

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, , 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 General Assembly shall be 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;
 - e) financial statements;
 - f) Treasurer's Report;
 - g) approval of the minutes of the previous General Assembly;
 - h) the election of the Board; and
 - i)
 - j) approval of the budget.
- 2.3. The agenda of the Ordinary General Assembly may, in addition to items under Rule 2.2 of these Rules include also:
 - a) reports of Sub-Committees, Task Force and Working Groups; and
 - b) the International Agreement on Recording Practices;
 - c)
- 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 3 – Attendance at the General Assembly

- 3.1 Ordinary 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.

3.2 Ordinary General Assembly shall be held in public unless the General Assembly decides otherwise.

Rule 4 - Powers and duties of Chairperson

- 4.1 The General Assembly and the Extraordinary General Assembly shall be chaired by the President.
- 4.2 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.
- 4.3 He shall also rule on points of order and have complete control over the proceedings of the meetings.
- 4.4 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.
- 4.5 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 5 – Proposals and amendments

- 5.1 Proposals relating to the International Agreement on Recording Practices shall be referred to the Secretary General and/or presidents of respective Sub-Committees and Working Groups at least six weeks before the session of the General Assembly.
- 5.2 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.
- 5.3 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 6 – Election of the Board

- 6.1 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.
- 6.2 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 7 - Voting

- 7.1 Each voting member shall have one vote.
- 7.2 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.

- 7.3 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.
- 7.4 Before voting, the Chairperson shall declare the number of delegates present, the quorum and the number of votes required for the decision.
- 7.5 Delegate shall be invited to vote for the adoption of decision or against the adoption.

Rule 8 – Agreement in writing

- 8.1 In compliance with Article 17 of the Statutes, the Board may solicit agreement of Members in writing.
- 8.2 The President shall present to the General Assembly the Board's justification of the request for agreement in writing and propose the time for reply by Members.
- 8.3 The President shall declare the approval of the agreement not later than 30 days after the approval by the majority of Members.



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 received ten weeks in advance and unless accompanied by reference(s) to the scientific evidence and views of the relevant Sub-Committees and/or Working Groups.
- 4.7 The Secretariat shall distribute to Members proposals for approval eight weeks prior to the General Assembly.

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.
- 5.2 In accordance with the Article 17 of the Statutes, the Board may solicit agreement of Members in writing.
- 5.3 The President shall present to the General Assembly the Board's justification of the request for agreement in writing and propose the time for reply by Members.
- 5.4 Acceptance by a majority of 51 per cent of votes cast Members shall be required for the approval of the written agreement.
- 5.5 The President shall declare the approval of the agreement not later than 30 days after the approval by the majority of Members.
- 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 The Guidelines shall be published from time to time in a format determined by ICAR.
- 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.