

Voting by correspondence in the CCL and CCL-WGs

Scope

This Guidance document applies to decision making within the CCL and CCL-WGs when such decisions are taken remotely and not at formal meetings. Other CCL documents (or CIPM documents relevant to the CCL) include procedures to take decisions on specific matters, such as the every-day management of the MRA (e.g., approval of comparison protocols and reports). In such cases, the specific procedure described therein applies. This document is applicable in all other cases.

Background

- The CIPM is allowed by the Metre Convention to adopt decisions by correspondence, with the only requirement that all members be invited to express their opinion (Article 13 of the Rules Annexed to the Metre Convention).
- The Rules of Procedure of the CIPM indicate that it may meet by videoconference and adopt decisions by correspondence in the interval between sessions (Rules 2 and 30, respectively).
- The *Rules of Procedure for Consultative Committees created by the CIPM, CC Working Groups and CC Workshops* (CIPM-D-01), indicate that CCs may hold sessions on-line.
- The practice of adopting decisions online, when they do not require extensive discussions, has been followed for some time by other Consultative Committees.

Rules for voting by corresponding in the CCL, CCL-WG

1. The CCL and its working groups may adopt decisions by correspondence in the period in between meetings.
2. Requests to adopt decisions by correspondence are the prerogative of the President, in the case of the CCL, and the Chairpersons, in the case of the CCL Working Groups.
3. Before requesting a vote by correspondence, the President of the CCL or the Chairpersons of the CCL Working Groups, as appropriate, should send a written proposal to all voting members, providing background information and the reasons why it is important to adopt such decision before the next formal meeting.
4. For the purpose of adopting decisions in the period in between CCL meetings, the delegates named by the NMI at the last CCL meeting will maintain their representation until the following CCL meeting, unless the NMI concerned indicates otherwise.
5. Voting members should be provided sufficient time to review the proposal and request clarifications, if needed. Normally, this review period should not be less than two weeks, unless there is justification to adopt an urgent decision.
6. Decisions by correspondence will follow the rules indicated in paragraph 5.10 of document CIPM-D-01 (agreement by consensus).
7. Any of the voting members may request to postpone adopting the decision until the next formal meeting. In such a case, the final decision to proceed or not with a vote by correspondence will be made by the CCL President, in the case of the CCL, and the Chairpersons, in the case of the CCL Working Groups.
8. The CCL Executive Secretary will send by email the proposals and background information for a vote by correspondence to the members of the CCL or its WGs, as appropriate.
9. The CCL Executive Secretary will provide the voting members with an electronic means to indicate their votes and will keep records of each vote.
10. Decisions taken by correspondence will be recalled and recorded in the minutes of the next meeting of the CCL or CCL-WGs, as appropriate.