venue for the mid winter meeting continues to be NATO Headquarters in Brussels, it shall be organised by the Belgian Reserve Officers Association and the CIOR Liaison Officer to NATO in consultation with the Board. The summer congress shall be organised by the host country in close co-operation with the Board.
6. Following each meeting the Secretary General or Assistant Secretary General is to write a report on the meeting and send it to the officers of the Board and to the National Vice Presidents.
7. Delegations to meetings may comprise the following:
  - a. Official Delegates. These are the National Vice Presidents and other appointed national delegates.
  - b. Scientific Session Presenters. These officers are present with the approval of their national association primarily for the purpose of presenting a scientific paper, (oral or poster)
  - c. Observers. These serving officers are present with the approval of their national association to observe the meeting and to take part in the educational and training activities.
  - d. Delegates at Large. These are usually retired reserve officers or the families of serving or retired officers who are authorised by their national association to attend in a non-official and non-representational capacity.

## **H AWARDS AND PRESENTATIONS**

1. The Pro Meritis Award is the most prestigious and is presented for exceptional service to CIOMR including holding a board office. It is awarded by a unanimous decision of the Board, (excluding the potential recipient if he is currently serving).
2. The Gold Medal is presented for outstanding service to CIOMR. A Board or EC member proposes the award in private to the Secretary General. The Secretary General must ascertain the views of the National Vice Presidents,

(again in private), and the award is given on the basis of a unanimous decision. VPs must be present to vote. In the case of an electronic vote, a lack of response is considered a positive response.

4. Neither can be awarded to an individual more than once.

## I **AMENDMENT**

1. The by-laws will be scrutinised continually and subject to amendment in the interests of the organisation at any time, with the approval of the EC.

2. As stated in the constitution, the by-laws of the 3 permanent committees are to be formally revised once every 5 years, normally in the year following the formal review of the constitution.

3. The committee appointed to perform the constitutional review will examine the remaining by-laws.

4. Proposed amendments to the by-laws by any of these methods must be approved by the EC by a simple majority.

Approved by E.C in Istanbul  
2008-07-12

The President:  
Lt Col (R) Filip STRAGIER, MD, BEL MS

The Secretary General:  
Col Gunter H. Ruetter, MD, PhD, DEU JMS AFR