

INTERNATIONAL I-INCE
DRAFT MINUTES OF THE 36th MEETING OF THE GENERAL ASSEMBLY
SUNDAY, 2010 JUNE 13
LISBON, PORTUGAL

1. Opening:

The General Assembly was opened at 13:15 by President G. Daigle on Sunday, 2010 June 13 in the Lisbon Congress Center, Lisbon Portugal.

2. Roll Call: The roll call of the Member's Societies was conducted by sign-in sheet.

Representatives of the following Member Societies were present:

Australia:	Australian Acoustical Society
Austria:	Österreichische Arbeitsring für Lärmbekämpfung
Belgium:	Association Belge des Acousticiens
Brazil:	Sociedade Brasileira de Acustica
Canada:	Canadian Acoustical Association.
Chile:	SOCHA
Czech Republic:	Czech Acoustical Society
Denmark:	Danish Acoustical Society
Egypt:	Acoustical Society of Egypt
Europe	INCE/Europe
France:	Societe Francaise d' Acoustique
Germany:	Deutsche Gesellschaft für Akustik
Germany:	NALS im DIN und VDI
Hong Kong:	Hong Kong Institute of Acoustics
International:	Iberoamerica Federation of Acoustics (FIA)
Italy	Associazione Italiana de Acustica
Japan:	Acoustical Society of Japan
Japan:	INCE/Japan
Poland:	Committee on Acoustics - Polish Academy of Sciences
Portugal:	Sociedade Portuguesa de Acustica
Spain:	Sociedad Espanola de Acustica
Sweden:	Swedish Acoustical Society
United States:	Institute of Noise Control Engineering of the USA

Absent:

China:	Acoustical Society of China
Finland:	Acoustical Society of Finland
Greece:	Hellenic Acoustical Society
Hungary:	Acoustical Commission of the Hungarian Academy of Sciences
Hungary:	OPAKFI
India:	Acoustical Society of India
Korea:	Acoustical Society of Korea
Korea:	Korean Society for Noise and Vibration Engineering
Lithuania:	Lithuanian Acoustical Society

Mexico:	Instituto Mexicana de Acustica
Netherlands:	Nederlands Akoestisch Genootschap
New Zealand:	New Zealand Acoustical Society
Norway:	Acoustical Society of Norway
Romania:	Academia Romana Comisia d'Acoustica
Russia	Eastern European Acoustical Association
Singapore:	The Environmental Engineering. Society of Singapore
Slovakia:	Slovak Acoustical Society
Slovenia:	Slovenian Acoustical Society
Switzerland:	Schweizerische Gesellschaft für Akustik (SGA-SSA)
United Kingdom:	Institute of Acoustics
USA:	Acoustical Society of America

3. Adoption of the Agenda:

The delegates approved the draft agenda that had been distributed by email and in hard copy at the meeting. The agenda is appended as Attachment 1.

4. Minutes:

When delegates were asked about the approval of the Minutes of the 35th Meeting of the General Assembly held in Ottawa, Canada in 2009, August 23, George Maling rose to ask that the minutes be amended to reflect the fact that the *Noise News International* (NNI) budget had lost \$31,000 USD in the previous year rather than the number that had been recorded in the minutes as \$15,000 USD. This amendment was accepted and the minutes of the 35th Meeting were approved and are posted on the I-INCE web site at www.i-ince.org/governance.

5. Report of the President

President Daigle reported on the current state of the International Institute of Noise Control Engineering as follows:

- I-INCE currently has more than 40 Member Societies, 8 Sustaining Members and 6 Institutional Members.
- President Daigle discussed the new workshop on young professionals that will be conducted during the Congress and encouraged young members to attend.
- President Daigle described several new initiatives that will be brought before the General Assembly; including the proposal for an I-INCE symposium series and the election of Directors at Large that will begin next year.
- He reported that the nominating committee recommended that the Treasurer's appointment be extended for two years and that the Board had approved this recommendation.
- President Daigle reported that 13 grants had been awarded to young scientists to attend Inter-Noise 2010. Each of these awards is for 500 EUR and the awards will be given at the closing ceremony of the Congress.
- The President reported on Inter-Noise series planning
 - Inter-Noise 2011 will be held in Osaka, Japan on September 4-7
 - Inter-Noise 2012 will be held in New York City on August 12-15
 - Inter-Noise 2013 will be held in the Europe-Africa Region. At this Congress, the Congress Selection Committee reviewed three formal proposals and had recommended one to the Board. The Board is currently

negotiating with one of those three host societies and will report the venue of Inter-Noise 2013 when negotiations are complete.

- Inter-Noise 2014 will be held in the Asia-Pacific Region. The Congress Selection Committee reviewed two proposals at this Congress and both were invited back to present formal proposals at the next Congress.
- The Board has selected the Pan-American Region as the location for Inter-Noise 2015. Informal proposals for Inter-Noise 2015 will be received at the next Congress Selection Committee in Osaka, Japan.

6. Report of the Secretary General:

The Secretary General reported no changes in the membership of I-INCE. He then asked J. Cushieri to summarize the information that had now been loaded onto the website. J. Cushieri reported that there are 45 Member Societies on the server, including Observers. In his work to update the membership listing, he has corrected 9 of those addresses, 3 had responded that there was no change needed and 28 had not responded to him. He notes that there were 4 new emails that had been developed over the past year and 1 bad email that he is still trying to correct. He asked that delegates assist him in finding that email. He reported that his contact is bd@inceusa.org for any information to pass along.

7. Report of the Treasurer:

The Treasurer gave a report on the 2009 audited accounts. The information is shown in Attachment 2. He showed the budget for the current year, 2010. It is shown in Attachment 3. He reported the 2011 Budget as approved by the Board of Directors. It is shown in Attachment 4.

8. Membership of the Congress Selection Committee

President Daigle noted that there are three positions expiring on the Congress Selection Committee. He asked for nominations from the floor. Nominations from the floor included J. Cushieri, S. Gerges, and B. Schulte-Fortkamp. Since the number of nominations was equivalent to the number of positions open, the President asked that the slate be approved by acclamation. The three nominees were elected to the Congress Selection Committee to serve three-year terms.

9. Report of the President of Inter-Noise 2010

J. Patricio discussed the current status of Inter-Noise 2010 as of the time of the General Assembly meeting. He reported that there will be 844 papers at the Congress, 5 distinguished lectures, 786 oral presentations, and 53 poster presentations. There will be a workshop for young professionals on Tuesday at 13.00 and there will be a Future Congress Technical Program Committee meeting on Wednesday afternoon. There will be a CAETS Forum in parallel with the Congress. There were 44 booths sold at the Exhibition. The Exhibition will be open from 16.00 to 20.00 on Sunday and then for several days of the Congress. Registration as of 2010, June 10 was 744 full registrants, 143 students, 42 exhibitors, and 310 banquet tickets sold. There will be three short courses run prior to the Congress, with 20 registrations for the short course on Auralization, 19 for the short course on Room Acoustics, and 15 for the short course on Psychoacoustics. There are 75 accompanying persons registered for the Congress and there have been 200 visitor passes issued. J. Patricio also summarized the social program of the Congress. President Daigle expressed his thanks to J. Patricio for his efforts to lead the organization of the Congress and the General Assembly gave the organizing committee a round of applause.

10. Report on planning for Inter-Noise 2011

I. Yamada gave a report on the planning of Inter-Noise 2011 to be held in Osaka Japan on 2011, September 4-7. The second circular announcement of the Congress has been published. The theme of the Congress will be Sound Environment as a Global Issue. Abstracts for the Congress will be due on 2011 February 15. Papers will be due on 2011 June 15 and early registration will be until 2011 June 22. The Technical Co-Chairs are Hasaharu Nishimura and Hiroaki Takihami.

11. Changes in I-INCE Governance

Bill Lang rose to report on two recommended changes to the Rules of Governance for I-INCE. The first was to change the By-Laws Articles 8 & 12, and Rules Part 1, 3 & 4 in order to initiate the election of Directors-at-Large to the Board of Directors of the I-INCE. The rules changes were distributed in hard copy and are attached as Attachments 5, 6, 7 and 8. There was some discussion about the role of the Corresponding Member that is identified in the new Governance policies. This role is intended to serve as a point of contact between I-INCE and the Member Societies. This formalizes a process that has been going on for some time in order to facilitate better communication with Member Societies. A question was raised whether the Future Congress Technical Planning Committee would need to be held during lunch. It was pointed out that this is not an item in the Rules, but a logistical problem. Following this discussion, President Daigle asked whether the changes in Governance regarding Directors-at-Large could be approved. There were no objections.

Bill Lang discussed a new proposal for Rules Part 6 which would institute an I-INCE Symposium Series. After some discussion, President Daigle asked if there were any objections to passage of this new Rule 6. There were no objections and the rule was passed by acclamation. Rules Part 6 is appended as Attachment 9.

12. Report of the Vice President for Technical Activities

R. Singh reported on several technical activities accomplished in the last year. First, the website items associated with technical activities has been updated and members should see some improved navigation capabilities of the website.

R. Singh also gave an update on the status of certain Technical Study Groups (TSG).

- TSG1 - Comments from 3 experts on the preliminary report draft were received and communicated to the convener.
- TSG6 - a Comment Draft has been circulated. A revision will be made and the Voting Document will be circulated to the Member Societies.
- TSG7 – has focused its activity around CAETS symposia and will be creating a report based on the symposium results.
- TSG9 – is currently meeting and is in progress toward its goals.

He then moved to a deeper discussion of TSG6. The comment draft circulated resulted in 11 votes: 10 yes, 1 no, and 3 comments. Delegates from Italy and Portugal also reported at the General Assembly meeting that they were voting in support of the comment draft. R. Singh noted that he would be starting the process of creating a Voting Draft immediately after the Congress.

R. Singh noted that the Future Congress Technical Planning Committee (FCTP) was scheduled for 2010 June 16 from 14.20 to 16.20 in Room 1.10 of the Congress venue. He also reported that the

Workshop for Young Professionals would be held on 2010 June 15 from 11.00 to 13.00 in Room 1.10. He described the program of the workshop as 6 case histories for illustrating noise control engineering practice to the young professionals.

R. Singh reported that an education task force had been created with the objective to create an e-book based on the three forums about education and noise control that had been conducted at previous meetings. Those symposia had also resulted in a chapter of the U.S. National Academy of Engineering publication (Technology for Quieter America) on noise control engineering practice.

R. Singh closed his report by talking about his plans for future technical activities.

13. Report of the Vice President for Communications

Noise News International (NNI)

G. Maling, Editor-in-Chief of Noise News International (NNI), reported that NNI is now online. Maling was asked for information about how the information is being distributed for advertisers. He reported that there is a website called <http://www.noiseneewsinternational.net> where information for advertisers is included. Maling requested membership profiles and asked for volunteer societies at the meeting. He also reported on the finances of the NNI. In 2009 there was a significant loss of 31,732.15 USD due to the loss of advertising in the economic slowdown.

Noise Control Engineering Journal (NCEJ)

C. Burroughs reported on the status of the Noise Control Engineering Journal (NCEJ). He reported that there have been approximately 10 papers published per issue. The journal issues are now very close to being on-time. He reports that there have been approximately 100 articles per year submitted and the submission rate has been rising from 2008 to 2010. Time from submission to publication is approximately 9 months and rejection rate is about one-third.

On-line

C. Burroughs also reported about online papers. Currently INTER-NOISE papers, Noise-Con papers, and the Sound Quality Symposium are all available online. The INTER-NOISE series is available from 1993 forward. The on-line repository currently includes 11,563 papers. It is possible now to search for papers by title or author or classification. The search is free. Download of papers is available (at no cost) to either NCEJ subscribers or members of INCE-USA. For others, each paper will cost 4 USD. He also noted that all NCEJ papers are also now online. The website for this electronic access is <http://scitation.aip.org/INCE/>.

14. Other Business

E. Wood from INCE/USA described the INCE/USA Distinguished International Members Program. This status is conferred on eminent acousticians residing outside of the United States. A membership fee is not required for international members. New members who have recently been awarded this status include S. Gerges, J. Patricio, V. Maslov, B. Berry, F. Fahy, and R. Astley. Wood asked for additional nominations. Recommendations from any I-INCE Member Society are accepted and should be sent to cherron@raybourn.com or ewood@acentech.com.

15. Time and place of the next meeting

The next meeting of the I-INCE General Assembly will be in Osaka Japan at 13.00 on 2011 September 4.

16. Closing of the meeting

I-INCE President Daigle adjourned the 36th meeting of the I-INCE General Assembly at 15.10.

Respectfully submitted,
Robert J. Bernhard

Secretary-General
Approved:



INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

**Draft Agenda
2010 General Assembly Meeting**

Place: Lisbon Congres Centre

Room: To be determined

Lisboa, Portugal

2010 June 13

Time: 13.00-15.45

1. Opening of the meeting by the President.
2. Roll call of delegates. (Bernhard)
3. Adoption of the Agenda. (Bernhard)
4. Approval of the minutes of the Thirty-third Meeting held in Ottawa, Canada, 2008 August 23 (The draft minutes are posted on the I-INCE web site at <http://www.i-ince.org/2009-minutes.pdf>) (Bernhard)
5. Report of the President. (Daigle)
 - current state of the International Institute of Noise Control Engineering
 - new initiatives of the Institute
 - report of the Nominating Committee
 - Young Scientists Awards
 - planning for INTER-NOISE 2011, INTER-NOISE 2012, INTER-NOISE 2013, INTER-NOISE 2014, and INTER-NOISE 1015.
6. Report of the Secretary-General on the affairs of I-INCE. (Bernhard)
 - Report of the Secretariat
 - Matters relating to I-INCE membership
7. Report of the Treasurer of I-INCE (Clairbois)
 - Review of the audited account for fiscal year 2009.
 - Report on the budget for 2010.
 - Consideration of preliminary budget for 2011.
8. Membership of the Congress Selection Committee (CSC). (Daigle)

According to the procedures of the CSC (I-INCE Rules, Part 3) as posted on the I-INCE web site on 2006.01.23, the General Assembly shall appoint members who shall serve for a three-year term. The membership of the current CSC is

President-Elect: J. Scheuren	2010-2012
VP Europe/Africa: L. Maffei	2010-2012

VP Pan America: P. Donavan	2010-2012
VP Asia/Pacific: M. Burgess	2009-2011
Europe/Africa	
T. Gjestland	2010-2012
B. Schulte-Fortkamp	2008-2010
M. Berengier	2009-2011
J. Tourret	2009-2011
Pan America	
C. Burroughs	2010-2012
S. Gerges	2008-2010
Asia-Pacific	
T. Ho	2010-2012
J. Lai	2008-2010
S. Kuwano	2009-2011

Nominations shall be called for under this item of the agenda for the CSC members with terms expiring in 2010. Each nominated candidate or the nominator should be prepared to summarize their experience in international congress selection and organization.

9. Report on INTER-NOISE 2010 (Lisboa, Portugal) by a member of the Congress Organizing Committee.
10. Report on planning for INTER-NOISE 2011 (Osaka, Japan) by a member of the Congress Organizing Committee.
11. Changes in I-INCE Governance (Lang)
 - By-laws
12. Report on status of current I-INCE technical activities by the Vice President for Technical Activities. (Singh)
 - Report on the draft report of Technical Study Group 6: **Guidelines for Community Noise Impact Assessment and Mitigation**
 - Report on the status of the work of the other Technical Study Groups
 - Meeting of the Future Congress Technical Planners
13. Report of the I-INCE Vice President for Communications on the current status of *Noise News International*, the *Noise Control Engineering Journal*, electronic availability of journal and conference papers and other I-INCE publications. (Maling, Burroughs)
14. Other business.
15. Time and place of the next meeting.
16. Closing of the meeting.

Robert J. Bernhard
Secretary General

Attachment 2

I-INCE FINAL FINANCIAL REPORT 2009	EURO	
Revenues 2009		Credit balance 2009
Transfer of credit balance 2008-12-31	139.614,67 €	
Dues sustaining, institutional and sustaining members invoiced	23.435,00 €	Revenues-Expenses
Interests on deposits	3.113,64 €	
Late incomes 2008	750,00 €	
Support of I.INCE to NNI from IN09 (800x20\$) (estimation)	11.844,68 €	
Total revenues	178.757,99 €	
Expenses 2009		State of accounts on 2009-12-31
transfer & bank costs	324,08 €	Current 431 0072711 28
'IINCE contribution to publication and distribution of NNI honorarium NNI editor	8.000,00 €	Deposit 431 0072719 36
Support of I.INCE to NNI from Inter.Noise 2009 (estimation)	2.000,00 €	Deposit 431 0072710 27
ICA 2009 subscription	11.844,68 €	expenses 2009 to come (NNI 09 estimation incl.)
cost treasurership (secretariat, mailing) 2009	25,00 €	incomes to come (invoiced not yet paid)
special costs President	1.000,00 €	Support NNI 2009 (estimation)
travel support	2.191,31 €	incomes affected 08
	664,33 €	expenses 08 (NNI 08 + treasurership 08)
Total expenses	26.049,40 €	TOTAL
(signed)		152.708,59 €
prepared by J-P. Clairbois, treasurer, on 2010-05-25		(signed)
		audited by prof. G. Vermeir on 2010-05-25

International INCE Financial Report for 2009.

The 2009 financial report for International INCE has been released with the following statement by the auditor.

We have examined the consolidated balance of the International Institute of Noise Control Engineering for the period of 2009 and the related statements of operation and retained earnings and changes in financial position for the year then ended. Our examination was made in accordance with the generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. In our opinion, the aforementioned statements present fairly the financial position of the International Institute of Noise Control Engineering, and the results of its operations and changes in its financial position for the year then ended, in conformity with the general accepted accounting principles applied on a consistent basis.

Leuven-Heverlee, 2010 May 25th,



Prof. Gerrit Vermeir

Attachment 3

Intermediate I-INCE FINANCIAL REPORT 2010	EURO		
Revenues 2010		Credit balance 2010	
Transfer of credit balance 2009-12-31	143 944.79 €		
Dues sustaining, institutional and sustaining members invoiced	23 110.00 €	Revenues-Expenses	141 411.15 €
Interests on deposits	159.04 €		
Late incomes (2009)	250.00 €		
Support of I.INCE to NNI from IN10 (800x20S) (estimation)	12 000.00 €		
Total revenues	179 463.83 €		
Expenses 2010		State of accounts on 2010-05-25	
transfer & bank costs	27.68 €		
I-INCE contribution to publication and distribution of NNI	8 000.00 €	Current 431 0072711 28	38.12 €
honorarium NNI editor	2 000.00 €	Deposit 431 0072719 36	87 151.49 €
Support of I.INCE to NNI from Inter.Noise 2010 (estimation)	12 000.00 €	Deposit 431 0072710 27	69 406.54 €
ICA 2010 subscription	25.00 €		
cost treasurership (secretariat, mailing) 2010	1 000.00 €	expenses 2010 to come (NNI 10 estimation incl.)	- 38 025.00 €
different costs TGS	2 000.00 €	incomes 2010 to come (invoiced not yet paid)	10 065.00 €
travel support	3 000.00 €	Support NNI 2010 (estimation)	12 000.00 €
special costs President	1 000.00 €	incomes affected 09	- 250.00 €
Web maintenance	3 000.00 €	expenses 09 (NNI 09 + treasurership 09 + ICA 09) (to come)	12 869.68 €
Google sponsored link	0.00 €	NNI 09 (to come)	- 11 844.68 €
support young participants	6 000.00 €		
Total expenses	38 052.68 €	TOTAL	141 411.15 €
(signed)			(signed)
prepared by J-P. Clairbois, treasurer, on 2010-05-25			still to be audited

Attachment 4

PRELIMINARY BUDGET 2011				EURO	budget 2010
changes 2010 - 2011					
revenues					
estimated credit balance 2009-12-31				0,00	
Expected membership fees					
-hungary, lithuania, greece	small	13	250,00	3.250,00	4.000,00
	- russia	medium	16	500,00	8.500,00
		large	8	750,00	6.000,00
Sustaining membership			8	520,00	4.160,00
Institutional membership			6	75,00	450,00
Estimated bank account interest				1.000,00	1.000,00
Estimated income Inter.Noise 2010				12.000,00	12.000,00
Total estimated income				34.860,00	36.705,00
Expenses					
IINCE contribution to publication and distribution of NNI				8.000,00	8.000,00
honorarium NNI editor				2.000,00	2.000,00
Support of I.INCE to NNI from Inter.Noise 2010				12.000,00	12.000,00
ICA 2011 subscription				25,00	25,00
cost treasurership (secretariat, mailing)				1.000,00	1.000,00
different costs TSG's				2.000,00	2.000,00
special costs President				2.000,00	1.000,00
travel support				3.000,00	3.000,00
maintenance website 3500 \$ in € (only 2010 but not yet done,,)				3.000,00	3.000,00
Google sponsored link				0,00	0,00
contribution cost secretariat				0,00	0,00
support to young participants				6.000,00	6.000,00
I-INCE symposia				5.000,00	
(transfer & bank costs)					
Total estimated expenses				44.025,00	38.025,00
Estimated results on 2010-12-31				-9.165,00	

Attachement 5 By-Laws Article 8 and 12

Approved version Article 8

8.1 Composition

The Board of Directors of the Institute shall be composed of: six Directors representing previously held INTER-NOISE Congresses and three Directors elected by the General Assembly, Distinguished Board Members, and the Officers of the Institute (the President, one or more Vice Presidents, the Secretary-General, and the Treasurer). The number of Vice Presidents in office at any one time is not fixed. All Vice Presidents shall be members of the Board.

The minimum number of Directors shall be ten (10): six Directors representing previously held INTER-NOISE Congresses, the Immediate Past President, and three Officers (President, Secretary-General, and Treasurer).

8.5 Election

A Director representing a previously held INTER-NOISE Congress shall be elected by the Institute's Board of Directors. Election of a Director representing an INTER-NOISE Congress shall be held during the Congress or within six (6) months after the Congress. Every third year at this election three Directors shall be elected from candidates nominated by the General Assembly.

8.6 Candidates

Acting upon the recommendation of the Nominating Committee (see Article 10), a candidate for election as a Director representing the most recent INTER-NOISE Congress shall be invited to serve by the I-INCE President and shall be selected from the members of the Organizing Committee that had primary responsibility for the INTER-NOISE Congress. If no suitable candidate is available from the Organizing Committee, the Board shall elect an alternative candidate. Every third year three candidates nominated by the General Assembly shall be elected.

The President shall request, and the candidates shall provide, written assurance that all candidates will make good-faith efforts to attend all meetings of the Board of Directors and to participate in the work of the Board during their term of office.

8.7 Terms of office

The term of office of a Director representing an INTER-NOISE Congress begins on January 01 of the year following the year in which the Congress was held and extends for six (6) years thereafter. The term of office of the three Directors elected by the General Assembly shall be for three years beginning on January 01 of the year following election.

The term of office of a Distinguished Board Member shall be one year. The individual is eligible for re-election.

The longest period of continuous service as a regular member of the Board, other than as an officer or Distinguished Board Member, shall be six years.

Approved version Article 12

Article 12. GENERAL ASSEMBLY

12.1 Composition

The General Assembly of the Institute shall be composed of the Directors in office at the time of the meeting and the Corresponding Members representing the Member Societies. Both Directors and Corresponding Members have voting rights. Each Member Society shall appoint one of its members to serve as the Corresponding Member to the General Assembly.

Institutional Members, Sustaining Members, and Affiliated Organizations may be represented at meetings of the General Assembly as observers without voting rights.

Any member of a Member Society may attend a meeting of the General Assembly without vote.

12.2 Meetings

The General Assembly shall meet at least once a year, preferably in conjunction with and preceding an INTER-NOISE Congress.

The Secretary-General shall prepare an agenda and issue the call for a meeting of the General Assembly. The agenda and call for meeting shall be distributed by the Secretariat. The President shall chair the meeting.

12.3 Responsibilities

The responsibilities of the General Assembly are to:

1. receive and approve reports from the President and Secretary-General on the activities of the Institute,
2. receive and approve audited reports from the Treasurer on the financial status of the Institute for the preceding year,
3. receive a report from the editor of *Noise/News International*,
4. every third year elect to the Board one member from each of three Member Societies from different geographical regions (Europe-Africa, Pan-America, and Asia-Pacific),
5. monitor and approve the technical work of the Institute,
6. develop recommendations for accomplishing the Key Goals and Principal Objectives of the Institute,
7. approve any changes proposed by the Board of Directors in the amounts of the annual payments to the Institute by the Member Societies,
8. approve all applications for membership by professional societies and for changes in membership status by Member Societies after the applications have been reviewed by the Board of Directors,
9. approve all terminations of membership upon the recommendation of the Board of Directors, and
10. review the Institute's Bylaws and approve amendments to the Rules of the Institute.

12.4 Technical work of the Institute

The technical work for which the General Assembly shall be primarily responsible relates to the development and implementation of technical initiatives and to the publication program of the Institute.

Recommendations and reports of the technical work of the Institute shall be submitted to the Board of Directors for implementation and publication. Procedures for publication of the Institute's documents shall be established by the Board and incorporated in the Rules of the Institute.

12.5 Voting rights

The number of votes that may be cast by the Corresponding Member of a Member Society at a meeting of the General Assembly depends upon the membership category of the Member Society. Membership categories shall be those as described in the Rules of the Institute.

On any specific question, the number of votes to be cast by a representative of a Member Society shall not be split or divided.

A Director of the Institute shall have one vote at a meeting of the General Assembly.

Attachment 6

Part 1 of the I-INCE Rules for Operation

I-INCE GENERAL ASSEMBLY

Article 1: COMPOSITION

The I-INCE General Assembly shall be composed of:

- Corresponding members (representatives) of the Member Societies,
- Members of the Board of Directors, and
- Representatives of Sustaining Members, Institutional Members, Affiliated Organizations, and other organizations in liaison with I-INCE.

Article 2: MEETINGS

Meetings of the General Assembly shall be held in conjunction with the INTER-NOISE Congresses at the call of the I-INCE President. The President shall chair the meetings of the General Assembly.

Article 3: MEMBER SOCIETY REPRESENTATIVES

In accordance with Article 12.1 of the Bylaws, a Member Society shall appoint one of its individual members to serve as its corresponding member and representative at meetings of the General Assembly. This individual shall be involved with the control of noise and shall represent the Member Society within I-INCE. The corresponding member shall be the primary contact of the Member Society with the I-INCE Secretariat and shall be responsible for submitting nominations for I-INCE positions and for responses on voting issues and other matters on which the position of the Member Society is requested. This individual shall participate in correspondence on elections and other matters before and after the annual meeting of the General Assembly. The representative assumes the responsibility for informing the Member Society's officers of actions taken at all meetings of the General Assembly. A Member Society shall notify the I-INCE Secretariat of such appointment by e-mail, fax, or letter.

Article 4: ELECTION OF BOARD MEMBERS

Every third year beginning in 2011 the General Assembly will elect three individuals who are members of I-INCE Member Societies to the I-INCE Board of Directors for three-year terms. The election of the three Board members will be conducted as follows:

- At least six months in advance of a meeting of the General Assembly, the Member Societies will be given the opportunity to nominate candidates who are involved with the control of noise.
- The corresponding member for each I-INCE Member Society will submit the names of candidates with a brief paragraph describing the background of each.
- Each candidate should preferably be selected from the roster of younger individual members of the Member Society.
- The compiled listing of candidates and background paragraphs will be circulated to the Member Societies at least two weeks in advance of the General Assembly meeting at which the election will take place.
- One member from each of three Member Societies from different geographical regions (Europe-Africa, Pan-America, and Asia-Pacific) will be elected to the Board.

Article 5: MEMBER SOCIETY ANNUAL PAYMENTS

Each Member Society shall make an annual payment in response to an invoice received from the I-INCE Secretariat. The invoice shall state a deadline for payment which shall not be more than six months after the date of the invoice. The amount of the annual payment shall equal the product of the index number of the Member Society's category and the unit annual payment.

Article 6: MEMBER SOCIETY CATEGORIES AND INDEX NUMBERS

A Member Society's category shall be based on the number of individual members of the Member Society professionally involved in the engineering control of noise and vibration. Categories correspond to a small, medium, or large number of individual members who are professionally involved in activities related to the Institute's field of interest (See Article 2 of the I-INCE Bylaws). The index numbers for the three categories are 1, 2, and 3 corresponding to small, medium, and large. The I-INCE Secretariat shall maintain a list of the index numbers assigned to the Member Societies.

A society applying to become an I-INCE Member Society may select its category, subject to the approval of the General Assembly. A Member Society may submit a petition to the I-INCE Secretariat to change its category if justified by relevant data. The petition shall be acted on at the next following meeting of the General Assembly.

Article 7: UNIT ANNUAL PAYMENT

The amount of the unit annual payment shall be fixed by formal vote of the General Assembly at its meeting in the year before the year in which payments are to be made.

As appropriate, the amount of the unit annual payment shall take into account the average rate of inflation in the countries of the Member Societies.

Article 8: DELINQUENCY IN ANNUAL PAYMENTS

A Member Society shall be considered delinquent if the annual payment is not received by the I-INCE Secretariat within 30 days of the deadline date specified on the I-INCE invoice. The Secretary General shall inform the General Assembly of any such delinquencies at its annual meeting.

The General Assembly shall take appropriate action to remove such delinquencies, including suspension or termination of the delinquent society's membership in the Institute. Suspension entails a removal of the privileges of voting in the General Assembly and participating in the technical work of the Institute. A Member Society whose annual payment for the previous year has not been received shall be temporarily suspended from voting in the General Assembly until the General Assembly takes appropriate action.

A delinquent Member Society that has been suspended may be reinstated to membership with the approval of the General Assembly for the calendar year following resumption of annual payments.

Article 9: VOTING

Member Societies have an obligation to vote on issues that are brought to the General Assembly. The corresponding member of a Member Society shall have the opportunity to participate in the oral discussion of issues considered at a meeting of the General Assembly. The number of votes that a corresponding member may cast on any issue being considered by the General Assembly shall be equal to, or less than, the index number of the Member Society's category. To limit the number of votes from a single country, the number of Member Societies in any one country shall be limited to two, in which case the maximum possible number of votes from any country is six.

A voting paper may be prepared for an issue to be considered at a meeting of the General Assembly. On substantive issues, the I-INCE Secretariat shall send voting papers to the Member Societies at least three months in advance of a meeting of the General Assembly. If a voting paper is returned by mail, fax, or electronically, it should be signed either by an officer of the Member Society or by the Member Society's corresponding member. If a voting paper is not returned in advance of a meeting of the General Assembly, the Member Society's representative may cast the Member Society's vote(s) during the meeting of the General Assembly. Reasons for a negative vote shall be indicated on the voting paper or stated by the corresponding member at the meeting of the General Assembly.

Approval of an issue by the General Assembly shall be by a simple majority or by a two-thirds majority of the votes cast, depending upon the matter at hand.

Approval of a change in the unit annual payment and amendments to the Bylaws and Rules of the Institute requires an affirmative vote of at least two-thirds of all votes cast, with abstentions not counted.

Voting procedures for the I-INCE technical work are given in Part 2 of these Rules. All other actions by the General Assembly require a simple majority of the votes cast for approval, with abstentions not counted.

NOTE: Part 1 of the I-INCE Rules was originally approved by the General Assembly at its meeting in Christchurch, New Zealand, on 1998 November 15 and revised on 2010 June 13.

Attachment 7

Part 3 of the I-INCE Rules for Operation

I-INCE CONGRESS SELECTION COMMITTEE

Article 1: ESTABLISHMENT

A Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly at a meeting of the General Assembly held in Fort Lauderdale, USA, on 1999 December 05. The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses.

Article 2: MEMBERS

The CSC shall have thirteen (13) members. The members shall be the following: nine (9) individual members of I-INCE Member Societies from the three I-INCE geographical regions appointed by the General Assembly, the I-INCE President-elect, and the three I-INCE Regional Vice Presidents. In addition, the I-INCE Secretary General shall serve ex officio without vote as a member of the committee.

The I-INCE geographical regions of the world are Europe-Africa, Pan-America, and Asia-Pacific. Each region shall be represented on the CSC by preferably three but at least one of the nine members appointed by the General Assembly. Each member of the CSC shall be able to send and receive electronic mail (e-mail), and be able to download attachments to e-mail messages.

A nominating committee consisting of the I-INCE President-elect and the I-INCE Vice Presidents of the three regions shall present a slate of nominees to the General Assembly for positions to be filled on the CSC. Each Vice President shall consult with Member Societies in the region when selecting nominees for CSC membership. The slate of nominees shall be approved by the General Assembly. Service as an appointed member of the CSC is contingent on the I-INCE dues of the Member Society (to which the member belongs) being current.

Article 3: TERMS OF SERVICE

Those members of the CSC who are appointed by the General Assembly shall serve for a period of three (3) years. Each three-year term shall terminate on a rotation schedule such that three (3) new members are appointed every year by the General Assembly.

The terms of service for the members appointed by the General Assembly run from the meeting of the General Assembly in which appointment occurred until the subsequent meeting of the General Assembly three years later.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE. During the final three years of their six-year terms on the Board, the six Directors representing past INTER-NOISE congresses shall assume the positions of Regional Vice Presidents and serve as members of the CSC. One Regional Vice President will be replaced each year.

Article 4: OFFICERS

The officers of the CSC shall consist of a chair and a secretary. The I-INCE president-elect shall serve as the chair. If the office of I-INCE president-elect is vacant, the I-INCE president shall serve as the chair. The Secretary shall be selected by the CSC from among the members of the committee.

The Secretary of the CSC shall prepare the minutes of meetings of the CSC. With the assistance of the I-INCE Secretariat, the secretary shall maintain a roster of the members of the CSC with postal addresses, telephone numbers, FAX numbers, and e-mail addresses and shall make this information available to I-INCE Member Societies that have an interest in organizing an INTER-NOISE congress.

Article 5: PRINCIPAL TASKS

The principal tasks of the CSC are to receive and evaluate proposals for future INTER-NOISE Congresses and to submit the committee's recommendation, in the form of a rank-ordered listing of the proposals, to the I-INCE Board of Directors, which has the responsibility for inviting a Member Society (or group of Member Societies) to host and organize an INTER-NOISE Congress.

Article 6: MEETINGS

The Congress Selection Committee shall meet at least once during, or immediately before, each INTER-NOISE Congress. The Chair of the CSC shall call each meeting and prepare the agenda. The agenda shall be circulated to the CSC members at least 30 days before the intended meeting date. The Chair presides at meetings of the committee. If the President-elect is unable to participate at a meeting, an I-INCE vice president shall preside. A quorum for the conduct of business is a majority of the members.

Article 7: PLANNING CYCLE

I-INCE operates on a three-year planning cycle for the organization of an INTER-NOISE Congress. The invitation of the Board for a Member Society (or group of Member Societies) to host an INTER-NOISE Congress is extended three years in advance, i.e., at the third annual meeting of the Board preceding the future INTER-NOISE Congress. If Y is the year of the future Congress, the invitation is extended in year Y-3. Preliminary planning starts two years earlier in year Y-5 with the Board decision on the geographical region for the Congress. Hence, a Member Society that is interested in hosting an INTER-NOISE Congress should be considering possible dates that are more than three years in the future, and preferably four to eight years ahead.

Article 8: REGIONAL DECISION

By no later than its annual meeting in the year Y-5, the I-INCE Board shall decide on the geographical region where the INTER-NOISE Congress will be held in year Y. The Congress shall be held at least once in each of the three I-INCE geographical regions over a four-year period. Within two months of the regional decision, the I-INCE Secretariat shall announce the selection of the geographical region to the I-INCE Member Societies. A Member Society in that geographical region may express a desire to host an INTER-NOISE Congress in the year Y by submitting an informal proposal to the Secretary of the CSC by e-mail, fax, or letter post.

Article 9: INFORMAL PROPOSALS

A Member Society (or a group of Member Societies) may express its desire to host a future INTER-NOISE Congress by submitting an informal proposal in writing to the CSC Secretary by e-mail, fax, or letter post at least 30 days prior to a meeting of the CSC. The informal proposal shall give *only* the following information:

- the recommended city, or cities, within the proposed host country with suitable venues for the Congress;
- the season of the year that would be most appropriate;
- the names of one or two persons who have agreed to actively promote the organization of the proposed Congress.

During Y-4, the fourth year before an INTER-NOISE Congress is to be held in a geographical region determined by the I-INCE Board, the I-INCE Secretariat shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal as given above.

Article 10: DETAILED PROPOSALS

After consideration of informal proposals, the CSC shall recommend to the Board those Member Societies to be invited to submit detailed proposals for presentation to the CSC. This shall be done at least six months in advance of the annual CSC meeting by the CSC Chair who will, with Board approval, extend a written invitation to a representative of each of the Member Societies selected.

The Secretary of the CSC shall inform the selected Member Societies of the minimum content of a detailed proposal. The I-INCE Secretariat shall also send to the Member Societies receiving the invitation a copy of the agreement with I-INCE that the Member Society is expected to sign if the detailed proposal is accepted by the I-INCE Board.

A detailed proposal to host a future INTER-NOISE Congress shall include at least the following items:

- a proposed budget detailing projected income and expenses;
- the anticipated number of participants;
- any potential sources of external financial support;
- a comparison of congress center, hotel, and university locations for the plenary and technical sessions and for the exhibition;
- the availability and experience of noise and vibration control engineers who could serve as members of the Organizing Committee;
- the names of the proposed Congress President and members of the Organizing Committee;
- if the services of a Professional Congress Organizer (PCO) are to be used, the detailed proposal shall state and justify the estimated cost of these services.

Approximately 30 copies of the written version of the proposal shall be delivered to the meeting for distribution to all of the members of the CSC and Board of Directors.

Article 11: ORDER OF BUSINESS DURING ANNUAL CSC MEETING

The first item of business at a CSC meeting is to evaluate the informal proposals which have been received in the year Y-4 from the geographical region where the Congress will be held in the year Y. In advance of the meeting, the Chair of the CSC shall offer a representative of each Member Society submitting an informal proposal the opportunity to make a five-minute presentation to the CSC. The presentation shall use not more than one overhead transparency, or printed page. The offers to make short presentations shall be in writing.

The CSC shall decide which Member Societies are to be invited by the Chair of the CSC to submit detailed proposals to host an INTER-NOISE Congress in the year Y. These detailed proposals shall be considered at the annual meeting of the CSC during year Y-3. No more than three (3) Member Societies, but at least one (1) Member Society, shall be invited to submit detailed proposals.

The second item of business at a CSC meeting is to evaluate the detailed proposals received in the year Y-3 from the Member Societies invited by the CSC Chair to submit these proposals. To augment the presentation of the written detailed proposal by a representative of the Member Society, visual aids should be used that have been arranged for in advance. During the CSC meeting, the presentation shall be limited to twenty (20) minutes and sufficient additional time shall be allowed for questions and answers.

Article 12: VOTING

Voting on all informal and detailed proposals shall be by written ballot. Only those CSC members who were present during the presentations as well as question and answer periods may vote. Each CSC member shall have one vote, except the Secretary General who serves ex officio, without vote. Proxy votes shall not be accepted. Votes shall only be recorded for members present at the CSC meeting.

If a CSC member is unable to participate at a CSC meeting, the Member Society of the CSC member may appoint an alternate representative with full voting rights for that meeting. The written appointment shall be submitted to the Secretary of the CSC with copy to the President-elect at least 30 days prior to the CSC meeting. Approximately 30 days prior to the CSC meeting, the President-elect shall contact each member of the CSC to determine if he or she will be present at the forthcoming meeting.

The detailed proposals received by the CSC to host an INTER-NOISE Congress to be held in the year Y shall be rank-ordered by vote. The rank-ordered voting shall be carried out during the CSC meeting, so that the results are available to the I-INCE Board immediately after the CSC meeting.

Article 13: REPORT TO THE I-INCE BOARD

After each annual meeting of the CSC, the Board shall receive the report of the CSC Secretary, or designated alternate, with the rank-ordering of the detailed proposals and shall select the Member Society to be invited to host the INTER-NOISE Congress to be held in year Y. Only when the Member Society receiving the top ranking is not acceptable for reasons outside the knowledge or responsibility of the CSC shall the Board select the Member Society with the next highest ranking.

Article 14: INVITATION AND ANNOUNCEMENT

The I-INCE President shall announce the decision concerning the Member Society to host the INTER-NOISE Congress in the year Y no later than 90 days following the closing plenary session of the INTER-NOISE Congress in the year Y-3.

On behalf of the Board of Directors, the I-INCE President shall issue a written invitation which accepts the detailed proposal that was submitted by the selected Member Society to host the INTER-NOISE Congress in the year Y. This letter of acceptance shall be sent within 90 days of the announcement.

NOTE: Part 3 of the I-INCE Rules was drafted by the Board of Directors at its meeting in Berlin, Germany, on 1999 March 13, and subsequently posted on the web for review by the I-INCE Member Societies on 1999 April 27. The draft of the rules was further reviewed at the meeting of the General Assembly in Fort Lauderdale, USA, on 1999 December 05, and approved by the General Assembly for adoption on that date (with minor editing). The rules were amended for approval by the General Assembly on 2005 August 7 and on 2010 June 13.

SUMMARY: (The year in which a future congress will be held is Y)

- **Y-5**
 - Board determines geographical region where congress will be held in year Y.

- **Y-4**
 - Six months before INTER-NOISE congress, CSC Secretary invites Member Societies in that region to submit informal proposals for year Y.
 - Thirty days before INTER-NOISE congress, last date to submit letter of intent to submit informal proposals for year Y.
 - At CSC meeting, CSC reviews informal proposals and selects one to three Member Societies to be invited to submit detailed proposals for year Y.

- **Y-3**
 - Six months before INTER-NOISE congress, detailed proposals invited by CSC secretary.
 - At CSC meeting, detailed presentations given to CSC, rankings established by CSC; Board invites host for INTER-NOISE congress to be held in year Y.

Attachment 8

Part 4 of the I-INCE Rules for Operation of the **FUTURE CONGRESS TECHNICAL PLANNERS**

Article 1: INTRODUCTION

The Next Congress Planning Committee (NCPC) was established by the I-INCE General Assembly on 2001 August 27. Seven NCPC meetings were held at INTER-NOISE congresses from 2001 through 2007. The operation and scope of the NCPC were given in the 2001 edition of Part 4 of the I-INCE Rules.

Five I-INCE Technical Divisions were established by the General Assembly on 2002 August 18. Six meetings of each Technical Division were held at INTER-NOISE congresses from 2002 through 2007. The operation and scope of the Technical Divisions were given in the 2002 edition of Part 6 of the I-INCE Rules.

In 2008 it became apparent that the objectives of the NCPC and the Technical Divisions had not been achieved and that changes were needed to provide meaningful assistance to the Organizing Committees of future INTER-NOISE congresses as well as to provide a means for wide participation in the planning process. This 2008 edition of Part 4 of the I-INCE Rules creates the Future Congress Technical Planners (FCTP) and replaces the 2001 edition.

Article 2: SCOPE OF THE FCTP

The scope of the FCTP includes at least the following tasks. Other tasks may be undertaken as situations evolve for future congresses.

The principal task of the FCTP is to assist the Organizing Committees of future INTER-NOISE congresses with planning for Structured (or Special) Sessions as well as Poster Sessions. The primary efforts will focus on the next congress, but ideas may be considered for the next + 1 or even the next + 2 congress.

A technical session (Structured or Poster) may be limited to the time available in a morning or afternoon (or even part of a morning or afternoon of a congress). Technical sessions may also be developed as special multi-session "tracks" with related presentations in a series of mornings and afternoons.

The FCTP may offer advice on other aspects of a congress including the maximum number of parallel sessions, the type of Structured Sessions, the need for Poster Sessions, etc.

The FCTP may recommend new concepts for future INTER-NOISE congresses. The concepts may involve items that are specific to a particular congress and which depend upon local circumstances and local ideas.

Article 3: LEADERSHIP OF THE FCTP

Each meeting of the FCTP shall have two co-chairs.

One co-chair shall be the I-INCE Vice President–Technical Activities; the other co-chair shall be the president of the next INTER-NOISE congress.

The I-INCE Vice President–Technical Activities provides continuity and a link to the I-INCE Board of Directors and the I-INCE General Assembly.

The president of the next INTER-NOISE congress provides the direct link to the next congress and its technical program.

Article 4: MEMBERS OF THE FCTP AND TERMS OF SERVICE

The Corresponding Members of I-INCE Member Societies shall be requested by the Secretary-General to appoint one or two experienced persons to serve as appointed members of the FCTP for two- to four-year terms. A Corresponding Member shall provide the I-INCE Secretary-General with the name(s) and e-mail address(es) of the appointee(s). All members of the Board have an obligation to participate in FCTP meetings if their schedules permit.

As the meetings of the FCTP are open, others who may wish to participate are welcome.

Article 5: MEETINGS OF THE FCTP

To provide sufficient time for the development and discussion of ideas and recommendations, FCTP meetings shall be scheduled for a two-hour period in the afternoon of the last day of a congress. In the program for a congress, an FCTP meeting shall be considered to be equivalent to a technical session. The meeting shall be held in one of the technical session rooms of moderate seating capacity and equipped with the same audio-visual facilities as the other session rooms, as requested by the co-chairs of the FCTP.

An FCTP meeting shall end at least 30 minutes prior to the start of the closing ceremony.

Attendance at FCTP meetings is not limited to members appointed by the Member Societies, but is open to all attendees of an INTER-NOISE congress.

The co-chairs of an FCTP meeting shall prepare the agenda for the meeting.

Sign-up sheets shall be provided for recording names and e-mail addresses of the attendees at a meeting of the FCTP.

After introductory remarks by the co-chairs, the agenda shall provide an opportunity for the Technical Program Chair of the next congress to make a presentation about plans for the technical program consistent with the chosen theme and including deadline dates for receipt of abstracts and manuscripts.

Ideas and suggestions for technical sessions at future congresses may be offered by any attendee at a meeting of the FCTP.

At least six months before the scheduled date of a meeting of the FCTP, the I-INCE Secretary-General shall notify the appointed members of the FCTP and the members of the I-INCE Board of Directors about the meeting.

The president, the Technical Program Chair, and representatives of the organizing committee for the next + 1 and next + 2 INTER-NOISE congresses shall also be invited by the I-INCE Secretary General to attend the meeting of the FCTP.

Article 6: FCTP REPORT

Within 30 days after a meeting of the FCTP, the co-chairs shall prepare and transmit a report to document the suggestions that were made for the next and future INTER-NOISE congresses. A copy of the report shall be transmitted via e-mail to the president of the next and future congresses, with a copy to each appointed member of the FCTP.

The report shall list the names and e-mail addresses for those persons who were recommended as possible organizers for the structured sessions.

It is the responsibility of the organizing committee for the next congress to follow up and contact the persons suggested as organizers and then to develop the various structured sessions or poster sessions.

NOTES

(1) This edition of Part 4 of the I-INCE Rules for Operation of the Future Congress Technical Planners was accepted by the I-INCE Board of Directors at its meeting on 2008 October 25 and by the I-INCE General Assembly at its meeting on 2008 October 26 in Shanghai, China. Further editing, approval, and review was accomplished in Lisbon, Portugal, on 2010 June 13.

Attachment 9

Part 6 of the I-INCE Rules for Operation

I-INCE SYMPOSIUM SERIES

Article 1: CONCEPT

To meet the expanding needs of the field of noise control engineering, the I-INCE Symposium Series will provide opportunities for the Institute to participate in the development of new and established disciplines within the field. Precedence will be given to the promotion of new topics. The I-INCE Symposium Series will replace the past procedure in which the Institute has been requested by other organizations to co-sponsor an individual event or a series. In the past when approved by the Board as a co-sponsor, the Institute has had little or no influence on the programs of the co-sponsored symposia. The I-INCE Symposium Series will be sponsored by the Institute, and requests for co-sponsorship of events outside the I-INCE Symposium Series will no longer be accepted.

Article 2: GUIDELINES

In 2006 the Board adopted the following guidelines for I-INCE symposia:

- The timing of a symposium or workshop shall not interfere with an I-INCE congress.
- The theme of the symposium shall be focused rather than general.
- Evidence shall be provided that the symposium will be well-organized.
- Designation of an event as an I-INCE symposium shall include naming of an I-INCE director or officer as the liaison to the symposium.

Article 3: FOCUS OF SYMPOSIUM SERIES

The focus of the symposium series shall be on the engineering aspects of noise control, including the measurement, prediction, reduction of noise levels, and relevant standards and policies. While topics related to the psychological or physiological effects of noise are of interest to acousticians, it is expected that symposia on these topics will be sponsored by other organizations.

Article 4: SYMPOSIUM ORGANIZERS

The organizations responsible for planning an I-INCE symposium shall be one or more not-for-profit or governmental organizations. The I-INCE Member Societies are examples of not-for-profit organizations that can be expected to plan I-INCE symposia.

Article 5: LIAISON WITH I-INCE

The I-INCE Vice President for Development shall be the contact between the Board and the organizing committee of the symposium and shall appoint an individual to serve on the organizing committee to represent the Institute. This individual shall play an active role in the organization of the I-INCE

symposium. If the Vice President for Development is interested in the topic of the symposium, he/she may assume this role.

Article 6: FINANCES

The financial arrangements between I-INCE and the symposium organizing committee shall be the subject of a letter agreement. The letter agreement shall clearly define the responsibilities of the Board, the Vice President for Development, and the person appointed by the VP with respect to the preparation and fulfillment of the program for the symposium. The Board may budget €5000 annually to assist one or two symposium organizing committees to defray expenses. The organizing committee for the I-INCE symposium shall have financial responsibility for the event.

Article 7: EXPECTED ATTENDANCE

To encourage participation by those interested in a specialized topic, the symposium focus shall be limited to this topic so that the expected attendance can be accommodated in one room in which all symposium papers are to be presented with no parallel sessions. Expected attendance may be between 50 and 200 persons.

Article 8: SYMPOSIUM DEVELOPMENT

To initiate the symposium series at least one I-INCE symposium shall be held annually. As the series develops it is anticipated that more than one I-INCE symposium will be held each year. The I-INCE Vice President for Development shall be responsible for bringing all proposals to the Board for consideration and approval and shall present a plan for the annual I-INCE symposium(s) in a report to the Board. To assist the Vice President for Development, he or she may request the President to appoint an ad hoc committee to develop the plan.

Article 9: IDENTIFICATION OF SYMPOSIUM

Each event in the symposium series shall be identified as “An International INCE Symposium on (subject) organized by (organization name) or co-organized by (organizations’ names).” Any cooperating organizations shall be listed after the name(s) of the organization or co-organizations.

NOTE: Part 6 of the I-INCE Rules was approved by the General Assembly at its meeting in Lisbon, Portugal, on 2010 June 13.