

Executive Committee

July 30, 2007

Guidelines to National Member Organisations

These guidelines are intended to help the National Member Organisations, which represent each member nation in the International Cartographic Association, in order to facilitate the work of both parties. The guidelines have been derived by the Executive Committee from the Statutes, By-laws and practices of the Association. Comments should be submitted to the Secretary-General and Treasurer.

On-going duties

Each nation can only be represented by one single organisation, which should preferably be the national society or committee for cartography or GI science. Thus, a *member nation* is represented by a *national member organisation* such as one of these' (Article 3 of ICA Statutes). This organisation has to designate to the Secretary General:

- Contact person for any correspondence;
- Contact person for the payment of subscription fees; and
- Names and contact information for the principal and deputy delegates to the General Assembly of Delegates, one month before the Assembly takes place.

The Contact person for correspondence shall receive the ICA News twice a year and has to disseminate its content to the cartographic and GI science community of the member nation by appropriate means.

Active National Member Organisations are invited to encourage, on an informal basis and through personal contacts, less active National Member Organisations in participating in ICA activities.

National Member Organisations should support their members in the Executive Committee, the Publications Committee, and the Commissions and Working Groups (chairs, members, or corresponding members), and they should ask these individuals to report to them on their activities.

Duties on request

The National Member Organisation is responsible for the payment of subscription fees (Article 20) by the due date upon receipt of invoices from the Secretary General and Treasurer.

On various matters, the President, the Secretary General and the Vice Presidents may ask for any kind of contribution by circular or specific letters. These matters may concern general activities of the ICA, such as the Barbara Petchenik Competition, or technical activities performed by the Commissions or Working Groups. Furthermore the National Member Organisation shall promote the International Cartographic Conference and encourage submissions of abstract. It may also be instrumental in selection of abstracts.

The National Member Organisation is consulted regarding applications for affiliate membership from its country in accordance with By-law 5.

It has been decided in principle that a Meeting with National Member Organisations and the Executive Committee will take place at each General Assembly and International Cartographic Conference. A designated delegate of each National Member Organisation is

expected to attend.

Duties related to the General Assembly

At least five months before a General Assembly of Delegates, the National Member Organisation may propose to the Executive Committee through the Secretary General and Treasurer:

- Motions for inclusion in the agenda of the General Assembly (Article 10),;
- Motions for changes in the statutes (Article 28);
- Nominations for President, Secretary General and Treasurer, Vice-President, commission or working group chairpersons (By-law 8);
- Formation of new commissions or working groups, and their terms of reference;
- Terms of reference for existing commissions or working groups (Article 24); and
- Bids for future events in accordance with 'Guidelines for International Cartographic Conferences and General Assemblies'.

At least one month before a General Assembly, and using the material provided by the Secretary General, the National Member Organisation:

- Will designate its principal delegate, who will participate and vote on behalf of the member nation in the General Assembly, and a deputy delegate (Article 4); or
- May vote by correspondence on items on the agenda (Article 11) regarding changes in the statutes (Article 28).

Prior to the General Assembly, the National Member Organisation shall prepare a report on its cartographic and GI science activities for distribution during the General Assembly (Article 5). The structure of the report is not specified, but the report has to emphasise the main achievements made in the country since the previous General Assembly in research and development, in education and training, in production in both public and private sectors; it also has to reflect on the contribution of the country to the activities of the ICA. At least 125 copies have to be sent to the Local Organising Committee of the General Assembly, and one digital copy to the Secretary General and Treasurer. Copies may be provided for all conference delegates if desired.

During the General Assembly (or by correspondence), the principal or deputy delegate has to vote upon items included in the agenda for the particular General Assembly.

After the General Assembly, the National Member Organisation may propose one representative for each commission and working group (By-law 7) to the relevant chairperson who makes the decision.

F.J. Ormeling, Secretary General and Treasurer, March 27, 2007