

# Guidelines to National Member Organisations

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These guidelines are intended to help the National Member Organisations of 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.

## 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* (Article 3 of ICA Statutes). This organisation has to designate to the Secretary-General & Treasurer

- 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 a printed copy of ICA News twice a year and must 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 (including chairs and 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 & Treasurer.

On various matters, the President, the Secretary-General & Treasurer, and the Vice Presidents may ask for any kind of contribution (including their opinions) 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 submission 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.

It is expected that each national member organisation will positively support and promote the development of cartography within their country. Membership of ICA has responsibilities which include an active approach within the country to ensure that the cartographic community is well-represented in ICA, and that decisions are made democratically reflecting the wishes of the national cartographic community.

## 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 & 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 & Treasurer, Vice-President, Commission chairs (By-law 8);
- Formation of Commissions, and their terms of reference;
- 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 & Treasurer, 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 national 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. Guidelines on the preparation of the National Report are given in a separate document. If the document is in hard-copy form, at least 150 copies have to be sent to the Local Organising Committee for distribution at the General Assembly, and one digital copy to the Secretary General & 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 chair who makes the decision.

*F.J. Ormeling, Secretary General & Treasurer,  
March 27, 2007*

*D.J. Fairbairn, Secretary General & Treasurer,  
May 3, 2011*

