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INTERNAL RULES

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CHAPTER I. INTERNAL RULES AND PIARC MEMBER GUIDE ("Blue Guide")

Article 1.

The Internal Rules define the way the Executive Committee operates within its delegation from the Council. The Executive Committee can recommend amendments to the Internal Rules to the Council for approval.

Article 2.

The PIARC Member Guide ("Blue Guide") defines the operating rules for the Association's various committees, groups and activities under the direction and oversight of the Executive Committee. Amendments to the Blue Guide must be approved by the Executive Committee and all changes to the Blue Guide are to be reported annually to the Council.

CHAPTER II. MEMBERSHIP FEES

Article 3.

The subscription fees are determined by the Council in relation to the government's contribution, "t", to the United Nations overall budget.

a) National governments (referred to as "Governments")

- Category A: 3% < t
- Category B: 1% < t £ 3%
- Category C: 0.20% < t £ 1%
- Category D: 0.05% < t £ 0.20%
- Category E: t £ 0.05%

b) Regional Authorities

The subscription fee of a regional authority is equal to one quarter of the statutory subscription of its national government.

c) Collective members (MC)

The subscription fees for collective members are determined in relation to the statutory subscription of their country. The two fees are MC1 for countries from categories A and B and MC2 for countries from categories C, D and E.

d) Individual members (MP)

The subscription fees for individual members are determined in relation to the statutory subscription of their country. The two fees are MP1 for countries in categories A and B and MP2 for countries in categories C, D and E.

e) Honorary members

No subscription fee is required.

Article 4.

The table listing the member government's membership fees will be updated by the General Secretariat according to the latest value of "t".

Article 5.

In order subscription fees changing frequently due to small variations of "t" above and below the category limits, the following rules apply:

- a) A government will move to a higher category when "t" becomes superior to:
 - 3.05 for the change from B to A
 - 1.02 for the change from C to B
 - 0.21 for the change from D to C
 - 0.06 for the change from E to D

- b) A government will move to a lower category when "t" becomes inferior to:
 - 2.95 for the change from A to B
 - 0.98 for the change from B to C
 - 0.19 for the change from C to D
 - 0.04 for the change from D to E

- c) If "t" stays in the same category area for more than two years, the category of that area will apply in spite of the mentioned rules.

CHAPTER III. REPRESENTATION AND RIGHTS OF MEMBERS

First Delegates

Article 6.

A First Delegate is appointed by the Minister (or equivalent) in charge of roads and road transport from each member government.

Article 7.

The First Delegate is the official link between a government and the Association.

Article 8.

The responsibilities of the First Delegate, in consultation with the National Committee concerned, where one exists, are to appoint:

- a) other members to the Council,
- b) members to Technical Committees, Working Groups and Commissions,
- c) official representatives to the World Road Congress and the International Winter Road Congress.

Article 9.

When leaving office, the First Delegate must inform the General Secretariat. The Minister in charge of roads and road transport of his or her government should appoint a new First Delegate and inform the General Secretariat.

Article 10.

Some of the functions of the First Delegate may be delegated to the Chair of a National Committee, where one exists.

Representation of member governments to the Council

Article 11.

In addition to the two statutory delegates, member governments may have additional delegates on the Council. The number of additional delegates is calculated according to the total amount of the governmental contribution paid on top of the statutory subscription fees, plus the non-governmental members fees and the value of the seconded staff to the PIARC General Secretariat by the country concerned. This total is called S.

Seconded staff to the PIARC General Secretariat will be valued as follows:

- Secretary General : 3 times the category A subscription fee
- Deputy Secretary General : 2 times the category A subscription fee
- Technical Advisor : the category A subscription fee

The number of additional delegates is determined as follows:

- Categories A and B: $S / (0.5 \text{ category A government subscription fee})$
- Categories C, D and E: $S / (0.5 \text{ category C government subscription fee})$

Article 12.

The table listing the composition of the Council is updated every year by the General Secretariat according to the latest figures and distributed to the member governments.

Official representatives of member governments to the World Road Congress

Article 13.

The statutory subscription paid by member governments entitles them to nominate five official representatives to the World Road Congress, exempted from a registration fee.

Article 14.

Governments paying a subscription fee greater than the statutory subscription or contributing seconded staff to the General Secretariat shall be able to send supplementary delegates at a registration fee equal to one half of the PIARC member fee to the World Road Congress. This number of delegates is determined as follows: one delegate for each 1200 EUR by which the governmental subscription plus the value of seconded staff as determined in Article 11 exceeds the statutory fee.

Article 15.

To benefit from the exemption in Article 13 and 14, the contribution must have been paid or provided every year since the last World Road Congress.

Article 16.

The table listing the number of official representatives per government for the next World Road Congress is established by the General Secretariat according to the latest figures known before the Congress and distributed to the member governments.

**Official representatives of member governments
to the International Winter Road Congress**

Article 17.

The statutory subscription, paid by member governments, every year since the last International Winter Road Congress, entitles them to nominate two official representatives to the International Winter Road Congress, exempted from registration fee.

Delay in membership payment

Article 18.

Only member governments who have paid their membership fee of the current year have right to vote at the Council.

Article 19.

Member governments, who are one year in arrears with their membership fees, cannot benefit from the Special Fund and other aid.

Article 20.

Regional authorities, collective members and individual members who are one year in arrears with their membership fee, lose their membership rights defined in the Statutes.

CHAPTER IV. COUNCIL OF THE WORLD ROAD ASSOCIATION

Council voting

Article 21.

With the exception of cases defined in the Internal rules, decisions shall be made by a show of hands unless a member of the Council asks that a secret ballot be held.

Article 22.

In the calculation of the number of votes, abstentions and invalid votes are included.

Article 23.

In case of equality in the number of votes, another ballot will be held. If after the second ballot there is still equality, the President shall make the decision.

Proxies

Article 24.

The vote of a Council member who is prevented from attending a meeting may only be delegated to another Council member by written proxy, in this case:

- a) the delegation shall be signed or approved by the First Delegate and sent to the General Secretariat before the meeting, or presented at the beginning of the meeting;
- b) a Council member is not entitled to have more than four proxies from other governments;
- c) the delegated right of vote cannot be passed on to another Council member.

When a country has no more than two votes and when only one member attends the Council meeting, this member has two votes even without a written proxy.

Observers to the Council meetings

Article 25.

In order to facilitate communications with other international or regional organisations, representatives from these organisations can be invited by the Executive Committee to attend the Council as observers.

Appointment of the Secretary General

Article 26.

The Secretary General shall be appointed by the Council for a minimum period of four years and a maximum period of eight years, following an examination by the Executive Committee of the nominations put forward by the member governments who offer to second a candidate for this position.

The term of the Secretary General can be extended by the Executive Committee to a maximum of the period of that Executive Committee's term. Beyond this period, the term can be extended with approval of the Council.

Appointment of the Deputy Secretary General

Article 27.

The Deputy Secretary General shall be appointed by the Executive Committee on the advice of the Secretary General, from the nominations put forward by the member governments who offer to second a candidate for this position. The maximum period of the appointment is eight years in principle.

The term of the Deputy Secretary General can be extended by the Executive Committee on the advice of the Secretary General.

CHAPTER V. EXECUTIVE COMMITTEE

Election of the Executive Committee

Article 28.

Before the Council meeting during which the election of the Executive Committee members is organised, the President shall invite First Delegates to announce their candidature or the candidature of other Council members mentioning the envisaged post:

- a) President,
- b) Vice-President,
- c) other members of the Executive Committee.

Article 29.

The outgoing Executive Committee can propose a list of members of the new Executive Committee to be elected by the Council.

Article 30.

The procedure for the election is as follows:

- a) the President will be elected first;
- b) then, members of the Executive Committee will be elected; there shall be a minimum of 16 members and a maximum of 25 members;
- c) then, the three Vice-Presidents will be elected from group b) above.

Election of the President

Article 31.

If there is more than one candidate the President will be elected by secret ballot.

Article 32.

To be elected after the first round, a candidate must obtain an absolute majority, that is more than half of the votes. If needed a second round shall be held to choose between the two candidates who obtained the greatest number of votes.

Article 33.

In case of equality in the number of votes for the top two candidates, another ballot will be held.

Election of members of the Executive Committee

Article 34.

The list of candidates is submitted to the Council. Each Council member must select at least 16 candidates and 25 at the most from the list of eligible candidates.

Article 35.

Ballot papers with less than 16 names and more than 25 names are invalid. Members obtaining the highest number of votes will be elected as long as they have more than half of the votes.

Article 36.

In case of equality in the number of votes for the 25th place, another secret ballot shall be held to decide between them.

Election of the Vice-Presidents

Article 37.

It is recommended that the President, the three Vice-Presidents and the Past President be as geographically representative as possible.

Article 38.

The Vice-Presidents shall be elected by secret ballot, if there are more than three candidates. Ballots bearing less or more than three candidate names shall be invalid. Candidates having obtained the first, second and third greatest number of votes will be elected, provided they have more than half of the votes.

Article 39.

In case of equality in the number of votes for the third place, another ballot will be held for candidates having obtained an equal number of votes. This procedure will be repeated until the three Vice-Presidents have been elected.

Election of representative of National Committees on the Executive Committee

Article 40.

The Representative of National Committees on the Executive Committee is elected by the delegates of the Conference of National Committees, comprising the Chair, or his/her substitute from the same National Committee designated in writing, of each National Committee or equivalent organisation. Before the meeting during which the election is organised, the PIARC President shall circulate the list of National Committees and equivalent organisations which can vote and invite the Chairs to announce their candidatures. Each National Committee and equivalent organisation has one vote.

Article 41.

In case where the top candidates obtain an equal number of votes, another ballot will be held to choose between the candidates.

Article 42.

The National Committee representative cannot be a Vice President while he or she is a member of the Executive Committee in this capacity.

Article 43.

The Council shall note the election of the National Committee Representative.

Replacing a member of the Executive Committee

Article 44.

In the case where a Vice-President or a member of the Executive Committee is no longer able to assume his or her post on the Executive Committee, the member:

- a) must inform the President and the Secretary General of this resignation and;
- b) can suggest to the President the name of a candidate for the vacant post. At the invitation of the President, this candidate can participate in the Executive Committee meetings as an observer until the next Council meeting; the period of time served as an observer is not taken into account.

Executive Committee voting

Article 45.

The decisions of the Executive Committee shall rest on a majority vote of Executive Committee members present.

Article 46.

In the calculation of the number of expressed votes, abstentions and invalid votes are included.

Article 47.

In case of equality in the number of votes, a second ballot will be held. If after the second ballot there is still equality, the President has a casting vote.

CHAPTER VI. COMMISSIONS

Article 48.

The Executive Committee can create Commissions for specific purposes in order to facilitate the management of the Association's business.

Current Commissions are:

- the Commission on Communications,
- the Finance Commission,
- the Strategic Planning Commission.

Article 49.

The Executive Committee appoints members of the Commissions following nominations from First Delegates of member countries.

Article 50.

Members of Commissions are appointed until the first meeting of the newly elected Executive Committee each four years.

Article 51.

The operating rules for Commission activities shall be approved by the Executive Committee. They are contained in the "Blue Guide".

Article 52.

The terms of reference for the Commissions are in the "Strategic Plan".

CHAPTER VII. GENERAL SECRETARIAT

Tasks and responsibilities

Article 53.

The tasks of the General Secretariat are under the responsibility of the Secretary General who ensures its management. The tasks of the General Secretariat are:

1. Management of the Association

- to manage the Association, under the supervision of the President, in accordance with the decisions of the Council and the Executive Committee;
- to ensure the daily financial management of the Association;
- to make proposals to the Council and the Executive Committee on actions to undertake;

2. Management of the General Secretariat

- to ensure the day to day management;
- to make agreement with member governments for the secondment of staff to the General Secretariat;
- to maintain membership records;

3. Service for governing bodies

- to provide a secretariat service for:
 - § the President,
 - § the Council,
 - § the Executive Committee;
- to provide support for:
 - § the Commissions,
 - § the Strategic Theme Co-ordinators;

4. Communication activities

- to ensure that the website of the Association is up to date and continues to develop;
- to ensure the regular publication of the journal *Routes/Roads*;
- to manage the Association's publications and other products and to supervise their distribution contracts;
- to ensure a wide dissemination of the results of Technical Committees activities;
- to ensure communication with all members of the Association;

5. Specific support activities

- to manage the tasks assigned to the Association for the organisation of the World Road Congresses and the International Winter Road Congresses;
- to manage the Association's relationship with the National Committees which carry out administrative duties on behalf of the Association;
- to maintain regular liaison with Technical Committees and Working groups.

Staff of the General Secretariat

Article 54.

A Deputy Secretary General shall assist the Secretary General.

Article 55.

The number of permanent staff members to be recruited by the Secretary General shall be fixed by the Executive Committee.

Article 56.

Other persons may be seconded by member governments to work for the General Secretariat. The period of this secondment shall be defined between the member government and the Association. Seconded staff should have knowledge of either English or French and ensure that there is a diversity of languages spoken at the General Secretariat.

CHAPTER VIII. LANGUAGES

Article 57.

The official languages are used in all the activities and publications of the Association. These activities include:

- The World Road Congresses and the International Winter Road Congresses,
- Council meetings,
- Executive Committee meetings,
- Technical Committee meetings,
- PIARC Website,
- Publications,
- Official documents prepared by the Association.

Article 58.

Spanish shall be used at Council and Executive Committee meetings, at World Road Congresses, and on the website, in addition to English and French.

Article 59.

Whenever possible Spanish speaking secretaries are appointed to Technical Committees.

CHAPTER IX. FINANCIAL AUDIT

Operating Rules for the Audit

Article 60.

The operating rules for the financial audit shall be approved by the Executive Committee.

Article 61.

Each year the external auditor shall examine the Association's accounts and provide recommendations and/or advice, in writing, to the Secretary General with a copy to the President and the Chair of the Finance Commission. First Delegates can also receive, on request, a copy of the report made by the external auditor.

Article 62.

The three internal auditors shall meet at least once a year. The internal auditors must respect the confidentiality of the accounts of the Association and the results of the internal audit. The internal auditors can invite the external auditor to their meetings.

CHAPTER X. NATIONAL COMMITTEES

Article 63.

When a member government creates a National Committee or an equivalent organisation, its operating rules must be submitted to the Executive Committee for approval. Guidelines for the preparation of operating rules for National Committees are stated in the Blue Guide.

Article 64.

Revision or modification of a National Committee's operating rules should be sent to the Executive Committee for ratification.

CHAPTER XI. WORLD ROAD CONGRESS AND INTERNATIONAL WINTER ROAD CONGRESS

Selection of the venue of a Congress

Article 65.

The Executive Committee will review the submissions for the venue of the World Road Congress and the International Winter Road Congress against a tender brief.

Article 66.

This choice shall be made by secret ballot by the Council in the case where there are several submissions.

General format of a Congress

Article 67.

The Council will approve the general format of the World Road and International Winter Road Congresses, including:

- a) the languages to be used at the Congresses,
- b) the general programme,
- c) the procedure for organising sessions,
- d) the themes for the sessions,
- e) the normal and reduced registration fees.

Protocol of agreement

Article 68.

The Protocol of agreement will cover the following:

- a) the date and venue of the Congress,
- b) co-ordination of activities,
- c) the responsibilities and rights of both the host country and PIARC,
- d) arrangements relative to financing of the Congress and to allocation of the income.

Observers from non-member governments

Article 69.

Non-member governments can appoint, on request, one official representative to the World Road Congress and the International Winter Road Congress as an observer, who is exempted from paying the Congress registration fee.

Article 70.

Observers are appointed by the Ministers in charge of roads or by their representatives.

CHAPTER XII. SPECIAL FUND

Article 71.

A Special Fund exists to facilitate participation of members from developing countries and countries in transition in the activities of the Association.

Article 72.

The operating rules for the Special Fund shall be approved by the Executive Committee and are contained in the "Blue Guide".

CHAPTER XIII. HONORARY MEMBERS

Article 73.

The criteria to be considered to raise a person to Honorary Membership status are:

- Sustained and demonstrated commitment to the Association's Vision, Mission and Values,
- Length and excellency of service to the Association,
- Leadership shown,
- Number, quality and importance of tangible contributions to the Association and its outputs,
- Innovation in matters relating to roads and road transport consistent with the World Road Association's Mission and complementary to its work and/or to the management and operation of the Association and furtherance of its aims.

Article 74.

Nomination for Honorary Membership of the Association:

- can be made only by a member of the Executive Committee or of the Council. The nomination may be supported by other members of the Council and/or other members of the Association.
- is not restricted to individual members of the Association at the time of their nomination.
- must be supported in writing by the proposer by reference to the criteria listed in Article 73.

Article 75.

Nominations are reviewed by a Review Panel comprising the President, the Immediate Past President, the Honorary Presidents, the Vice-Presidents and the Secretary General, except that any of the afore-mentioned is to be excluded by virtue of potential bias or conflict of interest, e.g. as the proposer of the candidate.

The Review Panel is chaired by the Immediate Past President.

The General Secretariat is providing the administrative support to the review panel.

Article 76.

Nominations are sought by the Secretary General once a year.

Nominations are sent to the General Secretariat and will be assessed by the Review Panel.

Honorary Membership can be conferred every year to a maximum of four persons, with the exception of the first year (2013).

The Review Panel, through its Chair, will bring a recommendation once a year to the Executive Committee which will determine whether to put the candidates' names forward to the Council for appointment as Honorary Members.

At the Council meeting, after the report of the Chair of the Review Panel, a vote will be taken in accordance with the Statutes.