

EUROMET Rules of Procedure

Rules of Procedure (RoP) were formally agreed at the first EUROMET committee meeting held at the Physikalisch-Technische Bundesanstalt, Braunschweig on 27-28 January 1988. These are rules for the procedure of EUROMET Committee and its meetings (General Assemblies) and for establishing collaboration within the remit of EUROMET.

The RoP were amended in 1990, in 1995, in 1998 and in 1999. This section reproduces the Rules of Procedure which are in force since the 1st of June 1999.

Version 6.0 of the RoP takes into account several new names (General Assembly, Technical Committee) as adopted at the 15th EUROMET General Assembly in May 2001. Furthermore, in this version the EUROMET membership (art. 3) is completed, the terms of office is made more clear and changed (art. 4), Sub-Fields are introduced (art. 5), the quorum for EUROMET General Assemblies is fixed (art. 9).

Version 6.1 of the RoP: Sub-Fields of ACOUS are introduced (art. 5.2).

Article 1 - SCOPE

These Rules of Procedure apply to EUROMET Committee, to its Meetings and to the organisation of Collaborative Projects.

Article 2 - TERMS OF REFERENCE OF THE COMMITTEE

The EUROMET Committee meets in a General Assembly to review and discuss the aims and specific tasks of EUROMET.

Article 3 - MEMBERSHIP

1. Each Signatory shall appoint one Delegate to the EUROMET Committee and inform the Chairman of the appointment.
2. Each Signatory must inform the Chairman of the name and Address of their appointed Delegate.
3. New applicants for membership must prior to obtaining Membership present their case in writing to the Chairman. The Chairman will present candidates for the EUROMET Committee, before membership is accepted.
4. Each Delegate may be supported at General Assemblies by advisers and experts but only the Delegate may vote.
5. An Observer representing the European co-operation for Accreditation (EA) and an Observer representing the European Cooperation for Legal Metrology (WELMEC) are permanently invited to the General Assembly.
6. The Committee may invite additional observers to specified meetings.
7. Observers will not be able to vote.

Article 4 - CHAIRMAN

1. The Chairman shall be elected from Delegates of Members at a General Assembly.
2. The Chairman's term of office should be two years ending at the first General Assembly in even numbered years.
 - 2a In the middle of the Chairman's two-year term the next Chairman will be elected and will enter the Executive Committee as Chairman Elect. At the end of the Chairman's two-year term the Chairman will become past Chairman for one year and the Chairman Elect will become Chairman.
3. In the event of the Chairman's term of office coming to an end prematurely, a new Chairman shall be elected in accordance with Article 4.1 for the remainder of the term of office specified in Article 4.2.
4. If the EUROMET Committee chooses to appoint an Executive Committee, the chairman will consult it before any actions are taken on behalf of the EUROMET Committee between its meetings.

5. Members of the Executive Committee may be elected for only two further consecutive terms of office. The terms of office of the Chairman and of three other members of the Executive Committee ends at the first General Assembly in even numbered years and the term of office of the four remaining members ends in odd numbered years. In the event that the term of a member of the Executive Committee comes to an end prematurely, a new member shall be elected in accordance with election of a Chairman described in Article 4.3.

Article 5 - COLLABORATION

1. EUROMET Members will submit to the Chairman, for circulation to Delegates, details of projects on which they would wish to seek collaboration under EUROMET.
2. Details provided by Members, according to Article 5.1 are divided into Subject Fields and Sub-Fields, which, until modified as necessary by the Committee, will be the following:
 - mass and related quantities (Sub-Fields: force, pressure, mass);
 - electricity and magnetism (Sub-Fields: DC and quantum metrology, low frequency, radiofrequency and microwaves);
 - length (including dimensional metrology, saccharimetry, polarimetry, refractive index of air and angle measurements);
 - time and frequency;
 - thermometry (including thermophysical properties and humidity);
 - ionising radiation (Sub-Fields: photon dosimetry, radioactivity, neutron measurement);
 - photometry and radiometry (including fiber optics);
 - flow (including fluid properties);
 - acoustics, ultrasound and vibration (including accelerometry) (Sub-Fields: sound in air, underwater acoustics, ultrasound and acceleration & vibration);
 - metrology in chemistry (Sub-Fields: gas, organic, inorganic and electrochemistry);
 - interdisciplinary metrology.
- 2a For each Subject Field, the Group of Contact Persons acts as the relevant Technical Committee.
3. The EUROMET Committee will appoint a Technical Committee Chairman (TC Chairman) for each Subject Field to foster collaboration in that field. The TC Chairmen will keep the EUROMET Committee informed of progress in their fields.
 - 3a For each Sub-Field the TC Chairman proposes a Convenor who heads the corresponding Technical Sub-Committee and who is nominated by the EUROMET Chairman.
4. TC Chairmen can be nominated by Delegates and by a Technical Committee Meeting for that field. Appointment of TC Chairman or Convenor will be for a period of two years ending at the first General Assembly in odd number years for TC Chairmen, in even number years for Convenors respectively.
5. A TC Chairman or a Convenor may only be appointed for two consecutive terms of office. Each four years the post of TC Chairman for each Subject Field should move to another Member State.
6. Casual vacancies of TC Chairmen occurring during each two-year period will be filled by the EUROMET Committee for the remainder of the term of office.
7. The collaborating Institutes will agree to a Co-ordinator, as the contact point, for each Collaborative Project. The Co-ordinator will be responsible for keeping the appropriate TC Chairman informed of progress for that project.
8. For each Collaborative Project a EUROMET PROJECT FORM must be completed by the Coordinator and sent to the TC Chairman for the relevant Subject Field. The TC Chairman must forward the form to the Secretary who will arrange for its distribution to all Delegates. Delegates will arrange for the distribution amongst Contact Persons.
 - 8a. All projects will be discussed at Technical Committee meetings.
9. None of the foregoing Rules of Procedure restricts collaborating States from entering into additional agreements on individual projects as they see fit.

Article 6 - WORKING PARTIES AND CONTACT PERSONS' GROUPS

1. The EUROMET Committee may set up ad hoc Working Parties, which are limited in time, with clearly defined terms of reference.
2. The EUROMET Committee may set up Technical Committees for each Subject Field defined in Article 5.2.
3. Members of Working Parties and Technical Committees can either be Delegates or persons nominated by Delegates.

Article 7 - SECRETARIAT

1. The Secretariat for the EUROMET Committee is provided by the Member State of the Chairman. If this cannot be achieved, the Chairman may request help from some other source.
2. The Secretariat will assist the Chairman in the administration of EUROMET.
3. The Secretariat will ensure that details of collaborations are circulated to all Delegates.

Article 8 - CONVOCATION OF GENERAL ASSEMBLIES

1. The Committee shall meet as often as required but at least once per year.
2. The Chairman, in consultation with the Committee, will decide the place and date of the Meetings. The Chairman shall convene the Meeting at least ten weeks in advance.
3. Delegates will be asked to inform the Chairman at least seven weeks in advance of the Meeting of items they wish to have included on the agenda, unless the Meeting is convened under Article 8.4.
4. A Meeting may also be called at the initiative of the Chairman or at least four Delegates, specifying the items to be discussed, within a minimum of six weeks notice.
5. Delegates will be sent a draft agenda at least four weeks in advance of all Meetings.
6. The agenda of all Meetings shall be decided by the Committee at the start of the Meeting.

Article 9 - MEETING PROCEDURES

1. One third of the Delegates shall constitute a quorum.
2. The Committee will attempt to reach conclusions by consensus whenever possible.
3. If consensus cannot be reached decisions shall be based upon the simple majority of votes cast.
4. A Delegate, if he is unable to be present at a Meeting, may empower another person to vote on his/her behalf, provided the Chairman is notified in written form.
5. A draft report of the General Assembly shall be circulated to all Delegates within one month of the Meeting.

Article 10 - BUSINESS BY CORRESPONDENCE

The Committee can undertake any business it wishes between Meetings by correspondence involving all Delegates.

Article 11 - AMENDMENT OF RULES OF PROCEDURE

These Rules of Procedure can only be amended by a majority of at least two thirds of all voting Delegates.

