



Regulations of AIPPI

DRAFT - SEPTEMBER 25, 2007

Clean Copy

A. MEETINGS

Rule 1 - Meetings of the Association

- 1.1 A Congress of AIPPI shall take place every second year.
- 1.2 The agenda of meetings of the Executive Committee shall be proposed by the Bureau; the Executive Committee may supplement this agenda.
- 1.3 An AIPPI Forum shall take place every second year, immediately preceding and taking place at the same location as a stand-alone Executive Committee Meeting.
- 1.4 The National or Regional Group hosting the next Congress may designate a person of renown to an honorary position in relation to the Congress to be known by such honorary title as is consistent with that country's culture and customs and does not conflict with the title of President and Vice-President respectively of the Association. The role of such person shall be to give visibility to the said Congress and to assist in its promotion.

Rule 2 - Invitation for holding an AIPPI Meeting

- 2.1 The Secretary General shall, 9 years before a Congress and 5 years before an Executive Committee Meeting/Forum, invite the National and Regional Groups to submit invitations for hosting such Meetings. The Secretary General shall set a deadline for receiving invitations.
- 2.2 The Bureau shall evaluate the invitations submitted and shall decide in the best interest of the Association as to which invitations will be further pursued.
- 2.3 The Secretary General shall request the selected Groups to complete a detailed questionnaire, prepared by the Bureau, by a given deadline. The questionnaire sets forth the main technical requirements for hosting an AIPPI Meeting.
- 2.4 The Bureau shall review all completed questionnaires and shall forward to the Executive Committee for a decision those invitations which it finds have fulfilled all technical requirements.
- 2.5 The Executive Committee shall decide on the acceptance of an invitation 8 years before the respective Congress and 4 years before the respective Executive Committee Meeting/Forum.
- 2.6 Should there be no invitation or no invitation accepted by the Executive Committee, the Secretary General shall be responsible for the organization of that Meeting.

Rule 3 - Responsibility for the Organization

- 3.1 The Host Group for a Meeting shall appoint an Organizing Committee which shall share, with the Bureau, responsibility for the organization of the Meeting. The Host Group shall also appoint a Chairperson of the Organizing Committee. The Organizing Committee may appoint Sub-Committees.
- 3.2 The Organizing Committee shall be composed of Members of the Host Group plus one Member of the Bureau. It will elect a Chairperson.
- 3.3 Exceptionally, in the event that a decision of the Organizing Committee, on any matter, is perceived by the Bureau, not to be in the traditions and best interest of the Association, the Bureau may override such decision.

Rule 4 - Central Professional Congress Organizer (CPCO)

- 4.1 The Bureau may decide to hire a CPCO for any AIPPI Meeting (e.g. Congress, Executive Committee Meeting or Forum). In that case, the Bureau will select the CPCO.
- 4.2 If a CPCO is hired, the CPCO will work under the direction of the Organizing Committee and will work directly with any local Professional Congress Organizer (PCO), destination manager or any other suppliers as necessary, based on a contract concluded for that meeting between the Bureau, in consultation with the Organizing Committee, and the CPCO.
- 4.3 The division of responsibilities between the Organizing Committee and the CPCO is set forth in the contract.
- 4.4 In the event a CPCO is not hired the role of the CPCO shall be handled by the Secretariat.

Rule 5 - Meeting Schedule

- 5.1 A typical Congress shall comprise of at least a General Assembly, an Executive Committee Meeting, a Meeting of the Council of Presidents, Working Committee Meetings, Plenary Sessions, Workshops and a Bureau Meeting. The Bureau shall prepare a typical schedule.
- 5.2 A typical Executive Committee Meeting shall comprise of at least an Executive Committee Meeting, a Meeting of the Council of Presidents, Working Committee Meetings, Plenary Sessions, and a Bureau Meeting. The Bureau shall prepare a typical schedule.
- 5.3 A typical Forum shall immediately precede a stand-alone Executive Committee Meeting and shall comprise information sessions including a Workshop on the working methods of AIPPI and Workshops based on regional topics. The Bureau shall prepare a typical schedule.

Rule 6 - Finances

- 6.1 The CPCO shall manage and control a separate Meetings account for each Congress, stand-alone Executive Committee Meeting and Forum. The Organizing Committee shall have access to all information on the accounts of its Meetings at any time.
- 6.2 All Meetings, and particularly a Forum and an Executive Committee normally conducted jointly, shall have separate budgets and accounts.
- 6.3 The profit or loss of an AIPPI Meeting shall be equally shared by the Host Group and the AIPPI General Treasury.
- 6.4 If a Group wishes to arrange for translations other than those provided in Article 16.2 of the Statutes, it shall bear the additional expenses thereby incurred, from its own funds.

Rule 7 - Invitations to attend AIPPI Meetings

- 7.1 Invitations to AIPPI Meetings shall be made in the name of the Association by the host Group and the Bureau and shall be sent at least four months before the opening of the Meeting.
- 7.2 The Bureau shall decide on the invitations to be extended to Governments, Governmental Organizations, and non-Governmental Organizations and to individuals.
- 7.3 In case of an Executive Committee Meeting, the names of the Delegates and Reporters shall be communicated to the Secretary General by the Group at least two months before the Meeting with an indication of the Working or Special Committee to which they belong. Each Group may, prior to the Meeting, appoint Substitute Delegates or Reporters to replace Delegates or Reporters already appointed, but prevented from participating in the Meeting. The name of the Substitute shall be communicated to the Secretary General prior to the Meeting.
- 7.4 In case of an Executive Committee Meeting, the host Group, with the consent of the Bureau, may invite a number of Members of the Group and dignitaries of its country to participate in certain sessions, as observers without the right to vote, as well as in the social programme.
- 7.5 If a President of a Group in case of a Council of Presidents Meeting is not sufficiently familiar with a subject on the agenda, that President may, with the consent of the Secretary General, be accompanied by one adviser and, in exceptional cases, additionally by a translator or an assistant who have no right to vote.

- 7.6 The Bureau may decide to invite other persons to attend sessions of the Executive Committee as guests or observers without the right to vote.
- 7.7 The Bureau may decide to invite other persons to attend sessions of the Council of Presidents, without the right to vote.

B. AWARDS

Rule 8 - AIPPI Awards

- 8.1 Natural persons who have made particularly noteworthy contributions to the Association or to its objectives may be recognized by their appointment as Presidents of Honour or Members of Honour, or by the grant to them of an AIPPI Award of Merit. They shall be elected by the Council of Presidents upon the joint proposal of the Bureau and the Nominating Committee, after prior consultation with the relevant National or Regional Group. National and Regional Groups may submit proposals to the Bureau at any time. The Award will be presented at AIPPI Meetings, published in the Yearbook and the names will be listed separately in the AIPPI Membership list.
- 8.2 Presidents of Honour are Members of Honour who are exceptionally distinguished in the field of intellectual property and have given exceptional service to the Association.
- 8.3 Members of Honour are Natural Persons, having displayed outstanding merits in promoting the objects of the Association.
- 8.4 Award of Merit: Members of AIPPI who have distinguished themselves in an outstanding way:
- (a) in connection with the international activities of AIPPI, and in particular as Officers of AIPPI Committees or as Representatives of AIPPI;
 - (b) in a long term leadership function in a National or Regional Group of AIPPI as organizers of international events;
 - (c) other unique contributions to the fulfillment of the aims of the Association.

Exceptionally, Non-Members may be honoured by the Award for bringing extraordinary benefit to the Association.

C. WORKING METHODS

Rule 9 - Working Programme

- 9.1 Normally Questions should be placed on the Working Programme by the Executive Committee, either on the proposal of the Programme Committee after consultation with the Bureau, or on the proposal of the Bureau and, as far as possible, after consultation with the Programme Committee.
- 9.2 In a case of urgency, the Bureau may place Questions on the Working Programme. It will, if possible, consult beforehand with the Programme Committee.

Rule 10 - Working Bodies

- 10.1 The Questions on the Working Programme will be prepared by the following bodies:
- (a) The National and Regional Groups, which shall study the Questions and prepare Reports;
 - (b) Working Committees under the direction of a Chairperson appointed by the Bureau, which may include one representative from each National or Regional Group;
 - (c) Special Committees appointed by the Bureau when the nature of the Question so determines, or when urgency requires.

Rule 11 - Working Documents

- 11.1 The preparatory work on a Question may comprise the preparation of the following documents:
- (a) Working Guidelines intended to assist the preparation of the Reports;

- (b) Reports from National and Regional Groups, from Members of such Groups or from Independent Members;
- (c) Reports from the Working or Special Committees, which should also take account of important minority opinions;
- (d) a Summary Report marshalling all the elements resulting from the preparation of the work and presenting the points of the Question for discussion before the Executive Committee or the Congress;
- (e) draft Resolutions or Reports.

Rule 12 - Working Procedure

- 12.1 The Bureau is responsible for organizing the work of the Association, for establishing a timetable for the progress of the work and for designating the bodies to carry out the preparatory work.
- 12.2 The Reporter General is responsible for the following tasks:
- (a) the preparation of Working Guidelines for each Question placed on the Working Programme, in cooperation with the Chairperson of the Programme Committee and the Chairperson of the relevant Working or Special Committee;
 - (b) on each Question placed on the Working Programme, the presentation of a Summary Report, in co-operation with the Chairperson of the relevant Working or Special Committee;
 - (c) co-operating with the Chairpersons of Working and Special Committees to settle the terms of draft Resolutions and Presentations proposed by them.
- 12.3 As a rule, the Reporter General is responsible for presenting the main points of the Question under discussion to the Congress or to the Executive Committee. The Reporter General may be assisted by the Chairperson of the relevant Working or Special Committee.
- 12.4 The persons appointed as Chairperson and Co-Chairperson of a Working Committee should have expertise in, or at least have a good knowledge of, the subject of the Question under study.
- 12.5 The Chairperson of the Working Committee, with the assistance of the Co-Chairperson and the Secretary of the Committee, is responsible for the following tasks:
- (a) consulting with the Reporter General in the preparation of the Working Guidelines;
 - (b) with the assistance of the Secretary General, requesting National and Regional Groups to nominate a representative to the Working Committee;
 - (c) within the overall timetable of the Working Programme, establishing a suitable timetable for the progress of the study of the Question and notifying the members of the Working Committee accordingly;
 - (d) assisting the Reporter General in the preparation of the Summary Report;
 - (e) on the basis of the Summary Report and in cooperation with the Reporter General, preparing a draft outline of a Resolution or Report, which shall be circulated together with the Summary Report to the members of the Working Committee, inviting responses from them within a specified period;
 - (f) after receiving responses from Members of the Working Committee, and after such further correspondence and/or discussion as may seem desirable, preparing a final draft Resolution which shall be transmitted to the Secretary General and to the Reporter General, and by the Secretary General to the Presidents of the National and Regional Groups and all registered Delegates of the Executive Committee, inviting recipients of the final draft Resolution to send to the Chairperson comments on the draft Resolution by a specified date;
 - (g) preparing and circulating to the Reporter General and all Members of the Working Committee a draft Presentation to the Executive Committee or Congress, for the purpose of explaining the background to the Resolution and the reasoning of the Working Committee, and inviting comments on the draft presentation;

- (h) meeting with the Working Committee before the Executive Committee meeting or Congress at which any Resolution or Report is due to be debated/adopted to finalize the wording of the Presentation and Resolution;
- (i) when conducting meetings of the Working Committee, ensuring that all of the National and Regional Groups represented at the meeting have an opportunity to express their opinions;
- (j) where a substantial agreement cannot be reached in the Working Committee, including in the draft Resolution or Report significant alternative propositions, on which a vote can be taken;
- (k) ensuring that accurate translations of the Resolution or Report are prepared in good time for all the relevant language versions to be available to Delegates attending the Executive Committee or Congress Session which will debate the same;
- (l) taking part in the work of the Drafting Committee referred to in Rule 19.2 below.

12.6 The names of the Chairperson, Co-Chairperson and Secretary of the Working Committee shall be mentioned in the relevant documents concerning the work of that Committee.

Rule 13 - Resolutions

- 13.1 As a rule, the Executive Committee will adopt Resolutions on the Questions which are submitted to it.
- 13.2 In the case of urgency, the Council of Presidents shall adopt Resolutions.
- 13.3 The Congress shall discuss the Questions on its Working Programme following the same guidelines as the Executive Committee.
- 13.4 The Congress can make recommendations which shall be submitted to the Executive Committee for final decision.

Rule 14 - Languages and Distribution of Reports

- 14.1 The Working Guidelines, the Reports of Committees, the Summary Reports and the Resolutions shall be submitted in French, English and German.
- 14.2 The Reports of National and Regional Groups, Members of such Groups and Independent Members shall be submitted in writing in French, English or German, and shall be accompanied by Summaries in the other two languages.
They shall be sent to the Reporter General, to the Secretary General and to the Chairperson, Co-Chairperson and the Secretary of the Working or Special Committee, to meet time limits determined by the Bureau.

Rule 15 - Members and Duties of Committees

- 15.1 The Members of the Bureau are ex officio Members of all Working Committees and Special Committees of the Association.

PROGRAMME COMMITTEE

- 15.2 The term of office of the Chairperson and each of the Members shall normally be from the day after the meeting of the Executive Committee at which they are elected until the day after the last session of the Executive Committee at which elections take place, held in the second year after their election. The Chairperson and each Member shall be eligible for re-election, but shall not hold the same office within the Committee for more than three consecutive full terms. If no successor is elected, the Members may remain in office until a successor has been elected.
- 15.3 The Programme Committee shall:

- a) inform itself on topical matters relating to intellectual property; and receive reports from the Communications Committee regarding intelligence relevant to IP and AIPPI;
- b) solicit suggestions for questions from the Association and prepare its working programme;
- c) present to the Executive Committee questions proposed for future consideration after consultation with the Bureau and indicate the interest and the significance of such questions to the Association;
- d) perform other duties as established by the Statutes and Regulations, or otherwise entrusted to it by the Executive Committee or by the Bureau;
- e) after consultation with the Bureau, prepare the Working Programme of the Association.

NOMINATING COMMITTEE

15.4 The Chairperson and the other Members of the Nominating Committee shall be elected by the Council of Presidents from candidates proposed by the Bureau, by the Nominating Committee or by any of the National and Regional Groups. The term of office of the Chairperson and each Member shall normally be from the day after the meeting of the Council of Presidents at which they are elected until the day after the last session of the Council of Presidents at which elections take place held in the second year after their election. The Chairperson and each Member shall be eligible for re-election, but shall not hold the same office within the Committee for more than two consecutive full terms. Members while serving on the Nominating Committee shall be ineligible to become a candidate for any other elective position.

15.5 The Nominating Committee shall inform itself of Members of the Association having qualifications suitable to be candidates for elective positions. In addition to its primary duty, it may also refer to the Bureau the names of Members having qualifications suitable for non-elective positions filled by the Bureau. It shall also undertake tasks as directed by the Bureau.

15.6 If a vacancy in the Nominating Committee should occur between meetings of the Council of Presidents, the Bureau may appoint any Member of the Association who is willing to act to fill that vacancy. A Member so appointed shall hold office only until the end of the next following meeting of the Council of Presidents. If not elected to the Nominating Committee by the Council of Presidents at such a meeting that Member shall vacate office at the conclusion of the last session thereof.

FINANCE ADVISORY COMMITTEE

15.7 The term of office of the Chairperson and each of the Members shall normally be from the day after the meeting of the Executive Committee at which they are elected until the day after the last session of the Executive Committee at which elections take place, held in the second year after their election.

MEMBERSHIP COMMITTEE

- 15.8 The Membership Committee is the bridge between the membership-at-large and the Bureau. In other words it collects and investigates suggestions and concerns of the membership, and makes recommendations to the Bureau. The Membership Committee:
 - 15.8.1 makes recommendations on how to improve the services that AIPPI can offer to best serve its members to enhance the attraction of AIPPI to members and especially to attract new members;
 - 15.8.2 of its own initiative and/or on the suggestion of the members, makes recommendations to the Bureau and in some cases, in consultation with the Secretary General, implements ways and means to increase membership in various parts of the world and specifically in sectors of activity, not well represented in AIPPI;
 - 15.8.3 conducts surveys of members interests and needs;
 - 15.8.4 recommends to the Bureau and implements, with the approval of the Bureau, initiatives to support new members.

- 15.8.5 The Chair and members of the Committee are elected by the Executive Committee on the recommendation of the Council of Presidents from a selection of members prepared by the Nominating Committee. The committee is made up of between 6 and 12 members selected from as diverse a background.
- 15.8.6 reports to the Members on its activities; and
- 15.8.7 does not liase between the Bureau and the National or Regional Groups, this being the sole jurisdiction of the Secretary General.

COMMUNICATIONS COMMITTEE

- 15.9 The Communications Committee is established with a chair and members drawn from a wide sectorial diversity and different IP experiences. The chair and members are elected by the Executive Committee on the recommendation of the Council of Presidents from candidates selected by the Nominating Committee;
 - 15.9.1 The membership of the Committee has, as non-elected, ex-officio members: at least a member of the Programme Committee, the Reporter General, and the Secretary General;
 - 15.9.2 The Communications Committee is an Advisory Committee to the Bureau and implements the wishes of the Bureau; in that sense it reports to the Bureau;
 - 15.9.3 The first responsibility of the Communications Committee will be the gathering of intelligence from all venues around the world and to analyse what is relevant to IP and AIPPI from which periodical and special reports are made to the Programme Committee and the Reporter General;
 - 15.9.4 The second and as important a responsibility is the dissemination of information including:
 - 15.9.5 periodic publication of important news to the members;
 - 15.9.6 It is the official Webmaster of the website including proposing continuous updating and improvement of the content and including the depository of approved IP articles from members, from working committees and notices of upcoming forums that may be of interest to the members;
 - 15.9.7 The Committee is responsible for the dissemination of information produced by AIPPI and especially by the Reporter General destined for cultural, business and general audiences.
 - 15.9.8 The Committee assumes the role as the custodian of the history of the Association; and
 - 15.9.9 A professional communications expert may be hired, when determined by the Bureau, as a member of the Secretariat to implement many of the communications tasks.

D. ADMINISTRATIVE AND FINANCIAL MATTERS

Rule 16 - Administrative and Financial Matters

- 16.1 Administrative and financial matters shall be placed on the Agenda of a meeting by the Executive Committee on the proposal of the Bureau.
- 16.2 The Secretary General is responsible for the preparation of administrative matters, including Events and Communications, the latter in cooperation with the Reporter General. The Secretary General is also responsible for Internal Relations with National and Regional Groups including monitoring their governance and Independent Members..
- 16.3 The Treasurer General is responsible for the preparation of financial matters.
- 16.4 The agenda of Congress sessions shall be sent to the Members at least one month before the opening of the Congress.
- 16.5 The Congress shall be chaired by the President, or in the place of the President by the Vice-President.
- 16.6 The General Assembly shall be called at least four months before it is to be convened.
- 16.7 The agenda of the General Assembly shall be determined by the Executive Committee and shall be sent to the members at least six weeks before the meeting. If possible, any proposed

Resolution will be sent together with the agenda. The Bureau is entitled to add to the agenda any item of urgency.

16.8 At the request of at least 100 members from at least five National and Regional Groups, the Bureau shall insert an item in the agenda. Any such request shall be presented to the Bureau at least three months before the meeting of the General Assembly.

16.9	The number of Delegates from each National Group shall be as follows:			
	Number of Members in Group		Number of Delegates	
			(additional to the President of the Group)	
	10 - 49	Members	1	Delegate
	50 - 74	Members	2	Delegates
	75 - 99	Members	3	Delegates
	100 - 124	Members	4	Delegates
	125 - 149	Members	5	Delegates
	150 - 199	Members	6	Delegates
	200 - 249	Members	7	Delegates
	250 - 299	Members	8	Delegates
	300 - 349	Members	9	Delegates
	350 - 399	Members	10	Delegates
	400 - 499	Members	11	Delegates
	500 - 599	Members	12	Delegates
	600 - 699	Members	13	Delegates
	700 - 799	Members	14	Delegates
	800 - 999	Members	15	Delegates
	1000 - 1199	Members	16	Delegates
	1200 - 1399	Members	17	Delegates
	1400	Members and over	18	Delegates
16.10	The number of Delegates from each Regional Group shall be as follows:			
	Number of Members in Group		Number of Delegates	
			(additional to the President of the Group)	
	8 - 14	Members	1	Delegate
	15 - 24	Members	2	Delegates
	25 - 99	Members	3	Delegates
	100	Members and over	same number of Delegates as for Nation-	
16.11	The Bureau may appoint up to six Delegates to represent the Independent Members. In appointing such Delegates, it shall take into consideration proposed nominations made by Independent Members and having regard to an appropriate geographic representation after consultation of the Presidents of the National and Regional Groups on the proposed nominations.			

16.12 When voting by correspondence, the National or Regional Groups shall be represented by their Presidents. Each such President shall be entitled in addition to his/her personal vote to the number of votes corresponding to the number of Delegates to which his/her Group is entitled in accordance with Regulations 16.9 and 16.10.

16.13 When a vote of the Executive Committee is to be taken by correspondence the Secretary General shall set a date by which all votes are to be received by the Secretary General. All votes received after that date shall be disregarded.

16.14 The Delegates for the Independent Members and other Members forming part of the Executive Committee, in their own personal right, shall each have one vote.

E. ELECTIONS

Rule 17 – Elections and Period of Office of Members of the Bureau

17.1 The Council of Presidents shall prepare the elections to be made by the Executive Committee in accordance with Article 6.7 (a) of the Statutes in the following manner:

- (a) The Council of Presidents shall consider the candidates proposed by the Nominating Committee in accordance with Section 7.6 of the Statutes and after having given due consideration to the recommendations made by the Nominating Committee shall make its recommendations to the Executive Committee.
- (b) The Council of Presidents and the Nominating Committee will normally recommend one candidate for any given function but may as an exception submit more than one candidate.
- (c) The Bureau shall inform the candidates of the recommendations of the Council of Presidents.

17.2 Candidates may be proposed to the Nominating Committee:

- by the Bureau;
- by the Nominating Committee;
- by any National or Regional Group; or
- by at least 50 Members of the Association.

17.3 In the last two cases the candidates' names shall be delivered to the Bureau for transmission to the Nominating Committee at least three months before the relevant meeting.

17.4 The Bureau shall:

- in due time invite the National and Regional Groups through their Presidents to present nominations and
- forward all proposals received together with its own proposals and any comments to the Nominating Committee at least three months before the relevant meeting.

17.5 The Nominating Committee shall forward its proposals to the Council of Presidents at least one month before the relevant meeting.

17.6 The Executive Committee shall only consider candidates submitted by the Council of Presidents.

17.7 The elected Members, other than the President and the Vice-President and the Congress Chairperson, may be eligible for re-election, but no Member of the Bureau shall hold the same office within the Bureau for more than two consecutive full terms.

17.8 If no successor is elected, the elected Member may remain in office until a successor has been elected.

17.9 The President and the Vice-President shall not be eligible for re-election but shall hold the same office for one full term.

17.10 A Congress Chairperson is a member of the Host Group and is a member of the Bureau. The Congress Chairperson shall serve one full term from the day after the Congress immediately preceding the Congress for which he/she is chairing until the day after that Congress.

17.11 In the case of a vacancy as defined in Article 8.4 of the Statutes, the following procedure will be followed:

17.11.1 In the case of the position of President, Reporter General, Secretary General becoming vacant, the Bureau will appoint the current Vice President, one of the Deputy Reporters General, Deputy Secretary General, respectively, as a replacement.

17.11.2 In the case of the position of Vice president or Treasurer becoming vacant, the Bureau, in consultation with the President of the Nominating Committee, may appoint a replacement from members at large. The replacement's term ends at the last session of next Executive Committee meeting.

17.11.3 In the case of the position of a Deputy Reporter General or the Deputy Secretary General becoming vacant, the Bureau, in consultation with the President of the Nominating Committee, may appoint a replacement from members at large. The replacement's term ends at the last session of the next Executive Committee meeting.

17.11.4 In the case of the position of Congress Chair becoming vacant, the Nominating Committee, in cooperation with the Host Group selects a new Congress Chair for the remainder of the term which ends at the end of the Congress.

17.11.5 In the case of the positions of Assistants to the Reporter General and to the Secretary General, the Bureau, in consultation with the President of the Nominating Committee, may appoint a replacement from members at large. The replacement's term ends at the last session of the next Executive Committee meeting.

17.11.6 The replacements with the exception of Congress Chair may stand for election at the next Executive Committee Meeting. The maximum number of terms to be served in the new position is not influenced by the time spent as a replacement.

F. SESSIONS OF CONGRESSES AND MEETINGS

Rule 18 - Speeches and Rules of Debate

18.1 Sessions of Congresses and of Meetings of the Executive Committee shall be chaired by a Chairperson of the Session nominated in accordance with Article 6.4 of the Statutes, who shall be assisted, where appropriate by the Reporter General or one of the Deputy Reporters General and by a speaker, such as the Chairperson or a Member of a Working Committee.

For any session of Congresses and of Meetings of the Executive Committee dealing with specific questions of intellectual property, the Bureau may appoint an acting Chairperson having relevant experience and expertise.

18.2 The duration of the opening statement concerning the Question under study normally will not exceed ten minutes. The duration of speeches of subsequent speakers will be limited to three minutes. The Chairperson of the Session shall have discretion to vary these limits.

18.3 (a) The opening statement should identify those aspects of the Question known to be controversial and should outline the opposing views.

(b) National and Regional Groups will, where possible, nominate one person (for example the National or Regional Delegate to the relevant Working Committee) to represent the views of the Group at the Session, without restricting the right of personal intervention of any participant.

(c) All speakers shall preface their intervention by stating whether they are speaking on behalf of a Group or on their own behalf.

(d) A second intervention on any given point under debate will, in general, be permitted by the Chairperson of the Session only after the regular list of speakers on that point has been exhausted.

18.4 Draft Resolutions

Resolutions should be drafted as a series of individually numbered paragraphs and sub-paragraphs, so that at all times it is quite clear what part of the Resolution is under debate. Recitals and/or explanatory text should be clearly identified as such and should not normally be debated.

18.5 Speakers

After each paragraph of a draft Resolution has been introduced, the Chairperson shall invite speakers from the floor. Intending speakers shall normally have given notice in writing to the Chairperson stating:

- (a) their name;
- (b) their Group;
- (c) whether they wish to speak in a personal capacity or on behalf of their Group; and
- (d) whether any, and if so what, amendments to that paragraph of the draft Resolution are proposed by them.

Unless the Chairperson permits otherwise (if necessary after adjourning a decision on the amendment) every proposed amendment shall be submitted in writing before a vote is taken.

18.6 Order of speaking

While the Chairperson will normally call upon speakers in the order in which they have given notice pursuant to para. 18.5 above, any other order may be adopted which in the exercise of the Chairperson's discretion may seem more logical and/or desirable in all the circumstances.

18.7 Number of speakers

The Chairperson may limit the number of speakers once it seems clear that a vote should be taken on the issue. In that event, the question under debate shall be put to the meeting for a vote.

18.8 Amendments

An amendment shall be relevant to the text under debate and shall be:

- (a) to leave out words; or
- (b) to leave out words and insert or add others; or
- (c) to insert or add words;

but such omission, insertion or addition of words will not have the effect of negating the motion before the meeting.

18.9 Restrictions on speeches

A speaker who has spoken on any motion shall not speak again while it is the subject of debate, except:

- (a) to speak once on an amendment moved by another speaker;
- (b) if the motion has been amended since the speaker last spoke, to move a further amendment;
- (c) if the speaker's first speech was on an amendment moved by another speaker, to speak on the main issue, whether or not the amendment was carried;
- (d) on a point of order;
- (e) when invited to speak by the Chairperson, who shall bear in mind the desirability of giving the person proposing an amendment the opportunity of replying to defend that amendment.

18.10 Points of order

- (a) A person may rise on a point of order and shall be entitled to be heard forthwith.

A point of order shall relate only to an alleged breach of these Rules or the Statutes and the person shall specify the Rule or the Article of the Statutes and the way in which it is alleged that it has been broken.

- (b) The ruling of the Chairperson on a point of order shall not be open to discussion.

18.11 Voting on amendments

Where several amendments are proposed to the same text under debate, the Chairperson will decide the order in which amendments are voted upon. The Chairperson will have regard to the following principles:

- (a) Where a second amendment amends a first amendment the second shall be voted upon first. The first amendment will then be put, either with or without amendment by the second amendment, depending on the result of the first vote.
- (b) Amendments should normally be taken in the order in which they arise in the text under debate. They need not be taken in the order in which they are proposed.
- (c) Each paragraph presenting the views of AIPPI shall, when all amendments to it have been voted on, be voted on as a whole.
- (d) Each resolution shall, when voting on each paragraph has been completed, be voted on as a whole.

18.12 The Executive Committee may establish further Rules of Debate.

Rule 19 – Decisions

Decisions

- 19.1 The deliberations of the Congress, Executive Committee and - where applicable - those of the Council of Presidents should conclude with a decision, which should include, where appropriate, Resolutions and recommendations in the name of the Association as well as guidelines for any further action to be taken.
- 19.2 The editing of the texts of the Resolutions and of the recommendations will be performed by a Drafting Committee under the Chairpersonship of the Reporter General or one of the Deputy Reporters General.
- 19.3 Minutes shall be prepared in respect of meetings of the General Assembly, Sessions of the Executive Committee and the Council of Presidents, and Plenary Sessions of Congresses under the responsibility of the Reporter General. These shall contain at least the conclusions and the principal views expressed, including important minority opinions.

The Bureau is responsible for the preparation of the Minutes, in French, English and German.
- 19.4 When a vote is taken, separate counts shall be taken of votes for, votes against, and expressed abstentions. Where the Statutes and Regulations provide that the majority shall be determined on the basis of those having taken part in a vote, expression of abstention shall be regarded as a vote. For the purpose of determining quorum and decisions in the event of electronic voting, a person participating in that vote shall be deemed to be 'present'.
- 19.5 The Resolutions, recommendations and other decisions of the Association shall be communicated by the Secretary General to the National and Regional Groups.

Rule 20 - Meetings and Decisions of the Bureau

- 20.1 The Bureau shall meet upon convocation by the President, or the Secretary General, or at the request of three of its Members.
- 20.2 The Bureau may debate and vote by correspondence.
- 20.3 Each member of the Bureau has a vote which shall be independently exercised in the best interest of the Association.
- 20.4 The Bureau shall keep formal minutes of its decisions, normally prepared by the Secretary General. The minutes of the decisions shall be transparent and therefore available to the Members of the Association. However separate minutes of its deliberations shall be kept confidential.
- 20.5 Normally, the Bureau shall meet twice a year, once in conjunction with Congresses or Executive Committee meetings and once at a separate meeting determined by the Bureau.

20.6 Decisions of the Bureau shall be taken by ballot with a majority of its Members plus one vote at meetings or by correspondence.

20.7 The Quorum of the Bureau shall be two thirds (2/3) of the members entitled to vote.

20.8 Only the Bureau members shall have the right to vote at Bureau Élargi meetings.

G. PUBLICATIONS

Rule 21 - Publications

21.1 The Association shall publish by electronic or other means such of its proceedings as may be determined by the Executive Committee including:

- (a) the Reports of meetings of the General Assembly, Sessions of the Executive Committee and the Council of Presidents, and Plenary Sessions of Congresses;
- (b) Programmes, Working Guidelines, Group Reports, Reports of Members of Groups or of Independent Members, Committee Reports and Summary Reports;
- (c) Resolutions and recommendations of the Association.

21.2.1 The Bureau may supplement such publications with other documents, Reports, or observations which the Bureau has decided should be published.

21.3 The Reports of the Membership Committee shall be published as part of one or more of the Publications of the Bureau.

Rule 22 - List of Members and Directory

22.1 Each National and Regional Group shall, on request, send to the Secretary General a current list of its Members.

22.2 A list of Members of the Association shall be published at such frequency and in such manner as may be determined by the Executive Committee.

The Secretary General shall carry out the publication of the lists.

22.3 The list of Members shall only be used in the interests of the Association and under the control of the Bureau; it shall not be used for purposes other than those of the Association, and in particular shall not be used for commercial purposes.

22.4 A Directory listing all the Officers of the Association shall be published as a rule every year.

H. MEMBERSHIP

Rule 23 - Request for Recognition of National and Regional Groups and for Admission of Independent Members

23.1 Requests for recognition of a National or a Regional Group shall be addressed to the Secretary General.

The request shall be accompanied by the following documents:

- (a) the Statutes of the Group, with a translation into French, English or German, if necessary;
- (b) a list of the names and addresses of the Members of the Group and also for natural persons, their profession, and for legal entities the names of their representatives;
- (c) a list of the names of the Members forming the Council of the Group, indicating the offices held.

- 23.2 A National or Regional Group may only be recognized:
- (a) if the requirements of the Statutes, in particular Article 4.1 or 4.2, are met;
 - (b) if a confirmation of the Secretary General is submitted, according to which the Statutes of the new National or Regional Group are in harmony with the Statutes and Regulations of the Association;
 - (c) if in the opinion of the Executive Committee the new Group is viable and able to contribute actively to the promotion of the protection of intellectual property in the country, region for which it requests to be admitted.
- 23.3 Requests for admission as an Independent Member shall be addressed to the Secretary General. The request shall be accompanied by the following documents:
- (a) a curriculum vitae as well as detailed information concerning the education and professional activity of the candidate;
 - (b) the names of two Members of the Association who support the request.

Rule 24 - Members

- 24.1 Membership shall be open to any person that satisfies the requirements of Article 3.2 of the Statutes.
- 24.2 Persons residing in or having their professional or business activity principally in the same region consisting of two or more countries, where there is no National Group, may form a Regional Group of the Association. National and Regional Groups may only admit as active Members persons having their professional or business activity principally in the country, or the region of two or more countries, of the respective Group. Exceptions to this principle may be authorized by the Bureau after consulting the National or Regional Group concerned.
- 24.3 Only one Group may be recognized for a particular country or region. No Member may be an active Member of more than one Group of the Association at the same time.
- 24.4 Unless the Bureau decides otherwise at the time of the recognition of a new Group, Members previously admitted from a country covered by the new Group shall retain their membership of the Association, unless upon invitation to become a Member of the new Group they decline or fail to accept membership of the new Group within one year.
- 24.5 Persons residing in or having their professional or business activity principally in the same country may form a National Group of the Association, provided that membership of such Group is open to all Members previously admitted from that country, such Members have been informed accordingly and the formation of such Group is supported explicitly by the majority of such Members.
- 24.6 Natural persons and legal entities which have their residence or professional or business activity principally in a country where there is no National or Regional Group may be admitted as Independent Members on the proposal of two Members of the Association.
- 24.7 Each Member which is not a natural person shall be entitled to be represented at any given time by one natural person only.
- 24.8 Membership in any newly formed Regional Group shall be open to all Members previously admitted from the countries of such Group, provided that such Members have been informed accordingly and the formation of such Group is supported explicitly by the majority of such Members.
- 24.9 Before consideration by the Executive Committee of a request for recognition by a National or Regional Group, the proposed Statutes and Bylaws or Regulations of the Group shall be submitted to the Secretary General for a determination by the Bureau that they are in harmony with the Statutes and Regulations of the Association. National or Regional Groups shall also submit any proposed revisions to their Statutes, By-laws or Regulations to the Secretary General for a similar determination.

Rule 25 - Register of Members *(subject to amendments to be adopted in Singapore)*

- 25.1 The Register of Members shall be administered and kept up-to-date by the Secretary General.
- 25.2 Each National and Regional Group shall promptly, but in any event before January 15 in each year, notify the Secretary General of the names and relevant professional data of Members newly added to or deleted from their Group in the previous year, and also any other change.
- 25.3 Independent Members shall promptly notify the Secretary General of changes in their address and relevant professional data, and their resignation from the Association.
- 25.4
- (a) Independent Members in arrears for at least two years but less than four years may be suspended from Membership and all of the rights pertaining thereto until all arrears have been paid.
 - (b) Independent Members in arrears for four years or more shall be struck off the Register of Members of the Association. Such Members may, upon payment of all arrears, be re-admitted to the Association in accordance with the procedure required of new applicants for Membership in the Association.
- 25.5 Committees shall promptly notify the Secretary General of their Members and any subsequent changes.

I. SUBSCRIPTIONS AND PAYMENTS

Rule 26 - Payment of Subscriptions *(subject to amendments to be adopted in Singapore)*

- 26.1 Subscriptions to the Association are due on the first of January of each year.
- 26.2 The National and Regional Groups shall transmit to the Association the subscriptions for the Members of their Group within three months of the due date. The total amount is determined by the number of Members of the National or Regional Group on the first of January of the relevant year.
- 26.3 New members joining the Association shall pay a full year's subscription for the year in which they join if they join before the date of the annual Executive Committee Meeting or Congress of that year. No subscription shall be due from a member joining after that date.
- 26.4 Independent Members shall pay their subscription to the Association before the end of January of each year.
- 26.5 The Treasurer General shall specify the account into which the subscriptions shall be paid, and in what currency, free of costs and taxes.
- 26.6 Exceptions to this rule may be granted by the Treasurer General.
- 26.7 If a National or Regional Group does not pay its subscription, the Executive Committee may suspend that Group and its Members after arrears of two years.
- The Executive Committee may withdraw recognition from that Group and to exclude the Members of that Group after arrears of four years.
- If an Independent Member does not pay his or her subscription, the Council of Presidents may suspend that Member after arrears of two years and to exclude that Member after arrears of four years.
- 26.8 The Executive Committee may decide on a reduced rate of subscription to the Association for natural persons forming different categories of members e.g. junior members.
- 26.9 The amount of the subscriptions for Junior Members and other categories of members shall be determined by the Executive Committee, but the application of this provision rests with each National or Regional Group.

Rule 27 - Costs of Distribution of Publications

27.1 Each National and Regional Group shall indicate to the Secretary General the means to be used for distribution of printed publications to the Members of that Group.

27.2 The costs of distribution shall be charged to the respective Groups. Payment shall be made into an account to be specified by the Secretary General. The Secretary General is entitled to require advance payments from the Groups.

For Independent Members the costs of distribution shall be added as a single lump sum amount to the annual subscription.

Rule 29 - Reimbursement of Expenses

The Secretary General shall reimburse to Members of the Bureau and to representatives of the Association the traveling and hotel expenses advanced by them for performance of their duties. The Bureau shall determine the details of this reimbursement.

J. DEFINITIONS

Rule 30 – Definitions

‘Intellectual property’ within the purview of the Association shall include without limitation: patents, utility models, industrial designs, trademarks, service marks, trade names, domain names, copyright, integrated circuits, indications of source, appellations of origin, plant varieties, genetic resources, traditional knowledge and folklore and trade secrets.

‘Correspondence’ for the purpose of conducting meetings and votes shall include, mail, telephone, audio conference, video conference, e-mail, internet chat sites, and any other acceptable electronic or other means of communication.

These Regulations were adopted by the Executive Committee, under Article 6.8 of the Statutes of the Association in Paris, on May 28, 1983, and amended in Rio de Janeiro in May 1985, in Tokyo in April 1992, in Copenhagen in June 1994, in Rio de Janeiro on May 25, 1998, in Melbourne on March 30, 2001, in Lisbon on June 21, 2002, in Berlin on September 28, 2005 and in Gothenburg on October 9, 2006. They come into force in the amended form on October 9, 2006. INSERT TEXT REGARDING THIS AMENDMENT.

The President:

The Secretary General:

The Reporter General:

The Treasurer General: