

EUROPEAN CHAPTER
INTERNATIONAL FEDERATION OF CLINICAL NEUROPHYSIOLOGY
EC - IFCN

Approved by the General Assembly of the EC-IFCN in Budapest 2017

Statutes of the European Chapter of the International Federation of Clinical Neurophysiology (EC-IFCN).

1. PURPOSE

The European Chapter of the International Federation of Clinical Neurophysiology (EC-IFCN) is governed by the present statutes.

2. AIMS OF THE EC-IFCN

The EC-IFCN has the following goals:

§ To organise the European Congress of the EC-IFCN Chapter Societies of Clinical Neurophysiology

§ To promote and support pre-and postgraduate educational programs in Clinical Neurophysiology in Europe, as well as regional educational courses suggested by National Societies and approved by the EC-IFCN ExCo.

§ To foster and encourage European scientific research in Clinical Neurophysiology. This includes promoting and organising research projects.

§ To establish, maintain and encourage efficient collaboration within Europe in order to promote education and good practice in Clinical Neurophysiology. This includes the promotion of an important role of Clinical Neurophysiology in European Public Health Plans.

§ EC-IFCN shall not engage in any activity contrary to the statutes of the IFCN.

3. EC-IFCN SOCIETY MEMBERS

Membership of EC-IFCN will be those national societies for Clinical Neurophysiology which are members of the IFCN and are situated in the European geographic region, as well as Societies formally affiliated to this region (Africa, Near East).

Exceptions from the geographical rule can be decided by the General Assembly.

European Societies for Clinical Neurophysiology intending to join the IFCN may be granted the status of Candidate Society of the EC-IFCN pending the outcome of their application to the IFCN. They may attend the meetings of the EC General Assembly but will not have the right to vote. If, for any reason, one of the societies is excluded from IFCN its membership to the EC-IFCN will cease.

4. EC-IFCN FINANCES

1. EC-IFCN will receive surplus funds from the European Congresses. It has the right to accept and administer gifts, legacies, movable and immovable properties, donations and assets of any kind.
2. EC-IFCN will receive support from the International Federation dependent on IFCN-ExCo finances and policy. The treasurer should make a financial report to the treasurer of IFCN once a year.
3. The assets of the EC-IFCN shall be used for its own operation and in a general way to provide for the attainment of its purposes. In particular, they shall be used for the material organisation of the European Congress and other scientific and educational Chapter activities. Any excess shall be deposited in the treasury of the EC-IFCN. No portion of the assets of the EC-IFCN shall be paid directly or indirectly to any member society or any officer of the EC-IFCN except for reimbursement for direct expenses (reasonable payment for services actually rendered), or of expenses incurred in the EC-IFCN. Officers, delegates, committee members and other professionals serving the chapter do so on a voluntary basis and are not reimbursed for their own professional time spent. The assets of the EC-IFCN are kept in a separate account by the EC IFCN-treasurer. Any of the reimbursements mentioned above will be sent out through the treasurer of the EC IFCN. The expenses will be audited and controlled according to the rules of the EC IFCN. The EC IFCN-treasurer will deliver an annual report of the account of the EC-IFCN to the EC-ExCo. The treasurer of the EC-IFCN has final responsibility. The EC-IFCN has its own account and the right to spend an appropriate amount of money to be proposed by the EC-IFCN secretary/treasurer and to be decided by the EC-IFCN ExCo.

3. The EC-IFCN may be dissolved by a two-thirds majority vote of the EC-General Assembly. In the event of its dissolution the treasury of the EC-IFCN shall be transferred to the IFCN.

5. EXECUTIVE COMMITTEE OF THE EC-IFCN (EC-ExCo)

1. The EC-ExCo consists of the Chairman, the Secretary/Treasurer and three Members-at-Large, one of which has responsibility for training and education. These members are to be proposed and elected by the member societies. Following their election, one of them will be nominated by the EC-ExCo as “Chapter’s representative” within the IFCN-ExCo provided IFCN-ExCo has appointed him/her in such position and the IFCN-GA has approved.

2. Election of EC-ExCo officers will be performed, preferably, during the European ECCN Congresses, by the vote of the Delegates during the EC General Assembly. However, should the 4-year term of office of one or several of the ExCo members expire more than 6 months before the next EC General Assembly, an electronic ballot will be held to ensure the replacement, before expiry of (an) officer’s terms and in a time scale which allows his/her/their replacement in time. To this aim, national societies will be contacted by the EC-ExCo and prompted to nominate candidates for each of the positions to be renewed (Chairman, Secretary / Treasurer or Member-at-large). A period of at least 1 month will be allotted for individuals to apply, and for national societies to proceed with nominations to EC-ExCo.

Only national societies can nominate, and they can nominate only one person for each office, from their own or a different country. When making nominations national societies should be aware that the successful candidates for each of the EC-ExCo positions must come from different countries. Therefore, if any of the top three candidates declared eligible for two or more EC-ExCo positions after the first ballot are from the same country, (in terms of the affiliated national society to which they are entitled to belong), then the final ballot will be carried out sequentially in two or three steps to ensure that no country’s national

society will be represented by more than one Officer or Member-at-large in the EC-ExCo. The voting should then occur in the following sequence: first round President, second round treasurer/secretary, third round Members-at-large.

After the EC-IFCN Secretary has received nominations, ExCo will ensure that nominees are willing to run for the position, and then accepted nominations shall be communicated to all national societies via their Delegates, so that an electronic (e-mail) vote can take place. A first ballot of all candidates will take place on a one society one vote method. After this the top three candidates in votes will participate in the second and final vote under the same method. Each national Society will send their votes to the Secretary/Treasurer of the EC-ExCo. The results will then be communicated by e-mail to all National Societies and to the IFCN ExCo, and will be posted in the Web site of the EC-IFCN. The candidate with the most votes will be elected. The quorum of the electronic ballot is one-half of the European CN Societies. It is hoped to have voting for each office within a month. In the event of more than one officer retiring voting will be sequential to ensure officers are from different countries.

3. Elected EC-ExCo officers will serve a term of 4 years and will be eligible for re-election to any given office once. The maximum total term of office for EC-ExCo officers and Members-at-Large is 16 years no matter if served consecutively or in non-consecutive years. Within this maximal term of office EC-ExCo-officers are re-eligible for any of the positions in the EC-ExCo. The Officers and the Members-at-Large should be from different countries and reflect the whole geographical area.

4. Most of the work and decisions of the EC-ExCo shall be made by E-mail. The regular EC-ExCo meetings will be held by teleconferences or computerized connections as well as at every ECCN and, if necessary, during world congresses of the IFCN (ICCN).

5. The Chairman of the EC-IFCN shall organize and chair the EC General Assembly and is the official representative of the EC-IFCN. He/she coordinates the activities of the EC-ExCo. He/she shall submit a Chairman's report to each EC General Assembly. The Chairman and the Secretary/Treasurer should summarize the activities of the chapter every other year in a written report which should be delivered to the delegates and the IFCN-officers. The Chairman shall keep close contact with the IFCN preferably during the IFCN-ExCo meetings in Europe. If the Chairman's and Secretary/Treasurer's terms are expiring 6 months before the next General Assembly, a complete report will be circulated in parallel with the election procedures and approved by e-mail by the Delegates.

6. The Secretary/Treasurer shall be responsible for correspondence, keeping archives for the EC-ExCo, notifying delegates of the EC General Assembly and for circulating the agenda at least one month before the ECCN and Advanced Courses. The Secretary/Treasurer of the EC-IFCN is responsible for the assets of the society. He/she shall keep proper accounts of the expenses and receipts and shall give a report and submit a budget for the next fiscal period at the EC General Assembly.

7. The Members-at-Large can perform all other duties of the EC-IFCN in order to fulfil the aims of the EC-IFCN.

6. THE EUROPEAN CONGRESS OF CLINICAL NEUROPHYSIOLOGY

1. The European Congress of Clinical Neurophysiology (ECCN) should be held by the EC-IFCN, if possible, every two years. National Societies can apply to host the next congress at least two months before the preceding congress with an informal application (including the place of the congress and the convener) to the EC-IFCN Chairman. The EC General Assembly will decide on the place and date of the next congress. The EC General Assembly appoints the convener of the next ECCN. The convener should not be an elected member of the current EC- ExCo.
2. The Organizing Committee of the ECCN consists of the Convener, the Secretary/Treasurer of the Congress, three additional members to be determined by the National Society organizing the ECCN, the officers of the EC-IFCN and two IFCN-officers including the Liaison-officer of the IFCN. Budget and spending decisions have to be made by a two-thirds majority.
3. The International Scientific Committee consists of the delegates of the EC-IFCN Member Societies and additional members approved by the convener of the next ECCN together with the EC-ExCo.
4. The program of the ECCN will be proposed by the Organizing Committee and will be circulated among the members of the International Scientific Committee for further suggestions and comments. The Journal "Clinical Neurophysiology" is the official journal for the congress.
5. The National Society being appointed is responsible for the financial success of the congress. The EC-IFCN will help the hosting National Society with its assets.
6. The IFCN will provide a fixed amount of money for Fellowships for the ECCN and other Chapter's activities. The EC-ExCo is responsible for the election of the Fellows receiving grants. It will be paid out through the IFCN-treasurer. The EC-IFCN can provide additional Fellowships if resources are available. The amount of each fellowship will be decided by the EC-IFCN. The rules for receiving Fellowships will be the same as for the IFCN Fellowships to the IFCN-congresses. The ECCN will reimburse the IFCN for the cost of the Fellowships out of congress profits (if any).

7. THE EC GENERAL ASSEMBLY

- 1 The EC general Assembly is composed of the EC-ExCo officers and of the delegates of each Member Society (according to a representative ratio as detailed in rule 7.4 of the present By-law). The delegates or their substitutes should be the same for the IFCN and for the EC-IFCN.
- 2 The EC General Assembly decides the place and date of the next congress on the basis of bids presented by individual National Societies. It appoints the convener of the next European Congress. It discusses and approves, if deemed fit, the financial statement and accounts for the current fiscal period, submitted, duly audited by the treasurer of the EC-IFCN. It votes on the budget of the following fiscal period proposed by the EC-ExCo. It discusses and votes upon all resolutions and decisions taken to fulfil the purposes of the Federation and on all questions appearing on the agenda.
3. The EC General Assembly is bound to meet at each ECCN Congress. It is chaired by the Chairman of the EC-IFCN or his specified deputy. If one or more EC-ExCo officers arrive at term of mandate at the Congress, or less than 6 months earlier, the EC General Assembly elects the members to be replaced. If officers arrive at term more than 6 months before the next General Assembly, an electronic ballot is set in place according to the rules in Article 5.2 of the present bylaws.

4. The number of delegates of each Member Society who are eligible to sit in the EC General Assembly is based on the number of the Society members paying dues to the IFCN as follows: 1-99: 1 delegate, 100-399: 2 delegates, >400: 3 delegates. Written identification of all the delegates or their substitutes must be submitted in advance to the secretary or the EC-IFCN by each Member Society. All those registered at the EC-IFCN Congress may attend the EC General Assembly, but only members of the Assembly may speak and vote.
5. The quorum of the EC General Assembly is one-half of the delegates or their substitutes, together with the Chairman and Secretary/Treasurer, or their specified deputies and one other EC-ExCo officer.
6. Each delegate and EC-ExCo officer has one vote. Vote by proxy is not allowed for the ExCo officers.
7. On request of one delegate a secret ballot shall be organised on any point of the agenda.
8. If not otherwise stated here, the EC General Assembly will be conducted according to the “by-laws for the conduct of the General Assembly of the IFCN”.
9. Amending of by-laws. The by-laws can be modified by a majority vote of the EC- member societies, either during the EC-General Assembly or through an electronic ballot, and subsequent ratification of the bylaws by the IFCN ExCo. An electronic ballot will be held only if modification of the by-laws are urgent as judged by the EC-IFCN ExCo. To this aim, national societies will be contacted by the EC-ExCo and prompted to discuss, via E-mail, the by-law modifications proposed by the EC- ExCo. A period of at least three weeks will be allotted for this discussion. Subsequently, the EC-ExCo will make such adjustments to the by-law modifications that have gained substantial support during the discussion and present the final version for an electronic ballot.