

**IFOAM Standards Committee
Detailed Rules of Procedure**

1. Chair and Vice Chair

1.1 The Chairperson shall be decided by consensus of the Committee and confirmed by the World Board. Duties of the Chairperson include the following:

- 1.1.1 Oversee the development of meeting agendas and the presentation of business in between meetings, including the decision on where and when to call extra meetings (i.e. conference calls and email decisions) in between regularly scheduled meetings.
- 1.1.2 Chair the SC meetings and the discussion of business in between meetings. The chair may delegate this responsibility to other SC members.
- 1.1.3 Advise the SC staff person on issues and questions that arise.
- 1.1.4 Represent the SC to the NMC and other IFOAM bodies as necessary.
- 1.1.5 Represent the IFOAM SC externally upon request of the World Board or NMC.
- 1.1.6 On occasion and for cause, delegate any or all of these duties to the Vice-Chair.

1.2 A Vice-Chair may be appointed, and if so, shall be decided by consensus of the Committee. The Vice Chair may assume any or all of the duties of the Chair, as requested by the Chair.

2. Meetings

2.1 A quorum must be present prior to the start of any meeting. A quorum is one half of the SC members.

2.2 Decisions shall routinely be taken by consensus.

2.3 Voting: The committee as a whole, or any member thereof may call for a decision to be taken by vote. A majority of votes cast is necessary for passage of any motion that is voted. Abstentions are not counted as votes cast. Any member may request that the minutes reflect their dissenting vote on a decision.

2.4 Transparency: Meetings will be open to observation by IFOAM members upon prior notification to the Chair of intention to attend the meeting. The Committee may deem portions of meetings confidential and not open to observers. Observers do not have the right to participate at meetings. At his discretion, the Chair may allow participation of observers.

3. Meeting Management

- 3.1 The Chair will be responsible for the setting of time limits on speakers and agenda items and will appoint a time keeper to assist with this task.
- 3.2 The Chair will recognise speakers.
- 3.3 The Chair will be responsible for running the meeting and can delegate this responsibility to any committee member at any time.
- 3.4 The Chair will check-in with the Minute Taker before the conclusion of each topic to ensure that decisions, and other information, is adequately recorded.
- 3.5 Chair will summarize the issues prior to each decision point, and then ensure that the decision is accurately recorded.

4. Meeting Minutes

- 4.1 The minutes of the meeting shall reflect all those in attendance, all decisions taken, dissenting votes upon request, and all follow up action items along with the person responsible.
- 4.2 Minutes shall be circulated to SC members for comment within four weeks of the meeting and approved by the Chair prior to circulation outside of the Committee. Final minutes shall be approved by the Committee.
- 4.3 Minutes shall be made available to any IFOAM member upon written request.
- 4.4 The SC may decide to designate portions of minutes as confidential and not available outside of the SC, NMC, and WB.

5. Decisions in between meetings

- 5.1 The SC may take up discussions and make decisions in between meetings. Discussion and decision may be held either by conference call or via internet technology.
- 5.2 Decisions by vote on conference calls and email require approval by a majority of committee members.

6. Expenses

- 6.1 Reasonable travel expenses for SC members to attend meetings, participate in conference calls, and represent the SC upon request, shall be reimbursed by IFOAM upon submission of an invoice and receipts for out of pocket expenses.
- 6.2 Invoices shall be submitted to the Head Office for payment no later than 3 months after the expenses have been incurred. Reference is made to IFOAM's policy No 08 on 'reimbursements'.

7. Member Participation:

- 7.1 If a member fails to attend two consecutive meetings, or otherwise fails to participate in the Committee, it is the duty of the Chair to inform the NMC.

Approved by the SC in Mainz, Germany 03-02