



RULES OF PROCEDURE OF THE GENERAL AND EXTRAORDINARY ASSEMBLY

Rule 1 - General and Extraordinary Assembly

- 1.1. The General and Extraordinary Assembly shall be convened by the President of ICAR.
- 1.2. The General and Extraordinary Assembly shall be composed of delegations of ICAR Members.
- 1.3. For the purpose of these Rules, “delegation” mean all the persons appointed by ICAR Members to attend the General and Extraordinary Assembly.

Rule 2 - Agenda

- 2.1. 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, and
 - d) approval of the minutes of the previous General Assembly.
- 2.2. Requests for the inclusion of additional items may be submitted to the Secretariat 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 General and Extraordinary Assembly shall be open to attendance by all delegations, experts attending the ICAR Session, the representatives of participating international organisations and the staff of the Secretariat.
- 3.2 General and Extraordinary Assembly shall be held in public unless the Assembly decides otherwise.

Rule 4 - Powers and duties of Chairperson

- 4.1 The General and the Extraordinary 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/her 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/she 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/she 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 and amendments relating to any item on the agenda may be submitted in writing to the Secretariat at least twenty-four hours before the vote is to be held at the General Assembly. The Secretariat shall distribute such proposals or amendments to delegations present at the session.

Rule 6 – Voting

6.1 Each voting member shall have one vote.

6.2 President of ICAR shall have one vote. In the case of tie vote, the President has the casting vote.

6.3 Before voting, the Chairperson shall declare the number of delegates present, the quorum and the number of votes required for the decision.

6.4 Delegate shall be invited to vote for the adoption of decision or against the adoption.

Rule 7 - Agreement in writing

7.1 The Board may solicit agreement of Members in writing.

7.2 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.

7.3 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 ICAR GUIDELINES

Rule 1 – Definition

- 1.1. ICAR Guidelines shall be approved by the ICAR Members under the procedure defined in this by-law.
- 1.2. ICAR Guidelines define criteria to be applied consistently in the provision of recording and evaluation services in animal production and in the manufacture and supply of animal identification, recording and analytical devices.
- 1.3. ICAR guidelines recommend procedures and methods of recording and evaluation in animal production and in animal identification and registration of their parentage.
- 1.4. The present by-law defines the content, the right of initiative, the procedure for approval and publication of ICAR Guidelines, which are established for the purpose of recording and evaluation in animal production, in identifying animals, the registration of their parentage, recording their performance, evaluating their genetics, and publication of such..

Rule 2 - Content

- 2.1 All ICAR Guidelines should be based on sound scientific evidence. They are practical instructions for technicians and professionals involved in animal identification, recording and evaluation of farm animals and of characteristics of production systems with a bearing on animal health, animal care, productivity, food safety and the environment. They should contain:
 - a) the scope and objectives of proposed Guidelines;
 - b) field of application;
 - c) references;
 - d) procedures and methods of implementation for attaining objectives set in guidelines.
- 2.2 Broader explanations and technical details should be presented in annexes or appendices.

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.
- 3.2 The Board may include into 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 Guidelines.
- 3.3 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.
- 3.4 An ICAR Auditor or a group of ICAR Auditors may initiate proposals for new Guidelines or for amendments of the existing ones..

Rule 4 – Submission of proposals

- 4.1 Proposals of Member organisations may be submitted 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 review each proposal so as to ascertain its compatibility with ICAR Statutes and by-laws and forward it to the Board..

Rule 5 - Approval

- 5.1 New Guidelines or changes in the existing Guidelines shall be approved by the ICAR Members.
- 5.2 Acceptance by a majority of 51 per cent of votes cast Members shall be required for the approval of the written agreement.
- 5.3 The President shall declare the approval of the agreement not later than 30 days after the approval by the majority of Members.
- 5.4 Guidelines approved by the ICAR Members shall be published in English..

Rule 6 - Publication

- 6.1 The ICAR Secretariat shall place new guidelines and/or changes in the existing Guidelines on the ICAR Home Page immediately after the approval.
- 6.2 Hard copies of Guidelines may be published in the form which allows changes of the single pages and the relevant parts of Guidelines.
- 6.3 Copyright shall remain with ICAR.
- 6.4 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 Secretariat..

Rule 7 – Monitoring

- 7.1 The implementation of ICAR Guidelines shall be monitored by the ICAR Board, Sub-Committees, Working Groups and ICAR Auditors.
- 7.2 The monitoring of the implementation of ICAR guidelines shall be an integral part of Terms of Reference of the Sub-Committees and Working Groups.
- 7.3 The Secretariat shall collect and forward to the Board findings of ICAR Auditors related to the implementation of ICAR Guidelines.