

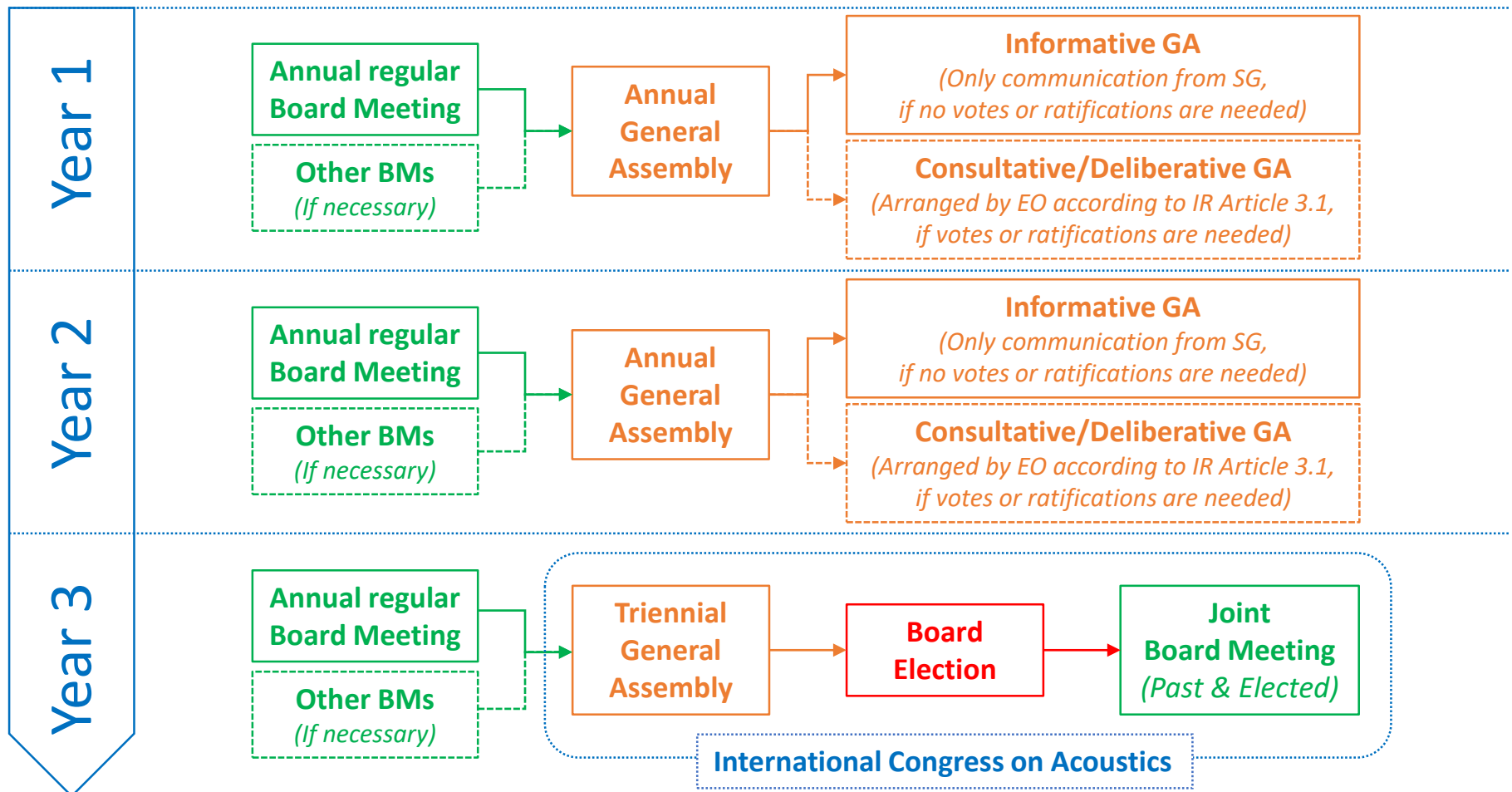


Guidelines for the ICA Annual General Assembly with online voting procedure

Forewords

- According to the 2019 revised Statutes, the ICA General Assembly will meet annually.
- At least one consultative and/or deliberative General Assembly is held every year if there are significant issues arising to discuss. In this case the General Assembly will be held soon after the annual Board meeting.
- Every third year the General Assembly holds elections for the Board and it will convene in connection with the International Congress on Acoustics.
- The succession of meetings of the Board and of the General Assemblies during the three-year term is illustrated in the ICA meetings timeline.

ICA meetings timeline



Organization of the General Assembly

- The annual General Assemblies may be held in person, through e-conference facilities or through e-mail communication.
- For urgent matters requiring approval of the GA, communication and voting by email is possible.
- The manner in which the GA is held is decided by the Executive Officers (EO).
- This procedure is monitored by the Secretary General (SG).

Quorum

- A General Assembly is considered as "properly constituted" if there is a quorum of official delegates, as they are defined in Article 8 of the Statutes and the Internal Regulations, representing at least half the number of ICA Member Societies, as defined in Article 7 of the Statutes, which are eligible to vote, and at least half of the maximum possible number of official delegates.

Delegates and votes

- The number of official delegates in the General Assembly and votes assigned to the Member and International Affiliates is defined in [ICA Internal Regulations Article 4.1](#).
- The online voting procedure requires Members and International Affiliates to identify a delegate to be their representative at the assembly.
- It is mandatory to communicate the email addresses of each delegate to the SG, in order to send the voting form by email or online voting credentials.

Number of shares, delegates and votes

- The number of official delegates in the General Assembly and votes assigned to the Member is determined according to the following scale:

Number of Shares	Number of official delegates and votes
1	1
2 or 3	2
4 to 6	3
7 to 9	4
10 to 15	5
> 15	6

- Each International Affiliated Member is represented by one voting representative carrying one vote at the General Assembly.
- The number of shares for each member can be found on the "[Member Societies](#)" page of the ICA website.

Informative GA

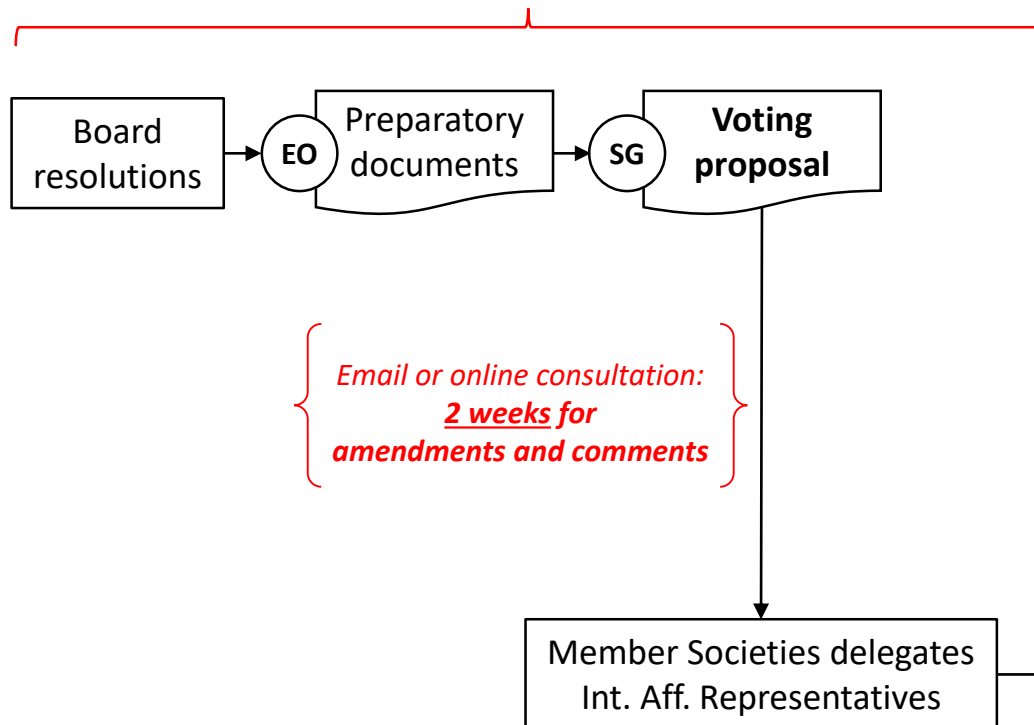
- The informative General Assembly does not require any voting procedure.
- The SG sends a report to the Members and International Affiliates to inform of the Board's activities and resolutions.
- No further action is required from the Members and International Affiliates (the explicit confirmation of receipt of the document is sufficient to give the report validity of the minutes).

Consultative/Deliberative GA

- If a consultation or direct poll on Board decisions is required, the GA can be consultative and/or deliberative.
- In case of consultation, a voting proposal is submitted to Members and International Affiliates for agreement, amendments or comments on it. Amendments and comments are collected in 2 weeks and (if any) an amended voting proposal is put to the vote is put to the vote for 2 weeks.
- In case of a poll or a choice between several pre-ordered options, if a preliminary consultation is not needed or required, the procedure will be only deliberative (direct voting).

Online voting procedure

Consultative phase



Deliberative phase

