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INTERNAL RULES OF THE WORLD ROAD ASSOCIATION

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CHAPTER I - AIMS

Article 1 The World Road Association exists to improve international co-operation and to foster progress in the field of roads and road transport.

Special Fund

Article 2 A Special Fund exists to facilitate participation of members from developing countries and countries in transition in the activities of the Association.

Article 3 The operating rules for the Special Fund shall be approved by the Executive Committee (Appendix 1).

CHAPTER II - CENTRAL OFFICE

Article 4 The Central Office of the Association is in Paris, France.

CHAPTER III - OFFICIAL LANGUAGES

Article 5 The official languages of the Association are English and French.

Article 6 The official languages are the languages used in the activities of the Association. These activities include:

- a) World Road Congresses and Winter Road Congresses,
- b) Council meetings,
- c) Executive Committee meetings,
- d) Committee meetings,
- e) Publications,
- f) Papers,
- g) Official documents prepared by the Association.

Article 7 Other languages, in addition to English and French, can be made official for the various activities of the Association by decision of the Council of the World Road Association.

Article 8 Special arrangements can be made for other languages than English and French in the framework of agreements signed by PIARC with regional organisations.

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CHAPTER IV - MEMBERSHIP SUBSCRIPTIONS

Article 9 The subscription fees are as follows; "t" is a government's rate of participation to the UN overall budget:

a) National Governments (*):

- Category A: 3% < t 80 000 FRF
- Category B: 1% < t ≤ 3% 50 000 FRF
- Category C: 0.20% < t ≤ 1% 30 000 FRF
- Category D: 0.05% < t ≤ 0.20% 18 000 FRF
- Category E: t ≤ 0.05% 9 000 FRF

b) Regional Authorities:

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

- Category A: 3% < t 20 000 FRF
- Category B: 1% < t ≤ 3% 12 500 FRF
- Category C: 0.20% < t ≤ 1% 7 500 FRF
- Category D: 0.05% < t ≤ 0.20% 4 500 FRF
- Category E: t ≤ 0.05% 2 250 FRF

c) Collective members. The subscription fees for collective members are as follows:

Australia, Austria, Germany, Belgium, Canada, Canada-Québec, Denmark, Finland, France, Ireland, Israel, Italy, Japan, Kuwait, the Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, United States	Other Governments
2500 FRF	1500 FRF

d) Individual members. The subscription fees for individual members are as follows:

Australia, Austria, Germany, Belgium, Canada, Canada-Québec, Denmark, Finland, France, Ireland, Israel, Italy, Japan, Kuwait, the Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, United States	Other Governments
300 FRF	150 FRF

e) Honorary members. No subscription fee shall be required.

(*) National Governments: referred to as "Governments"

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Article 10 The table listing the subscription fees of member governments will be updated according to the latest value of “t” (Appendix 2).

Article 11 In order to avoid frequent changes of subscription fees caused by the small variation of “t” above and below the limits of categories, 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 V - RIGHTS OF MEMBERS

First Delegates

Article 12 Member governments have the right to appoint the First Delegate as their representative to the Association.

Article 13 The First Delegate is appointed by the Minister (or equivalent) in charge of roads and road transport of their government.

Article 14 The First Delegate is the official link between a government and the Association.

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Article 15 The responsibilities of the First Delegate, in consultation with the National Committee concerned, where one exists, are:

- a) to appoint other members to the Council,
- b) to appoint members to Committees,
- c) to appoint members to Working Groups,
- d) to appoint members to Commissions,
- e) to appoint official representatives to World Road Congresses.

Article 16 When leaving office, the First Delegate must inform the Secretariat General. The Minister in charge of roads and road transport of their government should appoint a new First Delegate and inform the Secretariat General.

Article 17 Some of the functions of the First Delegate may be delegated to the Chairperson of a National Committee, where one exists.

Members of the Council designated by member governments

Article 18 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; “t” is a government's rate of participation to the UN overall budget:

Category A and B ($t > 1\%$): 1 additional delegate per 40 000 FRF

Category C, D and E ($t \leq 1\%$): 1 additional delegate per 20 000 FRF

Article 19 No member government may appoint more than ten members. In this calculation the President and ex-officio members are not included.

Article 20 Member governments having a National Committee or an equivalent organisation are recommended to appoint a representative of their organisation on the Council.

Article 21 The table listing the composition of the Council is updated every year according to the latest figures (Appendix 3).

**Official representatives of member governments
to the World Road Congress**

Article 22 The statutory subscription paid by member governments entitles them to nominate five official representatives to the World Road Congress, exempted from registration fee.

Article 23 Governments paying a subscription fee higher than the statutory subscription shall be able to send supplementary delegates also exempted from registration fee to the World Road Congress. The calculation of the number shall be based on one supplementary delegate for each FRF 6,000 by which their subscription fee exceeds the statutory fee. For this calculation, the fees paid by regional authorities are also included.

Article 24 The table listing the number of official representatives per government for the next World Road Congress is established according to the latest figures known before the Congress (Appendix 4).

**Official representatives of member governments
to the PIARC Winter Congress**

Article 25 The statutory subscription paid by member governments entitles them to nominate one official representative to the PIARC Winter Congress, exempted from registration fee.

Additional rights of Collective members

Article 26 Collective members have the right to receive:

- a) a set of the general reports and PIARC Committee reports published on the occasion of each Congress,
- b) upon request a set of the national reports of the Congress,
- c) upon request a copy of the PIARC publications as they are released,
- d) four copies of each edition of the Association's Magazine.

Article 27 Publications will be delivered to collective members through the National Committee or equivalent organisation where it exists.

Delay in subscription payment

Article 28 Member governments who are more than two years in arrears with their membership fees, current year not included, lose their right to vote.

Article 29 Member governments who are more than one year in arrears with their membership fees, current year not included, lose their right to appoint five statutory official representatives to the World Road Congress. Instead, they can appoint one official representative to the World Road Congress, exempted from registration fee. They cannot appoint any official representative to the PIARC Winter Congress, exempted from registration fee.

Article 30 Regional authorities, collective members and individual members who are more than one year in arrears with their membership fee, current year not included, lose their rights defined in the Statutes.

CHAPTER VI - GOVERNING BODIES

Election of the Executive Committee

Article 31 The Executive Committee shall consist of the President, the Past President, three Vice-Presidents and other members including one representative of National Committees. The number of these other members will not be lower than ten, neither higher than sixteen.

Article 32 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 candidatures of other Council members mentioning the envisaged post:

- a) President,
- b) Vice-President,
- c) other members of the Executive Committee,
- d) representative of National Committees.

Procedure for the election to the Executive Committee

Article 33 The outgoing Executive Committee can propose a list of members of the new Executive Committee to be elected by the Council.

Article 34 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 twelve members minimum and eighteen members maximum;
- c) then, the three Vice-Presidents will be elected (see article 42),
- d) then, the representative of National Committees will be elected.

Election of the President

- Article 35** If there is more than one candidate the President will be elected by secret ballot.
- Article 36** To be elected after the first round, candidates must obtain an absolute majority. That is more than half of the votes. If needed, the second round shall be held to choose between the two candidates who obtained the greatest number of votes.
- Article 37** In case of equality in the number of votes for the top two candidates, another ballot will be held.
- Article 38** In the calculation of the number of expressed votes, abstentions and invalid votes are included.

Election of members of the Executive Committee

- Article 39** The list of candidates is submitted to the Council. Each Council member must select at least twelve candidates and eighteen at the most.
- Article 40** Ballot papers with less than twelve names and more than eighteen names will not be valid. The eighteen members obtaining the highest number of votes will be elected.
- Article 41** In case of equality in the number of votes for the eighteenth place, a second ballot shall be held to decide between the two.

Election of the Vice-Presidents

- Article 42** The Vice-Presidents must be elected from among members of the Executive Committee.
- Article 43** The Vice-Presidents shall be elected by secret ballot, if there are more than three candidates.

Article 44 It is recommended that the President, the three Vice-Presidents and the Past President be as geographically representative as possible.

Article 45 In case of an election of the Vice-Presidents from among more than three candidates, the Council members shall be requested to choose three names from the candidates. Ballots bearing less or more than three names of candidates shall be invalid. Candidates having obtained the first, second and third greatest number of votes will be elected.

Article 46 In case of equality in the number of votes, another ballot will be held for candidates having obtained an equal number of votes. This procedure will be repeated until there is a selection of three Vice-Presidents.

Election of one representative of National Committees

Article 47 The Executive Committee shall include one representative from National Committees who shall be responsible for the liaison with National Committees.

Article 48 In case of equality in the number of votes for the top two candidates, another ballot will be held.

Replacing a member of the Executive Committee

Article 49 In case where a Vice-President or a member of the Executive Committee is no longer able to assume their post on the Executive Committee, the Vice-President or the member:

- a) must inform the President and the Secretary General of this resignation.
- 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 Council proceeds to the election of a new member or Vice-President who will serve for the remaining period of the four-year mandate.

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CHAPTER VII - COUNCIL OF THE WORLD ROAD ASSOCIATION

Council voting

- Article 50** For the decisions of the Council, the quorum is calculated on the basis of one-third of the voting rights as defined in Appendix 3, updated on the occasion of the Council's meeting. If the quorum is not reached at the start of the meeting, the Council decision shall be taken by postal vote. The postal vote will provide for a one-month voting period. There is no quorum in the case of a postal vote.
- Article 51** The decisions of the Council rest on a majority vote of Council members present and their proxies, except for the amendments to the Statutes for which the decisions must be voted by a two-thirds majority of Council members present at the meeting and their proxies.
- Article 52** The Council elects by voting all members of the Executive Committee every four years.
- Article 53** Decisions shall be made by a show hands unless a member of the Council asks that a secret ballot be held.
- Article 54** In the calculation of the number of expressed votes, abstentions and invalid votes are included.
- Article 55** In case of equality in the number of votes, another ballot will be held. If after the second ballot there is still equality, the Officers shall make the decision.

Delegation for the admission and expulsion of members

- Article 56** The Council will decide on the admission and expulsion of members.
- Article 57** The Council delegates decisions on the admission of member governments and regional authorities to the Executive Committee. The Executive Committee shall inform the Council afterwards in order to ratify the decision.
- Article 58** The Council delegates decisions on the admission of collective members and individual members to the chairpersons of National Committees where they exist, otherwise to the Secretary General.

Proxies

Article 59 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 PIARC Central Office 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.

Choice of the venue of a Congress

Article 60 The Council chooses the venue of the World Road and Winter Congresses. Should there be several governments applying, the choice shall be made by secret ballot.

General format of a Congress

Article 61 The Council will approve the general format of the World Road and Winter Congresses.

Article 62 The general format of the World Road and Winter Congresses includes:

- a) deciding on the official 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 registration fee at normal rate and at reduced rate.

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Observers to the Council meetings

- Article 63** In order to facilitate communications with other international or regional organisations, representatives from these organisations can be invited to attend the Council as observers.
- Article 64** The Council decides which organisations will be invited to the Council meeting. However, delegation shall be given to the Executive Committee.
- Article 65** On invitation, observers may make an intervention but have no right to vote.

Appointment of the Secretary General

- Article 66** The Secretary General shall be appointed by the Council for a minimum period of four years following an examination by the Executive Committee from the nominations put forward by the member governments.

Appointment of the Deputy Secretary General

- Article 67** The Deputy Secretary General shall be appointed by the Council for a minimum period of four years following an examination by the Executive Committee from the nominations put forward by the member governments.

Appointment of the Auditors

- Article 68** The Council shall elect three internal auditors, each coming from a different government. In addition, the Council shall elect a substitute internal auditor from each of the same three governments. They are elected for four years.
- Article 69** The Council gives the power to the Executive Committee to approve the appointment of an external professional auditor in agreement with the internal Auditors. The external auditor shall be independent from the Association and is contracted for a maximum period of six years.
- Article 70** Each year, the internal auditors must present a report to the Council, paying particular attention to the external auditor's assessment of the Association's accounts.

CHAPTER VIII - EXECUTIVE COMMITTEE

Appointment of Chairpersons of Committees

Article 71 The Executive Committee shall appoint the Chairpersons of Committees.

Executive Committee voting

Article 72 The decisions of the Executive Committee shall rest on a majority vote of Executive Committee members present.

Article 73 In the calculation of the number of expressed votes, abstentions and invalid votes are included.

Article 74 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.

Commissions

Article 75 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 the Strategic Plan,
- the Commission on Finance (refer to Appendix 5),
- the Commission "Communication 2000".

Article 76 Members of Commissions are designated for four years.

Editorial Committee

Article 77 The Editorial Committee operates under the supervision of the "Communication 2000" Commission.

Article 78 The Editorial Committee is responsible for the contents of the "Routes/Roads" magazine.

Article 79 The Chairperson of the Editorial Committee shall be appointed by the Executive Committee for four years.

Rules for publications

Article 80 The rules for publications shall be approved by the Executive Committee; they are gathered in the "Blue Guide" (see contents in Appendix 6).

Operating rules for PIARC Committees

Article 81 The operating rules for PIARC Committee activities shall be approved by the Executive Committee; they are gathered in the "Blue Guide".

CHAPTER IX – PRESIDENT AND VICE-PRESIDENTS

Article 82 The President is the highest-level representative of the Association. Should the President be unable to fulfil any official duties, the Immediate Past President shall act on behalf of the President until a new President is elected.

Role of the Vice-Presidents

Article 83 The three Vice-Presidents must assist the President in accordance with President's objectives to ensure PIARC's smooth operation. They should assume responsibility for geographical areas within which they are based maintaining liaison with First Delegates, Council members, National Committees and international regional organisations in their area.

CHAPTER X - SECRETARIAT GENERAL

Tasks and responsibilities of the Secretary General

Article 84 The tasks of the Secretary General are:

1. Management of the Association
 - a) to manage the Association, under the supervision of the President, in accordance with the decisions of the Council and the Executive Committee;
 - b) to ensure the daily financial management of the Association;

2. Management of the Secretariat

- c) to recruit the staff of the Secretariat General in agreement with the President and ensure the day to day management of the staff;
- d) to fix the salary of the staff according to the approved budget and account for the staff management to the Executive Committee;
- e) to maintain membership records;
- f) to be responsible for communications with members;

3. Service for governing bodies

- g) to provide a secretariat service for:
 - the President,
 - the Council,
 - the Executive Committee;
- h) to make proposals to the Council and the Executive Committee on actions or options to undertake;
- i) to provide support for:
 - Topic Area Co-ordinators,
 - the member of the Executive Committee responsible for liaison with the World Interchange Network,
 - the Commission on the Strategic Plan,
 - the Commission on Finance,
 - the Commission "Communication 2000",
 - similar groups established by the Council or the Executive Committee;
- j) to maintain regular liaison with Committees and Groups;
- k) to provide secretariat services to Committees and Groups in particular agreed cases;

4. Service for special tasks

- l) to service the Executive Committee member who maintains liaison with Congress Organising Committees;
- m) to undertake tasks related to the organisation of Congresses and the preparation and editing of papers;
- n) to manage PIARC's relationship with the National Committees which carry out administrative duties on behalf of the Association;

5. Service for communication

- o) to participate in, and provide support for the Editorial Committee which will interface with the publisher of "Routes/Roads";
- p) to ensure a wide dissemination of the results of Committee activities;
- q) to manage other PIARC publications and to supervise distribution contracts.

Deputy Secretary General

Article 85 A Deputy Secretary General shall assist the Secretary General.

Article 86 In agreement with the President, some of the functions of the Secretary General could be delegated to the Deputy Secretary General.

Other staff of the Secretariat General

Article 87 The number of permanent staff members to be recruited by the Secretary General shall be fixed by the Executive Committee.

Article 88 Other persons may be seconded by member governments to work for the Secretary General. The period of this secondment shall be defined between the member government and the Association. The Executive Committee has delegation to agree on this matter.

CHAPTER XI - AUDIT

Operating Rules for the Audit

Article 89 The operating rules for the Audit shall be approved by the Executive Committee.

Article 90 The internal Auditors shall meet at least once a year.

Article 91 The internal Auditors can invite the external Auditor to their meetings.

Article 92 Each year the external Auditor shall examine the Association's accounts and provide recommendations and advice, in writing, to the internal Auditors with a copy to the President and the Secretariat General.

Article 93 First Delegates can receive, on request, a copy of the report made by external Auditor.

Article 94 The internal Auditors must preserve confidentiality regarding the accounts of the Association and the results of the internal Audit.

CHAPTER XII - NATIONAL COMMITTEES

Article 95 When a member Government creates a National Committee or equivalent organisation, the operating rules must be approved by the Executive Committee on behalf of the Council. Operating rules for National Committees are stated in Appendix 7.

CHAPTER XIII - WORLD ROAD AND WINTER CONGRESSES

Reduced rate of the registration fee for PIARC Winter Congress

Article 96 The following PIARC members are granted the reduced rate of the registration fee at the PIARC Winter Congress:

- four representatives from each member government (appointed by the First Delegate),
- collective members, for two representatives,
- individual members who have been members for at least four years,
- Chairpersons and Secretaries of PIARC Committees and Working Groups,
- active members of the Working Group in charge of preparing the PIARC Winter Congress.

Observers from non-member governments to the World Road Congress

Article 97 Non-member governments can appoint, on request, one official representative to the World Road Congress as an observer, who is exempted from paying the Congress registration fee.

Article 98 Observers are appointed by the Ministers in charge of roads or by their representatives.

Representatives of other organisations

Article 99 Other international or regional organisations can be invited by the President to send one official representative to the World Road and Winter Congresses, who is exempted from paying the Congress registration fee.

Registration fee for the Secretariat General

Article 100 The Secretary General, Deputy Secretary General and other staff of the Secretariat General are exempted from paying the Congresses' registration fee.

World Road Congress Organisation Handbook

Article 101 The specific rules and suggestions on how to prepare the World Road Congress events such as a session, workshop and roundtable are presented in the Congress Organisation Handbook.

Article 102 The Congress Organisation Handbook shall be distributed before each Congress to Committees and other organisations who will prepare events at the Congress.

Article 103 The Congress Organisation Handbook shall be approved by the Executive Committee.

Other Events

Article 104 PIARC may have an agreement with a member government, or an international organisation, setting out the respective roles, rights and duties of the various parties involved in the organisation of a joint event, or an event under the auspices of PIARC.

CHAPTER XIV - ORGANISING COMMITTEE

Article 105 A local Organising Committee shall be formed for each World Road Congress and Winter Congress.

Protocol agreement

Article 106 For each World Road Congress and Winter Congress, a protocol agreement shall be signed by the President of the Association and the Minister in charge of roads and road transport of the host government.

Article 107 The Protocol Agreement will cover the following:

- a) the date and venue of the Congress,
- b) the establishment of the Local Organising Committee,
- c) the sharing of the Congress expenditure,
- d) the sharing of the revenue, in particular Congress registration fees.

World Road Congress Guide

Article 108 The Congress Guide presents practical information and the programme of the World Road Congress.

Article 109 Before each Congress, the Local Organising Committee shall prepare and distribute the Guide to delegates and participants to the Congress.

CHAPTER XV - ASSOCIATION FUNDS

Article 110 The nature of the Association's funds is stated in Article XV of the Statutes.

CHAPTER XVI - FISCAL YEAR

Article 111 The fiscal year shall begin on 1st January.

CHAPTER XVII - DISSOLUTION

Convening of the Council for the dissolution

Article 112 The Association can be dissolved only by the Council at a meeting specially convened for the purpose.

Article 113 For the Council meeting convened for the dissolution of the Association, the notice of the meeting must be sent to all the members of the Council at least three months before the meeting.