

IFOAM Criteria Committee - Detailed Rules of Procedure

1. Chair Person

1.1 The Chair Person 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 CRITERIA COMMITTEE meetings and the discussion of business in between meetings. The Chair Person may delegate this responsibility to other CRITERIA COMMITTEE members.

1.1.3 Advise the CRITERIA COMMITTEE staff person on issues and questions that arise.

1.1.4 Represent the CRITERIA COMMITTEE to the NMC and other IFOAM bodies as necessary.

1.1.5 Represent the IFOAM CRITERIA COMMITTEE externally upon request of the World Board or NMC.

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

2. Meetings

2.1 A quorum must be present at any meeting. A quorum is one half of the CRITERIA COMMITTEE members. In the case that this results in an odd number the resulting number is rounded up to the next full number (e.g.: if half of the CRITERIA COMMITTEE results in 3.5 members then a quorum is reached with 4 members).

2.2 The CRITERIA COMMITTEE may hold meetings by conference call or other technology.

- 2.3 Decisions shall routinely be taken by consensus.
- 2.4 Decisions might also be taken via internet technology (e.g. e-mail).
- 2.5 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.
- 2.6 Decisions by vote on conference calls and internet technology require approval by a majority of committee members.
- 2.7 Transparency: Meetings will be open to observation by IFOAM members upon prior notification to the Chair Person 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. Chair Person may use his/her discretion to allow participation of observers.

3. Meeting Management

- 3.1 The Chair Person will be responsible for the setting of time limits on speakers and agenda items and may appoint a time keeper to assist with this task.
- 3.2 The Chair Person will recognize speakers.
- 3.3 The Chair Person will be responsible for running the meeting and can delegate this responsibility to any committee member at any time.
- 3.4 The Chair Person will check-in with the Minute Taker before the conclusion of each topic to ensure that decisions, and other information, are adequately recorded.
- 3.5 Chair Person 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. CRITERIA COMMITTEE

- 4.2 A referee will be appointed at start of the meeting.
- 4.3 Minutes shall be refereed immediately after the meeting. In case of descent between minute taker and referee the Chair Person will take the final decision.
- 4.4 Minutes are to be circulated to CRITERIA COMMITTEE within 4 weeks after the event at which they were taken.
- 4.5 Final minutes shall be approved by the CRITERIA COMMITTEE.
- 4.6 Telephone conference and other decisions shall be minuted according to 2.6.
- 4.7 Minutes shall be made available to any IFOAM member upon written request.
- 4.8 The CRITERIA COMMITTEE may decide to designate portions of minutes as confidential and not available outside of the CRITERIA COMMITTEE, NMC, and WB. These portions shall be labeled as such.

5. Expenses

- 5.1 Reasonable travel expenses for CRITERIA COMMITTEE members to attend meetings, participate in conference calls, and represent the CRITERIA COMMITTEE upon request, shall be reimbursed by IFOAM upon submission of an invoice and receipts.
- 5.2 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'.

6. Member Participation:

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

*Approved by the Criteria Committee
10-12 September 2004, Zanzibar*