

## Canadian National Committee for the International Commission on Illumination

### CODE OF PROCEDURE

#### 1. Background

The International Commission on Illumination (abbreviated as CIE from its French title Commission internationale de l'éclairage) is a scientific, technical and cultural, non-profit organization devoted to international cooperation and exchange of information among its member countries on all matters related to the science and art of light and lighting. The national adhering body for Canada is the National Research Council (NRC) which, within its allocated Grant budget for international affiliations, pays Canada's annual contribution to the CIE. However, subject to the level of the annual Treasury Board grant for international affiliation dues as well as consultation with the Committee on International Science, Engineering and Technology (CISSET), NRC retains the right to determine the level of its contribution or to terminate it.

The Secretariat for the Canadian National Committee of the CIE (CNC/CIE) is administered as a project under the NRC Measurement Science and Standards (MSS) program of Scientific Support for the National Measurement System (SSNMS).

#### 2. Objectives of CIE

The objectives of the CIE, as expressed in its Statutes, are:

1. To provide an international forum for the discussion of all matters relating to the science, technology and art of light and lighting\* and for the interchange of information in these fields between countries. To achieve these goals the Commission organizes scientific educational events and holds CIE Sessions, normally every four years.

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\* *Light and lighting in these objectives is to be understood in the broad sense of embracing such fundamental subjects as vision, photometry and colorimetry, involving natural and man-made radiation over the UV, the visible and the IR regions of the spectrum, and application subjects covering all usage of light, indoors and out, including environmental, photobiological, material, and aesthetic effects, as well as means for production and control of light and radiation. This includes the optical, visual and metrological aspects of the communication, processing and reproduction of images, using all types of analogue and digital imaging devices, storage media and imaging media.*

2. To develop basic standards and procedures of metrology in the fields of light and lighting.
3. To provide guidance in the application of principles and procedures in the development of international and national standards in the fields of light and lighting.
4. To prepare and publish proceedings, standards, technical reports and other publications concerned with all matters related to the science, technology and art of light and lighting.
5. To maintain liaison and technical interaction with other international organizations concerned with matters related to the science, technology, standardization and art in the fields of light and lighting.

### **3. Terms of Reference**

The Terms of Reference of the CNC/CIE are:

1. To collect and reconcile the many views of the Canadian lighting community on relevant issues. This community includes, but is not limited to, organizations in the government, university and private industry sectors.
2. To represent these views to CIE and internationally through participation in CIE activities, including by responding to all National Committee ballots of the CIE.
3. To identify, represent and promote the capabilities and distinctive competence of its Canadian lighting community internationally.
4. To enhance the depth and breadth of the participation of the Canadian lighting community in the activities and events of the CIE and related organizations.
5. To establish the mechanisms for communicating to the Canadian lighting community the views of the CIE and information about activities of the CIE.
6. To distribute appropriate documentation, including the newsletter of the CIE.
7. To attract and stage international events of value to the Canadian lighting community.
8. To support the Standards Council of Canada by providing the core of the membership of the Canadian mirror committee to ISO TC 274 – Light and Lighting (SMC-ISO-TC-274).

The CNC/CIE reports to the General Manager of MSS or his/her delegate. The delegate is currently the MSS Program Lead for the Program on Scientific Support for the National Measurement System (SSNMS) and the report is prepared using the MSS SSNMS Briefing Note form (Annex A)..

#### **4. Secretariat**

The Secretariat of the CNC/CIE is located at the NRC.

#### **5. Membership**

Because the Government of Canada maintains the country membership in the CIE on behalf of all Canadians, there shall be no fee to join the CNC/CIE.

##### ***5.1 Affiliate Category***

The Affiliate category of CNC/CIE membership is open to any person resident in Canada with a demonstrated interest in any aspect of the science, technology or art of light and lighting.

Applications for Affiliate status will consist of a cover letter describing the individual's expertise and interest in the work of the CIE (e.g., experience in the lighting industry, relevant research interests, etc.). The judgement of the suitability of the applicant for Affiliate status rests with the Membership Subcommittee.

Affiliates will receive regular mailings from the CNC/CIE. They are eligible to volunteer on CNC/CIE subcommittees and to put their names forward to participate in the technical work of the CIE.

Affiliates do not have voting rights in any decisions of the CNC/CIE.

##### ***5.2 Member Category***

There may be any number of Members. Members are experts in a field or fields within the scope of the CIE and assist in the fulfilment of Canada's duties as a Member of the CIE. Members must be normally resident in Canada.

As needed, the CNC/CIE appoints Members on the advice of the Elections Subcommittee, with the aim of ensuring adequate representation of all interests (see Clause 7.2). Any individual who is a member of any CIE committee, task group, working group, or technical committee, as well as members of SMC-ISO-TC-274, will be appointed as a CNC/CIE Member.

The term of office of a Member is normally four years and is renewable subject to review by the CNC/CIE (see Clause 7.2). Shorter terms may be approved to maintain reasonable staggering. Those appointed by virtue of service to CIE or to SMC-ISO-TC-274 shall remain Members for the duration of their service.

The duties of Members are to contribute to the objectives of the CNC/CIE as set out in Clause 3. Examples include assisting at least one official Canadian Member of a CIE Division in his/her duties; casting ballots to comment on or to approve documents, as requested from time to time by the CNC/CIE Secretary; or serving on a CIE Technical Committee.

Members have full voting rights on all matters before the CNC/CIE.

## **6. Governance**

### **6.1 Board of Administration**

The CNC/CIE Board of Administration is the principal decision-making body of the CNC/CIE. It shall consist of not more than nineteen members. The membership of this body shall include:

- the Officers (see Clause 6.2)
- the Division Members of CIE Divisions (see Clause 6.4)
- up to seven Members-at-large (see Clause 6.5)

The CNC/CIE Board of Administration includes the following ex-officio members:

1. The General Manager of MSS or his/her delegate.
2. Any Canadian resident who is an Officer of the CIE or a Director or Associate Director of a CIE Division.

The duties of all members of the CNC/CIE Board of Administration are:

1. To contribute to the objectives of the CNC/CIE, as set out in its Terms of Reference (Clause 3).
2. To serve as an Officer of the CIE, an Officer of the CNC/CIE, the official Canadian Division Member of a CIE Division, or to assist the official Canadian Member of a CIE Division.
3. To attend meetings of the CNC/CIE.
4. To vote in all ballots of the CNC/CIE, including those undertaken in order to ascertain the Canadian position on ballots circulated by the CIE.

### **6.2. Officers**

The Officers of the CNC/CIE are appointed by the General Manager of MSS or his/her delegate, on the recommendation of the CNC/CIE. The CNC/CIE elects the Officers following procedures described in Clause 7.2. Officers are normally appointed for four-year terms starting on January 1. The terms of office are renewable for additional terms subject to the recommendation of the CNC/CIE and the approval of the General Manager of MSS or his/her delegate.

The Officers include:

1. A President who is responsible for conducting the affairs of the CNC/CIE, calling and chairing its meetings, and reporting to NRC on its activities.

The President of the CNC/CIE also serves as the Vice-Chair of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada). In that role, he/she is responsible for performing the duties of the Chair of that committee whenever the Chair [the Vice-President of the CNC/CIE] is unable to perform them.

2. A Vice-President who is responsible for performing the duties of the President whenever the President is unable to perform them.

The Vice-President of the CNC/CIE also serves as the Chair of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada). In that role, he/she is responsible for conducting the affairs of the SMC-ISO-TC-274 as defined by the Standards Council of Canada.

3. A Secretary, who is responsible for keeping the records of the CNC/CIE including the minutes of meetings, maintaining mailing lists (of Affiliates, Members, and the Board of Administration), corresponding with the Central Bureau of the CIE, conducting ballots on questions which arise between meetings, and other related duties. The Secretary should be an employee of NRC.
4. A Treasurer, who is responsible for maintaining a bank account in the name of the CNC/CIE, receiving and dispersing funds as directed by the CNC/CIE, maintaining records of all financial transactions, and other related duties.
5. Any other Officers that the CNC/CIE deems necessary.

All Officers must give a written report of their activities to the CNC/CIE at its annual meeting.

The Offices of President, Vice-President, Treasurer and Secretary must be held by separate people.

### **6.3 Executive Committee**

An Executive Committee comprised of the President, Vice-President, Secretary and Treasurer conducts routine business of the CNC/CIE between meetings. All actions of the Executive Committee must be reported to the next annual meeting of the CNC/CIE as part of the Secretary's report.

### **6.4 Division Members**

The CNC/CIE appoints a voting member to each CIE Division. These Division Members are expert in the scope of activity relevant to the Division of which they are members. Division Members are appointed by the CNC/CIE following an election process described in Clause 7.2. Division Members are normally appointed for four-year terms. The terms of office are renewable for additional terms. As noted in Clause 6.1, Division Members also serve on the CNC/CIE Board of Administration.

The duties of the Division Members are:

1. To ascertain the views prevailing in Canada and to express these views in the deliberations of the Division either by correspondence or at meetings.
2. To report in writing to the CNC/CIE, at its annual meeting, on the activities of the Division.

3. To advise the CNC/CIE on matters pertaining to the Division and its associated Technical Committees and Reporterships.
4. To encourage Canadian experts to be active members of Technical Committees within the Division.
5. To inform the Secretary of all Canadians who become members of Technical Committees within the Division.
6. To serve as expert members of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada), and to contribute to the work of the SMC-ISO-TC-274 as defined by the Standards Council of Canada.
7. As concerns CIE technical committees that write standards, if there is more than one Canadian expert serving as a member (TCM) of that committee, the Division Member shall ensure that one co-ordinated vote on behalf of Canada is cast on TC ballots for the draft document.

If the Canadian Division Member is unable to attend a Division meeting, he/she may appoint a substitute voting member from Canada to act as his/her proxy. If he/she does not do this, the President may do so. If no Canadian is able to attend a Division meeting, the Division member may, with the approval of the Executive Committee, appoint a Division member from another country to act as his/her proxy. The Division Member or the President must inform the CIE Division Secretary or Director of this appointment. The proxy must present a report of his/her actions to the regular Member after the Division meeting.

The Division Member's annual report to the CNC/CIE should include the latest Activity Report or minutes of the Division (or a pointer to an electronic version), a summary of issues of particular importance to Canada, and a list of Canadian members of Technical Committees within the Division.

To assist each Division Member, the CNC/CIE, whenever possible, appoints a minimum of one other Member.

### ***6.5 Members-at-large of the CNC/CIE Board of Administration***

The CNC/CIE appoints up to 7 Members-at-large to its Board of Administration (BA) in order to ensure that all interests are represented and that there is a suitable geographic distribution of participation in the work of the CNC/CIE. Members-at-large are appointed by the CNC/CIE following an election process described in Clause 7.2. Members-at-large are normally appointed for four-year terms, which may be staggered to ensure continuity. The terms of office are renewable for additional terms.

The duties of the Members-at-large of the CNC/CIE Board of Administration are outlined in Clause 6.1.

### ***6.6 Observers***

A representative of the NRC Government and International Relations Office is an observer to the CNC/CIE.

## **6.7. Consultants**

At the request of any Member, the Secretary may invite one or more persons to attend any meeting or meetings, and/or to take part in discussions conducted by correspondence. Such persons do not have the right to vote.

## **7. Subcommittees**

### **7.1 Membership Subcommittee**

There shall be a Membership Subcommittee, which shall consist of at least three members, one of which shall be the Secretary (*ex officio*). The Chair and one or more members shall be appointed by the CNC/CIE, normally for four-year terms, which may be staggered to ensure continuity. Membership on the subcommittee may be renewed.

The Secretary shall review the records of the subcommittee annually in June to determine whether any terms of members on this subcommittee will end in that calendar year. He/she will invite subcommittee members whose terms are ending to be renewed. In the case of positions coming open at the end of that calendar year, the Secretary will issue a call for volunteers to serve on the Membership subcommittee. The Executive Committee will review the offers to volunteer prior to the annual meeting of the CNC/CIE, and will present recommendations for appointment(s) to the annual meeting.

The duties of the Membership Subcommittee are:

- to maintain the membership database with current contact information concerning all member categories;
- to solicit new participants in the work of the CNC/CIE from among relevant Canadian parties;
- to verify the willingness of CNC/CIE contacts to receive mailings that are considered Commercial Electronic Mail (see <http://fightspam.gc.ca/eic/site/030.nsf/eng/home>).

### **7.2 Elections Subcommittee**

There shall be an Elections Subcommittee, which shall consist of at least three and not more than five people, one of which shall be the Secretary (*ex officio*). The members of this subcommittee must be Members of the CNC/CIE. The members of the Elections Subcommittee shall be appointed by the CNC/CIE, normally for four-year terms, which may be staggered to ensure continuity. Membership on the subcommittee may be renewed.

The Secretary shall review the records of the subcommittee annually in June to determine whether any terms of members on this subcommittee will end in that calendar year. He/she will invite subcommittee members whose terms are ending to be renewed. In the case of positions coming open at the end of that calendar year, the Secretary will issue a call for volunteers to serve on the Elections subcommittee. The Executive Committee will review the offers to volunteer prior

to the annual meeting of the CNC/CIE, and will present recommendations for appointment(s) to the annual meeting.

The duties of the Elections Subcommittee are as follows:

- to review the records of Members at the start of each calendar year, seeking to identify terms that will come to an end at the end of that year:
  - The Secretary shall inform Members whose terms are expiring and ascertain whether they are willing to be re-appointed;
  - The Elections Subcommittee will take this information under advisement and will report to the membership at least two months prior to the Annual Meeting with recommendations on the re-appointments and on new appointments.
  - Voting on these appointments shall take place at the Annual Meeting so long as quorum is met. If quorum is not met, an electronic ballot shall be held following the meeting (see Clause 8.3).
- to review the records concerning the terms of members of the CNC/CIE Board of Administration before each Annual Meeting, seeking to identify terms that are due to expire at or before the end of the following year:
  - At the Annual Meeting, a Call for Nominations shall be issued for positions that will come open at or before the end of the following year. The Secretary will ensure that announcements concerning the Call for Nominations are sent to Affiliates and Members at least two months prior to the next Annual Meeting.
  - All Nominations, including any initiated by the Elections Subcommittee, shall be accompanied by a brief biography highlighting the nominee's contributions to the Canadian lighting community, the CNC/CIE and the CIE. The nomination must have the approval of the nominee and an individual may accept only a nomination for a single Executive position.
  - The Elections Subcommittee shall examine each nomination to verify the individual's suitability and willingness to serve if elected.
  - For each position for which the term of office is expiring, the Elections Subcommittee shall make at least one nomination, which can be the incumbent if he/she is willing to accept re-appointment.
  - Nominations shall close on August 31 each year.
  - The Elections Subcommittee will compile all nominations received and will prepare a ballot form by Sept. 30 of each year.
  - The CNC/CIE Secretary will send this ballot to all Members by Oct. 15 of each year. The ballot will have a 4-week open period.



- The Secretary will tabulate the results, which will be confirmed by the Election Committee, excluding any members who are nominees.
- The Secretary will submit the results for Officers for appointment (or re-appointment) by the General Manager of MSS (or his/her delegate).
- All election results will be reported to the full membership by the Secretary.

### **7.3 Ad hoc Subcommittees**

The CNC/CIE may appoint sub-committees or task forces from time to time to undertake specific projects for terms established at the time of their creation. This may be done at an Annual meeting, at a specially-called meeting, or by letter ballot. The creation of such sub-committees shall be by majority vote. Ad hoc subcommittees shall be dissolved at the end of the specified term, unless that term is extended by a vote.

## **8. Meetings**

### **8.1 Annual Meetings**

There shall be a meeting of the CNC/CIE in the last quarter of each calendar year. The time, place, and a draft agenda must be circulated to all Affiliates and Members at least three weeks in advance of the annual meeting. Telephone or electronic participation options should be offered if at all possible.

Reports defined elsewhere in this document must be submitted to the Secretary at least one week prior to the annual meeting.

### **8.2 Special Meetings**

The President may call a meeting of the CNC/CIE whenever he/she deems it necessary or at the request of at least five Members, or at the request of the General Manager of MSS or his/her delegate. There must be at least three weeks' notice of any CNC/CIE meeting. Meetings may be held by teleconference or in person. For in person meetings, telephone or electronic participation options should be offered if at all possible.

### **8.3 Quorum**

All meetings of the CNC/CIE require quorum. A quorum consists of one-half of the Board of Administration (see section 6.1).. Those in attendance by teleconference or electronic communications are counted as present for determining quorum.

If quorum is not met at a duly called meeting, then any decisions required to be taken at that meeting shall be dealt with by letter ballot (see Clause 9.2).

## **9. Decision-Making**

### **9.1 General**

In dealing with matters at meetings and by letter ballots, all Members have voting rights. A simple majority of votes cast, including the votes of those in attendance by teleconference or by proxy, is required to ensure the passage of a motion. (Note that an abstention is not a vote.) Those who are unable to attend a meeting may assign their vote to a proxy provided that they give written notice to the Secretary before the meeting.

### **9.2. Letter Ballots**

At the request of the President or at least five members of the CNC/CIE-BA, when quorum has not been met at a meeting, or to deal with matters referred to the CNC/CIE by the CIE, the Secretary shall send out letter ballots (electronically or by hard copy) to all Members to ascertain their opinion on any question that arises between meetings. The voting period must last for at least three weeks after the sending of the ballot.

Negative votes on a letter ballot shall be accompanied by an explanation.

As a matter of expediency, and at the discretion of the President, some letter ballots may be restricted to the CNC/CIE Board of Administration only.

## **10. Delegates to CIE General Assemblies**

When a CIE General Assembly is to be held, the CNC/CIE recommends to the General Manager of MSS or his/her delegate, the nomination of two delegates (one voting, the other non-voting) for appointment by the NRC Government and International Relations Office. The President of the CNC/CIE shall normally be the voting delegate. The delegates are expected to present the policies of the NRC Government and International Relations Office on issues relating to finances, Statutes and By-Laws, and of the CNC/CIE on other matters. The delegates must provide a written report to the NRC Government and International Relations Office with a copy to the General Manager of MSS or his/her delegate, and to the CNC/CIE.

## **11. CIE Publications**

The CNC/CIE receives royalties from the CIE for CIE Publications sold to residents of Canada. Proceeds from these royalties are used to support activities of the CNC/CIE.

## **12. Funding**

The CNC/CIE does not, in general, provide financial support for members for their CIE-related activities. In special circumstances, when warranted, the Treasurer shall pay monies for expenses incurred during official CNC/CIE business, which have been approved at the annual CNC/CIE meeting, or by the Executive Committee. The CNC/CIE shall maintain a written policy outlining the criteria for such reimbursement of expenses.

The NRC Government and International Relations Office, subject to the availability of funds and its policies concerning eligibility, may contribute to the travel costs of Canadian delegates to a CIE General Assembly.

### **13. Amendment of Code of Procedure**

This Code of Procedure may be amended by an affirmative vote of a simple majority of the votes cast, at a meeting or by letter ballot, provided that notice of motion has been given at least two months before the date of the meeting or the closing date of the letter ballot, and that vote meets the requirement for quorum defined in Clause 8.3. Adoption of the amended Code requires the approval of the General Manager of MSS or his/her delegate.

**ANNEX A**  
**NRC-MSS Briefing Note**

<b>Activity/Event Report</b>	<i>Canadian National Committee of the International Commission on Illumination (CNC/CIE)</i>	
<b>Distribution:</b> <i>Should include the relevant program lead, the DL and the RTL</i>	To: Program Lead, Scientific Support for the National Measurement System [Georgette MacDonald] cc. Discipline Leader [Andrew Oldershaw]	
<b>Submitted by:</b>	CNC/CIE BA	2015-Nov-06
<b>Activity /Event Summary:</b> <i>Objectives from the project and/or RFA.</i>		Achieved Y <input type="checkbox"/> N <input type="checkbox"/>
		Achieved Y <input type="checkbox"/> N <input type="checkbox"/>
		Achieved Y <input type="checkbox"/> N <input type="checkbox"/>
		Achieved Y <input type="checkbox"/> N <input type="checkbox"/>

**Notes related to the activity outcomes:**

*Outline the actual outcomes related to the objectives, if some were not achieved indicate why, briefly. Also consider the value of included outcomes not directly related to the objectives.*

<b>Key issues:</b>	
<b>Decisions Required:</b> <i>Append briefing note(s) for decisions.</i>	
<b>Communication Plan - Next Steps &amp; Implications:</b> <i>This section can be addressed by referencing briefing notes.</i>	
<b>Project Review Considerations &amp; Timeline:</b>	
<b>Other Items to Note:</b> <i>Anything noteworthy not address in a prior section.</i>	
<b>List of Appendices</b>	