

# STATUTES

As revised by the Third ICEM World Congress  
*Stavanger, Norway, August 2003*

---



**INTERNATIONAL FEDERATION OF CHEMICAL, ENERGY,  
MINE AND GENERAL WORKERS' UNIONS**

# CONTENTS

	page
<b>NAME .....</b>	<b>3</b>
<b>AIMS, MEANS.....</b>	<b>3</b>
<b>MEMBERSHIP.....</b>	<b>4</b>
<b>AFFILIATION FEES .....</b>	<b>6</b>
<b>EXECUTIVE BODIES.....</b>	<b>7</b>
<b>THE CONGRESS .....</b>	<b>7</b>
<b>EXTRAORDINARY CONGRESSES .....</b>	<b>9</b>
<b>THE EXECUTIVE COMMITTEE.....</b>	<b>9</b>
<b>THE PRESIDIUM.....</b>	<b>12</b>
<b>THE SECRETARIAT .....</b>	<b>12</b>
<b>AUDITORS .....</b>	<b>13</b>
<b>SECTIONS.....</b>	<b>13</b>
<b>TECHNICAL COMMITTEES .....</b>	<b>14</b>
<b>REGIONAL ORGANISATIONS.....</b>	<b>14</b>
<b>OBLIGATIONS OF AFFILIATED ORGANISATIONS.....</b>	<b>14</b>
<b>TRANSFER OF MEMBERSHIP .....</b>	<b>15</b>
<b>GENERAL .....</b>	<b>15</b>
<b>APPENDIX I: LIST OF INDUSTRIAL SECTIONS WITHIN ICEM JURISDICTION .....</b>	<b>17</b>
<b>APPENDIX II: ICEM CONGRESS STANDING ORDERS.....</b>	<b>18</b>

## **NAME**

### **Article 1**

i) The name of the International Trade Secretariat shall be:

***INTERNATIONAL FEDERATION OF CHEMICAL, ENERGY, MINE  
AND GENERAL WORKERS' UNIONS***

It shall be referred to in these Statutes as the "International".

ii) The name shall be:

- (a) in German: Internationale Föderation der Chemie-, Energie-, Bergbau- und Fabrikarbeitergewerkschaften.
- (b) in French: Fédération Internationale des Syndicats de Travailleurs de la Chimie, de l'Energie, des Mines et des Industries Diverses.
- (c) in Swedish: Internationella kemi-, energi-, gruv- och fabriksarbetarefederationen.
- (d) in Spanish: Federación Internacional de Sindicatos de Trabajadores de la Química, Energía, Minas e Industrias Diversas.
- (e) in Japanese: 国際化学エネルギー鉱山一般労連
- (f) in Russian: Международная федерация профсоюзов работников химической промышленности, энергетики, горняков и разнорабочих

iii) The acronym in all languages shall be the ***ICEM***.

## **AIMS, MEANS**

### **Article 2**

The object of the International shall be to bring together the workers' organisations of all countries within the industries enumerated in Article 4, irrespective of the race, nationality, gender or religion of their members, and to unite them, on the basis of political and economic independence and democracy, into a strong international organisation for the purpose of:

- (a) safeguarding and advancing the economic, social, environmental and cultural interests of the workers belonging to these organisations;
- (b) whenever necessary supporting the affiliated organisations in their struggle against all exploitation of labour and promoting their striving for social justice and economic welfare;
- (c) promoting workers' international solidarity.

### **Article 3**

To achieve these objects, the International shall:

- (a) establish and promote close collaboration and friendly relations between the affiliated unions;
- (b) support efforts at trade union organisation in countries where trade unions do not exist or where they are very weak; and shall oppose the use of non-union labour in case of labour conflicts;
- (c) undertake every possible effort to strengthen affiliated unions in the fields of organisation, information and education;
- (d) support the struggles of its affiliated unions to improve the living and working conditions of its members;
- (e) provide sources and channels of information and communication to and among affiliates, including publication of a periodical and other documents;
- (f) collect and disseminate information and conduct research relevant to the concerns of its member organisations by all available and effective means;
- (g) convene international sectional conferences (see Article 30);
- (h) defend its affiliated organisations against attacks by governments, employers or other organisations;
- (i) extend solidarity and give assistance to affiliated organisations in case of disputes. The Executive Committee shall decide upon the nature and form of such assistance;
- (j) maintain relations with:
  - (i) the International Trade Secretariats;
  - (ii) the International Confederation of Free Trade Unions;
  - (iii) the International Labour Organisation;
- (iv) other organisations pursuing objectives of like character to those of the International.
- (k) apply any other measures necessary to defend the interests of affiliated organisations and the working population as a whole.

### ***MEMBERSHIP***

#### **Article 4**

- i) Eligible for membership of the International shall be representative, independent and democratic trade unions catering for those employed in:
  - the energy industries
  - the mining and quarrying industries of all kinds
  - the chemical and bio-science industries
  - the pulp and paper industries
  - the rubber industries
  - the glass, ceramic, cement and associated industries
  - the environmental service industries;
  - scientific, professional, supervisory, technical, administrative and clerical occupations in the above-mentioned industries;

the service occupations and miscellaneous industries not falling within the scope of other International Trade Secretariats.

- ii) The industries as enumerated are to be understood as defined in the Statutes of the affiliated trade unions or as outlined in the Appendix to these Statutes.

### **Article 5**

Prerequisites for admission to the International are:

- (a) that the organisation subscribes to democratic principles in its internal and external relations;
- (b) that the application be on behalf of the full membership employed in industries under **ICEM** jurisdiction;
- (c) that the organisation does not belong to another international trade union body without the agreement of the Executive Committee;
- (d) that the organisation undertakes to abide by the Statutes and decisions of the International.

### **Article 6**

- i) At its discretion and subject to subsequent ratification by Congress, the Executive Committee may accept certain organisations as Transitional Members of the International which do not meet the criteria for admission to full affiliate status, but which are in process of transformation of their structures and operations towards a democratic governance.
- ii) Organisations so admitted to Transitional Membership status shall be entitled to receive information and assistance from the International and to attend as observers its meetings, conferences and congresses, but shall not be obliged to pay dues to the International nor be eligible to vote or to propose candidates to its statutory structures.
- iii) Unions accepted as Transitional Members shall submit annual reports to the ICEM Executive Committee concerning their progress. These reports, together with such other facts as may be relevant, shall form the basis for an annual review by the Executive Committee of the Transitional Membership status of such unions.

### **Article 7**

- i) Applications for admission affirming the acceptance of the obligations imposed by the International are to be addressed in writing to the Secretariat of the International.
- ii) The Executive Committee shall decide upon all applications for membership and shall report its decision to the Congress for ratification.
- iii) From the date of admission by the Executive Committee the organisation concerned shall enjoy all the rights and accept all the responsibilities of an affiliated organisation appropriate to its membership status.

## **Article 8**

Apart from the obligations, which the Statutes and the decisions of the executive bodies of the International entail, a union admitted to membership of the International shall retain its full autonomy.

## **Article 9**

- i) Expulsion from the International can take place only by a decision of the Executive Committee or of the Congress of the International, in case the union concerned:
  - (a) is in arrears with its affiliation fees for a period of one year and does not meet its financial obligations in spite of repeated requests to this effect, *or*
  - (b) violates the Statutes and the decisions of the International or acts against its interests.
- ii) Appeals against a decision of the Executive Committee may be made at the first International Congress following the meeting of the Executive Committee where such decision was taken. Pending the appeal, the rights and obligations of the union concerned shall be suspended.

## ***AFFILIATION FEES***

### **Article 10**

- i) An affiliation fee shall be payable by all affiliated organisations, except by those organisations in Transitional Membership status.
- ii) The Congress shall fix the amount of these affiliation fees. Such fees shall be levied on the basis of the membership declared by the affiliated organisations as at the end of the preceding year according to a formula taking into consideration the respective economic and social conditions of each country, as follows:

Category A - 100 per cent of agreed fee per capita;

Category B - 50 per cent of agreed fee per capita;

Category C - 25 per cent of agreed fee per capita;

Unions accepted as affiliates shall be allocated to the above-mentioned categories by decision of the Executive Committee, subject to Congress ratification.

- iii) Provided that fee payments are met in accordance with the above scale, affiliates in Categories A, B and C above shall be entitled to exercise a full vote at Congress on their paid-up membership.
- iv) The affiliation fees are to be paid in the first half of each calendar year. If an organisation is accepted into affiliation in the course of a calendar year, fees shall be payable on a pro rata basis from the date of its acceptance into membership.

- v) In the case of verifiable financial difficulty, which makes it impossible for an affiliate to pay its affiliation fees, it can apply for exoneration in part or in full. Such an application with supporting documents is to be sent to the Secretariat, which has the right to request more information. The Executive Committee shall decide on such exoneration. If exoneration is granted for part or full membership of the affiliate concerned, its voting rights at Congress shall be adjusted accordingly. Exoneration applies for one year at a time.

## ***EXECUTIVE BODIES***

### **Article 11**

The Executive bodies of the International shall be:

- (1) the Congress;
- (2) the Executive Committee;
- (3) the Presidium;
- (4) the Secretariat.

## ***THE CONGRESS***

### **Article 12**

- i) The supreme authority of the International shall be the Congress which will meet at least once every four years. The 2007 Congress will be held before the end of November 2007.
- ii) The Executive Committee shall fix the date and time and select the place where the Congress is to be held.

### **Article 13**

- i) The General Secretary of the International shall convene the Congress at least 6 months before the opening date.
- ii) Proposals to be included in the agenda of the Congress shall be forwarded to the Secretariat at least four months before the opening date.
- iii) The agenda of the Congress as well as the reports and proposals to be submitted to it shall be sent to the affiliated organisations at least two months before the opening date.
- iv) Amendments to proposals shall be forwarded to the Secretariat at least one month before the opening date.
- v) All member organisations (except those in Transitional Membership status) and the Executive Committee are entitled to submit proposals to the Congress.
- vi) Proposals submitted by member organisations in the course of the Congress shall be considered only provided they are supported by organisations of at least five countries.

## Article 14

- i) The duties of the ordinary Congress shall comprise:
  - (a) the examination of the reports submitted;
  - (b) the examination of proposals to amend the Statutes and of any other proposals submitted;
  - (c) the fixing of the annual affiliation fees;
  - (d) the designation of the headquarters of the International;
  - (e) the election of: the President and sixteen Vice-Presidents, who shall be ex-officio members of the Executive Committee, plus the General Secretary
  - (f) the election of four members of the Auditing Committee;
- ii) Only persons holding a post in an affiliated trade union shall qualify for an elected position within the International, except the General Secretary;
- iii) A retired official of a member organisation can no longer be elected.
- iv) Candidates for Vice-Presidents shall be elected by Congress, but nominated from the Representative Regions as follows:

Western Europe	4 Vice-Presidents
Nordic Countries	2 Vice-Presidents
North America	2 Vice-Presidents
Asia/Pacific	2 Vice-Presidents
Central Europe	1 Vice-President
Eastern Europe, Central Asia and Trans-Caucasus	1 Vice-President
Africa	1 Vice-President
Latin America	1 Vice-President

In addition, the Chair and First Vice-Chair of the Women Workers' Section of the International shall be nominated for election by Congress as further Vice-Presidents of the International.

## Article 15

- i) Each affiliate is entitled to one vote for every 5,000 members or fraction thereof on whose behalf affiliation fees have been paid on an annual average of payments made in each year between Congresses in accordance with Article 10. In the case of an organisation which has become a member of the International between Congresses, such average shall be calculated on a pro rata basis for the years during which it has been an affiliate.
- ii) Provided written notification is given to the Secretariat, affiliated organisations, which for important reasons are unable to send representatives to Congress, shall have the right to entrust their votes to other organisations represented at Congress.
- iii) Expenses of congress delegates shall be paid by the affiliated organisations concerned. The Executive Committee may occasionally permit exceptions, if it decides that the reasons given are adequate and resources are available.

## ***EXTRAORDINARY CONGRESSES***

### **Article 16**

- i) An Extraordinary Congress shall be convened by decision of the Executive Committee or at the request of a majority of the affiliated organisations.
- ii) The affiliated organisations shall be informed as early as possible of the date and place as well as of the reasons for calling such Extraordinary Congress.
- iii) Extraordinary Congresses shall be subject to the same rules as the Ordinary Congresses.

## ***THE EXECUTIVE COMMITTEE***

### **Article 17**

- i) The Executive Committee shall consist of:
  - (a) the representatives of the groups of countries indicated hereunder in Articles 18 and 19 or otherwise designated by Congress;
  - (b) the President and Vice-Presidents of the International;
  - (c) the General Secretary.
- ii) In designating the representatives of groups of countries, the regional, national and industrial representativeness of the membership of the International is to be reflected.
- iii) The affiliates referred to in sub-paragraph (i)(a) shall appoint substitutes to the titular members. A member of the Executive Committee who cannot attend a meeting of the Executive Committee shall request his/her substitute to represent him/her.
- iv) In case a titular member of the Executive Committee, for whatever reason, ceases to be a member of the Executive Committee, or a substitute member of the Executive Committee becomes a titular member or for other reasons ceases to be a substitute member, the organisation(s) which the member represented shall appoint a successor at the earliest possible opportunity.
- v) For a decision to be valid, at least half of the total number of the members of the Executive Committee have to be present. In the event of a tie, the President shall have a casting vote.

### **Article 18**

For the purpose of representation on the Executive Committee, the following groups of countries shall be designated on the basis of geographical, historical and cultural criteria, as Representative Regions:

Asia and Pacific  
Central and Southern Africa  
North Africa and the Middle East  
North America  
South and Central America and the Caribbean  
Central Europe

Eastern Europe, Central Asia and Trans-Caucasus  
Western Europe  
the Nordic Countries

### Article 19

- i) A number of seats on the Executive Committee shall be allocated to each Representative Region specified in Article 18, in accordance with the following schedule on the basis of the number of members affiliated and fully paid-up to the International from that region, This number will be calculated on the basis of paid up membership, averaged over the three full calendar years immediately prior to the year in which the Congress takes place, or pro rata for those organizations that have joined the International since the previous Congress:

up to 50,000	paid-up members	1 seat
50,001 - 150,000	paid-up members	2 seats
150,001 - 300,000	paid-up members	3 seats
300,001 - 500,000	paid-up members	4 seats
500,001 - 750,000	paid-up members	5 seats
750,001 - 1,000,000	paid-up members	6 seats
1,000,001 - 1,500,000	paid-up members	7 seats
1,500,001 - 2,000,000	paid-up members	8 seats
over 2,000,000	paid-up members	one extra seat for each additional 500,000 paid-up members.

- ii) Distribution of allocated seats between countries within each Representative Region shall be by vote of the member unions within that region, voting on the basis of actual, paid up, membership averaged over the three full calendar years immediately prior to the year in which the Congress takes place, or pro rata for those organisations that have joined the International since the previous Congress.

- iii) Each Representative Region shall be allocated additional seats exclusively for women members in accordance with the following schedule:

up to 1,000,000	paid up members	1 women's seat
over 1,000,000	paid up members	2 women's seats

Delegates to these seats and their substitutes shall be elected by vote of the member unions within the region on the basis of actual paid up membership, as described in Article 19 ii) above.

- iv) The Chairpersons of each ICEM Section, elected by section conferences, shall be ex-officio members of the ICEM Executive Committee.

## **Article 20**

The duties of the Executive Committee, which body is the supreme authority of the International during the period between two Congresses, shall comprise:

- (a) the examination of the reports of the Presidium, the Secretariat and the Auditors;
- (b) the examination of applications for admission and proposals concerning expulsions;
- (c) the examination and decision concerning requests for reduction or exoneration from the payment of affiliation fees;
- (d) the supervision of the application of the decisions of the International Congresses and of the other activities of the International, as well as giving the requisite directions to the General Secretary and the Presidium;
- (e) the nomination, from among its members, for the period until the following Congress, of the President or a Vice-President, in the case of any of these offices becoming vacant between Congresses.
- (f) the nomination of an Internal Auditor, for the period until the following Congress, in the case of any of the offices becoming vacant.

## **Article 21**

- i) The Executive Committee shall have one ordinary meeting a year. The dates shall be available to the members at least four weeks prior to the opening of the meeting.
- ii) An extraordinary meeting of the Executive Committee shall be called whenever the Presidium deems necessary or at the request of one third of the members of the Executive Committee.
- iii) The Executive Committee shall fix the date and place of its ordinary meetings and the Presidium shall fix the date and place of extraordinary meetings.
- iv) Minutes shall be kept of all meetings of the Executive Committee. Copies of the minutes shall be sent to the members of the Executive Committee and the Auditing Committee.
- v) The members of the Executive Committee shall have at their disposal, at least one week prior to the opening date of an ordinary meeting, the draft agenda and any written reports on questions to be dealt with at this meeting. Exceptions may be made in the case of urgent or important matters arising at a late date.

## **Article 22**

Expenses of delegations to the Executive Committee are to be paid by the affiliated organisations concerned. The Committee may permit exceptions if it decides that the reasons given are adequate and if resources are available.

## ***THE PRESIDIUM***

### **Article 23**

- i) The Presidium shall consist of the President, the Vice-Presidents and the General Secretary of the International.
- ii) The Presidium shall direct the activities of the International and shall be responsible for the carrying out of the decisions of the Congresses and the Executive Committee.
- iii) The Presidium shall be responsible for the establishment of financial standing orders, the approval of bank mandatories and the approval of budgets.
- iv) Whenever necessary, the Presidium shall take the initiative in all matters affecting the International and shall report to the Executive Committee about the measures taken or shall submit the necessary proposals to the Executive Committee.
- v) The Presidium shall determine at which congresses of the affiliated unions or at which other conferences the Executive Committee of the International shall be represented.
- vi) The Presidium shall meet as often as the President deems necessary or whenever a majority of its members so requests, but at least two times a year. Minutes shall be kept of the meetings of the Presidium. Copies of the minutes shall be sent to the members of the Executive Committee and the Auditors.

## ***THE SECRETARIAT***

### **Article 24**

- i) The management of the Secretariat shall be entrusted to the General Secretary. S/he shall appoint the members of the staff in consultation with the Presidium.
- ii) S/he shall be responsible for his activities to the Presidium, the Executive Committee and the Congress.
- iii) S/he shall edit and publish the journal of the International.
- iv) S/he shall be responsible for the financial management of the International, for drawing up financial reports and for submitting the books of the International for inspection to the auditors as soon as possible after the end of the financial year.

### **Article 25**

In case the General Secretary resigns from office or has an impediment in the period between two Congresses, the Executive Committee shall fill the vacancy until the next Congress.

### **Article 26**

The salary, pension and other conditions of employment of the General Secretary and the Secretariat staff shall be determined by the Presidium.

## **Article 27**

If the Executive Committee has not otherwise decided, the name of the International shall be signed by the General Secretary. Cheques and other financial instruments shall be signed by the General Secretary together with the staff member with senior responsibility for financial control or with another staff member designated by the Presidium.

## **AUDITORS**

### **Article 28**

- i) A minimum of two members of the Auditing Committee, together with an officially recognised Public Auditor, shall inspect the books of the International once a year and ensure that they are kept in accordance with law and good accounting practice and that the economic activity corresponds to the decisions of the Presidium, the Executive Committee and the Congress.
- ii) The Public Auditor shall be appointed by the Presidium.
- iii) The Auditors shall report on the inspection of the books to the Presidium, the Executive Committee and the Congress.

## **SECTIONS**

### **Article 29**

- i) The Executive Committee shall be the competent body to create industrial and other sections for specific industries or for groups coming within the organisational scope of the affiliated organisations.
- ii) The creation of such sections must be ratified by the Congress.
- iii) One such section shall be a Women Workers' Section.
- iv) The sections shall be composed of representatives of the affiliated unions catering for the workers concerned.
- v) The tasks and powers of the sections are to be laid down by the Executive Committee and approved by the Congress.

### **Article 30**

- i) The Executive Committee shall decide on the regular convening of Section Conferences provided, however, that at least one Conference for each Section be convened between Statutory Conferences. Section Conferences shall be prepared by the Secretariat together with the Presidium and if need be delegates to the Conferences.
- ii) The Chairman for each Section shall be elected by the first Section Conference following the Statutory Congress.
- iii) Each affiliate represented at a Conference shall have one vote.
- iv) Section Conferences' decisions, with the exception of the election of the Chairman, shall be submitted for endorsement to the Executive Committee or the Congress.

## ***TECHNICAL COMMITTEES***

### **Article 31**

The Executive Committee may establish technical committees for the examination and study of particular questions. Such committees shall act in an advisory capacity and all decisions on questions referred to a technical committee shall be taken by the Executive Committee or Congress.

## ***REGIONAL ORGANISATIONS***

### **Article 32**

- i) Regional Organisations may be established within the International as determined by the Executive Committee and/or by the Congress.
- ii) Such Regional Organisations shall be a part of the International but shall be autonomous in respect to issues and policies within their respective region in line with the general policy of the International. They shall be governed by their own statutes, established in conformity with the principles of the International and subject to approval by the Executive Committee and/or Congress.
- iii) The Executive Committee shall determine the financial conditions for the functioning of Regional Organisations, which shall be entitled to levy a regional fee to cover the costs of their activities.

## ***OBLIGATIONS OF AFFILIATED ORGANISATIONS***

### **Article 33**

- i) Unions affiliated to the International shall forward to the Secretariat a report on their activities during the preceding year not later than 1 April of each year. This report shall contain particulars on the following subjects: membership at 31 December; wage movements involving or not involving stoppages of work.
- ii) Affiliated unions shall keep the Secretariat regularly informed on events connected with their activities (particularly in important labour disputes) which may be of interest to other unions affiliated to the International.
- iii) Affiliated unions shall return any questionnaires received from the Secretariat, duly completed, within the stipulated space of time. They shall also forward their journals, and annual, congress and other reports to the Secretariat.

### **Article 34**

Expenses incurred in connection with meetings of the International and other meetings at which the International has to be represented shall normally be paid by the affiliated organisations concerned. The Executive Committee may occasionally permit exceptions, if it decides that the reasons given are adequate and if resources are available.

## **TRANSFER OF MEMBERSHIP**

### **Article 35**

- i) A member of a union affiliated to the International who moves to another country may transfer to the relevant *ICEM* member union in the receiving country, subject to national customs and practice.
- ii) Union membership shall be regarded as continuous, provided that the member has fulfilled his/her obligations towards the union in the country from which s/he moved.
- iii) Transfer must take place immediately after registration in the receiving country. Any exceptions shall be decided upon by the receiving union, subject to national customs and practice.
- iv) Benefits and obligations shall be governed by the rules of the receiving union.

## **GENERAL**

### **Article 36**

- i) In case of disagreement concerning the interpretation of these Statutes, the Executive Committee shall be the competent body to decide. This also applies to any questions not provided for in the present Statutes.
- ii) In case of disagreement concerning the wording in these Statutes, the reference language of origin shall be the English language.

### **Article 37**

For purposes of legal definition, the International is established as an "association" governed by Swiss law in accordance with articles 60 to 79 of the Swiss Civil Code with the status of a "not for profit organisation".

The domicile of the association is in Petit Lancy/Geneva, Switzerland.

### **Article 38**

- i) The voluntary dissolution of the International can only be decided upon by the Congress and a decision to this effect must obtain a majority of at least four-fifths of the total number of votes cast by the organisations represented.
- ii) The liquidation of any assets available at the time of the dissolution of the International shall be decided upon by its final Congress.
- iii) In case of dissolution, the remaining assets cannot revert under any circumstances to the founding members of the Federation but must be transferred to an institution pursuing a similar purpose.

## Article 39

The Congress shall be the only competent body to amend the Statutes of the International. Any decision to amend the Statutes must obtain a majority of at least two-thirds of the total number of votes cast by the organisations represented.

## APPENDIX I

### LIST OF INDUSTRIAL SECTIONS WITHIN *ICEM* JURISDICTION

Manufacturing and production workers, administrative, clerical, scientific, professional, supervisory and technical staffs in the following industries:

**I Energy Industries**

Exploration, production, generation, refining and distribution of all types of primary and secondary energies.

**II Mining and Quarrying Industries of All Kinds**

Exploration, extraction and processing of hard coal and lignite, metallic and non-metallic minerals, clays, sands and gravels.

**III Chemical and Bio-science Industries**

Research, production and refining of chemical elements, compounds and products, pharmaceuticals, chemo-technical products, petro-chemical products, agro-chemicals, plastics, plastic products and composites and artificial fibres. Research and manufacture of products and materials resulting from bio-technical methods or genetic engineering techniques.

**IV Pulp and Paper Industry**

Research, production and conversion of pulp, paper, board, kraft, paper packaging and other paper and board products.

**V Rubber Industries**

Research and production of synthetic rubber and composites and fabrication of both natural and synthetic rubber products.

**VI Diamonds, Gems, Ornaments and Jewellery Production**

Diamond and gem sorting, cutting and polishing; pearl farming and setting; ornament and jewellery manufacture.

**VII Glass, Ceramic, Cement and Associated Industries**

Research, production and fabrication of flat glass, container glass, glass fibres, household glass, technical glass and all other glass products; all types of pottery, clay and ceramic materials, composites and products; cement, non-metallic minerals, composites and products.

**VIII Environmental Services Industries**

Waste disposal and recovery, pollution control, recycling, cleaning and maintenance, laundry, dry cleaning and hygiene services, portage and security and associated activities.

**IX Service and Miscellaneous**

Service and Miscellaneous industries not falling within the scope of other International Trade Secretariats.

## APPENDIX II

### **ICEM CONGRESS STANDING ORDERS**

- (1) The Congress Presidium shall consist of the President, Vice-Presidents, General Secretary. The President, or by his/her request one of the Vice-Presidents is the Chair of the session of the Congress. The Presidium decides on matters relating to the Congress proceedings and on handling the proposals submitted to the Congress.
- (2) The Credentials Committee shall consist of the members of the Auditing Committee. The voting rights are established by the Congress upon their recommendation, in accordance with the Statutes (particularly Articles 6,9,10 and 15). Before any voting rights have been approved by the Congress, the right to vote shall be established by the Presidium, following the recommendation of the Credentials Committee.
- (3) The Congress shall elect ten delegates to act as scrutineers. Their task is to count the votes and to verify the Congress report for correctness.
- (4) Delegates wishing to speak must request to do so in writing. All speeches must be held from the podium. The maximum time for each speech is ten minutes and a delegate may speak only once on each topic. Introductions by the Presidium are excepted. If a delegate intends to use a language which is not provided for, s/he must present a text of the speech in one of the statutory languages to the Secretariat in advance.  
The observers who represent affiliates which have been fully exonerated from paying affiliation fees for the year of the Congress, have the same right to speak as the delegates.  
The Presidium may change these limitations, particularly in the case of a clear shortage of time.
- (5) Discussion on a point of order is limited to one speaker in favour and one against, each a maximum of five minutes. The Chair shall then rule on the question. If s/he is challenged by delegates from at least five countries, s/he shall put his/her ruling to a vote.
- (6) Proposals submitted in the course of the Congress shall be considered only provided they are supported by delegates from at least five countries. Such proposals have to be given to the Secretariat in writing in one of the statutory languages.
- (7) Elections shall be by ballot or roll call. On other questions, the Chair may instead call a vote by a show of hands, unless delegates from at least two countries request a ballot or roll call vote. For a decision to be valid, at least half of the total number of votes of all affiliates whose voting rights have been approved, must be cast.