



## **Policy: General Assembly**

### **1. Voting Rules**

1.1. Only those who have paid all required fees up to the preceding year shall be entitled to vote in the General Assembly.

1.2. Individuals who are entitled to vote in more than one capacity may cast one vote for each such capacity.

1.3. Members of IMIA who are entitled to vote have only one vote each in the General Assembly, cast by a nominated representative or proxy.

1.4. Members' representatives may issue proxies to individuals to act on their behalf, but no individual may accept more than three proxies.

1.5. Corresponding Members and Observers shall have no voting rights in the General Assembly.

1.6. Only representative of Member Societies are entitled to vote for major IMIA activities that may have an impact on the IMIA budget exceeding US\$ 10,000.00, such as MedInfo and the Yearbook. A budget exceeding US\$ 10.000, such as MEDINFO and the yearbook.

### **2. Quorum**

2.1. The General Assembly shall be able to conduct business if at least one third of the Member Societies are represented in person or by proxy. On a particular issue addressed by the General Assembly, a Member may waive the voting right. However, the abstention from voting shall be noted and the Member shall be counted for the quorum.

2.2. If a quorum is not achieved, the General Assembly shall be deemed to have delegated its authority to the Board, in so far as the Statutes allow. If a quorum of the Board is present, the Board shall convene immediately, and may allow members of the General Assembly there present to participate in discussions. Otherwise the Board shall convene within one month.

2.3. Decisions which do not fall within the competence of the Board, and which cannot reasonably await a meeting of the General Assembly, may be taken by a written vote of the General Assembly, electronically or on paper. For this purpose the Secretary or designated support service shall give at least one month's notice of the proposals to all members of the General Assembly.

2.4. Decisions of the General Assembly shall be taken by a simple majority of those Members present or represented by proxy who have the right to vote, unless provided otherwise in the Statutes or Policies.

2.5. In a case where *modification of the Statutes is proposed so that* a two-thirds majority of all Member Societies is required and there are less than two-thirds of those Members represented in person or by proxy, the agenda item shall be either deferred until the next year's General Assembly or decided by a written vote, electronically or on paper. Such a vote shall be decided by a two-thirds majority of all valid votes received within the time limit. For this purpose, the Secretary or designated support service shall give at least one month's notice of the proposals to all members of the General Assembly. This notification shall state precisely the questions at issue to which the special vote conditions, specified above, shall be applicable.

### **3. Authority**

3.1. The General Assembly shall determine fundamental policy, adopt the program of activity, hear and approve reports of any subordinate body it may have established, decide on admission and exclusion of Members, elect Officers and Board members, adopt the budget, review the expenditures, accept the audit reports and adopt official documents.

3.2. The General Assembly is responsible for the implementation of the program of IMIA.

3.3. The General Assembly may create Advisory Committees, Task Forces, Special Interest Groups and Working Groups. Termination of such bodies can be made only by the General Assembly after notice from a Member Society representative, the Chair of the body or the IMIA Board.

### **4. Meetings**

The General Assembly shall decide on the dates and places of its meetings.

4.1. Ordinary meetings:

a) The General Assembly shall meet at least once in each calendar year.

4.2. Extraordinary meetings:

a) The General Assembly shall meet within six months

1. at the request of the President,
2. at the request of the Board or the Executive Committee, or
3. at the request of at least one fifth of the Member Societies which are eligible to vote.

4.3. Notice of Meetings

a) The secretary or designated supporting service shall give not less than three months' notice of any General Assembly meeting, enclosing a statement of the purposes of the meeting.

b) A Member may have a matter included on the agenda for a meeting provided the request is received in writing (paper or electronic media) two weeks in advance of the meeting and has the support of at least one other Member Society or Institutional Member.

c) No business other than that included in the agenda for the meeting shall be transacted at any such meeting except if by a two-thirds majority vote, the meeting waives this restriction.

4.4. Minutes of the General Assembly

a) The minutes of one meeting of the General Assembly as submitted by the secretary shall be approved by the General Assembly at its next meeting.

**Status:** Approved 26<sup>th</sup> August 2019  
By the General Assembly in Lyon, France  
(Replaces version approved 21<sup>st</sup> August 2017 by the General Assembly in Hangzhou, China)