



International Electrotechnical Commission
Commission Electrotechnique Internationale
Международная Электротехническая Комиссия

STATUTES AND RULES OF PROCEDURE

(2021 edition)

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IEC STATUTES AND RULES OF PROCEDURE

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PREAMBLE

The International Electrotechnical Commission is an organization which was formed as a result of the Resolution* of the Chamber of Government Delegates at the International Electrical Congress of St Louis (USA), in September 1904.

The first Statutes, drawn up at the Preliminary Meeting held in London in 1906, were adopted in 1908. Revised Statutes and Rules of Procedure were first adopted in 1949 and thereafter. The present Statutes and Rules of Procedure replace all former versions and take effect on 1st January 2022.

TITLE AND LEGAL PROVISIONS (Article 1)

The name of the organization is the International Electrotechnical Commission, hereinafter referred to as "the Commission".

The abbreviated title is "IEC".

The Commission is constituted as a not-for-profit and non-governmental association with legal entity in accordance with Articles 60 et seq. of the Swiss Civil Code.

Questions which are not provided for in the present Statutes shall be subject to the laws of the country in which the Commission has its seat.

OBJECT (Article 2)

The object of the Commission is to promote international co-operation on all matters of standardization and conformity assessment (CA) to standards in the fields of electricity, electronics, information technologies and related technologies, and thus to promote international understanding. This object, *inter alia*, is achieved by providing stakeholder-led services, including processes and tools for the collaborative development of publications such as International Standards and CA schemes, issuing publications, including International Standards, and by offering CA services.

TITLE AND LEGAL PROVISIONS (Clause 1)

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OBJECT (Clause 2)

The Commission may cooperate with other organizations interested in the matters under consideration. The conditions of cooperation and division of responsibilities and spheres of activity with other organizations, including the International Organization for Standardization (ISO) and the International Telecommunication Union (ITU), are governed by agreement.

* This Resolution reads as follows:
"That steps should be taken to secure the co-operation of the technical Societies of the world by the appointment of a representative Commission to consider the question of the standardization of the Nomenclature and Ratings of Electrical Apparatus and Machinery."

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The Commission will take appropriate measures to advance respect for transparency, diversity, inclusivity, and for equal opportunities – principles to which the Commission is committed.

SEAT OF THE COMMISSION (Article 3)

The seat of the Commission shall be determined by the General Assembly. At the time of issue of these Statutes and Rules of Procedure, the seat of the Commission is Geneva, Switzerland.

MEMBERSHIP (Article 4)

Any country desiring to participate in the work of the Commission shall form or appoint an Electrotechnical National Committee for its own country; upon admission, this Committee is called the National Committee.

A National Committee shall be a national organization entrusted with electrotechnical standardization work and oversight of related conformity assessment (CA) schemes.

The National Committee shall be fully representative of national stakeholder interests in the fields of activity of the Commission. The National Committee shall not be subject to undue influence from any single stakeholder. There shall be only one National Committee for each country.

Members of the Commission shall be those National Committees which have agreed to abide by the Statutes and the Rules of Procedure.

Only the National Committees of those countries officially recognized by the United Nations (UN) may become Members of the Commission.

A Member of the Commission shall fulfil the following conditions:

- a) agree to comply with the decision(s) of the bodies of the Commission during the application process and afterwards, if admitted as a Member;
- b) demonstrate its financial and organizational capacity to assume all financial and other obligations that it may incur as a Member of the Commission; and
- c) demonstrate its standing as the country's recognized organization for providing its national stakeholders access to the Commission.

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SEAT OF THE COMMISSION (Clause 3)

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MEMBERSHIP (Clause 4)

Any National Committee constituted in accordance with Article 4 of the Statutes, desiring to become a Member of the Commission, shall send a written application, in paper or electronic form, to the Secretariat for submission to the Full Member National Committees for voting in accordance with Clause 7.2, Procedure 1.

This application shall state the intention of the new Member to abide by the Statutes and Rules of Procedure, including all undertakings of membership, and demonstrate that the National Committee is constituted in accordance with the provisions of Article 4 of the Statutes.

Any National Committee may apply for Full Membership, irrespective of its economic situation, provided it undertakes to pay the corresponding dues.

A National Committee may apply for Associate Membership in order to pay reduced dues if its percentage of the total dues as calculated in accordance with the method approved by the General Assembly is less than the dues required for Full Membership, as decided by the General Assembly.

If, after any period of time, an Associate Member National Committee's calculated dues exceed the minimum required to be paid by a Full Member National Committee, this Associate Member National Committee shall automatically acquire the status of a Full Member National Committee, without the General Assembly having to vote again on its admission and after which, within one year, it shall pay its respective dues' increase.

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Each National Committee shall maintain an appropriate internal governance system at all times which enables it to fulfil its role as defined in the Statutes and Rules of Procedure.

Each National Committee shall, for its interactions with the Commission, designate:

- a) an eminent person in the fields of activity of the Commission, empowered by the stakeholders of the National Committee to represent it, referred to as the President, Chair or Head of Delegation; and
- b) a person who is responsible for coordinating the national interests in the Commission and for the interaction with the Secretariat, referred to as the Secretary or Manager.

Each Member undertakes:

- a) to promote the object of the Commission;
- b) to support the Commission's work and refrain from anything that could harm the reputation and mission of the Commission;
- c) to implement, in a transparent way, to the maximum extent possible, the Commission's International Standards, in its national and regional standards;
- d) to facilitate CA activities, to the maximum extent possible, at the national and global levels;
- e) to open access to, and have representation from, all relevant private and public interests in its country in the fields of activity of the Commission;
- f) to protect the Commission's intellectual property, including International Standards, in its country, including by preventing unauthorized reproduction or distribution of the Commission's publications; and
- g) to uphold the principles to which the Commission is committed, including through its policies on transparency, diversity, inclusivity, and equal opportunities.

Depending on the level of its economic activity, evaluated on the basis of criteria defined in the Rules of Procedure, a National Committee may be admitted either as a Full Member or as an Associate Member.

A Full Member National Committee shall have the right to participate in all the technical activities of the Commission in accordance with the Statutes and Rules of Procedure. Each (non-suspended) Full Member National Committee

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An Associate Member National Committee meeting the above criterion but declining its promotion to Full Membership shall lose its status of Member of the Commission at any level.

There is no limitation to the duration of the status of Associate Member National Committee, further than the above-mentioned economic limitation.

The National Committee of an applicant country whose economic conditions qualify it for Full Membership is not allowed to apply for Associate Membership.

A National Committee with or having had Full Membership status, even if suspended or withdrawn, is not allowed to apply for Associate Membership.

Notwithstanding Article 4 of the Statutes, each National Committee shall undertake to pay its annual dues during a maximum period of two years from its admission.

A suspended National Committee shall be automatically reinstated to its previous membership status following the completion of the full payment of its outstanding dues including interest according to Clause 24 before the end of the five-year maximum suspension period and the full payment of the dues for the year of readmission.

While suspended, a Full or Associate Member National Committee shall lose all its rights in and privileges from any activity of the Commission such as having access to the Commission's document servers, not receiving publications free of charge or any other rights flowing from membership as granted through Commission policies and agreements.

A National Committee having voluntarily withdrawn from Full or Associate Membership can be readmitted only by following the application procedure for new membership. Its previous debts on account of dues shall then be considered void and shall be written off from the Commission's accounts by the financial auditor.

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is entitled to one vote. A Full Member National Committee is entitled to nominate or propose candidates for election to the IEC Board and election to, or if applicable, appointment by the IEC Board to, bodies reporting to the IEC Board in accordance with these Statutes and Rules of Procedure. Full Member National Committees are categorized as either Group A Members or non-Group A Members in accordance with Appendix 5 to the Rules of Procedure.

An Associate Member National Committee shall have the right to take part in the Commission's activities in accordance with the provisions set out in Article 7, 17 and in Clauses 7.1, 12c, 14.2 and 15.4 of the Rules of Procedure. It shall have no voting rights, except in specific technical committees/technical matters in accordance with Clause 15.4 of the Rules of Procedure, in any CA System of which it is a member, and as mandatorily provided by law. An Associate Member National Committee is not entitled to nominate or propose candidates for election to the IEC Board and election to, or if applicable, appointment by the IEC Board to, bodies reporting to the IEC Board.

Each Full Member National Committee and Associate Member National Committee shall pay annual membership dues as approved by the General Assembly. The annual membership dues become due on 1st January of each year. The annual membership dues must be fully paid no later than by the end of the second quarter of the year in which they become due, or, if the National Committee so desires, in two equal instalments no later than by the end of the first and third quarters of the year in which they become due. Any National Committee whose dues for the two preceding years have not been fully paid will have its membership suspended for a period that shall not exceed five years, after which it shall be considered as having withdrawn from membership. Suspension includes cessation of the membership rights and privileges further to Clause 4 of the Rules of Procedure.

Full Membership and Associate Membership commences on 1st January of the year following approval by the General Assembly.

Any Member may withdraw from the Commission. Notice of withdrawal shall be submitted in writing to the President and is subject to a six months' notice period expiring at the end of the calendar year. Furthermore, membership immediately ends upon ceasing to qualify for Full or Associate Membership, upon exclusion for good cause by a General Assembly resolution, upon dissolution of the Member or any other reason provided for in the Statutes or Rules of Procedures. In all cases, any annual membership dues already paid

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will not be refunded on a prorated basis and the Member shall have no rights against the assets of the Commission.

AUTHORITY (Article 5)

A decision by vote of the General Assembly, or the IEC Board where decisions are delegated to it by the General Assembly, at a meeting or by correspondence (physical or virtual), shall constitute the decision of the Commission.

ORGANIZATION OF THE COMMISSION (Article 6)

The Commission comprises its Members, together with managerial, executive and advisory bodies and Officers (Articles 7 to 22).

The main bodies of the Commission shall be a General Assembly, an IEC Board, a duly appointed financial auditor and a Secretariat.

The Officers of the Commission shall consist of a President, a Deputy President (i.e. the Immediate Past President or the President Elect), three Vice-Presidents, a Treasurer, and a Secretary-General.

The Officers may take part in any meeting of the Commission, but without vote, except for the President, in accordance with Article 18 c).

The General Assembly may set up other bodies or elect other Officers as needed to fulfil the object of the Commission.

GENERAL ASSEMBLY (Article 7)

The General Assembly is the supreme governing body of the Commission. The General Assembly delegates the management of and oversight over all the Commission's work to the IEC Board.

The General Assembly shall consist of the (non-suspended) Full Member National Committees of the Commission.

A meeting of the General Assembly shall be attended by:

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AUTHORITY (Clause 5)

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ORGANIZATION OF THE COMMISSION (Clause 6)

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GENERAL ASSEMBLY (Clause 7)

7.1 Meetings

Dates and places (if applicable) of annual General Assembly meetings shall be determined by the General Assembly, either at a meeting, by correspondence or through virtual means.

Notice of the date, place (or virtual means) and time of the meeting shall be circulated by the Secretariat on paper or in electronic form to all National Committees not less than twelve weeks prior to the meeting. The President

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- a) the President of the Commission;
- b) the President, Chair or Head of Delegation of each Full Member National Committee;
- c) the Deputy President (Immediate Past President or President Elect);
- d) the Vice-Presidents of the Commission;
- e) the Treasurer;
- f) the Secretary-General;
- g) the IEC Board members.

The President, Chair or Head of Delegation of Associate Member National Committees attend meetings as observers.

The General Assembly shall:

- a) approve the vision, mission and strategy of the Commission;
- b) approve the report by the President;
- c) approve the report by the Secretary-General;
- d) approve the national dues;
- e) approve the budget;
- f) approve the accounts;
- g) elect the Officers, except the Chair of the Market Strategy Board (MSB);
- h) elect the IEC Board;
- i) elect the Standardization Management Board (SMB), the Conformity Assessment Board (CAB), and fifteen members of the Business Advisory Committee (BAC);
- j) appoint the financial auditor;
- k) accept new Members;
- l) approve the Statutes and Rules of Procedure;
- m) address any matters submitted by the IEC Board, including discharge of IEC Board members.

MEETINGS (Article 7a)

The annual ordinary General Assembly shall be convened by the President and take place at the seat of the Commission or at another place in Switzerland or abroad (if applicable). Extraordinary General Assemblies shall be held as deemed necessary by the IEC Board, or if one-fifth of the Members so request, on paper or in electronic form, to the attention of the President, stating the agenda and the motions. Convocation notice and accompanying documentation shall be circulated on paper or in electronic form by the

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may, upon request, on paper or in electronic form, of a National Committee received at least eight weeks before the meeting, or at the President's own discretion, invite observers.

The draft agenda as well as the motions for consideration, if any and the documents requiring decision at the meeting shall be circulated to all National Committees at least four weeks prior to the meeting. Other documents and comments shall be circulated at least four weeks before the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda, may only be considered by the General Assembly provided no Full Member National Committee present raises objection.

Associate Member National Committees that wish to submit proposals to the General Assembly shall send them to the Secretary-General eight weeks, at least, before the meeting. During the meeting, the Secretary-General shall introduce such proposals for consideration.

The President may invite the President, Chair or Head of Delegation of Associate Member National Committees to take part in the discussion of their proposals.

A President, Chair or Head of Delegation may be accompanied by not more than three advisors, unless the national delegation includes an IEC Board member, in which case the total delegation may be increased to five persons.

An IEC Board member may sit with the IEC Board member's national delegation.

A recording of the General Assembly meetings shall be kept by the Secretariat and a report of the meeting shall be sent on paper or in electronic form to all National Committees.

7.2 Decisions by Correspondence, General Assembly Using Electronic Means, Quorum and Decision-making

Further to the general rules in Article 7b to 7d of the Statutes, the General Assembly may use two different procedures for taking decisions, in addition to the procedures for decisions regarding amendments to Statutes, the dissolution of the Commission, and approval of changes in IEC Board membership (Articles

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Secretariat in accordance with the Rules of Procedure. Further modalities of General Assembly meetings shall be specified in the Rules of Procedure.

DECISIONS BY CORRESPONDENCE (Article 7b)

Decisions and votes by the General Assembly may also be taken by correspondence, on paper or in electronic form, in accordance with the Rules of Procedure. Such decisions require the same majority as the decisions taken at meetings (physical or virtual) of the General Assembly.

GENERAL ASSEMBLY USING ELECTRONIC MEANS (Article 7c)

The IEC Board may provide that Members who are not present at the place of the General Assembly may exercise their rights by electronic means, or that the General Assembly is held with electronic means without a meeting place.

As delegated by the IEC Board, the Secretariat shall implement the use of electronic means and ensure, in accordance with these Statutes and Rules of Procedure, that the identity of the participants is established, that the votes at the General Assembly are transmitted directly, that each participant can make motions and take part in the discussions, and that the results of the vote cannot be distorted.

QUORUM AND DECISION-MAKING (Article 7d)

Unless stated otherwise in the Statutes or the Rules of Procedure, a General Assembly shall reach quorum if at least half of the (non-suspended) Full Member National Committees are present, at the date of dispatch of the ballot for election or decision by correspondence. Unless stated otherwise in the Statutes or the Rules of Procedure, any decision taken by the General Assembly shall be by a simple majority vote (excluding abstentions) of the (non-suspended) Full Member National Committees present, at the date of dispatch of the ballot for election or decision by correspondence. For elections, nominees receiving the greatest number of votes shall be elected.

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27 and 28 of the Statutes and Clause 8.1, respectively). Unless stated otherwise in the Statutes and Rules of Procedure, an alternate may be duly empowered to cast the National Committee's vote, which can neither be transferrable to, nor cast by, another National Committee.

For decisions by correspondence, if not stated otherwise in the Statutes or the Rules of Procedure, the following shall apply:

- The voting shall be considered to be completed when all those entitled to vote have voted, or on the expiration of a period of eight weeks, whichever is earlier.
- Half of all (non-suspended) Full Member National Committees, at the date of the dispatch of the ballot for election or decision by correspondence, shall constitute a quorum.
- Decisions shall be taken by a simple majority vote (more for than against, excluding abstentions) of the participating (non-suspended) Full Member National Committees, at the date of the dispatch of the ballot for election or decision by correspondence.
- All comments from National Committees received by the Secretariat shall be acknowledged and a response provided by an agreed date indicated on the ballot document.
- The date for the close of the voting period shall be indicated on the ballot document for any voting procedure by correspondence.

Procedure 1 applies to acceptance of new Members (Clause 4).

Under Procedure 1:

- The proposal to be put to the vote shall be circulated in electronic form by the Secretariat to all Full Member National Committees in accordance with the rules for decisions by correspondence according to Article 7b of the Statutes and Clause 7.2, paragraph 2, whereby the proposal is adopted unless one-fifth or more of the General Assembly members have cast a negative vote.

Procedure 2 applies to all other General Assembly decisions, except as provided for by the Statutes and Rules of Procedure including those covered by Procedure 1, Article 27 of the Statutes: "Amendments to the Statutes", Article 28 of the Statutes: "Dissolution of the Commission", and Clause 8.1: approval of changes in IEC Board membership.

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IEC BOARD (Article 8)

The IEC Board is the core executive body of the Commission and reports to the General Assembly.

The IEC Board shall consist of:

- the President of the Commission (*ex officio*, without vote);
- the Deputy President (*ex officio*, without vote);
- the Vice-Presidents (*ex officio*, without vote);
- the Treasurer (*ex officio*, without vote);
- the Secretary-General (*ex officio*, without vote);
- fifteen individuals, elected by the General Assembly in accordance with Clause 8 of the Rules of Procedure, comprising one from each Group A Member, as defined in Article 4, and the remainder from non-Group A Members.

All decisions of the IEC Board shall be reported to the General Assembly.

The IEC Board shall take into consideration the interests of the Commission and its Members when taking any decision.

Individuals on the IEC Board have a fiduciary responsibility to the Commission and its Members.

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Under Procedure 2:

- Voting under Procedure 2 shall be in accordance with Articles 7b to 7d of the Statutes and Clause 7.2 paragraph 2.
- Only the President, Chair, or Head of Delegation of Full Member National Committees have the right to cast their respective (non-suspended) National Committee's vote. An alternate may be duly empowered to cast the National Committee's vote, which can neither be transferrable to, nor cast by, another National Committee. Abstention, while permitted, is not considered as voting when votes are counted.

The President shall not vote, but if the votes are equally divided, the President shall cast the deciding vote.

IEC BOARD (Clause 8)

8.1 Election Procedure

At least twenty-four weeks before the General Assembly meeting preceding the end of the term of IEC Board members, the Secretariat shall invite the Full Member National Committees to propose candidates for election.

The Secretariat shall then ask the respective Full Member National Committees to submit the name and qualifications of the person it wishes to nominate. If an individual IEC Board member has served two full terms, the relevant National Committee may propose a new candidate for election by the General Assembly.

Each Group A Member, as determined by Appendix 5, shall nominate a candidate.

The list of National Committees having proposed candidates, together with the names and qualifications of their nominees, shall be circulated by the Secretariat to all Full Member National Committees.

Voting shall take place by secret ballot at the following meeting of the General Assembly in accordance with provisions of Clause 7.2, Procedure 2.

Newly elected IEC Board members shall start their terms of office on 1st January of the year following their election.

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Subject to the prerogatives of the General Assembly, the IEC Board shall manage and represent the Commission, including with the authority to:

- a) propose and monitor the vision, mission and strategy of the Commission;
- b) propose, and monitor the execution of, the budget;
- c) propose and monitor the (receipt of) dues;
- d) approve and maintain risk management and compliance policies;
- e) approve financial, investment and commercial matters;
- f) review and approve major operational decisions;
- g) determine, review and manage the authority, scope of work, performance objectives and compensation of the Secretary-General;
- h) supervise the Secretariat and its executive management within the agreed strategy and operational plans;
- i) propose the financial auditor;
- j) propose the agenda for meetings of the General Assembly and articulate proposals for all its decision items;
- k) establish or disband any advisory group;
- l) appoint the Chair and members of the Market Strategy Board (MSB);
- m) resolve appeals and other disputes;
- n) propose amendments to the Statutes and Rules of Procedure.

Specific management responsibilities in the spheres of standards, conformity assessment and technological trends and market needs are delegated to the Standardization Management Board (SMB), the Conformity Assessment Board (CAB) and the Market Strategy Board (MSB), respectively. Furthermore, the IEC Board may delegate its tasks and responsibilities as well as the preparation and implementation of its resolutions to bodies reporting to the IEC Board. Any such delegation shall be governed by these Statutes and the Rules of Procedure and be subject to the mandatory provisions of law.

Modalities for meetings, decisions and voting by the IEC Board shall be specified in the Rules of Procedure.

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Elected IEC Board members shall serve for three years, one third being elected every year. They shall be eligible for re-election for one further full term of office only.

IEC Board members shall work for the good of the whole Commission and its constituency. They shall be elected on the basis of their personal qualifications and shall therefore have no alternates. The essential criteria for persons elected as members of the IEC Board are listed in Appendix 3.

Change of any elected IEC Board member during the respective term shall require approval by the General Assembly. Such approval shall be assumed to be given subject to no objection being received by any (non-suspended) Full Member National Committee within a voting period of eight weeks in response to the circulation of the qualifications of the replacement by correspondence in accordance with Article 7b of the Statutes and Clause 7.2, paragraph 2. The new IEC Board member serves until the end of the respective predecessor's term of office. If this period is one year or less, it is considered a preliminary term; if it is more than one year, it is considered a full term.

8.2 Meetings

The presence of eight voting members shall constitute a quorum.

The IEC Board shall meet as often as necessary but at least four times a year (either via a physical or a virtual meeting), by invitation of the President, or if unavailable, the Deputy President. Each member of the IEC Board may, by giving reason on paper or in electronic form thereof, demand that a meeting of the IEC Board be held within due time.

The members of the IEC Board must do all in their power to attend the meetings. An absence at two consecutive meetings shall be considered as an intention to resign.

Meetings may be held by physical or virtual means in accordance with Article 7c of the Statutes, by analogy, and decisions made by such means shall be appropriately recorded and shall have the same effect as those conducted in person.

The calling of the meeting shall be made in electronic form and the draft agenda and the documents requiring a decision at the meeting shall in principle be circulated at least two weeks prior to the meeting by the same means.

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The President, or if the President is unavailable, the Deputy President shall chair the meeting.

A recording of all meetings shall be kept by the Secretariat and a report of the meetings sent on paper or in electronic form to all IEC Board members.

Decisions may be made by correspondence, on paper or in electronic form, provided no IEC Board member requests an oral consultation.

8.3 Voting

At a meeting or by correspondence, decisions shall be adopted by a two-thirds majority of those IEC Board members voting, unless fewer than eight of the members vote, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.

Routine decisions shall be taken by correspondence, in electronic form.

8.4 Rights of Information

Each member of the IEC Board may request to receive information relating to the Commission's activities that is necessary or helpful for the fulfilment of their tasks as members of the IEC Board.

During the meeting, any member of the IEC Board may request information on all Commission matters, irrespective of the agenda. The other IEC Board members present shall provide information to the best of their knowledge. In particular, at each meeting, the Secretary-General shall inform the IEC Board about the course of business and important events affecting the affairs of the Commission. Extraordinary incidents or matters shall be made known to the President immediately by the Secretary-General.

Outside meetings, any member may, after prior notification and consultation of the President, request information from the Secretary-General on the course of business and on individual transactions. Requests to inspect books and files must be made on paper or in electronic form to the Secretary-General. The members of the IEC Board must carry out the inspection personally. If the Secretary-General rejects an application, the IEC Board shall take the final decision.

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BODIES REPORTING TO THE IEC BOARD (Article 9)

The IEC Board shall have direct responsibility and authority over the managerial, executive and advisory bodies reporting to it as described in Articles 10 to 14 and 16.

Such bodies are created to serve the interests of the Commission and its Members. They are accountable to the General Assembly through the IEC Board. Decisions of bodies reporting to the IEC Board that could materially influence the finances or policies of the Commission shall be referred to the IEC Board, for confirmation or proposal to the General Assembly, in accordance with Article 8.

Unless otherwise provided for by the Statutes and Rules of Procedure, the form of reporting and the frequency shall be determined by the IEC Board. The terms of reference of the bodies described in Articles 10, 11, 12, 13, 14 and 16 shall be specified in the Rules of Procedure. In case the Statutes and the Rules of Procedure do not provide for a respective provision, the procedural rules of the IEC Board shall apply by analogy to the bodies reporting to it.

Members of the bodies reporting to the IEC Board shall be appointed based on their relevant skills, experience, and knowledge to enable them to discharge their duties and responsibilities effectively. To strategically support diversity and ensure optimal performance of the bodies reporting to the IEC Board, such appointments shall consider any guidance supporting diversity and inclusivity in the Commission, as proposed by an advisory group, in accordance with the Rules of Procedure, and approved by the IEC Board.

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8.5 Performance Management (self-evaluation, renewal and training)

The IEC Board reviews and discusses its own performance and that of bodies reporting to the IEC Board on an annual basis. The purpose of this review is to determine and record whether the IEC Board and bodies reporting to the IEC Board work effectively and efficiently.

The IEC Board shall plan to facilitate its renewal in a timely manner. The IEC Board ensures that newly elected members are introduced appropriately and, if necessary, ensures the task-related further training of the members of the IEC Board and bodies reporting to the IEC Board.

BODIES REPORTING TO THE IEC BOARD (Clause 9)

9.1 Meetings and Decision-Making

Meetings of bodies reporting to the IEC Board may be held by physical or virtual means and decisions made by such means shall be appropriately recorded and shall have the same effect as those conducted in person. Unless otherwise provided for in the Statutes and Rules of Procedure, decisions by bodies reporting to the IEC Board may be made by correspondence, on paper or in electronic form.

9.2 Performance Management

Bodies reporting to the IEC Board shall perform a self-assessment based on performance parameters proposed to and approved by the IEC Board to review and discuss their own performance on an annual basis. The purpose of this review is to determine and record whether the managerial, executive, and advisory bodies work effectively and efficiently.

9.3 Diversity

With regard to ensuring that appointments to the bodies reporting to the IEC Board are based on the relevant skills, experience and knowledge to enable the discharge of respective duties and responsibilities effectively, as well as with regard to strategically supporting diversity and ensuring optimal performance, the IEC Board shall consider any guidance, including guidelines and recommendations, as requested, for its selection process of members of the

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BUSINESS ADVISORY COMMITTEE (Article 10)

The IEC Board delegates to the Business Advisory Committee (BAC) the coordination of financial planning and outlook, commercial policies and activities as well as organizational (information technology) infrastructure in support of the IEC Board.

To that end, the BAC shall advise the IEC Board as appropriate to ensure the proper business operation and to provide holistic input on the business strategies of the Commission.

The BAC may appoint experts to investigate certain subjects in depth or to develop specialized recommendations under the leadership of the Chair or a BAC member.

The composition and terms of reference of the BAC shall be specified in the Rules of Procedure.

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bodies reporting to the IEC Board, proposed by the Diversity Advisory Committee (DAC) and duly approved by the IEC Board.

BUSINESS ADVISORY COMMITTEE (Clause 10)

10.1 Terms of Reference

The Business Advisory Committee (BAC) shall advise and prepare proposals for approval by the IEC Board on the financial, commercial and business activities of the Commission, on such matters as:

- a) Financial planning, including a draft budget, a multi-year budget outlook, and National Committees' dues (and monitoring of dues);
- b) Investment and business development, including investment approach, depreciation, reserves, new revenues as well as investment in and development of innovative projects, digital transformation, and strategic information technology infrastructure;
- c) Business related policies and guidelines, including risk policies and compliance policies;
- d) Sales policy of the Commission's publications and products;
- e) Policies and guidelines on legal matters relevant to the Commission and its Members such as the Commission's intellectual property and personal data protection;
- f) Services for National Committees and stakeholders;
- g) Infrastructure adequacy, in particular information technology;
- h) Implementation of the Commission's strategy and policies not covered under 10.1 c), d) and e) above; and
- i) Advice related to the business-related opportunities and impact of possible coordination and existing cooperation with external organizations.

10.2 Composition

- a) Treasurer (Chair; *ex officio*, without vote);
- b) Four members of the IEC Board, appointed by the IEC Board;
- c) Fifteen members, comprising six from Group A Members, as determined by Appendix 5, and nine from non-Group A Members, elected by the General Assembly;
- d) Chairs of CAB, MSB and SMB (*ex officio*, without vote);
- e) The remaining Officers (*ex officio*, without vote).

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The Chair of the BAC shall be the Treasurer during the term of office as Treasurer. Members of the BAC shall hold a term of three years. Members are automatically eligible for re-election or re-appointment for one further three-year term of office.

If the seat of an individual member should become vacant during the three-year term of office, it shall be filled within a period of eight weeks prior to the process of a General Assembly vote or an IEC Board appointment. A BAC member elected or appointed in this way for a term of less than three years may not be re-elected more than once.

Members of BAC shall have a good knowledge of the financial, commercial and business activities of the Commission's work. IEC Board members on the BAC serve as a liaison between the BAC and the IEC Board for the sake of transparency and efficiency, especially on preparation of proposals to the IEC Board for approval. Members of BAC shall take into consideration the interests of the Commission and its Members when taking any decision.

10.3 Meetings

The BAC shall meet as often as necessary but at least four times a year (through physical or virtual means). Each member of the BAC may, by giving reason on paper or in electronic form thereof, demand that a meeting of the BAC be held within due time.

The members of the BAC must do all in their power to attend the meetings. An absence at two consecutive meetings shall be considered as an intention to resign. It may lead to an IEC Board recommendation to terminate the BAC member's term and to a new election or appointment for the position in accordance with normal procedures.

10.4 Reporting

At a meeting or by correspondence, decisions shall be made by consensus.

All actions of the BAC shall be reported to the IEC Board.

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PRESIDENT'S COMMITTEE (Article 11)

The President's Committee is tasked to advise and support the IEC Board on matters essential for the optimal functioning of the Commission.

The President's Committee shall consist of the Officers and shall be chaired by the President.

The terms of reference of the President's Committee shall be specified in the Rules of Procedure.

ADVISORY GROUPS (Article 12)

In addition to the advisory groups set up under the Rules of Procedure, the IEC Board may establish advisory groups to address specific matters not addressed by other bodies reporting to the IEC Board or to provide advice on projects or specific matters of a non-recurrent and time-limited nature. The IEC Board shall determine the composition, terms of reference and any other rules of procedure of such advisory groups.

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PRESIDENT'S COMMITTEE (Clause 11)

11.1 Terms of Reference

The President's Committee shall:

- a) Advise on specific matters upon request by the IEC Board;
- b) Promote the work of, and undertake advocacy activities supporting, the Commission at the international, regional and national levels;
- c) Facilitate effective communication, coordination and interaction among the IEC Board and the bodies reporting to it;
- d) Prepare proposals for the IEC Board on matters of importance to the Commission;
- e) Provide any advice to, or undertake any task as requested by, the IEC Board in relation to the employment, supervision and evaluation of the Secretary-General.

11.2 Reporting

At each IEC Board meeting, the President's Committee shall submit:

- a) For decision or information, specific matters that the IEC Board has asked the President's Committee to address (as indicated in relevant IEC Board resolutions supported by appropriate documentation prepared by the Secretariat);
- b) For information or discussion, matters of importance to the Commission.

ADVISORY GROUPS (Clause 12)

GOVERNANCE REVIEW AND AUDIT COMMITTEE (Clause 12a)

12a.1 Terms of Reference

The Governance Review and Audit Committee (GRAC) is an advisory group that assists in providing independent oversight of governance of the Commission, ensuring the financial security and compliance of the Commission, and reducing potential risk in current (financial) operations. The GRAC makes recommendations to the IEC Board as described subsequently in a through g of this Clause, including based on the review of the audited accounts.

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The GRAC shall:

- a) Audit, review and/or investigate matters of compliance, operational security, governance, ethics practices and diversity performance, as requested by the IEC Board or where the GRAC deems there is a material impact on the activities of the Commission;
- b) Receive an annual report from the financial auditor on the audited accounts, and review the Treasurer's memorandum, with a view to supporting its presentation to the IEC Board and the General Assembly;
- c) Review the financial auditor's work and make recommendations on the appointment of the financial auditor by the General Assembly;
- d) Determine the audit fee;
- e) Identify and report areas of concern regarding the financial statements and governance;
- f) Review the adequacy of the internal controls for finance and governance, and, where necessary, recommend improvements.
- g) Investigate concerns on the audited accounts and other matters of financial security.

12a.2 Composition

- a) Chair;
- b) Three members from Group A Members, as determined by Appendix 5;
- c) Three members from non-Group A Members.

The Chair of the GRAC shall be appointed by the IEC Board for a term of three years, repeatable once. National Committees shall be invited to propose nominations for membership on the GRAC. Members of the GRAC shall be appointed by the IEC Board based on these nominations for a term of three years. Members are automatically eligible for re-appointment for one further three-year term of office. Individual members shall not simultaneously serve on the GRAC and the Business Advisory Committee (BAC).

If a seat should become vacant during the three-year term of office, it shall be filled within a period of eight weeks, by an IEC Board vote. A GRAC member appointed in this way for a term of less than three years may not, however, be re-appointed more than once.

Members of the GRAC shall have a good knowledge of financial and risk management plus adequate experience of and participation in the

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Commission's work. Members of the GRAC shall take into consideration the interests of the Commission and its Members when taking any decision.

12a.3 Meetings

The GRAC shall meet at least once a year in Geneva, Switzerland or through virtual means. The appointed auditor shall attend the annual GRAC meeting to answer any questions. The Treasurer, Secretary-General, and required Secretariat staff will attend the first part of the annual meeting with the financial auditor to participate in the presentation of the annual accounts and provide further insights or explanations as needed. Secretariat staff may attend other meetings at the invitation of the Chair. The second part of the annual meeting will be a closed session, between the financial auditor, Treasurer, Chair and GRAC members only, to provide an opportunity for independent discussion on the audit, audit opinion and any sensitive issues such as potential mismanagement, fraud or unaddressed major risk.

National Committees may raise any financial concerns or issues related to the audited accounts with the Treasurer and Chair, who may call an exceptional GRAC meeting.

The GRAC may hold additional meetings at the request of the Treasurer, the Chair, the majority of the GRAC members or the financial auditor.

Members of the GRAC must do all in their power to attend the meetings (through physical or virtual means). An absence at two consecutive meetings shall be considered as an intention to resign. It may lead to an IEC Board recommendation to terminate the GRAC member's term and to a new appointment for the position in accordance with normal procedures. The attendance of observers at GRAC meetings is not authorized and a member may not be represented by an alternate.

The draft agenda for each meeting shall be prepared by the Secretariat after consultation with the Chair and the financial auditor and shall be circulated at least two weeks before the date of the meeting. GRAC members shall have the option of proposing other items for the agenda, provided that they inform the Chair in advance of the meeting.

Working documents of the GRAC marked as "Confidential" or "Restricted Circulation" are restricted to GRAC and IEC Board members. In situations where a GRAC member feels it would be appropriate to share restricted GRAC

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documents, a written request shall be put on paper or in electronic form to the Chair, who shall forward it to the Treasurer and/or Secretary-General for approval. The Chair shall circulate reports of GRAC meetings, including recommendations, to the IEC Board for consideration.

12a.4 Reporting

The GRAC shall report to the IEC Board.

DIVERSITY ADVISORY COMMITTEE (Clause 12b)

12b.1 Terms of Reference

The Diversity Advisory Committee (DAC) has the task to propose guidance, including guidelines and recommendations, as requested, to the IEC Board for its selection process of members of the other bodies reporting to the IEC Board. Guidelines may include appropriate skills and competencies matrices, best practices for diversity performance indicators and recommended monitoring measures, as needed at any level of the Commission. Recommendations may include advice and guidelines, tailored, as requested, for specific vacancies or nominations, including suggestions for optimal profile characteristics and criteria for vacancies and improvements on nomination submission quality. Such guidelines and provisions of recommendations shall also be available to National Committees for consideration in their nominations, including for membership on the IEC Board.

Any guidelines developed by the DAC shall be submitted for approval by the IEC Board. Such guidelines should include any relevant dimensions to ensure that nominations/appointments are based on the relevant skills, experience, and knowledge, including on standardization and conformity assessment, to enable the discharge of respective duties and responsibilities effectively, as well as with regard to strategically supporting diversity and inclusion in, and ensuring optimal performance of, the Commission. Outside requested vacancy/nomination specific recommendations, the DAC may also be asked by the IEC Board to provide periodic reporting on diversity performance indicators and undertake other recommended monitoring measures, in coordination with the Governance Review and Audit Committee (GRAC), as relevant.

12b.2 Composition

a) Chair;

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- b) Three members from Group A Members, as determined by Appendix 5;
- c) Three members from non-Group A Members.

The Chair of the DAC shall be appointed by the IEC Board for a term of three years, repeatable once. National Committees shall be invited to propose nominations for membership on the DAC. Members of the DAC shall be appointed by the IEC Board based on these nominations for a term of three years. Members are automatically eligible for re-appointment for one further three-year term of office.

If a seat should become vacant during the three-year term of office, it shall be filled within a period of eight weeks, by an IEC Board vote. A DAC member elected in this way for a term of less than three years may not, however, be re-elected more than once.

Members of the DAC shall have a good knowledge of the Commission's ongoing efforts, commitments and programmes in the area of diversity across all relevant dimensions. Members of the DAC shall serve in the best interests of the Commission and its Members when taking any decision. Individual members shall not simultaneously serve on the DAC and any other body reporting to the IEC Board.

12b.3 Meetings

The DAC shall meet at least once a year through virtual or physical means, and as requested through correspondence for the provision of specific recommendations to the IEC Board for appointments to bodies reporting to the IEC Board and by Members for nominations, including for membership on the IEC Board.

Members of the DAC must do all in their power to attend the meetings (through physical or virtual means). An absence at two consecutive meetings shall be considered as an intention to resign. It may lead to an IEC Board recommendation to terminate the DAC member's term and to a new appointment for the position in accordance with normal procedures.

12b.4 Reporting

The DAC shall communicate its activities to the IEC Board on an annual basis.

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MARKET STRATEGY BOARD (Article 13)

The IEC Board delegates to the Market Strategy Board (MSB) the identification and investigation of principal technological trends and market needs in the Commission's fields of activity. The MSB shall produce related market strategy recommendations, where necessary.

The MSB shall take any action it considers necessary to facilitate and ensure the identification and investigation of principal technological trends and market needs in the Commission's fields of activity (see Appendix 2 to the Rules of Procedure).

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IEC FORUM (Clause 12c)

12c.1 Terms of Reference

The IEC Forum is a cooperative platform for the Secretaries, Managers and lead administrators of National Committees to share views on issues and matters of interest. The IEC Forum should communicate with and provide feedback to the IEC Board and other bodies reporting to the IEC Board as appropriate.

12c.2 Composition

The IEC Forum shall be composed of and organized by the Secretaries, Managers, and lead administrators from the National Committees, with the support of the Secretariat.

12c.3 Meetings

The IEC Forum shall meet at least twice a year (either through physical or virtual means) and, in addition, at occasions found appropriate for the work by the majority of the IEC Forum. The role and designation of a host who moderates the IEC Forum meetings shall be as defined and selected by the IEC Forum.

12c.4 Reporting

The IEC Forum shall report to the IEC Board.

MARKET STRATEGY BOARD (Clause 13)

13.1 Membership

Each field of the Commission's activity will be represented by a voting MSB member, a high-level market or technical expert in the relevant field who comes from industry (including multinationals and small and medium-sized enterprises), a utility, a research laboratory or academia.

National Committees shall be invited to propose nominations for membership on the MSB. Members of MSB shall be appointed by the IEC Board based on these nominations. Exceptionally and subject to consultation with the relevant National Committees, there can be appointment by the IEC Board on the basis

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It may establish Special Working Groups (SWGs) under the leadership of an MSB member to investigate certain subjects in depth or to develop a specialized document.

The MSB shall consist of:

- a Chair (without vote);
- fifteen members, appointed by the IEC Board in accordance with the provisions of Clause 13.1 of the Rules of Procedure;
- the Officers (*ex officio*, without vote).

The MSB shall report its actions to the IEC Board.

Subject to the procedures decided by the IEC Board, the MSB shall collaborate with the Standardization Management Board (SMB) and the Conformity Assessment Board (CAB), and with other relevant bodies reporting to the IEC Board.

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of direct nomination from the IEC Board. MSB membership should collectively represent the full spectrum of the Commission's stakeholder community, including in geographical terms, and may be supported by other experts as appropriate to their field of activity's importance.

Members shall be appointed for a period of three years, repeatable once. Members are automatically eligible for re-appointment for one further three-year term of office. Terms may start at any time during the calendar year.

The Chair shall be appointed by the IEC Board for a term of office of three years, in accordance with the provisions of Clause 19, and shall be eligible for immediate re-appointment for one further full term of office.

For the duration of the term of office, the Chair shall be a Vice-President of the Commission.

13.2 Meetings

The MSB shall meet at least once a year, preferably in conjunction with the General Assembly, through physical or virtual means. Only the members of the MSB and the Officers will normally take part in meetings, although the Chair may invite guests to participate for specific agenda items as appropriate.

For MSB meetings held in conjunction with General Assembly meetings, two persons pre-notified by the MSB member shall be allowed to attend, as observers. MSB members may submit requests for additional observers, and this shall be allowed, provided the host of MSB meeting can provide adequate meeting facilities, if the meeting is held through physical means.

Members should be invited to attend Standardization Management Board (SMB) and Conformity Assessment Board (CAB) meetings as appropriate. They may be invited to make presentations or reports to the IEC Board or at other events.

13.3 Voting

Decisions of the MSB, whether taken by correspondence or at a meeting, shall require a two-thirds majority of the MSB members to be in favour. If fewer than half of the members vote, the decision shall be deferred until the next meeting. Abstention shall not be considered as voting.

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STANDARDIZATION MANAGEMENT BOARD (Article 14)

The IEC Board delegates to the Standardization Management Board (SMB) the management of the standards work of the Commission.

The SMB shall take any action it considers necessary to ensure the proper and expeditious operation of the standards work (see Appendix 2 to the Rules of Procedure).

The SMB shall consist of:

- a Chair (without vote);
- fifteen members, elected by the General Assembly and their alternates appointed by the relevant National Committees in accordance with the provisions of Clause 14 of the Rules of Procedure;
- the Treasurer (*ex officio*, without vote);
- the Secretary-General (*ex officio*, without vote).

The SMB shall report its actions to the IEC Board.

Subject to the procedures decided by the IEC Board, the SMB shall collaborate with the Conformity Assessment Board (CAB) and the Market Strategy Board (MSB), and with other relevant bodies reporting to the IEC Board.

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13.4 Reporting

The MSB shall report to the IEC Board.

STANDARDIZATION MANAGEMENT BOARD (Clause 14)

14.1 Membership

At least twenty-four weeks before the election of the Standardization Management Board (SMB) members, the Secretariat shall invite the Full Member National Committees to propose candidates for election and submit the name and qualifications of the person (and the alternate) it wishes to nominate. If an individual SMB member has served two full terms, the relevant National Committee may propose a new candidate for election by the General Assembly.

As a rule, each of the National Committees defined under 14.1 a) shall nominate a candidate.

The list of National Committees having accepted to propose candidates, together with the names and qualifications of their nominees, shall be circulated by the Secretariat to all Full Member National Committees.

Voting shall take place by secret ballot at the next meeting of the General Assembly.

The rules applicable to the membership of the SMB shall be as follows:

- a) Seven members shall be elected by the General Assembly upon nomination by those seven National Committees paying the highest percentages of dues, combined with the highest percentages of technical committee and subcommittee (TC/SC) Secretariats held (see Appendix 1 for precise formula). These members are referred to as "automatically appointed members".

The individual members as per a) above shall have their terms of office automatically re-confirmed after three years, upon verification that the National Committees to which they belong still meet the criteria mentioned under a) above.

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Members shall not serve more than two full terms in that capacity. Should the National Committees to which they belong still meet the relevant criteria at the expiry of their second term, these National Committees shall nominate new members for endorsement by the General Assembly.

- b) Eight members shall be elected by the General Assembly upon nomination by the Full Member National Committees, account being taken of a representative geographical distribution and the number of TC/SC Secretariats held by their respective National Committees.

Members as per b) above shall be elected for a period of three years. A member shall not serve more than two full terms in that capacity.

All members shall be nominated on the basis of their personal qualifications. The essential criteria for persons elected as members of the SMB are listed in Appendix 3. The terms of the members shall take effect from 1st January of the year following their election.

A National Committee may only change its SMB member during the member's term of office with the approval of the IEC Board. The new member serves until the end of the respective predecessor's term of office. If this period is one year or less, it is considered a preliminary term; if it is more than one year, it is considered a full term.

A National Committee that has an SMB member shall appoint an alternate. There is no limit to the number of terms an alternate may serve provided the National Committee concerned continues to have an SMB member. The National Committee may request to change the alternate during the respective term by notifying the Secretariat. The alternate may accompany the member to SMB meetings, but may not replace the member at any meeting unless specifically authorized in accordance with the provisions of Clause 14.3.

The Chair shall be elected by the General Assembly for a term of office of three years, in accordance with the provisions of Clause 19 and shall be eligible for immediate re-election for one further full term of office.

For the duration of the term of office, the Chair shall be a Vice-President of the Commission.

14.2 Meetings

The presence of eight out of fifteen SMB voting members or their alternates or designated replacements shall constitute a quorum.

The SMB shall normally meet at least three times a year, once in conjunction with the General Assembly meeting through physical or virtual means, but a meeting may also be called at the request of the Chair or one-third of its elected members.

The draft agenda shall be circulated by the Secretariat to SMB members and their alternates and to all National Committees at least four weeks prior to the meeting.

Documents requiring a decision at the meeting shall be circulated to SMB members and their alternates at least six weeks prior to the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda may only be considered by the SMB provided no member present raises objection.

Only the SMB members and their alternates are authorized to attend the meetings. If, for a justifiable reason, a member is unable to attend a particular meeting, a replacement for that meeting, either the alternate or another person, may be proposed by the National Committee concerned, subject to approval by the other members of the SMB. A National Committee may request approval from the Chair for an expert to attend a specific meeting, provided there is a maximum of two persons present from each National Committee.

In addition, the Chair, in consultation with the Secretary-General, may invite individuals for specific items where their technical expertise is deemed relevant.

For SMB meetings held in conjunction with General Assembly meetings, two pre-notified persons from each National Committee shall be allowed to attend, as observers. National Committees may submit requests for additional observers, and this shall be allowed, provided the National Committee hosting the SMB meeting can provide adequate meeting facilities, if the meeting is held through physical means.

Associate Member National Committees who wish to submit proposals to the SMB or its advisory committees shall send them to the Secretary-General eight weeks, at least, before the meeting. During the meeting, after consultation with

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the Chair, the Secretary-General may introduce such proposals for consideration.

The Chair may invite the representatives of Associate Member National Committees to take part in the discussion of their proposals.

A recording of the meetings of the SMB shall be kept by the Secretariat and the unconfirmed report of the meeting shall be submitted to SMB members for comment within four weeks of circulation.

Any comments received shall be dealt with by the Chair and the Secretariat. In the absence of comments or after dealing with the comments received, the report shall be considered as confirmed and shall be circulated to all National Committees for information.

14.3 Voting

For decisions taken outside meetings, only the fifteen elected members of the SMB have the right to vote. During meetings, if an SMB member is absent, the respective alternate or designated replacement may vote.

At a meeting or by correspondence, decisions shall be adopted by a two-thirds majority of those members voting, unless fewer than eight of them vote, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.

SMB members are required, and alternates are expected, to participate in SMB meetings. Failure, by the SMB member, to participate in two consecutive SMB meetings may lead to an SMB recommendation to the IEC Board to terminate the National Committee's SMB membership and a new election for the position shall take place in accordance with normal procedures.

TECHNICAL COMMITTEES, SUBCOMMITTEES AND SYSTEMS COMMITTEES (Article 15)

The standards work of the Commission shall be carried out through technical committees, subcommittees, and systems committees, composed of representatives of the Full Member National Committees, each dealing with a particular subject set by the Standardization Management Board (SMB).

TECHNICAL COMMITTEES, SUBCOMMITTEES AND SYSTEMS COMMITTEES (Clause 15)

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Technical committees and systems committees are created, modified or disbanded by the SMB and shall act in accordance with the Code of Conduct for technical work. Technical committees may delegate part of their scopes to subcommittees, in accordance with the Directives as set and maintained by the SMB. The technical committees' and systems committees' Chairs report directly to the Chair of the SMB and subcommittees' Chairs report directly to the Chair of the technical committee they are assigned to.

Each technical committee and systems committee shall have a Chair and a Secretary, both appointed by the SMB amongst representatives of Full Member National Committees (or from the secretariat for the Secretaries of systems committees).

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15.1 Tasks and Responsibilities

The primary duty of a technical committee, subcommittee or systems committee is the development and systematic maintenance of the International Standards or other deliverables.

Technical committees, subcommittees and systems committees shall carry out their work in accordance with the Directives.

A National Committee accepting the secretariat of a technical committee or subcommittee shall be responsible for ensuring that the work is proceeded with actively and shall do its utmost to bring the work to an early satisfactory conclusion.

15.2 Setting up of a Technical Committee or System Committee

The Standardization Management Board (SMB) shall create a technical committee or systems committee if the following conditions are fulfilled:

- a) It is proposed in accordance with the Directives, as set and maintained by the SMB;
- b) All Full Member National Committees have been consulted by the Secretariat;
- c) A two-third majority of Full Member National Committees having voted, approved the proposal;
- d) At least five Full Member National Committees have expressed their intention to participate actively;
- e) The scope has been clearly defined.

15.3 Scope

The scope of a technical committee or systems committee may be altered or expanded only upon approval of the SMB.

15.4 Participation

Full Member National Committees have the right to take part in the activities of all technical committees, subcommittees and systems committees as P-members or O-members. P-members (participating) participate actively in the work, with an obligation to vote on all questions formally submitted for voting within the technical committee, subcommittee or systems committee, on new

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CONFORMITY ASSESSMENT BOARD (Article 16)

The IEC Board delegates to the Conformity Assessment Board (CAB) the management, including operational and financial management, of the conformity assessment (CA) activities of the Commission.

The CAB shall take any action it considers necessary to promote and facilitate the operation of the Commission's CA activities (see Appendix 2 to the Rules of Procedure).

The CAB shall consist of:

- a Chair (without vote);
- fifteen members, elected by the General Assembly and their alternates appointed by the relevant National Committees in accordance with Clause 16 of the Rules of Procedure;
- the Chair and Executive Secretary (*ex officio*, without vote) of each CA System of the Commission;
- the Treasurer (*ex officio*, without vote);
- the Secretary-General (*ex officio*, without vote).

The CAB shall report its actions to the IEC Board.

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work item proposals, enquiry drafts and final draft International Standards, and to contribute to meetings. O-members (observing) follow the work as observers, and therefore can receive committee documents and have the right to submit comments and to attend meetings.

All Associate Member National Committees have the right to access the documents of all technical committees, subcommittees and systems committees and to submit their respective comments.

On request to the Secretary-General, Associate Member National Committees may participate as P-members, as defined in the Directives, in the work of a maximum of four pre-notified, already established technical committees, subcommittees and/or systems committees. Any request for a change in the choice of technical committee(s), subcommittee(s) and/or systems committee(s) must be submitted to the Secretary-General.

CONFORMITY ASSESSMENT BOARD (Clause 16)

16.1 Membership

The rules applicable to the membership of the Conformity Assessment Board (CAB) shall be as follows:

- a) Six members shall be elected by the General Assembly upon nomination by Group A Members, as determined by Appendix 5.
- b) Nine members shall be elected by the General Assembly upon nomination by non-Group A Members account being taken of a representative geographical distribution and participation of their National Committees in conformity assessment (CA) activities.

All members shall be nominated on the basis of their personal qualifications including their broad experience in CA and their ability to represent the views of the CA community, including users of CA services. The essential criteria for persons elected as members are listed in Appendix 3.

The fifteen members shall be elected for a term of office of three years. A member shall not serve more than two full terms in that capacity.

The terms of the members shall take effect from 1st January of the year following their election.

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Subject to the procedures decided by the IEC Board, the CAB shall collaborate with the Standardization Management Board (SMB) and the Market Strategy Board (MSB), and with other relevant bodies reporting to the IEC Board.

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An elected member may only be changed during the respective term of office with the approval of the IEC Board. The new member serves until the end of the respective predecessor's term of office. If this period is one year or less, it is considered a preliminary term; if it is more than one year, it is considered a full term.

A National Committee that has a CAB member shall appoint an alternate. Only one of the two positions (member or alternate) may be professional staff from a National Committee.

The member and alternate shall be from different stakeholder interests.

There is no limit to the length of time an alternate may serve provided the alternate continues to have a CAB member to support. The National Committee may request to change the alternate by notifying the Secretariat. The alternate may not replace the member at any meeting unless specifically authorized in accordance with the provisions of Clause 16.3.

CAB members are required, and alternates are expected, to participate in CAB meetings. Failure, by the CAB member, to participate in two consecutive CAB meetings may lead to a CAB recommendation to the IEC Board to terminate the National Committee's CAB membership and a new election for the position shall take place in accordance with normal procedures.

The Chair shall be elected by the General Assembly for a term of office of three years, in accordance with the provisions of Clause 19 and shall be eligible for immediate re-election for one further full term of office.

For the duration of the term of office, the Chair shall be a Vice-President of the Commission.

16.2 Election procedure

At least twenty-four weeks before the election of the CAB members, the Secretariat shall invite the Full Member National Committees to propose candidates for election and submit the name and qualifications of the person (and the alternate) it wishes to nominate. If an individual CAB member has served two full terms, the relevant National Committee may nominate a new candidate for election by the General Assembly.

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All National Committees, and particularly those nominating candidates for CAB membership, should have a dedicated body or structure for CA that is fully representative of national interests in the fields of the Commission's CA activities.

The list of National Committees having accepted to propose candidates, together with the names and qualifications of their nominees, shall be circulated by the Secretariat to all Full Member National Committees.

The election shall take place by secret ballot at the next meeting of the General Assembly.

16.3 Meetings

The presence of eight CAB members (or if absent, their alternates) shall constitute a quorum.

The CAB shall normally meet twice a year, but a meeting may also be called at the request of the Chair or one-third of its members.

The draft agenda shall be circulated by the Secretariat to CAB members and their alternates and to all Full Member National Committees at least four weeks prior to the meeting.

Documents requiring a decision at the meeting shall be circulated to CAB members and alternates and the National Committees of the CAB members at least six weeks prior to the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda, may only be considered by the CAB provided no CAB member present raises objection.

Only the CAB members and their alternates are authorized to attend the meetings. If, for a justifiable reason, a CAB member is unable to attend a particular meeting, the alternate may take the CAB Member's seat and vote on their behalf, subject to pre-notification by the CAB member or National Committee to, and approval by, the Chair. A National Committee may request approval from the Chair for an expert to attend a specific meeting, provided there is a maximum of two persons present from each National Committee.

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In addition, the Chair, in consultation with the Secretary-General, may invite individuals for specific items where their technical expertise is deemed relevant.

For CAB meetings held in conjunction with General Assembly meetings, two pre-notified persons from each National Committee shall be allowed to attend, as observers. National Committees may submit requests for additional observers, and this shall be allowed, provided the National Committee hosting the CAB meeting can provide adequate meeting facilities, if the meeting is held through physical means.

A recording of CAB meetings shall be kept by the Secretariat. The unconfirmed report of the meeting shall be submitted to the CAB members for comment within four weeks of circulation.

Any comments received shall be dealt with by the Chair and the Secretariat. In the absence of comments or after dealing with the comments received, the report shall be considered as confirmed and shall be circulated to all National Committees for information.

The Chair, *ex officio*, may attend all meetings of the committees of the CA Systems, without vote.

The Chair shall not act on behalf of any other categories of membership of the CAB.

16.4 Voting

During meetings, if a CAB member is absent, the respective alternate may vote in accordance with Clause 16.3.

For decisions taken outside meetings, only the fifteen elected CAB members have the right to vote. Such decisions are taken in a vote by correspondence.

CAB decisions shall be adopted by a two-thirds majority of those CAB members (or alternates) voting, unless fewer than eight votes are received, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.

STATUTES

CONFORMITY ASSESSMENT SYSTEMS (Article 17)

The conformity assessment (CA) work of the Commission is carried out by CA systems (IEC CA Systems), each having a different scope of activity as decided by the Conformity Assessment Board (CAB) to which the IEC CA Systems report. The CAB delegates the management and operational responsibility related to the IEC CA System's activities to each IEC CA System's management committee. The CAB supervises the IEC CA Systems' management committees, has the authority to disband them (and/or the IEC CA Systems themselves), and is empowered with any measure described in these Statutes and the Rules of Procedure. In consultation with the relevant CA System's management committee, the CAB may modify the Basic Rules of any of the IEC CA Systems on its own initiative.

Full and Associate Member National Committees, or fully representative governing bodies reporting to them, remaining under their instruction and notified by them, are eligible to seek membership of the IEC CA Systems. A body from a non-IEC member country may, with the concurrence of the IEC Board regarding general Commission policy and satisfying the specific requirements for membership of an IEC CA System, be admitted to that CA activity. Suspended National Committees, or bodies notified by them for IEC CA System membership, shall not be permitted to retain or be admitted to membership of any CA activity during the period of suspension.

IEC CA Systems are set up, modified, or disbanded by the CAB. They may create and delegate responsibilities to bodies in accordance with the Basic Rules, which are approved or modified by the CAB. Each IEC CA System is governed by a management committee composed of member bodies (representatives of National Committees, or bodies notified by National Committees), of participating countries. Bodies from non-IEC member countries participating in an IEC CA System may also be represented on the management committee. Officers as defined in the IEC CA Systems' Basic Rules are appointed by the CAB based upon nomination by the CA Systems management committee.

Each CA System shall be responsible for planning its own budget. The CAB shall be responsible for validating and proposing the CA Systems' budgets, in accordance with Articles 7, paragraph five, item e), and 8 b), for integration into the IEC budget process. Once the IEC budget has been approved by the

RULES OF PROCEDURE

CONFORMITY ASSESSMENT SYSTEMS (Clause 17)

A Conformity Assessment (CA) System is formally established once its Basic Rules have been approved by the Conformity Assessment Board (CAB). A CA System wishing to modify its Basic Rules shall submit the text of the proposed modification to the CAB and the modification is only implemented once approved by the CAB.

The CAB shall consult with the relevant CA System's management committee before modifying its Basic Rules.

A CA System Executive Secretary is an employee of or contractor to the Commission and a decision to appoint the Executive Secretary of a CA System requires the prior consent of the Secretary-General. The CA System Chair shall consult with the CAB Chair and the Secretary-General before a proposal is made to a CA System management committee for the nomination of a CA System Executive Secretary.

CA Systems Executive Secretary and Chair are required to report to and participate in CAB meetings.

Each CA System shall develop its own Rules of Procedure consistent with the CA System's Basic Rules and shall operate in accordance therewith.

Each CA System shall notify its Rules of Procedure to the CAB for endorsement.

STATUTES

General Assembly, and subject to Article 8 b), the CAB is responsible for monitoring the management of the CA Systems' budgets.

In the case of a conflict, contradiction, or inconsistency between the provisions of these Statutes and/or Rules of Procedure on the one hand and the provisions of the Basic Rules of a CA activity on the other hand, the provisions of the Statutes and/or Rules of Procedure shall take precedence.

PRESIDENT (Article 18)

The President of the Commission shall be elected by a vote in accordance with the provisions of Clause 7.2, Procedure 2 of the Rules of Procedure.

The election shall take place during the second year of the preceding President's term. After a term of office of one year, acting as Deputy President, the President Elect shall become President.

The term of office of the President shall be for a single period of three years. On expiry of the preceding President's term of office, the President Elect becomes President.

After the expiry of the term of office, the President, now Immediate Past President, shall retain the functions as an Officer and Deputy President for a single period of two years. After this period, the Deputy President shall become a Past President.

Past Presidents shall be General Assembly meeting invitees for their lifetimes, and, when available, shall be invited to sit with their national delegations.

The functions of the President are:

- a) to represent the Commission;
- b) to preside over the General Assembly, the IEC Board, the President's Committee, and advisory bodies in accordance with the Rules of Procedure;
- c) to cast the deciding vote in the General Assembly (if necessary);
- d) to decide on matters referred to the President by the General Assembly, including conflict mediation;
- e) to take action as needed between meetings of the General Assembly, the IEC Board or the President's Committee.

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PRESIDENT (Clause 18)

At least twenty-four weeks before the General Assembly meeting of the second year of the President's term, the Secretariat shall invite nominations from the Full Member National Committees to be submitted within eight weeks, with a view to electing the future President of the Commission who will first serve as Deputy President during one year before serving as President for three years.

Upon acceptance of the nominee(s) to stand for election, their name(s) and qualifications shall be circulated to all Full Member National Committees by the Secretariat.

If more than one candidate has been nominated, the voting shall be by secret ballot at the next meeting of the General Assembly, through physical or virtual means, in accordance with the provisions of Clause 7.2, Procedure 2.

The President Elect shall take office as Deputy President on 1st January of the year following the respective election. Thereafter, the Deputy President shall take office as President for a term of three years on 1st January following the one-year term as Deputy President.

In the case of death, incapacity or resignation of the President, during the first two years of respective term, the Secretariat shall immediately invite nominations to be submitted by Full Member National Committees within eight weeks, for the election of a successor. Pending this election, the Immediate Past President, also retaining the functions of Deputy President, shall be the acting President.

If the death, incapacity or resignation of the President occurs during the third year of the respective term of office, the President Elect shall immediately assume the presidency. However, the three-year term of office shall start on

STATUTES

The President may delegate parts of the President's functions to any other Officer, unless otherwise instructed by the General Assembly.

The President may take part in all meetings but without vote, except as per Article 18 c) above.

In case of death, incapacity or resignation of the President, the Deputy President shall be the acting President.

VICE-PRESIDENTS (Article 19)

The Chair of the Market Strategy Board (MSB), the Chair of the Standardization Management Board (SMB) and the Chair of the Conformity Assessment Board (CAB) are Vice-Presidents of the Commission for the duration of their terms of office.

Vice-Presidents shall be elected or appointed for three years. They shall be eligible for immediate re-election or re-appointment for one further full term of office.

RULES OF PROCEDURE

1st January of the following year and the Immediate Past President may be asked by the General Assembly to serve a third year as Deputy President.

VICE-PRESIDENTS (Clause 19)

Vice-Presidents of the Commission are *ex officio* members of the IEC Board and members of the President's Committee.

If requested, in addition to their functions as Chairs of the Standardization Management Board (SMB), Conformity Assessment Board (CAB) or Market Strategy Board (MSB), Vice-Presidents shall act on behalf of the President or assume any other functions as agreed upon among the Officers.

Twenty-four weeks before the General Assembly meeting preceding the end of the term of office of a Vice-President (SMB Chair and CAB Chair) the Secretariat shall invite nominations from all Full Member National Committees to be submitted within eight weeks. The MSB Chair shall be appointed by the IEC Board in accordance with Clause 13.1.

The names and qualifications of the nominees having accepted to stand for election shall be circulated by the Secretariat to all Full Member National Committees.

There shall be a vote by secret ballot at the next General Assembly meeting, in accordance with the provisions of Clause 7.2, Procedure 2, if more than one candidate has been nominated.

Vice-Presidents shall take office on 1st January of the year following their election.

If, for any reason, a Vice-President is not in a position to complete the respective term, a new Vice-President shall be elected or appointed without delay for the remainder of the preceding term. If this period is one year or less, it is

STATUTES

TREASURER (Article 20)

The Treasurer of the Commission shall be elected by a vote in accordance with the provisions of Clause 20 of the Rules of Procedure.

The term of office shall be three years and the Treasurer shall be eligible for immediate re-election for one further full term of office.

The functions of the Treasurer are:

- a) to guide the Commission on all financial matters;
- b) to submit to the IEC Board, and subsequently to the General Assembly, for approval the budget based on indications supplied by the Secretary-General and the Treasurers of the CA Systems;
- c) to present to the General Assembly the Treasurer's observations on the audited annual financial report;
- d) to report to the IEC Board on all other financial matters.

The Treasurer may take part in all meetings but without vote.

SECRETARY-GENERAL (Article 21)

The Secretary-General is the Chief Executive Officer (CEO) of the Commission. The Secretary-General shall be appointed by the General Assembly and shall hold office at the discretion of the General Assembly.

RULES OF PROCEDURE

considered a preliminary term; if it is more than one year, it is considered a full term.

In case of death, incapacity or resignation of one of the Vice-Presidents, the Secretariat shall immediately invite nominations to be submitted by Full Member National Committees within eight weeks, for the election or appointment of a successor. Pending this election or appointment, the President shall appoint another Officer as acting Vice-President without delay. The new Vice-President shall complete the remainder of the preceding term. If this period is one year or less, it is considered a preliminary term; if it is more than one year, it is considered a full term.

TREASURER (Clause 20)

At least twenty-four weeks before the General Assembly meeting preceding the expiry of the term of office of the Treasurer, the Secretariat shall invite nominations from all Full Member National Committees to be submitted within eight weeks.

Upon acceptance of the nominees to stand for election, their names and qualifications shall be circulated by the Secretariat to all Full Member National Committees.

If more than one candidate has been nominated, the voting shall be by secret ballot at the next meeting of the General Assembly.

In case of death, incapacity or resignation of the Treasurer, the Secretariat shall immediately invite nominations to be submitted by Full Member National Committees within eight weeks, for the election of a successor. Pending this election, the President shall appoint another Officer as acting Treasurer. The new Treasurer shall complete the remainder of the preceding term. If this period is one year or less, it is considered a preliminary term; if it is more than one year, it is considered a full term.

SECRETARY-GENERAL (Clause 21)

The Secretary-General is, *ex officio*, member of the IEC Board, the President's Committee, the Market Strategy Board (MSB), the Standardization Management Board (SMB) and the Conformity Assessment Board (CAB).

STATUTES

As such, the Secretary-General shall carry out the instructions of the General Assembly and the IEC Board.

The Secretary-General shall direct the Secretariat and may, in consultation with the IEC Board, and in line with the approved budget of the Commission, hire staff for the Secretariat to assist in fulfilling the mission of the Commission.

The Secretary-General shall administer the affairs of the Commission and is empowered to act as the legal representative and signatory of the Commission. Delegation of signatory authority by the Secretary-General shall be specified in the Rules of Procedure.

The Secretary-General shall:

- a) be an active promoter of the activities of the Commission whenever representing it; in doing so, the Secretary-General shall always adhere to the formal policies, official positions, strategic directions and decisions of the Commission, as determined by the General Assembly and the IEC Board;
- b) support the President in ensuring the effective and efficient functioning of the General Assembly and the IEC Board;
- c) report on the current operations and forward planning of the Commission to the General Assembly at each of its sessions;
- d) act as liaison between the Commission and external bodies;
- e) support the development and leading the execution of the Commission's strategy;
- f) implement the Commission's long and short-term plans and execute the day-to-day management of the Secretariat;
- g) coordinate the interaction between the IEC Board, other bodies reporting to the IEC Board, and the Secretariat;
- h) ensure that the Secretariat has appropriate systems and processes to conduct its activities both lawfully and ethically and that effective internal controls and management systems are in place;
- i) enable IEC Board members to take decisions on a fully informed basis, as specified in the Rules of Procedure;
- j) support the work of the Members of the Commission.

In the performance of the duties, the Secretary-General shall not seek or receive instructions from any National Committee or from any interested party external to the Commission, except as specifically provided for in the Statutes.

RULES OF PROCEDURE

The Secretary-General shall act as a signatory of the Commission for non-financial engagements.

For financial engagements, the Secretary-General shall act as a joint signatory as defined in Clause 24. The policy for the delegation of the signing authority of the Secretary-General (for financial and non-financial engagements) is set out in Appendix 4.

The job profile of the Secretary-General shall be developed and maintained by the IEC Board.

The Secretary-General shall appoint the Deputy Secretary-General with the agreement of the IEC Board.

STATUTES

The Secretary-General may be present at all the meetings of any body of the Commission.

The Secretary-General shall report to the IEC Board on a regular basis.

SECRETARIAT (Article 22)

The Secretariat shall be responsible for the operations of the Commission and for providing the supporting functions required to fulfil the object of the Commission.

The Secretariat shall be located at the seat of the Commission (see Article 3).

It shall comprise such staff as the Commission shall require and work under the direction of the Secretary-General.

Each Member of the Commission shall respect the responsibilities of the Secretariat's staff and shall not seek to unduly influence them in the discharge of their responsibilities.

PERFORMANCE MANAGEMENT (Article 23)

The work of the Commission as performed by the IEC Board and the bodies reporting to the IEC Board shall be guided through financial and non-financial parameters that align and measure its vision, mission and strategy.

Such performance parameters shall be approved by the IEC Board and shall provide a measurement tool for the managerial, executive and advisory bodies to gauge the Commission's performance. They shall also be used for external communication purposes through the appropriate performance management platforms with a view to supporting transparency and making the Commission accountable to its stakeholders.

The principles of performance management shall be periodically recalibrated to ensure their continued relevance.

FINANCE (Article 24)

The Commission shall derive its income from annual dues paid by its Members determined in accordance with the provisions of Clause 24 of the Rules of

RULES OF PROCEDURE

SECRETARIAT (Clause 22)

(Blank)

PERFORMANCE MANAGEMENT (Clause 23)

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FINANCE (Clause 24)

The financial year of the Commission shall be from 1st January to 31st December.

STATUTES

Procedure, from the sales of publications, and from any other sources as approved by the IEC Board.

The financial responsibility of individual Members shall not exceed their respective obligations for annual dues. The debts and liabilities of the Commission are guaranteed solely and exclusively by the assets of the Commission.

LANGUAGES (Article 25)

The official languages of the Commission are English, French and Russian, but the administrative language of the Commission shall be English.

RULES OF PROCEDURE

Each year, the General Assembly shall determine the budget, including the annual dues of the National Committees for the ensuing year. This budget shall be communicated to all National Committees not later than 1st November.

Each year, not later than 1st April, the Secretary-General shall send to all National Committees the accounts of the Commission for the preceding year, duly verified by a professional auditor and signed by the President and the Treasurer.

National Committees in arrears with the payment of their dues shall pay interest on the outstanding amount, in accordance with the decisions of the General Assembly.

The Commission shall pay the subsistence and transportation expenses related to their functions of the President, the Deputy President and the Treasurer.

Cheques or orders for the payment of the Commission's expenditure must be signed, in accordance with Appendix 4, by any two of the Secretary-General, the President, the Deputy President, the Treasurer, and members of the authorized Secretariat staff.

LANGUAGES (Clause 25)

The Commission has three official languages: English, French and Russian.

The working language shall be English only.

All administrative communications shall be in English only.

International Standards shall be published by the Commission in English, French and Russian.

The Russian edition will be prepared on behalf of the Secretariat by the Russian National Committee which will supply the Secretariat, free of charge, with the agreed number of paper copies or an electronic version.

Translations of the Commission's standards into languages other than the above may be prepared by National Committees of the countries in which these languages are officially in use.

STATUTES

ACCESS TO INFORMATION, PUBLICATIONS AND DOCUMENTS AND RIGHTS OF REPRODUCTION OF THE COMMISSION (Article 26)

The Commission shall:

- provide National Committees access to the available data and information, except as otherwise decided by a competent authority;
- disclose information to National Committees that is relevant to any governance or management discussion or decision, subject to any applicable confidentiality requirements;
- disclose such data and information to National Committees in an objective, timely, complete and accurate manner.

The Commission may issue any publication or document that the General Assembly or its delegated management bodies consider(s) useful to fulfil the object of the Commission.

For the standards work, publications and/or documents shall be issued in accordance with the Directives.

National Committees shall receive printed or electronic versions of documents and publications and all other communications of the Commission, free of

RULES OF PROCEDURE

In such cases, the National Committee undertaking the translation shall obtain permission from the Secretary-General to do so and send to the Secretariat a copy of the translation accompanied by a note certifying the accuracy of the translation and stating from which official version, or versions, the translation has been made.

The documents or publications containing such translations shall include a statement that they have been made with the permission of the Commission.

The Secretariat may publish translations of the Commission's publications into languages other than the official languages, subject to approval by the IEC Board.

The documents and correspondence relating to the work of the technical committees, subcommittees, systems committees and project teams, as well as minutes and final drafts, shall be prepared in accordance with the Directives.

ACCESS TO INFORMATION, PUBLICATIONS AND DOCUMENTS AND RIGHTS OF REPRODUCTION OF THE COMMISSION (Clause 26)

When issued, International Standards of the Commission shall be preceded by a foreword containing the information specified by the Directives.

The rights of the National Committees to publish in their own countries, for general circulation, the documents and publications of the Commission, shall be subject to such conditions as the IEC Board may impose.

The National Committees shall endeavour to prevent unauthorized reproduction or distribution, in their own countries, of any of the Commission's publications.

STATUTES

charge, in accordance with policies decided by the IEC Board, and if applicable, approved by the General Assembly.

STATUTES AND RULES OF PROCEDURE (Article 27)

These Statutes are implemented by means of the associated Rules of Procedure, which are maintained consistently with the Statutes.

Proposed amendments to the Statutes and to the Rules of Procedure shall be dealt with by the General Assembly.

Amendments to the Statutes

Proposed amendments to the Statutes shall be communicated on paper or in electronic form to the Secretariat, which shall send copies to all National Committees at least eight weeks prior to the meeting of the General Assembly at which the proposed amendments will be considered.

If approved by the General Assembly, as originally proposed or modified at the (physical or virtual) meeting, the text shall be sent on paper or in electronic form to Full Member National Committees for approval by correspondence.

Proposed amendments to the Statutes are adopted unless one-fifth or more of the (non-suspended) Full Member National Committees have cast a negative vote.

The Secretariat shall report on paper or in electronic form to all National Committees the results of the voting and shall issue an updated version of the Statutes without delay.

DISSOLUTION OF THE COMMISSION (Article 28)

The Commission will be dissolved:

- a) by vote of the Full Member National Committees based on a proposal by the IEC Board or by Members;
- b) in the circumstances provided for by law.

A proposal for the dissolution of the Commission by Members shall be supported by at least one quarter of all (non-suspended) Full Member National

RULES OF PROCEDURE

STATUTES AND RULES OF PROCEDURE (Clause 27)

Amendments to the Rules of Procedure

Proposed amendments to the Rules of Procedure shall be communicated on paper or in electronic form to the Secretariat, which shall send copies to all National Committees at least eight weeks prior to the meeting of the General Assembly at which the proposed amendments will be considered.

Either considered during a General Assembly meeting or by correspondence, amendments to the Rules of Procedure shall be voted upon by Full Member National Committees in accordance with Procedure 2 of Clause 7.2.

The Secretariat shall report to all National Committees the results of the voting and shall issue an updated edition of the Rules of Procedure without delay.

DISSOLUTION OF THE COMMISSION (Clause 28)

In the event of the dissolution of the Commission, the IEC Board shall dispose of the assets of the Commission, in accordance with the decisions of the General Assembly.

STATUTES

Committees before a decision is put to the vote. The decision shall be taken by means of a vote by correspondence to reply within 12 weeks of the date of dispatch of the proposal.

The dissolution of the Commission shall be pronounced if at least four-fifths of the total number of Full Member National Committees, excluding suspended members, have supported the proposal.

RULES OF PROCEDURE

APPENDIX 1 to the Rules of Procedure

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METHOD FOR THE DETERMINATION OF THOSE SEVEN STANDARDIZATION MANAGEMENT BOARD (SMB) MEMBERS REFERRED TO AS "AUTOMATICALLY APPOINTED MEMBERS"

The criteria used to determine the seven National Committees entitled to nominate those members of the Standardization Management Board (SMB) referred to as "automatically appointed members" are the following:

- a) the percentage of dues paid by the National Committee in relation to the total amount of IEC dues (percentage D),

and
- b) the percentage of TC/SC secretariats held by the National Committee in relation to the total number of technical committee and subcommittee secretariats existing in the IEC (percentage S).

Those seven National Committees with the highest combined percentages (D+S) weighted equally, are each entitled to nominate an "automatically appointed" individual member of the Standardization Management Board (SMB).

In case of equal combined percentages between two National Committees, preference shall be given to the one holding the highest percentage of secretariats.

The fulfilment of these criteria is checked by the Secretariat each time a nominee is presented for automatic election or re-election.

In the occurrence of the replacement of a National Committee entitled to nominate an "automatically appointed member" by another one, resulting from a change in the respective combined percentages held, the election of the new individual member will require endorsement by the General Assembly.

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APPENDIX 2 to the Rules of Procedure

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DISTRIBUTION OF RESPONSIBILITIES AMONG STANDARDIZATION MANAGEMENT BOARD, CONFORMITY ASSESSMENT BOARD AND MARKET STRATEGY BOARD

Introduction

In accordance with the Statutes and Rules of Procedure, the General Assembly and the IEC Board define their relation to the Standardization Management Board (SMB), the Conformity Assessment Board (CAB), and the Market Strategy Board (MSB) as follows, doubtful cases being left to the discretion of the IEC Board, in the case of SMB, CAB and MSB, and the General Assembly, in the case of the IEC Board.

Board

Pursuant to Articles 14, 16 and 13 of the Statutes, the IEC Board further details the delegated responsibilities as follows:

STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)	MARKET STRATEGY BOARD (MSB)
<p><i>The IEC Board delegates to the SMB the management of the standards work, including the following tasks:</i></p> <ol style="list-style-type: none"> 1. Leadership, management and supervision of the standards work, including the approval of Directives and other rules thereon; 2. Approval and review of titles, scopes and strategic policy statements of technical committees; 	<p><i>The IEC Board delegates to the CAB the management of the conformity assessment activities, including the following tasks. However, the management of the operational work is the responsibility of each CA System.</i></p> <ol style="list-style-type: none"> 1. Setting of the conformity assessment policy of the Commission, in such a way as to serve the present and future needs of international trade in the most efficient manner; 2. Promotion and maintenance of relations with international organizations on matters concerning conformity assessment, in particular with ISO; 	<p><i>The IEC Board delegates to the MSB the identification and investigation of principal technological trends and market needs in the Commission's fields of activity. The MSB shall produce related market strategy recommendations, where necessary, including the following tasks to:</i></p> <ol style="list-style-type: none"> 1. Propose recommendations on priorities for standardization and conformity assessment to meet market needs; 2. Identify needs for, authorize publication of and if necessary, refine the development platform for limited-consensus deliverables outside the current responsibility of the Standardization Management Board (SMB), for example through relationships with industry, research institutes, consortia and fora;

STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)	MARKET STRATEGY BOARD (MSB)
<ul style="list-style-type: none"> 3. Appointment of secretariats and Chairs of technical committees; 4. Ensuring that the priorities for the technical work based on sub-group, advisory committee and technical committee recommendations, are set; 5. Supervising the timeliness of the work and taking the necessary corrective actions; 6. Co-ordination of the work of the technical committees by assigning work to them while seeking advice from sub-groups, and advisory committees; 7. Continuous review of the optimum structures of technical committees, sub-groups, and advisory committees; 8. Allocation of standards work, setting up of new technical committees and restructuring or disbanding of existing technical committees; 9. Reviewing the need for, and planning for, IEC work in new fields of technology; 10. Setting up of task forces to advise the SMB on matters not covered by technical committees, or on improvement of the performance of the technical work; 11. Consideration of matters raised by National Committees on technical questions submitted for approval to the National Committees under the relevant voting procedures and of any problems arising from the voting on technical documents; 	<ul style="list-style-type: none"> 3. Setting up, modifying and disbanding of CA Systems of the Commission; 4. Monitoring the operation of conformity assessment activities and initiation of any necessary action(s); 5. Monitoring and identifying emerging market needs in conformity assessment and initiating any necessary action(s); 6. Providing operational oversight of the CA Systems including, but not limited to, risk, impartiality, operational and financial management, as well as reporting regularly to the IEC Board on these issues; 7. Examination of the continued relevance of the IEC's conformity assessment activities in general, and of the individual CA Systems in particular; 8. Achievement of any specific targets or strategic goal(s) requested by the IEC Board. <p><i>To achieve the above, the CAB will:</i></p> <ul style="list-style-type: none"> 9. Approve and/or amend the Basic Rules of the CA Systems, with a view to having harmonized Basic Rules as far as possible; 10. Ensure that the rules and procedures of the CA Systems are consistent with the conformity assessment policy of the Commission and with the IEC Statutes and Rules of Procedure; 11. Appoint the officers of the CA Systems, following nomination by the CA Systems; 	<ul style="list-style-type: none"> 3. Establish and, when appropriate, disband Special Working Groups (SWGs) for particular fields of activity; 4. Identify market trends and needs in other fields, including certification and conformity assessment.

STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)	MARKET STRATEGY BOARD (MSB)
<p>12. Preparation and revision of Directives and other rules for the standards work, in co-operation with ISO;</p> <p>13. Study of the degree of implementation of IEC Standards by National Committees and used in international trade;</p> <p>14. Relations with other international organizations on specific technical subjects, in particular with ISO and ITU. Approval of recommendations from all joint advisory technical bodies or groups;</p> <p>15. Consideration of any other general standards questions and special requests assigned by the IEC Board.</p> <p><u>Note:</u> The term "technical committee" includes IEC technical committees, IEC systems committees and joint technical committees set up with other international organizations.</p>	<p>12. Review the accounts and validate the budgets of the CA Systems annually;</p> <p>13. Deal with appeals not resolved by the CA Systems;</p> <p>14. Establish subgroups for specific and defined tasks;</p> <p>15. Consider any other general conformity assessment questions and special requests assigned by the IEC Board.</p>	

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APPENDIX 3 to the Rules of Procedure

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MEMBERSHIP OF IEC BOARD AND ELECTED MANAGEMENT BOARDS

National Committees, when nominating candidates for and electing the members of the IEC Board and management bodies, should apply the essential criteria set out for members of each one in the table below. Any guidance from the Diversity Advisory Committee (DAC), as approved by the IEC Board, including for members of the Market Strategy Board (MSB), the Business Advisory Committee (BAC), and the Governance Review and Audit Committee (GRAC), shall also be available to National Committees for consideration in their nominations, and where applicable, their elections.

An elected member or alternate, where applicable, of the IEC Board or one of the below elected management boards may not simultaneously be an elected member or alternate of another.

An elected member or alternate of a management board or an advisory committee to a management board shall disclose to the Chair of that management board all affiliations that may give rise to a conflict of interest or an appearance of conflict of interest. This disclosure includes but is not limited to any affiliation with an organization engaged in standards development or conformity assessment. All members or alternates of management boards and advisory committees shall recuse themselves from taking part in any discussion or decision which would give rise to a conflict of interest or the appearance of a conflict of interest.

IEC BOARD	STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)
<p><i>Elected IEC Board members are individuals, without alternates, who in the IEC Board do not represent their National Committees or any particular organization, standards body, company, industry sector or government agency. National Committees nominating an IEC Board member must take into account guidance supporting diversity and inclusivity in the Commission. They must:</i></p> <ul style="list-style-type: none"> ❖ Serve what they perceive as the best interests of the IEC as a whole; ❖ Be able and willing to share opinions and take decisions as individuals independent of any national, corporate or sectoral affiliations; 	<p><i>Elected members of the SMB should together provide a balance between industrial and standardization experience. They must:</i></p> <ul style="list-style-type: none"> ❖ Have relevant professional standardization experience, with an understanding of international standards development processes and role of conformity assessment in standards and the relationship between conformity assessment and standards; 	<p><i>Elected CAB members should be drawn from a balanced range of relevant professional environments, e.g. CA System certification bodies or testing laboratories, CA service users, manufacturers or service providers conforming to standards, or regulators specifying CA requirements. CAB members must:</i></p> <ul style="list-style-type: none"> ❖ Have relevant professional experience in aspects of CA (e.g. testing, certification, organizational assessment), including international considerations; ❖ Have current and relevant understanding of the major aspects of international standardization and its relationship to conformity assessment;

IEC BOARD	STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)
<ul style="list-style-type: none"> ❖ Be at board, executive or appropriate management level within their own company, organization or government body; ❖ Be able to think strategically to promote and position IEC Board initiatives and activities; ❖ Have relevant professional experience in the electrotechnical sector; ❖ Have a current understanding of international standardization processes, and conformity assessment activities in general and at IEC; ❖ Respect the confidential nature of IEC Board activities, when necessary; ❖ Be able to work and communicate in English; ❖ Be able to travel to attend IEC Board meetings at least twice a year, in Geneva or elsewhere; ❖ Be able to participate actively in IEC Board meetings, to review and respond promptly to IEC Board documents at meetings or by correspondence; and ❖ Uphold the principles of consensus, diversity, and good governance, respecting the views of other IEC Board members and ensuring that all positions and views are given equal consideration. 	<ul style="list-style-type: none"> ❖ Be able to work and communicate in English, including the use of standards business jargon; ❖ Be able to travel and attend SMB meetings three times a year, in Geneva or elsewhere; ❖ Be able to participate actively in SMB meetings, to review and respond to SMB documents at meetings or by correspondence, and commit to participating in at least one SMB sub-group; ❖ Be able to take decisions as individuals elected to work in the SMB in the best interests of the IEC as a whole; ❖ Uphold the principles of consensus, diversity and good governance, respecting the views of other SMB members and ensuring that all positions and views are given equal consideration; ❖ Have knowledge of and agree to apply IEC and SMB principles and working procedures; and ❖ Be able to think strategically to promote and position SMB initiatives and activities. 	<ul style="list-style-type: none"> ❖ Be able to work and communicate in English, including all relevant English technical terms; ❖ Be able to travel and attend CAB meetings twice a year, in Geneva or elsewhere, as well as any relevant CAB sub-group meetings; ❖ Be able to participate actively in CAB meetings, review and respond to CAB documents at meetings and by correspondence, and commit to participating in at least one CAB sub-group; ❖ Be able to take decisions as individuals elected to work in the CAB in the best interests of the IEC as a whole; ❖ Uphold the principles of consensus, diversity and good governance, respecting the views of other members of CAB and ensuring that all positions and views are given equal consideration; ❖ Have knowledge of and agree to apply IEC and CAB principles and working procedures; and ❖ Be able to think strategically to promote and position CAB initiatives and activities.

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APPENDIX 4 to the Rules of Procedure

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DELEGATION OF THE SIGNING AUTHORITY OF THE SECRETARY-GENERAL

1. Delegation of authority for financial commitments

1.1. Signatory authority

In accordance with Clause 24, the Secretary-General, the President, the Deputy President, and the Treasurer, shall have joint-signatory power for any financial commitment at any financial threshold of the Commission.

1.2. Double signature

Financial commitments of any nature shall require the signature of two authorized signatories as indicated below. If a signatory is authorized to sign at a higher threshold, as a joint signatory, the signatory is also authorized to be a second signatory at a lower financial threshold.

1.3. Delegated authorities for contract signature

1.3.1. Financial commitments over CHF 500 000:

Financial commitments over CHF 500 000 shall be approved by the IEC Board, except in the following cases:

- Multi-year contracts that can be terminated within a set period with no further financial impact for the Commission greater than CHF 500 000;
- Permanent employment contracts for IEC staff.

The Secretary-General shall be the first signatory of all commitments over CHF 500 000 and the second signatory shall be the President, the Deputy President, the Treasurer, or the Deputy Secretary-General.

1.3.2. Financial commitments over CHF 100 000 but lower than CHF 500 000 (excluding employment contracts):

The Secretary-General or the Deputy Secretary-General shall be the first signatory of all commitments between CHF 100 000 and CHF 500 000. The second signatory shall be Secretariat staff delegated by the Secretary-General according to IEC internal procedures.

1.3.3. Financial commitments over CHF 10 000 but under CHF 100 000 (excluding employment contracts):

The first signatory shall be Secretariat staff delegated by the Secretary-General (responsible for the budget under which the expenditures occur) and the second signatory shall be Secretariat staff responsible for the activity or project related to the expenditure.

1.3.4. Financial commitments under CHF 10 000:

Authority may be delegated by the Secretary-General to Secretariat staff responsible for specific activities or projects, according to IEC internal procedures.

2. Employment contracts

The first signatory shall be the Secretary-General, or the Deputy Secretary-General and the second signatory shall be designated Human Resources staff or the employee's future manager.

3. Exceptions

Any exceptions to the above shall be approved by the IEC Board at the recommendation of the Secretary-General.

4. Delegation of authority for non-financial commitments

Only one authorized signatory is required for non-financial commitments. This shall be the Secretary-General, who may delegate the Secretary-General's signing authority to Secretariat staff, according to IEC internal procedures.

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APPENDIX 5

to the Rules of Procedure

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CRITERIA FOR GROUP A MEMBERS AND NON-GROUP A MEMBERS

Group A Membership shall be composed of six National Committees. The Group A Members collectively pay a maximum 50% of the total membership dues. Remaining Full Member National Committees shall be non-Group A Members.

Criteria

Group A Members make a formal long-term commitment to the IEC that sets an example for all other National Committees. It is important that the parameters for a Group A Member take into account more than financial contributions and extend to involvement in IEC activities and overall support to the IEC community.

The following criteria shall be used as guidelines when considering an application for Group A Membership:

1. The importance of the country for world electrotechnical trade;
2. The National Committee's calculated dues should amount to more than 3% of total dues at the time of application;
3. The National Committee management and technical decision-making processes should demonstrate balanced private and public sector involvement;
4. The National Committee should have proposed candidates for at least five positions in elected management bodies (IEC Board, SMB, CAB) in the six years preceding their application. At least one candidate they proposed should be serving on an elected management board at the time of application;
5. The National Committee should be an active P-member in at least 60% of IEC technical committees, subcommittees or systems committees;
6. The National Committee should have at least 200 experts involved in IEC activities;
7. The National Committee should hold at least two TC/SC Secretariats;
8. The National Committee, or the member body appointed by the National Committee, should participate in all the IEC CA Systems;
9. The Certification Bodies operating within the National Committee country should participate in total in at least 40% of the four CA Systems' operations (product categories for IECEE, schemes for IECEx and IECQ, and sectors for IECRE);
10. The Certification Bodies and/or Testing Laboratories operating within the National Committee country should have at least 15 assessors involved in the CA Systems' peer assessment activities;
11. The National Committee should be able to demonstrate the adoption and wide use of IEC Standards in its country;
12. The National Committee should have hosted at least twenty IEC meetings of technical committees, subcommittees or systems committees over the past five year period and at least one IEC General Meeting in the 15 years preceding its application and/or are planning to host one in the next three years.

Procedures

1. Upon receipt of an application for Group A Membership, compliance with the recommended criteria would be considered by the President's Committee;
2. The National Committee application for Group A Membership would then be put to the General Assembly for approval. The President's Committee is responsible for regularly evaluating current Group A Members' involvement in IEC activities to monitor whether the commitments are maintained.

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