

## Rules of Procedure of the IFOAM Forum of Consultants

### Name

The name of the IFOAM Group is IFOAM Forum of Consultants (IFC)

### Nature of the group

IFC is an organ within IFOAM, organizing international consultants for organic agriculture

### Objective

The purpose of IFC is

- To pursue IFOAM's objectives within advisory services related to organic agriculture
- To represent its members within IFOAM
- To represent its members to the outside
- To share information and experience, in order to improve the quality of members' organic consultancy work
- To create and benefit from synergy
- To facilitate tendering for important R&D, marketing and policy projects.

### Criteria for Membership

Members can be individuals or legal entities.

### Criteria for individuals

- The member must be a supporter of IFOAM.
- Activities of the member must be predominantly consultancy work.
- Activities must be predominantly in the organic sector.
- The member must have at least three years of proved working experience as demonstrated in the CV.
- The member must be recommended by at least one member of the Forum.
- The member must agree to abide by the IFC Code of Conduct, and confirm this agreement by signature.
- Payment of membership fee.

### Criteria for legal entities

- The member must be member of IFOAM.
- Activities of the legal entity must be predominantly in the organic sector.
- Within the legal entity the consultants should be identified. All qualified consultants must get registered.
- Activities of the identified consultants must be predominantly in consultancy work.
- They must have at least three years of proved working experience as demonstrated in the CV.
- The member must be recommended by at least one member of the Forum, outside the own legal entity.
- The member must agree to abide by the IFC Code of Conduct, and confirm this agreement by signature.
- Payment of membership fee.

The IFC Board decides upon admission of members. It may expel members that do not fulfill the membership criteria, or act against the IFC's objectives or interests. The decisions may be appealed to IFC.

### Organs

The official organs of IFC are the IFC General Assembly and the IFC Board. A coordinator carries out their decisions. The General Assembly or the IFC Board may set up Working Groups, Committees and Task Groups and delegate specific tasks or authorities to such bodies or to individuals.

### General Assembly

- A General Assembly (GA) shall be held annually.
- It is announced by email by the IFC Board, two months in advance.
- The General Assembly elects a Chair of the GA.
- The General Assembly votes by simple majority with at least 30 % of the members represented.
- Voting is open or by secret ballot, if so requested by one member.
- If the quorum has not been met, voting will be done electronically, see below.

- Members have predetermined voting rights (see the table).
- Non-members can attend the General Assembly by agreement of the GA.
- Decisions of the General Assembly are recorded in Minutes, which are refereed by the Chair and distributed to all the members and to the IFOAM Head Office.
- On written request of 25 % of the members or by IFOAM an extraordinary General Assembly shall be called.

#### E-mail Voting

- The IFC Board may initiate voting by email with at least two weeks notice and at least two weeks response time.
- One person is appointed by the Board to be in charge of the procedure (Voting Coordinator).
- Voting is open or by secret ballot, if so requested by one member. The Voting Coordinator assures confidentiality.
- Email voting is by simple majority with at least 50% of the members represented.
- Decisions of the electronic voting are recorded in Minutes by the Voting Coordinator and distributed to all the members and to the IFOAM Head Office.

On the place of the GA it was considered, as a guideline, that every three years this should coincide with the IFOAM Congress, in the other years during an IFOAM related event that is likely to draw maximum participation.

#### Election of the IFC Board

The following officers will be elected by simple majority vote at each General Assembly

- Coordinator
- Vice coordinator
- Treasurer

In addition, the GA will appoint 2 board members.

### Voting Rights

The membership is categorized with the suggested number of votes. Please note that the number of votes goes in parallel with the membership fees.

Category	Votes
Individual member	1
Consultancy of up to 2 consultants	1
Consultancy of 2-5 consultants	2
Consultancy of 5-10 consultants	4
Consultancy of 10-20 consultants	7
Consultancy of > 20 consultants	10

### IFC Board

The IFC Board decides all issues not yet determined by the General Assembly. The IFC Board has to establish rules of procedure for itself. The IFC Board takes decisions by simple majority with at least half of the members present and by open vote. On the request of three IFC Board members a meeting is called with six weeks notice.

### IFC Coordinator

The IFC coordinator translates the decisions of IFC in to action under guidance by the IFC Board. The IFC coordinator shall be the point of contact with the IFOAM Head Office, and shall be responsible for communication with the members.

### Amendments, Modifications

The IFC Board may unanimously pass provisional amendments of these rules that remain in force until the relative decision is taken by the next General Assembly. Any such amendments have to be made known to all members at least three months before they are implemented. Any modification of the rules proposed by the IFC Board should be sent to the members not less than two months before the next General Assembly. Any amendments to the rules of procedure must be approved by the IFOAM World Board before they enter into force.

### Fee Structure

There is a mandatory membership fee and an extra, voluntary EU fee, for those who want to subscribe to special services as e.g. the 'EU tender watchdog service' offered by the IFOAM EU group.

Category	Votes
Individual member	100
Consultancy of up to 2 consultants	150
Consultancy of 2-5 consultants	250
Consultancy of 5-10 consultants	400
Consultancy of 10-20 consultants	750
Consultancy of > 20 consultants	1000

### Fee structure for special services (e.g. the EU Tender Watchdog)

The EU tender watchdog service shall include a two weekly or monthly screening of EU website for tenders that are of interest for the IFC members plus a certain introduction/promotion of the IFC as a body of organic sector experts among the conventional consultancies. It is proposed for 2006 in collaboration with the IFOAM EU Group. Pending the experience the IFC should decide in 2007 (how) to continue with this.

Category	Votes
Individual member	100
Consultancy of up to 2 consultants	200
Consultancy of 2-5 consultants	400
Consultancy of 5-10 consultants	800
Consultancy of 10-20 consultants	1700
Consultancy of > 20 consultants	4000

### Communication within IFOAM

All relevant decisions shall be communicated to the IFOAM Head Office in English.

### Termination

When IFC is terminated its remaining assets shall be transferred to IFOAM.

*Approved by EB, Thies, Senegal, June 2006*