



RULES AND PROCEDURES OF THE 2015–2020 COUNCIL OF THE CONVENTION

Approved May 2, 2016

1. GENERAL

1.01 Duties:

These Rules and Procedures of the Council of the Convention (CoC) are established in accordance with the Duties of the CoC as described in [Article IX](#) of the [2015-2020 Bylaws](#).

1.02 Defined Terms

Capitalized terms not defined herein and used in the Bylaws will have the meanings given there.

1.03 Meetings: Quorum/Notes

The CoC shall meet as often as it deems necessary to fulfill the duties described herein. A majority of members shall constitute a quorum. Meetings may be held in person or electronically. Notes shall be kept of all meetings and a summary of CoC actions and decisions shall be posted to the USP website and made available to the CoC, the Board, the Council of Experts and the Convention Governance Committee.

1.04 Chair and Vice-Chair

The Convention President shall serve as Chair of the CoC and shall appoint a Vice-chair to chair all CoC meetings that the President cannot attend. This appointment shall be for a term of one year and may be renewed.

1.05 Code of Ethics

Members of the CoC are expected to adhere to the [USP Code of Ethics](#).

2. VOTING ORGANIZATIONAL MEMBERS

2.01 Membership Criteria

Factors to be considered by the CoC when evaluating potential Voting Organizational Members in USP shall include the following:

- Mission/vision/focus/breadth are compatible with USP's
- Proven performance; has made significant accomplishments towards its own mission
- Demonstrated ability to positively influence public, scientific community, and/or regulatory policy
- Sound governance structure, including appropriate board, staff, committees, etc.
- Accredited (if applicable)
- Ability to add intellectual capacity and new perspectives to USP
- Past and/or potential interactions with and contributions to USP (e.g. past performance as a Member or Observer, collaborative activities, source of volunteers)

2.02 Recommendation/Approval Process

A. Source of Recommendations

Any organization may directly request that it be considered for Convention membership. In addition, organizations may be recommended by the CoC, the Board, the Convention

Governance Committee, Council of Experts, other Convention Members or Observers, or USP staff.

B. Process

- USP staff will prepare a profile of each organization being considered for membership, based on the criteria above and any additional factors suggested by the CoC.
- From among the organizations profiled, the CoC will identify those that it supports for membership and will present to the Board a formal recommendation for membership and the rationale behind its recommendations.
- If the Board approves the CoC's recommendation, the organization will be added to the List of Voting Organizational Members (List) with the designation "invited."
- If an organization that has requested membership is not recommended for membership by the CoC or recommended by the CoC and not approved by the Board, staff will inform that organization of the decision and the rationale behind it.

2.03 Invitation Letter/Response

USP will send a letter of invitation to each "invited" entity on the List. The letter will be addressed to the executive officer and copied to any other individuals within the organization who might facilitate the appointment process. The letter will include an Appointment Form to enable the organization to name its Delegate and information about the duties and expectations of a Member/Delegate as well as the timeline (i.e. twelve months) to respond and appoint a delegate.

If USP receives the completed Appointment Form, or any other business communication accepting the invitation or appointing a Delegate, this will be considered acceptance of USP's invitation, and USP will remove the "invited" designation from the Member's name on the List.

If USP receives a 'not interested' response, it will remove the organization from the List and advise the organization of the removal.

If an organization fails to respond to the invitation, staff will send reminders throughout the twelve month period provided for appointment of a Delegate. If at the end of that period no Delegate has been appointed, the organization may be removed as a Member as provided in Section 2.05 below.

2.04 Change of Delegate/Appointment of Additional Representatives

A Voting Organizational Member may change its Delegate by submitting a new Appointment Form (preferred) provided by USP or by notifying USP of the change through a communication from its executive officer.

A Voting Organizational Member may name additional representatives with whom it wishes USP to interact; however, official Convention communications will be addressed only to the Delegate and to the organization's executive officer.

2.05 Removal for Cause

As provided in [Article III, Section 7](#) of the Bylaws, a Voting Organizational Member may be removed for cause by a two-thirds vote of the Board of Trustees upon recommendation by the CoC. "Cause" is defined as (i) failure by a Voting Organizational Member to name a Delegate within twelve (12) months after issuance of an invitation to become a Voting Organizational Member, or (ii) failure of a named Delegate to attend two (2) consecutive Regular Membership Meetings. Before recommending the removal of any Voting Organizational Member for cause, the CoC will notify that Member's executive officer and Delegate (if named) of the impending removal and the grounds on which it is based. The Member will be given 30 days in which to respond, and this period may be extended at the discretion of the CoC. If there is no response, or the response is deemed unsatisfactory, the CoC may recommend to the Board that the Member be removed.

2.06 Eligibility of Removed Member for Future Consideration

An organization that has been removed from membership shall not be precluded from reapplying or being reconsidered for membership.

3. OBSERVER ORGANIZATIONS

3.01 Criteria for Invitation of Observer

The CoC will consider an organization for Observer status by reviewing the same factors outlined at 2.01 above. An invitation may be extended to any organization the CoC deems appropriate, and may include:

- Organizations previously invited to be members but unable to accept due to their internal procedures/restrictions
- Organizations that meet some but not sufficient criteria to be invited to membership

3.02 Rules and Procedures for Observer Participation

In keeping with its mandate under [Article IX, Section 1\(c\)](#) of the Bylaws, the CoC will establish rules and procedures for [Observer participation](#). The following existing rules and procedures will remain in place unless revised or expanded by the CoC.

A. Term of Observer Status

An organization that has accepted Observer status shall remain an Observer until the end of the next Regular Membership Meeting, or until any earlier time that it requests termination.

B. Observer Benefits

- Receipt of Member Memoranda and other stakeholder communications
- Access to specific resources on USP's website
- Invitation to attend the next Regular Membership Meeting
- Participation in the Open Hearings for Resolutions and Bylaws at the Membership Meeting.

C. Observer Restrictions

- No voting rights
- No participation in Membership Meeting sessions that are reserved for Delegates only

D. Appointment of a Representative

An Observer Organization will be asked to appoint a Representative who will receive USP communications and be invited to the next Regular Membership Meeting.

4. RESOLUTIONS DEVELOPMENT

4.01 Solicitation for Submissions

No later than twelve months before the Regular Membership Meeting the CoC will solicit for resolution submissions that may advance the Purposes stated in [Article II](#) of the Bylaws. Solicitations may be extended to any entity, but will at a minimum include all Voting Organizational Members, Delegates, Observer Organizations and their Representatives.

4.02 Review and Proposal Process

- USP staff will receive and acknowledge resolution submissions, gather additional information as needed, and evaluate and submit all of them with recommendations to the CoC.
- CoC members will work with USP staff to develop proposed resolutions based on the submissions received and USP's strategic direction.
- Proposed resolutions will then be submitted to the Board and Council of Experts for resource assessment.
- USP staff will develop background and rationale statements to accompany proposed resolutions.

- USP staff will inform submitters of the final disposition of their submissions and provide a rationale if the submission(s) will not progress to a Resolution.
- All proposed resolutions will be submitted to the Convention membership, along with the findings of the Board and Council of Experts (Resolutions Report) not later than sixty days prior to the Regular Membership Meeting.

5. ENGAGING AND COMMUNICATING WITH THE MEMBERSHIP

5.01 Approaches and Mechanisms

At least annually, the CoC will conduct a review of approaches and mechanisms for engaging and communicating with the Convention membership between Regular Membership Meetings, and consider opportunities to improve the effectiveness of such approaches and mechanisms. Such approaches and mechanisms will include regular reporting to the membership on USP's activities, including an annual summary on USP's progress against adopted resolutions.