

ISPRM COMMITTEE OPERATIONAL GUIDELINES - STATUTES COMMITTEE

27 March 2018

1. Name

Statutes Committee

2. Purpose

To assist the International Society of Physical and Rehabilitation Medicine (ISPRM) in achieving its mission through maintaining up to date enabling governance documents.

3. Goals

- a. To ensure that the Statutes and Policies and Procedures of the ISPRM are congruent with the aims, goals and transactions approved by of the Assembly of Delegates, as they are the operational basis of the Society.
- b. To ensure that the Statutes and Policies and Procedures have consistent statements, and thus to avoid the operational confusion that can result from contradictory statements.
- c. To ensure that meetings are conducted in accordance with Assembly of Delegates approved policies and procedures.
- d. To ensure that the ISPRM Committees act in accordance with the approved statutes and policies and procedures.
- e. To participate in the review and revision of existing statutes and policies and procedures at the request of the President, President's Council, Executive Committee and/or the Assembly of Delegates.
- f. To propose changes to existing policies and procedures designed to improve the operation of the Society.
- g. To submit an annual report to the Executive Committee and/or Assembly of Delegates.

4. Membership

- a. **Number:** Chair and an unlimited number of additional members.
- b. **Mechanism of selection:** Chair and members to be recommended by the President and approved by the Executive Committee.
- c. **Eligibility:** ISPRM members in good standing who through other ISPRM activities have demonstrated well-developed attention to detail, ability to author clear statements reflecting the suggestions of others and prompt completion of assignments.
- d. **Terms of appointment:** Two (2) years with no limit on the number of additional terms.

5. Organizational structure

The committee will have a Chair and committee members working together to accomplish its work.

6. Reporting mechanism

The committee will submit its proposals to the President's Cabinet at least 120 days before the date of their expected approval.

7. Required resources

Central Office support to coordinate the distribution of the proposals of the committee to the President's Cabinet and Assembly of Delegates.

8. Procedures

- a.** Periodic review of the Statutes and Policies and Procedures of the ISPRM to assure they are congruent with the aims, goals and transactions approved by the Assembly of Delegates.
- b.** Periodic review of the Statutes and Policies and Procedures to assure they do not have contradictory statements that could contribute to operational confusion.
- c.** Oversight of meetings to assure they are conducted in accordance with Assembly of Delegates approved policies and procedures.
- d.** Review reports, documents and motions of ISPRM committees to assure they are in accordance with the approved Statutes and Policies and Procedures.
- e.** Review and revision of existing Statutes and Policies and Procedures at the request of the President, President's Cabinet, Executive Committee and/or the Assembly of Delegates.
- f.** Development of changes to existing Policies and Procedures designed to improve the operation of the Society.
- g.** Submission of an annual report to the Executive Committee and/or Assembly of Delegates.