

1. MEMBERSHIP

There shall be only one Full member (National Metrology Institute, NMI) per country

1.1 ADMISSIONS

- Applicants shall send a formal application letter to the President and the Secretariat
- The Steering Council (Council) shall review the application letter.
- If the application letter is missing information, the Secretariat shall contact the applicant for clarification.
- If an application letter meets the admission requirements, the Council shall propose a resolution recommending the acceptance of the application to the General Assembly (GA) for decision.
- The GA shall decide on admission of the applicant.
- The Secretariat shall record the decision of the GA and notify the applicant.

Application letters shall identify a primary contact, indicate agreement to abide by the SIM Bylaws, confirm understanding of Member Fee obligations and include:

FOR FULL MEMBERSHIP

- a verifiable statement of official designation by their government authority as the NMI or equivalent for their country
- a formal and verifiable appointment of a voting delegate for the GA, including by electronic voting.

FOR ASSOCIATE MEMBERSHIP

- For NMIs: a verifiable statement of official designation by their government authority; or
- For NMI-DIs: a verifiable statement of official designation by their Full Member or NMI member; or
- For International Organizations & their DIs: a verifiable statement of status within the CIPM-MRA.

FOR AFFILIATE MEMBERSHIP

- a statement of similar or complementary interests and objectives to SIM

1.2 WITHDRAWALS or CHANGES

- A member who wishes to withdraw or change its Member category shall send a formal letter to the President and the Secretariat
- The member shall identify all positions within SIM held by representatives of its organization.
- The Council shall review requests for a change in Member category.
- If the request meets the requirements for a change in Member category, the Council shall propose a resolution recommending the acceptance of the change in Member category to the GA for decision.
- The GA shall decide on requested change in Member category.
- The Secretariat shall record the decision of the GA and notify the member.
- The Council shall review and acknowledge withdrawals.
- The Secretariat shall notify the GA of withdrawals.
- If the withdrawal or change in Member category creates vacancies in positions elected by the Council or the GA, the Secretariat shall notify the Elections Commission (EC)

1.3 EXCLUSIONS

- If a serious breach of obligations occurs, the Council shall discuss the exclusion of a member.
- If exclusion is warranted, the Council shall propose a resolution recommending the exclusion to the GA for decision.
- The GA shall decide on exclusion of the member.
- The Secretariat shall record the decision of the GA and notify the member.
- If the exclusion creates vacancies in positions elected by the Council or the GA, the Secretariat shall notify the EC.

2. GENERAL ASSEMBLY

- The General Assembly (GA) shall be convened at least once per year.
- The GA can be convened, in-person or virtually, in:
 - Closed sessions: which are restricted to Full and Associate Members and the Council members, and other participants invited by the Council; or
 - Open sessions: which are the GA meetings, and which are open to all registered members and interested parties.
- Each Full Member can appoint only one voting delegate to participate in the GA.
- Full Member Delegates shall provide verifiable information of their status, such as the relevant national act or an official appointment to their position or nomination letter, to the Secretariat in advance of their participation in a GA session.
- The Secretariat shall verify and record the Full Member Delegates present in each GA session, including the following information: NMI/COUNTRY, NAME, VERIFIED IDENTIFICATION, VERIFIED ACCREDITATION
- To convene the GA, verified Delegates from more than 50% of the Full Members shall be present.
- Only verified Full Member Delegates may vote on decisions of the GA
- Full Member Delegates may be supported at closed sessions by no more than 2 advisors or experts.
- The President, or delegate, shall chair the GA session.
- The President shall prepare the agenda for the GA session.
 - The President prepares a draft agenda two months before the GA and circulates to the Council.
 - The Council members review the draft agenda and provide comments, if any, to the President and the Secretariat within two weeks
 - The Secretariat circulates the draft agenda to the members at least one month in advance of the meeting. Members can provide comments within two weeks.
- Members may propose items for discussion and voting in advance, to be included in the agenda. Other business for discussion may be included during the GA sessions.
- The GA shall decide on the admission of new members prior to new business. Once a new member is admitted, their verified Delegate shall participate in the GA sessions with the rights associated with their membership category.

- The Secretariat, or a person designated by the President, shall prepare the formal minutes and resolutions of the GA sessions:
 - The Secretariat circulates the draft minutes to the Council members within one month of the GA session.
 - The Council members review and comment within 30 days of receiving the draft minutes.
 - The Secretariat circulates the draft minutes to members, within one month following the Council review, for review and comment within 30 days of receiving the draft.
 - The President presents final minutes at the next ordinary GA session for approval.
 - The President and another Full Member Delegate, designated by the GA and present in the GA session of the referred minutes, shall sign the minutes to record the GA approval of the minutes.
- In exceptional circumstances, at the request of a simple majority of SIM Full Members or by the Council, an extraordinary GA session may be convened.
- The President shall notify members of the extraordinary GA session, including the purpose, the circumstance, the proposed date, and the proposed agenda.
- Members may present a proposal to host the next ordinary GA session; the host of the ordinary GA sessions is expected to be rotated among the five SIM sub-regions.

2.1 HOST RESPONSIBILITIES

- The host member shall identify a point of contact to plan the GA sessions and associated meetings and to coordinate with the Secretariat.
- The point of contact shall work with the Council to select meeting dates (preferably at least 9 to 12 months in advance)
- The host member shall select and secure an appropriate venue, meeting space, and hotel services.
- The host member shall provide local logistic support.
- The host member shall provide simultaneous translation services: English and Spanish
- The host member shall provide the Steering Council with an estimate of financial expenses and support required, as needed.

2.2 DECISIONS OF THE GA

- GA decisions shall be documented in the form of a written GA resolution. GA resolutions may be drafted in advance, during, or between the GA sessions by the Secretariat or any member.
- GA resolutions shall be moved by a Full Member Delegate and seconded by another Full Member Delegate before the President can call for a vote.
- GA resolutions shall be approved by a simple majority vote of Full Member Delegates present, with the following exceptions, which requires 2/3 of the votes of all Full Member Delegates:
 - changes to the Bylaws
 - changes to the Rules of Order
 - changes to the fees or the fee structure
 - dissolution of SIM
- If there is a tie, the President shall decide.
- GA resolutions may be voted on electronically following the procedures in SIM-06.

3. ANNUAL FEES

SIM fiscal year begins on July 01 and ends on June 30 as approved in a GA resolution. The fee structure is approved and documented in a GA resolution. The annual fees are approved and documented in a GA resolution.

3.1 Assessment of fees

- The Fiscal Commission (FC) shall review the *Scale of assessments for the apportionment of the expenses of the United Nations* annually.
- The FC shall notify the Council when the review of the UN scale will affect the rank, and therefore the fee bracket, of a Full Member. The Council will define an implementation period, usually no less than 12 months.
- The FC shall review the annual fees each year and recommend changes as needed.
- The Full Member Delegates approve modifications of the annual fee structure and annual fee with at least 2/3 voting in favor. A decision to modify the fees shall include an agreed implementation period, usually no less than 12 months.

3.2 Payment of fees

- The Secretariat shall send each member a pro-forma invoice by March 31.
- The Full and Associate Members shall pay their agreed annual fee by August 31.
- The Secretariat will notify members whose annual fee has not been paid by August 31 in writing no later than September 15
- Members can request an extension of the payment deadline with an explanation and an expected date of payment. The request shall be sent by October 1. Extensions will not exceed two years.
- The Council shall review the request and may grant an extension by October 15.
- The Secretariat shall notify the member of the Council decision by October 15.
- The Secretariat shall notify the Council if any member has not paid annual fees within the required timeline.
- The Council shall discuss and take appropriate action, which may involve a suspension, an extension of payment deadline, or any other relevant action. Members who do not meet payment requirements for two consecutive years will be placed on temporary exclusion and will lose their member rights.
- The Secretariat shall communicate the action to the member.
- Members on temporary exclusion shall repay the outstanding 2 years of SIM Member fees before reinstatement.

4. STEERING COUNCIL

4.1 MEETINGS

- The Steering Council (Council) shall meet at least twice a year, in person or virtually, at least 50% of the Council members shall be present for the Council to take a decision.
- The Council shall meet when convened by the President.
- The Council shall meet when convened by a simple majority of its Members.

- Council meetings are closed sessions unless the President or a simple majority of its members convene an open meeting.
- The President may approve guests or observers at any Council meeting.

4.2 DECISIONS OF THE COUNCIL

- Council decisions shall be in the form of a written resolution. Council resolutions may be drafted in advance, during, or between the Council meetings by any Council member or the Secretariat.
- Council resolutions shall be moved by a Council member and seconded by another Council member before the President can call for a vote.
- Council resolutions shall be approved by a simple majority vote of Council members present.
- If there is a tie, the President shall decide.
- Council resolutions can be voted on electronically following the procedures in SIM-06.

4.3 DOCUMENTS APPROVAL

- The Council shall review and approve contracts, grant applications or any other documents related to SIM administration.

5. FISCAL COMMISSION

- The Fiscal Commission (FC) shall meet as needed to accomplish its responsibilities, in person or virtually, at least 50% of the FC members shall be present for the FC to take a decision.
- The FC shall supervise the use of SIM funds and can check compliance with annual budget as approved by Council, considering budget priorities approved by the GA.
- The FC may periodically review and monitor cash flow and shall report to Council of possible situations of illiquidity.
- The FC shall present to the Council and the GA financial reports of the closed fiscal year in the meeting that follows the closure, based on Secretary financial reports.
- The FC shall review the Scale of assessments for the apportionment of the expenses of the United Nations defined to fix the fees annually.
- The FC may propose modifications on the “Annual Fee Structure”, when needed.

6. ELECTIONS

- The Electoral Commission (EC) shall meet as needed to accomplish its responsibilities, in person or virtually.
- When a term is coming to an end, the EC shall solicit nominations for positions elected by the GA or by the Council from the Full Members no later than 3 months before the election (held during a GA session or Council meeting)
- Full Members shall submit their nominations to the EC at least one month before the election and shall include:
 - A letter from the Full Member expressing their willingness and ability to provide the support necessary to carry out the responsibilities of the position.

- A resume of the Candidate including previous SIM involvement
- In the case of the President, a proposed Plan of Action for the next two years of SIM activities
- The EC shall review nominations for completeness.
- The EC shall create an official slate of Candidates for each open position.
- The EC shall circulate the slate to the Full Members at least 20 days prior to the election.
- The EC shall create a ballot.
- A Full Member shall notify the Secretariat as soon as practical when an elected position becomes vacant before the end of its term. The Full Member and the incumbent cannot appoint a replacement.
- If an elected position becomes vacant (e.g. due to a departure), the EC shall conduct an election, these elections may be voted on electronically following the procedures in SIM-06. Positions elected in the middle of a term shall end when the term was planned to end.

6.1 Elections by the GA

- The EC shall run the elections at the GA session, count the votes, and inform the GA of election results. For an in-person session at least one member of the EC shall be present.
- The EC shall carry out the elections by secret ballot.
- Positions shall be elected by a simple majority vote of the Full Member Delegates present, except for Sub-Region Representatives
- Sub-Region Representatives shall be elected by a simple majority vote of Full Members Delegates from their sub-regions.
- For an election with more than two candidates, if none of the candidates receives more than 50% of the votes in the first round, a second round of balloting will be held with only the two candidates who receive the most votes in the first round.
- Elections may be voted on electronically following the procedures in SIM-06.

6.2 Elections by the Council

- The Secretariat shall run elections at the Council meetings, count the votes, and inform the Council and the GA of election results.

7. TECHNICAL COMMITTEE (TC)

The Rules of Order for the TC are laid out in SIM-01

8. QUALITY SYSTEM TASK FORCE(QSTF)

The Rules of Order for the QSTF are laid out in SIM-09

9. PERMANENT SECRETARIAT

- The Council shall define the members of the Secretariat, the Secretariat may include contracted administrative personal, at least one member of the Secretariat shall be in Uruguay (per the bylaws)
- The Council shall assess the needs and call for candidates.

- The Council shall review and evaluate applicants.
- The Council shall define the contracts and appoint an Executive Secretary

10. MODIFICATIONS

The GA shall approve modifications to the Rules of Order for by a special majority of at least $\frac{2}{3}$ of Full Member Delegates

ANNEX A: ANNUAL FEE SYSTEM

UN Ranking	Ranking 2019	Range	\$500,00	Fee	Country Members
United States of America	\$22,00	$X > 0.5$	\$25,00	\$12.500,00	6
Brazil	\$3,82			\$12.500,00	
Canada	\$2,92			\$12.500,00	
Mexico	\$1,44			\$12.500,00	
Argentina	\$0,89			\$12.500,00	
Venezuela	\$0,57			\$12.500,00	
Chile	\$0,40	$0.5 \Rightarrow X > 0.05$	\$10,00	\$5.000,00	5
Colombia	\$0,32			\$5.000,00	
Peru	\$0,30			\$5.000,00	
Uruguay	\$0,08			\$5.000,00	
Ecuador	\$0,07			\$5.000,00	
Cuba	\$0,07				
Costa Rica	\$0,05	$0.05 \Rightarrow X > 0.005$	\$5,00	\$2.500,00	12
Dominicana Republic	\$0,05			\$2.500,00	
Panama	\$0,03			\$2.500,00	
Trinidad and Tobago	\$0,03			\$2.500,00	
Guatemala	\$0,03			\$2.500,00	
Bahamas	\$0,01			\$2.500,00	
El Salvador	\$0,01			\$2.500,00	
Paraguay	\$0,01			\$2.500,00	
Bolivia	\$0,01			\$2.500,00	
Jamaica	\$0,01			\$2.500,00	
Honduras	\$0,01			\$2.500,00	
Barbados	\$0,01			\$2.500,00	
Suriname	\$0,01				
Nicaragua	\$0,00	$0.005 \Rightarrow X > 0.001$	\$2,50	\$1.250,00	4
Haiti	\$0,00			\$1.250,00	
Antigua y Barbuda	\$0,00			\$1.250,00	
Guyana	\$0,00			\$1.250,00	
Belize	\$0,00	$X \leq 0.001$	\$1,00	\$500,00	6
Dominica	\$0,00			\$500,00	
Grenada	\$0,00			\$500,00	
Saint Kitts and Nevies	\$0,00			\$500,00	
Saint Lucia	\$0,00			\$500,00	
Saint Vincent and Grenadines	\$0,00			\$500,00	