



Minutes of the IFCN General Assembly.

October 31, 2010: 11:25 a.m. - 01:40 p.m.

Venue F of the Kobe International Conference Center, Kobe, Japan,

Attending:

IFCN ExCo members:

- Prof. Hiroshi Shibasaki, President (HS)
- Prof. Reinhard Dengler, Secretary (RD)
- Prof. Andrew Eisen, Treasurer (AE)
- Prof. Francois Mauguiere, Past-President (FM)
- Prof. David Burke, Editor-in Chief (DB)
- Prof. Kerry Mills, Member-at-large (KM)
- Prof. Daniel Cibils, Member-at-large (DC)

103 IFCN Delegates and representatives of IFCN Member Societies

Procedural Counsellor: Prof. Marc Nuwer

Agenda:

1. Approval of agenda
2. President's report, including ratification of new member societies (Irish Society of Clinical Neurophysiology; Clinical Neurophysiology Section of the Malaysian Society of Neurosciences; International Clinical Neurophysiological Society [ICNS])
3. Application of new membership
4. Secretary's report
5. Treasurer's report
6. Proposal of budget for the forthcoming fiscal period
7. Editor-in-Chief's report
8. Report of Chair of Nomination Committee
9. Report of Chair of Rules Committee

10. Amendments of Statutes and By-Laws
11. Proposal of honorary fellows
12. Selection of time and place of next ICCN
13. Other business
14. Transfer to the new Executive Committee

The IFCN President, Professor Hiroshi Shibasaki (HS), acting as Chairman of the General Assembly (GA), called the meeting to order at 11:25 a.m.

1. **Approval of the Agenda:** The preliminary agenda had been pre-circulated to ExCo members and to all member society delegates. The actual version was distributed to GA members and was shown on a screen. HS announced that a quorum of GA members had been reached. And asked for approval of the agenda.

Decision: The agenda was unanimously approved as presented.

2. **President's Report:** The President's report had been pre-circulated to all member society delegates and to ExCo. Prof. Hiroshi Shibasaki (HS) reported that clinical neurophysiologists or physicians interested in clinical neurophysiology of regions such as Eastern Europe, Southeast Asia, Latin America, Africa and other areas have been contacted for exploring their regional situation and for possible membership application. HS further reported that 3 societies applied for new membership during the past fiscal period: the Irish Society of Clinical Neurophysiology; the Clinical Neurophysiology Section of the Malaysian Society of Neurosciences; the International Clinical Neurophysiology Society (ICNS). He motioned that these three societies be accepted as member societies of the IFCN.

Decision: The GA unanimously approved the Irish Society of Clinical Neurophysiology, the Clinical Neurophysiology Section of the Malaysian Society of Neurosciences and the International Clinical Neurophysiology Society (ICNS) as member societies of the IFCN.

Other points raised included IFCN sponsorship of international meetings, the launch of international scholarships (four have been awarded so far), the foundation of the North American Chapter, the publication of the book "History of the IFCN", and a preview of upcoming bylaw/statute changes.

3. **Application of new membership:** The Iraqi Neurophysiology Society had applied to become a member Society of the IFCN; the Society provided a copy of their constitution and membership roster. The rules committee of the IFCN had approved the constitution which was agreed by the ExCo of the IFCN. HS motioned to approve the Iraqi application.

Decision: The membership of the Iraqi Society was approved unanimously.

4. **Secretary's Report:** The Secretary's report had been pre-circulated to ExCo members and to all delegates of the member societies of the IFCN. Prof. Reinhard Dengler (RD) reported that his work had been continuously supported by Venue West in Vancouver, Canada, where all important correspondence and documents are filed. The Secretary has been responsible for the organization of the ExCo meetings, organization of the GA, working to encourage new societies (undertaken with the President), the IFCN webpage, and participation in the ICNS. RD cooperated with Elsevier, publisher of Clinical Neurophysiology, concerning the sponsored subscription program and the Friends of the IFCN program which was recently discontinued. Along with the Past-President, Francois Mauguiere, the Secretary has participated in overseeing the election process. At the end of his report, RD thanked the member society officers and the ExCo members for their valuable cooperation and Venue West for the important secretarial assistance.

5. **Treasurer's Report:** The report of Prof. Andrew Eisen (AE) had been pre-circulated to ExCo members and to all delegates of the member societies of the IFCN. AE noted that there have been substantial gains and stability in the IFCN financial situation during his term and the financial reports (audits) are now posted on the website. Current assets of the IFCN range slightly above \$ 3.000.000 and IFCN now forwards \$ 100.000 to each chapter per year. Losses in 2008 due to the recent financial crisis were marginal and had been recovered in the following year. Directors and Officers insurance is now in place. AE advised that the GA has to approve the auditors of the IFCN and motioned to keep the current auditors, Lowen Kruse, Vancouver, Canada, which was seconded by RD.

Decision: GA voted to continue with "Lowen Kruse", Vancouver, Canada, as auditors with one abstention.

The Treasurer also motioned to approve revision of statute 8.2.1 to match it with the new statute 6.8 on voting by written instrument (see top 9). Outlined below is the new statute (single strike through means wording is eliminated; double underline means wording is added):

8.2.1 Disapprovals: In the event that the Secretariat receives disapproval forms from member societies representing more than fifty (50) percent of the eligible votes, the Executive Committee shall immediately ~~call a meeting to be conducted by ballot vote for the purposes of (i) approving~~ submit a written instrument to the members of the General Assembly calling for (i) the approval of the financial statements for the most recently completed financial period and (ii) the appointment of auditors of the Federation for the ensuing financial year.

Decision: The revision of Statute 8.2.1 was approved by GA with one abstention.

There were two questions from the floor. Dr. Mark Hallett, USA, asked whether the IFCN needs assets of the current amount. AE responded that a society of the size of the IFCN has to hold a

relevant financial reserve to preserve its capacity to act. The amount of this reserve has to be decided by the ExCo. Dr. Donald Sanders, USA, asked for the proper use of Chapter funds. AE responded that the IFCN does not want to dictate this in detail and RD added that their use must be congruent with the vision and mission of the IFCN.

6. **Proposal of budget for the forthcoming fiscal period:** AE presented the proposed budget for the fiscal period 2011 to 2014 which was signed by AE and the incoming treasurer RD. It had been pre-circulated to ExCo members and to the delegates of all member societies of the IFCN and was also shown to the GA members on a screen. IFCN revenues and expenses are expected to range at \$ 2.020.000 provided that the general economical situation remains stable. There was a seconded motion to approve the proposed budget for the fiscal period 2011 to 2014.

Decision: The proposed budget for 2011 to 2014 was agreed by the GA with two abstentions.

AE stated that it was a great pleasure to act for the IFCN as Treasurer over two fiscal periods and the President thanked AE for his successful work in difficult times.

7. **Editor in Chief's Report:** Prof. David Burke (DB) presented his report which had been pre-circulated to ExCo members and to the delegates of all member societies of the IFCN. DB thanked the associate editors and the current editorial board for their important contribution. The actual impact factor of "Clinical Neurophysiology" (CLINPH) was 3.122. The goal of the Editor-in-Chief is to have the impact factor at 3.5. DB drew special attention to the Eigenfactor, which is remarkably good for CLINPH. This factor weights citations in prestigious journals more heavily. DB also reported that there are several mechanisms in place to assure academic integrity. The President thanked DB for his successful work for the journal.
8. **Report of the Chair of the Nomination Committee:** Prof. Francois Manguiere (FM) presented this report which had been pre-circulated to ExCo members and to the delegates of all member societies of the IFCN. The Nomination Committee oversaw the elections for the IFCN Secretary for the past fiscal period (Prof. Reinhard Dengler), and the officers who will start their term after this meeting of the GA: President (Prof. Paolo Rossini), Secretary (Prof. Daniel Cibils), Treasurer (Prof. Reinhard Dengler) and Members-at-Large (Prof. Mamede de Carvalho and Prof. Lawrence Phillips). The Nomination Committee testifies that the nomination and election procedures were carried out in strict observance of the IFCN statutes and emphasizes that the participation rates have been over 70% in each election, and reached nearly 90% for the election of President and Treasurer.
9. **Report of the Chair of the Rules Committee:** Prof. Francois Manguiere (FM) presented this report which had been pre-circulated to ExCo members and to the delegates of all member societies of the IFCN. Several IFCN statutes were amended and reviewed in this report (see also top 5, Treasurer's Report). FM presented the changes in 6.1 and 6.8 of the IFCN statutes as shown below.

10. Amendments of Statutes and By-Laws:

- a. 6.1 –This amendment changes the number of votes of the individual member societies providing up to a maximum of 3 votes per society (based on the number of members) while the current system provided up to 4 votes.

THE GENERAL ASSEMBLY

6.1 Composition: The General Assembly is composed of the Executive Committee and the delegates and additional representatives of each member society, or their specified alternates. Each member society has one delegate that is the principal person serving as a liaison between the Federation and the member society. The number of additional representatives of each member society who are eligible to sit in the General Assembly corresponds to the number of dues paying members of that society as follows:

~~1-99 members— 1 additional representative~~

~~100-399 ——— 2 additional representatives~~

~~400 or more — 3 additional representatives~~

1-99 members- 0 additional representatives

100-399 - 1 additional representative

400 or more - 2 additional representatives

Each delegate is appointed by his member society to represent his society and to be the point of communication with the Federation. In the absence of a delegate from a meeting of the General Assembly an alternate shall be appointed by the member society for the duration of the meeting of the General Assembly. The names of its current delegates, or, if required, its alternates shall be forwarded by each member society to the Secretary and the Secretary shall at all times maintain a list of all current delegates and alternates. In addition, the names of additional representatives shall be notified to the Secretary prior to a meeting of the General Assembly.

There was a seconded motion to adopt this amendment.

Decision: GA decided to adopt the amendment to statute 6.1. with vast majority. There were four votes against and one abstention.

- b. 6.8 - This amendment is completely new and deals with voting by email or other written medium (conventional mail, facsimile) called “written instrument” and shall provide transparency. The amendment was requested by the legal counsel of the IFCN to allow for generally accepted GA decisions between the GA meetings held every four years. The amendment is outline below.

6.8 Approval of Matters by Written Instrument: In addition to voting on matters at meetings of the General Assembly, matters may be approved by way of written instrument submitted to all members of the General Assembly entitled to vote at a meeting of the General Assembly and signed by at least two-thirds (2/3) of the members of the General Assembly.

All written instruments shall be submitted to the delegate of each member society for execution. A written instrument signed by the delegate of a member society represents all the votes that that member society would otherwise be entitled to had the matter been considered at a meeting of the General Assembly. In all cases, the written instrument may be submitted to and signed by the delegates of member societies by means of e-mail, FAX, post, or mixed use of the three.

There was a seconded motion to adopt this amendment.

Decision: GA decided unanimously to adopt the amendment to Statute 6.8.

At the end of this top the President thanked FM for his reports and the clear presentation of the amendments to the Statutes.

11. **Proposal of Honourary Fellows:** HS informed the GA that the ExCo of the IFCN wishes to propose Prof. Mark Hallett, USA, and Prof. Erik Stalberg, Sweden, as Honourary Fellows of the IFCN in recognition of their significant contributions to the advancement of the IFCN. This honour provides free registration to the International Congresses of the IFCN. Prof. Shibasaki motioned and Prof. Rossini seconded.

Decision: GA unanimously approved Profs. Mark Hallett and Erik Stalberg as Honourary Fellows of the IFCN.

12. **Selection of time and place of next ICCN (2014):** This will be the 30th International Congress of IFCN. There were two applications. The French Society proposed Lyon and the German Society proposed Berlin. A comparison of the two bids by Prof. Kerry Mills and Prof. Daniel Cibils showed that both applications were well acceptable Both bids were allowed a presentation of 10 min, with Berlin presenting first and then Lyon (drawn by lot).

The Berlin bid was presented by Prof. Reinhard Dengler and Prof Otto Witte, the Lyon bid was presented by Prof. Francois Mauguere.

Decision: GA voted with 57 votes for Berlin and 52 votes for Lyon. Berlin will be the location of the ICCN2014.

13. Other business: No other business was forthcoming.

14. Transfer to the next ExCo: Prof. Shibasaki provided plaques of appreciation to the outgoing ExCo members Profs. A. Eisen, F. Mauguere and K. Mills which was confirmed by the GA by a warm applause. Prof. Shibasaki turned over the “Nyoibo” (gavel) to Prof. Rossini as new President of the IFCN who thanked him for his excellent work as President in the last four years and declared the new ExCo in office.

The GA meeting was adjourned at 01:40 p.m.



Hiroshi Shibasaki

President, IFCN



Reinhard Dengler

Secretary, IFCN