



Role of IAA Council Delegates

1. Participate

Delegates should personally attend as many meetings of Council as possible. If they are unable to attend personally, they should be represented by their Alternate Delegate whom they have briefed on the issues. If neither the Delegate nor the Alternate are able to attend, Council Delegates can, for each item on the agenda, either submit an electronic voting ballot or assign a proxy to another Council Delegate in accordance with Article 3.9 of the Internal Regulations.

Delegates should read and familiarize themselves with the issues on the agenda prior to the meeting. The agenda usually has two parts: a consent agenda and a new business agenda. While each item of the new business agenda will be addressed and discussed individually at the meeting, the consent agenda items are normally issues that have been discussed for some time within the IAA and/or that are expected to be non-controversial; these items are approved in bulk without discussion. However, Delegates may, at any time after the Council agenda has been issued and up until the start of the meeting (see *point 2 below*), request that an item be moved from the consent agenda to the new business agenda. In order to ensure the good conduct of the meeting, it is preferable that such requests be received in writing in advance of the meeting. Delegates should come prepared to represent their member association or Section (see *point 2 below*) and to participate in Council discussions.

2. Represent their member association or Section

Prior to a Council meeting, Delegates should have discussed with the appropriate parties in their member association or Section the items on the 60-day and 30-day Council agendas. Delegates should share agendas and minutes of meetings with such appropriate parties. If there are any concerns about an item on the 60-day or 30-day agendas, Delegates should ensure that the concerns are transmitted in writing to the IAA Secretariat as soon as possible. Delegates should come to meetings prepared to express the views of the entity they represent, to have the delegated authority to do so and to ensure those views are conveyed at the meeting. Delegates should report to their member association or Section on the discussions and decisions of the meeting (see *point 4 below*). If action is requested between meetings, all Delegates are expected to transmit the views of the entity they represent in an accurate and timely fashion.

3. Be active between meetings

Delegates are expected to support the work of Council between meetings. This involves following actively all e-mail correspondence to Delegates, responding to questionnaires, and voting on electronic ballots.

4. Report to their member association or Section

Following each Council meeting or interim action, all Delegates should report, ideally in writing, to the entity they represent on the actions the Council has undertaken and identify which items remain under discussion and/or require input from their member association or Section. Newsletters are prepared by the IAA Secretariat within two weeks of the meetings to assist in that communication process.

5. Bring new initiatives to the IAA

Delegates are encouraged to bring new initiatives suggested by their association or Section to the attention of the President or of any other Officer.

6. Communicate about public statements

Member associations are always invited to participate in the drafting of public statements. Under the commonly used fast track procedure (FTP), silence by member associations is deemed consent. It is important that Delegates arrange for the voices of their member association to be heard through active participation in the development of the public statement in question. In order to achieve this, it is the responsibility of all Delegates to ensure that the item is raised for consideration within their member association when it first comes up in a committee. If the member association is not represented on the relevant committee, it can appoint a temporary representative to participate in the development of the response and to share with the committee any concerns the member association may have.

7. Assist in staffing IAA committees

Delegates are expected to work with the leadership of their association to ensure that their association exercises its right to appoint a representative on each open IAA committee, where possible. Member associations influence the work of the IAA by selecting and appointing committed and eager representatives to the various IAA committees and Council.

8. Brief their successor Delegate

Delegates should brief their successor on all current and recent issues relevant to the IAA and Council, and other matters relevant to their participation as a Delegate. Successor Delegates should be encouraged to participate in the "Introduction to the IAA" session offered in conjunction with the IAA meetings, even if they are not new to IAA meetings. Delegates should be familiar with the IAA website. Delegates should explain to their successor how best to perform the roles in items 1-7 above.

Prepared by the Nominations Committee, December 2007; Revised by the EC 7 September 2010