



Issue No 1

Issue Date: 08.01.2018

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**PROCEDURES FOR i- NAF GENERAL ASSEMBLY MEETINGS**

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ASSEMBLY MEETINGS**

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Issue No 1

Prepared by: i-NAF

Date: 02.01.2018

Natural Accreditation Committee

Endorsed by i-NAF Board of Directors Date: 08.01.2018

Issue Date: 08.01.2018

Application Date: Immediate

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## **PROCEDURES FOR i-NAF GENERAL ASSEMBLY MEETINGS**

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### **0 INTRODUCTION**

In order to achieve informed decisions for the progress of i-NAF, the following procedures shall apply to all i-NAF General Assembly Meetings and other meetings of members at which decisions intended to bind members or relating to the management of i-NAF may be made.

### **1 NOTICE OF i-NAF GENERAL ASSEMBLY MEETING**

Not less than 28 days nor more than 60 days before the first day of the i-NAF General Assembly Meeting the i-NAF Secretary shall provide written notice to each member. The written notice shall include the place of the meeting, the time of the meeting and the purpose of the meeting. Notices will be sent by e-mail to all members and shall be addressed to the e-mail address which each member has provided to receive notices. (i-NAF Bylaws)

### **2 MEMBERS LIST**

2.1 The Secretary shall prepare, at least ten days before the meeting, a complete list, in alphabetical order, of the names and addresses of members which are entitled to vote at that meeting.

2.2 The Secretary shall send all notices for members to the persons shown in the i-NAF Members List as Member Representatives.

### **3 DRAFT DOCUMENTS FOR APPROVAL**

Draft documents for which approval will be sought at the meeting shall be submitted to the Secretary in electronic form no later than 70 days before the first day of the General Assembly Meeting, and then shall be circulated by the Secretary for consideration by members, with clear indications of the intent of the final approval by the General Assembly Meeting; no later than 60 days before the meeting.

### **4. ISSUES FOR DECISION BY THE i-NAF GENERAL ASSEMBLY**

Issues of a policy nature not arising from an i-NAF Committees, which, if adopted by the General Assembly, would bind members of i-NAF shall be submitted to the Secretary in electronic form no later than 30 days before the first day of the General Assembly Meeting, and shall be circulated by the Secretary for consideration by members, with clear indications of the intent of the final approval by the General Assembly Meeting; no later than 30 days before the meeting.

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**5 DOCUMENTATION FOR CONSIDERATION AT MEETINGS**

All documents intended for consideration by meetings of i-NAF Committees or Working Groups, or the General Assembly Meeting of members, shall be circulated to all members of the relevant Committee or Working Group, or to all members of i-NAF, at least 21 days before the relevant meeting.

**6 DRAFT DOCUMENTS OR ISSUES WHICH ARE LATE**

Draft documents or issues of a policy nature not arising from an i-NAF Committees which are submitted to the Secretary too late to be circulated to members 30 days before the first day of the General Assembly Meeting shall be circulated to members in any case, and may be discussed at the General Assembly Meeting, if the General Assembly agrees by majority vote. After discussion in the General Assembly Meeting, the document or draft Resolution concerning the issue may be amended, but in any case shall be submitted to members for a 30-day ballot subsequent to the meeting.

**7 DISCUSSION AT THE i-NAF GENERAL ASSEMBLY MEETING**

7.1 Delegates are asked to keep in mind that: English is not the mother language of the majority of members.

7.2 Speakers whose mother tongue is English are requested to speak slowly, clearly and briefly.

7.3 The key forums for discussion in i-NAF and where recommendations are prepared are the Committees. Members should influence the outcome of the work of the Committees by participation in the work of those Committees and Subordinate Groups in the first instance before raising issues relevant to a particular Committee in the General Assembly Meeting.

**8. PRESENTATIONS AT THE i-NAF GENERAL ASSEMBLY MEETING**

8.1 Visual presentation, rather than oral alone, is recommended.

8.2 Written material is also recommended for recording purpose; with a clear indication of the aim of the presentation; e.g., for the i-NAF General Assembly to note, to review, to discuss or to approve. All written material and visual presentations shall be provided to the Secretary in electronic form prior to the first day of the meeting.

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8.3 Written material which is to be provided to all delegates shall be provided to the Secretary at least 24 hours before the session at which it is to be presented, to allow time for printing and distribution, if required.

**9. RESOLUTIONS OF THE i-NAF GENERAL ASSEMBLY MEETING**

9.1 All draft Resolutions will be collated and shall:

be submitted to the i-NAF Natural Accreditation (Executive) Committee for review prior to the final session of the i-NAF General Assembly.

If a draft Resolution is not supported by the Executive or the Executive wishes to significantly redraft the Resolution, the Executive shall present, in addition to the original draft resolution, its proposal to the i-NAF General Assembly for discussion and decision. ).

9.2 All Committees should prepare a written report for presentation to the i-NAF General Assembly. Any recommendation a Committee asks the General Assembly to approve shall be presented as a draft Resolution. The draft Resolution shall have been adopted by the Committee and shall be presented to the General Assembly by the Committee Chair (or a person appointed by the Chair) as the decision by that Committee. The draft Resolution may also be accompanied by a presentation indicating the discussion at the Committee, positions put forward within the Committee and whether all members of the Committee supported the recommendation.

9.3 All draft Resolutions shall be presented to the final session of the i-NAF General Assembly Meeting for approval. Any agreed editorial amendments shall be recorded by the Chairman of the relevant Committee and the revised Resolutions presented to the General Assembly Meeting for adoption. If a draft Resolution is not approved by the General Assembly the i-NAF Secretary shall refer the matter back to the Chairman of the relevant Committee, or in the case of policy items, to the Natural Accreditation (Executive) Committee, for further consideration.

9.4 Resolutions approved by the General Assembly shall be made available on the i-NAF Website as soon as possible after the close of the i-NAF General Assembly Meeting, with the exception of those Resolutions submitted for 30 day ballot (Clause 6).

**10. VOTING AT THE i-NAF GENERAL ASSEMBLY MEETING**

10.1 Each member of i-NAF has one vote at any meeting of i-NAF or of any committee or sub-group of i-NAF members. The member's vote shall be exercised by the person nominated by the member as its Member Representative, being the person whose name is recorded by

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the corporation in the Member List as authorized to speak and vote on behalf of the member at the i-NAF General Assembly and other special meetings of the corporation, or by a person nominated in a proxy form submitted by the member. In the case of a proxy being issued, the vote shall be exercised by the person whose signature gives authority to the proxy.

10.2 A person other than the person nominated by the member shall not vote on behalf of a member at any meeting of i-NAF members unless the person nominated has lodged the official proxy form (see Annex 1), which shall carry the signature of the person to whom the proxy is given with the Secretary no later than seven days before the start of the meeting.

## **11. MINUTES OF GENERAL ASSEMBLY MEETINGS**

11.1 As soon as possible after the close of each i-NAF General Assembly Meeting of members of i-NAF, the Secretary shall prepare draft minutes of the meeting. The draft minutes shall be circulated to members with a request to submit comments on the draft within 30 days.

11.2 The Secretary shall prepare an amended draft of the minutes and circulate that draft to members together with copies of all comments received and notes explaining the reasons if the members comments have not been accepted in full.

11.3 The amended draft minutes shall be submitted to the following i-NAF General Assembly Meeting for approval.

## **FURTHER INFORMATION**

For further Information on this document or other i-NAF documents, contact any member of i-NAF or the i-NAF Secretary.

For contact details of members of [www.i-naf.org](http://www.i-naf.org)

E-mail: [secretary@i-naf.org](mailto:secretary@i-naf.org)



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**ANNEX 1****PROXY FORM**

**This Proxy applies for the following meeting or for the following ballot or until the date**  
(enter title of meeting or ballot or date proxy is to expire)

<b>Name of i-NAF Member:</b>	
<b>Name of "Member Representative" as shown in the i-NAF Member List available in the i-NAF web site:</b>	
<b>Signature of Member Representative:</b>	
<b>Name of Proxy Person to represent and vote on behalf of this member at the meeting noted above :</b>	
<b>Address and Contact Details of Proxy Person:</b>	
<b>Signature of Proxy Person:</b>	
<b>Date Proxy given:</b> (Note: this proxy will automatically expire eleven months after this date)	

<b>For Official Purposes Only:</b>	
<b>Date Received</b>	
<b>Signature of Secretary</b>	