DRAFT RULES OF PROCEDURE

Version 0.1   April 28, 2021

0.   PREAMBLE:

0.1   This document records the Rules of Procedure for the Eurographics Association.
0.2   These Rules may only be changed by the Annual General Meeting under Article 20.
0.3   Where these Rules differ from the Constitution, the Constitution takes precedence.
0.4   Where "normally" or "normal" is used, this is to be read as meaning the recommended procedure, but without restricting the ability to adopt other procedures.

1.   TABLE OF CONTENTS:

1.1   The Rules of Procedure cover the following major areas:

2.   MEMBERSHIP

2.1   Applicants for all categories of membership shall provide evidence of their qualifications under Article 4 as part of their application in such form as required by the Secretary or the Operations Board.

2.2   The Executive Committee may delegate the task of assessing the qualifications of an applicant for membership to the Secretary or to members of the Operations Board.

2.3   If an application for membership is declined because their qualifications are not acceptable, the applicant shall have the right to appeal the decision to the Executive Committee, and if necessary to the Annual General Meeting.

2.4   Under Article 4.1 of the Constitution, there is no qualification required for ordinary membership other than the implicit qualification of an interest in computer graphics that arises from the nature and aims of the Association. Unless there is reason to doubt an

individual's interest in computer graphics, the Executive Committee will normally admit any applicant.

2.4   Each organisational member may nominate up to 5 contact persons. Under Article 4.3 of the Constitution, these may be changed at any time by notifying the Executive Committee by letter, normally by directing the letter in physical or electronic form to the Secretary.

2.5   Under Article 4.4 of the Constitution, the existing Fellows will nominate candidates for Fellowship, typically once a year, and the Executive Committee will normally accept such nominations. The Fellows will determine their own process for nominating candidates.

2.6   Under Article 4.5 of the Constitution, evidence of qualification for a student member will normally take the form of a letter of recommendation from the student's institution confirming the student's enrolment in a suitable programme.

3.   ELECTION PROCESS

3.1   Under Article 8, the General Meeting may set the number of Executive Committee members between 15 and 21, divided into different regions, and may adjust the regions from time to time. Neither the number of Executive Committee Members nor the Regions form part of the Rules of Procedure, and they require only a simple majority at a General Meeting with no special requirement for notice provisions.

3.2   Appendix I gives the number of Executive Committee Members and the Regions as of May 5, 2021.

3.3   In a given year, the election process commences at the General Meeting, normally held in April or May, at which point the General Meeting passes a resolution specifying an Executive (normally the Secretary) as Election Officer to carry out the Election. This election may take place immediately at the General Meeting, but is normally carried out offline to permit Members not present at the General Meeting to participate.

3.4   Election of the Executive Officers normally takes place directly at the Annual General Meeting rather than through the offline process.

3.5   Under Article 8.5, the Executive Committee shall nominate two Executive Committee Members and the General Meeting shall nominate two Corporate Members, to the Nominating Committee.

3.6   The Secretary normally acts as Elections Officer, unless they are a candidate for election, in which case the Annual General Meeting should nominate an Executive Member who is not standing for election as Elections Officer.

3.7   The Nominating Committee shall transmit the nominations to the Elections Officer by August 31 of the year for which they are appointed.

3.8   The Elections Officer shall confirm that the candidates are eligible to stand, either as members or as contact persons of organizational members, and prepare either physical ballots or an electronic voting system.

3.9   The Elections Officer shall announce the form of voting to the members, typically by an email with a link to the electronic voting system, by September 30 of the same year.

3.10   Voting shall terminate on October 31 of the same year, at which point the Elections Officer shall tally the votes (typically prepared automatically by the voting system) and report the results to the Executive Committee, which will then report them to the next Annual General Meeting.

3.11   The General Meeting may stipulate other deadlines for the election process than those specified above, without the need to amend these Rules of Procedure. If the General Meeting does not stipulate deadlines, the dates specified above shall be used.

4.   EXECUTIVE COMMITTEE PROCEDURE

4.1   It is the normal practice of the Executive Committee to have individuals present who are not themselves Executive Committee Members, which has the potential to make voting unclear. Votes will be presumed to be regular unless challenged under Article 10.6 of the Constitution.

4.2   The President shall normally chair the Executive Committee. Where the President is not present, or where the President has a conflict of interest on an issue, the Executive Committee shall appoint one of the Executives (normally one of the Vice-Presidents) to act as chair in their absence.

4.3   The Secretary shall normally take the minutes of the proceedings at the meeting. If the Secretary is not present, the Executive Committee shall appoint another person present to act as Secretary in their absence. If there is an Assistant Secretary present (who is not always an Executive Committee Member), they shall normally act as Secretary.

4.4   Voting at the Executive Committee shall normally be by voice vote, with the President calling for votes against, abstentions and, if necessary, votes in favour. The President's opinion on the result is decisive under Article 10.6 unless it is disputed immediately.

4.5   Because a voice vote is not taken by roll call or by ballot, Article 10.6 provides that any such vote can be disputed by any single person present and entitled to vote. This second vote should normally be carried out by roll call or by ballot.

4.6   Votes by roll call shall normally be conducted by the Secretary, but the Executive Committee may appoint any person present to undertake this task.

4.7   In order to provide suitable opportunities for training, it is the practice of the Executive Committee to appoint an Assistant Secretary and Assistant Treasurer to support

the Secretary and Treasurer. Ideally, each Secretary or Treasurer serves for around 5 or 6 years, in the latter half of which the Assistant will be training to replace them. For the following 2 or 3 years, the past Secretary or Treasurer will then act as Assistant to support the current Secretary or Treasurer. By so doing, we expect to build up a reserve of experienced individuals capable of discharging each position.

4.8   The Assistant Secretary or Assistant Treasurer has none of the legal powers or obligations of the Secretary or Treasurer, and is formally a guest at Executive Committee Meetings, with no voting rights.

4.9   Article 10 allows for Executive Committee resolutions to be passed in writing, including by electronic means of communication. These will normally be conducted by email.

5.   STEERING COMMITTEES AND BOARDS

5.1   Under Article 19.1, the Executive Committee may establish and disband Steering Committees and Boards. Under Article 11.1, the Executive Committee may delegate powers to other parties, including Steering Committees and Boards.

5.2   It is the normal practice of the Eurographics Association for much of the detailed work to be carried out by these Steering Committees and Boards.

5.3   While it is often the case that the Chair of a Steering Committee or Board is an Executive Committee Member, it is not required by the Constitution: Article 19.

5.4   It is the normal practice of the Executive Committee to pass a resolution each year stating the chairs and members of each Steering Committee or Board, and to report same to the Annual General Meeting.

5.5   The Steering Committees and Boards are expected to report back at Executive Committee Meetings. Much of the agenda of a typical Executive Committee Meeting therefore consists of reports from Steering Committees and Boards.

5.6   Appendix II lists the Steering Committees and Boards of the Association as of May 5, 2021, and is provided for reference, as changes can be made by the Executive Committee without requiring a resolution of the General Meeting.

6.   ELECTRONIC ATTENDANCE AND DECISION-MAKING

6.1   Articles 16.5, 16.6 & 16.7 allow participation in General Meetings via electronic means or by proxy, and allow the Executive Committee to set the terms on which this is done.

6.2   Article 10.3 allows the Executive Committee to pass resolutions in writing, including in electronic form.

6.3   In both cases, the normal practice is:

6.3a.   Notice of the time of the meeting is given according to the Constitution, and the general form of the electronic meeting (i.e. that it will be held by Zoom or other teleconferencing software).

6.3b.   Once the date has been set, the actual link for the meeting will normally be made available a week or two before the meeting, but should in all cases be communicated to all persons entitled to vote.

6.3c.   The software for use at a meeting should be chosen to minimise the dependence on operating systems, accounts, &c. At present, solutions such as Zoom and Teams are known to be suitable.

6.3d   Since individual userids on teleconferencing software may not match their name as recorded in the register of members, it is recommended that the following steps be taken to ascertain membership at an AGM or Executive Committee:
   i.   The "waiting room" feature of the software should be enabled
   ii.   The Secretary or delegate confirms membership with each individual
   iii.   The Secretary or delegate then admits the individual to the meeting
   iv.   The meeting room should therefore be opened 15-30 minutes in advance.

6.3e   In case of users losing connection, they can be readmitted by the same process, at which point they should advise the Secretary or delegate of whether they feel they have missed anything significant. While Article 16.4 provides that the voting member bears any risk in the communication process, it is recommended that any reasonable request that supports the member's participation is granted.

6.3f   If the teleconferencing should terminate during the meeting, for example for technical reasons such as time limits, the Secretary (or delegate) shall take all reasonable steps to restart the meeting, including if necessary using alternate software or an alternate link.

6.3g   If a restarted or continued electronic meeting has at least 75% of the attendance at the original and otherwise meets quorum requirements, it shall be treated as a continuation of the original meeting. Any voting member present may call for an immediate vote on whether to terminate the meeting instead. In all other cases, the meeting shall be treated as terminated.

6.3h   If a meeting is being held in a hybrid form - i.e. by physical presence and electronic form, the strict application of the Constitution means that as long as there is quorum in person, complete failure of electronic access does not invalidate the meeting. In such circumstances, we consider it best practice to terminate the meeting and call it afresh, notwithstanding the risk provisions in Article 16.4.

7.   ELECTRONIC STORAGE OF DOCUMENTS

7.1   The Operations Board provides access to the Digital Library for storing the documents belonging to the Association. However, many of the Executive Members and ordinary members also rely on services such as DropBox, OneDrive, &c. Members are reminded that these services are not under the control of the Association, and have the potential to lose valuable information and/or contravene privacy regulations.

7.2   The Executive Committee may authorise alternate forms of electronic storage of documents from time to time, and it shall be part of the responsibility of the Secretary and the Operations Board to make suitable arrangements.

8.   CONFERENCE AWARD PROCESS

8.1   The Association relies on its members to volunteer to run its annual conferences. In practice, this means that the Steering Committees actively discuss future locations with groups of members that have the capacity to do so, and encourage them to bid for future conferences. The details of this process are slightly different as between the Eurographics and EuroVis conferences, but are broadly as follows:

        8.1a   A group of members expresses interest in hosting the conference, and communicates with the Steering Committee to start the process.

        8.1b   The conference bid is then prepared, with an expected budget and details of the group's ability to support the conference, often with the assistance of a university and/or local organizations, and presented at an Executive Committee meeting.

        8.1c   The Executive Committee will then approve a bid for a given year, normally 2 to 3 years in advance. If more than one valid bid is submitted, it is normal practice to accept all of them, then allocate a year by negotiation.

        8.1d   The Steering Committee responsible then appoints a monitoring officer to provide support to the conference organizers, to liaise with them, and to provide oversight on behalf of the Association.

        8.1e   A contract is then agreed to between the local host and the Association, and reported on at each subsequent Executive Committee Meeting until the conference has been held and the financial books closed.

8.2   In the case of workshops and smaller conferences, the Workshops Board handles the same (or similar) process directly, without reference to the Executive Committee except for reporting on the workshops being held at each Executive Committee.

9.	NORMAL AGENDA FOR EXECUTIVE COMMITTEE

9.1	The normal agenda for an executive committee is dominated by the reports from the various boards and steering committees. Action Items are typically numbered, highlighted in red, and associated with an individual responsible. For streamlined processing, all prior action items are listed in an appendix and assigned to a particular location in the agenda.

9.2	The agenda is therefore typically as follows:
1.	Introduction and Agenda
	1.1	Welcome & Attendance
	1.2	Approval of Minutes from Previous Meeting
	1.3	Actions Arising, with an appendix giving location in the agenda
	1.4	Issues Arising since last meeting, with appendix for location in agenda
	1.5	Any Other Business - i.e. items to be added to the agenda
2.	Board Reports
	2.1	Secretary's Report, including
	2.1a	Elections Report
	2.1b	Operations Board Report
	2.2	Treasurer's Report
	2.2a	Assistant Treasurer's Report
	2.3	Workshops Board Report
	2.4	Professional Board Report
	2.5	Online Information & Promotions Board Report
	2.6	Publications Board Report, including
	2.6a	Report of the Editors-in-Chief of Computer Graphics Forum
	2.7	Graz Support Team Report
	2.8	Education Board Report
	2.9	Awards Board Report
	2.10	Diversity Board Report
	2.11	Any Other Business
3.	Conference Reports
	3.1	Eurographics Steering Committee Report
	3.2	Eurographics Conference Reports by Year
	3.3	Eurographics Conference Bids
	3.4	EuroVis Steering Committee Report
	3.5	Any Other Conference Related Business
4.	Board / Committee Composition, including:
	4.1	Executive (President, Vice-Presidents, Secretary, Treasurer & Ass'ts)
	4.2	Composition of Steering Committees
	4.3	Composition of Boards
	4.4	Appointment of Nominating Committee Members
5.	Bank Signature Resolution (if needed)
6.	Cooperation with Partner Organizations, e.g. ACM SIGGRAPH & Asia Graphics
7.	National Chapter Reports
8.	Any Other Business
9.	Date of Next Meeting

10.   NORMAL AGENDA FOR ANNUAL GENERAL MEETING

10.1   Given the nature of the Association, holding the Annual General Meeting at a large annual conference run by the Association is the most practical means of assuring quorum, subject to proxies and electronic attendance. At present, this means either the Eurographics conference (the historical practice) or the EuroVis conference.

10.2   The agenda of the Annual General Meeting is primarily about satisfying the formal legal requirements for the Association, and is therefore typically:
1.   Quorum
2.   Approval of Minutes of Previous Meeting
3.   Matters Arising
4.   President's Report
5.   Presentation and Approval of Previous Year's Accounts
6.   Appointment of Auditors for Upcoming Year
7.   Budget for Upcoming Year, with Forward Projection
8.   Report on Executive Committee Elections
9.   Annual Elections: Appointment of Elections Officer (normally the Secretary)
10.   Appointment of Nominating Committee Members
11.   Election of Executive Board (President, Vice-Presidents, Secretary, Treasurer)
12.   Report on Future Conferences
13.   Date of Next Meeting
14.   Any Other Business

APPENDIX I: COMPOSITION OF EXECUTIVE COMMITTEE AS OF MAY 5, 2021

1   There shall be 21 Executive Committee Members.

2   The Regions shall be:
        1.   UK, Ireland, Norway, Sweden, Finland, Denmark
        2.   Germany
        3.   France, Belgium, Malta
        4.   Italy, Spain, Portugal
        5.   All other European countries
        6.   All non-European countries

APPENDIX II: STEERING COMMITTEES AND BOARDS AS OF MAY 5, 2021

1.   The following Steering Committees exist to guide the operation of the major conferences run by the Association. Their role is to support the members of the society in bidding for the major conferences, to negotiate detailed contractual terms for approval by the Executive Committee, and to provide oversight and support for running the conferences.

        1a.   Eurographics Steering Committee
        1b.   EuroVis Steering Committee

2   The following Boards exist for carrying on routine business of the Association:

        2a.   Operations Board, which principally carries on business under the Secretary's remit, including running the membership register, dealing with membership enquiries, and maintaining and supporting the electronic infrastructure of the Association. This includes running elections. The Operations Board normally consists of the Secretary as Chair, the Treasurer, the Assistant Secretary, and the senior office administrator responsible for operations.

        2b   Workshops Board, which coordinates the secondary workshops and conferences run by the Association, with responsibilities similar to the Steering Committees. There is often a separate Steering Committee for each Workshop, so the Workshops Board is less active in identifying potential hosts, and more active in providing support.

        2c   Professional Board, which coordinates the actions of the national chapters and distribution of relevant material such as job advertisements on behalf of chapters and members.

        2d   Online Information and Promotions Board, which is responsible for designing and maintaining websites and other forms of communications on behalf of the Association.

        2e   Publications Board, which is responsible for tracking all formal publications published by the society, coordinating with the Editors-In-Chief of the Association's journal, Computer Graphics Forum, maintaining relationships with publishers such as Wiley through which the publications of the Association are issued, and maintaining the electronic infrastructure for the Association's Digital Library, in coordination with the Operations Board.

        2f   The Graz Support Team: at present, the Association contracts with the University of Graz to provide administrative support and maintain servers for the Association. Not formally embodied as a board, the Graz Support Team is responsible to the Operations Board, but typically reports separately at Executive Committee Meetings.

        2g   Education Board, which coordinates preparation, distribution, analysis and reporting on educational issues in computer graphics.

2h   Awards Board, which recommends individuals for Awards granted by the Association, including:

        i.   Young Researcher Award

        ii.   Outstanding Technical Contribution Award

        iii.   Eurographics Medal

and prepares and distributes suitable awards and trophies.

2i   Diversity Board, which is responsible for recommending actions to the Association to support and promote diversity and inclusiveness throughout the activities of the Association, and for carrying out actions for these purposes.