

RULES OF PROCEDURE OF THE ICAR BOARD

Rule 1 – Membership of the Board

- 1.1 Membership of the Board shall be in accordance with the Article 11 of the ICAR Statutes.
- 1.2 In the event of vacancy, the Board shall co-opt a member or members on an interim basis, as provided for in the Article 11.2 of the Statutes.
- 1.3 In co-opting a member or members, the Board shall give due consideration to:
 - a) Personal experience and qualifications of a candidate or candidates;
 - b) a balanced geographic representation of recording and evaluation organisations;
 - c) ensuring the participation in the Board of such Member organisations as to contribute in a large measure towards the success of the ICAR; and
 - d) giving the greatest possible number of Members an opportunity, by rotation of membership, to serve on the Board.

Rule 2 – Powers of the Board

- 2.1. In addition to powers provided for in Articles 11, 13, 19, 20, 21 and 23 of the ICAR Statutes, the Board shall have the following powers:
 - a) to decide on the procedure for the monitoring of the implementation of the International Agreement on Recording Practices; and
 - b) to decide on the role of Sub-Committees and Working Groups in the preparation of amendments to the International Agreement on Recording Practices.
- 2.2 The Board may delegate to the Executive Board the power to provisionally decide on matters provided for in Articles 3.3 (provisional approval of ICAR Guidelines), 19 (Sub-Committees), 20 (Working Groups and Task Forces) and 21.1 (Provisional approval of recording devices) of the ICAR Statutes.

Rule 3 - Meetings of the Board

- 3.1 The meetings of the Board shall be held as provided for in the Article 13.1 of the Statutes.
- 3.2 At the first constitutive meeting, the Board shall elect among its members up to two Vice-Presidents, a Treasurer and a Secretary and appoint the Secretary General and establish their terms of reference Following the election of the Board by the Assembly General.
- 3.3 The President or not less than four members of the Board shall insure that the notice convening the Board is distributed to all members of the Board.
- 3.4 The notice convening the meeting shall include agenda of the meeting and supporting documents for all agenda items requiring decision by the Board.
- 3.5 The President or a vice president appointed by the President shall chair the meetings.
- 3.6 Meetings of the Board shall be held in private.
- 3.7 The President may invite representatives of Member Organisations, international organisations having a co-operative status with ICAR, auditors, members of the ICAR Secretariat or individual experts to attend meetings of the Board. The attendance may be limited to the specific agenda item.
- 3.8 The Secretary General shall ensure that any major decision of the Board is brought to the attention of the Member Organisations.

Rule 4 – Meetings of the Board with Chairpersons of Sub-Committees, Task Forces and Working Groups

- 4.1 Meetings of the Board with Chairpersons of Sub-Committees, Task Forces and Working Groups (joint meetings) shall be held not less than once a year.
- 4.2 These joint meetings shall be convened and chaired by the President or by a vice-president.

Rule 5 - Agenda

- 5.1 The provisional agenda for an ordinary meeting of the Board shall include:
 - a) all items the inclusion of which may have been decided upon by the Board at a previous meeting;
 - b) items decided upon by the President or convenors of the meeting;
 - c) any item the inclusion of which has been requested by a chairpersons of a Sub-Committee, by Secretary General or Treasurer; and
 - d) President's report on the state of ICAR.
- 5.2 The agenda of the meeting of the Board with Chairpersons of Sub-Committees, Task Forces and Working Groups shall include:
 - a) all items decided upon by the Board or by the President;
 - b) reports of Sub-Committees, Task Forces and Working Groups;
 - c) the International Agreement on Recording Practices, and
- 5.3 The first item of any ordinary session shall be approval of the agenda.

Rule 7 - Powers and duties of Chairperson

- 7.1 The meeting of the Board shall be chaired by the President.
- 7.2 In addition to exercising such powers as are conferred upon him elsewhere by these Rules, the President in his capacity of the Chairperson shall:
 - a) declare the opening and closing of the meeting;
 - b) direct the discussion;
 - c) ensure the observance of these Rules;
 - d) accord the right to speak; and
 - e) announce decisions.
- 7.3 The Chairperson shall also rule on points of order and have complete control over the proceedings of the meetings.
- 7.4 The Chairperson may propose:
 - a) the limitation of the time to be allowed to speakers;
 - b) the suspension or adjournment of the meeting; and
 - c) the closure of the debate.
- 7.5 Vice-President nominated by the President to chair the meeting shall have the same powers and duties as the President.

TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE EXECUTIVE BOARD

Rule 1 - Membership of the Executive Board – Powers of the Executive Board

- 1.1 The President, Vice Presidents, Treasurer and Secretary shall be members of the Executive Board.
- 1.2 The Executive Board shall assist the President in:
 - a) governing ICAR between the meetings of the Board;
 - b) representing ICAR at law;
 - c) entering into all and any ordinary and extraordinary administrative transactions; and in
 - d) acting on behalf of the ICAR membership, as provided for in Articles 11, 12 and 13 of the ICAR Statutes,
 - e) preparing information and decisions for approval by the ICAR Board.
- 1.3 Subject to the authorization by the General Assembly and by the Board, the Executive Board may issue provisional decisions on matters provided for in the Articles 13.1, 20.1, 20.2, 21.1, 21.2 and 23 of the ICAR Statutes.
- 1.4 The President shall submit for approval by the Board all and any decision of the Executive Board.

Rule 2 - Meetings of the Executive Board

- 2.1 The meetings of the Executive Board shall be held whenever the President deems necessary, as provided for in the Article 13.1 of the Statutes.
 - 2.2 The meeting must be decided upon 60 days beforehand.
 - 2.3 The notice of convening the meeting shall include agenda of the meeting and supporting documents for all agenda items on matters provided for in Rule 1.3 of these Rules.
 - 2.4 The President or a Vice-President appointed by the President shall chair the meetings.
- Meetings of the Executive Board shall be held in private. The Chairman of the INTERBULL Steering Committee, if not a member of the Executive Board, shall be invited to attend.
- 2.5 The President may invite representatives of Member Organizations, international organisations having a co-operative status within the Executive Board of ICAR, as do auditors, members of the ICAR Secretariat or individual experts to attend meetings of the Executive Board. Such attendance may be limited to the specific agenda item.
 - 2.6 The Secretary General shall ensure that provisional decisions of the Executive Board regarding matters from the Rule 1.3 of these Rules are brought to the attention of the Board and Member Organizations.

Rule 3 - Agenda

- 3.1 The provisional agenda for a meeting of the Executive Board shall include:
 - a) all items the inclusion of which may have been decided upon by the Executive Board at a previous meeting; and
 - b) items decided upon by the President.
- 3.2 The first item of any ordinary session shall be approval of the agenda.

Rule 4 – Secretariat

- 4.1 The Secretary General shall provide and direct such Secretariat and other staff and facilities as may be required by the Executive Board.
- 4.2 It shall be the duty of the secretariat to receive and circulate documents, to prepare records of the proceedings, and to perform such other work as the Executive Board may require.
- 4.3. The Secretary General shall prepare minutes and summary notes on decisions approved by the meeting of the Executive Board. he/she shall arrange for the issuance of a summary note for distribution to members of the Board and to Member organisations, if required.

Rule 5 - Powers and duties of Chairperson

- 5.1 The meeting of the Executive Board shall be chaired by the President.
- 5.2 In addition to exercising such powers as are conferred upon him elsewhere by these Rules, the President in his capacity of the Chairperson shall:
 - a) declare the opening and closing of the meeting;
 - b) direct the discussion;
 - c) ensure the observance of these Rules;
 - d) accord the right to speak; and
 - e) announce decisions.
- 5.3 He shall also rule on points of order and have complete control over the proceedings of the meetings.
- 5.4 He may propose:
 - a) the limitation of the time to be allowed to speakers;
 - b) the suspension or adjournment of the meeting; and
 - c) the closure of the debate.
- 5.5 Vice-President nominated by the President to chair the meeting shall have the same powers and duties as the President.

Rule 7 - Voting

- 7.1 Decisions and provisional decisions on matters provided for in the Rule 1.3 of these Rules shall be made by simple majority of votes.
- 7.2 Each member of the Executive Board shall have one vote.
- 7.3 The President shall have a casting vote in the event of a tie.

RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

Rule 1 - Sessions of the General Assembly

- 1.1. The General Assembly shall be convened by the President of ICAR.
- 1.2. The Ordinary General Assembly shall be held once every year to approve the financial statement and budget, receive the President's report, receive the Treasurer's report, elect Board members, approve the guidelines, approve the Certificate of Quality, approve new members, and any other competent business brought by the Board or raised by members by due process, as provided for in the Article 14.1 of the ICAR Statutes.
- 1.3. The Extraordinary General Assembly shall be convened by the President of ICAR in accordance with provisions of Article 15 of the Statutes.
- 1.4. The General Assembly shall be composed of delegations of ICAR Members.
- 1.5. For the purpose of these Rules, "delegation" means all the persons appointed by ICAR Members to attend the session of the General Assembly.
- 1.6. Each Member shall communicate to the Secretary General the list of members of its delegation.

Rule 2 - Agenda

- 2.1. A provisional agenda for each ordinary session of the General Assembly shall be drawn up by the President, approved by the Executive Board and dispatched by the Secretary General to ICAR Members and participating international organisations in accordance with Article 14.2 of the ICAR Statutes.
- 2.2. The provisional agenda for an ordinary session shall include:
 - a) all items the inclusion of which may have been decided upon by the General Assembly at a previous session;
 - b) items approved by the Board;
 - c) any item the inclusion of which has been agreed upon by the Board upon the request of an ICAR Member seconded by other two Members;
 - d) the President's report on the state of ICAR;
 - e) financial statements
 - f) Treasurer's Report;
 - g) approval of the minutes of the previous General Assembly;
 - h) the election of the Board;
 - i) applications for membership; and
 - j) approval of the budget.
- 2.3. The agenda of the ordinary sessions held during the biennial ICAR Sessions and INTERBULL Meetings shall, in addition to items under Rule 2.2 of these Rules include also:
 - a) reports of Sub-Committees, Task Force and Working Groups;
 - b) the International Agreement on Recording Practices;
 - c) the ICAR Certificate of Quality.
- 2.4. The first item of any ordinary session shall be approval of the agenda.
- 2.5. Requests for the inclusion of additional items may be submitted to the Secretary General by ICAR Members not later than 28 days prior to the General Assembly. Such requests shall be forwarded to the Board for decision. The Board may decide to include the requested item in the agenda of the current or the next session or defer the matter for further consultations.

Rule 4 – Attendance at the sessions of the General Assembly

- 4.1. Ordinary sessions of the General Assembly shall be open to attendance by all delegations, experts attending the ICAR Session and the INTERBULL Meeting, the representatives of participating international organisations and the staff of the Secretariat.
- 4.2. Ordinary sessions shall be held in public unless the General Assembly decides otherwise.
- 4.3. Subject to the decision by the General Assembly, the Secretary General shall make arrangements for the admission of the public and of representatives of media to the ordinary sessions of the General Assembly.
- 4.4. Extraordinary sessions of the General Assembly shall be held in private unless the General Assembly decides otherwise.

Rule 5 - Powers and duties of Chairperson

- 5.1 The General Assembly shall be chaired by the President.
- 5.2 In addition to exercising such powers as are conferred upon him/her elsewhere by these Rules, the President in his capacity of the Chairperson shall:
 - a) declare the opening and closing of each meeting of the session;
 - b) direct the discussion;
 - c) ensure the observance of these Rules;
 - d) accord the right to speak;
 - e) declare the quorum before each voting for decisions, and
 - f) announce decisions.
- 5.3 He shall also rule on points of order and have complete control over the proceedings of the meetings.
- 5.4 He may propose:
 - a) the limitation of the time to be allowed to speakers;
 - b) the number of times each delegation may speak on any question;
 - c) the closure of the list of speakers;
 - d) the suspension or adjournment of the meeting; and
 - e) the closure of the debate.
- 5.5 In the absence of the President or if he decides so, one of the Vice-Presidents shall preside. Vice-President acting as a Chairperson shall have the same powers and duties as the President, but shall not have a casting vote.

Rule 6 – Proposals and amendments

- 6.1 Proposals relating to the International Agreement on Recording Practices and the ICAR Certificate of Quality shall be referred to the Secretary General and/or presidents of respective Sub-Committees and Working Groups at least four weeks before the session of the General Assembly.
 - 6.2 The President shall communicate to the General Assembly comments and views of respective Sub-Committees and Working Groups prior to opening the debate on the item under discussion.
- Proposals and amendments relating to any other item on the agenda may be submitted in writing to the Secretary General during the session of the General Assembly at least twenty four hours before the vote is to be held. The Secretary General shall distribute such proposals or amendments to delegations present at the session.

Rule 7 – Election of the Board

- 7.1 The General Assembly shall make provisions to ensure that the four-year terms of office of the members of the Board shall not all expire in the same calendar year.
- 7.2 In electing members of the Board the General Assembly shall give due consideration to:
- e) Personal experience and qualifications of a candidate or candidates;
 - f) a balanced geographic representation of recording and evaluation organisations;
 - g) ensuring the participation in the Board of such Member organisations as to contribute in a large measure towards the success of ICAR; and
 - h) giving the greatest possible number of Members an opportunity, by rotation of membership, to serve in the Board.
- 7.3 The General assembly shall, at any ordinary or extraordinary session, fill all vacancies in the Board, as provided for in Article 11.2 of the Statutes.
- 7.4 The President shall inform Member organisations prior to the date set for the General Assembly on vacancies occurring due to the expiry of the term of office, resignation or a change in the employment or official position.

Rule 8 - Voting

- 8.1 Each voting member shall have one vote.
- 8.2 In compliance with the Article 14.5 of the Statutes, President of ICAR shall have one vote. In the case of tie vote, the President has the casting vote.
- 8.3 In compliance with Articles 14.5 and 15.4 of the Statutes a quorum of 51 per cent of voting members present or represented by proxies shall be required for decisions.
- 8.4 Before voting, the Chairperson shall declare the number of delegates present, the quorum and the number of votes required for the decision.
- 8.5 Delegate shall be invited to vote for the adoption of decision or against the adoption of decision. Delegates may abstain from voting.

PROCEDURE FOR UPDATING AND APPROVAL OF THE INTERNATIONAL AGREEMENT ON RECORDING PRACTICES AND ICAR GUIDELINES

Rule 1 – Definition

- 1.1 ICAR rules, standards and guidelines (Articles 2.1.a, 21 and 22 of the ICAR Statutes refer) and the International Agreement on Recording Practices (Article 6.1) shall be approved by the ICAR General Assembly under the procedure defined in ICAR By-laws (Article 24).
- 1.2 For the purpose of this By-law, ICAR rules define basic principles of animal identification, registration of parentage, performance recording and genetic evaluation. ICAR rules are obligatory requirements for the approval of recording and identification devices.
- 1.3 ICAR standards define criteria to be applied consistently in the provision of recording and evaluation services, in the manufacture and supply of animal identification, performance recording and analytical devices, for recording and evaluation purposes.
- 1.4 ICAR guidelines recommend procedures and methods of animal identification, registration of parentage, performance recording and genetic evaluation.
- 1.5 The present By-law defines the content, the right of initiative, the procedure for approval and publication of ICAR rules, standards and guidelines (Guidelines), and of ICAR recommendations, which are established for the purpose of identifying animals, the registration of their parentage, recording their performance, evaluating their genetics, and publication of such.

Rule 2 - Content

- 2.1 The content of the International Agreement on Animal Recording Practices ICAR Rules, Standards and Guidelines shall be determined by the General Assembly.
- 2.2 The General Assembly may approve Recommendations related to specific traits and/or methods and techniques of recording and analysis.

Rule 3 - Right of initiative

- 3.1 An ICAR member, the Board, an ICAR Sub-Committee or an ICAR Working Group may propose the new or amendments to the existing Guidelines and to ICAR Recommendations.
- 3.2 A professional involved in animal recording and a manufacturer or a group of manufacturers of identification or measuring devices may initiate proposals for new or for amendments to the existing Guidelines.

Rule 4 – Submission of proposals

- 4.1 Proposals of Member organisations may be submitted to the General Assembly, Board, Executive Board, a Sub-Committee, a Working Group or to the ICAR Secretariat.
- 4.2 Proposals of individual experts and those of manufacturers of identification and recording devices may be submitted to respective Sub-Committees or Working Groups.
- 4.3 The Secretariat shall forward to the Board all proposals submitted to the Executive Board, Sub-Committees, Working Groups and to the Secretariat.
- 4.4 Proposals submitted during the session of the General Assembly shall be forwarded to the Board for comments.

- 4.5 The Board may request that the proposal submitted at the current session be placed on the agenda of the next session of the General Assembly.
- 4.6 The Board shall not place the proposal on the agenda of the General Assembly unless accompanied by reference(s) to the scientific evidence, comments of Member Organisations and views of the relevant Sub-Committees and/or Working Groups.
- 4.7 The Secretariat shall collect views and comments of Member Organisations.

Rule 5 - Approval

- 5.1 New Guidelines or changes in the existing Guidelines shall be approved by the General Assembly in accordance with the Articles 14.1 and 17.1 of the ICAR Statutes.
- 5.2 The General Assembly may authorise the Executive Board to provisionally approve new Guidelines, changes in the existing Guidelines and the use of new identification and recording devices.
- 5.3 The Executive Board shall not issue such provisional approvals unless requested by the relevant Sub-Committee or Working Group.
- 5.4 The Executive Board shall communicate to Member Organisations and to members of the Board provisional approval of new Guidelines, changes in existing Guidelines and the provisional approval of the use of identification and recording devices and request their views and comments.
- 5.5 The Board shall place on the agenda of the next session of the General Assembly the final approval of such provisionally approved Guidelines and identification and recording devices, in accordance with Rule 4.5 of these Rules.
- 5.6 Guidelines approved by the General Assembly shall be published in English.

Rule 6 - Publication

- 6.1 The ICAR Secretariat shall place new rules, standards and guidelines and/or changes in the existing Guidelines on the ICAR Home Page immediately after the approval or provisional approval.
- 6.2 The electronic form of Guidelines shall be accompanied by a matrix showing the content of the specific part of Guidelines, an ICAR body responsible for the relevant part of Guidelines as well as the name of the person acting as the world authority in the specific field.
- 6.3 Hard copies of Guidelines shall be published in the form which allows changes of the single pages and the relevant parts of Guidelines. Hard copies of amendments and changes shall be printed in the form suitable to the insertion in the existing document.
- 6.4 Copyright shall remain with ICAR.
- 6.5 In order to promote the implementation of Guidelines, Members of ICAR may translate and publish them in other languages subject to the approval by the ICAR Board.

Rule 7 – Monitoring

- 7.1 The Board may include into the terms of reference of Sub-Committees and Working Groups the monitoring of changes in technologies and recording and evaluation practices and development of proposals for updating of Guidelines..

Rule 8 - World Authority

- 8.1 Sub-Committees and Working Groups may nominate from among its members an expert to act as a world authority in the specific technical field for a determined period.
- 8.2. The world authority from the Rule 8.1 shall act as a focal point for monitoring of the implementation of Guidelines and for collection of comments and proposals from Member Organisations and from individual experts involved in animal recording.
- 8.3 The name of the world authority shall be placed on the ICAR web site together with the title and the address of his/her employer.



TERMS OF REFERENCE OF SECRETARY GENERAL

1. The executive head of the relevant organisation providing the secretarial services to ICAR (Article 2.4 of the ICAR Statutes refers) acts as Secretary General of ICAR.
2. The Secretary General shall act as a custodian of the Statutes, ICAR By-laws and regulations, the International Agreement on Recording Practices, the Rules on the ICAR Special Stamp, Rules on the ICAR Quality Certificate, reports and decisions of the General Assembly, Board and Executive Board and reports of Sub-Committees, Task Forces and Working Groups.
3. If required, the Secretary General shall service Sub-Committees, Task Forces and Working Groups.
4. He shall assist the President in representing ICAR at law, in entering into all and any ordinary and extraordinary administrative transactions and in acting on behalf of the ICAR membership, as provided for in Articles 12 and 13 of the ICAR Statutes.
5. He shall prepare or supervise and clear all contracts and other legal and administrative documents on all and any ordinary and extraordinary transaction for the signature by the President.
6. Under the general guidance by the President and the Executive Board, he shall in particular:
 - a) service ICAR governing bodies;
 - b) ensure that drafts of decisions, By-laws and internal documents submitted for the approval by the General Assembly, the ICAR Board and the Executive Board are in accordance with the ICAR Statutes and French national laws regarding functions of non-governmental organizations;
 - c) be responsible for the administration of ICAR Secretariat and for the appointment and discipline of staff;
 - d) be responsible for ICAR accounting;
 - e) ensure timely payment of membership fees and in obtaining grants and donations from physical and legal persons;
 - f) assist the Treasurer in preparing and presenting annual budgets and financial statement to Auditors and to the General Assembly;
 - g) provide and direct such Secretariat and other staff and facilities as may be required for sessions of the General Assembly and meetings of Board and Executive Board. The servicing of the ICAR governing bodies shall also include preparation and distribution of session and meeting documents, and the preparation and provision of logistics for sessions and meetings;
 - h) be responsible for publication of reports of biennial ICAR sessions, ICAR Newsletter and ICAR Technical Series, as well as any other information and documents aimed at promoting ICAR mission and objectives;
 - i) ensure that the International Agreement on Recording Practices, summary reports of Sub-Committees, Task Forces and Working Groups and reports and information on any other ICAR activity are made available to ICAR Members and general public;
 - j) perform such other duties as are provided for in these Terms of Reference or ICAR By-laws, or any other rules and regulations from time to time in force.
 - k) Perform any other duties as determined by the board and assigned by the President
7. The Secretary General shall be responsible for the content the ICAR web site on Internet.

TERMS OF REFERENCE OF THE TREASURER

1. The Treasurer is the principal advisor to the ICAR Board and the President in matters related to ICAR's financial resources and assets.
2. For this purpose he shall, on the basis of information obtained from the secretariat:
 - l) Prepare a provisional assessment of the total income required from annual membership dues for review and approval by the Board and the General Assembly as provided for in the Article 10.2 of the ICAR Statutes;
 - m) prepare and submit financial statement to the Board and to the General Assembly;
 - n) request and receive subsidies and grants from public or private sources and report thereon;
3. The Treasurer shall perform such other duties as are provided for in ICAR By-laws, or any other rules and regulations from time to time in force.



**TERMS OF REFERENCE
OF
THE VICE-PRESIDENT FOR LEGAL AND ADMINISTRATIVE
MATTERS**

1. The Vice President for Legal and Administrative Matters is the principal adviser to the Board and the President of ICAR in fields related to the internal management of ICAR, to the use of ICAR's and INTERBULL's names and logos and to the protection of such, and, in particular, to the implementation and updating of ICAR By-laws, International Agreement for Recording Practices and ICAR Guidelines and the Certificate of Quality
2. He/she shall:
 - a) Assist the President in discharging his powers as provided for in the Article 12 of the ICAR Statutes;
 - b) assist the President in preparing and, when requested, chairing sessions of the General Assembly, meetings of the Board and meetings of the Executive Board.
 - c) monitor the use of the ICAR's name and logo, the ICAR Special Stamp, the INTERBULL's name and logo and initiate legal and other measures for protecting of such;
 - d) monitor the implementation of the ICAR By-laws, ICAR Guidelines, rules on the ICAR Certificate of Quality and Rules for Granting and Use of the Special Stamp and collect proposals for updating and changes of such;
 - e) prepare proposals and drafts of By-laws and of updates of the ICAR Guidelines, rules on the ICAR Certificate of Quality and Rules for the Special Stamp, in co-operation with the Vice President for Research and Technology;
 - f) perform such other duties as are provided for in these Terms of Reference or ICAR By-laws, or any other rules and regulations from time to time in force.

TERMS OF REFERENCE OF THE VICE PRESIDENT FOR RESEARCH AND TECHNOLOGY

1. The Vice President for Research and Technology is the principal advisor to the Board and the President in matters related to research and technology development in fields relevant to animal recording and evaluation.
2. He/she shall assist the President in co-ordinating activities of ICAR Sub-Committees, Working Groups and Task Forces and in preparing and, when requested, chairing sessions of the General Assembly, meetings of the Board, meetings of the Board with chairpersons of Sub-committees, Working Groups and Task Forces, and meetings of the Executive Board.
3. For this purpose, he/she shall in particular:
 - a) monitor developments in technologies relevant to animal recording and evaluation;
 - b) develop proposals for studies and analyses of applicability of such for the purposes of ICAR;
 - c) monitor and evaluate activities of Sub-Committees (SC), Working Groups (WG) and Task Forces (TF) and report to the President, the Executive Board and the ICAR Board, as appropriate;
 - d) collect reports and information on activities of SC, WG and TF and arrange for dissemination of such through ICAR Newsletter, ICAR web site, ICAR Technical Series and other publications;
 - e) identify proposals made by SC, WG and TF for amendments to the International Agreement on Recording Practices and ICAR Guidelines;
 - f) co-operate with the Vice President for Legal and Administrative Matters in formulating proposals for updating ICAR Guidelines;
 - g) perform such other duties as are provided for in these Terms of Reference or ICAR By-laws, or any other rules and regulations from time to time in force.

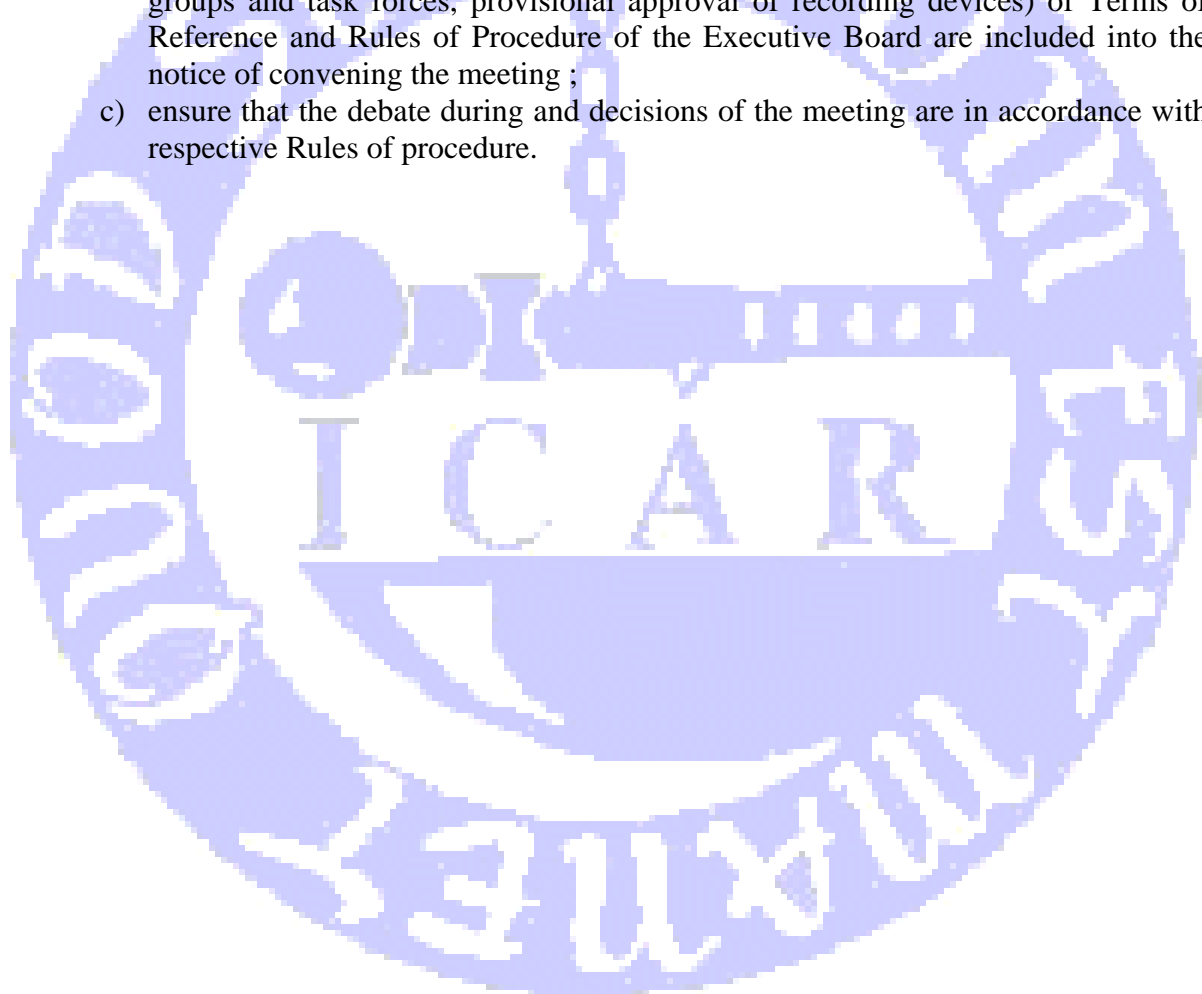
**NOMINATION AND TERMS OF OFFICE
OF CHAIRPERSONS OF
ICAR SUB-COMMITTEES, WORKING GROUPS AND TASK FORCES**

1. In compliance to the Article 19.1 of the ICAR Statutes, chairpersons of ICAR Sub-Committees shall be appointed among Representatives of Members and shall have a term of office of four years.
2. Their term of office shall start by their appointment by the ICAR Board and they may be re-appointed once only. Their term of office shall cease upon resignation or upon ceasing to represent a Member.
3. In compliance with Article 20.1 of the ICAR Statutes, chairpersons of ICAR Working Groups and Task Forces shall be appointed among representatives of Members or proposed by one of them. They shall normally have a term of office of four years, they may be re-appointed.
4. Their term of office shall cease upon resignation, completion of the programme of the Working Group or the Task Force within the timeframe decided upon by the Board or upon the person in question ceasing to be the representative of a Member.



TERMS OF REFERENCE OF THE SECRETARY OF ICAR BOARD

1. The Secretary of the ICAR Board shall assist the President or his nominee in chairing meetings of the ICAR Board and the Executive Board.
2. He shall in particular:
 - a) verify that the agenda is prepared in accordance with Terms of Reference and Rules of Procedure of respective bodies;
 - b) verify that the supporting documents for all agenda items on matters provided for in Articles 13.2 (appointment and establishment of terms of reference of secretary general), 13.3 (budget) and 13.4 (financial statement) of the ICAR Statutes, Rules 2.2 (delegation of authority to the Executive Board) of Terms of Reference and Rules of Procedure of the ICAR Board and Rule 1.3 (provisional approval of guidelines, provisional nomination of chairpersons of sub-committees, working groups and task forces, provisional approval of recording devices) of Terms of Reference and Rules of Procedure of the Executive Board are included into the notice of convening the meeting ;
 - c) ensure that the debate during and decisions of the meeting are in accordance with respective Rules of procedure.



RULES OF PROCEDURE ON THE USE OF THE ICAR NAME AND LOGO

1. The name ICAR and the name INTERBULL are the registered trade marks owned by the INTERNATIONAL COMMITTEE FOR ANIMAL RECORDING - ICAR - 149 rue de Bercy, 75595 Paris Cedex 12, France.
2. The Board of ICAR shall license the use of the ICAR logo and INTERBULL logo appropriate to the member's status and usage required.

