

# WCPA by-laws<sup>1</sup>

1. Under the Regulations of IUCN adopted at the IUCN World Conservation Congress (Montreal, 1996) the Steering Committee of each Commission is required to:  
  
"adopt, and may revise, that Commission's by-laws which shall conform to the Statutes and the Regulations of IUCN" (Article 80)."
  
2. General considerations which should apply to the by-laws for WCPA are as follows:
  - ◆ they should be as clear and simple as possible, and involve the minimum of bureaucracy. They should be designed to ensure the smooth running of the Commission, not tie it up with red tape;
  - ◆ They should allow flexibility for the operation of the WCPA Steering Committee;
  - ◆ They should complement but not repeat what is written in the IUCN Statutes and Regulations;
  - ◆ They should apply to the workings of all parts of the WCPA;
  - ◆ They should be relatively easy to amend;
  - ◆ As far as possible, matters of detail should be left to informal advice, e.g. as in the WCPA Members' Guide.
  
3. Matters which should be covered in WCPA's by-laws are as follows:
  - ◆ Appointment of Commission members;
  - ◆ Regional and thematic structure of WCPA;
  - ◆ Composition of the WCPA Steering Committee;
  - ◆ The Executive Committee;
  - ◆ Appointment and composition of Regional and Thematic Steering Committees;
  - ◆ Creation of, and reporting by Task Forces;
  - ◆ Conduct of business in WCPA Steering Committee, Regional and Thematic Steering Committees and Task Forces;
  - ◆ Communications between members of WCPA;
  - ◆ The use of funds within the Commission and accountability for these funds;
  - ◆ The use of the name of the Commission;
  - ◆ Adoption and amendments of the by-laws.

## Appointment of members

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<sup>1</sup> Adopted by 2003 WCPA Steering Committee.

The responsibility to put names forward for membership rests with Regional or Thematic Vice Chairs as members of the Steering Committee. Members shall be competent in the business of the Commission and willing to participate in a voluntary capacity. All nominations shall go to the Chair for his/her approval before invitations are sent out from the IUCN Secretariat<sup>2</sup> (the Chair will consult the appropriate Regional or Thematic Vice Chair before making any changes to the list). When potential members are invited to join the Commission, this shall be done in the name of the Chair. Background data must be provided before a member can join the Commission. A list of all members shall be maintained by the IUCN secretariat and made available to all other members, as well as to members of IUCN on request.

In nominating and appointing members, members of the Steering Committee and the Chair shall have regard to this advice in the Regulations *"Candidates shall be selected through a process of appropriate consultation with the members of the Commission, especially the Commission Steering Committee, to provide a wide coverage of subjects and opinions as well as geographical areas"* (Article 75).

#### Regional and thematic structure of WCPA

The Steering Committee of WCPA shall determine the regional structure of the Commission and decide which themes need to be reflected in its structure.

#### Composition of the Steering Committee of WCPA

This shall comprise the Chair, Deputy Chair, regional and thematic vice chairs as appointed by Council. Following consultation with the Steering Committee, the Chair may also invite senior advisers to attend meetings of the Steering Committee. The Committee may also invite a select number of partner organisations and task force leaders to attend meetings of the Steering Committee as observers.

#### Executive Committee

The Executive Committee shall be responsible to the Steering Committee for the direction of WCPA's work between sessions of the Steering Committee. It shall consist of the Chair, the Deputy Chair, a Regional Vice Chairs and a Thematic Vice Chair.

#### Appointment and composition of regional and thematic steering committees

Each Vice Chair shall consider whether his or her work would be facilitated by establishing a Regional or Thematic Steering Committee. Such committees shall operate, as does the Steering Committee for WCPA as a whole. In constituting such committees, the vice chairs shall have regard to the need to balance geographical and government and non-governmental representation.

#### Creation of, and reporting by Task Forces

Task Forces shall be set up by the Steering Committee of WCPA, which shall approve its leader and agree its terms of reference and a workplan before the Task Force becomes operational. The Steering Committee of WCPA will review progress and approve workplans, at least annually.

#### Conduct of business in the WCPA Steering Committee, Regional and Thematic Steering Committees and Task Forces

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<sup>2</sup> The IUCN Programme on Protected Areas

All meetings of committees or Task Forces of WCPA shall be conducted in an open and fair way. Notice of meetings shall be given well in advance. Agendas shall be issued in advance and adopted at the meetings. Records shall be kept of all meetings and made available to all WCPA members on request.

#### Communications between members of WCPA

In the operation of the Commission, the Chair and the Steering Committee shall do all they reasonably can to involve members of WCPA in the Commission's activities. A Commission newsletter will be issued to keep members in touch, a Commission website shall be established, and other means, as appropriate, will be used to ensure good communications between and among members.

#### The use of funds within Commission

The Chair is accountable to the IUCN Council for the Commission's expenditure under the Commission Operation Fund. The Steering Committee shall approve annually a budget for the fund. Sums of money from this fund will be disbursed in accordance with a formal workplan and letters of agreement. All expenditure will be fully accountable. Members of the Commission expecting to be in receipt of funds must therefore keep proper records of expenditure and account financially and substantively for the work supported by these funds.

#### The use of the name of the Commission

Members of the Commission, and holders of office within it, shall be entitled to refer to this fact in correspondence and other communications. However, except where quoting a published position taken by the Commission, or acting under specific authority conveyed by the Chair, they should not claim to speak with the authority of WCPA.

#### Adoption and amendments of the by-laws

These by-laws shall be adopted by simple majority vote of the Steering Committee of WCPA at the meeting after they were introduced. Amendments to the by-laws may be made by simple majority vote at the meeting after they were introduced.