

International Commission for Acoustics

Voting Guidelines for Board Meetings

approved by ICA Board January 2011 plus amendment regarding deputy approved at 2011 Board meeting

Background

This section outlines the International Commission for Acoustics (ICA) voting policy as it relates to all matters for consideration by the Board. The voting entitlements of Board members are specified in the statutes. Most actions by the ICA Board are agreed by consensus without formal voting. These guidelines are intended to assist the Chair when the Board agrees that a formal vote is required.

Voting on Motions at Board Meetings

- Board members should declare any conflict of interest (see ICA Conflict of Interest Policy) before discussion and accept the decision of the Board about their entitlement to vote on that motion.
- Board members must be present at the Board meeting either personally or via electronic communication. No Board member is allowed to submit proxy votes.
- Board members unable to attend a Board meeting can, with the permission of the President prior to the meeting, arrange for a deputy who has been approved by their member organization to attend in person in their place. Such a deputy assumes all the rights of a Board member for that meeting only.
- Voting can either be by a show of hands or a secret ballot as agreed by the Board at that time. Secret ballot votes should be counted by two persons designated by the President.
- The voting outcome is assessed on a simple majority (more “in favor” than “not in favor”) and the details shall remain confidential to the Board members.
- If there is no simple majority as a result of a voting round, there should be a further discussion among the Board, followed by a repeat of the voting as described above. Only then if again there is no simple majority shall the Chair of the meeting have the casting vote.
- If there are more than two options, the voting should be in rounds by elimination until there are only 2 options.

Voting on Selection of next congress venue

All the guidelines relating to voting for motions also apply to the voting for the selection of the next congress venue with the following additional guidelines:

- A bid is normally only accepted for consideration if it is proposed by one national member society. Any bid from a combination of national member societies must have a nominated chair from one national member society that will assume the full responsibility for the congress.
- Any bid that does not address the requirements, especially the "information to be included in the final proposal", given in Section B1 of the ICA Congress Guidelines, will not be considered in the voting.
- Any bid that does not comply with any requests from the Board or General Secretary, such as provision of the electronic version of the bid by a defined date and in the format suitable for distribution to the Board, will not be considered in the voting .
- All voting shall be by secret ballot.
- Persons presenting the bid (usually the proposed conference chair) cannot be present during the times of the presentations by other bidders or during the vote. Should the Chair of the meeting (usually the President) have any involvement with any of the national societies submitting a bid, the Chair for that agenda item should be passed to another Board member not involved with any bid.