

## **CRITERIA AND PROCEDURE FOR ADMISSION**

*Attached to this document are:  
ICSU's Statutes and Rules of Procedure  
Application Form*

### **I. INTRODUCTION**

Reflecting the central role of the scientific community in addressing global problems facing humanity, two types of relationships have developed and will continue to be strengthened and extended within ICSU: informal partnerships with a variety of international bodies, either intergovernmental or non-governmental; and formal links through either full or associate membership. This document deals with existing criteria and procedures for admission in respect of the latter type of relationship.

ICSU has two categories of Member (Statute 6):

- a) Scientific Unions
- b) National Scientific bodies (science academies or research councils).

ICSU has three categories of Associate (Statute 11):

- a) National Scientific Associates
- b) International Scientific Associates
- c) Regional Scientific Associates.

Members and Associates have four obligations:

- 1) to support ICSU's objectives and adhere to ICSU's Statutes and Rules of Procedure, especially Statute 5 which sets forth the principles of the universality of science and the corresponding ICSU position of non-discrimination;
- 2) to maintain links with the activities of the ICSU family;
- 3) to submit annual reports by 31 March of the subsequent year (this does not apply to National Scientific Members and National Scientific Associates);
- 4) to pay annual dues to ICSU: Members select their own categories in a scale which begins at \$1000. International and Regional Scientific Associates pay \$500 annually. National Associates pay no dues.

Both National Scientific Members and Scientific Unions have voting rights in ICSU unless they fail to fulfil their obligations (Statute 15 and Rule of Procedure 10.2). Associates do not have the right to vote.

The requirements for admission to the two categories of Members and to the three categories of Associate are described below.

## 1. Scientific Unions

A Scientific Union Member shall be an international non-governmental organization devoted to the promotion of activities in a particular area of science and shall have been in existence for at least 6 years. (Statute 7).

In a footnote to this Statute, it is stated that international bodies are taken to mean those bodies to which appropriate organizations in all countries of the world are eligible to adhere.

Thus, Scientific Union Members of ICSU cover science within a given area. Each Union has a certain number of sub-groups (working groups, commissions, etc.) dealing with individual disciplines, all of which relate to the broad scientific area covered.

## 2. National Scientific Members

A National Scientific Member shall be a scientific academy, research council, scientific institution or association of such institutions. Institutions effectively representing the range of scientific activities in a definite territory may be accepted as National Scientific Members, provided they can be listed under a name that will avoid any misunderstanding about the territory represented, and have been in existence in some form for at least 4 years (Statute 8).

The scientists of more than one nation may form a scientific body (academy, research council, etc.) for application as a National Scientific Member. No organization of scientists may adhere through more than one national membership (Statute 9).

Exceptionally, any other grouping of institutions acceptable to ICSU may be admitted to membership as a Scientific Union or National Scientific Member on a case by case basis (Statute 10).

## 3. Associates

Associates may adhere to ICSU in three categories (Statute 11).

An **International Scientific Associate** shall be an international non-governmental organization in the natural sciences or an organization in a field cognate to those of ICSU, such as the humanistic, medical, social and technical sciences, whose association with ICSU is likely to be of mutual benefit or to advance the cause of science, and whose scientific activities do not fall primarily within the scope of a single Scientific Union Member. An International Scientific Associate shall have been in existence for at least 6 years (Statute 12).

A **Regional Scientific Associate** shall be a non-governmental Scientific Academy, Science Council, or other scientific institution, to which scientists or scientific bodies from more than one nation adhere, whose association with ICSU is likely to be of mutual benefit and will facilitate the attainment of ICSU's objectives, and whose scientific activities do not fall primarily within the scope of a single Scientific Union Member. A Regional Scientific Associate shall have been in existence for at least 6 years (Statute 13).

A **National Scientific Associate** shall be a scientific academy, research council or other comparable scientific institution that is potentially qualified, but not yet ready, for full national membership. National Scientific Associates shall normally be expected to apply for full membership after six years in this category (Statute 14).

## II. PROCEDURE FOR APPLICATIONS

**All applications** for membership or associate status in ICSU must be addressed in writing to the Secretary General using the application form appended to this document and must be received at least 6 months in advance of the session of the General Assembly or Executive Board at which they are to be considered (Rules of Procedure 8 and 9).

Each application must be accompanied by:

- a copy of the Statutes of the organization (or a similar type of document in the case of organizations applying for National Scientific Membership)
- a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure.

### **1. National Membership/National Associate Status**

An application from an organization for **National Membership** or **National Associate** status must also be accompanied by a description of its activities and proof that it has been in existence for at least 4 years. If necessary, the Secretariat shall seek additional information before transmitting the application to the Executive Board. The General Assembly, or Executive Board in between sessions of the Assembly, shall then decide on the application. (Rules of Procedure 8.3 and 9.3).

### **2. Scientific Union Membership**

Applications from Scientific Unions must furnish proof that the organization or the organization it has succeeded, or of which it is an offshoot, has been in existence for at least six years and has held or sponsored international meetings. A new Union shall be admitted to membership only when there are strong scientific reasons for its admission, and where there is no possibility for it to be accommodated by modification of the structure of a Scientific Union which is already a Member of ICSU (Rule of Procedure 8.2).

The Statutes of Scientific Unions seeking admission to the Council should (Rule of Procedure 8.2 b):

- i. indicate the objectives of the Union;
- ii. provide for the governance of the Union by a General Assembly of its Members;
- iii. set forth the rules of voting.

Applications will first be considered by the Executive Board (EB) which will decide whether to ask the ICSU Secretariat to ascertain if there is adequate support from at least twelve Members for applications for full Union membership and nine Members for International and Regional Scientific Associate status, including at least three Scientific Union Members and three National Scientific Members (Rules of Procedure 8.2 c and 9.2 b). The Executive Board will then decide on its recommendation to the General Assembly in the light of the indications of support that have been received.

The General Assembly, paying due attention to the pertinent recommendation of the Executive Board, shall examine each application for membership in ICSU and may reject or accept it (Statute 18 i).

### **3. International and Regional Scientific Associates**

A body seeking International Scientific Associate or Regional Scientific Associate status shall (Rule of Procedure 9.2):

- a) provide a description of its activities;
- b) state the reasons underlying the application and give indications of the activities in which it wishes to be associated with ICSU, e.g. the organization of joint symposia or meetings, preparation of joint programmes, development of standards, etc.

Applications will be considered by the Executive Board which will decide whether to ask the ICSU Secretariat to ascertain if there is adequate support from at least 9 adhering organizations of ICSU, with at least 3 from both National Scientific and Scientific Union Members (Rule of Procedure 9.2. b).

The General Assembly, or Executive Board in between sessions of the Assembly, shall examine each application for Associate status in ICSU and may accept or reject it (Rule of Procedure 9.4)



## INTERNATIONAL COUNCIL FOR SCIENCE

### APPLICATION FOR MEMBERSHIP

The completed application form, including a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure, must be received at least six months in advance of the session of the General Assembly or Executive Board at which it is to be considered.

See attached document describing Criteria and Procedure for Admission to ICSU, which contains relevant extracts from ICSU's Statutes and Rules of Procedure.

Name of person submitting application: \_\_\_\_\_

Position held in organization: \_\_\_\_\_

The \_\_\_\_\_  
(name of organization)

hereby applies to become a (check below as appropriate) of ICSU:

#### **Member**

International Scientific Union Member: \_\_\_\_\_

National Scientific Member: \_\_\_\_\_

#### **Associate**

National Scientific Associate: \_\_\_\_\_

International Scientific Associate: \_\_\_\_\_

Regional Scientific Associate: \_\_\_\_\_

#### **Details concerning organization applying**

Date of creation of organization: \_\_\_\_\_

Types of members:  
(give numbers and brief description)

The organization is:

non-governmental: \_\_\_\_\_

quasi-governmental: \_\_\_\_\_

governmental: \_\_\_\_\_

Source of funds: \_\_\_\_\_

Relationship to government: \_\_\_\_\_

Briefly describe international activities of organization:

and indicate when these were begun:

Briefly describe why membership in, or association with, ICSU would be of interest and benefit and if there have been any previous contacts with ICSU or any ICSU bodies:

Statutes (or equivalent) are attached: \_\_\_\_\_

Other information about applicant is attached: \_\_\_\_\_

Formal attestation is attached to the effect that the governing body of the organization seeking admission to ICSU has resolved that the organization will adhere to ICSU's Statutes and Rules of Procedure: \_\_\_\_\_

**Signed on behalf of applying organization:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **STATUTES AND RULES OF PROCEDURE**

As approved by the 28th Session of the General Assembly of ICSU  
Suzhou, China, October 2005

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# CONTENTS

<b><u>STATUTES</u></b>	<b><u>Page</u></b>
I. DENOMINATION AND DOMICILE .....	1
II. OBJECTIVES .....	1
III. MEMBERSHIP .....	2
IV. ASSOCIATES.....	2
V. OBSERVERS.....	3
VI. DECISION-MAKING BODIES .....	3
VII. GENERAL ASSEMBLY .....	3
VIII. EXECUTIVE BOARD.....	6
IX. OFFICERS .....	7
X. ADVISORY BODIES .....	8
XI. SCIENTIFIC INTERDISCIPLINARY BODIES .....	8
XII. FINANCE.....	8
XIII. LIABILITY .....	9
XIV. LEGAL REPRESENTATION .....	9
XV. MODIFICATION OF THE STATUTES.....	9
XVI. INTERPRETATION OF THE STATUTES .....	9

## **RULES OF PROCEDURE**

1. ANNUAL REPORTS.....	11
2. QUORUM .....	11
3. VOTING PROCEDURES.....	11
4. MEETING PROCEDURES .....	11
5. GOVERNANCE .....	12
6. ELECTION OF OFFICERS .....	13
7. ELECTION OF ORDINARY MEMBERS OF THE EXECUTIVE BOARD.....	13
8. APPLICATIONS FOR MEMBERSHIP .....	14
9. APPLICATIONS FOR ASSOCIATE STATUS .....	15
10. RESIGNATION OR TERMINATION OF MEMBERSHIP .....	16
11. TERMS OF REFERENCE OF ADVISORY BODIES .....	16
12. TERMS OF REFERENCE FOR SCIENTIFIC INTERDISCIPLINARY BODIES ....	17
13. MODIFICATION OF THE RULES OF PROCEDURE .....	18



# STATUTES

## I. DENOMINATION AND DOMICILE

1. ICSU: The International Council for Science, hereinafter called "ICSU", is an international non-governmental and non-profit making scientific organization.
2. The International Council of Scientific Unions (ICSU) was created, following the dissolution of the International Research Council, in Brussels in 1931 where it had its first legal domicile. The name of the Council was changed to ICSU: The International Council for Science at an Extraordinary General Assembly in 1998, but the acronym ICSU has been maintained. The present legal domicile of ICSU is in Paris, France, where its Secretariat is located.

## II. OBJECTIVES

3. The principal objectives of ICSU are:
  - a) to encourage and promote international scientific and technological activity for the benefit and well-being of humanity;
  - b) to facilitate coordination of the international scientific activities of its Scientific Union Members (see Statute 7) and of its National\* Scientific Members (see Statute 8);
  - c) to stimulate, design, coordinate or participate in the implementation of international interdisciplinary scientific programmes;
  - d) to act as a consultative body on scientific issues that have an international dimension;
  - e) to encourage the strengthening of human and physical scientific resources world-wide with particular emphasis on the developing world;
  - f) to promote the public understanding of science;
  - g) to engage in any related activities.
4. In order to further the attainment of these objectives ICSU may, whenever appropriate:
  - a) enter, through the intermediary of the national adhering organizations, into relations with the governments of their respective countries in order to promote scientific research in these countries;
  - b) cooperate with the United Nations and its agencies, and with other international intergovernmental or non-governmental organizations;

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\* The term "National" as used in these Statutes and Rules of Procedure has no connotation other than denoting a Member admitted under the provisions of Statute 8.

- c) provide, through suitable channels, information to interested parties and the public at large about progress in science and technology and its impact on society;
  - d) undertake actions to strengthen the well-being and effectiveness of science and scientists;
  - e) establish and promote programmes either within the ICSU family or in partnership with others.
5. The principle of the Universality of Science is fundamental to scientific progress. This principle embodies freedom of movement, association, expression and communication for scientists, as well as equitable access to data, information and research materials. In pursuing its objectives in respect of the rights and responsibilities of scientists, the International Council for Science (ICSU) actively upholds this principle, and, in so doing, opposes any discrimination on the basis of such factors as ethnic origin, religion, citizenship, language, political stance, gender, sex or age. ICSU shall not accept disruption of its own activities by statements or actions that intentionally or otherwise prevent the application of this principle.

### **III. MEMBERSHIP**

6. Each Member has the obligation to support the objectives of ICSU, uphold the principle of the universality of science, and meet its financial obligations as appropriate. Members shall normally adhere to ICSU in either of two categories:
- a) Scientific Union Members,
  - b) National Scientific Members.
7. A Scientific Union Member shall be an international\* non-governmental organization devoted to the promotion of activities in a particular area of science and shall have been in existence for at least 6 years.
8. A National Scientific Member shall be a scientific academy, research council, scientific institution or association of such institutions. Institutions effectively representing the range of scientific activities in a definite territory may be accepted as National Scientific Members, provided they can be listed under a name that will avoid any misunderstanding about the territory represented, and have been in existence in some form for at least 4 years.
9. The scientists of more than one nation may form a scientific body (academy, research council, etc.) for application as a National Scientific Member. No organization of scientists may adhere through more than one national membership.
10. Exceptionally, any other grouping of institutions acceptable to ICSU may be admitted to membership in category a) or b) on a case by case basis.

### **IV. ASSOCIATES**

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\* In these Statutes and Rules of Procedure, international bodies are taken to mean those bodies to which appropriate organizations in all countries of the world are eligible to adhere.

11. Each Associate has the obligation to support the objectives of ICSU, uphold the principle of the universality of science, and meet its financial obligations as appropriate. Associates shall adhere to ICSU in one of three categories:
- a) International Scientific Associates
  - b) Regional Scientific Associates
  - c) National Scientific Associates

Such bodies shall not have voting rights.

12. An International Scientific Associate shall be an international non-governmental organization in the natural sciences or an organization in a field cognate to those of ICSU, such as the humanistic, medical, social and technical sciences, whose association with ICSU is likely to be of mutual benefit or to advance the cause of science, and whose scientific activities do not fall primarily within the scope of a single Scientific Union Member. An International Scientific Associate shall have been in existence for at least 6 years.
13. A Regional Scientific Associate shall be a non-governmental Scientific Academy, Science Council, or other scientific institution, to which scientists or scientific bodies from more than one nation adhere, whose association with ICSU is likely to be of mutual benefit and will facilitate the attainment of ICSU's objectives, and whose scientific activities do not fall primarily within the scope of a single Scientific Union Member. A Regional Scientific Associate shall have been in existence for at least 6 years.
14. A National Scientific Associate shall be a scientific academy, research council or other comparable scientific organization that is potentially qualified, but not yet ready, for full national membership. National Scientific Associates shall normally be expected to apply for full membership after 6 years in this category.

## **V. OBSERVERS**

15. A Member that has failed to fulfil its financial obligations (see Rule of Procedure 10.2) shall only have Observer status. Observers shall be expected to resume full membership in ICSU as soon as possible. Normally no Observer shall be allowed to remain so for more than 6 years. Observers shall not have voting rights.

## **VI. DECISION-MAKING BODIES**

16. The decision-making bodies of ICSU shall be:
- a) The General Assembly
  - b) The Executive Board
  - c) The Officers
17. The composition and function of these bodies are defined in Sections VII, VIII and IX below.

## **VII. GENERAL ASSEMBLY**

18. The General Assembly is the highest authority of ICSU and consists of the representatives of the Scientific Union Members and of the National Scientific Members. It shall, as appropriate and generally after recommendations from the Executive Board:

- a) determine general policy;
- b) review the day-to-day administration of ICSU as overseen by the Executive Board since the end of the previous ordinary session of the General Assembly;
- c) discharge the Treasurer from liability, set the scale of annual dues to be paid by Members and approve the draft budgetary outlines as proposed by the Executive Board for the ensuing period;
- d) examine and approve the audited accounts of ICSU annually by electronic or other means as appropriate;
- e) to appoint a Commissaire aux Comptes (external auditor);
- f) initiate scientific programmes and decide on future priorities for scientific activities of ICSU, upon the recommendation of the Executive Board;
- g) establish whatever bodies it may deem necessary for the scientific, educational and administrative work of ICSU, taking into account any relevant recommendations of the Executive Board.  

Such bodies shall be established initially for a specific period of time. Extensions of this period may be granted by the General Assembly as a result of reviews of their work.
- h) ratify the creation of bodies established by the Executive Board, subject to Statute 29. g), since the previous session of the General Assembly.
- i) examine, on both scientific and financial grounds, and in the light of the recommendations of the Executive Board, the work of any body created by ICSU, in the presence of appropriate representatives of the body concerned. When appropriate and where possible, it shall arrange for the transfer of its work to a more suitable organization;
- j) approve the dissolution of any ICSU-created body taking into account any relevant recommendations of the Executive Board;
- k) examine and decide on applications for Scientific Union Membership; and, in those cases that have not already been dealt with by the Executive Board, on applications for National Membership and Associate status. The Assembly should pay due attention to any relevant recommendations of the Executive Board;
- l) terminate, if it so decides, the status of any Member, Observer or Associate of ICSU which has failed to fulfil any of its obligations, or with which the association is no longer appropriate;
- m) elect the Officers and the Ordinary Members of the Executive Board;
- n) modify the Statutes and the Rules of Procedure;

- o) deal with any other item that may be referred to it.
19. An ordinary session of the General Assembly shall normally be held every 3 years, at a place and date determined by the General Assembly at the previous ordinary session or, failing that, by the Executive Board.
  20. The Secretary General shall inform Members, at least 6 months in advance, of the place and date of the next session of the General Assembly.
  21. Items proposed for inclusion in the Agenda must be received by the Secretary General at least 4 months before the date fixed for an ordinary session of the General Assembly. The Agenda of the General Assembly shall be communicated by the Secretary General to all Members, Associates and Observers of ICSU at least 3 months before the 1st day of the session. No item that has not been placed on the Agenda may be discussed unless a proposal to that effect is approved in the General Assembly by at least two-thirds of the votes of the Members taking part in the vote.
  22.
    - a) In order to ensure equality of votes of the two categories of membership in the General Assembly, each National Scientific Member shall have one vote, and each Scientific Union Member that number of votes which is equal to the number of National Scientific Members divided by the number of Scientific Union Members, except in votes concerning finance, in which case each Member shall have one vote.
    - b) The vote of each Scientific Union Member or National Scientific Member shall normally be cast at the meeting by the representative of that Member or by a proxy nominated by that Member. This nomination must be submitted in writing to the Secretary General prior to the session at which the proxy is to operate. If a Member is unable to designate a proxy to vote at the meeting, votes on those issues already on the Agenda (and not arising from the floor) may be submitted in writing to the Secretary General prior to the meeting.
    - c) The Officers (see Section IX) should attend sessions of the General Assembly, but have no right to vote. Nevertheless, in the event of an equality of votes, the Chairman of the session shall have a casting vote.
  23. In connection with ordinary sessions of the General Assembly, appropriate time shall be set aside for fora, convened by the respective Union and National representatives on the Executive Board, for discussion of issues of particular concern to their separate constituencies and to plan for interim activities until the succeeding Assembly. Any recommendations and propositions for action will be presented to appropriate sessions of the General Assembly.
  24. An Extraordinary Session of the General Assembly may be summoned by the President with the consent of the Executive Board. He or she is obliged to do so if requested in writing by at least one-third of the Members of ICSU.

**VIII. EXECUTIVE BOARD**

25.
  - a) The Executive Board consists of:
    - i. six Officers, namely the President, the Past President or President-Elect, two Vice-Presidents, the Secretary General and the Treasurer (see Section IX);
    - ii. eight Ordinary Members, four from the Scientific Union Members (see Rule of Procedure 7.2) and four from the National Scientific Members (see Rule of Procedure 7 for the election procedure). The Ordinary Members of the Executive Board are elected in their individual capacities.
  - b) Each Officer and each Ordinary Member has one vote; in the event of an equality of votes the President has, in addition, a casting vote.
26. The Ordinary Members of the Executive Board shall normally hold office until the end of the ordinary session of the General Assembly following their initial election and are eligible for one additional term of office. A member appointed by the Executive Board to fill a vacancy occurring between sessions of the General Assembly shall initially hold office for the unexpired term only, but this shall not prejudice his or her eligibility for subsequent election for one or two full terms. Elections should, if possible, be so arranged that at each ordinary session of the General Assembly, two members from the Scientific Union Members and two members from the National Scientific Members are in their first term.
27. No person, except the President or Past President, may serve on the Executive Board for more than 9 consecutive years.
28. The Executive Board is responsible to the General Assembly. It oversees the operations of ICSU; recommends the directions and priorities of ICSU to the General Assembly, taking into consideration the recommendations of the appropriate Committees; and implements and communicates ICSU's policies and views between sessions of the General Assembly. It shall meet as often as is necessary and at least once a year. It can be convened by a decision of the President in case of particular urgency, provided at least 30 days' notice is given. Among its duties it shall:
  - a) prepare the Agenda for the General Assembly;
  - b) present, to each General Assembly, a report of the scientific and administrative activities of ICSU since the previous ordinary General Assembly;
  - c) propose, for consideration by the General Assembly, a draft budgetary outline of ICSU, and the scale of annual dues to be paid by Members of ICSU for the ensuing 3-year period;
  - d) appoint the Nominating Committee;
  - e) decide on the annual budget of ICSU;
  - f) admit new National Scientific Members and Scientific Associates (National, Regional and International) when such applications are received more than twelve months before the next session of the Assembly (Rules of Procedure 8 and 9);

- g) when urgent action is needed, establish (with precise terms of reference for limited periods of time) or suspend ICSU bodies, subject to ratification by the next session of the General Assembly;
  - h) review the scientific activities of ICSU as carried out by its interdisciplinary bodies and make appropriate recommendations to the General Assembly;
  - i) review periodically the relationship with the International and Regional Scientific Associates and make appropriate recommendations to the General Assembly.
29. The Executive Board shall be assisted by a Secretariat responsible for the execution of the day-to-day work of ICSU. This Secretariat shall be directed by an Executive Director appointed by the Executive Board on the recommendation of the Officers.
30. In the event of a vacancy among the Ordinary Members of the Executive Board, the Officers shall have the power to fill the vacancy for the unexpired term.

## IX. OFFICERS

31. a) The **Officers** of ICSU are:
- i. The President
  - ii. the Vice-President for Scientific Planning and Review
  - iii. the Vice-President for External Relations
  - iv. the Secretary-General
  - v. the Treasurer
  - vi. the Past-President or President-Elect
- b) The Officers are responsible for the day-to-day affairs of ICSU between meetings of the Executive Board. They shall meet as often as is deemed necessary, normally twice a year.
- c) The **President** shall hold office for one term of 3 years<sup>\*</sup>, non renewable.
- d) The **Vice-Presidents** shall hold office for one term of 3 years<sup>\*</sup>, non-renewable;
- e) The **Secretary General** and the **Treasurer** shall hold office for terms of 3 years<sup>\*</sup>, renewable once;
- f) The **immediate Past President** shall serve as an Officer for a period of 18 months<sup>\*</sup> following the termination of the period of office held as President, to be succeeded until the end of the next General Assembly by the **President-Elect**.
- g) Should any Officer be appointed initially to fill a vacancy arising from the inability of his or her predecessor to complete a full term, this shall not

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\* The words "3 years" with reference to the periods of office of all elected Officers and Ordinary Members of the Executive Board are interpreted as meaning "until the end of the ordinary session of the General Assembly following his or her election".

\* The words "18 months" are to be interpreted as a period ending approximately half way between ordinary sessions of the General Assembly.

prejudice his or her eligibility for subsequent election for a full term or terms as specified in Statute 32 c), d), and e) above.

32. The Executive Board shall decide which of the two Vice-Presidents, or, failing this, the Past President shall fulfil the duties of the President should he or she become unable to discharge them. If none of these is able to fulfil the duties of the President, the Executive Board shall decide who is to undertake these.
33. The Executive Board shall also decide who shall undertake the duties of any of the other Officers if they are unable to discharge their duties.

## X. ADVISORY BODIES

34. **Policy Committees** are Standing Committees set up by the General Assembly for a period of 3 years, renewable, to assist the Executive Board in fulfilling the governance objectives of ICSU. One such Committee shall address finance; others may address issues such as: scientific planning and review, governance, external fund-raising, responsibility and ethics in science, and freedom in the conduct of science.
35. **Special Committees** are set up by the General Assembly or the Executive Board for a limited duration and include the **Nominating Committee** and **Resolutions Committee**.
36. Terms of reference for these Committees are provided in Rule of Procedure 11.

## XI. SCIENTIFIC INTERDISCIPLINARY BODIES

37. The Executive Board may recommend to the General Assembly the creation or dissolution of appropriate interdisciplinary bodies to facilitate and coordinate interdisciplinary scientific and educational activities on an international basis (see also Statutes 18. g) and 28 g.). The Scientific Interdisciplinary Bodies shall function in accordance with Terms of Reference found in Rule of Procedure 12.
38. The Executive Board has the right to send an observer to any meeting of the governing body of a body created by ICSU.
39. Each Scientific Interdisciplinary Body shall be invited to send a representative to ordinary sessions of the General Assembly. They shall also be invited to attend special or extraordinary sessions of the General Assembly which are called in order to make decisions which may have an impact on them, either jointly or separately.

## XII. FINANCE

40. The funds of ICSU are obtained from:
  - a) the dues of Members;
  - b) the dues of International and Regional Scientific Associates; and
  - c) subventions, donations and other financial support accepted by the Executive Board on behalf of ICSU.

41. Each Member of ICSU shall pay annual dues within a scale determined by the General Assembly. Each Scientific Union and National Scientific Member of ICSU may choose its own category for payment of dues. Each International and Regional Scientific Associate shall pay annual dues determined by the General Assembly. National Associates pay no dues.
42. In the event of resignation or cancellation of membership, the Member concerned is liable to pay any dues owed including those for the current calendar year.
43. Funds derived from donations accepted by ICSU shall be used in accordance with the agreements made with the donors. A donation shall not be accepted if this could interfere with the independence of ICSU.
44. In the event of the dissolution of ICSU, its assets shall be ceded to one or more charitable organizations to be utilized in conformity with the aims of ICSU.
45. On request, ICSU shall reimburse the expenses of members of the Policy, Special Advisory and *Ad hoc* Committees, and the Executive Board for attendance at their meetings and when discharging official duties. ICSU shall also reimburse the representatives of the Scientific Interdisciplinary Bodies for their attendance at the General Assembly.

### **XIII. LIABILITY**

46. The liability of each Member of ICSU shall be limited to the amount of that Member's annual dues, including any dues outstanding.
47. ICSU and bodies created by it may not incur expenditure in excess of the funds at their disposal.

### **XIV. LEGAL REPRESENTATION**

48. The President, or if he or she is not available, one of the Vice-Presidents, the Past President or the President-Elect, is the legal representative of ICSU. The President or his or her legal representative may authorize the Secretary General, Treasurer or the Executive Director to represent the President.

### **XV. MODIFICATION OF THE STATUTES**

49. No change may be made in the Statutes except with the approval of the General Assembly by two-thirds of the votes cast by the Members taking part in the vote. Introduction of changes in the Statutes must follow the time limitations set forth in Statute 22. Changes to the Statutes are effective at the end of the General Assembly adopting them, unless otherwise specified by a Resolution of the General Assembly.

### **XVI. INTERPRETATION OF THE STATUTES**

50. These Statutes shall be governed by, and interpreted in accordance with, French law. In case of conflict between the English and French versions of these Statutes, the English version shall prevail.

Revised and approved by the  
28th General Assembly of ICSU, October 2005

# RULES OF PROCEDURE

## 1. ANNUAL REPORTS

- 1.1 The Scientific Union Members of ICSU, the International and Regional Scientific Associates, and all ICSU-created bodies set up under the terms of Statute 18 shall submit reports on their relevant activities in writing and the audit of their accounts for the preceding year, on request.

## 2. QUORUM

- 2.1 In sessions (physical or electronic) of the General Assembly and of the Executive Board a quorum shall consist of a minimum of 50 per cent of the voting members of each membership category.
- 2.2 For any decision made by the Officers in accordance with the Statutes, at least four of the six Officers must register their support.

## 3. VOTING PROCEDURES

- 3.1 Decisions of the General Assembly shall be by a majority of the votes of those present or otherwise taking part, except as indicated in Statutes 22 and 51 and in Rule of Procedure 10.3. Decisions of the Executive Board shall be by a majority of the votes of those present or otherwise taking part.
- 3.2 All majorities shall be calculated on the basis of the total number of affirmative and negative valid votes actually cast.
- 3.3 The election of the Members of the Executive Board at the General Assembly shall be by secret ballot. Each voting member shall vote for no more names than there are vacancies to be filled.\*
- 3.4 At each ballot the list of candidates shall be ordered according to the number of votes each receives and they shall be elected in that order, provided that no candidate shall be elected who has received less than half the total number of votes actually cast. If at any stage a choice must be made between candidates who have obtained the same number of votes, a separate ballot shall be taken. At any ballot in which no candidate has obtained the required majority, the candidate with the least number of votes shall be eliminated, and the voting continued.

## 4. MEETING PROCEDURES

- 4.1 Decisions of ICSU governing bodies may be arrived at entirely or in part by electronic means, as appropriate, providing a quorum is attained. The latest edition of Robert's Rules of Order shall be used for the conduct of all ICSU meetings.\*\*

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\* The number of votes to be cast by each voting member shall be in conformity with Statute 23. a).

\*\* The Scott Foresman Robert's Rules of Order, Scott, Foresman and Company, Glenview, Illinois, London, Library of Congress Cataloging-in-Publication Data. ISBN 0-06-276051-3

## 5. GOVERNANCE

- 5.1 a) The **President**, or his or her deputy in accordance with Statute 33, shall chair all meetings of the General Assembly, the Executive Board and the Officers. He or she shall be responsible for the implementation of ICSU's mandate.
- b) On the advice of the Executive Board the President may invite any individual to an ordinary or extraordinary session of the General Assembly, or the Executive Board.
- 5.2 a) The **Vice-President for Scientific Planning and Review** shall chair the Committee on Scientific Planning and Review (CSPR) (see Rule of Procedure 11.1 a).
- b) The **Vice-President for External Relations** shall be in charge of external relations.
- 5.3 The **Secretary General** shall:
- serve as Secretary of the General Assembly and Executive Board;
  - oversee the administration of the Secretariat on behalf of the Executive Board;
  - participate in the recruitment of Secretariat staff, as appropriate;
  - serve as an *ex officio* non-voting member on designated ICSU Policy Committees
  - report on administrative matters to the General Assembly.
- 5.4 The **Treasurer** shall:
- oversee the administration of the finances of ICSU, in accordance with the directives issued to him or her by the Executive Board and the General Assembly;
  - serve as an *ex officio* non-voting member on the Committee on Finance;
  - report on financial matters to the General Assembly.
- 5.5 The **Executive Director** shall:
- be accountable to the Executive Board through the Secretary General for the day-to-day administration of the ICSU Secretariat;
  - be accountable to the Executive Board through the Treasurer for expenditure incurred within the budgetary envelope allocated;
  - act as the Recording Secretary of the General Assembly and of the Executive Board;
  - act as an *ex officio* non-voting member of ICSU's Policy Committees.
- 5.6 With the approval of the Executive Board, responsibility for a particular duty normally discharged by the President, the Vice-Presidents, the Secretary General, or the Treasurer, may be delegated to other persons.

## **6. ELECTION OF OFFICERS**

- 6.1 At least 6 months in advance of an ordinary session of the General Assembly, each Member shall be invited by the Nominating Committee to propose a single name for each of the offices of President-Elect, Secretary General, Treasurer, and each of the two Vice-Presidents. Each proposal shall be accompanied by biographical information and by the agreement of the candidate to serve if elected.
- 6.2 The Nominating Committee, after reviewing these proposals and with appropriate regard to scientific and geographical breadth, shall propose a slate of candidates containing if possible:
- one name each for Secretary General and Treasurer, two names for President-Elect, and two or more names for each position of Vice-President.

This slate shall be sent to all Members of ICSU 4 months in advance of an ordinary session of the General Assembly.

- 6.3 If the Nominating Committee's list does not contain a Member's proposed candidates, the Member may re-submit the name(s) put forward or submit additional names in accordance with Rule of Procedure 6.1. Such re-submissions or new submissions of candidates must be received by the Secretary General 2 months in advance of an ordinary session of the General Assembly.
- 6.4 The list of candidates for Officers, including the Nominating Committee's proposal and all resubmissions and additional submissions, shall be distributed to all Members at least 1 month in advance of the date of the ordinary session of the General Assembly. This shall constitute the final list of nominations.
- 6.5 Election of the Officers by the General Assembly shall take place according to established voting procedures (see Rule of Procedure 3).

## **7. ELECTION OF ORDINARY MEMBERS OF THE EXECUTIVE BOARD**

- 7.1 Proposals for Ordinary Members of the Executive Board, accompanied by biographical information and the agreement of the candidate to serve if elected, shall be invited by the Nominating Committee at least 6 months in advance of an ordinary session of the General Assembly and submitted to the Nominating Committee at least 2 months prior to the ordinary session of the General Assembly.
- 7.2 At the beginning of an ordinary General Assembly, a meeting of the Scientific Union Members, chaired by one of the four Ordinary Members of the Executive Board elected from the Scientific Union Members, shall select a list of eight names from among the candidates nominated from which the General Assembly shall elect four, one from each of the following four clusters: Physical, Chemical and Mathematical Sciences; Biological Sciences; Earth and Space Sciences; and Social Sciences. The Nominating Committee may suggest additional names for this list, if it deems it to be inadequate.

- 7.3 At the beginning of an ordinary General Assembly, a meeting of the National Members, chaired by one of the four Ordinary Members of the Executive Board elected from the National Members, shall select a list of eight names from among the candidates nominated from which the General Assembly shall elect four. The Nominating Committee may suggest additional names for this list, if it deems it to be inadequate.
- 7.4 In selecting the final lists of candidates for Ordinary Members, the Scientific Union Members and the National Scientific Members shall pay due attention to the scientific and geographical breadth of the full Executive Board.

## **8. APPLICATIONS FOR MEMBERSHIP**

- 8.1 All applications for membership must be addressed in writing to the Secretary General and must be received at least 6 months in advance of the session of the General Assembly, or 2 months in advance of the Executive Board meeting, at which they are to be considered.
- 8.2
- a) Applications for Scientific Union Membership must be accompanied by a copy of the Statutes of the organization and a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure. Applicants must furnish proof that the organization or the organization it has succeeded, or of which it is an offshoot, has been in existence for at least 6 years and has held or sponsored international meetings.
  - b) The Statutes and by-laws of Scientific Unions seeking admission to the Council should:
    - i. indicate the objectives of the Union;
    - ii. provide for the governance of the Union by a General Assembly of its members;
    - iii. set forth the rules of voting.
  - c) Upon the guidance of the Executive Board, the Secretariat shall approach the relevant Members of ICSU to seek information as to the benefits to ICSU of admitting the applicant and to ensure that there is no possibility of the applicant being accommodated within an existing Scientific Union Member through modification of the structure of that Member. The Secretariat shall then transmit the application to the Executive Board who shall decide whether to ask the ICSU Secretariat to ascertain if there is adequate support for the application from at least 12 Members, including at least three Scientific Union Members and three National Scientific Members, by request to all ICSU Members. Support for applications should clearly indicate that membership in ICSU of the organization concerned would enhance ICSU's scientific activities. The Executive Board shall then decide on its recommendation to the General Assembly in the light of the indications of support that have been received.
- 8.3 Applications from an organization for National Scientific Membership must be accompanied by a copy of its Statutes or a similar type of document, a description of its activities, proof that it has been in existence for at least 4 years, and a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure. If necessary, and upon the guidance of the Executive Board, the Secretariat shall seek

additional information. The Executive Board shall then decide on the application in between sessions of the General Assembly.

- 8.4 All successful applications shall have effect from the conclusion of the General Assembly or session of the Executive Board at which they were agreed.

## **9. APPLICATIONS FOR ASSOCIATE STATUS**

- 9.1 All applications for membership must be addressed in writing to the Secretary General and must be received at least 6 months in advance of the session of the General Assembly, or 2 months in advance of the Executive Board meeting, at which they are to be considered.
- 9.2
- a) Applications for International Scientific Associate or Regional Scientific Associate status must be accompanied by a copy of the Statutes of the organization and a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure. Applicants must furnish proof that the organization or the organization it has succeeded, or of which it is an offshoot, has been in existence for at least 6 years. They shall state the reasons underlying the application and give indications of the activities in which they wish to be associated with ICSU, e.g. the organization of joint symposia or meetings, preparation of joint programmes, development of standards, etc.
  - b) The Secretariat shall transmit the application to the Members of the Executive Board which shall decide whether to ask the ICSU Secretariat to ascertain if there is adequate support for the application from at least nine Members, including at least three Scientific Union Members and three National Scientific Members by request to all ICSU Members. Support for applications should clearly indicate that associate status in ICSU of the organization concerned would enhance ICSU's scientific activities. The Executive Board shall then decide on the application, or on its recommendation to the General Assembly, in the light of the indications of support that have been received.
  - c) In any case when no objections have been received to the application, and the necessary evidence of support has been received, the Executive Board shall be empowered to admit the new Associate with immediate effect (see Statute 28 f).
- 9.3 Applications from an organization for National Scientific Associate status must be accompanied by a copy of its Statutes or a similar type of document, a description of its activities, and a signed statement that the applicant will comply with ICSU's Statutes and Rules of Procedure. If necessary, the Secretariat shall seek additional information before transmitting the application to the Executive Board. The Executive Board shall then decide on the application.
- 9.4 The General Assembly or Executive Board shall examine applications for Associate status in ICSU and may accept or reject them. Such acceptance shall become effective at the conclusion of the meeting of the General Assembly or Executive Board at which it was agreed.

## 10. RESIGNATION OR TERMINATION OF MEMBERSHIP OR ASSOCIATE STATUS

- 10.1 A Member or an Associate wishing to resign from ICSU must give 3 months' notice in writing, addressed to the Secretary General.
- 10.2 Any Member of ICSU which is in arrears with its dues (payable before 31 December in each year) for 2 years shall have observer status only, until the dues outstanding at the time of cessation of full membership have been paid, subject to the provisions of Statute 15. The Executive Board may, in extraordinary circumstances, waive the payment of outstanding dues.
- 10.3 The General Assembly may, with the agreement of a majority of at least two-thirds of the votes of the Members taking part in the vote, exclude from membership or Associate status any Member or Associate which has failed to fulfil any of its obligations or for which affiliation with ICSU is no longer deemed appropriate.

## 11. TERMS OF REFERENCE OF ADVISORY BODIES

- 11.1 **Policy Committees** are Standing Committees set up by the General Assembly and are responsible to the Executive Board and to the General Assembly. Members and Chairmen, if not otherwise designated, are appointed by the Executive Board. The currently constituted Committees include the following:
- a) Committee on **Scientific Planning and Review (CSPR)**, chaired by the Vice-President for Scientific Planning and Review, with the Secretary General, President-Elect and Executive Director as *ex officio*, non-voting members. The Committee will coordinate the collection and development of proposals for major new scientific initiatives by ICSU and advise the Executive Board on priorities for such initiatives. The Committee will also review the activities carried out by the Scientific Interdisciplinary Bodies and advise the Executive Board on the future course of these activities.
  - b) Committee on **Finance (CF)**, with the Treasurer and Executive Director as *ex officio* non-voting members. The Committee is a sub-committee of the Executive Board and makes recommendations on finance and budgeting.
  - c) The **Committee on Freedom and Responsibility in the Conduct of Science (CFRS)**, with the Secretary General and Executive Director as *ex officio*, non-voting members. Under the over-riding authority of the Executive Board, it shall promote the Principle of Universality and shall seek to find solutions to problems concerning the free passage of scientists, free collaboration among scientists and freedom to pursue science.
  - d) The **Policy Committee on Developing Countries (PCDC)**, with the Secretary General, Executive Director, Chairs of the Regional Committees and TWAS) as *ex officio*, non-voting members. The Committee advises ICSU on ways and strategies to enhance scientific activities in developing countries.
- 11.2 **Special Committees** are created by the General Assembly or Executive Board and are responsible to the Executive Board and to the General Assembly. Members and Chairs, if not otherwise designated, are appointed by the Executive Board. These Committees shall include:

- a) The **Nominating Committee**, which shall consist of the President of ICSU and six other members, appointed by the Executive Board 1 year prior to an ordinary session of the General Assembly. The Executive Board shall endeavour to ensure a fair (scientific and geographic) representation on the Nominating Committee. No member of the Executive Board, except the President, shall serve on the Committee, and no member of the Committee shall be a candidate for election to the Executive Board, as an Officer or Ordinary Member, at the particular General Assembly concerned. The Nominating Committee shall request nominations for vacancies in the positions of Officers (Rule of Procedure 6.1) and shall make recommendations on these in accordance with Rule of Procedure 6.2. It shall also receive nominations for Ordinary Members of the Executive Board in accordance with Rule of Procedure 7.1.
- b) The **Resolutions Committee**, which shall consist of four members, appointed by the General Assembly at the suggestion of the Executive Board. It shall collate, edit and present any eligible resolutions proposed for adoption by the General Assembly. Resolutions proposed at a General Assembly must be related to an item on the Agenda and must have been discussed at the current Assembly in order to be considered. Only those matters which clearly require stronger endorsement by the full ICSU membership than a decision of the General Assembly would confer, or are a statement of intent or opinion on the part of ICSU, should be the subject of Resolutions. Any proposed resolution which does not fulfil these criteria will be ruled out of order by the Resolutions Committee. The Executive Board will keep a watching brief to ensure that all necessary action on a Resolution is taken.

## 12. TERMS OF REFERENCE FOR SCIENTIFIC INTERDISCIPLINARY BODIES

- 12.1. By virtue of Article 18. e) of the Statutes of ICSU, Scientific Committees and Programmes may be created by the General Assembly to facilitate the planning and coordination of interdisciplinary scientific research and related activities on an international basis, such as necessitates the cooperation of two or more Members.\* These bodies are set up for a specified period, renewable by decision of the General Assembly.
- 12.2. a) A Scientific Committee shall normally focus on a well-defined interdisciplinary theme.
- b) A Programme shall normally focus on a set of interlinking interdisciplinary themes undertaken by ICSU alone or in partnership with others.
- 12.3. Each Interdisciplinary Body shall function under a constitution, approved by the Executive Board, which is appropriate to its specific task.
- 12.4. The adherents to an Interdisciplinary Body may be Members and Associates of ICSU, other ICSU interdisciplinary bodies or other appropriate regional or international scientific or technological organizations.

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\* Bodies which were formerly referred to as Inter-Union Commissions may become Scientific Committees

- 12.5. Interdisciplinary Bodies shall have the obligation to submit to the Officers of ICSU, and to their own adherents, the agenda of all meetings and subsequently a full and proper record of their proceedings.
- 12.6. Each Interdisciplinary Body shall ensure the maintenance of an ongoing record of its activities and of projects it has launched, and, where appropriate, of their scientific results.
- 12.7. Each Interdisciplinary Body shall submit to ICSU an annual report on its work, the budget for the ensuing year and the audited financial statement for the preceding year. If the body is in arrears financially, the budget for the new year has to be approved by the Treasurer of ICSU.
- 12.8. Interdisciplinary Bodies must acquire, in addition to basic funding, adequate funds for planning and administration.
- 12.9. Individually, or in the context of broader policy reviews, Scientific Interdisciplinary Bodies will be reviewed by the ICSU Committee on Scientific Planning and Review for every second General Assembly of ICSU.

### **13. MODIFICATION OF THE RULES OF PROCEDURE**

- 13.1 No change may be made in the Rules of Procedure except with the approval of the General Assembly by the majority of the votes cast by the members taking part in the vote. Changes to the Rules of Procedure are effective at the end of the General Assembly adopting them, unless otherwise specified by a Resolution of the General Assembly.

Revised and approved by the  
28th General Assembly of ICSU, October 2005