



# AIP FEDERATION ASSEMBLY OPERATING PROCEDURES

THESE PROCEDURES ARE MEANT TO DESCRIBE THE REGULAR OPERATIONS OF THE FEDERATION ASSEMBLY. IT IS A LIVING DOCUMENT, EXPECTED TO EVOLVE REGULARLY AS NEEDED.

Ratified: November 2, 2022  
Amended: September 29, 2023

## Appointment of Delegates

Each Member Society (MS) is encouraged to name two (2) Delegates to the Federation Assembly (FA) and **must** name at least one (1). **Each MS has sole discretion on how the Delegates are chosen.** The MS CEO or equivalent is responsible for communicating to AIP who serves as a Delegate for that Society.

AIP will send out a request to the MS CEO or equivalent once a year asking for confirmation on current Delegates, for planning purposes. MS can change their Delegates at any time. However, MS are asked to take into account the benefits of continuity and familiarity, balanced with the need for fresh perspectives, when considering changing their Delegates. Advanced notice to AIP is requested before changing delegates but not required.

## Expectations

MS are responsible for onboarding their Delegates on the current state of discussions within the FA. AIP will produce general information, such as background on the FA and the MS, to help with this process.

Delegates are expected to participate in the two annual FA meetings, and any urgent meetings or communications that may occur before the meetings. [See the section "Absences" below.]

## AIP Affiliates

AIP Affiliates may be invited to participate in the FA in various capacities. Procedures are to be developed.

## Guests

Guests of the MS or AIP may be invited to participate in the FA in various capacities. Procedures are to be developed.

## Frequency of Meeting

The FA meets at least twice a year. At least one of these meetings ideally happens in-person.

## Urgent Issues

Between scheduled meetings, the Chair may call meetings on "urgent issues" that in the Chair's estimation need to be addressed before the next scheduled meeting. The meeting may occur in-person or virtually to address the topic at hand. Normal FA processes would apply, but the agenda would be limited to the special issue.

The Chair will attempt to act as expeditiously as possible in setting a meeting depending on the urgency of the issue, noting the schedule demands on participants and the need for Delegates to digest information on the issue before meeting.

## In Between Meetings

The FA may address issues through methods besides meetings, as the Chair deems appropriate.

## Agenda

The FA Chair sets the agenda for each meeting in consultation with the steering committee. Chairs are encouraged to ask FA participants to nominate agenda topics for the next meeting. The Executive Secretary will circulate a draft agenda one month prior to the next meeting. Delegates will have a window of at least ten (10) days to suggest revisions for the steering committee to consider. The final agenda will be distributed at least 10 days in advance of the meeting.

## Executive Session

Every agenda must include time for an "Executive Session of the FA". The FA can choose how to use this time, including the possibility of skipping this section, at its discretion. The FA may choose to exclude the AIP Delegates, at its discretion. The Executive Secretary, other AIP staff and/or guests would not be expected to participate in this session.

## Voting

Each MS has one (1) vote between all its Delegates. Asynchronous virtual voting should be used when possible, to allow Delegates from a given MS to confer amongst themselves and decide how to use their one vote. Decisions are made by a simple majority of MS, but the FA strives for consensus whenever possible.

The FA should record when there was not unanimous agreement and note the differences expressed, in order to reflect when the group could not reach consensus and make sure "minority" voices are heard. The FA may choose not to record how a given society voted, instead recording the issues and differences.

## Absences

If a Delegate cannot make a meeting, the MS may (1) choose to send a reduced delegation (if they have two Delegates appointed), (2) send a proxy to the meeting while allowing their named Delegate to retain their role for future meetings, or (3) change their Delegate (as they can at any time at their discretion).

## Election Procedures

Before the beginning of the second meeting in a calendar year, typically taking place in the Fall. Delegates who wish to serve as Vice Chair may self-nominate by submitting their name to the existing FA Chair. In standing for Vice Chair, the presumption is that the candidate will remain an FA Delegate for the duration of their term as Vice Chair and Chair. Immediately after the first meeting in a calendar year, each MS will be able to cast one (1) vote for Vice Chair. The candidate with the most votes will be named Vice Chair.

## Term Limits

A current Chair may not submit their name as a candidate until after their term is complete. A past Chair may submit their name as a candidate in future years.

## Replacements

If a Chair cannot fulfill their duties, the Vice Chair will assume the role of Chair. The AIP Federation Office will then organize a snap election for a new Vice Chair. The snap election will be held as soon as practical.

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If both the Chair and Vice Chair cannot fulfill their duties, the Executive Secretary will serve as Interim Chair while a snap election is held. The snap election will be held as soon as practical.

## Task Forces

Once the FA has identified an area to be addressed, the Steering Committee plays a leading role in the formation of task forces on behalf of the FA. The AIP Federation Office helps populate the task forces, also with guidance and input from the FA.

The FA Steering Committee develops the initial draft charge for task forces, again based on input from the FA. Task forces may seek to evolve their charge on further consideration of the task force members, in which case the steering committee will provide direction.

## Resourcing

In considering the establishing of a task force, the Steering Committee will provide advance notice to the CEO which will include any request for staff and other resources to support the task force's work.

On behalf of the FA, AIP will manage all of the funds and resources required.