

# CODE OF PROCEDURE MANUAL

## INTRODUCTION

This manual consists of code of procedure that are required for the effective and efficient operation of AFRIMETS. The document is to be read in conjunction with the Memorandum of Understanding (MOU), the original version of which was adopted at the 1<sup>st</sup> AFRIMETS GA held in Midrand, South Africa on 5-6 July 2007.

The maintenance of this manual is the responsibility of the AFRIMETS EXCOM.

The term “Metrology” comprises Scientific/Industrial and Legal Metrology.

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## **AFRIMETS CODE OF PROCEDURE** **AFRIMETS-COP-0001**

### **COMPILATION AND ADOPTION OF CODE OF PROCEDURE**

1. In terms of the powers conferred on it by the MOU on “Intra-Africa Metrology System” the AFRIMETS EXCOM may regulate AFRIMETS operations, where deemed necessary or conducive to more efficient operation, by way of Code of Procedure (COP).
2. Such code of procedure may be approved or amended by way of a simple majority at any meeting of the AFRIMETS General Assembly (GA) at which a quorum exists.
3. Voting on code of procedure shall be by way of a show of hands of Delegates with voting rights of Principal and Ordinary Members.
4. Proposals for new code of procedure or proposed amendments to existing code of procedure shall be circulated to Members by the AFRIMETS Secretariat at least three weeks prior to a meeting of the AFRIMETS GA.
5. Amendments to written proposals may be proposed during an AFRIMETS GA, if seconded by a Principal or Ordinary Member. In the case of such amendments, any proposing party shall be entitled to withdraw its original proposal.
6. Voting shall take place separately on each remaining proposal and the proposal with the highest number of votes shall be adopted. In case of a tie, the AFRIMETS Chairperson shall have a casting vote.

## **AFRIMETS CODE OF PROCEDURE** **AFRIMETS-COP-0002**

### **RULES OF PROCEDURE FOR GENERAL ASSEMBLY**

#### 1. SCOPE

These rules of procedure apply to the AFRIMETS General Assembly.

This procedure is not meant to cover every contingency nor is it meant to inhibit development of supplementary procedures in order to assist with its efficient functioning.

#### 2. TERMS OF REFERENCE OF THE AFRIMETS GENERAL ASSEMBLY.

The General Assembly (GA) meets to review and discuss the aims and specific tasks of AFRIMETS as detailed in the AFRIMETS Memorandum of Understanding (MOU). The GA itself decides upon its rules of procedure.

#### 3. MEMBERSHIP AND MEETING ATTENDANCE

Categories of membership and rights and obligations of Members are referred to in **Articles 4 and 5** of the MOU. The rules of procedure for the GA are:

- 3.1 Each Member must inform the Chairperson of the name, address and contact details of their Representatives/ Delegates, and will advise the Chairperson of any changes in these appointments.
- 3.2 Only two official Delegates to the GA may be appointed from each Principal Member (SRMO), one for Scientific and Industrial (S&I) and one for Legal metrology (LM).
- 3.3 Only one official Delegate to the GA may be appointed from each Ordinary Member to represent S&I and LM.
- 3.4 The Delegates should have the authority to commit the Member to participate in AFRIMETS activities within limits defined by the Members.
- 3.5 Each Delegate may be supported at the GA by advisers or experts up to twice the number of Member countries, but only the Delegates may vote. All names must be submitted with the names of the delegation.
- 3.6 The GA may invite additional observers to specified meetings (e.g. representatives from OIML, BIPM, LMOs, RMOs and any

- other relevant standards, accreditation and conformity assessment bodies). Observers will not be eligible to vote.
- 3.7 Associates will be bound by the same rules as Principal and Ordinary Members, except that Representatives of Associate Members do not have the right to vote.
- 3.8 AFRIMETS Members reserve the right to review membership as necessary.
4. ADMISSION, WITHDRAWAL AND CESSATION OF MEMBERSHIP
- 4.1 Application for Membership
- a) Sub-regions, institutes, institutions and other organisations seeking membership of AFRIMETS and fulfilling the requirements of membership specified in item 4 of the MOU should submit a written application for membership to the Chairperson.
  - b) Applications for membership will be assessed by the EXCOM on behalf of the GA and are then subject to ratification by the GA.
  - c) If not within 3 months of an annual GA meeting, approval will be based on an electronic postal vote for which a six-week response time will be allowed. A nil response will be taken as an affirmative vote.
- 4.2 Withdrawal of Membership
- A Member may withdraw from AFRIMETS through a letter to the Chairperson. The Chairperson through the EXCOM will investigate and if the Member can not be persuaded to stay, will ascertain that there are no obligations still to be met by the Member. The Member's details will be deleted from the membership and contact detail list within 6 weeks.
- 4.3 Cessation
- a) Should a Member be inactive or not adhere to the obligations stipulated in the MOU, the Secretariat shall write first informally to the Member pointing out the relevant requirements of the MOU with a copy to the EXCOM.
  - b) If necessary, the Secretariat will then write formally to the Chairperson. The EXCOM and Chairperson will make a recommendation to the GA to consider cessation of membership that is inactive for a prolonged period despite formal notification.
  - c) The GA reserves the right to withdraw membership rights from Members failing to act in accordance with the MOU or in the case of 4.3 (a). Withdrawal of membership requires agreement by a two-thirds majority of GA Delegates.

## 5. CONVOCAATION OF GENERAL ASSEMBLIES

- a) The place and date of the annual GA meeting shall be decided by the GA.
- b) Proposal from Members to host the next annual GA will be invited at least 3 months before the preceding GA.
- c) The prospective hosts must present the proposal including the venue, travel, possible accommodation and critical issues at the GA.
- d) The proposals will be voted on by the GA.
- e) If there is no acceptable proposal, the obligation will be on the Secretariat to host the GA.
- f) For an extraordinary GA, the Chairperson in consultation with the EXCOM, except if there is a proposal from a Member state, shall decide on the place and date of the next meeting and notify Members at least three months in advance.
- g) Delegates shall inform the Secretariat at least two months prior to the meeting of any items they wish to have included on the agenda.
- h) The Chairperson through the Secretariat shall officially convene the meeting and supply all documentation at least 6 weeks prior to the meeting.
- i) Only agenda items that can be categorized under "General" may be added at the start of the GA.
- j) The agenda shall be approved by the GA at the start of each meeting.

## 6. VOTING PROCEDURE

- a) The voting rights of Members are outlined in section 5.2.1 (a) of the MOU. The detailed procedure is as follows:
  - i. Principal Members shall have voting rights equal to twice the number of Member states in the SRMO, to cater for the interests of both S&I and LM in each Member state; irrespective of whether S&I and LM are from the same institute/institution or not;
  - ii. Ordinary Members shall have one vote per Member, irrespective if it is from S&I or LM.
  - iii. Members other than Principal and Ordinary Members shall have no vote.
- b) The election of office bearers shall be by secret ballot and the method of voting on other issues shall be at the discretion of the Chairperson.
- c) In the case where a Member state has membership of more than one SRMO, the Member state will declare where the vote is to be cast. This will be done in writing two weeks

prior to the meeting, addressed to the Chairperson through the Secretariat.

- d) The Chairperson shall have no vote. However, in the event of a tie, the Chairperson shall make the casting vote.
- e) An Ordinary Member unable to attend a meeting may give a proxy to the Chairperson or another Ordinary Member to vote on its behalf on any matter being put to a vote. The signed proxy form must be received by the Chairperson prior to the commencement of the meeting.

## 7. MEETING PROCEDURES

- a) Two thirds of the Principal Members shall constitute a quorum. In the event that the quorum is not met, the GA shall proceed, but resolutions made during such a GA shall be subject to approval by Principal Members within five weeks. A nil response will be taken as approval. If not agreed to, it will be on the agenda of the next GA.
- b) The GA shall attempt to reach decisions by consensus wherever possible.
- c) If consensus cannot be reached, decisions shall be based on a simple majority.
- d) Draft minutes of the GA shall be circulated to all members by the secretariat within eight weeks.
- e) Decisions taken at a properly constituted GA are binding on all Members.

## 8. DISSOLUTION OF AFRIMETS

AFRIMETS can be dissolved if:

- a) Two thirds of Members agree to a dissolution
- b) There are no outstanding financial or legal obligations

## **AFRIMETS CODE OF PROCEDURE** **AFRIMETS-COP-0003**

### **RULES OF PROCEDURE FOR EXCOM**

#### 1. SCOPE

These rules of procedure apply to the AFRIMETS EXCOM

This procedure is not meant to cover every contingency nor is it meant to inhibit development of supplementary procedures in order to assist with its efficient functioning.

#### 2. TERMS OF REFERENCE OF THE AFRIMETS EXCOM

The EXCOM meets to review and discuss the aims and specific tasks of AFRIMETS as detailed in the AFRIMETS Memorandum of Understanding (MOU); or to conduct specific tasks as allocated to it by the GA.

#### 3. MEMBERSHIP OF THE EXCOM AND MEETING ATTENDANCE

3.1. The EXCOM is constituted as follows:

- a) An elected Chairperson
- b) Two elected Vice-Chairpersons, one to represent Legal Metrology and one to represent Scientific and Industrial Metrology
- c) A number of elected delegates, preferably one representing each SRMO
- d) Only Principal Members may be elected to serve on the EXCOM.
- e) In addition, there are two ex-officio Members;
  - i) A representative of the NEPAD secretariat
  - ii) Head of the Secretariat
- f) The EXCOM may co-opt Members when required. These Members will have no voting rights.

3.2. Members are elected for a period of two years and may be re-elected.

3.3. A quorum shall be two thirds of the Members of the EXCOM.

3.4. Members are expected to make every reasonable effort to attend each meeting of the EXCOM.

3.5. The meeting must be led by the Chairperson or one of the Vice-Chairpersons.

3.6. Sub-committees or working groups may be created from time to time as required. The ToR will be defined by the EXCOM.

3.7. Members must be prepared to attend meetings at their own cost.

*Note: The Members of the secretariat other than the Head of the Secretariat do not form part of the elected Members.*

#### 4. ADMISSION, WITHDRAWAL AND CESSATION OF MEMBERSHIP

##### 4.1. Admission

Admission to the EXCOM is by election or ex-officio appointment, in line with the MOU.

##### 4.2. Withdrawal

- a) In the case of resignation or death of the Chairperson, an acting Chairperson will be elected from one of the Vice-Chairpersons.
- b) In the case of resignation or death of a Vice-Chairperson, an acting Vice-Chairperson will be elected from one of the Members.
- c) In the case of resignation or death of one of the Members the sub-region will be asked to nominate an acting Member, which will be ratified by the EXCOM at the next meeting.
- d) If any of the ex-officio representatives withdraws, the organisation shall be asked to nominate a replacement.

##### 4.3. Cessation

Should a Member be inactive or not adhere to the obligations of the EXCOM, the Chairperson shall write first informally pointing out the relevant requirements of the EXCOM, followed by a formal notification if necessary. The EXCOM will consider cessation of membership that is inactive for a prolonged period despite formal notification.

#### 5. CONVOCATION OF EXCOM

The EXCOM shall meet as often as is required but at least twice a year.

- a) The EXCOM meetings shall be hosted by EXCOM Members, preferably on a rotational basis.
- b) The Chairperson in consultation with the EXCOM shall decide on the place and date of the next meeting, including extraordinary meetings.
- c) Members shall inform the Secretariat at least three weeks prior to the meeting of any items they wish to have included on the agenda.
- d) The Chairperson through the secretariat shall officially convene the meeting and supply the agenda and all documentation at least one week prior to the meeting.

- e) Only agenda items that can be categorised under “General” may be added at the start of the EXCOM.
- f) The agenda shall be approved by the EXCOM at the start of each meeting.

## 6. VOTING RIGHTS

- a) The EXCOM shall attempt to reach decisions by consensus wherever possible.
- b) Only elected Members have voting rights, and if consensus cannot be reached, decisions shall be based on a simple majority.
- c) In the event of a tie, the Chairperson shall make the casting vote.

## 7. MEETING PROCEDURES

- a) Draft minutes of the EXCOM shall be circulated to all Members by the secretariat within four weeks.
- b) Decisions taken at a properly constituted EXCOM are binding on all Members.
- c) All decisions relating to policy issues affecting the MOU shall be referred to the AFRIMETS GA for ratification.

## 8. DISSOLUTION

The EXCOM can only be dissolved by the GA.

## **AFRIMETS CODE OF PROCEDURE** **AFRIMETS-COP-0004**

### **TECHNICAL COMMITTEES and WORKING GROUPS**

#### 1. SCOPE

These rules of procedure apply to the AFRIMETS Technical Committees and Working Groups

This procedure is not meant to cover every contingency nor is it meant to inhibit development of supplementary procedures in order to assist with its efficient functioning.

#### 2. TERMS OF REFERENCE OF THE AFRIMETS TECHNICAL COMMITTEES (TCs) and WORKING GROUPS (WGs)

The TCs are responsible for the coordination and execution of the AFRIMETS working programmes.

The WGs are responsible for organising and executing the activities for legal metrology requirements in regards of measuring instruments and pre-packed commodities and for scientific metrology, the equivalence of measurement and support for CMCs, with as main focus measurement comparisons and assistance.

#### 3. MEMBERSHIP OF THE TCs and WGs AND MEETING ATTENDANCE

3.1. The TCs are constituted as follows:

- a) Membership is open to all AFRIMETS members
- b) TCs can either represent both Metrologies or two sub TCs can represent Legal Metrology and Scientific and Industrial Metrology, respectively
- c) A Chairperson may be proposed by the EXCOM and must be ratified according to the Rules of Procedure of the GA
- d) For TCs representing both metrologies, a Vice-Chairperson is elected to represent either Legal Metrology or Scientific and Industrial Metrology, whichever is not represented by the Chairperson
- e) A number of elected delegates, preferably one representing each SRMO
- f) The TCs may co-opt Members when required.

3.2. The WGs are constituted as follows:

- a) Membership is open to all AFRIMETS member country institutes (including agencies responsible for legal

metrology) with appropriate metrology capabilities in the specific parameter

- b) The WG may invite representatives from industry as observers
- c) WGs can either represent both Metrologies or two sub WGs can represent Legal Metrology and Scientific and Industrial Metrology, respectively
- d) A Chairperson may be proposed by the EXCOM, the TC or is elected by the WG members
- e) The Chair must be from an NMI, designated institute or agency responsible for legal metrology having membership of the respective mirror CIPM Consultative Committee (CC) WG or OIML structure
- f) A Vice-Chairperson is elected from the Chairs of the SRMO WGs to represent either Legal Metrology or Scientific and Industrial Metrology, whichever is not represented by the Chairperson.

3.3 TC office bearers are elected for a period of two years and may be re-elected.

3.4. Members are expected to make every reasonable effort to attend meetings of the TC and WGs at their own cost.

3.5. The meeting must be led by the Chairperson or one of the Vice-Chairpersons.

#### 4. MEETING PROCEDURES

- a) A Quorum for the respective meetings is:
  - 1) TC meeting: The Chair or Vice chair and 50% of the TC members
  - 2) WG meeting: The Chair or Vice chair and 50% of the WG members

b) If not a Quorum, decisions must be ratified electronically by 80% of the members (within two weeks or as indicated by the chair). No reply is taken as a yes vote

b) Draft minutes and documents (where applicable) of the TC and WG meetings shall be circulated to all Members by the Chairperson within four weeks.

c) Decisions taken at properly constituted TC and WG meetings are binding on all Members.

#### 7. DISSOLUTION

The TCs can only be dissolved by the GA. The WGs can be dissolved by the TCs that must inform the EXCOM.

## AMENDMENT CONTROL SHEET

*NOTE: Amended wording will be ratified at formal AFRIMETS committee meetings as per COP 0001 and will be contained in the relevant minutes.*

<b>COP 0001</b>		
<b>VERSION AMENDED</b>	<b>AMENDMENT NUMBER AND DATE</b>	<b>CLAUSES AMENDED</b>

<b>COP 0002</b>		
<b>VERSION AMENDED</b>	<b>AMENDMENT NUMBER AND DATE</b>	<b>CLAUSES AMENDED</b>

<b>COP 0003</b>		
<b>VERSION AMENDED</b>	<b>AMENDMENT NUMBER AND DATE</b>	<b>CLAUSES AMENDED</b>

<b>COP 0004</b>		
<b>VERSION AMENDED</b>	<b>AMENDMENT NUMBER AND DATE</b>	<b>CLAUSES AMENDED</b>