



PROTOCOL COMMITTEE

Mission

The mission of the ISPO Protocol Committee is to have a permanent responsibility to review and interpret the Constitution and to act as an independent advisory body to the Executive Board.

In particular, the Protocol Committee

- Ensures that all decisions taken by the Executive Board are consistent with the Constitution.
- Recommends amendments to the Constitution as deemed necessary
- Conducts the Elections of the Executive Board according to the ISPO Constitution, bylaws and procedures approved by the Executive Board.

Principle

All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO.

Exceptions to the above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

ISPO Committee members shall always:

- Act in the best interest of the Society.
- Align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Where necessary provide independent advice to the board, work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Head Office staff.

Commitment

ISPO Protocol Committee members are expected to:

- Have their involvement in the Committee as a high priority
- Contribute to the discussions of issues and business to be addressed at scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures
- Represent ISPO and the Committee in a positive and supportive manner at all times and in all places
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional conflict exists
- Display a proactive approach to issues and challenges
- Showcase initiative in matters crucial to ISPO and its membership's future development
- Work closely with the ISPO professional staff and outside consultants as required
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct.

Responsibilities & Objectives

The responsibility of the Protocol Committee shall be to review and interpret the Constitution and to act as an advisory body to the Executive Board. It shall:

- Ensure that all decisions taken by the Executive Board are consistent with the Constitution.
- Recommend amendments to the Constitution as deemed necessary.
- Conduct the elections of the Executive Board according to the ISPO bylaws and procedures confirmed by the Executive Board.



- Establish and review internal policies.
- Ensure that suggested amendments to the Constitution will be considered and voted on at the IC meeting, and ensure that Member Societies are requested to provide their input well in advance.
- Identify future potential leaders for ISPO, respecting the multidisciplinary and global character of ISPO.
- Assist the ISPO Office staff in performing any tasks that are protocol-related
- Evaluate and advise on committee makeup and structure
- Represent the Society and the Committee, as required, with Member Societies, Affiliate Societies, individual members and other third parties (such as sponsors)
- Ensure that the sections related to protocol on the ISPO website are up-to-date and that relevant input is continuously provided

The ISPO Protocol Committee submits to the Executive Board each year a one-year forward plan projection for the activities it oversees.

Composition & Appointment

ISPO Protocol Committee shall comprise a Chair who will be the Immediate Past President of ISPO. In addition to the Chair the ISPO Protocol Committee shall be comprised of the President-Elect and six (6) members from the membership, all of which should be nominated by an ISPO National Member Society. If the positions allocated to nominations from National Member Societies are not filled, or if the candidates nominated by Member Societies do not have the required qualifications and experience, then the Committee Chair (in consultation with the ISPO President and the ISPO President elect) can co-opt candidates until the Committee is complete.

The Chair is responsible to both the Executive Board and the membership. Other Committee members, are validated by the Executive Board following submission of a list of the proposed compositions by the Committee Chair, four (4) months before the next World Congress.

The Protocol Committee in return, shall appoint an Election Officer and an Associate Election Officer, one of whom should be from the Executive Board and the other should be a Member Society nominated member of the Protocol Committee. It is the responsibility of the Election Officers to conduct the Elections according to the Bylaws of ISPO and procedures approved by the Executive Board.

When submitting the list of proposed Committee members, the Chair should ensure that the following criteria are respected:

- All Committee members should represent the Society's multi-disciplinary membership and its worldwide distribution.
- The different professional disciplines, geographical, cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

Additional individuals with expertise in Protocol matters may be co-opted by the ISPO President upon recommendation by the Chair of the Protocol Committee.

Terms

The terms of new Committee members begin at the conclusion of the World Congress and shall run for two biennium's (i.e., from one scheduled World Congress to the Second World Congress thereafter).

Committee members are nominated in groups (half of the Committee members, will take office at alternate World Congresses to ensure some continuity of Committee membership).

To ensure continuity in the work of the Committee, newly nominated members shall be invited to attend Committee meetings three (3) months before beginning their terms (without having any voting rights).



Collaboration

The Committee is expected – under the leadership of the Chair – to collaborate actively throughout the year.

The Committee shall convene as often as is considered necessary to meet by conference call or online meetings. For conference calls, free VoIP services are recommended (i.e. Zoom).

The Protocol Committee may have one physical meeting per year, for which ISPO will cover travel expenses, accommodation and subsistence for the Chair and the Committee members. It is emphasized that personal meetings should in particular be considered when the majority of Committee members is already in the same place while attending a conference or event in the field, in order to keep the expenses for the Society as low as possible.

Reporting

The Chair of the Protocol Committee presents a report on Committee activities at every ISPO Executive Board and International Committee meeting as well as any other relevant meetings of the Society or as requested by the President.