



## **RULES OF OPERATION FOR THE IUCN National Committee for the United Kingdom**

These Rules of Operation are made under Clause 2(e) of the Constitution of the IUCN National Committee for the United Kingdom (IUCN NCUK). Nothing in these Rules shall contravene or take precedence over the Constitution of the IUCN NCUK or the Statutes of IUCN – The World Conservation Union.

For the purposes of this document 'United Kingdom' or 'UK' are at all times taken to indicate the United Kingdom and its Overseas Territories and Crown Dependencies.

### **Membership Classes and Benefits**

1 The National Committee shall have two classes of membership:

- (a) Members
- (b) Associates comprising affiliates, Commission members, IUCN officers and secretariat, and observers

2. Members are those organisations whose registered address is in the United Kingdom and who have satisfied the Executive Committee that they are currently voting members of IUCN. Public bodies which have responsibilities for the conservation of nature or natural resources and which are recognised by the Department of Environment, Food and Rural Affairs (or its successors), as members of IUCN under the UK State Membership, shall be deemed to be members of the National Committee. Members have the following rights:

- (a) to be informed of and attend General Meetings of the National Committee and to cast a vote;
- (b) to be elected as the Chairman of the National Committee or as a member of the Executive Committee or appointed to any of the National Committee's working groups or to serve as a focal point;
- (c) to receive and have access to information produced or held by the National Committee on behalf of IUCN;
- (d) to participate in the workplan of the National Committee.

A Member may be represented at General Meetings by more than one person, but only a single vote may be cast.

3. Affiliates are those organisations whose registered address is in the United Kingdom and who have satisfied the Executive Committee that they are currently Affiliate members of IUCN. Affiliates have the following rights:

- (a) to be informed of and attend General Meetings of the National Committee;
- (b) to be elected as a member of the Executive Committee or appointed to any of the National Committee's working groups or to serve as a focal point;
- (c) to receive and have access to information produced or held by the National Committee on behalf of IUCN;
- (d) to participate in the workplan of the National Committee.

An Affiliate may be represented at General Meetings by more than one person.

4. Commission members are those individuals for the time being residing in the United Kingdom who have satisfied the Executive Committee that they are currently members of a Commission of IUCN. Commission members have the following rights:

- (a) to be informed of and attend General Meetings of the National Committee;
- (b) to be appointed to any of the National Committee's working groups or to serve as a focal point;
- (c) to have access to and receive on request information produced or held by the National Committee on behalf of IUCN;
- (d) to participate in the workplan of the National Committee.

5. IUCN Officers and Secretariat are those individuals elected to the Council of IUCN, and the employed staff of IUCN representing the Director General. IUCN Officers and Secretariat have the following rights:
  - (a) to be informed of and attend General Meetings of the National Committee;
  - (b) to be a member of the Executive Committee *ex officio* or appointed to any of the National Committee's working groups or to serve as a focal point;
  - (c) to have access to and receive on request information produced or held by the National Committee on behalf of IUCN;
  - (d) to participate in the workplan of the National Committee.IUCN Officers and Secretariat may be represented at General Meetings by more than one person.
6. Observers are those organisations or individuals who have satisfied the Executive Committee that they have a close working relationship with IUCN, or who are appropriately qualified for and likely to seek voting or affiliate membership of IUCN. The membership status of an Observer will be reviewed periodically by the Executive Committee. Observers have the following rights:
  - (a) to be informed of and attend General Meetings of the National Committee;
  - (b) to be appointed to any of the National Committee's working groups or to serve as a focal point;
  - (c) to have access to and receive on request information produced or held by the National Committee on behalf of IUCN;
  - (d) to participate in the workplan of the National Committee.An Observer may be represented at General Meetings by more than one person.

### **Membership Conditions**

7. The members shall abide by the Constitution and Rules of Operation for General Meetings of the National Committee in good faith.
8. Each class of membership may be requested to pay to the National Committee single or annual contributions or other periodic sums and accept the terms and conditions of membership or any changes of them and to pay other fees or sums for the use of any of the facilities, activities or services of the National Committee as the Executive Committee may from time to time determine.

### **Meetings**

10. The Executive Committee shall convene a meeting at a date falling from between 1st April and 30<sup>th</sup> June inclusive in every calendar year as its Annual General Meeting at such a place as may be determined by the Executive Committee, and shall specify the meeting as such in the notices calling it.
11. The Executive Committee may whenever they think fit convene a General Meeting, and General Meetings shall also be convened on the requisition of at least ten Members.
12. At least twenty-one days' notice in writing shall be given of every Annual General Meeting, and at least twenty-one days' notice in writing of every other General Meeting (exclusive in every case both of the day on which it is deemed to be served and of the day for which it is given). The notice shall specify the place, the day and the hour of the meeting, and in the case of special business the general nature of that business.
13. All business shall be deemed special that is transacted at a General Meeting, and all business that is transacted at an Annual General Meeting shall be deemed special, with the exception of the consideration of the income and expenditure account, and the reports of the Executive Committee, and the election of Executive Committee members in the place of those retiring. The approval of any special business or resolution or recommendation or other like matter binding upon the National Committee shall be adopted by consensus of those present and eligible to vote.
14. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided five Members having the right to attend and vote personally present or by proxy, or one quarter of the membership, whichever is the least, shall be a quorum.

15. Each Member eligible to vote shall have one vote only.

### **Election of the Chairman and Executive Committee**

16. The Chairman of the National Committee shall be elected for a single term of four years. This may be extended only by agreement of members at an AGM. This office shall be honorary. In the penultimate year of the Chairman's term, a Chairman-elect may be elected at the appropriate Annual General Meeting. The office of Chairman-elect shall be honorary. The Chairman-elect shall succeed the retiring Chairman. A nomination for Chairman-elect may be made by any eligible voting Member, providing the nomination is approved by the candidate concerned and supported by one eligible voting Member as a second, and notification thereof deposited in writing at the Office. The opening date for nominations in the relevant year shall be four months, and shall close at least one month before the planned date of the Annual General Meeting.
17. Nominations for members of the Executive Committee may be made by any eligible voting Member, providing the nomination is approved by the candidate concerned and supported by one eligible voting Member as a second, and notification thereof deposited in writing at the Office; the opening date for nominations shall be four months, and shall close at least one month, before the planned date of the Annual General Meeting. If the number of eligible candidates exceeds the number of vacancies on the Executive Committee, appointments will be decided by secret ballot at the AGM. If the number of eligible candidates does not exceed the number of vacancies, candidates will be appointed automatically at the next AGM.
18. An Executive Committee member elected or co-opted to the Executive Committee in whatever capacity or office, or combination of such, shall not normally serve for more than six consecutive years. This period may be extended by approval of the Committee.
19. The Executive Committee shall circulate nomination details for the Chairman and Executive Committee members (not being co-opted members) standing for election together with the notice of the Annual General Meeting.. Provision will be made for members to vote by electronic means. The election will be conducted at the AGM by secret ballot. The Executive Committee shall appoint two tellers to determine the result of the ballot, which shall be duly announced by the Chairman of the Executive Committee at the appropriate point in the agenda of the business of the Annual General Meeting. The retirement and installation of the Officers and members of the Executive Committee shall take effect from the announcement of the ballot results during the business of the Annual General Meeting at which they were elected.

### **National Committee Working Groups**

20. The National Committee may establish Working Groups consisting of such persons as the Executive Committee thinks fit including co-opted external consultants to fulfil or promote such functions and activities of the National Committee as may be required.
21. The Chairman and members of any Working Group shall be appointed annually and none shall normally serve for more than four years consecutively.
22. The Executive Committee shall set and periodically review the terms of reference of any Working Groups established. A Working Group may be accorded a title appropriate to its functions, including task force, task and finish group, working group, panel and so forth.
23. The quorum of any such Working Group shall be three, not including any employees of the National Committee who may be present or serving as secretary to the Working Group, and at least six days' notice, or in the case of an emergency not less than twenty-four hours notice, shall be given of the

convening of a meeting at a time and place set by the chairman upon his own initiative or by the demand of two other members of the Working Group.

24. In the event of any irreconcilable disagreement between members of a Working Group, the Executive Committee shall be informed of the situation.

#### **Focal Points**

25. Whenever the Executive Committee may think fit, a person may be appointed as Focal Point to coordinate or inform members on issues relating to the programme of IUCN or the workplan of the Committee. The role of the Focal Point shall be reviewed annually by the Executive Committee and renewed, modified or discontinued as appropriate.

#### **Workplan**

26. The Executive Committee shall establish, maintain and monitor a four year rolling workplan, to be reviewed and, if necessary, revised annually, that sets out the current and proposed activities of the National Committee in relation to the implementation of the Objects and the IUCN programme within and beyond the United Kingdom.

AMENDED by the Annual General Meeting of 21st April 2016