



## **Rules for Operation of CIGR's Technical Sections**

CIGR is organized in Technical Sections, presently seven, representing the main scientific fields relative to Agricultural Engineering. The Sections have the task to carry out technical-scientific activities to promote the development of the considered field of science and technology. Therefore, the sections are the essential working bodies of CIGR, give dynamics to it and produce visibility to its technical work. To create the best conditions for their activities is therefore very important. Therefore, following the statutes and the current successful practice observed for some of the Sections, a few rules are proposed to the consideration of all Section Chairpersons:

1. Each Technical Section is managed by a Section Board formed by 3 Chairpersons - constituted by the Chair, one Vice-Chair, and one Secretary - and up to 13 regular members. Liaison members, representing other technical or scientific societies relative to similar or related fields of science and technology, may also be part of the Section Boards in addition to the regular members. Section Boards may also appoint Honorary Chairs or Honorary Members. These can take part in the Section Board Meetings as guests without vote, but are likewise integrated in the Section's work, information exchange, etc. as the regular Board Members.
2. The members of the Section Boards are proposed by the members of the respective section before the term is out, the sitting Board makes a proposal for the next term, taking into account the scientific quality of the members as well as a balanced geographical world-wide representative selection. It is therefore desirable that every Regional Society be represented with at least one member in all Section Boards.
3. The mandates are for four years (ranging from one CIGR World Congress to the next one) and may be re-elected for another term, exceptionally for two terms. The Chair cannot be re-elected in the same position. Changes in membership may also be carried out at CIGR International Conferences where a General Assembly is held. The proposed lists are examined by the Executive Board of CIGR and submitted for approval to the General Assembly. The participation of young qualified professionals in Section Boards shall be promoted.
4. Each member of CIGR can join no more than two Technical Sections following his own field of interest.

5. Inactive Board members may be replaced by the Presidium upon recommendation of the Section Chair. Considering the role of Sections and respective Boards for the appropriate functioning of CIGR, it is advisable that a member be considered as inactive after two years without participation in the life of the Section.
6. The Section Boards should meet every year to revise the activities performed and plan new activities as well as for selecting new members, replacing members at end of mandate or inactive members. A report of the meetings, including information about activities performed and the respective plan, shall be prepared by the Secretary to be submitted to the Presidium and then be disseminated through the CIGR Newsletter and/or the CIGR website. It is desirable that Board meetings in years of CIGR Congresses and International Conferences be scheduled for these events.
7. The Section Chairpersons are normally elected in the years of Congress, or exceptionally when one chairperson is impeded to continue his (her) duties. The Chairpersons are elected by the Board members according to their capability and willingness to perform the respective duties. The duties of each chairperson are agreed among them and with the Board members in order that several tasks referred below be assured.
8. The Chair is member of the CIGR Technical Board, which consists of the Presidium and the Chairs of all Technical Sections. It meets preferably once a year (at least every two years) for discussing technical activities and programs, particularly those involving the collaboration among different Sections, as well as Congresses, Conferences and other meetings. In case he (she) cannot attend a Board meeting, the Chair should be represented by the Vice-Chair or another member of the Section Board.
9. In years of Congresses, or every two years upon internal decision, the Section Board shall revise the "Mission Statement", "Objectives", "Scope", and "Program of Activities" of the Section. The respective revised texts are then part of the Section report. Those to be publicized in the Newsletter and the website, thus written in such a form that may elucidate every CIGR member and, therefore stimulate collaboration and or exchanges. However, subjects not to be public should be sent for information of the Presidium only.
10. To facilitate the Board meetings, an Agenda must be prepared some months in advance and, since meetings are open to any interested person (as guest without vote), be publicized through the headquarters and the CIGR web site.
11. The Agenda should be available in time to the Presidium to allow the CIGR President to ask the chair to deal with any issues interesting the life of CIGR. Since the Sections are the main

operational bodies of CIGR, it is desirable that the Chairs relate intensely with the life of the Society and therefore establish easy links with the Presidium.

12. The Chair should establish good internal communication among members in between two successive meetings. This happens normally if there are activities, i.e. if members feel concerned. The current use of email is desirable to all members but is definitely required to the Chairpersons, so normal communications internal to the CIGR will be developed with the Vice-Chair when the Chair is not able to reply in due time.
13. The Sections need to be involved with the CIGR Congresses and the International Conferences. They may take the initiative to contact the organizers and propose specific activities or themes. Moreover, the sections are free to promote autonomous activities, alone or in collaboration with other Sections or with other Societies. For sponsorship of events some basic rules should be obeyed, which are compiled in a special checklist (see appendix). As far as possible, these guidelines should also be applied in case of CIGR co-sponsorship, in order to guarantee a certain standard. To avoid confusion, the events organized by the Technical Sections should be named *Symposium*, *Workshop*, etc., whereas the terms *Congress* or *International Conference* should be reserved for the CIGR World Congresses or the CIGR International Conferences.
14. One of the very important tasks of the Sections is to assist the E-Journal editor in searching for reviewers and respective paper reviewing. This task should be assigned to another Chairperson or Board member when the Chair can not fulfil the task. The Sections are asked to prepare a list of about 20 colleagues who are able and willing to take part in the reviewing process for articles submitted for publication in the Ejournal.
15. Publication of papers presented at events organized by the CIGR Sections should preferentially take place in the CIGR Ejournal. This policy should be disseminated already in the Call for Papers of the respective event.
16. The Sections should assure the contacts with the FAO-CIGR network relative to the theme of the Section. This task, as well that for diffusion of information relative to activities and events relative to the Section field, should be assigned to any board member having capabilities for easy use of internet facilities.
17. A further task of the sections consists in assuring the contacts with the General Secretariat of CIGR for keeping updated in the website the page relative to the Section.
18. 18.The Chair may distribute other responsibilities among the chairpersons, including those related with communications with the members, the General Secretariat, or to relate with other Sections, working groups, represent the Section in sponsored or co-sponsored activities or with other Societies, develop contacts to establish sponsoring or co-sponsoring for meetings, and follow up the respective announcements in the Newsletter and website. In any of the above addressed or other

assignments of tasks (cf. Art. 8, 14, 16, 17) the General Secretariat should be informed about task, person, and e-mail for correspondence.

*Decided by the Presidium of CIGR, after discussion within CIGR Executive Board and the Technical Board as well the Section Board Meetings held during the 2004 CIGR International Conference in Beijing. This was also explained to TB members at TB meeting in CIGR 2006 World Congress.*