

Rules of Procedure of the CIPM

Version 1.0

This document was approved by the CIPM on 30 April 2021

Rules of Procedure of the CIPM

Table of Contents

1	Meetings and sessions	4
	Rule 1 Frequency.....	4
	Rule 2 Date and venue.....	4
	Rule 3 Organization of meetings and sessions.....	4
2	Agenda and working documents.....	4
	Rule 4 Provisional agenda	4
	Rule 5 Revised provisional agenda.....	4
	Rule 6 Adoption of the agenda	4
	Rule 7 Amendments to the agenda.....	5
	Rule 8 Working documents	5
3	Functions and attributions of the CIPM.....	5
	Rule 9 Functions	5
	Rule 10 Attributions of the CIPM in the preparation of CGPM meetings	5
	Rule 11 General attributions of the CIPM	6
	Rule 12 Financial management attributions of the CIPM	7
	Rule 13 Independence and impartiality	7
4	Composition and election.....	7
	Rule 14 Composition.....	7
	Rule 15 Term of office.....	7
	Rule 16 Replacements	7
	Rule 17 Election of the CIPM President and the CIPM Secretary.....	8
	Rule 18 Functions and roles of the CIPM President	8
	Rule 19 Bureau of the CIPM	8
	Rule 20 Functions and roles of the bureau of the CIPM	8
5	Committees, Sub-Committees and Working Groups.....	9
	Rule 21 Elections	9
	Rule 22 Terms of Reference and membership	9
	Rule 23 Reporting	9
6	Conduct of business	9
	Rule 24 Conduct of meetings	9
	Rule 25 Order and time-limit.....	9
	Rule 26 Replacement of the CIPM President	10
	Rule 27 Participants.....	10
7	Decision making.....	10
	Rule 28 Quorum and votes	10
	Rule 29 Voting and adopting decisions during meetings.....	10
	Rule 30 Voting and adopting decisions by correspondence	10
	Rule 31 Conflict of interest	11
	Rule 32 Decisions and minutes.....	11
8	Amendment of the Rules of Procedure	11
	Rule 33 Procedure for amendment	11
	Rule 34 Entry into force.....	11

Rules of Procedure of the CIPM

General comment/disclosure:

- The structure of the document is based on best practice of other international organizations such as UNESCO.
- The content of the document is based mainly on the Metre Convention (1875) and its Annexed Regulations (1921) and on best practice of other international organizations.
- The term BIPM Service (defined in Article 19 of the Metre Convention) is used to refer to the “Scientific and Administrative Secretariat” of the BIPM located in Sèvres (in short BIPM Secretariat). The terminology and roles may need to be amended depending on the conclusions/recommendations of the Working Group of Member States Representatives to the 27th meeting of the CGPM (2022).
- The term BIPM Director is used to refer to the Director of the BIPM Service.
- The term “Member States” is used in this document to refer to the “States Parties to the Metre Convention”.
- The use of the masculine gender in this document includes the feminine and is employed solely to facilitate ease of reading.
- Details of the procedure by which working documents are made available to CIPM members and how versions of working documents are managed are outside the scope of the CIPM Rules of Procedure and will be considered separately.

Rules of Procedure of the CIPM

1 Meetings and sessions

Rule 1 **Frequency**

The CIPM shall meet at least once every two years.

[Annexed Regulations,
Article 11 \(1921\)](#)

Rule 2 **Date and venue**

1. The CIPM shall normally meet at the BIPM headquarters in Sèvres, France.
2. Videoconferences may be organized instead of normal sessions, as necessary.
3. The CIPM Secretary shall notify the CIPM members as far in advance as possible of the date and duration of each session.

Rule 3 **Organization of meetings and sessions**

1. An official meeting of the CIPM may include several sessions. The number of sessions per meeting is not limited.
2. The CIPM President, in consultation with other CIPM members, convenes the CIPM meetings and sessions.
3. The BIPM Secretariat provides the necessary technical and logistical assistance for the preparation and conduct of the meetings and sessions.

2 Agenda and working documents

Rule 4 **Provisional agenda**

1. The CIPM President, with the assistance of the CIPM Secretary, shall prepare a provisional agenda for the meeting or session and make it available to the CIPM members as far in advance as possible.
2. The provisional agenda shall include all items proposed by CIPM members or the BIPM Director.
3. The CIPM Secretary indicates in the agenda whether each item is intended to be for decision, discussion or information.

Rule 5 **Revised provisional agenda**

New items proposed by CIPM members or the BIPM Director and other modifications to the agenda, may be accepted up to two weeks before the opening of the meeting or session. In these circumstances the CIPM President, with the assistance of the CIPM Secretary, shall prepare a revised provisional agenda and make it available to all CIPM members.

Rule 6 **Adoption of the agenda**

The CIPM shall adopt its agenda at the beginning of each session.

Rules of Procedure of the CIPM

- Rule 7 **Amendments to the agenda**
The CIPM may amend or add new items to the agenda if agreed unanimously.
- Rule 8 **Working documents**
1. Working documents concerning agenda items shall normally be made available to each CIPM member at least two weeks before the beginning of each meeting or session.
 2. Documents submitted later are only considered if agreed unanimously.
 3. Reports from the CIPM President, the CIPM Secretary, the BIPM Director, the Presidents of the CIPM Consultative Committees and reports from CIPM working groups, committees, sub-committees and task groups as well as other reports from the BIPM are considered to be working documents. Such reports may be in a presentation format.
 4. The working documents including all draft decisions for items on the provisional agenda that require a decision, should be made available at least two weeks before the opening of each meeting or session.

3 Functions and attributions of the CIPM

- Rule 9 **Functions**
1. The CIPM operates under the authority of the CGPM and shall have particular responsibility for directing all metrological work which the Member States decide to carry out in common. [Metre Convention, Article 3 \(1875\)](#), [Annexed Regulations, Article 10 \(1921\)](#)
 2. The CIPM promotes worldwide uniformity in units of measurement. [Annexed Regulations, Article 15 \(1921\)](#)
 3. The CIPM oversees the work of the BIPM.
 4. The CIPM may initiate the cooperation of specialists in metrological matters and coordinate the results of their work.
- Rule 10 **Attributions of the CIPM in the preparation of CGPM meetings**
1. The CIPM approves the text of the Convocation of the CGPM, including all draft resolutions. It circulates the Convocation to Member States at least nine months in advance of the meeting of the CGPM. [CGPM \(1927\), Proceedings](#), [Annexed Regulations, Article 6 \(1921\)](#)
 2. The CIPM approves the draft Work Programme and Budget to be submitted to the CGPM. It circulates all necessary documents to the Member States at least six months in advance of the meeting of the CGPM. [Financial Regulations, Article 4.3](#), [Annexed Regulations, Articles 7 \(1875\) and 19 \(1907\)](#)
 3. The CIPM reports to the CGPM on its accomplishments. This report is presented by the CIPM President at each meeting of the CGPM. [Annexed Regulations, Article 19 \(1907\)](#)

Rules of Procedure of the CIPM

4. The CIPM assists the CIPM bureau and the CIPM President in the preparation of all documents for the CGPM.

Rule 11 **General attributions of the CIPM**

1. The CIPM may establish Consultative Committees, committees, sub-committees, task groups and working groups to advise it on questions that are of particular relevance to the work of the BIPM. [Annexed Regulations, Article 10 \(1921\)](#)
2. The CIPM supervises the work of its Consultative Committees. It appoints, and may re-appoint, the President of each Consultative Committee. The President of each Consultative Committee is normally chosen from among the CIPM members. [Annexed Regulations, Article 15 \(1921\)](#)
3. The CIPM creates subsidiary organs with other international organizations (so-called Joint Committees) to undertake particular tasks of common interest.
4. The CIPM draws up the detailed regulations for the organization and the work of the BIPM Secretariat. [Annexed Regulations, Article 17 \(1921\)](#)
5. The CIPM adopts the Financial Regulations as well as the Regulations, Rules, and Instructions regulating the conditions of employment of BIPM staff members.
6. The CIPM appoints the BIPM Director (and when it deems necessary a Deputy Director) by secret ballot and notifies such nomination to the Member States. The CIPM President, the CIPM Secretary and the BIPM Director shall not have the same nationality. [CGPM \(2014\), Resolution 3](#)
[Annexed Regulations, Article 6 \(1921\)](#)
7. The CIPM approves, on the proposal of the BIPM Director, the annual budget not exceeding the sum approved by the CGPM, and ensures it is made known to the Member States, in an annual financial report. [CGPM \(1954\), Proceedings, Decision, pp. 81-82 as reaffirmed in CGPM \(2014\), Resolution 3](#)
8. The CIPM administers the BIPM Pension and Provident Fund and adopts its Financial Regulations.
9. The CIPM informs Member States about the outcome of actuarial studies on the assets and liabilities of the BIPM Pension and Provident Fund in its regular financial publications and at the next meeting of the CGPM. [Annexed Regulations, Article 19 \(1907\)](#)
10. The CIPM submits a Notification of the contributive parts and of subscriptions to the Member States and to the Associate States and Economies of the CGPM.
11. The CIPM shall carry out any other task as provided for under the Metre Convention and its Annexed Regulations as well as ensuring the implementation of CGPM Resolutions.

Rules of Procedure of the CIPM

Rule 12 **Financial management attributions of the CIPM**

1. The CIPM is in charge of the financial attributions such as approving the annual budget of the BIPM, the annual accounts of the BIPM and the annual accounts of the BIPM Pension and Provident Fund upon recommendation of an external auditor.
2. The CIPM shall review the internal control system and the risk management of the BIPM.

[Annexed Regulations, Article 6 \(1921\)](#)

[Annexed Regulations, Article 19 \(1907\)](#)

[CGPM \(1954\), Proceedings, Decision, pp. 81-82 as reaffirmed in CGPM \(2014\), Resolution 3](#)

Rule 13 **Independence and impartiality**

1. CIPM members are not representatives of any Government, State, institution or metrology institute and do not represent them in their capacity as CIPM members.
2. CIPM members shall act within the framework decided by the CGPM and having the Organization's interests always in mind.
3. The principles of confidentiality, impartiality, collegiality and independence shall guide all deliberations, actions and decisions of CIPM members.

[Annexed Regulations, Article 8 and 12 \(1921\)](#)

[CIPM \(1950\), Minutes, p. 83 CGPM \(1999\), Proceedings, p. 235](#)

4 Composition and election

Rule 14 **Composition**

1. The CIPM members shall be elected by the CGPM.
2. The CIPM shall be composed of 18 members elected by Member States, each of a different nationality.
3. The procedure for the election of CIPM members is defined by the CGPM through its resolutions and in accordance with the Metre Convention and its Annexed Regulations.

[Annexed Regulations, Articles 7, 8 and 9 \(1921\)](#)

The [procedure](#) for the election of CIPM members is not under the responsibility of the CIPM.

[Criteria and Process for Election of CIPM Members \(September 2014, rev. February 2018\)](#).

Rule 15 **Term of office**

1. CIPM members shall be elected to fixed renewable terms.
2. The term of office of CIPM members shall begin at the first CIPM meeting to take place no later than six months after the CGPM meeting at which they are elected, and end at the beginning of the first CIPM meeting that follows the next meeting of the CGPM.
3. The newly elected CIPM shall make every effort to meet promptly after the CGPM meeting at which they are elected with the aim to elect the CIPM President and the CIPM Secretary.

[CGPM \(2014\) Resolution 2](#)

Rule 16 **Replacements**

Should the need arise, absent CIPM members have the right to delegate their votes pursuant to Rule 29 below.

[Annexed Regulations, Article 12 \(1921\)](#)

Rules of Procedure of the CIPM

Rule 17 **Election of the CIPM President and the CIPM Secretary**

1. The CIPM shall elect, by secret ballot, its President and its Secretary and notify these nominations to the Member States. The CIPM President and the CIPM Secretary shall hold office until the election of their successors at the first meeting of the newly constituted CIPM.
2. The CIPM President and the CIPM Secretary shall be eligible for re-election to the same posts once.

[Annexed Regulations, Articles 9 \(1921\)](#)

[Annexed Regulations, Articles 8 \(1921\)](#)

Rule 18 **Functions and roles of the CIPM President**

1. The CIPM President shall organize CIPM meetings with the assistance of the BIPM Secretariat.
2. The CIPM President shall preside over all CIPM meetings. In case of absence during a meeting or any part thereof, the CIPM Secretary shall take his place.
3. The CIPM President may sign agreements and memorandum of understanding concluded by the CIPM in the name of the organization.
4. The CIPM President represents the organization in official meetings. He may delegate this responsibility to any CIPM member.
5. The CIPM President shall give an account to the CGPM of the work accomplished by the CIPM since the time of its previous meeting.

[Annexed Regulations, Article 19 \(1907\)](#)

Rule 19 **Bureau of the CIPM**

1. The bureau of the CIPM is composed of the CIPM President and the CIPM Secretary. The BIPM Director participates in meetings of the bureau of the CIPM as an *ex officio* member of the CIPM.
2. The bureau of the CIPM meets as often as may be necessary.
3. To assist the CIPM President and the CIPM Secretary in the exercise of their functions, other CIPM members may be asked to join the bureau meetings.
4. If the workload so requires, one or more CIPM Vice-Presidents could be elected by the CIPM under the same conditions as the CIPM President to support the CIPM President.

[Annexed Regulations, Article 9 \(1921\)](#)

*In 1952, the CIPM created the post of the first Vice-President and in 1979, it created a second post of Vice-President.
CIPM (1952 and 1979), Minutes CIPM (1952) Minutes, p. 121; CIPM (1979) Minutes, p. 22*

Rule 20 **Functions and roles of the bureau of the CIPM**

1. The bureau of the CIPM assists the CIPM President in the exercise of his functions and for all necessary preparatory work prior to CIPM meetings.
2. The bureau of the CIPM shall present to the Member States an Annual Report on the financial and administrative situation of the BIPM Secretariat. This report shall contain provisions for the expenses of the forthcoming exercise as well as a Notification of the contributive parts and subscription of the Member States and of the Associate States and Economies of the CGPM.

[Annexed Regulations, Article 19 \(1907\)](#)

[Annexed Regulations, Article 17 \(1921\)](#)

Rules of Procedure of the CIPM

3. The bureau of the CIPM is responsible for leading the contracting of the BIPM Director in the framework defined by the CIPM.
4. The bureau of the CIPM is responsible for fixing and evaluating the objectives of the BIPM Director (after consultation with the CIPM) and for defining his compensation.
5. The CIPM Secretary presents regular reports on the activities of the CIPM bureau to the CIPM.

5 Committees, Sub-Committees and Working Groups

Rule 21 Elections

The CIPM elects the chairs of its permanent committees, sub-committees, task groups and working groups.

Rule 22 Terms of Reference and membership

1. The CIPM approves the Terms of Reference and membership of CIPM committees, sub-committees, task groups and working groups.
2. The CIPM President shall be ex officio a member of all CIPM committees, sub-committees, task groups and working groups.

[CIPM-D-01 Rules of procedure for the Consultative Committees \(CCs\) created by the CIPM, CC working groups and CC workshops.](#)
Version 3.1, Aug 2020

Rule 23 Reporting

The chairperson of each CIPM committee, sub-committee, task group and working group reports on its activities and submits draft decisions to the CIPM for approval.

6 Conduct of business

Rule 24 Conduct of meetings

1. The CIPM President shall declare the opening and closing of meetings, direct the discussion, ensure the observance of these Rules (Rules of Procedure of the CIPM), accord the right to speak, rule on points of order, and manage the available time for every item on the agenda. He has the right to take part in the discussions.
2. The CIPM Secretary shall put items to the vote and announce decisions.
3. The BIPM Secretariat is responsible for providing practical arrangements and preparing the official minutes.

Rule 25 Order and time-limit

1. The CIPM President shall call upon speakers in the order in which they signify their wish to speak.
2. The CIPM President may limit the time allowed to each speaker.

Rules of Procedure of the CIPM

Rule 26 **Replacement of the CIPM President**

1. Should the CIPM President be unable to exercise his functions, the CIPM Secretary shall chair the CIPM meeting or shall replace him between sessions. If the CIPM President and the CIPM Secretary are both unavailable, the meeting or session should be postponed.
2. Should the CIPM President or the CIPM Secretary be unable to complete their terms or to permanently exercise their functions they shall be replaced for the remaining period of their term according to Rule 17.

Rule 27 **Participants**

1. Meetings of the CIPM shall be held in camera, unless otherwise decided.
2. At the invitation of the CIPM President, guests, experts, presidents of the Consultative Committees (not CIPM members) may also assist at meetings of the CIPM.
3. The BIPM Director shall take part in all the deliberations of the CIPM. Unless the CIPM decides otherwise in a particular case, other staff members of the BIPM may assist him.

7 Decision making

Rule 28 **Quorum and votes**

1. During the meetings, the CIPM can only make valid decisions if at least half of its elected members (i.e. 9 of the 18 elected members) are present. [Annexed Regulations, Article 12 \(1921\)](#)
2. The BIPM Director is not an elected member and cannot be included as such for reaching the quorum.

Rule 29 **Voting and adopting decisions during meetings**

1. If no consensus is reached, the CIPM takes a formal vote. Each CIPM member has one vote. [Annexed Regulations, Article 12 \(1921\)](#)
2. The BIPM Director has a vote in the CIPM.
3. Voting in the CIPM meetings is by simple majority. In the case of a tie, the CIPM President has a casting vote.
4. Provided the quorum is met, absent members have the right to delegate their votes to the CIPM members present who should justify this delegation.

Rule 30 **Voting and adopting decisions by correspondence**

1. In the interval between sessions, the CIPM has the right to deliberate by correspondence. [Annexed Regulations, Article 13 \(1875\)](#)
2. In this case, for a decision to be valid, all members of the CIPM must have been invited to express their opinion.

Rules of Procedure of the CIPM

3. Points of order may only be raised with the CIPM Secretary.
4. A vote casted by correspondence is irrevocable.
5. The CIPM Secretary records decisions made by correspondence.
6. Decisions made by correspondence have the same legal value as those adopted during regular meetings. These decisions are recalled at the next CIPM meeting.

Rule 31 **Conflict of interest**

1. The CIPM members have a responsibility to avoid any conflicts of interest. If required, they should recuse themselves.
2. CIPM members are expected to disclose to the CIPM any fact or situation of which they become aware that might reasonably, directly or indirectly, involve or give rise to an actual conflict of interest or potential conflict of interest.

Rule 32 **Decisions and minutes**

1. Decisions adopted by the CIPM shall be published in English and in French as soon as practicable after the end of each CIPM session.
2. The minutes are prepared by the BIPM Secretariat. In order to facilitate this work, a recording of the CIPM session may be made. [Annexed Regulations, Article 19 \(1907\)](#)
3. The CIPM shall approve the minutes of each session as a true record at the opening of the next session or by correspondence.
4. The minutes, reports and publications of the CIPM shall be published in French and in English and be communicated to Member States. The official record of the meetings is the French version.
5. All agreements concluded by the CIPM President are duly recorded.

8 Amendment of the Rules of Procedure

Rule 33 **Procedure for amendment**

These Rules of Procedure may be amended, subject to the provisions of the Metre Convention and its Annexed Regulations, as well as CGPM Resolutions, by a decision of the CIPM taken by the majority of its members in accordance with Rules 29 and 30.

Rule 34 **Entry into force**

These Rules of Procedure were adopted by the CIPM by correspondence on 30/04/2021. Once adopted they enter into force immediately.