

Proposals for the Amendment of the Constitution of the International Federation of Oto-Rhino-Laryngological Societies (IFOS)

Original text

Article III. MEMBERSHIP

- (1) A member-country is a country represented by one or more member-societies recognized by the General Assembly as representative of organized ORL of that country.
- (2) A member-society is an international ORL society or national ORL society with 10 or more members recognized by the Executive Committee as dealing with any aspects of ORL.
- (3) A member-multinational group represents no more than 125 otorhinolaryngologists of countries with less than 10 otorhinolaryngologists in their national ORL organizations. Such countries should join with similar countries of the region to form a multinational group.
- (4) Applications for membership must be made in writing to the IFOS General Secretary. The application shall then be presented to the Executive Committee for approval.

Proposed changes

Article III MEMBERSHIP

1. The following are the categories of membership in International Federation of Oto-Rhino-Laryngological Societies (IFOS)
 - (a) A member country of the federation is a country represented by one or more member national societies of that country
 - (b) A member-society is an international society or organization dealing with any aspect of ORL
 - (c) A member-multinational group of countries is a zonal group of countries (each of which has less than 10 Otorhinolaryngologists in their national ORL organization). Such countries should join with similar countries of the region having a similar situation to form a multinational zonal group.
2. Application for membership of any category of societies or groups must be made in writing to the IFOS General Secretary. The application shall then be presented to the Executive Committee for approval. The decision of the Executive Committee should be ratified and confirmed by the General Assembly
3. Any member country, member-society, or member-multinational group shall have only one vote per a member body in the General Assembly.
4. Membership fees for any member body shall be equal.

Original text:

Article VIII. EXECUTIVE COMMITTEE

- (1) The Executive Committee is composed of eighteen voting members of whom at least two must be from each of the following continents or regions: Africa and the Middle East, Central and South America, East Asia, North America, and South and West Asia; at least four from Europe; and at least one from Oceania.

It shall include a representative of Belgium, where IFOS is registered, and a representative of the host country for the next World Congress of ORL. The President, Vice-President and General Secretary serve as Ex-Officio Members of the Executive Committee.

- (2) The President of IFOS or his or her designate presides at all meetings.
- (3) The term of office for the President, the Executive Committee Members, the General Secretary, the Chairpersons of Standing Committees and the Regional Secretaries is four years or until the next World Congress of ORL.
- (4) The President of the World Congress of ORL is elected by the ORL societies of the country chosen to conduct the next Congress.
- (5) No Executive Committee Member may serve for more than two full consecutive terms. The terms of the Members of the Executive Committee will be staggered so that approximately one half of the Executive Committee members from each continent or region will be replaced every four years. In this way, continuity of representation from the continents and regions from one Executive Committee to the next will ordinarily be achieved.

Proposed changes

- (1) The Executive Committee is composed of eighteen voting members of whom at least two must be from each of the following continents or regions; North America, Central and South America, Africa and the Middle East, East Asia, South and West Asia, at least four members from Europe, and at least one from Oceania. One member from the host country of the following World Congress shall be added to the Executive Committee.

Europe	5
North America	2
Central and South America	2

Africa and Middle East	2
East Asia	2
South and West Asia	3
Oceania	1
IFOS Host Country	1

(2)

The President of IFOS or his or her designate presides at all meetings.

(3)

The term of the President is 4 years or until the next World Congress.

The Vice-President is changed with every new elected site of the World Congress.

The term of the Secretary General, Vice Secretary General, Regional Secretaries, and Chairs and members of the Committees are up to 2 full terms 4 years each.

If elected in midterm, the officer shall complete the part term and up to 2 full terms.

The Counselors are elected for life.

(4)

The President of the IFOS World Congress of ORL is elected by the ORL society(s) of the country elected to conduct the next Congress.

(5)

The President, Vice-President and Secretary General, Vice-Secretary General, Regional Secretaries, and Counselors serve as Ex-Officio Members of the Executive Committee.

(6)

The appointment or election of any officer shall observe that one person shall not serve on more than one post on the Board and Committees of IFOS.

(7)

An office of a Vice-Secretary General is created to guarantee smooth continuity of affairs at the change of offices every 8 years.

The Vice-President is elected in alternative terms to the terms of the Secretary General to allow overlap of the two offices.

The Vice-Secretary General shall be an Ex-officio member of the Executive Committee.

The Vice-Secretary General shall assist the office or the Secretary General and shall be assigned tasks as decided and needed.

Paragraphs 8\9 are renumbered and unchanged

Original text

ARTICLE XII. THE WORLD CONGRESS OF ORL

- (1) The World Congress is held every four years in a member-country. The site and duration are decided by the General Assembly. Except in particular and exceptional conditions, which must be approved by the General Assembly, the site of the World Congress may not be located twice in the same host-country within thirty years. Inasmuch as is practical, the site should be rotated among the six continents.

Proposed changes

- (1) The World Congress is held every four years in a member-country. The site and date are decided by the General Assembly. Except in particular and exceptional conditions, which must be approved by the General Assembly, the site of the World Congress may not be located twice in the same host-country within twenty years. Inasmuch as is possible the site should be rotated among the six continents.

Original text

Article XIII. COMMITTEES

1. The following are the Standing Committees
 - Audit
 - Budget
 - Credentials
 - ORL Education
 - Program Advisory Committee
 - Subspecialty Committees:
 - * Committee Oncology and Head and Neck Surgery
 - * Committee Rhinology, Allergy and Plastic Facial Surgery
 - * Committee Laryngology and Broncho Oesophagology
 - * Committee Otology, Neuro-Otology and Skull Base Surgery
 - * Committee Phoniatics and Audiology
 - * Committee Pediatrics
 - * Committee Equilibrium
- (2) The following are the Counselors Committees:
 - Awards
 - Constitution and Regulations
 - Site Selection
- (3) The President may appoint or discharge, with the approval of the Executive Committee, ad hoc committees and subcommittees as are necessary to carry out the work of the

Federation. Each committee may establish rules of conduct to be approved by the President.

- (4) The charge to each committee will be developed by the General Secretary and approved by the Executive Committee at least every four years.
- (5) Chairpersons and members of the committees will serve no more than three full four-year terms. Appointments will be staggered for purposes of continuity of effort.
- (6) To insure a continuing flow of new ideas, one-third of each committee will be replaced every four years.
- (7) Each Standing Committee shall have a Member of the Executive Committee as a member.

Proposed changes

Introduction and definition:

There are 2 types of committees: Standing and Ad hoc.

Standing committees serve a role that is integral to the structure and management of IFOS. These cannot be cancelled or suspended except by amendment of the constitution.

Ad hoc committees (committees appointed to serve a particular function). These committees may be modified or discharged by the President after elaboration with the Executive Committee. Thus the appointment and discharge of ad hoc committees do not need an amendment of the constitution.

(1)

The following are the Standing Committees

- Audit Committee
- Budget Committee
- Nomination Committee
- ORL Education Committee

(2)

The following are the Counselors Committees

- Awards Committee (Nominations for Medals and Honorary Membership of IFOS, No awards or honors shall be endowed on deceased persons)
- Constitution and Regulation Committee
- Site selection Committee (This committee has a special formulation made of the President, the immediate past-President, and Secretary General. A counselor may join the Committee as a supplementation or replacement of a missing member of the original formation)

(3)

The President may appoint or discharge, with the approval of the Executive Committee, ad hoc committees and subcommittees as are necessary to carry out the work of the Federation. Each committee may establish rules of conduct to be approved by the President.

(4):

The charge to each committee will be developed by the General Secretary, in cooperation with the respective committee, and approved by the Executive Committee at least every four years.

(5)

Chairpersons and members of the committees will serve no more than two full four-year terms.

(6)

To insure a continuing flow of new ideas, while guaranteeing smooth transition of the work and effort of the committee, one half of the members will be replaced every four years.

(7)

The committee is made of a total number of seven members representing the seven regions of IFOS. The Committee shall have a Chairperson and a vice Chairperson and 5 members. The seven members of the Committee shall represent in as much as practical the various regions of IFOS

Each Standing Committee shall have a Member of the Executive Committee as a member.

Original text

Article XIX. CHAIRPERSONS OF COMMITTEES

- (1) The Chairpersons of Standing Committees are nominated by the General Secretary and elected by the Executive Committee.
- (2) The Chairperson of a Standing Committee is responsible for the organization and working of the Committee.

The Chairperson will report on the activities of the Committee to the General Secretary at least annually well in advance of the annual Executive Committee meeting and to the General Assembly during the World Congress.

Proposed changes

Article XIX: Chairpersons of Committees

(1)

The Chairpersons of Standing or Ad Hoc Committees are nominated by the General Secretary and elected by the Executive Committee.

(2)

The Chairperson of a Standing or Ad Hoc Committee is responsible for the organization and working of the Committee.

(3)

The Chairperson of a Standing or Ad Hoc Committee will report on the activities of the Committee to the General Secretary at least annually well in advance of the annual Executive Committee meeting and the General Assembly during the World Congress.

Original text

Article XX. REGIONAL SECRETARIES

- (1) Six Regional Secretaries will be elected by the Executive Committee: one each for Africa and the Middle East; Central and South America; East Asia and Oceania; Europe; North America and the Caribbean; and South and West Asia.
- (2) Regional Secretaries shall assist the General Secretary, to whom they are responsible, and work in cooperation with the Members of the Executive Committee from their region.
- (3) The Regional Secretary will be eligible for reelection.
- (4) Additional Regional Secretaries may be created by the Executive Committee.

Proposed changes

Article XX: Regional Secretaries

(1)

Seven (7) Regional Secretaries will be elected by the Executive Committee: one each for Europe, North America and the Caribbean, Central and South America, East Asia, South and West Asia, Africa and Middle East, Oceania.

(2)

Regional Secretaries shall assist the General Secretary, to whom they are responsible, and work in cooperation with the Members of the Executive Committee from their region.

(3)

The Regional Secretary will be eligible for reelection of a maximum of two terms 4 years each

(4)

Additional Regional Secretaries may be created by the Executive Committee.

Original text

Article XXIII. FINANCES

- (1) The fiscal year of IFOS begins on January 1 and ends on December 31.
- (2) The resources of IFOS originate from:
 - A. The annual dues paid by member-countries, member-societies, and member-multinational groups.
 - B. Subsidies, gifts, and bequests that might be bestowed on IFOS and accepted by the Executive Committee. The contribution from the World Congress of ORL will be 10% of the registration fees and fees collected from exhibitors.

Proposed changes

Article XXIII. FINANCES

(1)

The fiscal year of IFOS begins on January 1 and ends on December 31.

(2)

The resources of IFOS originate from:

- A. The annual dues paid by member-countries, member-societies, and member-multinational zonal groups.
- B. Subsidies, gifts, and bequests that might be bestowed on IFOS and accepted by the Executive Committee.
- C. The contribution from the World Congress of ORL. This shall be 12% of the registration fees and fees collected from exhibitors.

Original text

**REGULATIONS OF THE WORLD CONGRESS OF
OTO-RHINO-LARYNGOLOGY**

Article 1.

In accordance with Art. XII of the IFOS Constitution, the host country of the next World Congress is chosen by the IFOS General Assembly. A simple majority vote of those present at the General Assembly is required: Art. VI(5). If no candidate-country receives a majority of the votes of those present, the runoff ballot will include the three candidate-countries receiving the greatest number of votes.

Article 2.

The President of the next World Congress is chosen by the host member-country. The President is de facto Vice-President of IFOS: Art. XVI(1).

Article 3.

As soon as the President of the World Congress is chosen by the host member-country, the President of the World Congress has to set up the Organizing Committee of the next World Congress. The President and General Secretary of IFOS must be informed immediately of the names of the Organizing Committee by the President of the World Congress, and they in turn must inform the Executive Committee.

Article 4.

The first duty of the Organizing Committee will be to send to the President and General Secretary of IFOS a report that will be transmitted to all the members of the IFOS Executive Committee and which shall include the following:

- A. A list of respective positions to be held by each member of the Organizing Committee.
- B. A report on the technical and material facilities at their disposal for the satisfactory organization of a World Congress: Art. XII(3).

Article 5.

- A. The official languages of the Congress shall be English, French, German, Japanese and Spanish.
- B. The choice of languages for simultaneous translation will be left at the discretion of the Organizing Committee, after due consultation with the IFOS Program Advisory Committee.

Article 6.

The Organizing Committee of the World Congress shall assume the entire financial responsibility for the planning and execution of the World Congress: Art. XII(4).

Article 7.

The Organizing Committee of the World Congress will plan the scientific program of the World Congress.

- A. They will obtain the advice of special selected experts who will be designated as the IFOS Program Advisory Committee.
This Program Advisory Committee will be appointed for each World Congress by the IFOS Executive Committee on the advice of the General Secretary: Art. X(10).

It shall include, ex officio, the President, the General Secretary and the Chairman of the Subspecialty Committees.

The Program Advisory Committee will meet with the Organizing Committee of the World Congress at least 24 months before the World Congress: (Art. XII(3)). The host-country will determine the site of the meeting and bear the expense of the meeting.

- B. The Organizing Committee shall select topics for the panels and plenary sessions, as described in Art. 8 of these regulations.
- C. In case of controversy, the Program Advisory Committee shall be consulted.
- D. The Organizing Committee will provide program time for the presentation of the reports of the IFOS Standing Committees.
- E. The Organizing Committee will develop instructional courses.

Article 8.

The following organizations and committees are permitted to propose topics and to submit the names of participants for the programs of the World Congress:

- A. National and international member-societies and IFOS Standing Committees are asked to propose topics as well as panel member for these topics; from these, subjects will be selected and panel members named.
- B. The Organizing Committee of the World Congress may also propose subjects and the panel members.

In as much as is practical, each panel should have representatives of the various continents. Likewise program participants should be equitably distributed among member-countries.

Article 9.

The free paper sessions will be accessible to any otorhinolaryngologist in the world registered at the World Congress. If an excess of papers appears, the Organizing Committee may make a selection from these free papers.

Article 10.

Physical and technical facilities for the General Assembly of IFOS, the meetings of the Executive Committee of IFOS and the Office of the General Secretary of IFOS will be provided by the Organizing Committee during the World Congress.

Article 11.

The President and all the members of the IFOS Executive Committee as well as the designated members of the IFOS Program Advisory Committee will be informed of all the decisions taken by the Organizing Committee and will be furnished requested information as promptly as possible.

Article 12.

Reimbursement or reduction of travel or congress fees will generally not be proposed or accepted, whomever it may concern, i.e., whether they be committee members, chairpersons of sessions or other individuals.

Financial assistance will be allowed only for a participant who is not an otorhinolaryngologist, e.g., for an invited representative of another discipline or for a guest acting as a technician in a special field. Otorhinolaryngologists, designated for specific extraordinary tasks, may be considered in exceptional circumstances.

Article 13.

It is the duty of the Organizing Committee of the World Congress to respect the IFOS Constitution in all its aspects and to live up to the spirit of IFOS as a truly international organization.

Article 14.

It is the duty of the IFOS Executive Committee as well as all its members to cooperate and help the Organizing Committee in all ways possible.

Article 15.

Modifications of these regulations may only be made on the proposal of the IFOS Executive Committee (Art. X(9)) and the approval of the General Assembly (Art. VI(9)).

Proposed changes

REGULATIONS OF THE WORLD CONGRESS OF OTO-RHINO-LARYNGOLOGY

Article 1 (new article)

Following is the mechanism of inviting the affiliated societies to bid for the future World Congress.

- The IFOS office will deliver the invitation to bid for the IFOS Congress before January 31 two years before the actual IFOS World Congress
- The invitation to bid for the future IFOS World Congress will be sent to the national ORL societies of the member countries
- The invitation to bid for the future IFOS World Congress will be sent only to those member countries who have paid the affiliation fees of all their national society(s), up to the previous year of the delivery of invitation.
- The "dead line" for receiving the application with the bid book is one year after delivering the invitation, that is January 31 a year before the actual IFOS World Congress.

The host country should organize the IFOS World Congress as an independent event. In case the National congress of the IFOS World Congress host country is attached to the IFOS Congress, the former must fully follow the rules and regulations of the IFOS Congress

Article 2 (former 1)

In accordance with Art. XII of the IFOS Constitution, the host country of the next World Congress is chosen by the IFOS General Assembly. A simple majority vote of those present at the General Assembly is required. If no candidate-country receives a majority of the votes of those present, the runoff ballot will include the three candidate-countries receiving the greatest number of votes.

The right to vote in the General Assembly shall be for:

- Member countries with affiliated societies. The voting shall be on bases of "one country one vote", whatever the number of IFOS affiliated societies from the country
- Member multinational societies
- Member multinational zonal group of countries
- The right to vote in the General Assembly shall be for voting members who have paid the dues of their national society(s) till the year of the voting
- Payment should be received from the national societies directly, not from a 3rd party.
- Casting the votes in the General Assembly is by attending voting members only. Voting by proxy may not be applied.

Article 3 (new article)

Registration fees:

a) The registration fees are proposed by the host country. The fees are finalized by consultation with the Secretary General of IFOS. The fees shall be adjusted in the light of the fees of previous World Congresses, and may be adapted to the world and local inflation rates.

b) The registration fee for the participants from the host country are kept as for the rest of the world. A privilege for the participants from the host is to keep the value of the early bird fees for the participants from the host country till the category of registration on site.

c) The registration fees for participants from the low economy countries, as indicated in the UN and World Bank listing shall enjoy a 30% discount of the original fees. This reduced value shall kept till the onsite registration.

All following articles (from the original article 2 to article 15; these shall be re-numbered to article 4 to article 18) remain unchanged and renumbered.