Standard Operating Procedures for the Functions of the International College of Prosthodontists

Purpose of the SOP

The purpose of this document is to ensure that all vital processes and procedures to do with the administration and running of the organization are known not only to the administrators but also to all Board members, and by extension therefore, to all members.
This document integrates the Constitution, By-Laws, Rules of Order, Term of References, and motions approved in past Board meetings.
A copy of this document will be given to newly elected Councilors and will be posted on the website.

Applicability/Scope

These procedures will apply to the following:

1. Conduct of Board Meetings
2. Structure and Functions for the Biennial Conferences
3. Procedures for Site Selection
4. Procedures for Grants and Funding
5. Criteria for Research Studies
6. Committees Appointment and Activities
7. Fiscal Management
8. Procedures for the Biennial Constituent Meeting

Review

These procedures should be reviewed biennially as the incoming Presidents commence their term of office.
LAST REVIEW: February 20, 2018

1.0 Conduct of Board Meetings

1.1 Timing and attendance

Board meetings take place annually. The meeting that occurs in a conference year is usually held for two days before the conference, and for approximately one hour immediately prior to or immediately after the last conference session, in order to introduce new Board members, to respond to any points raised at the biennial constituent meeting, and to complete any unfinished business of the meeting.

The meeting held in the interim year is usually of two days, with an additional morning if deemed necessary. The venue should be selected to contain costs, and might be coincident in time or location with other meetings or activities where a majority of ICP councilors are in attendance.

All Councilors and Officers are expected to attend all Board meetings.

AGENDA and Board Book

The creation of the Agenda and the Board Book is the ICP Secretary's task, which can be delegated to the Administration Office. If so instructed, the Administration Office will prepare an Agenda outline and forward to the Secretary for edits and additions.

A call for agenda items email will be sent to all Board Members 60 days in advance of the Board Meeting by the Administration office, upon approval of the Secretary.
A call for Committee Reports will be sent to all Committee Chair 60 days in advance of the meeting, with deadline noted, 4 weeks in advance of the Board Meeting.

A draft of the Agenda will be circulated among officers for corrections.
The Secretary will approve the final version of the Board Book.

The final edition of the Board Book will be sent to all Board Members at least 3 weeks before the Board meeting.

Procedures

Roberts' Rules of Order is used for the conduct of Board and Constituent Meetings.

Board meetings are not held electronically but decisions requiring Board approval can be made via email correspondence.

Face-to-face meetings are considered advantageous primarily for the collegiality which ensues, as well as the opportunity for debate in such a manner that neither email correspondence nor web-based meetings can replicate. This does not exclude the possibility of electronic meetings when circumstances dictate.

Board meetings are chaired by the Presidents, who decide between them which session(s) they will chair.

After a suitable Motion is proposed and seconded, in writing, debate and discussion ensues. Councilors are encouraged to reach consensus on all motions, but in the event that unanimity is not achieved, the majority decision will decide the Motion. The chair will have the deciding vote if necessary. This will also apply to electronic decisions.

Funding

The combined Board meeting expenses will not exceed 15% of the two-year gross biennial revenue.

In order to save costs, the venue of the interim meeting may be determined by whether some Councilors may already have received funding to attend a coincident conference or meeting.

The ICP will pay all accommodation and meals for the duration of the Board meetings (interim and conference). For the interim meeting only, the ICP will refund Councilors their travel expenses by calculating, on a given day, the lowest cost return economy fare, available on Expedia (www.expedia.com) from each of the Councilors' home countries. The cost of transfers and parking incurred by each Councilor will be added to this amount. Councilors residing closer to the venue will be reimbursed appropriate public or private (own transport) transportation costs. Two nights' accommodation will be reimbursed for the interim board meeting. Two nights' accommodation will be reimbursed for the conference board meeting. If a conference board meeting occurs on Sunday, a third night will be reimbursed. If any meeting is scheduled to last beyond 3pm, a third night will be reimbursed.

Minutes

The Minutes of the Board meeting shall be transcribed and provided to the Secretary and Co-Presidents for review within a 4-week target date of the Board meeting.
After final approval, they will be circulated to all Board members.

At the Constituent meeting the following documents are required:

- The agenda (prepared by the Secretary/Central Office after the Board meeting)
- The minutes of the previous Constituent meeting (prepared by the Secretary/Central Office)
- The Treasurer's report (prepared by the Treasurer after the Board meeting)
- The Presidents' report (prepared by the Presidents after the Board meeting)
- The slate of candidates (prepared by the Secretary/Central Office)
- Other documents to determined at the Board meeting

2. Procedures for the Structure and Functions for the Biennial Conferences

Organization

The incoming Presidents will appoint the standing committees in accordance to the by-laws. The incoming Presidents may also appoint ad hoc committees or charge individuals to undertake the following tasks:

- Local organizational support
- Sponsorship (in cooperation with the Chair of the Finance Committee)
- Scientific program

Sponsorship

The management of sponsorship is usually delegated to a subcommittee of the Finance Committee. Normally two co-chairs will be appointed, one to be responsible for global sponsorship procurement, and the other for local procurement. They will work closely together to avoid confusion in approaching sponsors. In addition, the committee will work closely with the sponsorship coordinator of RES, who will, if possible, attend all Board meetings.

Management and conference budget

The ICP and their appointed meeting planner (RES Seminars) will prepare a conference *pro-forma* budget to be reviewed, revised and approved by the Board. The Board has full fiscal control as well as full control over all aspects of the conference.

Conference title and branding

ICP conferences reflect the title, branding, and logo of the ICP. Recognition of the host country organization and/or institution may also be incorporated as “in cooperation with” and/or another clarification agreed by both parties. The ICP and the host country organization / institution will work together to achieve a conference which achieves the aims of the ICP and the local organization / institution.

Conference bank account and budget

Although there may be other bank accounts for the collection of Host Country fees, there is only one conference bank account and one conference budget, through which all revenue and expenses will flow. The ICP (USA) bank account will be the meeting bank account.

Registration fees and credentials

The Board will approve the fees on the recommendation of the event planner (RES Seminars) and the local organizing committee. All fees will be posted on the conference website. Host country

fees may be collected by the local organization / institution, in the local currency, and transferred to the ICP bank with registration data, prior to the meeting date. RES Seminars will manage and collect fees from all ICP members, guests and corporate partners and will prepare all conference credentials based on deposited fees and registration records.

Conference structure

Unless there are specific local conditions that dictate or allow otherwise (such as corporate forums, local organizational needs), the meeting should be a high-quality meeting of 2.5 days starting on a Thursday. If local and other conditions do dictate or allow otherwise, this must be decided four years prior to the meeting, in consultation with the meeting planner.

The meeting should be held with the cooperation of the local prosthodontic organization(s). It is preferable that the local organization does not hold its own conference during that year, but rather combines its meeting into the ICP meeting, thus ensuring local attendance. Willingness to do this will play a part in the site selection procedures.

The format will be a mix of plenary (with panel discussion) sessions and normally two concurrent sessions. The opening and closing sessions will each be a plenary session with 4-5 keynote invited speakers, followed by a panel discussion. The invited speakers should be an appropriate mix of established and emerging speakers. Normally keynote speakers will be given 30 minutes for their presentation, with a panel discussion of 15 - 30 minutes at the end of the plenary.

Concurrent sessions will commence with one keynote speaker for 30 minutes, followed by 15-minute oral presentations with no question time, but with a discussion period post-session.

The ICP's "Global Partner" program offers the sponsor a "Corporate Forum / Educational Presentation". If a Global Partner has submitted an oral presentation and this has been approved by the program committee, the Global Partner presenter will, if possible, be given a premier time-slot consideration within the program schedule.

The program committee must determine concurrent topics that will have the optimum chance of even attendance, and not one 'popular' session concurrent with one likely to be less well attended. This is important due to the amount of seating available in concurrent sessions.

There should be allowance for the following topics:

- The graduate resident case presentations
- Maxillofacial prosthodontics
- Geriatric and Special Needs Dental Care.

Participants submitting an oral abstract (according to the pre-determined session topics) and who are not chosen to present are encouraged to submit their paper as a poster presentation. In order to provide this information in a timely manner, the deadline for oral abstract submission will be no less than 5 months prior to the conference. The program chairs will then review and select those abstracts for inclusion within 3 weeks, and inform the meeting planner to notify the presenters accordingly.

Participants submitting poster abstracts are encouraged to submit the poster in its final form in PDF format at least 60 days prior to the meeting to assist the judging process. Discretionary Flexibility exists with this deadline. The authors of posters are to be given the opportunity to *not* be considered for the poster competition. The deadline for poster abstract submission will be no less than two months prior to the conference.

All oral and poster presenters must be *bona fide* members of the ICP and pay registration fees and receive no honorarium.

Participants accepted for oral and poster presentations will have the opportunity to edit their abstracts up to 6 weeks prior to the conference.

Audio-visual

Program chairs should be advised of the audio-visual requirements and especially if there are constraints such as, for example, the screen ratio, taking into consideration the meeting spaces and costs. Normally speakers would be advised to prepare at a 16:9 ratio, as this can be modified easily into a 3:1 or 4:3 ratio.

Invited keynote speakers and topics

The program chairs, in consultation with the Presidents, will determine the topics for the plenary and concurrent sessions, and decide on the invited speakers. Invited speakers should be made aware of the conditions of their invitation as set out below, so that, once they have accepted they can be included in promotional material for the conference.

It is encouraged that program chairs choose keynote speakers from within the membership of the ICP, but to ensure latitude for the program chairs to invite renowned speakers, ICP membership is not mandatory. However, invited speakers who are not ICP members will receive only limited honoraria and will not be fully reimbursed for all their expenses.

Although it is considered an honor to be invited as a keynote speaker, those who are members of the ICP will nevertheless not pay a registration fee and they and their guest will be invited to the Presidents' dinner.

The Board will decide on a budget for invited speakers who are not members of the ICP at each preceding conference Board meeting, from which they can reimburse non ICP keynote speakers. These invited speakers will receive free registration and a contribution to their travel and accommodation expenses to a maximum of USD $2,000. They and their guest will also be invited to the Presidents' dinner. (Note: the practice of granting non-ICP invited speaker's free membership has not proved to be productive as very few speakers have continued with their membership.)

Any accompanying guests of invited speakers will be required to pay guest fees, social outing and other elective fees.

Session moderators
The program chairs will recruit conference moderators, advise as to their responsibilities, and submit to the ICP meeting planner at least 30 days before the conference.

The Presidents will open the conference and present and thank the Program Chairs. The President's will then moderate the first plenary session.

The Vice-Presidents (incoming Presidents) will chair the final plenary session and close the conference. There will normally be an audio-visual presentation of the venue of the next conference at this time.

There will be two moderators for each concurrent session. One will usually be suggested by the local organizing committee, and the other will be selected from the following:

- Current Officers and Councilors
- Past Officers and Councilors

Poster competition

The Education and Research Committee will appoint judges to judge posters according to a rubric. A preliminary list of likely award candidates should be drawn up in advance if possible, based on the electronic submission of the poster. During the Poster Session, the committee must ensure that all poster presenters are given an opportunity to interact with at least one of the poster judges, provided that they are present and at their posters during that session.

A number of local posters will compete for a dedicated local poster prize. The number of local poster prizes will be determined by the proportion of local poster submissions relative to the total of all submissions.

A total amount of $10,000 is to be allocated for poster prizes. Every effort is to be made to obtain sponsorship for this amount. If sponsorship is obtained, that sponsor will be designated as the "Poster Award Sponsor". Awards will be presented at the conference banquet, in conjunction with a representative from the Poster Award Sponsor (if available).

Banquet

Although the banquet is not included in the registration fee, it presents the only opportunity for certain activities to occur. Therefore, consideration should be given at each review of these SOPs to including this function in the registration fee, to encourage all to attend.

The following activities will take place at the banquet (apart from the wining, dining, and entertainment):

- A brief welcome from the Presidents
- A roll call of participants, country by country
- The announcement and presentation of the poster prizes
- The announcement of any research and education grant awards

- The inauguration of the incoming Presidents

As a tradition, if Prof Gunnar Carlsson is present and able and willing, a brief poetic summary of the conference will be presented by him.

Presidents' dinner

At each conference, at a suitable time, usually the evening before the registration reception, the current Presidents host a dinner to which the following persons are invited:

- The current Board of Councilors and their accompanying guest
- All past Presidents and their accompanying guest
- All invited speakers and their accompanying guest
- The President of the Local Sponsoring Prosthodontic Organization and their accompanying guest
- A representative from each of the major sponsoring companies and their accompanying guest

A welcome speech will be given by the Presidents, which will include thanks and individual recognition to each of the major sponsors.

3. Procedures for Site Selection

Guidelines for the Presentation of Initial Proposals

Geography

ICP meetings should rotate systematically through the following regions:

Region 1:	The Americas
Region 2:	Europe/Africa/Middle East
Region 3:	Asia/Orient/India/South Pacific

It is recognized that within these regions there are also North/South divides, and these should be taken into account when selecting specific countries.

Membership support

Local country organizations have the potential to provide large numbers of delegates, and often ensure the success of a conference, especially in countries susceptible to the vagaries of travel. Therefore, all meetings should be held in cooperation with the local Prosthodontic organization(s), and that organization should be encouraged *not* to hold its own separate conference in that year. This is an important aspect of site selection.

However, this must not exclude the possibility of a country proposal with small numbers of local support, as this does not necessarily equate with a poor conference and should be considered where membership development is important.

Membership development

At times, a country may be of strategic importance in terms of the goals of the ICP with respect to membership development. There may be small numbers of members but large numbers of prosthodontists, without whom the ICP cannot be considered a truly global organization. Therefore, it may be wise to propose such countries on a fairly regular basis, perhaps alternating with countries of known support, until such time as the ICP membership better reflects the distribution of prosthodontists worldwide.

Sponsorship

A country proposal must also take into account the support from industry that is vital for a successful conference. Industry should be consulted early on for their views of a country proposal but should have no part or veto in the final decision.

Guidelines and Process for Site Evaluation and Selection

Environment

The location should provide a pleasant and safe setting, with preference given to a resort area. Climate and weather conditions at meeting time must also be considered. To entice international travelers, the value of "market appeal" should not be under-estimated, as attendance does seem to correlate with well recognized destinations.

Accessibility

The site should be easily accessible via international and national commercial airlines. Ground travel after air travel should be minimal.

Accommodation

The conference venue must be affordable and have an adequate number and size of meeting rooms to handle the various ICP conference needs. Preferably a variety of accommodation of varying price should be available within a short distance of the main conference venue. A sufficient number of rooms should be reserved at the preferred hotel to provide accommodation for the majority of expected delegates who make advanced reservations at the conference site.

Related activities

A number of interesting activities (recreational or cultural) should be available. Sightseeing of historic places, museums or scenic areas in addition to tourist activities should be available. Adequate opportunity for both organized functions and free time activities for delegates and spouses should be easily available

Site contract

A country and first-choice city will be chosen six years in advance. The meeting planner will commence with preliminary site selection, based on the stipulations provided in this document.

At the Board meeting four years in advance, the meeting planner will present proposals for consideration, usually a choice of at least three sites. The Board will then recommend to the Constituent meeting one of the sites. Initial contracts are signed soon after this meeting.

The Board approves program logistics and Social venues two years in advance.

Policies for engaging regional organizations

It is the policy of the ICP to encourage student and general local participation by offering registration fees in line with local fees where these are normally less than the ICP conference fees.

4. Procedures for Grants and Funding

Grants made for Education - ICP Education Grant Awards

Between January and April of the year between ICP Biennial meetings, the ICP membership will be solicited to submit **ICP Education Grant Awards**. Grants will be directly to the ICP Administration Office at ICP@icp-org.com, who will forward the grant request to the Education Grant Chair. The members of the ICP Education and Research Committee selected by the Chair of the Committee will constitute the Selection Committee. A full review will determine whether the proposed program meets the educational mission and objectives of the ICP. The ICP Board of Councilors will receive the recommendations of the Education and Research Committee members and will make final award decisions.

Application materials and additional information may be found at the following link:

https://www.icp-org.com/Research_Grant_Program/Education_Grant_Program.html

Guidelines

- Funds may be requested for a wide range of prosthodontic education. A full description of the course content as well as the course objectives and outcomes is to be provided.
- Funds may be requested for a start-up education program as well as a mature program with a history of success.
- A full description of the outcome measures to assess relevance and benefits of the program that meets the ICP's goals will be required.
- An agreement from the program promoter that both entities will share information and review cost-benefit report following the education event.
- A plan from the program promoter exists for continuation of the program beyond the initial program sponsorship application. While each request will be reviewed on its merits, this is a criteria in the application for funding.
- Agreement from the education program promoter that preference is given to participants who are ICP members.
- Agreement from the program promoter that recognition of the ICP sponsorship be provided, e.g. display of the ICP logo along with oral acknowledgement.
- An agreement is provided that following conditional approval of co-sponsorship, no funding will be disbursed until other (industry) co-sponsorship has been committed and validation of such sponsorship is supplied.

Travel Stipends - YPE Workshop

Travel stipends will normally be budgeted for YPE participants from low-income countries (as defined by the United Nations) to attend the YPE workshops. The Chair of the Education and Research Committee will receive the applications and make recommendations to the Committee, and thereafter to the Treasurer. The final decision for support will be made by majority vote of the Board.

The following will be the broad criteria to be applied:

1. A letter from your Head/Chair of Department confirming that you hold an academic position.
2. Acceptance letter/email proving that the applicant has been accepted to attend the YPE workshop.
3. Applicant will be asked to state their motivation for funding assistance along with acknowledgement that the applicant will spend $300 USD of their own funds for travel.
4. An estimate of economy round-trip air fare in USD from the applicant's city of residence to the YPE location city.
5. Confirmation that you are a member of the ICP.

Procedure for YPE Participant Travel Funding

1. The website directs applications for funding to the Chair of the Education and Research Committee. The website also gives a deadline.
2. For applicants who are eligible, determine the cost of an economy return air fare to the YPE location city using a site such as Expedia
3. Determine the amount to be contributed by each applicant. Confirm that the applicant is an ICP member. Student members of the ICP are not eligible for travel awards.
4. Successful applicants will be notified by the Chair of the Education and Research Committee and will be asked to work with RES Inc regarding disbursement of funds.
5. Disburse funds according to their individual costs and the budget allowance, in whatever manner suits each of the applicants' own circumstances. Since applicants may come from different countries, travel awards may be for different amounts.

Grants made for Research - ICP Research Grant Awards

Between January and April of the year between ICP Biennial meetings, the ICP membership will be solicited to submit **ICP Research Grant Awards**. Grants will be submitted through the ICP web site and directed by RES Inc to the Chair of the Education and Research Committee who will establish a grant review committee according to the expertise needed to review the submissions.

Application materials and additional information may be found at the following link:

https://www.icp-org.com/Research_Grant_Program/Research_Grant_Program.html

The following will be the broad criteria to be applied:

- Contribution to the advancement of Prosthodontics globally
- Inclusiveness of participation (reduction of barriers financially and geographically)
- Appropriateness of the research; for example, in terms of the acquisition of skills, access to equipment, realistic time available
- Possibilities for the dissemination / use of skills acquired
- Likelihood of successful completion of the project (investigator, facilities, mentor, track record, etc)
- Overall benefit / risks to the ICP
- Applicants must be Constituent Members of the ICP. Student members are not eligible.

Grants will be first assessed by the Education and Research Grant Review Committee which will make recommendations to the Board of Councillors. Final funding decision will be by a majority of the Board. Multiple awards may be made but no recipient can apply for more than one award in any award period (2 years).

Successful applicants will be notified by the Chair of the Education and Research Committee, and will work with RES Inc for dissemination of funds. Recipients of Research Grants are expected to present their work at the following ICP Biennial Meeting. Additional funds of up to 1000 USD will be made available to each award recipient in the form of a travel stipend for them to present their funded research at the next ICP biennial meeting.

1. The travel award is for the principal investigator on the award only.
2. The travel award can be used only to offset travel and lodging expenses to attend the next biennial ICP meeting (use of funds cannot be deferred)
3. To receive the award, the principal investigator must make an oral or poster presentation of the research for which the research award specifically was made.
4. A check for $1000 USD will be given to the principal investigator at the ICP meeting. Funds will not be disbursed before the ICP meeting.
5. Travel grant recipients must register for the ICP meeting at their own expense.

A template form for ICP Research Grant application reviewers to utilize is below.

ICP Research Grant Program
International College of Prosthodontists

Evaluation Form

Project Title:

Evaluator Name:

1. Significance to Prosthodontics (40%) of 40
Comments:

2. Scientific Merit

Literature Review/Introduction (15%) of 15
Comments:

Experimental Design and Materials (15%) of 15

Comments:

Proposed Data Analysis (15%) of 15
Comments

3. General
(e.g., budget justification, adherence to grant guidelines.) (15%) of 15
Comments:

Total of 100

Recommendation for funding: __High __Medium Low
Overall Assessment: __Excellent ___Good __ Fair ___Poor

Amount of funding requested USD:

Amount of funding you think worthy USD:

Grants made for Research - Ivoclar Vivadent/ International College of Prosthodontists Research Fellowship in Dental Restorative Material Single Award of $40,000 (contingent upon renewal of Ivoclar's support)

Sometime between January and April of the year between ICP Biennial meetings, the ICP membership will be solicited to submit **ICP/Ivoclar Research Grant Awards**. Grants will be submitted through the ICP web site and directed by RES Inc to the Chair of the Education and Research Committee who will establish a grant review committee according to the expertise needed to review the submissions. Application materials and additional information may be found at the following link:

https://www.icp-org.com/Fellowship/ICP_Ivoclar.html

The following will be the broad criteria to be applied:

- Contribution to the advancement of Prosthodontics globally
- Inclusiveness of participation (reduction of barriers financially and geographically)
- Appropriateness of the research; for example in terms of the acquisition of skills, access to equipment, realistic time available
- A key component of this award is that a strong role of an established mentor must be clearly documented. The mentor and the applicant are expected to work closely together and the proposed mentor must have a proven track record of effective mentorship in a research setting.
- Possibilities for the dissemination / use of skills acquired
- Overall benefit / risks to the ICP
- Applicants must be members of the ICP. Student members are not eligible to be applicants. Mentors do not have to be members of the ICP.

Grants will be first be assessed by the Education and Research Committee ICP/Ivoclar Grant Review Committee which will make recommendations to the Board of Councillors. Final funding decision will be by a majority of the Board.

Successful applicants will be notified by the Chair of the Education and Research Committee and will work with RES Inc for dissemination of funds.

A template for ICP/Ivoclar Research Grant Reviewers to utilize is below:

ICP/Ivoclar Research Grant Program
International College of Prosthodontists

Evaluation Form

Project Title:

Evaluator Name:

1. Significance to Prosthodontics (40%) of 40
Comments:

2. Scientific Merit

Literature Review/Introduction (15%) of 15
Comments:

Experimental Design and Materials (15%) of 15

Comments:

Proposed Data Analysis (15%) of 15
Comments

3. General
(e.g., budget justification, adherence to grant guidelines.) (15%) of 15
Comments:

Total of 100

Recommendation for funding: __High __Medium Low
Overall Assessment: __Excellent ___Good __ Fair ___Poor

5. Criteria for Research Studies

In October 2015, the ICP Board has agreed on a set of criteria that should be fulfilled before releasing our members' emails for research purposes.

1. The proposed research must have been reviewed and approved by an independent ethical review board / committee.
2. The method of randomization should be clearly stated.
3. The introductory letter to potential participants should include information about the study, how the data will be protected for anonymity, and any obligations on the part of the participant. It should also clearly state that once the recipient agrees to be a participant, this is understood to be their informed consent to the study.
4. The study should not bear the name or acronym of the College, but can state that approval had been obtained.

6. Procedures for Committee Appointments and Activities

General

In the period following the biennial conference and before the official commencement of office of the incoming Presidents, they will determine the composition of each of the committees of the organization, according to the Constitution.

A chair or co-chairs for each committee will be appointed and their *modus operandi* determined; for example, communication within and between committees, reporting lines, and so forth.

The President or Co-President will announce the Committee appointments to each Committee member through the administrative office (RES) via email. The announcement will include the email address of the Chair and all Committee members to facilitate easy communication.

Committees may make use of whatever means of communication they deem appropriate and the ICP will assist in terms of electronic web-based meetings as necessary.

NOMINATING Committee

Elections to the Board of Directors takes place at the biennial meeting.
The Nominating Committee shall make nominations for all positions of officers and councilors of the college.

The procedure and its timeframe is the following:

1. A recruiting campaign will be launched via email 6 months before the Constituent meeting. This action is neither automatic nor mandatory. The Nominating committee will ultimately decide on its opportunity.

Invitations for Board Member nominations are also always posted on the ICP website. The application form for nomination can be found on the website, on the Member Page under Nominations Icon, or can be requested from the Administration Office.

2. The Nominating Committee will accept application until 90 days before the Constituent meeting. The Nominating Committee has the power of actively seek candidates.
Nomination Acknowledgement Letters will be sent to the Nominee and Nominator.
A spreadsheet of all nominees will be created by the Administration Office and maintained to provide easy Committee review, taking consideration of geographic/regional distribution of three regions: Asia/Australia, Europe/Africa, North and South Americas/Canada

3. The Nominating Committee will review the credentials of all candidates, i.e. verify with the help of Central Office that each applicant has been a continuous member for 6 years and he/she has attended at least two meetings

4. The Nominating Committee will decide whom to accept or refuse within 15 days, via internet meeting or email exchange, based on the criteria approved on the Terms of Reference 2.3.

5. The Nominating Committee will present its recommendation to the Board for a confirmation vote (email to all Board members).
Nomination Acknowledgement Letters will be sent to the Nominee and Nominator.

6. The Board, through an email exchange will vote on the proposed candidates

7. The nominated candidates will be posted by Administration Office on the website 60 days before the Constituent meeting.
A NewsFlash will be sent to the ICP Membership announcing the Nominees, with links to their CV, 60 days in advance the Biennial Meeting.
Nomination Status letters will be emailed to all nominees, prior to the Biennial meeting.

8. The Secretary will prepare for the ballot at the Constituent meeting
A list of Nominees will be posted at the Biennial Meeting for member review, prior to vote.

7. Procedures for fiscal management

The ICP is a not-for-profit organization. Revenue is from membership fees as well as from any surplus resulting from the biennial conferences, which is an integral revenue resource that maintains the assets needed to support the organization's mission and goals.

Over and above the functions and duties of the Treasurer and Finance Committee as set out in the Constitution, proposals for the disbursement of the assets of the organization in excess of the reserve, must be made biennially at the conference board meeting, to allocate funds for the following:

- Administration
- Seed funding for the next conference
- The Education and Research Fund.

8. Procedures for the Biennial Constituent Meeting

AGENDA

The creation of the Biennial Constituent Meeting Agenda is the ICP Secretary's task, which can be delegated to the Administration Office.
If so instructed, the Administration Office will prepare an Agenda outline and forward to the Secretary for edits and additions, in conjunction with the Presidents.

The constitution specifies which items must be included in the Agenda for these meetings, but normally the agenda and proceedings are as follows:

1. Welcome and approval of the agenda
2. Any additions to the agenda
3. Approval of the minutes of the previous meeting (which will have been posted on the website)
4. Presidents' report (this is a verbal report, covering the activities of the Board for the previous two years)
5. Treasurer's report (this is a verbal report, which will refer to the audited accounts of the previous two years, request approval thereof, request approval to re-appoint auditors, refer to the budget projections for the current and next year, and request approval for any items arising from the Board meetings, such as increases in dues).
6. Other reports as determined by the Board
7. Amendments to the Constitution, By-Laws or Rules of Order
8. Election of Officers and Councilors
9. Other Business
10. Closure

The Agenda of the Constituent meeting is not discussed at the Board meeting.
It is prepared by the Secretary in conjunction with the Presidents

MINUTES

The minutes of the Biennial Constituent Meeting will be posted on the Member Page under Documents. The Minutes will include an appendix of all reports presented at the Constituent Meeting.

9. Procedures for the Biennial President's Banquet Ceremony

An ICP past President will be Master of Ceremony (MoC).

Portrait photos of the current Presidents will be on screen.

MoC will say a few words about the current Presidents, presenting their achievements during their presidency, one at a time.

MoC will ask the two current Presidents to stand forward on stage and get recognition from the audience.

MoC will then announce the elected Presidents.

Each current President will present one elected President, saying a few words on his/her character and career, with his/her portrait photo on screen.

After that, the MoC will call the elected Presidents to give their speech to the audience.

MoC will then declare the actual change of Presidency by transferring the medals.

Each medal will be exchanged by the call of the Master

The four Presidents will be on stage together for photos, with and without the Master of Ceremony.

The two new Presidents will be photographed together for Newsletter and Website

The ICP board may be standing on the stage.

END Standard Operating Procedures