

**RULES OF PROCEDURE OF THE
DIVISION OF HISTORY OF SCIENCE AND TECHNOLOGY
OF THE INTERNATIONAL UNION OF THE HISTORY AND
PHILOSOPHY OF SCIENCE AND TECHNOLOGY (IUHPST/DHST)**

Approved by the General Assembly, Rio de Janeiro, 26 July 2017

Registered in Paris, 17 May 2018

1. ORGANIZATION AND RESPONSIBILITIES

1.1. The powers and responsibilities of the General Assembly of the IUHPST/DHST are defined in the Statutes. The working languages of the General Assembly are English and French.

1.2. The Council of the IUHPST/DHST, in addition to the obligations defined in the Statutes shall:

- a) implement the decisions of the General Assembly, and apply the general policy of the IUHPST/DHST as determined by the General Assembly;
- b) receive and report on applications for full or associate membership of the IUHPST/DHST; consider and make recommendations to the General Assembly on proposals for the establishment of Sections and Commissions;
- c) ensure that all Ordinary Members receive a statement of the receipts and expenditures incurred during each year, as well as items of information such as reports of past meetings, announcements of forthcoming events, etc.;
- d) appoint representatives to scientific and scholarly bodies outside the IUHPST/DHST. Subject to adequate financial support being available, such persons are expected to participate in the business meetings of these bodies and to report back to the Council;
- e) report on its activities to the General Assembly.

1.3. The individual responsibilities of the Council members are defined as follows:

- a) the President acts as Chair of the IUHPST/DHST's General Assembly, Council, and Executive Committee. The First Vice-President or another officer present designated by the remaining members of the Council, shall deputize in his/her absence. All decisions which affect the policy and financial activity of the IUHPST/DHST shall be approved by the majority of the Executive Committee. In cases where that Committee is equally divided on a decision of this nature, the President shall have an additional casting vote.
- b) the Secretary General or, in her/his absence, another member of the Council acts as Secretary of the General Assembly, Council, and Executive Committee. Under the authority of the President, she/he is responsible for conducting the ordinary business of the IUHPST/DHST, and keeping its records. The Secretary General and the Assistant Secretary General shall be responsible for the official website of the IUHPST/DHST. The

Secretary General shall prepare the agenda and is responsible for the Minutes of the Sessions of the General Assembly and the meetings of the Council and the Executive Committee.

- c) the Treasurer is responsible for the financial administration of the IUHPST/DHST, and for keeping its accounts.
- d) the other members of the Council have the right to vote on all proposals; unless the Council decides otherwise they have no permanent responsibilities.

1.4. The Scientific Sections have no responsibility to the IUHPST/DHST other than those specified in Article 6 of its Statutes.

1.5. Funds made available by the Council to Commissions and Sections shall be administered by each of these bodies independently, for purposes consistent with the aims specified in Article 1 of the Statutes. A financial statement of all expenditures of such funds incurred during each year together with all relevant receipts shall be submitted to the Treasurer and Secretary General of the IUHPST/DHST on or before a date notified by the Treasurer and Secretary General. Only in cases where the Council has given prior approval shall payments be made towards travelling expenses of the officers of Commissions and Sections as well as members of the Council.

2. NOMINATIONS, ELECTIONS AND VOTES

2.1. A valid nomination for the Council shall consist of a brief written statement of nomination from at least one Ordinary Member, a one-page Curriculum Vitae of the nominee, and a letter from the nominee confirming willingness to serve in the post for which she/he is nominated. The Nominations Committee (Article 21 of the Statutes) shall verify the validity of the nominations it receives. It shall use its best endeavors to ensure that it receives at least two nominations for each elective office, and that the nominations have regard to the principles of gender balance and cultural diversity enunciated in Article 1.e. of the Statutes. For this purpose it shall if necessary solicit further nominations from Ordinary Members, and suggestions from Sections and Commissions, until no later than four months before each Ordinary Session of the General Assembly. It shall then have the list of valid nominations, with the mention of the nominating Ordinary Member or Members for each nomination, dispatched to Ordinary Members, Sections and Commissions, as well as to the members of the Council through the Secretary General no later than three months before each Ordinary Session of the General Assembly.

2.2. The Secretary General shall communicate the final list of candidates for all posts to Ordinary Members, Sections and Commissions, as well as members of the Council, by noon on the day following the expiry of the deadline for nominations by Ordinary Members (Article 21 of the Statutes).

2.3. Before voting for the election of Council members begins, the President shall call for the nomination of three scrutineers by Members of the General Assembly. Each nomination shall be made by at least two members of the General Assembly. The nominations shall be approved by a vote of the General Assembly. No candidate for an elected office may be a scrutineer. After each vote the scrutineers shall check the validity of all ballots received and

count the number of votes for each candidates and also the number of invalid ballots. They shall then report in writing to the President, who shall announce the results to the General Assembly.

The votes for electing the President-Elect, Vice-President, Secretary General, Treasurer, Assistant Secretary General and Assessors shall be conducted separately and by secret ballot. Except in the case of assessors, an absolute majority of the votes cast shall be required for election. If the election is not achieved after two ballots, the candidate receiving the smallest number of votes in the second ballot shall be removed from the list. This procedure shall be repeated until a result is obtained. Any ballot form showing votes for more than one name shall be invalid.

In general, the election of assessors shall take place through a single ballot. Each voter makes a mark against the names of a number of candidates, which number must not be greater than the number of assessor posts to be filled; ballots with marks exceeding this number are invalid. The scrutineers then list candidates in descending order of the number of votes they obtain. The candidates occupying the number of places at the top of the list equal to the number of posts to be filled are declared elected. If it is not possible to make a choice of the candidate elected with the lowest number of votes because two or more candidates have this number of votes, one or more further ballots shall be held for those candidates following the procedure for the other offices laid down in this article.

Any problem arising during balloting shall be resolved by a ruling from the President of the IUHPST/DHST. Any challenge to the President's ruling shall be made orally at the time the ruling is given. The challenger shall state her or his objection and propose an alternative ruling, and the President shall then reply. During this discussion, which shall last no more than ten minutes, the First Vice-President shall act as chair. If the objection has not been withdrawn after ten minutes have elapsed, a vote shall be taken and the President's ruling shall be declared upheld unless at least two thirds of those voting vote in favor of the challenge.

2.4. A proposal or motion not included in the agenda of a Session can only be submitted to discussion and vote of the General Assembly if it is proposed by at least two Members of the General Assembly. The minutes of all Sessions shall record all such proposals and motions, with the names of the members who proposed them and the number of votes cast in favor and against each proposal or motion, in the same way that they shall record all votes concerning matters mentioned on the agenda.

2.5. The English and French texts of these Rules of Procedure are equally valid. Any dispute arising over the interpretation of the Statutes and Rules of Procedure of the IUHPST/DHST during a Session of the General Assembly shall be decided by a ruling of the President. Any challenge to the President's ruling in this case shall be made according to the procedure laid down in Rule 2.3. Any dispute arising over the interpretation of the Statutes and Rules of Procedure during the period between two Sessions of the General Assembly shall be decided by the Council.