

Documentation of Procedures Associated with the Bylaws: For Discussion

June 2025 General Assembly

Procedures relevant to Clause 4. Membership (Mitgliedschaft) ... 1 and 2

1. Reduced fees and fee waivers for individual members

Requests from individuals for reduced fees or fee waivers are renewed annually, in the same way as other memberships. Requests for reduced fees or fee waivers should be accompanied by a brief case, which can also help educate the Leadership Board about different cultural, country and individual circumstances.

2. Rights and responsibilities of individuals receiving fee waivers

Individuals receiving reduced fees or fee waivers are full members with all rights and responsibilities, including voting at the General Assembly.

3. Fee waivers for institutional members

Fee waivers are not available for institutional members, except in the most exceptional circumstances. Such circumstances would entail significant documented and costed contributions to the ITD Alliance and need to be approved by the Leadership Board.

Rationale:

There are significant fee reductions for institutional members from low- and middle-income countries. In addition, institutional members receive substantial advantages, including the ability to nominate a specified number of “persons to receive benefits.” (NB “Persons to receive benefits” is specified on the ITD Alliance website in the fee structure for institutional members (see <https://itdalliance.org/membership-3/>).)

Procedures relevant to Clause 6 Governance (Organisation)

a. General Assembly (Generalversammlung) ... 4

4. Number of General Assemblies

In any year where there are proposed amendments to bylaws that would affect the election of Leadership Board members, it is advisable to have separate General Assemblies, first on the bylaw amendments and second for the elections. Amending the bylaws needs to be completed before nominations for Leadership Board members are called.

Rationale:

Even though the current bylaws already stipulate that a General Assembly can be convened at any time, with at least one meeting to be held each year, it is useful to clarify circumstances where two meetings are useful. In particular, experience at the 2024 General Assembly showed that voting becomes extremely complicated if voting for the Leadership Board is affected by the acceptance of a bylaw amendment which is considered at the same General Assembly.

Procedures relevant to Clause 6 Governance (Organisation)

a. General Assembly (Generalversammlung) ... 5

5. Dates for the financial year for the ITD Alliance and for the related General Assembly

For smooth operation of the ITD Alliance, it is helpful to follow this timeline where possible:

- The financial (or fiscal) year of the ITD Alliance runs from 1 September to 31 August.
- The General Assembly to approve the annual budget and financial statement is held in the first two weeks of October.
- Papers relevant to voting at the General Assembly are sent to members at least two weeks before the General Assembly meetings.

Procedures relevant to Clause 6 Governance (Organisation) a. General Assembly (Generalversammlung) ... 6

6. Dealing with tied votes in Leadership Board elections (when the number of candidates on tied votes is greater than the number of positions available)

The Executive Committee (minus any members who would be affected by the vote) decides who will be elected, taking into account the spread of countries, gender, and other diversity-related considerations.

Rationale:

This allows tied votes to be resolved speedily, rather than holding a new voting process where ITD Alliance members would vote to resolve the tied vote. A new voting process would be time consuming, would delay the outcome of the election of new Leadership Board members and would not necessarily result in a clear outcome (ie another tied vote could be produced).

Procedures relevant to Clause 6 Governance (Organisation)

b. Leadership Board (Vorstand) ... 7

7. Institutional endorsement of representatives standing for election to the Leadership Board

When nominating for a position on the Leadership Board (to be voted on by General Assembly), nominees who are institutional representatives are required to have a formal letter of endorsement from the head of the institution, which should be submitted at the same time as the nomination.

Procedures relevant to Clause 6 Governance (Organisation)

b. Leadership Board (Vorstand) ... 8

8. When an institutional representative on the Leadership Board leaves the institution

When a member representing an institution on the Leadership Board ceases to be a member of that institution, the term of appointment expires at the next General Assembly meeting (even if there would normally be another year to run) and the position is added to the pool of positions open for nominations in the usual way. In addition:

- In the interim period before the General Assembly, the head of the institution should be invited to nominate a representative, who may be the original representative or a new representative, to serve on the Leadership Board.
- Where the original representative has been an active member of the Leadership Board and is involved in on-going work by the Leadership Board, they can be invited to remain on the Leadership Board as a supernumerary individual member until their term expires at the next General Assembly.

Procedures relevant to Clause 6 Governance (Organisation)

b. Leadership Board (Vorstand) ... 9

9. Maximum terms for Leadership Board members

The bylaw stipulation that members of the Leadership Board can be “re-elected for a maximum of three continuous terms”, applies to individuals as follows:

- Any individual on the Leadership Board cannot be re-elected for more than three continuous terms, regardless of whether they were an individual member or an institutional representative or a combination of the two.
- In addition, that an institution cannot be represented on the Leadership Board for more than three continuous terms, even if the individual representing the institution during the institution’s third term has served less than three terms.
- As is the case for other members, and according to the bylaws: “After reaching a maximum number of terms, re-election is possible after a break of one term.”

Procedures relevant to Clause 6 Governance (Organisation)

b. Leadership Board (Vorstand) ... 10

10. Start and end dates for Leadership Board members

The terms of the President and other members of the Leadership Board are aligned with the date on which the General Assembly voting results are announced, with the terms of outgoing members ending on that date and the terms of incoming members starting on that date.

Rationale:

The proposed start and end dates allow:

- anyone re-elected to have a seamless transition between terms
- time to brief new Leadership Board members before the first Leadership Board meeting
- a hand-over period when there is a change in President, in the period between the announcement of voting results and the first Leadership Board meeting.

Procedures relevant to Clause 6 Governance (Organisation) b. Leadership Board (Vorstand) ... 11

11. Expansion of Executive Committee, plus term dates

Although not stipulated in the bylaws, the Executive Committee includes a member elected from and by the Leadership Board, in addition to the President, Treasurer and Executive Secretary. Nominations for that position are called at the February meetings of the Leadership Board, with the election held at the March meetings and the term beginning immediately thereafter (with the term of the previous representative ending at the same time).

Rationale:

The Executive Committee has significantly benefited from having an additional member elected by the Leadership Board. The term is one year and the proposed election and term dates would allow newly-elected members of the Leadership Board to have a chance to familiarise themselves with the other members of the Leadership Board and with the Leadership Board processes before voting for the additional member of the Executive Committee.

