

BY-LAW No. 3

Rules to Be Followed by Commissions and Joint Commissions

(approved by the Council in Trondheim, NORWAY, on 16 June 2025)

1. GENERAL

This By-law specifies rules for forming and running Commissions of the Society. In doing so, it supplements Article 10 of the Statutes which defines Commissions and their duration of appointment. This By-law also addresses the ISRM participation in Joint Commissions with other Societies.

2. PROPOSALS

- (a) A proposal that a new Commission be formed may originate from any source and should be addressed to the Secretariat. In such a proposal, the prospective Commission President shall summarize the objectives and timetable for review by the Board. The application form included in a specific Guideline shall be used.
- (b) Proposals for forming new Commissions shall normally be submitted during the two months before the Congress where the new Board starts its term of office. The Board may extend this period if it finds it convenient.
- (c) The Board will then in confidence advise the President of its opinions regarding the merits of the proposal, the extent to which it will benefit the ISRM, and whether it should be accepted or modified. In their review, the Board shall take into consideration overlaps with existing commissions of the ISRM and sister societies, and the need for balanced representation in terms of technical expertise, geographic diversity, and gender.

3. APPOINTMENT OF COMMISSION PRESIDENTS

Following the decision to establish a new commission, the ISRM President shall invite the Commission President to assume office, confirming acceptance of the proposal with its stated objectives and timetable. Acceptance is to be sent to the ISRM President, with a copy to the Secretariat. The Commission President shall be a member of the Society and shall not be the President of another Commission.

4. APPOINTMENT OF COMMISSION MEMBERS

- (a) The Commission President is to provide the ISRM President with the names and addresses of those recommended for Commission membership and individual statements of their acceptance, provided in a specific Guideline. The ISRM President, with the help of this list and recommendations from the Board, will then select and appoint usually five to fifteen Commission members, who should not normally serve on more than two commissions. Commission members shall be ISRM individual or corresponding members.

- (b) The ISRM President and Vice President for the region in which the Commission President resides are ex-officio members of the Commission.

5. ESTABLISHMENT OF WORKING GROUPS

The President of an ISRM Commission is empowered to establish, direct and, when necessary, dissolve Working Groups. These shall consist of specialists in selected topics, to accomplish tasks within the broader terms of reference of the Commission, who may or may not be ISRM individual or corresponding members.

6. COMMISSION MEETINGS

- (a) The Commission President is to organize an annual Commission meeting, preferably at the time and place of the annual ISRM Council meeting. When the Commission President is unable to attend, a Commission member should be delegated to convene and organize the meeting.
- (b) The annual Commission meetings are mainly to provide a forum for review of the previous year's activities and the planning of the next year's, and for the introduction of new contributors. Additional meetings, in person or by videoconference, may take place during the year.
- (c) Commissions may organize workshops, in person or by videoconference, as part of their activities.

7. PROGRESS REPORTS

- (a) Two months before the annual meeting, the Commission President is to submit to the Secretariat a report summarizing the Commission's activities.
- (b) The activities of the Commissions shall be presented to the Council meeting in a special report prepared by the Board.

8. PUBLICATION OF TECHNICAL OR SCIENTIFIC COMMISSION REPORTS

- (a) An important goal of the Commission is to prepare and have published one or more technical or scientific reports with the results of the Commission's work, to convey the benefit to ISRM members. At the end of the four years the Commissions should issue a final report with the activities done, in accordance with the Statutes, section 10.2 (b).
- (b) The Commission President is responsible for the high quality and timely production of these reports. Each report is to be formally approved by a majority of the Commission members, and then by the Board or designated Regional Vice-President, before being submitted for publication. Minority or dissenting opinions are if possible to be reconciled by the Commission President, who is to act as general editor. The ISRM President may be asked for his advice.
- (c) The Commission President is to endeavour to ensure full and fair acknowledgement of those contributing; freedom from content prejudicial to the ISRM, such as commercial or national bias; and freedom from errors or omissions that might harm ISRM members or involve them in litigation.

10. RULES FOR JOINT COMMISSIONS

When appropriate, the Board may appoint members to serve on Joint Commissions with other societies. The rules for such joint commissions are to be drawn up in conjunction with the other societies concerned and are to be approved by the Board. Those rules may not be in conflict with the goals and objectives of the ISRM.